

## **Principal's Message**

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Thank you for considering Catholic secondary education. On behalf of MacKillop College, we welcome you to our school. As new members to our learning community, I am sure that you have many questions about MacKillop and your place therein. This guide is designed to help you make a smooth transition from your previous school to ours.

MacKillop College has a firm belief that all our students have talents and skills that need to be identified and developed. We offer a wide range of subjects and extra-curricula programs to assist you to do that. From Science and debating groups, to the vast array of sporting teams, to participating in the annual school musical and instrumental and dance classes, I am sure that you will find something to interest you. We invite you to explore all these options and encourage you to join in.

Religious Education is the cornerstone of our curriculum. Our curriculum reflects our Educational Goals that will lead you to a well-rounded early learning experience in the Middle Years. Year 9 is unique and this two-semester program is also outlined in this Handbook. From Year 10 we support you in your career trajectory by allowing for targeted and specific courses of study to help you achieve your ultimate post secondary school goals. Take some time to examine our curriculum and how you can maximise your learning potential through it.

MacKillop College places particular emphasis on you as a learner – how you learn, how you can utilise your intelligence and thinking skills to enhance your education – and these are skills that are helpful in all aspects of life. We also understand that you will need support in adjusting to our school so our Pastoral program, including confidential student services such as counselling, is there to assist you through transition and at any time you feel you need additional help.

The answers to the most frequently asked questions are included in this Guide and we urge you to explore this as your first source of information. However, should you have more questions or would like more details or further clarification, please contact the College – we are happy to assist you. Welcome to MacKillop College. We hope that you flourish at our school and enjoy the educational journey that begins now, with us.

**Rory Kennedy**

**Principal**

## **Vision Statement**

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Celebrating all life.

Challenging all people.

Dreaming the new day.

## **Our Mission Statement**

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MacKillop is a Catholic college in the Josephite tradition.

Inspired by the spirit of Saint Mary of the Cross MacKillop, we strive to:

- encourage individuals to reach their full potential as life-long learners by providing an innovative, challenging and collaborative learning and teaching environment in a rapidly evolving society
- enhance positive relationships in a supportive community by promoting justice and a sustainable future
- support wellbeing by affirming the intrinsic dignity of each individual, embracing diversity and empowering active citizenship
- foster leadership by empowering and developing all members of the school community
- witness to the presence of God amongst us by celebrating our Catholic heritage as a faith community

In this, we seek to be disciples of Jesus, our model for authentic humanity.

## **Our Educational Principles**

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### **Teaching and Learning**

- A positive teaching and learning environment is dynamic and adaptive
- Lifelong learners challenge themselves
- Effective teaching is responsive to a rapidly-evolving society

### **School Community**

- A sustainable future is the responsibility of all community members
- Diversity, equity and justice form the basis of a supportive community
- Genuine partnerships between students, families, staff and the wider community promote a positive school environment

### **Student Wellbeing**

- Each student is a global citizen called to respond to the challenges of their time
- Affirming the intrinsic dignity of each person is fundamental to student wellbeing
- An environment that models Catholic values enhances student wellbeing

### **Leadership and Management**

- Leadership takes many forms; all are called to leadership
- Leadership encourages, nurtures and supports
- Effective management enables all members to engage fully in their leadership roles

### **Education in Faith**

- All that we do gives witness to the presence of God
- All are invited to respond to God's call to bring hope to our world
- Our Catholic heritage is celebrated in the tradition of Saint Mary of the Cross MacKillop

## Spiritual Education

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As a community, and in the spirit of Mary MacKillop, we acknowledge the God-given gift of life in each other and in all creation. We strive to make Jesus' concerns our own and seek to build just relationships within our College community and beyond. In a spirit of gratitude, we begin each day with prayer, asking Blessed Mary MacKillop to pray for us and for the needs of our world. Coming together as a whole community, we celebrate special times throughout the year with Eucharist – the source and summit of our life together. Surrounded by the symbols of our identity in each area of the College – the cross of Christ and the icon of Blessed Mary MacKillop – we are reminded constantly that we stand in a long tradition of Christian hospitality and service, which we seek to make our own.

## Our Heritage

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MacKillop Catholic Regional College takes its name from Mary MacKillop, widely known as Saint Mary of the Cross MacKillop. Mary MacKillop founded the Australian congregation known as the 'Sisters of Saint Joseph of the Sacred Heart of Jesus' in 1866 at Penola, South Australia. Mary MacKillop was born of Scottish parents on 15 January 1842 in Brunswick, Victoria. As she grew up she experienced what it was to be poor. She spent time as a governess in Penola where she met Father Julian Tenison Woods. With Father Julian Tenison Woods, she founded a new type of religious order to bring Catholic education to ordinary working families. She and the Sisters of St. Joseph cared for the poor especially in rural areas. The Sisters of St. Joseph have been serving the parish of Werribee, especially in the field of education, since 1910.

At her death in North Sydney on 8 August 1909 Mary was revered as a holy woman and was beatified by Pope John Paul II in Sydney on 19 January 1995. Mary MacKillop is Australia's first saint.

Those of us, who face the challenge of the future, look with confidence to Blessed Mary MacKillop for that spirit of simplicity, faith and generosity which inspired and characterized her efforts to meet the needs of the times. We turn also to her glorious patron and ours, St. Joseph, the just man, whose strength and spirit assisted Mary MacKillop.



## A Brief History

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'Mary MacKillop College', which was erected in the latter part of 1969 commenced tuition for 102 girls in Years 7, 8 and 9 in February, 1970, with Sr Giovanni Farquer as Principal, assisted by Sr Clare Schiltz and Sr Zita Moore. In 1969, Years 7 and 8 were taught in two of the classrooms at St. Andrew's by Sr Zita Moore and Sr Dympna Daynes, while awaiting the erection of the College in Russell Street. An area of land belonging to Corpus Christi College had been reserved by the Diocesan authorities and the rest was sold to the Victorian State Government. This land was once part of the extensive Chirnside estate, owned by Andrew and Thomas Chirnside, and was purchased by the Archdiocese of Melbourne in 1920 to establish a seminary for the training of priests for all the dioceses of Victoria and Tasmania.

Archbishop (later Cardinal) Knox officially blessed and opened the College on 4 April 1970. Junior Secondary Registration was approved after inspection on 6 & 7 July 1971. Sr Helen Reed replaced Sr Giovanni Farquer as Principal in 1974-1979. Sr Lynette Young succeeded in 1980-1981, followed by Sr Marie Hanger in 1982. Sr Giovanni returned to the College in 1983 with Sr Therese Quinn and Sr Mary Frances Coburn. MacKillop was then developed as a full Junior and Senior Secondary College.

On 1 October 1978, the title of the school officially became MacKillop Catholic Regional College. With the demand for a quality Catholic education for both boys and girls in the local area increasing, the College became co-educational in 1979, with 29 boys in Year 7 being admitted to the school. At first, conditions were very crowded as the new block of classrooms, which commenced in 1978, were still being built. The first rooms came into use in July 1979, and the completed building was blessed officially by His Grace Archbishop Francis Little, D.D., K.B.E., and opened by the Hon. F.M. Chaney on 20 October that year.

Sr Giovanni Farquer was appointed as Superior General of the Josephites and commenced that position in January 1996. Mr. Rory Kennedy became Acting Principal and appointed as Principal from June 1996.



## Our College Emblem

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### Thematic Unity

- The shield represents the strength of our communion with each other.
- The four corners are underpinned by the common theme of our calling to be children of God as we journey with each other toward our goals. We journey in the security of freedom and joy, under the banner of the Southern Cross and the spirit of Blessed Mary MacKillop.
- Four colours manifest our connection with our God-given world – red (Australian earth, life blood, energy), green (Life of the earth, hope, growth, environment and centredness), yellow (warmth, Christ's light, divine consciousness and peace) and white (truth, purity and strength) are present across our crest.

### Symbols

- **The Cross** lies at the heart of the crest and College life, and reminds us of Jesus, the model of true humanity.
- **The Sun** is the energy of Christ's light which sustains us all. The centrality of this symbol of the sun setting in the west recognises the importance of Christ in all we do and, as it sets, is one with our movement through our day and our lives. Christ's light illuminates our College, informs our interactions and authenticates our actions
- **The beams of light** emanate from the heart as sun, concentrates beams of light, of love to us all. We are bound together by our oneness in Christ.
- **The Josephite Cross** reminds us that the Josephite Charism pervades the College and is manifest in all aspects of our lives. Within the Josephite Cross are the three Js of Jesus, Joseph and John the Baptist. With this is the A and M of Ave Maria which trumpets the virtues of Mary, Mother of God and her patient, loving faithfulness and fundamental belief in the goodness of God's plan for her and her son.
- **The Southern Cross**, the great herald for travellers making their way home, speaks of our place in the world, the uniqueness of Australia and her people. It reasserts the importance of identity within ourselves and between each other.
- **Freedom and Joy Forever** is the motto of the College. It is our wish for our lives as we journey with Christ. In Christ's love we are free to realise our innate potential and living authentically is the source of ultimate joy – not merely for a time, but forever.



## **Admission Procedures and Conditions of Enrolment**

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An Enrolment Application Form must be completed for each student applying for a position at MacKillop College. Applicants may be required to attend an interview at the College prior to commencement.

