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**MACKAY CHRISTIAN COLLEGE**  
a place where you belong

# Parent Information Booklet

for

2021

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## College Prayer

Dear Father God

You are Lord over all.

We thank you for Your daily love and care.

Please bless and guide our College Principal, teachers, parents and students.

Help us to grow in love and wisdom, and to become all that You want us to be.

We seek to know You better as we pray and learn about you.

Forgive us when we disobey Your commandments to love others, and help us to care for each other.

Our values are CLEAR.

Teach us to value Learning, as we explore and discover the wonders of Your created world.

We ask that we may reflect Jesus in all that we say and do, especially in Christlikeness, Attitude, Respect for ourselves and others, and striving for Excellence in everything we do.

May 'Thy will be done' in our lives and may we be a blessing to our families.

We pray all these things in the name of our Lord Jesus Christ.

Amen

# Introduction

Dear Parents and Carers

Enclosed in this mail out you will find all the updated information you will need for the 2021 school year.

At Mackay Christian College we see parents as our partners. We believe the responsibility for children lies with parents and our school exists to partner with parents to help their children 'become all God wants them to be'. While we seek to be good communicators, we strive to continuously improve in this area. Don't forget that every teacher at MCC has an email address which is their first initial and their surname with the school's email suffix added. The generic college email address is [mcc@mccmky.qld.edu.au](mailto:mcc@mccmky.qld.edu.au) and your email will be forwarded to the most appropriate staff member to answer your enquiry.

As always, we want to continue to work to improve our communication with parents. We have a commitment to respond to parent enquiries within at least three working days. Our goal is always to be quicker than three days – but we also know that school can be a very busy place!

The vast majority of our information and updates are available on our Facebook page. We also recommend downloading the MCC App for your smartphone to receive important notifications quickly as well as access to a number of important resources.

We are keeping the increasing to just 1% on all fees for 2021 which is around \$1 per week. Please organise the appropriate Direct Debit arrangements and update the amounts as per the enclosed information. Last year the college drew on the services of a Debt Collection Agency for the few families who just didn't meet their commitments and would not communicate with us about it. If you find yourself in difficulty during the year, please make an arrangement to speak with a member of the Business Office. Early and open communication will help us help you.

The college offers support for many families that are unable to meet the tuition fees each year. The aim is to assist families in their time of need to access quality Christian education. Families on a Health Care card will get an automatic tuition reduction. Other families receiving tuition support will need to reapply for 2021 and on a yearly basis thereafter so we can respond to changes of circumstance. Please contact our Business Office if this applies to your family.

At Mackay Christian College we are committed to ensuring the safety of our students. We would like to remind you if you need to come on either King's Park or Providence Campuses during the school year, especially between 8.45am and 2.45pm, PLEASE sign in using our Visitors' Book at the College Office or Junior School Reception. Thank you for assisting us to make our college a safe environment for our students.

You will find listed in this booklet all the resources you need to be prepared for the start of the 2021 school year. If you have any questions about any part of it, please contact our College Office on 4963 1100.

If for some reason you find that your plans for 2021 have changed (as plans have a habit of doing), and you are leaving Mackay, please let our Office know straight away. You will need to send us notification in writing or complete a Withdrawal Form for your child/children. These are available from the College Office.

Just a reminder that the College Office will be closed over Christmas from 12pm Friday 18 December 2020 and will reopen at 9am on Monday 11 January 2021.

Yours sincerely



Dr Barclie Gallogray  
College Principal

# First Day of School

## MCC Early Learning Centre

Children in the Full-Time class or the Monday, Tuesday and alternate Wednesday class commence the Kindergarten programs at 8.20am on Wednesday 27 January 2021. Parents are to deliver their little ones directly to the Early Learning Centre where the Teacher and Teacher Aide will be there to greet them and help them settle into their new classrooms. Early Learning Centre Part time Kindy children who are in the Thursday, Friday and alternate Wednesday classes will commence at 8.20am on Thursday 28 January. Early Learning Centre Kindy Introduction Day will be held on Wednesday 20 January prior to the school year commencing. Long Day Care children may start attending during the school holidays.

## Prep to Year 6 - Providence Campus

School commences at 8.30am on Wednesday 27 January 2021 for all Mackay Christian College students in Year 7 - 12.

**Prep** students will line up outside their classrooms in Orange Village at 8.30am on Wednesday 27 January where the Prep Teachers and Teacher Aides will greet them. Class lists will be displayed to remind parents. Students will then enter with their parents for some table activities before parents are asked to say their goodbyes.

**Year 1 - 6** all children will go to their new classroom at the beginning of the first day and start directly in their new class with their new teacher at 8.30am on Wednesday 27 January for an exciting day of learning.

## Year 7 to 12 - King's Park Campus

School commences at 8.30am on Wednesday 27 January 2021 for all Mackay Christian College students in Year 7 - 12. We understand that this can be an uncertain time for students, especially if they are new to the campus and we desire to make the transition as easy as possible.

For your convenience, there will be an information area at the King's Park Campus 'Meeting Place' between the Library and the College Office (please follow the signs from the College Office). House Family Group lists and rooms will be available at this information area. Our Student Leaders will be willing helpers on the day to take your child to their new classroom to meet with their teachers and fellow students.

## Term Dates for 2021

<b>TERM 1</b>	Wednesday 27 January - Thursday 1 April	<b>TERM 3</b>	Monday 19 July - Friday 17 September
<b>TERM 2</b>	Monday 19 April - Friday 25 June	<b>TERM 4</b>	Tue 5 October - Fri 19 November (Year 12)
			Tue 5 October - Fri 26 November (Year 10 & 11)
			Tue 5 October - Fri 3 December (Prep - Year 9)

**STUDENT FREE DAYS** Monday 12 - Friday 16 July and Friday 3 September

## College Office Hours

The College Office at King's Park Campus will be open during Term 4 Break from 9am - 3.30pm each week day until 12pm Friday 18 December 2020 and will reopen at 9am on Monday 11 January 2021.

### **DURING SCHOOL TERM**

Monday to Friday 8.00am to 4.00pm

### **DURING SCHOOL TERM BREAK SECOND WEEK OF TERM BREAK**

Monday to Friday 9.00am to 3.30pm (King's Park only)

## Opportunities For Parent Involvement

Mackay Christian College welcomes the involvement of parents in the education of their children subject to COVID-19 restrictions. All parents and volunteers must hold a current Working With Children Blue Card to help at MCC. The MCC Parent Association fundraises for special projects on a regular basis. Many parents also help out in the Junior School classrooms, attend excursions, help in the grounds and with cleaning, or in the Junior Tuckshop.

We hold a Meet the Teacher night for all Prep - Year 6 students during Term 1 each year. At this time parents have an opportunity to meet together in an informal setting with their child's classroom teacher. We also hold a Middle School Meet and Greet night and Senior Learning Information Night for parents to meet with our staff and find out more about the teaching program at MCC.

