



2023

**PARENT INFORMATION
BOOKLET**

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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

Mackay Christian College is first and foremost a Christian school with Christian beliefs and Christian values. Thank you for joining us on the journey of growing your children into the amazing people that God has planned for them to be. At MCC we see you, the parents and carers as our partners in a difficult but incredibly rewarding journey of student growth. We believe the responsibility for children lies with parents and our college 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 main Facebook page or a collection of specialised Facebook pages dedicated to the variety of areas that the college is involved in. 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.

Mackay Christian College believes in keeping our fees as reasonable as possible so that Christian education is as widely available as we can make it. You will find our fee schedule inside this booklet. 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 2023 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 Junior or Senior Campus during the school year between 8.45am and 2.45pm, you are required to sign in at 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 2023 school year. If you have any questions, please contact our office on 4963 1100 or email mcc@mccmky.qld.edu.au.

If for some reason you find that your plans for 2023 have changed and you are leaving Mackay, please let our Enrolments Officer know as soon as possible. The college requires notification in writing by completing a Withdrawal Form for your child, which are available from enrolments@mccmky.qld.edu.au or Reception at either campus.

Just a reminder that the college will be closed from Monday 19 December 2022 up to and including Friday 7 January 2023. Reception on both campuses will reopen at 9am on Monday 9 January 2023.

Yours sincerely



Dr Barclie Gallogray
College Principal

First Day of School

School commences at 8.30am on Monday 23 January 2023 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 (Long Day Care) Introduction Afternoon will be held 4pm-5pm on Thursday 17 November 2022 for children commencing in **Long Day Care K1 or K2 classes** in January 2023. Parents are welcome to take their child to their classroom, meet the staff and other children & families in a relaxed play setting. The term break program will be accessible for Long Day Care children from 7.30am Monday 9 January 2023. The Kindy component of the program will commence at 8.20am on Monday 23 January 2023.

The Kindy (Part-time Sessions) Introduction Day will be held on Thursday 19 January 2023, prior to the school year commencing. Children in the **Part-time Kindy K3 class** (Monday, Tuesday & alternate Wednesday) will commence at 8.20am on Monday 23 January 2023. 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. Children in the **Part-time Kindy K4 class** (Thursday, Friday & alternate Wednesdays) will commence at 8.20am on Wednesday 25 January 2023.

Prep to Year 6 - Junior Campus

Prep students will line up outside their classrooms in Orange Village at 8.45am on Monday 23 January 2023 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 23 January 2023 for an exciting day of learning.

New Students are to meet at Junior Reception where they will be welcomed by a staff member and directed to their new classroom.

Year 7 to 12 - Senior Campus

For your convenience, on Monday 23 January 2023 there will be an information area set up in the Senior Campus 'Meeting Place' (undercover area between the Library and Senior Reception). 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 2023

TERM 1	Monday 23 January - Friday 31 March	TERM 3	Monday 17 July - Friday 15 September
TERM 2	Monday 19 April - Friday 23 June	TERM 4	Tue 3 October - Fri 17 November (Year 12) Tue 3 October - Fri 24 November (Year 10 & 11) Tue 3 October - Fri 1 December (Prep - Year 9)

STUDENT FREE DAYS Monday 10 - Friday 14 July and Friday 1 September

Reception Hours

Senior Reception only will be open from 9am - 3.30pm each weekday until Friday 16 December 2022. Senior and Junior Reception will reopen at 9am on Monday 9 January 2023.

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 (Senior Campus only)

Opportunities for Parent Involvement

Mackay Christian College welcomes the involvement of parents in the education of their children. 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)
Long Day Care 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 School program 6am-8am and After School Care program 3pm-6pm during term time 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 Reception on either campus.

2023 Fee Schedule

APPLICATION FEE

A once-only application fee of \$50 per student is payable on application.

