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MACKAY CHRISTIAN COLLEGE

We Love | We Care | We Learn

Parent Information Booklet

for

2022



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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

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 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 increase to just 3.5% on all fees for 2022 which is around \$3 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 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 who hold a current concession card may be eligible for a concession on tuition fees. Current families receiving tuition support will need to reapply for 2022 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 meet with staff at King's Park or Providence Campuses during the school year between 8.45am and 2.45pm, you are required to sign in at the King's Park Front Office or Providence Junior 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 information your family needs to be prepared for the start of the 2022 school year. If you have any questions, please contact our College Office on 4963 1100.

If for some reason you find that your plans for 2022 have changed and you are leaving Mackay, please let our Enrolments Officer know as soon as possible. The college requires notification in writing or a completed Withdrawal Form for your child, which are available from enrolments@mccmky.qld.edu.au or from the College Office.

Just a reminder that the Front Office will be closed from Friday 17 December 2021 and both the Front Office and Junior Reception will reopen at 9am on Monday 10 January 2022.

Yours sincerely



Dr Barclie Gallogray
College Principal

First Day of School

School commences at 8.30am on Monday 24 January 2022 for all Mackay Christian College students. We understand that this can be an uncertain time for students, especially if they are new to the college. At Junior Campus, parents are welcome to take their child to their classroom, before leaving at 8:30am. At Senior Campus, our Student Leadership will escort new students from the Meeting Place.

Early Learning Centre (Kindy)

The Kindy Introduction Day will be held on Thursday 20 January, prior to the school year commencing. Children in the **Extended Hours Kindy** class or **Part-time Kindy** Monday, Tuesday & alternate Wednesday class will commence at 8.20am on Monday 24 January 2022. Parents are to deliver their child 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 classroom. **Part-time Kindy** children in the Thursday, Friday & alternate Wednesday classes will commence at 8.20am on Thursday 27 January 2022.

Kindy children whose enrolment is continuing into 2022 (Early Entry and repeating children) may access the Extended Hours program up to 17/12/21 and 10-21/01/22. Children who have confirmed enrolments for 2022 in the Extended Hours Kindy program may start attending during the school holiday period from 10/01/22.

Prep to Year 6 - Providence Campus

Prep students will line up outside their classrooms in Orange Village at 8.45am on Monday 24 January 2022 where the Prep Teachers and Teacher Aides will greet them. Class lists will be displayed to remind parents which classroom their child is in. Parents will help students to unpack their bags and line up outside their classroom. Students will then enter for some table activities. Parents are welcome to join their child before leaving by 9:00am. Prep children may be collected at 2.30pm on their first day.

Year 1 - 6 students 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 Monday 24 January 2022 for an exciting day of learning.

Year 7 to 12 - King's Park Campus

For your convenience, on Monday 24 January 2022 there will be an information area set up in the King's Park Campus 'Meeting Place' (undercover area between the Library and the Front Office). House Family Group lists and rooms will be on display and our Student Leadership will be on hand to take students to their new classroom to meet with their teachers and House Family group.

Term Dates for 2022

TERM 1	Monday 24 January - Friday 1 April	TERM 3	Monday 18 July - Friday 16 September
TERM 2	Tuesday 19 April - Friday 24 June	TERM 4	Tue 4 October - Fri 18 November (Year 12) Tue 4 October - Fri 25 November (Year 10 & 11) Tue 4 October - Fri 2 December (Prep - Year 9)
STUDENT FREE DAYS	Monday 11 - Friday 15 July		and Friday 2 September

College Office Hours

The Front Office at King's Park Campus will be open during Term 4 Break from 9am - 3.30pm each weekday until Friday 17 December 2021. The Front Office and Junior Reception will reopen at 9am on Monday 10 January 2022.