# Break Times for 2021

## SENIOR SCHOOL

Before School Teacher Duty .....	8.00am to 8.25am
House Family Group .....	8.30am to 8.45am
Session 1 .....	8.45am to 10.00am
Morning Tea .....	10.00am to 10.25am
Session 2 .....	10.25am to 11.40am
Session 3 .....	11.40am to 12.55pm
Lunch .....	12.55pm to 1.45pm
Session 4 .....	1.45pm to 3.00pm
After School Teacher Duty.....	3.00pm to 3.15pm

## JUNIOR SCHOOL

Before School Teacher Duty .....	8.00am to 8.25am
Class Roll.....	8.30am to 8.45am
Period 1.....	8.45am to 9.45am
Period 2.....	9.45am to 10.45am
Recess .....	10.45am to 11.10am
Period 3.....	11.10am to 12.10pm
Period 4.....	12.10pm to 1.10pm
Lunch .....	1.10pm to 2.00pm
Period 5.....	2.00pm to 2.50pm
After School Teacher Duty.....	3.00pm to 3.15pm

## EARLY LEARNING CENTRE

Morning Drop off	8.20am to 8.30am (gates are locked before this time)
Kindergarten Learning Session	8.30am to 10.25am
Morning Tea	10.25am to 10.45am
Kindergarten Learning Session	10.45am to 12.30pm
Lunch	12.30pm to 1.00pm
Rest Time	1.00pm to 2.00pm
Kindergarten Learning Session	2.00pm to 2.50pm
Afternoon Pickup	2.50pm to 3.00pm (late fee applies after this time)
Long Day Care (5 days a week) open	7.30am to 5.30pm



### **MCC: STUDENT ABSENCE**

Absentee 24hr Hotline: 4963 1199

Email: [away@mccmky.qld.edu.au](mailto:away@mccmky.qld.edu.au)

Please leave your child's name, class and brief explanation

Dear Parents/Caregivers

If you require your child to be at school

**before 8am or**

**after 3:15pm,**

please contact the Mackay Christian College Outside School Hours Care (OSHCare) program by email at

[oshcare@mccmky.qld.edu.au](mailto:oshcare@mccmky.qld.edu.au)

to arrange appropriate care for your child/children.

## OSHCare

Mackay Christian College offers a Before & After School Care Program and a Vacation Care Program available through our Outside School Hours Care Centre. OSHCare is designed to provide a caring, safe and fun environment for your children (Prep - Year 7 and above) where they can learn through play and social interaction. Our Service is structured around the government-designed frameworks for Early Childhood and School Age Care. MCC OSHCare harnesses the ethos of the college providing quality child care in a Christian environment. Our goal is to provide children a place where they feel valued as unique individuals, and their talents and interests are developed in a fun and relaxing environment.

Family Enrolment Application and Family Handbooks can be downloaded from the College Website at [www.mcc.qld.edu.au](http://www.mcc.qld.edu.au). Alternatively, you can collect one from the College Office or Junior School Reception.

# 2021 Fee Schedule

## REGISTRATION FEE

A registration once only fee of \$150 per family is payable with the first invoice.

Yearly Student Fees	Prep	Yr 1 - Yr 3	Yr 4 - Yr 6	Yr 7 - Yr 10	Yr 11 - Yr 12
<b>1<sup>st</sup> student Tuition Fees</b>	\$1863	\$2071	\$2384	\$3313	\$3626
<b>ICT Levy</b>	\$42	\$42	\$259	\$259	\$259
<b>Building Fund Levy</b>	\$374	\$3704	\$374	\$374	\$374
<b>Subject Levy</b>	-	-	Year 6 \$52	\$364	\$465
<b>iPad Levy</b>			Year 5 & 6 \$162		
<b>TTC Trade Pathway Levy</b>	-	-	-	-	*\$725
<b>Average Cost per year</b>	\$2280	\$2487	\$3016-\$3178	\$4309	\$4723
<b>Average Cost per term</b>	\$569.89	\$621.65	\$754-\$794.50	\$1077.14	\$1180.67
<b>Average Cost per week (40 wks)</b>	\$56.99	\$62.17	\$75.40-\$79.45	\$107.71	\$118.07

*(It is expected that School Fees will increase 2%-6% each year)*

## SIBLING DISCOUNTS

A sibling discount on tuition fees applies to families that have more than one student attending the college. (Subject and compulsory levies are payable at full cost.) The discount structure is as follows:

2<sup>nd</sup> child - 15% discount      3<sup>rd</sup> child - 40% discount      4<sup>th</sup> or more - no charge on tuition fees

## SUBJECT LEVIES

Subject levies cover items such as materials that will either go home with the student, training costs, or contribute to the costs associated with the subject.

## TRADE TRAINING CENTRE (Year 11 & 12)

**\*Trade Pathway** - The MCCTTC Trade Pathway program is specifically tailored to meet the current needs of industry and to equip and prepare students for their preferred career choice. Students will be required to complete Building and Construction Skills (QCAA Applied Subject), Cert II in Engineering Pathways (delivered in partnership with an external RTO - Formula Student) along with Industrial Graphics. Trade Pathway has a separate levy charged in place of the subject levy as outlined below.

Trade Training Centre      \$181.25/term (\$725/year)      (5% discount if paid in full by 31 March - \$36.25)

**Single Pathway** - MCCTTC also offers a single pathway option to those students who are not necessarily seeking a job in the trade industry. Students can select either Building and Construction Skills (QCAA Applied Subject), Cert II in Engineering Pathways (delivered in partnership with an external RTO - Formula Student). This levy is included in the Year level subject levy.

## INFORMATION COMMUNICATION TECHNOLOGY LEVY

eLearning devices and other technology equipment are an important part of learning and the education process. The college has a strong commitment to the integration of ICT into the students' classrooms. We require parents to contribute to the high costs associated with providing this equipment, infrastructure, software, web access etc.

## COMPULSORY BUILDING FUND LEVY

An annual levy is charged per family to contribute to the capital costs of college infrastructure. This compulsory Building Levy is not tax deductible. In addition to this compulsory levy, families are welcome to donate funds to MCC Building Fund. Donations \$2 and over to the College Building Fund are tax deductible.

## BILLING PERIODS

Your school fees are calculated for the full school year and are invoiced per term, you will receive an invoice at the start of each term. Payment is due no later than 30 days from date of invoice.

For students entering the college part way through a term, School Fees will be charged on a pro-rata basis for that term. (See enrolment contract for full details)

## **PAYMENT IN ADVANCE** (Full fee paying families only)

If you would like to pay your fees for the whole year a 5% discount on tuition fees will be applied if paid by 31 March. Please contact the Accounts Department for your total fees for the year.

## **PAYMENT OPTIONS**

*Direct Deposit through Internet Banking:*

<i>Account Name</i>	<i>Mackay Christian Colleges Ltd</i>
<i>BSB</i>	<i>084-789</i>
<i>Account No</i>	<i>01927 7202</i>
<i>Reference</i>	<i>Your Account No which is located at the right-hand side of your fee invoice</i>

*Cash, cheque or EFTPOS at King's Park College Office or Providence Junior School Reception*

*Direct Debit from your bank account/credit card* - Direct Debit forms are available from the College Office, Junior School Reception, downloaded from the College Website or these can be emailed to you.

Please include your reference details when making electronic transfers.

*BPAY* - Your BPay Reference code and the College's Biller Code is located on the right side of your fee invoice.

The college is dependent upon the timely and full payment of accounts to meet operating costs. **Non-payment will be followed up promptly.** When parents face unexpected financial difficulties, it is important that discussions are held with the Accounts Department. If we have not been advised of any financial circumstances a formal arrangement will be used to recover all outstanding fees including the use of debt collectors.

## **FEE ASSISTANCE**

It has always been the policy of the college to assist parents where possible and that no child should be excluded from a Christian education because of the lack of funds to pay school fees. In the case of financial hardship parents/carers are invited to complete an application form to apply for a School Tuition Fee rebate. These cases will be brought before the Principal for approval on a yearly basis.