Yearly Student Fees	Prep	Yr 1 – Yr 3	Yr 4 – Yr 6	Yr 7 – Yr 10	Yr 11 – Yr 12
1st student Tuition Fees	\$2,045	\$2,275	\$2,620	\$3,635	\$3,980
ICT Levy	\$60	\$60	\$290	\$320	\$320
Building Fund Levy	\$410	\$410	\$410	\$410	\$410
Subject Levy	\$60	\$60	\$60	\$400	\$510
iPad Levy			Year 5 & 6 \$180		
iPad				Year 7 \$540*	
Printing Levy				\$10	\$10
TTC Trade Pathway Levy					**\$795
Cost per year	\$2,575	\$2,805	\$3,380 - \$3,560	\$4,775	\$5,230
Cost per term	\$644	\$701	\$845 - \$890	\$1,194	\$1,308
Cost per week (40 wks)	\$64	\$70	\$85 - \$89	\$119	\$131

(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 teaching the subject.

TRADE TRAINING CENTRE (Year 11 & 12)

****Trade Pathway** - Students will be required to complete Building and Construction Skills, Cert II in Engineering Pathways, and Industrial Graphics. Trade Pathway incurs a separate levy in place of the subject levy of \$795/year. (This Levy incurs a 5% discount if paid in full by 31 March - \$39.75)

Single Pathway - TTC 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 or Cert II in Engineering Pathways. 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

Year 5 & 6 students will be provided with an iPad to enhance their learning experiences. There is an iPad Levy of \$180 charged for this program.

Year 7 students will use an iPad purchased through MCC for \$540 that is pre-configured with all required Apps.

COMPULSORY BUILDING FUND LEVY

An annual levy of \$410 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 Senior 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 31 March. 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.

OPTION 2: Payment Plan

Direct Debit from your bank account/credit card via Parent Lounge. This is a paperless direct debit system within TASS Parent Lounge. To establish your Payment Schedule please visit Parent Lounge and select "Accounts & Payments".

Making Payment

In Person *Cash. cheque* or *EFTPOS* at Reception on either campus

BPAY Your BPay Reference Code and 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

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 choose to 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 College Tuition Fee Scholarship. These cases will be reviewed by the Principal for approval on a yearly basis.

CONCESSION CARD DISCOUNT

Parents/carers who hold 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 & 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 the Enrolments Office at enrolments@mccmky.qld.edu.au upon request. Pro-rata school fees may be refunded if applicable. 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 & 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. MCC supplies exercise books & some student workbooks for Prep-Yr 9

7 x A3 clear scrapbook covers or clear contact
3 x A4 exercise book clear covers or clear contact
2 pkts x 12 FaberCastell Jnr 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 lge plastic document wallet 25cm x 35cm for readers- named
2 packets snaplock bags (large size) - shared
1 child friendly lunch box they can open by themselves-named
1 family size box of tissues for classroom use
1 spare set of clothes & underwear kept in child's bag - named

YEAR 1

Resources are mostly shared and don't need individual labelling. MCC supplies exercise books & some student workbooks for Prep-Yr 9

3 x A3 scrapbooks contact
6 x A4 book covers or contact
3 x A5 exercise book covers or contact
2 pkts Faber-Castell Jnr Grip triangular HB pencils - shared
2 pkts FaberCastell JnrGrip triangular colour pencils-shared
1 packet x 12 Crayola coloured twistable crayons - shared
1 packet whiteboard markers assorted colours - shared
1 barrel pencil sharpener (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 no larger than 15cm x 23cm - named
2 plastic document wallets with clips - named
1 packet snaplock bags large size - shared
1 2L rectangular Sistema cliplock container - named
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

MCC supplies exercise books & some student workbooks for Prep-Yr 9

9 x A4 exercise book covers or contact
2 x A5 exercise book covers or contact
1 box of good quality HB lead pencils individually named
1 large pack colouring pencils
1 set of felt pens or twistable crayons
2 highlighters
2 packets 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)
6 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
1 2L rectangular Sistema cliplock container - named
1 pump bottle of liquid hand sanitiser
1 set good quality headphones named (not earbud) with iPad connection in a named bag
1 MCC Library Bag (from the School Locker uniform shop)