DURING SCHOOL TERM

Monday to Friday 8.00am to 4.00pm

DURING TERM BREAK (Second week only)

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 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 in an informal setting with their child's classroom teacher. We also hold a Middle School Meet & 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

SENIOR SCHOOL (King's Park)


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 (Providence)

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 (Providence)

Morning Drop off.....	8.20am to 8.30am (gates are locked before this time)
Learning Session	8.30am to 10.25am
Morning Tea	10.25am to 10.45am
Learning Session	10.45am to 12.30pm
Lunch	12.30pm to 1.00pm
Rest Time	1.00pm to 2.00pm
Learning Session	2.00pm to 2.50pm
Afternoon Pickup.....	2.50pm to 3.00pm (late fee applies after this time)
Extended Hours Kindy	7.30am to 5.30pm



MCC: STUDENT ABSENCE

MCC Parent Lounge
Absentee 24hr Hotline: 4963 1199
Email: away@mccmky.qld.edu.au

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

Dear Parents/Caregivers

If you require your student to be at school

**before 8am or
after 3:15pm,**

please contact the Mackay Christian College Outside School Hours Care (OSHCare) program by email to arrange appropriate care for your student at oshcare@mccmky.qld.edu.au.

OSHCare

Mackay Christian College offers both Before and After School Care programs and a Vacation Care program from 6.30am to 5.30pm at 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 learning framework My Time, Our Place: A Framework for School Age Care. MCC OSHCare harnesses the ethos of the college providing quality child care in a Christian environment. Our goal is to provide a place where children feel valued as unique individuals, and their talents and interests are developed.

The Family Enrolment Application and Family Handbook can be downloaded from the college website at mcc.qld.edu.au. Alternatively, you can collect a copy from the King's Park Front Office or Providence Junior Reception.

2022 Fee Schedule

REGISTRATION FEE

A registration once-only fee of \$150 per family is payable.

Yearly Student Fees	Prep	Yr 1 – Yr 3	Yr 4 – Yr 6	Yr 7 – Yr 10	Yr 11 – Yr 12
1st student Tuition Fees	\$1930	\$2145	\$2470	\$3430	\$3755
ICT Levy	\$50	\$50	\$270	\$300	\$300
Building Fund Levy	\$390	\$390	\$390	\$390	\$390
Subject Levy	-	-	Year 6 \$55	\$380	\$480
iPad Levy	-	-	Year 5 & 6 \$170	-	-
iPad	-	-	-	Year 7 \$510	-
Printing Levy	-	-	-	\$10	\$10
TTC Trade Pathway Levy	-	-	-	-	*\$750
Cost per year	\$2365	\$2580	\$3130-\$3355	\$4490	\$4915
Cost per term	\$591.25	\$645	\$782.50-\$838.75	\$1122.50	\$1228.75
Cost per week (40 wks)	\$59.13	\$64.50	\$78.25-\$83.88	\$112.25	\$122.87

(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 levies and compulsory levies do not attract a discount.) Sibling discount is structured as follows:

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

SUBJECT LEVIES

Subject levies cover items such as materials that go home with the student, or 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), and a Cert II in Engineering Pathways (delivered in partnership with an external RTO) along with Industrial Graphics. Trade Pathway incurs a separate levy in place of the subject levy of \$750/year. (This Levy incurs a 5% discount if paid in full by 31 March - \$37.50)

Single Pathway - MCCTTC also offers a single pathway option for those students who are not necessarily seeking a job in the trade industry. Students can select either Building and Construction Skills (QCAA Applied Subject) **or** 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.

iPAD & iPAD LEVY

Students in Year 5 - 6 will be provided with an iPad to enhance their learning experiences. There is an iPad Levy charged for this program. Year 7 students will use an iPad purchased through MCC that has been pre-configured with all required Apps.

COMPULSORY BUILDING FUND LEVY

An annual levy of \$390 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.

PRINTING LEVY

Students are able to print in our King's Park Campus Library. This is a pay as you go system. The Printing Levy allows students to be able to print from the beginning of Term 1.