MacKillop College is zoned and therefore applications cannot be accepted from residents outside the Werribee Parish (the exception being applicants with current or past siblings enrolled at the College). If you are unsure of your eligibility please contact the College Registrar.

When enrolled at the College, students and parents/guardians are bound by the regulations and expectations authorised and initiated by the Principal as detailed in the Parent and Student Information Guide.

Parents/guardians are expected to encourage their son/daughter to observe these rules and regulations in order to strengthen the well being of the school community.

## **College Uniform**

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MacKillop College will be the exclusive provider of the uniform (with the exception of the appropriate footwear as detailed below.)

### **Male Uniform - Summer**

- MacKillop College Blazer
  - MacKillop College formal hat (optional)
  - MacKillop College jumper
  - MacKillop College socks
  - MacKillop College shirt – short sleeved
  - MacKillop College shorts
  - MacKillop College tie
  - MacKillop College trousers
  - MacKillop College emblem belt (optional)
  - Plain Black leather lace-up school shoes
- (Runners or skate shoes are not permissible)*

### **Male Uniform - Winter**

As above excluding the College shorts

- MacKillop College gloves (optional)
- MacKillop College scarf (optional)
- MacKillop College shirt – long sleeved

### **Female Uniform - Summer**

- MacKillop College Blazer
  - MacKillop College summer dress
  - MacKillop College hair accessories
  - MacKillop College formal hat (optional)
  - MacKillop College Jumper
  - Plain white socks (long or short acceptable)
  - Plain black leather lace-up school shoes
- (Runners or buckle shoes are not permissible)*

### **Female Uniform - Winter**

- MacKillop College Blazer
- MacKillop College jumper
- MacKillop College gloves (optional)
- MacKillop College hair accessories
- MacKillop College kilt
- MacKillop College scarf (optional)
- MacKillop College shirt – short sleeved
- MacKillop College shirt – long sleeved
- MacKillop College slacks (optional)
- MacKillop College socks (*may ONLY be worn with Slacks*)
- MacKillop College tie
- MacKillop College tights (*exclusive to the Uniform Shop*)
- Plain black leather lace-up school shoes  
(*Runners or buckle shoes are not permissible*)

### **Male/Female Physical Education Uniform**

- MacKillop College peaked cap or hat (*compulsory during Physical Education classes*)
- MacKillop College polar fleece top
- MacKillop College polo top
- MacKillop College sports shorts
- MacKillop College spray jacket (Optional)
- MacKillop College tracksuit pants
- Lace up runners which provide the appropriate amount of support and are suitable for active sports participation as determined by the College
- White Socks (*no logo or stripes*)

### **New for 2013**

- MacKillop College peaked cap
- MacKillop College sports jacket
- MacKillop College polo top
- MacKillop College sports shorts
- MacKillop College tracksuit pants
- MacKillop College rugby top

**Please note:** The existing or the new Uniform must be worn in its respective entirety i.e. it is not permissible to mix the two.

### **Male/Female**

- MacKillop College Art Smock-Waterproof
- MacKillop College Backpack-Chiropractic

**The MacKillop College Spray Jacket**, or appropriate raincoat, may be worn over the uniform to and from school and only when it is raining. It must be removed upon arrival at school.

**Please note:** The uniform must be worn as per the Uniform Policy. No compromise will be allowed.

## **Uniform Shop – Hours of Operation**

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### **During School Term**

Monday	8:15am – 3:45pm	(Closed 11:30am - 12:30pm)
Tuesday	Closed	
Wednesday	8:15am – 3:45pm	(Closed 11:30am - 12:30pm)
Thursday	Closed	
Friday	8:15am – 3:45pm	(Closed 11:30am - 12:30pm)

### **During School Holidays**

The Uniform Shop is open during the second week of the school holidays. The hours of opening are Monday to Friday 9:00am - 2:30pm (Closed 11:30am - 12:30pm)

### **Second-hand Uniforms**

Good quality second-hand uniforms are available for sale at the Uniform Shop.

## **Parental Involvement**

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The College has a Parents & Friends Association and School Board and all are warmly encouraged to take part in and support those bodies.

### **Parents & Friends Association**

The Parents & Friends Association is an integral part of the College. The aim of the committee is to develop a real community of parents/guardians, teachers and students, to work closely with the Principal to achieve common goals, and ensure all parents/guardians enjoy the exciting experience of their sons/daughters secondary school years. The monthly meeting is held on the first Wednesday of each month (excluding school holidays) commencing at 7.30pm. The Principal attends the meeting which provides a healthy forum for ideas and discussion on any relevant issues that will benefit the education of your sons/daughters. The Parents & Friends Association further works to provide additional resources for the students through fundraising.

### **College Board**

The College Board membership is comprised of the Parish Priests from St. Andrew's (Werribee), St. Peter's (Hoppers Crossing) and St. James (Hoppers Crossing North), Parish representatives from each of these parishes, the Principal of MacKillop College, a staff representative, parent representatives, a nominee from the provincial of the Sisters of St. Joseph, a Parents & Friends Association representative and an honorary Financial Advisor. The College Board gathers in a spirit of collaboration to establish good governance, provide advice in areas such as school improvement and development of policy, realise the College's vision and achieve its educational aims.

### **College Canteen**

The College Canteen provides a valuable service to the students of the College. The running of this service would not be possible without the dedicated assistance of the MacKillop College parent body. Parents/guardians are invited to volunteer to assist in the running of the canteen. Parents/guardians who are able to assist are asked to submit the appropriate form.

## Resource List

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The College Resource List (Booklist) is compiled to ensure students have the necessary resources they need for effective learning. Our official book supplier, Landmark School Supplies, offers an excellent service ensuring your son/daughter has a smooth start to their educational year. Landmark School Supplies maintain full text and stationary stocks all year round to cater for new enrolments.

Costs to parents/guardians are minimised with the in-house production of some educational resources. This replaces the need to purchase some text books and is covered by a Faculty Resource Levy which forms part of the school fees.

MacKillop College works on the premise that textbooks are selected for student use for 3 – 4 years. This approach allows parents/guardians to purchase textbooks second hand and ensures that textbooks are current, accurate and appropriate to the year level.

Families are given the opportunity of selling books second hand to younger students at the end of each school year. This assists parents/guardians in reducing the cost of equipping students for the new school year.

## Education Maintenance Allowance

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### Eligibility

The Education Maintenance Allowance (EMA) is provided by the Victorian Government to eligible families to help with education related costs and is paid to eligible parents/guardians of students under 16 years of age.

To be eligible for EMA the applicant must:

- a. hold a valid Health Care Card or a Pensioner Card; **or**
- b. be a Veteran Affairs Pensioner (TPI); **or**
- c. be a temporary foster parent

The application form must be submitted to the school by the due date stipulated on the EMA form.

### Parents/Guardians ineligible for EMA

Parents/guardians who receive a Carer Allowance (formerly known as Child Disability Allowance), or any other benefit not income tested by Centrelink are not eligible for the EMA unless they also comply with one of (a) (b) or (c) above.

## College Tuition Fees

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1. Fees are set by the MacKillop College Board and are subject to alteration. Where possible, notification of any alterations will be given in advance.
2. Annual school fees are charged in full in the first two weeks of the new school year. Other optional fees are charged where appropriate.
3. Automatic family discounts apply when two or more siblings are students at the College. The discount is applied to the Tuition fee component of the youngest student only, except where the number of students in a family exceeds four.

Two students - 20% off Tuition Fee of 2nd sibling OR

Three students - 30% off Tuition Fee of 3rd sibling OR

Four students - 100% off Tuition Fee of 4th and subsequent sibling(s)

One discount is applicable per family and applies to students attending MacKillop College only.

4. Full fees are payable within 14 days upon the rendering of an account. Alternatively, instalment payment arrangements are available to ensure all outstanding fees are fully paid by the end of Term 4 in each school year.
5. Default in the payment of fees and charges renders the persons responsible for the fees to legal action for the recovery of the unpaid fees or other charges with legal costs added to the debt.
6. No deduction can be made on account of absence, as the expenses incurred in maintaining the efficiency of the College are not lessened by the temporary absence of individual students.
7. At least 10 weeks notice in writing must be given to the Principal/Accountant, by the parent or guardian, before the withdrawal of a student. This includes students not intending to return to the College for the following year. Persons who have accepted the responsibility for paying fees will be liable to pay 10 weeks fees in lieu of notice.

If you hold a Health Care Card or Pension Card you may be eligible for Government assistance.

### Payment Methods

MacKillop College offers the following options for the payment of school fees.

- Cash, Cheque, Money Order
- BPay
- EFTPOS
- Credit Card (MasterCard or Visa)
- Direct Debit via Bank account
- Direct Debit via Credit Card account

If you would like to use the Direct Debit facility, please complete and return the appropriate form to the Administration Office. Further information about fee payment options can be obtained by contacting the College Accountant.

### Financial Concerns

MacKillop College is committed to providing a Catholic education for all Catholic students eligible to enrol at our school. Parents/guardians who are genuinely unable to afford the costs of education at our College are encouraged to request an appointment with the Principal before considering other options.

## **Student Leadership**

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MacKillop College uses a collaborative process with students, emphasising the objective that all members of the school population can contribute to the common good. We believe that students can play an active part in the life of the College.