## **CONCESSION CARD DISCOUNT**

Parents/carers with an eligible health care or pensioner concession card can receive up to a 70% discount on tuition fees. This discount does not apply to college levies. This discount is intended to assist those families who genuinely lack the financial capacity to pay tuition fees in full. This will be reviewed at the beginning of every year. Eligible card holders are required to advise the college of their concession card at enrolment or on receipt of the card. Once a copy is received, a concession agreement will be arranged.

## **WHAT DO SCHOOL FEES INCLUDE?**

The School Fees cover the cost of: tuition, photocopied resources for student use, hard copy textbook hire, exercise books, some student workbooks, sports, some visiting performances, most curriculum related excursions and a College Yearbook.

- *When students choose a leisure-based activity for sport, costs may be sought.*
- *For students in Year 7 - 12 enrolling partway through the year where families have received a textbook allowance from their previous school, and the pro-rata amount has not been forwarded to MCC from the previous school, this pro-rata textbook allowance amount will be added to the fee invoice.*

## **OTHER CHARGES:**

### **Outdoor Education Program**

Selected year levels in the college are offered the opportunity to participate in camps. Those costs are to be paid for by parents by the due date. Cost depends on the destination and duration. These are a separate expense to fees.

### **Co-Curricular Activities**

These activities are an integral element of college life and students are expected to be involved. Activities are held outside school time and are arranged by MCC. Depending on the activity done, students may be required to pay an additional fee.

### **Music Lessons**

Individual Instrument Tuition as arranged with Instructor. Payment is required at the start of each term.

## **STUDENTS LEAVING THE COLLEGE**

Please note that you will continue to be invoiced until the college has received notification in writing. Withdrawal Forms are available from the College Office upon request. School fees may be refunded if applicable. (See enrolment contract for full details). Textbook refunds will only be issued when **all** fees are paid in full and a pro-rata refund will be made to parents or forwarded to a student's subsequent school upon proof of enrolment.

# Junior School Stationery Needs For 2021

This list is also available from the College Website at [www.mcc.qld.edu.au](http://www.mcc.qld.edu.au).

- **PLEASE NAME ALL ITEMS INDIVIDUALLY AND CLEARLY** (in lower case letters eg. Jane Smith)
- **Choose quality brands: Staedtler, Faber-Castell, Colombia, Crayola**

To encourage healthy eating habits we encourage parents to avoid the following convenience foods as much as possible in children's lunches: chips, cheezels, lollies, rollups, soft drinks, chocolate or chocolate products.

## ON DAY 1, STUDENTS WILL NEED:

### EARLY LEARNING CENTRE

- Backpack or MCC Bag (named with identifiable tag)
- Healthy morning tea and lunch in a lunch box (named) that your child can open by themselves
- 1 water bottle with a lid over the mouthpiece (named)
- 1 spare change of clothes and underwear (named in material bag)
- 1 raincoat with a hood
- 1 pair of named gumboots
- 1 small cushion for resting (named)
- 2 cot size sheets both flat not fitted
- 1 small bag to hold both cushion and sheets (named)
- 1 small light blanket for winter (named)

### PREP

- Resources are mostly shared and don't need individual labelling.
- 2 pkts x 12 Faber-Castell Junior Grip triangular HB pencils - shared
- 2 pkts x 20 Faber-Castell Junior Grip triangular coloured pencils - shared
- 1 packet x 12 Crayola coloured twistable crayons - shared
- 1 packet whiteboard markers assorted colours - shared
- 2 erasers (no toys) - shared
- 8 large Bostik GluStik or BluStik - shared
- 1 plastic document wallet (for readers) - named
- 1 packet small paper plates - shared
- 1 packet large paper plates - shared
- 2 packets snaplock bags (large size) - shared
- 1 pump bottle of liquid hand sanitiser - named
- 1 family size box of tissues for classroom use
- 1 set headphones named (not earbud) with iPad connection in a named bag
- 1 spare set of clothes & underwear kept in child's bag - named
- 1 child friendly lunch box they can open by themselves - named

### YEAR 1 (resources are mostly shared and don't need individual labelling)

- 2 pkts Faber-Castell Jnr Grip triangular HB pencils - shared
- 2 pkts FaberCastell JnrGrip triangular colour pencils-shared
- 2 pkts x 12 Crayola coloured twistable crayons - shared
- 1 highlighter - shared
- 1 packet whiteboard markers assorted colours - shared
- 2 barrel pencil sharpeners (no toys or gadgets) - shared
- 4 erasers (no toys)
- 1 wooden ruler (no metal or flexible rulers) - named
- 8 large Bostik glue sticks - shared
- 1 pair of scissors - named
- 1 pencil case named no larger than 15cm x 23cm - named
- 3 plastic document wallets with clips - named
- 1 packet plastic teaspoons - shared
- 1 packet large paper plates - shared
- 1 packet snaplock bags snack size - shared
- 1 packet snaplock bags large size - shared
- 1 2L rectangular Sistema cliplock container - named
- 1 pump bottle of liquid hand sanitiser - shared
- 1 family size box of tissues for classroom use
- 1 MCC Library Bag (from School Locker Uniform Shop) - named
- 1 painting smock eg. large old shirt with buttons, or large old t-shirt (covers their uniform completely) - named
- 1 set headphones named (not earbud) with iPad connection in a named bag

### YEAR 2

- 1 box of good quality HB lead pencils individually named
- 1 large pack colouring pencils
- 1 set of felt pens or twistable crayons
- 1 highlighter
- 1 packet whiteboard markers fine point
- 2 barrel pencil sharpeners (no toys or gadgets please)
- 4 erasers (no toys)
- 1 wooden ruler (no metal or flexible rulers)
- 8 large Bostik glue sticks
- 1 pair of scissors
- 1 pencil case - no larger than 15cm x 23cm
- 3 plastic document wallets with clips - named
- 1 packet snaplock bags large size
- 1 2L rectangular Sistema cliplock container - named
- 1 pump bottle of liquid hand soap or sanitiser
- 1 family size box of tissues for classroom use
- 1 MCC Library Bag (from the School Locker Uniform Shop)
- 1 set headphones named (not earbud) with iPad connection in a named bag

**YEAR 3**

2 boxes of good quality HB lead pencils individually named  
 1 large pack colouring pencils  
 1 set of felt pens  
 1 highlighter  
 1 Artline 577 whiteboard marker (black or blue)  
 2 barrel pencil sharpeners (no toys, gadgets please)  
 4 erasers (no toys)  
 1 wooden ruler (no metal or flexible rulers)  
 8 large Bostik glue sticks  
 1 pair of scissors  
 1 pencil case - no larger than 15cm x 23cm  
 3 plastic document wallets with Velcro close  
 1 2L rectangular Sistema cliplock container (named)  
 1 pump bottle of liquid hand soap  
 1 family size box of tissues for classroom use  
 1 MCC Library Bag (from the School Locker Uniform Shop)  
 1 MCC Bible - New Living Translation (from the School Locker Uniform Shop)  
 1 set headphones named (not earbud) with iPad connection in a named bag

**YEAR 4**

1 box of good quality HB lead pencils individually named  
 4 red ball-point pens (no multi coloured pens)  
 1 large pack of colouring pencils or twistable crayons  
 1 set of felt pens (no connectors)  
 2 highlighters  
 2 whiteboard markers (1 black and 1 blue)  
 1 barrel pencil sharpener (no toys or gadgets please)  
 4 erasers (no toys)  
 1 wooden ruler (no metal or flexible rulers)  
 8 large Bostik glue sticks  
 1 pair of scissors  
 1 pencil case - no larger than 15cm x 23cm  
 2 clear document wallets with Velcro close  
 1 2L rectangular Sistema cliplock container (named)  
 1 pump bottle of liquid hand soap  
 1 calculator (not scientific)  
 1 protractor for Maths (named)  
 1 family size box of tissues for classroom use  
 1 MCC Library Bag (from the School Locker Uniform Shop)  
 1 MCC Bible -New Living Translation (from the School Locker Uniform Shop)  
 1 USB memory stick minimum 4 GB  
 1 set headphones named (not earbud) with iPad connection in a named bag

**OTHER INFORMATION**

- Some of these items may need to be replaced during the year to ensure an ongoing supply of equipment eg. pens, pencils etc
- A list of additional stationery items specific to a student's class will be given early in Term 1.
- Almost all other requirements are provided by the college for Prep – Year 9.