PAYMENT OPTIONS

School fees are billed annually and are payable at the beginning of the year by the due date. Families have the option of paying annual fees up front or on a payment plan spread over a number of instalments throughout the year. For students entering the college part way through a term, School Fees will be charged on a pro-rata basis for the year.

OPTION 1: Up Front Payment

For full-fee paying families a **5% discount** on Tuition Fees (only) applies when Annual Fees are fully paid by the due date stated on the invoice. This discount does not apply to students starting part way through the year. Please contact the Accounts Dept at accounts@mccmky.qld.edu.au or 4963 1100 for your total fees for the year less the 5% discount.

Making Payment

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

BPAY Your BPay Reference code & the College's Biller Code is located on the right-hand side of your invoice

EFT Account Name: Mackay Christian College

BSB: 014-023

Account No: 838 333 765

Reference: Your Account No which is located at the right-hand side of your fee invoice

Please include your reference details when making electronic transfers

OPTION 2: Payment Plan

Direct Debit Weekly, fortnightly or monthly direct debit from your bank account/credit card. Direct Debit forms are available from the College Office, Junior Reception, MCC website or email accounts@mccmky.qld.edu.au

The college is dependent upon the timely and full payment of accounts to meet operating costs. **Non-payment will be followed up promptly.** If you are experiencing financial hardship, it is important to discuss this with the Accounts Department. If we have not been advised of a change in your circumstances, a formal arrangement will be used to recover all outstanding fees.

YEAR 7 BOND

Families of current Year 6 students are required to pay a \$300 bond to secure a position for their child for Year 7. This payment is due in Term 3. This amount will be automatically deducted from your Year 7 fees. This bond is non-refundable if you enrol your child at another school.

FEE SCHOLARSHIP

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 financial hardship. In these cases, parents/carers are invited to complete an application form to apply for a School Tuition Fee Scholarship. These cases will be reviewed by the Principal for approval on a yearly basis.

CONCESSION CARD DISCOUNT

Parents/carers with a current concession card are eligible for a concession on tuition fees only - this does not apply to college levies. This concession is intended to assist families who genuinely lack the financial capacity to pay tuition fees in full. Such arrangements will be reviewed at the beginning of every year. Eligible card holders are required to provide the college with a copy of their concession card at enrolment, after which a concession agreement will be arranged.

WHAT DO SCHOOL FEES INCLUDE?

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

Please note, when students choose a leisure-based activity for sport, additional costs may be incurred. For students in Year 7 - 12 enrolling part-way 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, this 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. Camps incur additional costs which depend on the destination and duration.

Co-Curricular Activities - These activities are an integral part of college life and students are expected to be involved. Activities are held outside school hours and are arranged by the college. Depending on the activity, students may be required to pay an additional fee.

Music Lessons - Individual instrument tuition as arranged with instructor. Payment required at the start of each term.

STUDENTS LEAVING THE COLLEGE

A withdrawal form is to be completed if you are withdrawing your child. These are available from our Enrolments Office at enrolments@mccmky.qld.edu.au upon request. Pro-rata school fees may be refunded if applicable (See enrolment contract for details). Textbook refunds, if applicable, will be forwarded to a student's new school upon proof of enrolment.

Junior School Stationery Needs

This list is also available on the college website at mcc.qld.edu.au.

- MCC supplies exercise books and some student workbooks for Prep - Year 9. Please provide book covers.
- **PLEASE LABEL ALL ITEMS INDIVIDUALLY AND CLEARLY** (in lower case letters eg. Jane Smith)
- **Choose quality brands eg. 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 (KINDY)

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 gumboots (named)
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)
1 USB memory stick min. 4GB for collection of child's photos at Kindy

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
2 packets whiteboard markers (black) - shared
3 erasers (no toys) - shared
8 large Bostik GluStik or BluStik - shared
1 large plastic document wallet 25cm x 35cm (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 and underwear kept in child's bag - named
1 child friendly lunch box they can open by themselves - named
6 x A3 clear scrapbook covers or clear contact
3 x A4 exercise book clear covers or clear contact