YEAR 3 MCC supplies exercise books & some student workbooks for Prep-Yr 9
 6 x A4 book covers or contact
 1 x A5 exercise book cover or contact
 2 boxes of good quality HB lead pencils individually named
 1 large pack colouring pencils
 1 set of felt pens
 1 highlighter
 1 packet x 4 Artline 577 whiteboard markers (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)
 5 large Bostik glue sticks
 1 pair of scissors
 1 pencil case - no larger than 15cm x 23cm
 1 plastic document wallet with Velcro close
 1 packet snaplock bags (large size)
 1 2L rectangular Sistema cliplock container (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 set headphones named (not earbud) with iPad connection in a named bag

YEAR 4 MCC supplies exercise books & some student workbooks for Prep-Yr 9
 8 x A4 exercise book covers or contact
 2 x A5 exercise book covers or contact
 1 box of good quality HB lead pencils individually named
 2 red ball-point pens (no multi coloured pens)
 1 large pack colouring pencils or twistable crayons
 1 set of felt pens (no connectors)
 2 highlighters (assorted colours)
 4 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 sanitiser
 1 calculator (not scientific)
 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

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 MCC supplies exercise books & some student workbooks for Prep-Yr 9
 6 x A4 exercise book covers or contact
 1 box of good quality HB lead pencils individually named
 4 red ball-point pens
 4 blue ball-point pens
 1 large pack colouring pencils
 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 calculator (not scientific)
 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 School Locker)
 1 set headphones named (not earbud) with iPad connection in a named bag

YEAR 6 MCC supplies exercise books & some student workbooks for Prep-Yr 9
 3 x A4 exercise book cover or contact
 2 x A5 exercise book covers or contact
 1 box of good quality HB lead pencils individually named
 4 red ball-point pens
 4 blue ball-point pens
 1 large pack colouring pencils
 4 highlighters (assorted colours)
 4 whiteboard markers
 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 calculator (not scientific)
 1 small pencil case to hold writing items-for Senior campus day
 1 large pencil case to hold writing items - for classroom use
 1 2L rectangular Sistema cliplock container (named)
 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

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

MCC supplies exercise books & some student workbooks for Prep-Yr 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)
- 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 are allocated a full-sized iPad purchased through the college that has been pre-configured with the school management system and all required learning apps. Year 8 and 9 students will require a full-sized iPad (9th generation) minimum 32GB or 128GB Wi-Fi. *Must not be older than 3 years. Must not be iPad mini*. The iPad Pro Wi-Fi model is acceptable for school use but more expensive. All Year 8 & 9 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 as instructed by the teacher.

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 10-12 students will require a full-sized iPad (9th generation) minimum 32GB or 128GB Wi-Fi. *Must not be older than 3 years. Must not be iPad mini*. The iPad Pro Wi-Fi model is acceptable and slightly faster but more expensive. All Year 10-12 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 as instructed by the teacher. Students in Year 11 and 12 have the option to bring their own laptop, which must be Wi-Fi enabled and capable of running Microsoft 365 and Adobe Creative Cloud. Laptops must be pre-approved by the Head of Senior School prior to starting at the college.

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 Senior Reception. 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.

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 track shoes with Velcro straps instead of shoelaces or shoelaces if student knows how to tie them (Prep students only). 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.

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.

YEAR 1 – 6 UNIFORM

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 & House Family colours/motto inside
- Year 6 students may wear their MCC Brisbane Tour hat for the remainder of the calendar year.

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 shoelaces or Velcro (NOT SKATER OR CANVAS SHOES). Junior School students may wear Velcro straps on their track shoes but not their formal shoes. (see Shoe Guide)
- MCC white Sports Socks with embroidered MCC logo preferred or short white socks visible above shoes.
- MCC long sleeve House Family Polo Shirt will become available during 2023.

WINTER UNIFORM ITEMS

In addition to the uniform, students may wear:

- MCC Jacket zip front midnight blue 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 their 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 their formal shorts.
- Girls may wear navy blue colour tights or full length leggings under their uniform.