**YEAR 5**

1 box of good quality HB lead pencils individually named  
 4 red ball-point pens  
 4 blue ball-point pens  
 1 large pack of colouring pencils  
 1 large pack of twistable crayons  
 1 set of felt pens  
 4 highlighters (assorted colours)  
 1 whiteboard marker (black or blue)  
 2 barrel pencil sharpeners (no toys or gadgets please)  
 4 erasers (no toys)  
 1 wooden ruler (no metal or flexible rulers)  
 4 large Bostik glue sticks  
 1 pair of scissors  
 1 protractor for Maths (named)  
 1 pencil case to hold writing items  
 3 clear document wallets with Velcro close  
 1 2L rectangular Sistema cliplock container (named)  
 1 clipboard  
 1 pump bottle of liquid hand soap  
 2 family size boxes of tissues for classroom use  
 1 MCC Library Bag (from the School Locker Uniform Shop)  
 1 MCC Bible - New Living Translation (from School Locker)  
 1 set headphones named (not earbud) with iPad connection in a named bag

**YEAR 6**

1 box of good quality HB lead pencils individually named  
 4 red ball-point pens  
 4 blue ball-point pens  
 1 large pack of colouring pencils  
 1 large pack of twistable crayons  
 1 set of felt pens  
 4 highlighters (assorted colours)  
 4 whiteboard markers  
 2 barrel pencil sharpeners (no toys or gadgets please)  
 2 erasers (no toys)  
 1 wooden ruler (no metal or flexible rulers)  
 4 large Bostik glue sticks  
 1 pair of scissors  
 1 protractor for Maths (named)  
 1 pencil case to hold writing items  
 4 clear document wallets with Velcro close  
 1 2L rectangular Sistema cliplock container (named)  
 1 clipboard  
 1 pump bottle of liquid hand sanitiser  
 2 family size boxes of tissues for classroom use  
 1 MCC Library Bag (from the School Locker Uniform Shop)  
 1 MCC Bible - New Living Translation (from the School Locker Uniform Shop)  
 1 set headphones named (not earbud) with iPad connection in a named bag

# Senior School Stationery Needs For 2021

This list is also available from the College Website at [www.mcc.qld.edu.au](http://www.mcc.qld.edu.au)

- **PLEASE NAME ALL ITEMS INDIVIDUALLY AND CLEARLY** (in lower case letters eg. Jane Smith)
- **Choose quality brands: Staedtler, Faber-Castell, Colombia, Crayola**

To encourage healthy eating habits we encourage parents to avoid the following convenience foods as much as possible in children's lunches: chips, cheezels, lollies, rollups, soft drinks, chocolate or chocolate products.

## ON DAY 1, STUDENTS WILL NEED:

### YEAR 7, 8 & 9

- 2 HB lead pencils
- 2 red ball-point pens
- 2 blue ball-point pens
- 4 highlighters (assorted colours)
- 1 barrel pencil sharpener (no toys or gadgets please)
- 1 eraser (no toys)
- 1 wooden ruler (no metal or flexible rulers)
- 1 large Bostik glue stick
- 1 pair of scissors
- 1 large pencil case to hold writing items
- 1 scientific calculator (please see note below)
- 1 sturdy, tough iPad case to minimise potential damage
- 1 soft cleaning cloth to clean iPad screen
- 1 power bank to charge iPad (optional)
- 1 set headphones named (not earbud) with iPad connection **for classroom and NAPLAN online test**

**Approved Electronic Learning Device:** A full sized Apple iPad (8th Generation) 32 or 128 GB. **MUST NOT** be older than 3 years or an iPad mini. Alternatively, the iPad Pro as a Wi-Fi model is slightly faster but more expensive. All Year 7-12 students will need to install **Essential Apps for Everyone** on their iPad for the start of school. Students will need to install year level or subject specific Apps and will be notified by the teacher as necessary.

### CALCULATORS

**Year 7-12 Students:** Scientific calculators will be used in class and may be purchased from the School Locker Uniform Shop. The model recommended is Casio FX-82AU PLUS 2.

**Year 11 & 12 Mathematical Methods Students:** Require a TI Nspire CX II non CAS graphics calculator. These can be leased for \$44 per year. Payments can be made at the College Office. Students take their receipt to the Library to be issued a leased graphics calculator. Note: Students may also purchase their own TI Nspire CX CAS II model which has the "Press to Test" feature.

### OTHER ITEMS

- Some of these items may need to be replaced throughout the year to ensure an ongoing supply of equipment eg. pens, pencils etc.
- A list of additional stationery items specific to a student's class will be given early in Term 1.
- Almost all other requirements are provided by the college for Prep - Year 9.
- All items brought to school should be clearly named.

### YEAR 10, 11 & 12

- 2 HB lead pencils
- 2 red ball-point pens
- 2 blue ball-point pens
- 4 highlighters (assorted colours)
- 1 barrel pencil sharpener (no toys or gadgets please)
- 1 eraser (no toys)
- 1 wooden ruler (no metal or flexible rulers)
- 1 large Bostik glue stick
- 1 pair of scissors
- 1 white out correction tape (not fluid)
- 1 large pencil case to hold writing items
- 1 A4 exercise book for each Senior Maths, Science & Humanities subject - Year 11 & 12
- 1 pad of graph paper
- 1 A4 ring binder (25mm)
- 1 packet of plastic A4 pockets
- 2 packets of 5 tab A4 dividers
- 2 packets of lined A4 loose leaf paper
- 1 scientific calculator (please see note below)
- 1 sturdy, tough iPad case to minimise potential damage
- 1 soft cleaning cloth to clean iPad screen
- 1 power bank to charge iPad (optional)
- 1 set headphones named (not earbud) with iPad connection

**Approved Electronic Learning Device:** A full sized Apple iPad (8th Generation) 32 or 128 GB. **MUST NOT** be older than 3 years or an iPad mini. Alternatively, the iPad Pro as a Wi-Fi model is slightly faster but more expensive. All Year 7-12 students will need to install **Essential Apps for Everyone** on their iPad for the start of school. Students will need to install year level or subject specific Apps and will be notified by the teacher as necessary.

# EARLY LEARNING CENTRE & PREP UNIFORM

It is compulsory for all Early Learning Centre children and Prep students to wear the Junior School Sports Uniform on a daily basis. They are not required to wear the formal day uniform.

## UNIFORM

- MCC Junior Sports Polo Shirt with embroidered MCC logo
- MCC Sports Shorts midnight navy blue with embroidered MCC logo
- Closed in shoes or trackshoes with Velcro straps instead of shoelaces (NO THONGS or SANDALS allowed) (See Shoe Guide)
- MCC Sports socks with embroidered MCC logo preferred or short white socks visible above shoes
- MCC Legionnaire Hat (peaked cap) midnight navy blue with embroidered MCC logo. Must be worn for all outdoor activities.