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
2 x A3 scrapbooks contact
4 x A4 book covers or contact
13 x A5 exercise book covers or contact

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 sanitiser
1 MCC Library Bag (from the School Locker uniform shop)
1 set headphones named (not earbud) with iPad connection in a named bag
9 x A4 exercise book covers or contact
2 x A5 exercise book covers or contact

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 30 cm length (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 packet snaplock bags - sandwich bag size
1 2L rectangular Sistema cliplock container (named)
1 pump bottle of liquid hand sanitiser
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
2 x A3 scrapbooks contact
7 x A4 book covers or contact
2 x A5 exercise book covers or contact

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 (black only)
1 barrel pencil sharpener (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 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
8 x A4 exercise book covers or contact
3 x A5 exercise book covers or contact

OTHER INFORMATION

- MCC supplies exercise books and some student workbooks for Prep - Year 9. Please provide book covers
- Some of these items may need to be replaced during the year to ensure an ongoing supply of equipment eg. pens, pencils
- 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.

ELECTRONIC LEARNING DEVICE

All students in Year 5-6 will be provided with an iPad to enhance their learning experiences through the MCC iPad program. Hire Agreements will be sent out in the new school year for parents & students to sign. An iPad Levy is charged.

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)
2 whiteboard markers (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 pencil case to hold writing items
2 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
7 x A4 exercise book covers or contact
2 x A5 exercise book covers or contact

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 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 pencil case to hold writing items
1 2L rectangular Sistema cliplock container (named)
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)
1 set headphones named (not earbud) with iPad connection in a named bag
2 x A4 exercise book cover or contact
5 x A5 exercise book covers or contact

Senior School Stationery Needs

This list is also available on the college website at mcc.qld.edu.au

- **PLEASE LABEL ALL ITEMS INDIVIDUALLY AND CLEARLY** (in lower case letters eg. Jane Smith)
- **Choose quality brands eg. 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 Kent set (small tin with set square, protractor, compass)
Yr 7 and 8 only
- 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: Year 7 students will use a Full sized iPad purchased through the college that has been pre-configured with all required Apps. Year 8-12 students will require a Full sized Apple iPad (9th generation minimum) 32 or 128 GB Wi-Fi. *Must not be older than 3 years or iPad mini*. Alternatively, the iPad Pro as a Wi-Fi model is slightly faster but more expensive. All Year 8-12 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 Front Office. Students take their receipt to the Library to get their 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 and 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: Year 8-12 students will require a Full sized Apple iPad (9th generation minimum) 32 or 128 GB Wi-Fi. *Must not be older than 3 years or iPad mini*. Year 8-12 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.

Alternatively, students in Year 11-12 have the option to BYO laptop. This laptop must be capable of using Microsoft Office 365, Adobe Creative Cloud and be WiFi enabled. Permission to use this alternative device must receive approval from the Head of Senior School prior to using the college WiFi.

EARLY LEARNING (KINDY) and PREP UNIFORM

It is compulsory for all Kindy 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.

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 (except Year 1 & 2), and 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 STRAPS, NO VELCRO (except Year 1 & 2), and 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 and 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 formal leather 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 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 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 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 7-12 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 STRAPS, NO VELCRO (except Year 1 & 2), NO SUEDE). Laces must be tied in a visible bow. These shoes are required to participate in certain subject areas eg. Science, Home Economics and 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 (except Year 1 & 2)</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/caregiver needs to send a note to the college explaining why. The Head of School has the final say regarding 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.

Uniforms should be worn completely and properly at all times including before and after school. Students should either be in uniform or in non-uniform clothes outside school hours and not a combination of the two. Infringements out of school hours will be dealt with at school.