YEAR 7 - 12 UNIFORM

BOYS FORMAL UNIFORM

- MCC formal shirt in senior cleolene check and embroidered MCC logo on the pocket.
- MCC formal long shorts with flexi-waist midnight navy blue. (NO EXTERNAL CARGO POCKETS).
- MCC Senior Tie for Year 10-12 Boys (to be worn in Term 2 & 3 only).
- Black hard leather lace-up school design shoes (see Shoe Guide) (NO BLACK LEATHER JOGGERS, BUCKLES, VELCRO, or 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.)
- MCC Crossover Tie with MCC badge for Year 7-9 Girls (to be worn for the full school year).
- MCC Senior Tie for Year 10-12 Girls (to be worn for the full school year).
- Black hard leather lace-up school design shoes (see Shoe Guide) (NO BLACK LEATHER JOGGERS, BUCKLES, VELCRO, or 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 & House Family colours/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 shoelaces (NOT SKATER OR CANVAS SHOES). (see Shoe Guide)
- MCC White sports socks with embroidered MCC logo preferred or short white socks visible above shoes.
- MCC long sleeve House Family Polo Shirt will become available during 2023.

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 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 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 with an emphasis on plain (embossing or patterns in the leather is not recommended). (NO BLACK LEATHER JOGGERS, BUCKLES, STRAPS, VELCRO (except Year 1 & 2), or 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 track shoes with Velcro straps. NO THONGS or SANDALS ALLOWED.

Prep students wear closed in shoes or track shoes with Velcro straps or shoelaces if student knows how to tie them. NO THONGS or SANDALS ALLOWED.

Year 1 and 2 students may wear Velcro strap formal shoes (NB: no straps or buckles eg. Mary Jane shoes) **OR** if wearing laced shoes, must know how to tie them. NO THONGS or SANDALS are allowed.

Sport shoes (Cross trainers) can be of any colour and must have shoelaces 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 intend to purchase as unacceptable shoes will need to be replaced.

Acceptable Footwear

FORMAL SHOES



SPORTS SHOES



All other footwear is unacceptable.

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 an email or 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 off 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. Long hair may be allowed if kept neat and tidy, cut or tied out of the student's face and not touching the collar. This is ultimately at the discretion of the Head of School.

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 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 on top and a NUMBER 2 BLADE on the side** is acceptable and the scalp should not be easily visible through the short section.
3. 'Tracks' or designs that have been shaved into the hair are not allowed.
4. Boys' hair should be of **NATURAL COLOUR**.
5. Boys' hair must be off their collar.

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 school colours. They must fit comfortably under the student's hat.
3. Girls' hair should be of **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 a copy of 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. An email will be sent home to parents to advise of non-compliance. Parents will be given 5 days to work with their child to rectify unacceptable hair styles.

Finally, if you or your child notice 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 Junior Reception or Executive Office at the end of the day. Visible piercings other than those mentioned below must be removed or replaced with small clear studs that will not draw attention to the piercing.

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 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). For safety reason, earrings are to be of a modest nature and size. Variations may be allowed at the discretion of the Head of School.
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

Students may wear only **clear** lip gloss. **No Visible Make-up** of any kind, including false eye lashes, is permitted unless a student is given specific permission by the Head of Pastoral Care. Students wearing make-up to school (except under medical advice) will be asked to remove it immediately. Nail polish or fake nails are not permitted.

IN ALL CASES THE DISCRETION OF THE COLLEGE IS FINAL.

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.
- 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 Reception.

For the Swimming Carnival, all swimwear must be of a modest nature i.e. 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. Skins or sports tights can only be worn under modest shorts with no visible midriff.

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 some classes.

eLearning @ MCC

Network access for all students at Mackay Christian College is a priority, providing a valuable educational resource. Parents are asked to purchase and label earphones (not earbuds) with iPad connectivity for their student.

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

All students in Year 5 & 6 will be provided with an in-classroom iPad through the MCC iPad program to enhance their learning experiences. Mackay Christian College has a strong commitment to the integration of ICT in classrooms. Parents/caregivers will be required to complete and sign an agreement with the college for their child to participate in this program.

Year 7 will be allocated a full-sized iPad purchased through the college that has been pre-configured with the school management system and all required learning apps.