All students share responsibility for leadership at the College. In many areas of school life, students are given formal opportunities for leadership in roles such as School Captains, Class Captains, Sports and House Captains, Music and Choir Captains, Academic Captains, Social Justice Captains, Science and Technology Captains, Public Speaking and Debating Captains, Fine Arts Captains and Liturgy Captains.

MacKillop College's Student Representative Council (SRC) is very active and makes many positive contributions to the College. The Student Representative Council is represented by students from every year level and meets regularly to discuss and act upon student issues.

All students can exercise leadership by taking part in co-curricular sporting, creative and cultural activities. The College realises the importance of students experiencing positions of responsibility and leadership as the associated challenges assist in developing personal skills, values and goals.

## **Pastoral Care**

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At MacKillop College we believe that pastoral care should be centered on the personality of the students and those factors in their environment that help or hinder their physical, social, intellectual and emotional stability. Furthermore, we believe that we should be concerned with how the learning environment can be adapted to cater for individual differences in order for all students to achieve success and reach their full potential. We aim to create a flexible environment that meets the needs of students of different abilities, needs, backgrounds and cultures.

The MacKillop College community is unique in culture and character; therefore our pastoral care system is also unique. We take our inspiration from the life of Mary MacKillop and the work of the Sisters of Saint Joseph. Our care for each other is an expression of our Vision and Mission Statements and the ethos of the College. We are all witnesses to the gospel values of respect, justice and love for our neighbour. Our pastoral care reflects our history, socio-economic circumstances, ethnic mix and culture.

We place great emphasis on the incorporation of our values and philosophies within our pastoral care network. We provide effective structures to communicate with our community about the welfare of our students and their families. Pastoral care arises out of relationships formed between the College administration, staff, students, parents/guardians, counsellor, chaplains, welfare agencies and any member of our community who strives to make a positive difference in the lives of our young people.

MacKillop College realises the worth in expressing a real care for each other. All members of our community, whether they are students, staff or parents/guardians, should feel comfortable in the knowledge that an appropriate level of support will always be available. We successfully cater for a wide range of needs and interests in curriculum and co-curricular areas. We view pastoral care as being an essential aspect of good teaching and learning. Most importantly, our vision of pastoral care reflects the gospel values as expressed by the life of Jesus.

## **Student Services**

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### **Counselling**

Counselling is a professional activity that utilises a non-judgemental, interpersonal relationship to enable people to develop an understanding about themselves and to make changes in their lives. Prevention, early intervention and a proactive approach are emphasised at the College. School Counsellors are available to all students and their parents/guardians. Face to face counselling is based on an ethos of respect for students, their values, beliefs, uniqueness and right to self-determination. Counselling can be sought for a variety of reasons including:

- Family and relationship issues
- Bullying
- Anxiety/stress
- Depression
- Other mental health difficulties
- Friendship concerns
- Grief
- Study/organisational skills
- Behavioural difficulties

Counselling normally occurs on a one to one basis but small group sessions and mediations are possible when the need arises or when specialist programs are running. Appointments are prioritised on a needs basis and all students will be seen as soon as possible. Appointments during class time are considered an approved absence.

Counselling services aim to create and foster a confidential environment. A comfortable, trusting and safe environment encourages students to seek help and explore sensitive feelings and issues. When a student is disclosing personal information they need to be assured that it will be kept private and confidential unless there is a risk to the student or others.

### **Psychological Services**

MacKillop College engages additional support for students and their parents/guardians through OnPsych Psychological Services. If you feel your son/daughter would benefit from working with a psychologist please contact the Director of Student Services at the College.

### **Careers Education**

MacKillop College has developed a Career Education Service in order to provide students with information and guidance. The Careers Staff direct students toward career and course information and assist in the subject selection process. They also direct students toward employment opportunities, provide workshop activities, conduct structured lessons on career-related topics and job search techniques.

## Curriculum at MacKillop College

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MacKillop College offers students a broad, comprehensive and well-balanced curriculum. We believe that all students have a right to education freely, equally and with concern shown for their individuality and personality. School curricula, therefore, needs to provide for and encourage the full and rounded development of all students. We are committed to each student's intellectual, emotional, spiritual, physical and psychological growth and wellbeing.

MacKillop College continually reviews its curriculum to ensure the best pedagogical framework while attending to the demands of the Victorian Essential Learning Standards (VELS). We ensure all of the standards are assessed in a rich differentiated curriculum.

In Year 7 - 8, students will participate in a Wellbeing program for one semester of the year. Students are required to attend an Outdoor Education program which is scheduled throughout the year. Both the Wellbeing and Outdoor Education programs are compulsory.

The curriculum at Year 7 and Year 8 is designed so that students experience learning in all Domains, with the use of Information and Communications Technology (ICT) incorporated throughout all these Domains.

All students study the following subjects throughout Year 7 and Year 8.

- Religious Education
- English
- Mathematics
- Health & Physical Education
- Science
- Design, Creativity & Technology
- Humanities
- The Arts – Performing and Creative
- LOTE – Japanese, Italian, French

In Year 9 - 10 students will participate in a Wellbeing program over the year. In Years 9 and 10 semester units allow students the opportunity to study a broad range of subjects from a much wider range of subject areas.

All students in Year 9 and 10 study subjects from the following Domains:

- Religious Education
- English
- Mathematics
- Science
- Health and Physical Education
- Humanities
- Languages Other Than English (LOTE)
  - Italian, Japanese, French
- The Arts
  - Music, Drama, Art, Media, Visual Communication & Design
- Technology
  - Design, Creativity and Technology (DCT), Information and Communications Technology (ICT)

The timetable structure at MacKillop College allows students at Year 10 to select VCE units where appropriate.

A Wellbeing program period is a compulsory part of the Year 11 - 12 curriculum. During this time there are whole school assemblies, year level assemblies and a pastoral program that focuses on life issues suitable for the year level of the students.

## **St. Mary's Campus (Year 9 Program)**

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St. Mary's Campus represents MacKillop College's dedication to the provision of excellence in teaching and learning. It recognises that students at Year 9 need to be educated in alternative modes of teaching to discover themselves as thinkers and learners and that learning goes beyond the classroom. The innovative and challenging program offered at St. Mary's gives all students the opportunity to examine themselves as learners and as young men and women who need to understand the world they inhabit, how to function ably and productively in it and how to negotiate with others to mutually beneficial outcomes. The curriculum has been designed to have close links with the local area and allow students to be active and engaged learners. Students will have the opportunity to engage with a number of excursions, incursions and guest presenters so that they are given the opportunity to learn through experience, speak with experts and link curriculum to the outside world. The staff initiate and deliver programs that are inquiry-based, task-oriented and student-driven. The course is designed to be skills-rich and to promote good learning and study patterns for the more rigorous academic years of VCE that lie before them.

The Integrated Unit of study contains knowledge and skills from a range of traditional Domains including English, Religious Education, Humanities, Science, The Arts and Technology. The Health & Physical Education program has been specifically designed to support the integrated program. Mathematics and LOTE are taught in addition to the Integrated Units of Study.

The Integrated Unit the Year 9 students study is "My World Wide Web" which focuses on connectivity in three ways, namely:

- Sustainability of our wider world;
- Heritage of our rich community and
- Relationships with significant others and ourselves

## **Victorian Certificate of Education (VCE)**

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MacKillop College offers students a broad range of VCE units and Vocational Education and Training (VET) Certificate courses which have been accredited by the Victorian Curriculum and Assessment Authority. Our guiding principle is to ensure each student achieves their best by recognising their own gifts and talents. The VCE reflects the College's commitment to academic rigour and we strive to achieve results for each student that exemplifies excellence for that student. To that end MacKillop College provides course selection and careers advice to all students. We will guide students into courses that are appropriate to them and will be proactive in ensuring their capacity to undertake selected studies or combinations of subjects prior to the commencement of a VCE year.

Our flexible VCE Program enables Year 10 students to study VCE Units 1 & 2, Year 11 students to study VCE Units 3 & 4 and Year 12 students to undertake first year University subjects.

The following VCE units are offered at MacKillop College (dependent on student numbers per unit).

### **Religious Education**

Religion & Society (Religion in Society); Religion & Society (Ethics and Morality); Religion & Society (The Search for Meaning); Religion & Society (Challenge and Response).

### **English**

English; English Literature; English Language; Foundation English.

### **Mathematics**

General Mathematics; Mathematical Methods; Further Mathematics; Foundation Mathematics; Specialist Mathematics.

## Science

Biology; Chemistry; Physics; Psychology; Environmental Science.

## Health & Physical Education

Health & Human Development; Outdoor & Environmental Studies; Physical Education.

## LOTE (Languages Other Than English)

Italian; Japanese; French.

## The Arts

Art; Media; Music Performance; Visual Communication Design; Theatre Studies.

## Technology

Food Technology; Product Design and Technology (Wood); Product Design and Technology (Fibre); Information Technology; I.T. Applications; Software Development.

## Humanities

Accounting; Economics; Business Management; Legal Studies; Geography; History (20<sup>th</sup> Century); History (Australian).

## Vocational Education and Training (VET)

The VET in the VCE program provides recognition within the VCE. A VET subject allows students to undertake training in a specific vocational area. As part of the training, students complete structured workplace learning that provides them with the opportunity to put their knowledge and skills into practice. Upon completion of the VET program, students receive a nationally recognised qualification in addition to the VCE, which contributes to the score required for tertiary entry.