## WINTER UNIFORM ITEMS (optional)

In addition to the sports uniform, students may wear:

- MCC Jacket zip front midnight blue microfibre with embroidered MCC logo or MCC Junior fleecy jacket midnight navy blue with embroidered MCC logo
- MCC Track pants midnight navy blue microfibre with embroidered MCC logo may be worn during winter or plain navy blue track pants over their shorts

# YEAR 1 – 6 UNIFORM

Support of Mackay Christian College's Uniform Policy is a condition of enrolment. Students may be sent home if their uniform is incorrect. Parents are asked to make an appointment with their child's Head of School to discuss any problems with meeting uniform standards. All uniform items are available from the School Locker Uniform Shop [www.theschoollocker.com.au](http://www.theschoollocker.com.au).

## BOYS FORMAL UNIFORM

- MCC formal shirt in junior cleolene check and embroidered MCC logo on the pocket
- MCC formal long shorts with elastic waist midnight navy blue (NO EXTERNAL CARGO POCKETS)
- Black hard leather lace-up school design shoes (see Shoe Guide) (NO BLACK LEATHER JOGGERS, NO BUCKLES, NO VELCRO, NO SUEDE).
- MCC navy blue socks with light blue stripe

## GIRLS FORMAL UNIFORM

- MCC Princess line dress with collar, front zipper, short sleeves and a small midnight navy blue cross over tie attached to the neckline at the centre front. The length of the dress will be no more than 2.5cm above the knee when kneeling.
- Black hard leather lace-up school design shoes (see Shoe Guide) (NO BLACK LEATHER JOGGERS, NO BUCKLES, NO VELCRO, NO SUEDE).
- White ankle socks folded down to cover ankles

**HATS** Must be worn for all outdoor activities (Break times, HPE, sport)

- MCC Wide brim hat midnight navy blue with embroidered MCC logo OR
- MCC Bucket hat reversible midnight navy blue with embroidered MCC logo outside & House Family colours inside

## SPORTS UNIFORM

- MCC Junior Sports Polo Shirt with embroidered MCC logo **or** MCC House Family Polo Shirt
- MCC Sports Shorts midnight navy blue with embroidered MCC logo
- Track shoes with shoe laces or Velcro (NO SKATER OR CANVAS SHOES). Junior School students may wear Velcro straps on their track shoes but not their leather shoes. (see Shoe Guide)
- MCC Socks preferred or short white socks visible above shoes

## WINTER UNIFORM ITEMS

In addition to the uniform, students may wear:

- MCC Jacket zip front microfibre or MCC Junior fleecy jacket, midnight navy blue with embroidered MCC logo
- MCC Track pants midnight navy blue microfibre with embroidered MCC logo preferred or plain navy blue track pants may be worn over the sports shorts when dressed in sports uniform.
- Plain white or light blue singlet or t-shirt under the formal uniform as long as the sleeves do not extend beyond the sleeves of the uniform
- Boys may wear MCC Track pants midnight navy blue microfibre with embroidered MCC logo preferred or plain navy blue track pants over the formal shorts
- Girls may wear navy blue colour tights or full length leggings under their uniform

# YEAR 7 - 12 UNIFORM

Support of Mackay Christian College's Uniform Policy is a condition of enrolment. Students may be sent home if their uniform is incorrect. Parents are asked to make an appointment with their child's Head of School to discuss any problems with meeting uniform standards. All uniform items are available from the School Locker Uniform Shop [www.theschoollocker.com.au](http://www.theschoollocker.com.au) except boys long formal pants.

## BOYS FORMAL UNIFORM

- MCC formal shirt in senior cleolene check and embroidered MCC logo on the pocket
- MCC formal shorts with long flexi-waist midnight navy blue (NO EXTERNAL CARGO POCKETS)
- College Senior Tie for Year 10-12 (required to be worn for Term 2 & 3 only)
- Black hard leather lace-up school design shoes (see Shoe Guide) (NO BLACK LEATHER JOGGERS, NO BUCKLES, NO VELCRO, NO SUEDE)
- MCC Navy blue socks with white and blue stripe.

## GIRLS FORMAL UNIFORM

- MCC Skirt midnight navy blue pinch pleat formal skirt OR MCC Skort midnight navy blue pinch pleat formal skort. Must be no more than 10cm above the knee when kneeling.
- MCC Blouse peak front with collar in senior cleolene check and embroidered MCC logo on the pocket. (All Year 6-12 school girls must wear a bra or singlet underneath the blouse.)
- College Crossover Tie with MCC badge for Year 7-9 Girls (to be worn for the full school year)
- College Senior Tie for Year 10-12 (to be worn for the full school year)
- Black hard leather lace-up school design shoes (see Shoe Guide) (NO BLACK LEATHER JOGGERS, NO BUCKLES, NO VELCRO, NO SUEDE)
- White ankle socks folded down to cover ankles

**HATS** Must be worn for all outdoor activities (Break times, HPE, sport)

- MCC Bucket hat reversible midnight navy blue with embroidered MCC logo outside and College House Family colours with House Family motto inside

## SPORTS UNIFORM

- MCC Sports Polo Shirt with embroidered MCC logo **or** MCC House Family Polo Shirt
- MCC Sports Shorts midnight navy blue with embroidered MCC logo
- Track shoes with shoe laces (NO SKATER OR CANVAS SHOES) (see Shoe Guide)
- MCC White sports socks with embroidered MCC logo preferred or short white socks visible above shoes

## WINTER UNIFORM ITEMS

In addition to the sports uniform, students may wear:

- MCC Jacket zip front midnight navy blue microfibre with embroidered MCC logo
- MCC Track pants midnight navy blue microfibre with embroidered MCC logo preferred or plain navy blue track pants may be worn over the sports shorts when dressed in sports uniform.
- Plain white or light blue singlet or t-shirt under the uniform as long as the sleeves do not extend beyond the sleeves of the uniform
- Boys may wear MCC Track pants midnight navy blue microfibre with embroidered MCC logo preferred or plain navy blue track pants over their formal shorts
- Girls may wear navy blue colour tights or full length leggings under their uniform
- Boys may wear long midnight navy blue formal dress pants (not from the School Locker Uniform Shop)
- Year 12 students may wear the Senior Jersey ordered at the end of Year 11

## Shoe Guide

At Mackay Christian College, acceptable Formal Uniform shoes should be traditional style, plain black hard leather, lace up school design. (NO BLACK LEATHER JOGGERS, NO BUCKLES, NO VELCRO, NO SUEDE). Laces must be tied in a visible bow. These shoes are required to participate in certain subject areas eg. Science, Home Economics & Manual Arts. Early Learning Centre children wear Velcro strap track shoes, Junior School students may wear Velcro strap track shoes OR if wearing laced shoes, must know how to tie them. Track shoes must have shoe laces tied in a visible bow. NO THONGS or SANDALS are allowed.

Please consult the college if you have any concerns about the acceptability of shoes you are intending to purchase as unacceptable shoes will need to be replaced.