Approved Electronic Learning Device

Students in Years 8 to 12 are required to provide a full-sized iPad (9th generation), with a minimum of 32GB storage and Wi-Fi connectivity. iPads must not be more than three (3) years old. The iPad 'Pro' with Wi-Fi connectivity is acceptable, however it is more expensive to purchase. The iPad 'Mini' is not permitted as the screen size makes it unsuitable for learning. The use of cloud technologies provided by the college enables students to supplement an iPad with other devices at home if preferred.

Senior students in Years 11 and 12 have the option to bring their own laptop if preferred. Laptops must be Wi-Fi enabled and capable of running Microsoft 365 and Adobe Creative Cloud. Permission to use laptops must be requested and approved by the Head of Senior School, prior to connecting to the college's Wi-Fi.

All students in Year 8-12 will need to install **Essential Apps for Everyone** on their iPad prior to starting school. Students will also need to install year level or subject-specific apps which will be communicated by the teacher as required. Access to Microsoft 365 is free for enrolled students, using their college email and password. iPads are available to purchase locally & online incl. the School Locker: theschoollocker.com.au/schools/mackay-christian-college

Electronic Devices

This policy refers to all student-owned eDevices, with the exception of the approved MCC electronic learning tool, eg iPad. Students are permitted to bring personal eDevices to school in accordance with the following conditions:

1. A personal eDevice which connects directly to the internet via SIM (eg mobile phone) may be brought to school but must be switched off and stored in the student's bag during school hours (8.00am-3.15 pm on Junior Campus and 8.25am-3.00pm on Senior Campus) unless under direct supervision of a teacher during class time, or for approved medical reasons.
2. **Personal eDevices which connect indirectly to the internet via Bluetooth, mobile hotspot or tethering are not permitted at school**, eg smartwatches and other wearable devices. These items will be confiscated if found in a student's possession.
3. Students are solely responsible for the care of their personal eDevices while at school. If a student's personal eDevice is lost, stolen, or damaged, the college accepts no responsibility for replacement or repair, or for the cost of replacement or repair.
4. If a student needs to contact their parent they must go to Reception and ask permission to make the call there. If Reception staff or the student have a concern with the nature of the call, then staff should re-direct the student to the Head of School and call ahead to notify. The Head of School will authorise the call if appropriate and provide privacy for the call. **No unauthorised calls** are to be made by students.
5. If a personal eDevice is used by a student during school hours, the item may be confiscated and kept in a secure location at Reception or Executive Office. The student will be able to retrieve the item at the end of the school day. Repeatedly using an eDevice when unauthorised may result in more serious consequences.
6. Personal eDevices must not be connected to the college network. Doing so will result in a breach of the Network Student User Agreement (view at mcc.qld.edu.au).
7. In all situations, a teacher's instructions will override all of the above conditions.

Network Student User Agreement

Students enrolled in Prep to Year 12 at MCC who hold a college network account may access the college's network using only approved electronic learning tools and supervised by staff from 8.30am to 3.00pm on school days. Student access to the college network will be granted once the college has received a signed Network Student User Agreement. 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 Reception 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** - Reception 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 Senior Reception. This needs to be a separate payment - it is not to be included in a fees payment.

Students should meet the Events Coordinator the following day to collect their lock and combination. 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. Students will lose the use of the locker if they are found to be sharing a locker. 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.

At the end of the year a \$10 refund will be given when the lock is returned, and the lock and locker are in good condition.

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 (Senior Campus) or 2.50pm (Junior Campus) without prior arrangement with Reception. (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. 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 Senior Reception 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 Reception 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, guitar, percussion, piano (keyboard), strings, woodwind, and voice. Weekly lessons operate during school hours. Lessons at Senior Campus are timetabled on a rotational basis, where possible.