The following VET units are offered at MacKillop College:

- Certificate II in Music (Technical Production)
- Certificate III in Music (Technical Production)
- Certificate II in Beauty Services
- Certificate II in Business
- Certificate II In Business *with selected units from* Certificate III in Business Administration
- Certificate II in Sport and Recreation
- Certificate II in Sport and Recreation *with selected units from* Certificate III in Sport and Recreation
- Certificate II in Information Technology
- Certificate II in Information Technology *with selected units from* Certificate III in Information Technology
- Certificate II in Interactive Digital Media
- Certificate II in Interactive Digital Media *with selected units from* Certificate III in Interactive Digital Media

## Victorian Certificate of Applied Learning (VCAL)

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The VCAL is an accredited senior secondary qualification undertaken by students in Year 11 and 12. It is based on hands-on learning, also known as applied learning. Students who do VCAL will gain practical work-related experience, as well as literacy and numeracy skills and the opportunity to build personal skills that are important for life and work. Students who undertake the VCAL qualification are likely to be interested in going on to training opportunities at TAFE, attaining an apprenticeship or employment after completing school.

The VCAL's flexibility enables students to undertake a study program that suits their interests and learning needs. Accredited modules and units are selected for the following four compulsory strands:

- Literacy and Numeracy Skills
- Industry Specific Skills (VET studies)
- Work Related Skills
- Personal Development Skills

The VCAL program at MacKillop offers students the ability to engage in study at TAFE and complete Structured Workplace Learning (SWL).

## **eLearning**

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MacKillop College believes that we live in a time of increasingly rapid technological change and information expansion which directly impacts upon our educational environment. Perpetual learning, change and striving for personal excellence will be the only constant.

In striving for excellence in this environment, MacKillop College's professional development program ensures that our teachers are kept abreast of current digital teaching and learning strategies using the latest and/or the most appropriate digital technologies. These strategies are what we define as eLearning.

We provide students with modern educational settings which allow them to expand their opportunities for participation in the learning processes. MacKillop College believes that Information and Communication Technologies (ICTs) are significant tools that can support a more collaborative model of student and teacher interaction. We believe that our students need to become discerning users of ICTs and that we can offer experiences which will allow our students to fully involve themselves in, and contribute to, local, national and global communities.

We offer network access and high-speed Internet bandwidth in all classrooms. With extensive specialist facilities for digital multimedia (video, music, photography) as well as offering extensive PC access within the student's classrooms, we can support the student's need to meet the immediacy of the learning moment. Both hardware and software is kept current and relevant and access to these facilities is ever-expanding. MacKillop College, through its web presence and Intranet access, offers seamless electronic connectivity between the school and home environment; providing a wide variety of services to support our students, parents/guardians and teachers. We see that this is as a major advancement in our endeavours to provide an exemplary and evolutionary learning environment for all.

## **Outdoor Education**

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Learning takes place inside and outside the classroom. MacKillop College offers its students an extensive and challenging Outdoor Education program. Senior students interested in Outdoor and Environmental Studies can elect to study it at the Year 10 and VCE level.

Students participate in activities such as bush cooking, hiking, map reading and orienteering, bush safety and canoeing, rock-climbing and cross-country skiing. Our Outdoor Education program provides students with an opportunity, in a strong pastoral environment, to develop:

- An awareness of the environment
- Personal responsibility and team-work skills
- Community spirit
- Leadership and problem-solving skills
- Recreational skills

To take advantage of Victoria's diverse environment, different venues are selected for the Outdoor Education program.

## Sport

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By encouraging students to participate in sport, leadership and teamwork experience, skill acquisition, game tactics, sportsmanship and fitness are nurtured. Students are given the opportunity to participate in a variety of sports including:

- Netball
- Cricket
- Tennis
- Football
- Golf
- Basketball
- Triathlon
- Hockey
- Swimming
- Track and Field
- Cross Country
- Soccer
- Softball
- Cycling
- Equestrian
- Clay Target Shooting
- Volleyball

MacKillop College is a member of three sporting associations: the Sporting Association for Catholic Co-Educational Secondary Schools (SACCSS), the Victorian Secondary Schools Sports Association (VSSSA), and the Catholic All Schools (CAS). Hence students have the opportunity to compete with other schools and at State level. As well as encouraging students to participate in competitive sport, we also organise activities to improve students' health and fitness levels. Weight training is also offered in the well-equipped gymnasium.

## Assessment and Reporting

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Assessment is integral to teaching and learning. It assists the teacher to plan further educational programs for a student. Assessment records give an indication of a student's progress.

Teachers within each of the Domains design the course of study for the subject, specify the learning outcomes and determine the type and number of learning tasks to be used to assess student progress and achievement.

Learning tasks such as assignments, essays, projects, reports, tests, exams and presentations are given on a regular basis. The subject teacher corrects tasks and then the teacher provides feedback in relation to the student's performance on a particular learning task.

Reporting enables the teacher to communicate with parents/guardians regarding a student's academic and personal development, behaviour and special needs. At MacKillop College, reporting is a continuous, ongoing process consisting of a mix of verbal and written communications.

Parents/guardians receive information about their son/daughter's progress and achievements in a variety of ways. These may include:

- Teachers writing notes in a student's diary
- Subject teachers writing comments and the grade achieved on assessment tasks
- Teachers telephoning parents/guardians, writing to them or meeting with them regarding academic or behavioural problems after consultation with the Homeroom Teacher or Level Coordinator
- Teachers notifying parents/guardians of certain behavioural problems by means of home study notices, detention notices and referral notices
- Written reports being supplied to parents/guardians throughout the terms
- Parent/guardian/student and teacher interviews are conducted during Term 1, Term 2 and Term 3.

A Parent/guardian/student and teacher interview enables you to:

- Discuss how your son/daughter is progressing, both academically and socially
- Have an opportunity to meet and get to know your son/daughter's teacher
- Be informed about plans for your son/daughter's future learning

## **Individual Learning Needs**

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The Individual Learning Needs Program is embedded within the framework of the College Vision and Mission Statements and provides the structural means for enabling students with a diversity of special needs to achieve the MacKillop College Educational Goals.

### **Integration students**

The MacKillop College Integrated Students program ensures students have access to all curriculum, facilities and activities within the College. This is facilitated by the development of Individual Learning Programs which are reviewed each term through Program Support Group meetings. Modification of curriculum and timetabled assistance from Integration Aides is provided where necessary.

### **Students with Special Learning Needs**

MacKillop College provides support for those students who have special learning needs. This ensures these students are able to access the curriculum of the College through modification of courses and assessment tasks. This is facilitated by the development of Individualised Learning Programs. Timetabled assistance from Integration Aides is provided where necessary.

### **English as a Second Language**

ESL students (those whose first language is not English and who learn English as the dominant language of the host culture) are offered additional assistance in further developing proficiency in their use of the English language.

### **Gifted and Talented Education**

The MacKillop College Gifted and Talented program is aimed at meeting the various intellectual and pastoral needs of those students with exceptional potential in one or more learning areas. Individual student needs are met through curriculum acceleration within subject areas, co-curricula extension and enrichment activities. These students are also encouraged to participate in appropriate external programs.

## **Extra Curricular Activities**

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At MacKillop College we encourage all students to participate in the continually expanding extra curricular program. By offering diverse and interesting activities, we hope that students realise their potential, improve their leadership, decision-making and problem-solving skills and contribute to the spirit and life of the College. The following are a few examples of the many extra curricular activities that are offered at MacKillop College:

- Musical
- Science Club
- Homework Club
- Concert Bands & Ensembles
- Instrumental Music Tuition
- Voice Tuition
- Debating
- Swimming Carnival
- Athletic Carnival
- MacKillop Day
- National subject-based competitions

## **Performing Arts Program**

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MacKillop College has an excellent instrumental music program offering tuition and instrument hire.

### **Instrumental lessons are available on the following:**

- Woodwind (Clarinet, Saxophone, Flute)
- Strings (Violin, Viola, Cello)
- Brass (Trumpet, Trombone, Tuba, French Horn)
- Guitar (Classical, Electric and Bass)
- Piano/Keyboard
- Drums
- Percussion
- Voice
- DJing

### **Music lessons also available:**

- Improvisation (Any instrument)
- Music Aural

### **Payment Guidelines**

Lesson fees are due and payable prior to the commencement of each term. Failure to make payment prior to the commencement of the term may result in the student being withdrawn from the program. Once enrolled, students are committed for a full term's tuition and withdrawals from the program may only take place at the end of each term by completing a Performing Arts Program Exit Form.

Hired instruments must be returned immediately to the Director of Music. A hire charge will be applicable if instruments are not returned by the end of the term. If the Instrument is damaged while on hire, the cost of repair will be the student's responsibility. Students may be required to purchase a Tutor book for their instrument.

### **Please Note:**

**If you would like to enrol in the Performing Arts Program, please complete and return the appropriate form to the Administration Office.**

## Student Travel

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### Conveyance Allowance Program

From 1 January 2013, the Department of Education and Early Childhood Development (DEECD) set a new boundary based on Melbourne's Urban Growth Boundary (UGB). MacKillop College is now inside the UGB, hence deemed a metropolitan school. Therefore students attending the College are ineligible to claim the Conveyance Allowance.