Students may wear current MCC Event Shirts on Chapel days such as Zach Mach, TI Mission Trip, MCC Cattle Show Team, Palmer Shield, Year 6 or MCC Musical Production etc. Please note: These 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 cut above the collar and neatly groomed at all times. Hair should be cut 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 length on 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. Boys' hair should be of **ONE NATURAL COLOUR**.
4. Boys' hair should be cut above their collar and not need to be tied back.

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. Girls' 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 Front 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

Students in Prep - Year 4 will have access to classroom based e-devices.

All students in Year 5-6 will be provided with an iPad to enhance their learning experiences through the MCC iPad program. Mackay Christian College has a strong commitment to the integration of ICT into the students' classrooms. There is an iPad Levy that must be paid toward this program. Agreements will be sent out in the new school year for parents and students to sign or when your child enrolls for students commencing after the start of the year.

Year 7 students will use a Full sized iPad purchased through MCC that has been pre-configured with all required Apps. **All students from Year 8-12** will require a Full sized Apple iPad 32 or 128 GB Wi-Fi. ***Must not** be older than 3 years or iPad mini*. Alternatively, the iPad Pro as a Wi-Fi model is slightly faster but more expensive. Parents will provide an iPad for their students as standard school equipment. The use of cloud technologies provided by the college, enables students to supplement an iPad with other devices at home if preferred.

Alternatively, students in Year 11-12 have the option to BYO laptop. This laptop must be capable of using Microsoft Office 365, Adobe Creative Cloud and be WiFi enabled. Permission to use this alternative device must receive approval from the Head of Senior School prior to using the college WiFi.

All students in Year 8-12 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 & will be notified by the teacher as necessary. Student access to Microsoft Office 365 is free while attending Mackay Christian College, login using their MCC email address & password. Students will be required to install year level or subject specific Apps and will be notified by the teacher as necessary.

Please refer to the college website at mcc.qld.edu.au for the latest specifications for Electronic Learning Devices. The minimum recommended requirements for an iPad to ensure compatibility, performance and reliability for use at MCC for 2022 will be at minimum a full sized iPad (9th Generation). 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. 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.

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

or JB Hi-Fi Solutions – log in www.jbeducation.com.au/byod using code mackayMACKAY2022 (Payment Plan Available).

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 Junior School Reception (Providence) after 2.50pm or Front Office (King's Park) after 3.00pm on the same day. Repeated breaches 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 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 college website mcc.qld.edu.au.

Absences, Late Arrival and Early Departure

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 student's attendance records can reflect the type of absence - if the absence was an **explained** absence or part absence. Parents are required to notify the college of absences (as below). Any unexplained absences will be followed up by office staff.

Whenever your child arrives at school after 8.30am, it is important that they sign in at the College Office and get a late slip, before proceeding to class. Junior School students require a parent/carer to sign them in, if arriving after 8.30am. They can be marked on the roll as being present, which helps us keep accurate details in case of an emergency.

If your child arrives after 9.00am or departs early for an appointment, you are required to sign them in/out at the Office.

We have a number of alternate options available for your convenience:

1. Add an Absence Notification message via TASS on the **MCC Parent Lounge**
2. Phone MCC 24 hour **Absentee Hotline** on 4963 1199. Leave your name, child's name, class and brief explanation
3. Send an **email** to the college at away@mccmky.qld.edu.au
4. Parent/Caregiver **notes**. The office has a supply of pre-printed notes (available on request) for you to complete and send with your child when they arrive late or need to depart early, explaining their absence.

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 on the college app each school term. Providence Tuckshop also provides ordering through the My School Connect App.

Family Information Update

Have you recently...

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

If your details have changed recently, you will need to update your details on the **MCC Parent Lounge** or advise the college by email as soon as possible. This ensures that information about you and your child is current and correct.

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 Front 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

Attendance is compulsory.

1. In the case of prolonged absence, please contact the college in advance and again when the student returns. A medical certificate will be required for absences resulting in missed exams or extended absences.
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 and 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. Students arriving after 8.30am are to report to the Office to obtain a late pass before going to class.