**FORMAL SHOES**

**SPORTS SHOES**

**Acceptable Footwear**



**Unacceptable Footwear**

<p>No Velcro straps on formal shoes</p> 	<p>No Jogger styles</p> 	<p>No Tags</p> 	<p>No Skate shoes</p> 
<p>No Decorated leather patterns</p> 	<p>No Flat sole/Dance shoe</p> 	<p>No Slip ons</p> 	<p>No High Top Boot style</p> 
<p>No Black leather shoes with buckles</p> 	<p>No Deck shoes or Slip on shoes</p> 	<p>No Track shoes with Velcro straps (except Junior School)</p> 	<p>No Canvas shoes</p> 

**UNIFORM GUIDELINES**

Wearing the Mackay Christian College uniform is compulsory. If a student is temporarily unable to wear the correct uniform, the student’s parent/carergiver needs to send a note to the college explaining why. The Head of School has the final say with regards uniform policy and compliance. Students may be sent home for non-compliance.

These guidelines are meant to ensure that students do not focus on drawing unnecessary attention to themselves by their appearance. The focus within the college environment is on behaviour, work habits and attitude. The Uniform Guidelines must be strictly adhered to so that students can apply themselves to being creative, outstanding or unique in other areas of personal expression and development.

Students should wear the full formal uniform every day. The only three exceptions are on the days they have HPE, Agriculture or TTC when students can wear the Sports, Agricultural or TTC uniform. Students may not wear a combination of uniforms at any time. Common uniform issues are incorrect socks or shoes, or mixing sport and formal uniform items.

Students are expected to model dress standards appropriate to the College Values and Policies. All uniform items must be clean, fit appropriately and be in good repair. Formal school shoes must be made of black hard leather. All items are to be clearly labelled with the student’s name on them, particularly hats and jackets. Unlabelled lost property will be donated to charity at the end of each term.

Students may wear MCC Event t-shirts on Chapel days such as Zach Mach, TI Mission Trip, MCC Cattle Show Team, Palmer Shield or MCC Angels etc. Please note: These t-shirts are to be worn on Chapel days only and students will be sent home to change if they are worn at other times.

# Personal Appearance

## HAIR POLICY

**Boys Hair** must be above the collar and neatly groomed at all times. Hair should be groomed as to not fall across the eyes. The emphasis is placed on neat and tidy presentation. Some minor variations in length will be tolerated if hair is neatly groomed at all times. No 'flashes' (razor cuts) or severe variations in hair levels are permitted.

**STUDENTS MAY BE SENT HOME** and asked to alter excessive hairstyles before being allowed back to the college. However we need to further clarify that:

1. Cuts which include differences in the length of sections of the hair must be moderate differences. Generally **HAIR SHOULD BE EVENLY LAYERED**. Some minor variations will be tolerated, but stark contrasts of hair length will not.
2. Where 'blades' are used to trim hair **NO CUT BELOW A NUMBER 3 BLADE** is acceptable OR the scalp should not be easily visible through the short section.
3. Boy's hair should be of **ONE NATURAL COLOUR**.

**Girls Hair** must be cut in a moderate style and be neatly groomed at all times. Hair should be groomed as to not fall across the eyes. The emphasis is placed on neat and tidy presentation.

**STUDENTS MAY BE SENT HOME** and asked to alter excessive hairstyles before being allowed back to the college. However we need to further clarify that:

1. Shoulder length and longer hair should be tied using ribbon or hair ties.
2. Hair ties and accessories must match the colours of the uniform being worn. They must fit comfortably under the student's hat.
3. Hair should be of **ONE NATURAL COLOUR**.

## General Instructions

It is always difficult for parents to judge what is extreme and what is not. An extremely short haircut can be as extreme as a long one. However, as a general rule **IT IS NOT A GOOD IDEA TO LET YOUR CHILDREN GIVE THE HAIRDRESSER INSTRUCTIONS THEMSELVES**. Taking these guidelines to the hairdresser may be a good idea.

The college will ask parents to adjust students' hair styles where they do not comply with the above guidelines before allowing them to return to the college. An email will be sent home to parents to advise of non-compliance.

Finally, if you or your child notices another student at the college with a haircut which does not comply with the above guidelines, (particularly a hard-to-remedy style) please do not presume that the matter has been ignored by the teachers or the college leadership. Penalties imposed may not be obvious to observers. Non-compliance by any particular student does not mean that the college has changed its standards.

A 'NATURAL COLOUR' refers to a colour/rinse that is generally accepted as being a naturally occurring colour. It does not need to be the student's original hair colour. **IN ALL CASES THE DISCRETION OF THE COLLEGE IS FINAL**.

## JEWELLERY POLICY

The main reasons for restricting jewellery are:

1. Safety when playing sport, or when working in the laboratory or workshops.
2. Security, since valuable items cannot be lost or stolen if they are not brought to the college.
3. Encouraging an overall neat and tidy appearance when students are in uniform.

Students wearing jewellery, other than that stated, may have items confiscated by staff for collection from the Junior School Reception or King's Park Executive Office at the end of the day.

**Girls** may not wear any items of jewellery to the college except:

1. One flat plain silver or gold ring with no protruding stones or sculpted sections. (Max. band width of 5mm).
2. No more than two matching studs or earrings of plain and simple design, in each ear, provided that the studs or earrings are worn in the lower lobe of the ear (lower quarter of the ear closest to the jaw line). Studs are not to exceed 8mm in diameter. They must be of one colour and may have one small stone. Plain gold or silver hoop earrings are not to exceed 14mm in diameter.
3. One wrist watch and one House Family wristband.

**Boys** may not wear any items of jewellery to the college except one wrist watch and a House Family wristband.

## MAKE UP POLICY

Female students may wear only **clear** lip gloss. **NO OTHER** make-up of any kind is permitted unless a student is given specific permission by the Head of School. The wearing of make-up except clear lip gloss is unacceptable, except under medical advice. Students wearing make-up to school will be asked to remove it immediately. Nail polish or fake nails are not permitted.

## Sports Carnival Dress Standards

For any of the MCC Sports Carnivals, students are invited to dress in their House Family colours and must wear a brimmed hat. Students are to wear:

- Sunsafe, loose-fitting, sleeved polo shirt, t-shirt, or modest shirt preferably with a collar, that does not advertise anything that contradicts the college values eg secular brands, violence, sexuality, alcohol or drugs
- No high cut shorts
- Skins or sports tights can only be worn under modest shorts with no visible midriff
- Track shoes must be worn
- Usual college jewellery expectations apply.
- Brimmed hat eg. the college bucket hat

Dressing up in House Family colours for Sports Carnivals is encouraged but not compulsory and students may choose to wear their HPE uniform if they prefer. House Family teachers will check that all students have a brimmed hat and are dressed appropriately before escorting students to the oval or swimming pool. Students not dressed appropriately or without hats will be sent to the Head of School. Students may use coloured hairspray and apply face paint in House Family colours for the Athletics Carnival and Cross Country events. House Family wristbands and House Family tattoos are available for purchase from the College Office or Junior School Reception.

For the Swimming Carnival, all swimwear must be of a modest nature ie one-piece swim suit for girls and board shorts for boys. Students not dressed modestly will be required to wear a rashie/t-shirt and/or shorts over their swimmers.

For the Cross Country and Athletics Carnivals, competitors may wear a modest running singlet and sun visor/cap whilst competing.

## Free Dress Day Standards

Occasionally the college will organise a Free Dress Day to raise funds for Missions. Students choosing to wear free dress will be asked to pay a small amount which will then be donated to a selected missions project. Free Dress Days are not compulsory and students may choose to wear their usual college uniform if they prefer. Students must wear a brimmed hat for any outdoor activities eg. the college bucket hat.

The following guidelines list acceptable free dress standards. Students who violate these dress standards will be sent home to change. The emphasis is on dressing modestly.