'Grandfather' arrangements exist for those eligible students in receipt of Conveyance Allowance in **2012** for the duration of their secondary years of schooling. These students are entitled to continue to receive it providing they meet the following criteria:

1. They must remain at MacKillop College for the duration of their secondary schooling
2. They must remain at the same residential address as listed on their 2012 Conveyance Allowance Application
3. They must provide proof of purchase (receipt) of their Victorian Yearly/Half Yearly travel pass.

For further information refer to

[www.education.vic.gov.au/management/schooloperations/studenttransport.htm](http://www.education.vic.gov.au/management/schooloperations/studenttransport.htm).

### Student Pass Card

To obtain this card you need to:

- Collect a Victorian Public Transport Student Concession Card and Student Pass Application Form from the Railway Station. *(Please note the form will not be available until school returns in the new year)*
- Complete and attach two passport sized photographs and bring the Application to the Administration Office for stamping. *(Parents/guardians are required to sign this application form).*
- Take the stamped form to the Railway Station for processing.

### Student MYKI Card

To obtain this Card you need to:

- Collect a Student MYKI Registration Form from the Railway Station. *(Please note the form will not be available until January)*

### Public Bus Travel

If your son/daughter lives in:

- Tarneit (North side of Leakes Rd) or Werribee South and your son/daughter wishes to travel to school via Bus, you must register your name on the form titled "The Department of Infrastructure / Educational Bus" available from the Administration Office at the College.

### Private Bus Travellers - MacKillop College Bus

- Point Cook, Altona & Laverton Bus
- Westleigh Gardens & Manor Lakes Bus
- Sayers Road Bus

If you wish to travel on the MacKillop Bus, please contact the Administration office for information regarding bus fees and/or to register your interest.

Bus fees are billed in full in the first two weeks of the new school year. Sibling discounts apply as per school fees policy.

Two students	20% off Bus fee of 2 <sup>nd</sup> sibling <b>or</b> ,
Three students	30% off Bus fee of 3 <sup>rd</sup> sibling <b>or</b> ,
Four students	100% off Bus fee of 4 <sup>th</sup> and subsequent sibling(s).

Bus routes are posted on the MacKillop College website at [www.mackillop.vic.edu.au](http://www.mackillop.vic.edu.au)

## **Student Procedures**

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### **Absence from School**

Whenever a student is absent from school, parent/guardians are to contact the College Student Absentee Line on the **8734 5555** on the day of the absence, and leave a voice message when prompted, stating the name of the student, their homeroom and reason for absence. A written note signed by a parent/guardian outlining the reason for absence is to be presented to the Homeroom Teacher on the day of return. For the absence to be approved by the school (as percentage attendance is important as part of the Achievement and Promotion Policy), parent/guardians need to support the absence with a Medical Certificate or Statutory Declaration regarding their son/daughter's illness preventing them from attending school. Students who are absent are expected to follow up on all the learning missed.

### **Late Arrival or Early Departure**

Students who arrive between 8.40am – 8.55am must report directly to their Team Leader/Level Coordinator before going to class. Students who arrive after 8.55am to school must report to the Administration Office, collect a "Late Pass", which is to be shown to their subject teacher upon entering the classroom. This pass is then submitted by the student to their Team Leader/Level Coordinator at recess or lunchtime. Students leaving the school premises early must present a note signed by their parent/guardian to their Homeroom Teacher for signature. This note is then handed into the Administration Office just prior to departure. Students who do not have a note and are leaving the College early must be signed out by their parent/guardian.

### **External Appointments During School Time**

If medical appointments, etc. are in school hours, the medical appointment card or letter, signed by a parent/guardian, must be presented to the Homeroom Teacher. Wherever possible, it is advisable to make appointments after school hours.

### **Feeling Sick/Accident/Injury**

A First Aid facility is provided and located in the 'John the Baptist Centre'. When illness/injury is brought to the attention of the appropriate Teacher or School Officer, all reasonable care and treatment will be provided at our First Aid room.

In the event of a student becoming ill or injured, a parent/guardian will be notified and requested to arrange for the student to be collected from school and taken home as soon as possible.

With prior arrangement, personal medication will be stored in the First Aid room. Assistance will be provided as required in the administering of medication. Medication to be taken by a student always remains their own responsibility.

If alternative special arrangements are required please contact the College.

### **Lost Some Property (Clothing, Books, Etc.)**

Check the Lost Property area in the Uniform Shop.

### **Found Lost Property**

Take item to the Administration Office.

### **Unable to Wear the Full College Uniform**

When the full uniform cannot be worn for some extraordinary reason, parents/guardians are asked to notify the Team Leader/Level Coordinator in writing.

### **Travel to or from College by Car**

The drop-off and pick-up point is in the designated area alongside the Tenison Woods Centre. We ask parent/guardians to pull into a designated parking space and obey all regular road rules. Parent/guardians are not to enter, or obstruct the staff car park and are not permitted to drop-off or pick-up students at the end of the school day in front of the Administration Building.

## **General Expectations**

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Students have a responsibility to conduct themselves in a manner appropriate to the situation at all times. We expect students to be well groomed and to behave in public with courtesy, common sense and consideration for others.

### **Property**

1. The College accepts no responsibility for the safekeeping of students' books, clothing, bicycles or other property including electronic devices such as iPods, mp3 players, earphones and the like. All possessions are to be clearly labelled with the student's name and class.

The use of electronic devices, in the classroom, is at the discretion of the subject teacher. Students are **not** to use these devices for listening to music outside class time. Under teacher direction, students may be permitted to use their own headphones in class for educational purposes.

Skateboards and scooters are not to be brought to school.

2. Whilst mobile phones are permissible for security purposes, the need for students to bring mobile phones to school should be at an absolute minimum. Mobile phones are not to be used during the school day (from the time a student arrives at school until they leave their building following afternoon homeroom) and they are to remain switched off at all times. Year 11 and 12 students leaving the College during times specified on their study contracts are not permitted to use their phones until they reach designated pick-up areas or have left the College. Mobile phones brought to the College remain the responsibility of the owner. Misuse of mobile phones will result in confiscation.

Students who need to communicate with parents/guardians they may do so through Team Leaders/Level Coordinators or the Main Office. The Main Office is open until 4:30pm and other staff are usually available until 6:00pm. If students need to be contacted in an emergency, contact will be through the Main Office.

### **Behaviour**

3. All students are expected promptly and respectfully to observe teachers' requests whether in class or out in the yard. Rudeness and insolence will not be tolerated.

4. Teachers are to be addressed by name in a respectful manner.

5. Students are expected to exercise self-control at all times. In keeping with Christian courtesy and refinement, rough language and behaviour is not permitted either inside or outside the school buildings.

6. Students are to respect the property of others as well as their own and may not, without permission, use any equipment belonging to the school or another student.

7. Throwing of any missile is not permitted either inside or outside the buildings.

8. Students are to respect the College environment. Bins are to be used for rubbish. Students shall be rostered for yard duty and are to report to the teacher on duty at 1:15pm for their particular area.

9. Items deemed offensive or harmful are banned from school and are not to be in the possession of any student. These include: drugs, alcohol, knives, steel rulers, lighters or their equivalent. Textas, liquid paper and chewing gum are banned.

10. Students are not permitted to receive visitors or phone calls during school hours. Such socialising is to be kept to out-of-school times.

11. The College regards smoking as a serious threat to health and we encourage our students to remain non-smokers. The College provides all its members with a smoke free environment. All school buildings, grounds, vehicles and school-based activities are smoke free at all times.

Students are not to smoke or to be found in the presence of those smoking on the College premises or travelling to and from school. Cigarettes are not to be brought to school.

12. It is a basic right of all students in our school to receive their education free from humiliation, intimidation and abuse. Bullying, whether it be gesture, extortion, exclusion, physical, emotional or verbal abuse will not be tolerated at MacKillop College.

13. Assemblies are held on a regular basis at MacKillop College. Students are expected to conduct themselves in a manner befitting the occasion. They must move quietly and directly to the assembly area in class alphabetical order under the direction of their teacher. Students must sit in their designated seat in the assembly room and remain quiet for the duration of the Assembly. Their manner should be respectful of those who are speaking and not distracting to students around them. At the conclusion of the assembly, students must wait to be directed to leave by their teacher and do so in an orderly manner.

### **Bike Riders**

14. Students who ride a bicycle to school are to wear a helmet. Bicycles are to be left at the bicycle racks. Removable parts such as pumps are not to be left on bicycles. Bike chains and locks are advisable. In travelling to and from school all cyclists are to observe traffic regulations. Both cyclist and pedestrian students are to use the official crossings. Cyclists will walk their bicycles across these crossings under the supervision of the duly appointed controllers. Whilst in the school grounds, cyclists will walk their bicycles. All uniform requirements still apply to those who travel to and from school by bicycle.

### **Personal Details**

15. Students are to notify the Homeroom teacher / Level Coordinator and main office of any alterations to personal details via the Student Verification form.