TUITION AVAILABLE

- From Prep:** Voice, Piano and Keyboard
From Year 3: Strings (usually started through the Scholarship String Program), Guitar and Bass Guitar
From Year 4: Brass, Percussion and Woodwind (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 students: Short Private Lesson 20 minutes: \$25 per lesson (Discount Period: \$23*)

From Year 1: Private Lesson 30 minutes: \$33 per lesson (Discount Period: \$31*)

Private Extended 45 minutes: \$47 per lesson (Discount Period: \$45*)

Private Extended 60 minutes: \$61 per lesson (Discount Period: \$59*)

(Note: Extended Private lessons – limited places are available for more advanced students doing higher AMEB exams)

Instrumental, Guitar, and Voice:

Group Lesson: \$25 (Discount Period: \$23*) (Up to 4 Guitar / Voice students or Up to 5 Instrumental students)

Private Lesson: \$33 (Discount Period: \$31*)

INSTRUMENT HIRE

A range of instruments (except guitar) are available for hire through the Creative Academy at a fee of \$80.00 per semester. Instruments can also be purchased through a payment plan. Contact the Creative Academy for more details.

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 not to stop the flow of traffic. Parents are encouraged to use the Stop, Drop & Go zones for Prep - Year 6 students to enable continual flow.

The car parking facilities in front of Junior Reception on the left as you pass through the roundabout is for **SHORT TERM PARKING ONLY**. Please note Reverse Parking Only is to ensure the safety of all children.

If you have booked a meeting with staff, please use the **LONG TERM CAR PARKING**. There are two areas which are accessed from the main roundabout, right or left turn. Please use the appropriate pedestrian crossing to access Junior Reception.

Mornings:

Please use the Stop, Drop & Go zones located 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 parents need to leave your vehicle, please park in the appropriate Short or Long Term Parking areas.

Early Learning Centre (Kindergarten):

This Drop off/Pick Up zone is line marked at the far end of the Short Term Parking area at Junior Reception. These 4 bays are Reverse - 10 minute parking only. If parents need to stay over 10 minutes, please park in the appropriate Short or Long Term Parking areas. Please note Reverse Parking Only is to ensure the safety of all children.

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 relocate to wait in the Prep-Year 2 courtyard. 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.

COVID-19: Parents are asked to sanitise their hands before signing in their child to help maintain good hygiene practices and guidelines at all times.

KING'S PARK CAMPUS (9 Quarry Street)

Parents are encouraged to use the Stop, Drop & Go zones correctly for Year 7-12 students.

Quarry Street and TTC Stop, Drop & Go Zone:

Parents may drop off or collect students from the Stop, Drop & Go zones under the Trade Training Centre or in Quarry Street on the eastern side of the road, either side of the pedestrian crossing. When using the drop off area please remember to **STOP, DROP & GO - NO PARKING longer than 2 minutes**. Note: if these Zones are full, please do not continue to wait in line as this stops the flow of traffic and creates blockages. It is recommended to utilise the **5 minute parking bays** or keep driving through and loop back through the Zones. Alternatively, you may park your vehicle in the Short or Long Term Areas.

All vehicles need to be cleared from the TTC Short Term Car Park area by **9.00am** as the gates are closed and locked throughout the day. The TTC Car Park gates will reopen at **2.45pm** for pickup. **NO PARKING** under TTC during normal school times.

Long Term Parking Area across from Senior Reception:

If you have a meeting with college staff, parents are encouraged to use the Long Term Parking Area in Quarry Street across the road from Senior Reception. Access can be made via the upper end of the car park closest to the Short Street corner. **Please obey all street roadside signs.**

Mornings and Afternoons:

Please use the Stop, Drop & Go zones or parking facilities in the main 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. Remember: The area around the cul-de-sac and near the pedestrian crossing, on the school side of Quarry Street is a **NO PARKING / NO STOPPING ZONE**. For the safety of students, parents and staff please do not stop in this area as you may be fined by 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 (front of Faith Centre hall) clear **AT ALL TIMES**. This zone is used by buses throughout the day.

5 min Drop Off/Pick Up Zone:

Parents may use the 5 minute Drop Off/Pick Up parking bays within the main car park, across the road from Senior Reception.

Students Arriving Late to School:

Parents who are dropping off students late to school must not stop in front of Senior Reception in the No Stopping Zone or Bus Lane. You may use the 5 minute drop off zone within the main car park for quick and easy access to Senior Reception.



We Love | We Care | We Learn

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