- Denim jeans, shorts and skirts are allowed, but need to be worn neatly and modestly.
- No high cut shorts
- No visible cleavage
- No midriffs or visible underwear
- Leggings or sports tights can only be worn under modest shorts
- Sleeveless tops and dresses need a shoulder strap wider than 2cm, and fabric is not to be see-through unless a camisole or singlet is worn underneath.
- Covered footwear including track shoes or court shoes
- Brimmed hat eg. the college bucket hat

Clothes that advertise anything that contradicts the college values eg. secular brands, violence, sexuality, alcohol or drugs are not acceptable.

A selection of jewellery (within reason) may be worn excluding any visible or facial piercings, other than earrings. Boys may not wear earrings or studs. Students may be asked to remove rings, bracelets or necklaces for safety reasons in classes.

# eLearning @ MCC

All students in Year 7 - 12 are required to provide their own full sized Apple iPad as their Electronic Learning Device at the college. Parents will provide an iPad for their students as standard school equipment. We strongly recommend a WiFi only model to ensure that internet traffic at the college, passes through our internet filtering system. This will also reduce the cost of the device.

Please refer to the College Website at [www.mcc.qld.edu.au](http://www.mcc.qld.edu.au) for the latest specifications for Electronic Learning Devices. The minimum requirements of an iPad to ensure compatibility, performance and reliability for use at MCC in 2021 will be a full sized iPad (8<sup>th</sup> Generation) 32Gb Wi-Fi and details can be found on our website. (It **MUST NOT** be older than 3 years or an iPad mini).

iPads are available from a variety of stores in Mackay and online. Online options:  
the School Locker –log in using [theschoollocker.com.au/schools/mackay-christian-college](http://theschoollocker.com.au/schools/mackay-christian-college)  
or JB Hi-Fi Solutions – log in [www.jbeducation.com.au/byod](http://www.jbeducation.com.au/byod) using code mackayMACKAY2021 (Payment Plan Available).

We strongly recommend a robust case to help minimise potential damage. The [Griffin Survivor Case](#) or [Otterbox Defender](#) have been found to be highly effective at reducing damage to iPads at schools using iPads.

All students in Year 7 - 12 will need to install on their iPad all of the **Essential Apps for Everyone** for the start of school. Student access to Microsoft Office 365 is free while attending Mackay Christian College, login using their MCC email address and password. Students will be required to install year level or subject specific Apps and will be notified by the teacher as necessary.

If students in Year 7-12 fail to bring this equipment to class regularly, parents may be notified. Your support of the college's eLearning program is greatly appreciated.

Students in Prep - Year 4 will have access to classroom based e-devices. Students in Year 5 & 6 will have 1-to-1 access to classroom sets of iPads.

## Electronic Devices

This procedure covers all student-owned e-devices with the exception of the approved MCC electronic learning tool.

Students are permitted to bring e-devices to the college with the following conditions:

1. Students are responsible for the care of their personal e-devices and if lost, stolen or damaged, the college accepts no responsibility for replacement or repair or the cost of replacement or repair.
2. Students will leave their personal e-devices switched off and out of sight during college student hours ie. 8.25am (first bell) to 3.00pm. (or under the direct supervision of a teacher during class time.)
3. If a student feels they need to contact their parent urgently, they are to go to the Junior School Reception (Providence) or Front Office (King's Park) and ask for permission to make the phone call there. If the Front Office staff or the student have a concern with the nature of the call, then Front Office staff should call the Executive Assistant and refer the student to the Executive Office. The Head of School will authorise the call if appropriate and provide privacy for the call.  
**No unauthorised** phone calls are to be made by students.
4. If an e-device is used by a student during college student hours, the item may be confiscated and placed in a secure location in the Junior School Reception (Providence) or Executive Office (King's Park). The student will be able to retrieve the item from the Junior School Reception (Providence) after 2.50pm or College Office (King's Park) after 3.00pm on the same day. Repeated disobedience using an e device may result in more serious consequences.
5. e-devices must not be connected to the College Network. To do so is a breach of the MCC Network User Agreement. (see [www.mcc.qld.edu.au](http://www.mcc.qld.edu.au)).
6. In all situations, a teacher's instructions override all the above conditions.

## Student Network User Agreement

Prep - Year 12 students at MCC may have access to the College's Network using only approved electronic learning tools, supervised by staff from 8.30am to 3.00pm. Student access to the Network will be granted once the college has received a signed student/parent permission form. This form can be downloaded from the MCC Website [www.mcc.qld.edu.au](http://www.mcc.qld.edu.au).

## School Reports

School Reports will be issued at least twice per year and available electronically on the MCC Parent Lounge.

Please note that students with outstanding library books, items or text books, will not be issued with their School Report until all items have been returned or the replacement cost has been paid. It is our policy that if the misplaced item is found at a later time, we cheerfully give a refund.

## Tuckshop Menus

Mackay Christian College Tuckshop has a large range of meals and snacks for students which are available at a reasonable cost each school day. The new menus will be updated to the College App each School Term. Providence Tuckshop also provide ordering through the Flexischools App.

## Family Information Update

Have you recently...

- Moved house?
- Changed your email address?
- Bought a new mobile phone?
- Changed jobs?
- Changed your child's emergency contacts?
- Had a change of family circumstances?

Do you need to update your emergency contacts if someone other than the parent/carer is required to collect your child from school for medical appointments etc? If your details have changed recently, you will need to update your details on the Parent Lounge Portal, contact the college in writing by email or complete a Family Details Update Form as soon as possible. This ensures that information about you and your child is current and correct, for the safety and well-being of the college community. Family Details Update Forms are available from the College Office or on the College Website at [www.mcc.qld.edu.au](http://www.mcc.qld.edu.au).

## Absentee & Late Arrivals

There may be times when your child needs to be absent from the college for different reasons, whether it be for illness, appointments or family reasons. It is important that the college is made aware of these times so that the students attendance records can reflect the type of absence, and if the absence was an **explained** absence or part absence. Any unexplained absences will be followed up by College Office staff.

Whenever your child is late to the college it is important that they sign in at the College Office. This way they can be marked on the roll as being present which helps us keep accurate details in case of an emergency.

When notifying the college we have a number of options for your convenience:

1. A 24 hour hotline phone 4963 1199 – leave your child's name, class & brief explanation
2. An email address ([away@mccmky.qld.edu.au](mailto:away@mccmky.qld.edu.au))
3. Printed slips are available from the Junior Reception for you to complete and send with your child when they return, explaining their absence. The college can give a supply of these to you upon request.

## Student Lockers

Lockers will be available for students in **Year 7 - 12** at a cost of \$20 for the year or secure bike and locker storage at \$25 for the year. Students who would like to arrange a locker are to make payment in full to the College Office. This needs to be a separate payment - **it is not to be included in a fees payment**. The lock and combination can then be collected from the Events Coordinator the following day. A \$10 refund will be given at the end of the year when the lock is returned, if the lock and locker are both in good condition.

Once a locker has been allocated, students are **not** to swap locks or lockers. If this occurs, the student will **forfeit** the use of a college locker and will automatically lose the deposit. Lockers may only be used before and after school, or the beginning and end of recess and lunchtime. Lockers may not be used between sessions or during class time. Students will lose the use of the locker if they are found to be sharing a locker.

# General Procedures

## ATTENDANCE

1. Attendance is compulsory. Parents are asked to explain absences by phone call, email or a note. In the case of prolonged absence, contact the college in advance and again when the student returns.
2. Having arrived, students must not leave until 3.00pm (King's Park Campus) or 2.50pm (Providence Campus) without prior arrangement with the College Office. (All excursions & outings will be known to the office.)
3. Students with permission to leave the college during school hours are required to sign out at the office and if relevant, sign in when they return.