### **Attendance**

16. Students are to be prepared for lesson at the beginning of set class times, especially after Recess (11:00am) and Lunch (1:30pm)

17. Whenever a student is absent from school, a written note signed by a parent/guardian is to be presented to the Homeroom Teacher on the day of return. For the absence to be **approved** by the school (as percentage attendance is important as part of the Achievement and Promotion Policy), parent/guardians need to support the absence with a Medical Certificate or Statutory Declaration made by the parent/guardian regarding their son/daughter's illness preventing them from attending school. The Statutory Declaration is permissible as an alternative to the Medical Certificate if the student is unable to secure a doctor appointment on the day of the illness. The Statutory Declaration must be made on that same day, for that day. Statutory Declarations will not be accepted more than 3 days after the student has returned to school from illness or for multiple consecutive days.

18. Students will not be permitted to leave College grounds unless signed out at the administration office by a parent/guardian. If doctor appointments, etc., are in school hours, the medical appointment card/letter, signed by a parent/guardian, is to be presented to the Homeroom Teacher. When possible, it is advisable to make appointments after school hours.

19. Students leaving the school premises are to report to the Administration office to be signed out by their parent/guardian or provide a note signed by their parent/guardian and Homeroom teacher. Students arriving late to school are to report to the Administration office. A note to explain lateness is required.

20. Students are to eat in prescribed areas and observe lunch time regulations. Students will not be permitted to leave the College grounds to buy lunch.

21. A First Aid facility is provided and located in the "John the Baptist Centre". When illness/injury is brought to the attention of the appropriate Teacher/Team Leader/Level Coordinator, all reasonable care and treatment will be provided at our First Aid room.

22. In the event of a student becoming ill or injured, parent/guardians will be notified and requested to arrange for the student to be collected from school and taken home as soon as possible. With prior arrangement, personal medication will be stored in the First Aid room. Assistance will be provided as required in the administering of medication. Medication to be taken by a student always remains their own responsibility.

If alternative special arrangements are required please contact the College.

### **School Functions**

23. All students are expected to attend the following school functions:

- Opening Mass
- Outdoor Education activities
- Swimming Carnival (Year 7 Students)
- Retreats
- Athletics Carnival (Year 7 students)
- Orientation activities
- Cross Country (Year 7 & 8 students)
- Speech Night
- MacKillop Day
- Graduation (Year 12 Students)

### **Physical Disabilities**

24. If your son/daughter has any disability or concern which may affect any school activities, or which may require particular attention by members of the staff, please make this known to the Team Leaders/Level Coordinators as soon as possible. A register of students with disabilities is maintained at the main office.

### **Class Preparation / Procedures**

25. All necessary equipment is to be brought to class. This includes books, pens, protective apron (where required) and student diary. Students are not permitted to go back to their homerooms or lockers for equipment left behind.

26. Students are not permitted to leave their room between lessons. This time is to be spent in preparing for the next lesson.

27. Students are to be ready to work when the teacher enters the room.

28. Students are to stand when a teacher enters the room and, after being greeted by the teacher, sit when directed.

29. Students are to obtain permission before speaking or leaving their seats.

30. Students are to pay attention when the teacher or other students are speaking.

31. In all classes students are to:
- (a) show respect to teachers and peers; and
  - (b) establish an atmosphere in which genuine learning may occur for all.
32. Students who miss class due to absence are expected to catch up on the learning missed - it is the student's own responsibility to find out details of assignments, etc., given to a class while he/she was absent.
33. White-board markers, dusters, etc., are not for student use - they are to not be used without permission from a teacher. Teachers retain such items in their own possession.
34. Students are to move directly to their rooms and are not to disrupt others in the process of moving from one class to another.
35. The use of the Internet at MacKillop College is for learning purposes only. Students are responsible for maintaining their Internet credit and ensuring adequate credit is available for all classes.
36. Student Diary: Students are required to use the diary to keep a record of work set. At Years 7, 8, 9 and 10, students are to ensure that parents/guardians sign it weekly. The diary may also be used as a means of communication between parents/guardians and teachers. Students are expected to complete homestudy by the date designated.
37. Physical Education: Every student in Years 7 - 10, unless medically unfit, is required to participate in Physical Education activities and wear the Physical Education uniform. Notes are to be sent to the Physical Education teacher if the student cannot participate for any medical reason.
38. Excursions: Students representing the school on excursions or sporting events are expected to comply with the expectations of the school (in relation to both general behaviour and completion of work requirements) before permission to attend the excursion will be granted. While students are on excursions all school rules will apply; this includes the wearing of the appropriate school uniform in its entirety and the MacKillop school bag if necessary. No student will be permitted on an excursion unless a signed Excursion Form is lodged with the school. This form authorizes the supervising teachers to seek medical attention when necessary and to extend to the student the care that a reasonable parent/guardian would extend in the same circumstances.

### **Uniform**

39. Correct and full uniform is to be worn to and from school. If students choose to wear their school uniform in public on other occasions, e.g. after school, it is still to be worn as the complete uniform and students will adhere to the College expectations. On sports days, or at the specific request of staff, students may come in **full** Physical Education uniform. (On other days runners may be worn for lunchtime activities only but are not to be worn in class nor to and from school.)
40. The College blazer is to be worn to and from school every day. On hot days, wearing of the blazer home will be at the discretion of the College. Jumpers are not to be worn as the outer garment to and from school.
41. If concession is made to students about wearing of the blazer on hot days, then the polar fleece tops will also be optional. No garment other than those stated in uniform requirements are to be visible, e.g. T-shirts worn under shirts and skirts, socks beneath stockings. The College sports jacket (or appropriate raincoat) may only be worn over the polar fleece (sports uniform) or blazer (full summer/winter uniform) to and from school and only when it is raining only. It must be removed upon arrival at school.
42. Shirts are to be tucked in at all times. Blazers, school jumpers, polar fleece and spray jackets are not to be worn around the waist.

43. Where appropriate, all students are to wear the school tie. The school tie is to be worn appropriately with the top shirt button fastened and the tie tightened to fit under the collar.
44. Students in Year 7, 8, 9, and 10 may wear the full Physical Education uniform only on days for which they are timetabled to participate in Physical Education or Drama classes. All Year 11 and 12 students are to wear the full MacKillop school uniform every school day and change for Physical Education where applicable.
45. Incorrect or incomplete Physical Education uniform is not to be worn to school. Instead, students are to wear their full school uniform and change into their alternative sports uniform for Physical Education classes only. The Physical Education uniform is not to be worn to school if students are not participating in a practical class. When wearing the Physical Education uniform the polar fleece is considered the outer garment. The College polo shirt and polar fleece top are the only tops permitted when students are required to wear their Physical Education uniform. All items of clothing other than these specified, for example skivvy and windcheater, are not permitted to be worn. If students present to a Physical Education class in the incorrect or incomplete Physical Education uniform, they will be referred to the Time Out Room where they will spend the duration of the Physical Education lesson.
46. When the full uniform cannot be worn for some good reason, parents/guardians are asked to notify the Level Coordinator/Team Leader in writing.
47. Fashion jewellery or accessories of any kind are not to be worn. One wrist watch, and a pair of plain studs or small plain sleepers (gold or silver), one in each lower lobe of the ear, is permissible. No other jewellery on any part of the body is to be worn.
48. Hair is to be neatly groomed, appropriate to the wearing of a uniform, fastened back and off the face at all times. When the hair is tied back, the accessory used must be burgundy in colour, as per College regulations. Unusual fashion modes, as determined by the College, that are not in keeping with the wearing of a school uniform are unacceptable. This includes haircuts below a number 2, Mohawks, spiked hair, horns, dreadlocks, braids, unwashed hair or any unnatural hair color, etc. Students are to be clean-shaven.
49. No make-up or coloured nail polish is to be worn. Accessories, other than those already stated above, are not to be worn.
50. Each student is to have a MacKillop College back-pack. All students' back-packs, books, diary and school equipment are to be free of graffiti and any kind of labels or stickers.
51. To ensure adequate protection from the sun the wearing of an official MacKillop College peaked cap or hat is compulsory for all students in Years 7 to 12 during Physical Education classes.
52. MacKillop College students are to wear the approved uniform. Because the uniform advertises the College, it is essential that it be worn with respect.

## **Recognition Correction Procedures (RCP)**

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Discipline is a high priority at MacKillop College, since without it no effective learning or personal faith development can be achieved. Our discipline policy incorporates the Recognition Correction Procedures Program, details of which are as follows:

All teachers in the school are using the program, which does the following:

- a) Establishes a simple set of classroom rules
- b) Arranges for recognition of behaviour appropriate to the rules
- c) Corrects students who have difficulty following the rules.

The correction aspect of the RCP will be used where a breach of the rules results in disruption to the teaching-learning process. Inappropriate behaviour which does not disrupt the teaching-learning process will be dealt with by means other than the RCP.

Correction procedures of the RCP will be the same for all classes; a process of **reminding**, then **warning**, and finally **referring** students who have difficulty following the rules. Full details of the correction procedures, referral procedures and time-out are attached.

### **Correction Procedures**

1. When a student breaks a rule, disrupting the teaching-learning process, the student is **reminded** of the rule(s).
2. When a student breaks the same or another rule (during the same class), again disrupting the teaching-learning process, the student is **warned** of consequences for continued misconduct.
3. When a student breaks a rule for third time during the lesson, the student is **referred** to a Time-Out Room.