TRAVEL TO AND FROM THE COLLEGE

1. Exemplary behaviour, speech and dress is expected at all times.
2. Bus travellers are expected to board and disembark in an orderly manner and 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 Head of School has given them permission. Permission will only be given for emergency situations. Students not abiding by the procedures above will surrender their car keys to the Front 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, and 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: \$23.50 (Discount Period: \$21.50*)
From Prep: Private Lesson 30 minutes: \$31.50 (Discount Period: \$29.50*)
Private Extended 45 minutes: \$45.50 (Discount Period: \$43.50*)
Private Extended 60 minutes: \$59.50 (Discount Period: \$57.50*)

Instrumental, Guitar, Voice and Speech & Drama:

- Private Lesson: \$31.50 (Discount Period: \$29.50*)
Group Lesson (Up to 4 students): \$23.50 (Discount Period: \$21.50*)

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)

If you have a meeting with college staff, please park in the LONG TERM PARKING AREA.

Car Park Access from the Main Roundabout:

Please do not park on the roundabout at any time, so as not to stop the flow of traffic. Parents are encouraged to use the Stop, Drop & Go zones for Prep – Year 6 students to follow COVID-19 guidelines.

The car parking facilities on the left as you enter Providence Campus, in front of the Junior Reception, is for SHORT TERM PARKING ONLY. Please note Reverse Parking Only to ensure the safety of all children.

If you have booked a meeting with one of the college staff, please use the LONG TERM CAR PARKING. This is available next to the Powerhouse building, accessed from the main roundabout, right turn OR at the end of Orange Village accessed from the main roundabout, left turn. Please use the pedestrian crossing to the Junior Reception.

Mornings:

Stop, Drop & Go zones are adjacent to the bus zone, at the end of Orange Village and in front of the Powerhouse Building. When using the drop off area please remember this is a NO PARKING AREA and is STOP, DROP & GO only. If you have a meeting with college staff, please park in the LONG TERM PARKING AREA.

Early Learning Centre (Kindergarten):

This Drop off/Pick Up zone is in front of the Junior Reception and is Reverse Parking - 10 minutes only. Parents are asked to sanitise their hands before they sign in their child at the gate, then leave in accordance with COVID-19 guidelines. If parents need to see staff for a meeting, please use the Long Term Parking areas with access from the main roundabout.

Afternoons:

Prep and Year 1 students who are being collected by parents will wait in the sail undercover area at the end of Orange Village for Stop, Drop & Go pick up. This area is only supervised by staff until **3.15pm** so please be punctual.

Year 2-4 students who are being collected by parents will wait at the Stop, Drop & Go zone in front of the Powerhouse.

Year 5-6 students who are being collected by parents will wait at the Stop, Drop & Go zone at the end of the Powerhouse building next to the basketball court. All 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.

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

KING'S PARK CAMPUS (9 Quarry Street)

Parents are encouraged to use the Stop, Drop & Go zones to follow COVID-19 guidelines.

Quarry Street and TTC Stop, Drop & Go Zone:

Parents may drop off or collect students from the Stop, Drop & 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 during 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.

Car park access from Front Office:

If you have a meeting with college staff, parents are encouraged to use the car parking facilities available in Quarry Street across the road from the Front 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 Stop, Drop & Go zones or parking facilities 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 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 Police. Stopping on Glenpark Street is also dangerous and doing so may also incur a fine from Police.

5 min Drop Off/Pick Up Zone:

Parents may use the 5 minute Drop Off/Pick Up parking bays within the carpark across the road from the Front Office.

Students Arriving Late to School:

Parents dropping off students late to school must not stop in front of the Front Office in the No Stopping Zone or Bus Lane. You may use the 5 minute drop off zone on the opposite side of Quarry Street, either side of the lollipop crossing.

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



a place where you belong

Postal Address	PO Box 3215, North Mackay, QLD, 4740
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Providence Campus	17 Ambrose Way, North Mackay
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Website	mcc.qld.edu.au
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