## PUNCTUALITY

1. Students should arrive in time to commence classes at 8.30am.
2. Junior School: Students arriving after 8.30am are to report to the Junior School Reception to obtain a late pass before going to class.
3. Senior School: Prior to 8.45am, students should report to their Classroom Teacher or House Family Coach - after 8.45am, they are to report to the Front Office to obtain a late pass.

## TRAVEL TO AND FROM THE COLLEGE

1. Exemplary behaviour, speech and dress is expected at all times.
2. Bus travellers are expected to board & disembark in an orderly manner & obey every request of the driver.
3. Cyclists should wear a safety helmet and are expected to obey the Road Rules.
4. Student drivers are not to transport other students to or from the college unless a Student Driver Form has been completed and submitted to the Head of Senior School. Student drivers are NOT to leave the college campus AT ANY TIME through the school day (8:30am-3:00pm) unless the Principal or Head of School has given permission. Permission will only be given for emergency situations. Students not abiding by the procedures above will surrender their car keys to the College Office at 8:30am and collect them at 3:00pm each day.

## HYGIENE AND CARE OF PROPERTY

1. Students should clearly name all their possessions, including clothing, hat and shoes.
2. Spitting, smoking and chewing gum are prohibited within the college grounds.
3. Food and drink should not be consumed in college or church buildings. Litter and food scraps are to be placed in the rubbish bins provided.
4. Damage to college buildings and property must be actively avoided, but reported to the College Office if it occurs. Students are required to pay for repairs for any damage they cause.

## Creative Academy

*'Where every student is a star'*

### THE INSTRUMENTAL PROGRAM

The Creative Academy has a staff of specialist music teachers who provide a high standard of tuition in the areas of brass, woodwind, percussion, strings, voice, guitar, piano and speech & drama. Weekly lessons operate during school hours. Lessons at King's Park Campus are timetabled on a rotational basis, where possible.

### TUITION AVAILABLE

**From Prep:** Voice, Piano and Keyboard

**From Year 1:** Speech & Drama

**From Year 3:** Strings (usually started through the Scholarship String Program), Guitar and Bass Guitar

**From Year 4:** Woodwind, Brass and Percussion (usually started through the Scholarship Band Program)

**LESSON STRUCTURE AND COST** \*A discount is given to those accounts paid before the due date.

#### **Piano:**

Prep option: Short Private Lesson 20 minutes: \$23.00 (Discount Period: \$21.00\*)

From Prep: Private Lesson 30 minutes: \$31.00 (Discount Period: \$29.00\*)

Private Extended 45 minutes: \$45.00 (Discount Period: \$43.00\*)

Private Extended 60 minutes: \$59.00 (Discount Period: \$57.00\*)

#### **Instrumental, Guitar, Voice and Speech & Drama:**

Group Lesson (Up to 4 students): \$23.00 (Discount Period: \$21.00\*)

Private Lesson: \$31.00 (Discount Period: \$29.00\*)

### INSTRUMENT HIRE

A range of instruments are available for hire through the Creative Academy at a hire fee of \$80.00 per Semester. Instruments can also be purchased through a payment plan.

# Traffic and Car Park Plan at the College

Please note: Drivers must obey the Queensland Traffic Laws. These are enforceable by Qld Police.

## PROVIDENCE CAMPUS (17 Ambrose Way)

Please do not park on the roundabout at any time. Parents are encouraged to use the car parking facilities on the left as you enter Providence Campus. The car park adjacent to the Prep Building is for Prep parents who must sign in students and is for **SHORT TERM PARKING ONLY** (up to 15 minutes). Overflow car parking is available next to the Powerhouse building. Access from the main roundabout.

### Mornings:

Drop off facilities are adjacent to the bus zone, and in front of the Orange Village and Powerhouse Buildings. When using the drop off area please remember this is a **NO PARKING AREA** and is **STOP DROP GO only**. If you need to walk with your child to their class or to see college staff, please park in the **LONG TERM PARKING AREA**. The Drop off/Pick up zone in front of Junior Reception is reserved for Early Learning Centre Short Term Parking.

### Afternoons:

Students in Prep & Year 1 who are being collected by parents will wait in the under covered area between the buildings. This area is only supervised by staff until **3.15pm** so please be punctual.

Students in Year 2-6 who are being collected by parents will wait at the Drop off/Pick up Zone in front of the Powerhouse building. If you need to see staff, please park in the car parking facilities provided. Students who have not been collected by 3.15pm will wait in the Prep-Year 1 undercover area.

While staff will be on duty until 3.15pm, we remind you that, once collected, parents are responsible for the safe supervision of their children when crossing roads.

### Early Learning Centre:

Short Term Parking is available in front of the Junior School Reception. If parents wish to stay with their child after signing them in or need to see staff for a meeting, please use the Long Term Parking or Overflow Parking Areas with access from the main roundabout.

### Bus Zone:

Please keep the Bus Zone clear **AT ALL TIMES**. This is for buses only.

## KING'S PARK CAMPUS (9 Quarry Street)

### Car park across from College Office:

Parents are encouraged to use the car parking facilities available in Quarry Street across the road from the College Office. Access can be made via the upper end of the car park closest to Short Street corner. **Please obey the signs.**

### Mornings and Afternoons:

Please use the parking facilities in the car park. If you need to walk with your children to their class or to see college staff, please park in the car park. While staff will be on duty until 3.15pm, we remind you that when the children are with them parents are responsible for the safe supervision of their children when crossing public roads. The area near the pedestrian crossing on the college side of Quarry Street is a **NO STOPPING ZONE**. For the safety of students, parents and staff please do not stop in this area as you may be asked to move on or fined by the Police. Stopping on Glenpark Street is also dangerous and doing so may also incur a fine from Police.

### Bus Zone:

Please keep the Bus Zone (to the left of the cement strip) clear **AT ALL TIMES**. This is for buses only.

### 5 min Drop Off/Pick Up Zone:

Parents are welcome to use the 5 minute Drop Off/Pick Up parking bays within the carpark across the road from the College Office. Please use the alternative parking spaces if staying longer or you need to see a staff member.

### Students arriving late to school:

Parents who are dropping off students late to school must not stop in front of the college office in the No Stopping Zone or Bus Lane. You may use the 2 minute drop off zone on the opposite side of Quarry Street on either side of the lollipop crossing.

### Quarry Street & TTC Stop, Drop & Go Zone:

Parents may drop off or collect students from the Stop, Drop and Go Zones in Quarry Street on the carpark side of the pedestrian crossing and under the Trade Training Centre. When using the drop off area please remember to **STOP, DROP & GO**. All vehicles need to be cleared from under the TTC by 8.30am since this area is used by students throughout the day. For safety reasons vehicles are not to drive under the TTC before **2.45pm** in the afternoon as classes are still in progress until that time. **NO PARKING** under TTC during normal school times.



## a place where you belong

Postal Address	PO Box 3215, North Mackay, QLD, 4740
King's Park Campus	9 Quarry Street, North Mackay
Providence Campus	17 Ambrose Way, North Mackay
Phone	07 4963 1100
Facsimile	07 4942 4085
Email	<a href="mailto:mcc@mccmky.qld.edu.au">mcc@mccmky.qld.edu.au</a>
Website	<a href="http://mcc.qld.edu.au">mcc.qld.edu.au</a>
ABN	22 010 555 389
CRICOS Provider No	01085D