### **Note: Exceptions to the above procedures**

For offences of a more serious nature students can expect either an initial **warning** or an instant **referral** e.g. fighting, abusive language to other students or teachers.

### **Referral Procedures:**

#### **1. First Referral:**

- i) Student is asked to go to a supervised place - immediately. Student returns to class at the beginning of next lesson
- ii) A standard form letter is carried home by the student - to be **acknowledged** by a parent/guardian.
- iii) If the letter is not acknowledged, parent/guardian will be contacted.
- iv) Students must negotiate re-entry to the class with the referring teacher.

#### **2. Second Referral**

Second referral within three school days after first Referral:

- i) The student is sent to a supervised place until the matter is addressed.
- ii) **Time-out** for a full day.
- iii) A different standard form letter is sent home.
- iv) Parent/Guardians are asked to **contact** the school within twenty-four hours.
- v) Again, students must negotiate re-entry to the class with the referring teacher.

#### **3. Third Referral**

Third referral within two school days after returning from second Referral.

The consequence is that the student stays in Time-Out until their parent/guardian visits the school and the issue is resolved. Minimum time spent in time-out will be a full day.

## **Student Achievement and Promotion Policy**

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MacKillop Catholic Regional College provides a co-educational Catholic education from Year 7 to Year 12. The College values the education of the whole person and offers a balanced curriculum. The College's Mission Statement aspires, among other things, to "...invite passionate engagement in lifelong and authentic learning", "offer an educational experience that is dynamic, flexible and relevant" and support every member of our community in the pursuit of excellence.

The College accepts that students will not always achieve their best for a variety of reasons and acknowledges that intervention, in order to raise the academic standards of a student and meet the needs of individual students, is essential and should involve a process that is equitable and fair to the individual's needs.

### **Objective**

The Student Achievement and Promotion Policy aims to provide a guide to the requirements of student's progression from one year level to the next. It is the basis for the subject selection processes for Years 8 - 12 and for students wishing to participate in accelerated studies.

### **Student promotion from one year level to the next**

In order for a Year 7 – 10 student (excluding VCE units) to be promoted to the next year level:

- Demonstrate through his/her behaviour and attendance, a commitment to the values of the College. This includes attendance and participation at official College functions.
- Attend the College on a regular basis which should not be less than 90% of class time. This includes Pastoral and Assembly periods.
- Complete all standards and tasks in Religious Education satisfactorily.
- Year 7 students would be expected to satisfactorily meet the required standard in at least 7 subjects per semester.
- Year 8 students would be expected to satisfactorily meet the required standard in at least 8 subjects per semester.
- Year 9 Main Campus students would be expected to satisfactorily meet the required standard in at least 6 subjects.
- Year 9 St Mary's Campus students would be expected to satisfactorily meet the required standard in at least 3 subjects including three integrated units.
- Year 10 students would be expected to satisfactorily meet the required standard in at least 5 subjects per semester.

In order for a VCE/VCAL student to be promoted to the next semester, it would be expected that the student:

- Demonstrate through his/her behaviour and attendance, a commitment to the values of the College. This includes attendance and participation at official College functions.
- Complete all work in Religious Education to a satisfactory standard.
- Receive a Satisfactory (S) overall result in at least 5 VCE units or all VCAL units.
- Attend the College on a regular basis which should not be less than 95% of class time.

In order for a VCE/VCAL student to be promoted to the next unit, it would be expected that the student:

- Receive a Satisfactory (S) overall result in the preceding unit.

**At all times, the process of promotion from one year level to the next would be based upon the individual needs of each student and any particular circumstances that may have affected, or may be affecting, the student. The final decision would be at the discretion of the Principal.**

## **Absence**

Students should attend all classes. An absence from any class is considered to be an 'unapproved absence' except for the following circumstances:

- A note from a parent/guardian **and** a medical certificate or Statutory Declaration is provided to cover the absence.
- The student is required to attend a school organised activity or excursion.
- The parent/guardian has discussed with the VCE, VCAL or Year Level Coordinator(s) or Team Leader(s) the special circumstances that prevent attendance (e.g. representation at State level sport).
- A note from a School Counsellor stating the date and time of absence.

## **Attendance Requirements**

Attendance at each subject must not be less than the specified amount for each year level. This does include approved absences. Student attendance will be marked every lesson. Students who fail to meet the attendance requirements will receive an 'N' for that unit or subject.

If a student misses a large amount of classes due to absences, the student may be recommended to repeat the subject(s) in order to consolidate their work.

Students who intend to be absent for extended periods of time (greater than 1 week) due to family holiday, will be required to attend an interview at the College prior to this Holiday. The interview may consist of the student, parent/guardian, Deputy Principal (Learning and Teaching) and possibly Homeroom Teacher and/or Level Coordinator. Students must ensure that they meet all the required standards by the end of the school year.

## **VCE Requirements**

Units 1 – 4 in all VCE studies are conducted under the auspice of the Victorian Curriculum Assessment Authority (VCAA). Successful completion of the Victorian Certificate of Education (VCE) is dependent on a student's two or three year program and must include a satisfactory completion of 16 units which include:

- 3 units from the English group
- 3 sequences of Units 3 and 4 studies other than English, of which 2 can be Victorian Certificate of Education (VCE) or Vocational Education and Training (VET) sequences

Victorian Tertiary Admissions Centre (VTAC) also advises that for the calculation of a student's ENTER (Equivalent National Tertiary Entrance Rank); satisfactory completion of both Unit 3 and Unit 4 of an English study is required.

## **VCAL Requirements**

All VCAL studies are conducted under the auspice of the Victorian Curriculum Assessment Authority (VCAA). To be awarded the VCAL, students must successfully complete a learning program, which is designed to comply with the following credit requirements. It must:

- Be made up of 10 credits
- Include curriculum components from each of the following four VCAL curriculum strands:
  - a) Literacy and Numeracy Skills
  - b) Industry Specific Skills
  - c) Work Related Skills
  - d) Personal Development Skills.
- Include:
  - a minimum of two VCAL units
  - in the Literacy and Numeracy Skills strand, curriculum components to the value of one credit for literacy and one credit for numeracy
  - in each of the remaining three strands, curriculum components to the value of at least one credit in each
- Include curriculum components to the value of six credits at the level of the VCAL award, of which one must be for literacy and one credit must be for a VCAL Personal Development Skills unit

- At the VCAL Intermediate and Senior levels, the learning program must include accredited Vocational Education and Training curriculum components to the value of a minimum of one credit in the Industry Specific Skills Strand.

## **Implementation**

### **Pastoral Intervention for 'At Risk' Students**

- **'Unsatisfactory Notification' forms or 'N' results for individual Learning Tasks**

When a student has received a third 'Unsatisfactory Notification' form or three or more 'N' results for Learning Tasks, in one subject or across subjects, the Homeroom Teacher will instigate an interview with parents/guardians, the student and the Level Coordinator/Team Leader.

- **Overall 'N' results for Semester Subjects**

If a student receives two or more overall 'N' results in a semester, or two overall 'N's in the same subject over the year, the following process will occur:

- The Level Coordinator/Team Leader will call a panel interview.
- The panel may include the Homeroom Teacher, Year Level Coordinator, Deputy Principal (Learning and Teaching), Deputy Principal (Student Welfare), School Counsellor, relevant teachers, parent/guardians and the student.
- The interview will focus on the discussion of the procedures needed to be put into place in order for that student to either:
  - Obtain a level of achievement to progress to the next year level, or
  - Strategies needed to assist the student to continue and consolidate their learning and studies at the current year level.

### **Advancement to Telescope Class**

A student will be considered for participation in the Telescope Class if this student has:

- Rated 'Above' or 'Well Above' the standard expected in all learning areas.
- Given a Stanine of 7, 8 or 9 on the Performance Achievement Tests
- Rated 'Above' standard on the relevant NAPLAN tests.
- Demonstrated high 'work ethic' in all study areas and commitment to all learning areas.
- Recommendation from student's subject teachers and/or homeroom teacher.

These standards will need to be established in Semester 1 and maintained in Semester 2 of the year prior to beginning the Telescope class.

### **Promotion to advance a Year Level**

A student will be considered for advancing a year level if this student has:

- Rated 'Well Above' the standard expected in the majority of subjects.
- Given a Stanine of 8 or 9 on the Performance Achievement Tests.
- Rated 'Well Above' standard on the relevant NAPLAN tests.
- Rated well on the IOWA Acceleration Scale.
- IQ test result greater than 130.
- Received 80% or above in an independent normed test at the level the student wishes to enter into.
- Demonstrated high 'work ethic' in all study areas and commitment to all learning areas
- Undergone independent behavioural testing to determine they are capable of dealing with the promotion emotionally and socially
- Recommendation from student's subject teachers and homeroom teacher.

These standards will need to be established in Semester 1 and maintained in Semester 2 of the year prior to advancing the following year level.

# Anti Harassment Policy

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Harassment is unacceptable and will not be tolerated under any circumstances.

Such behaviour has no place in our school community where we aim to promote the dignity of every human person and Christian values as lived by Jesus.

## Definition of Harassment

Harassment or bullying is defined as the oppression, psychological or physical, of one person by another person or group of persons.

## Examples of Harassment

### i) Bullying: (including gesture, verbal, physical, extortion, exclusion)

- working alone or with others in order to frighten or humiliate.
- threatening another.
- hitting, punching, pushing or employing other unwanted aggressive physical contact against another.
- deliberately excluding or isolating another from social contact.

### ii) Teasing:

- calling another person names, putting them down or degrading them.

### iii) Provoking:

- hiding or destroying another's property.

### iv) Intimidating:

- standing over another or staring at them.
- using objects or weapons to frighten.
- constructing unacceptable or unpleasant notes or illustrations about another.

### v) Racial or religious discrimination:

- disadvantaging another by word or action on the basis of racial or religious background.

### vi) Sexual harassment:

- touching, brushing up against another, or any other form of unwanted physical contact.
- calling another unacceptable names, making suggestive comments or using sexually orientated joking.
- commenting on the size or the shape of another's body.
- questions or comments about another's sexual preference.
- displays of sexually graphic material.

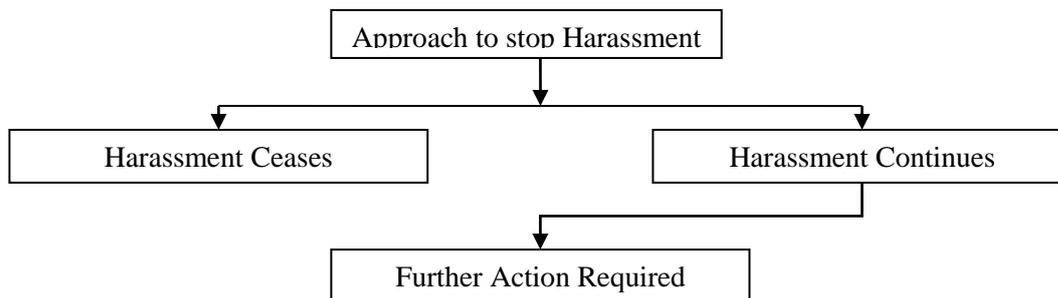
### vii) Libel/slander:

- spreading rumours about another person or their family.

When someone says something or does something to you that you do not like, or that makes you feel uncomfortable, it is not acceptable. You do not have to put up with this behaviour. You can do something about it!

### Suggested approaches to deal with harassment

With the following suggested approaches, it is evident that there are two possible outcomes:



- ignore the problem, **or**
- make a verbal statement that tells the harasser that you are not happy with that kind of behaviour, that you do not like what they are doing, that they are acting unlawfully, and, that you want them to stop and leave you alone, **or**
- approach a student you can trust or a member of the peer support group at the college, **or**
- approach your parent, teacher or any adult you can trust for help. It is anticipated that all approaches will be treated in confidence and no action will be taken without your permission (except in the case of child abuse). With your permission, a member of staff who is trained to deal with cases of harassment, will be informed, **or**
- inform the Deputy Principal or the Principal. Appropriate action will be taken to address the problem or to refer the matter to outside agencies.

If you are a witness to any harassment it is your responsibility to report it to someone who is in a position to take some action.

# Drug Policy

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## Introduction

MacKillop College is a community that believes in the potential and dignity of every human person and we commit ourselves to offering a sense of hope and the fulfilment of the dream that we can make a difference.

The College recognises it has a role to play in prevention and intervention in drug-related issues, and desires to promote and encourage personal health and a well-balanced lifestyle. We provide a comprehensive drug education curricula and pastoral program designed to equip students to make healthy and informed decisions about drug use.

In our Drug Education Policy, MacKillop College aims to:

- provide relevant, current and appropriate information regarding drugs and drug-related issues to all members of our school Community;
- ensure that all implications of drug use and misuse are understood;
- provide support and pathways for early intervention and support of students at risk of harm resulting from their own or others drug use;
- facilitate students in the development of skills that will assist them to make informed decisions about drug use and minimise any harmful effects associated with that use;
- enable young people to develop skills so they can influence and change their environments; and
- establish clear guidelines and procedures to prevent and manage drug-related incidents at school.

## Definition of drug

A drug is defined as "any substance, with the exception of food and water, which when taken into the body, alters its function physiologically and/or psychologically". This includes both legal, such as alcohol, tobacco and prescribed medications and illegal drugs (World Health Organisation).

In our call to educate all to wholeness we aspire to create an environment where members of our Community are informed about drugs and drug issues.

Drug issues are specifically addressed in:

- Pastoral care programs
- Religious Education
- Health and Physical Education
- Science
- Counselling

## Prevention

As a health promoting school, MacKillop College aims to create an environment that is safe, stimulating and satisfying and complements classroom based learning experiences. MacKillop College will offer students a drug education program as a core component of the school curriculum. This coordinated, sequential and age-appropriate program will provide relevant, accurate and current information which will develop personal and social skills to make informed decisions and deal with drug-related issues. Drug education activities, which cover the implications of drug use and misuse, will be presented in the classroom and pastoral setting. Different Domain Areas will be involved in the delivery of drug education and the program will reflect Christian values and perspectives.

## Intervention

The MacKillop Community acknowledges that there are many reasons why people use drugs. Consequently responses to drug use need to take into account the complexity of each individual's situation. It is likely that, at some time, drug-related incidents will occur on college grounds or involve members of the school community and will require a response from the school.

Intervention is intended to prevent further deterioration in the health of those using drugs inappropriately by timely referral. Intervention procedures are to be based on the concern for the care of the individual and the protection of all involved.

Whilst on school premises and at specific school functions, MacKillop College does not permit members of its community to:

- Smoke tobacco products;
- Deliberately inhale solvents;
- Possess drug-related equipment such as syringes (unless prescribed for medical reasons and with the knowledge of the appropriate staff members), bongs, pipes; and
- Possess or use drugs prohibited in accordance with the current legislation; or
- Consume alcoholic beverages (unless at specific school functions and with approval of the Principal).

### **Sanctions**

All drug related incidents will be investigated following the process outlined in the College's "Procedures for Critical Incidences". Sanctions should be seen as a consequence of the person's choice of behaviour.

Where a person is found to be involved in unauthorised drug use (including possession, use or under influence and selling), the school will take into account the nature and circumstances of the offence. The school will notify parents/guardians, if applicable, but may also:

- provide counselling
- ask the person to attend a particular drug education program
- enforce loss of privileges
- remove the person so no further contact with others is possible
- refer to an external agency
- notify police
- negotiate a transfer to another school (in the case of serious or repeated offences).

Such sanctions are designed to consider the physical, mental, emotional health and well being of a member of the MacKillop community. Due process will be followed with as much discretion as is possible in the circumstances.

### **Appendix 1: Intervention Procedures and Consequences**

Intervention procedures are intended to address drug use incidents and provide appropriate care and protection for all involved.

- **Tobacco Products**

MacKillop College recognises the danger smoking and passive smoking causes to health and has established a policy to ensure that the entire school grounds are smoke free. Students who are found smoking, in possession of tobacco products or in the company of other students who are smoking will be liable to a range of sanctions dependent on the circumstances and whether or not previous offences have been recorded. The parents/guardian are responsible to negotiate with the school for the student's return to the college.

- **Alcoholic Beverages**

Students found in possession, to be supplying or suffering the effects of alcohol will be referred to the Year Level Coordinator/Team Leader, who will initially ensure the student's well being. Once the circumstances have been reviewed, parents/guardians will be contacted and asked to take the student home. Students will be liable to a range of sanctions dependent on the circumstances and whether or not previous offences have been recorded. The parents/guardian are responsible to negotiate with the school for the student's return to the college.

- Solvents

Solvent abuse, is the use of any solvents for other than their primary purpose, particularly for the achievement of a state of altered awareness. Any student suffering the effects of deliberately inhaling solvents will be referred to the Year Level Coordinator/Team Leader, who will initially ensure the student's well being. Once the circumstances have been reviewed, parents/guardians will be contacted and asked to take the student home. Students will be liable to a range of sanctions dependent on the circumstances and whether or not previous offences have been recorded. The parents/guardian are responsible to negotiate with the school for the student's return to the college.

- Drug-related Equipment

Any student in possession of unauthorised drug-related equipment will have it confiscated immediately and parents/guardians will be notified. Students will be liable to a range of sanctions dependent on the circumstances and whether or not previous offences have been recorded. The parents/guardians are responsible to negotiate with the school for the student's return to the college.

- Illegal Drugs

The possession and/or supply of illegal drugs is an offence and is against the law. The College views either offence as a very serious matter. If a member of the MacKillop community suspects another of using drugs inappropriately or suffering from the effects of using drugs, (s)he should inform the appropriate authority. Any student found in possession, to be supplying or suffering the effects of illegal drugs will be referred to the Year Level Coordinator/Team Leader, who will initially ensure the student's well being. Once the circumstances have been reviewed, parents/guardians will be contacted and asked to take the student home. Students, at the discretion of the Principal, will be liable to a range of sanctions dependent on the circumstances and whether or not previous offences have been recorded. The parents/guardians are responsible to negotiate with the school for the student's return to the college.

Any information presented or revealed will be treated confidentially until a careful investigation has been completed. Such information will be revealed only if deemed necessary.

### **Assistance and Referral**

MacKillop College provides counselling in response to alcohol, tobacco and other drug-related problems. However, in some cases more support will be needed than the school can provide. Appropriate welfare staff will refer these cases to drug counselors in the community.

### **Appendix 2: Medical Policy**

At the beginning of each year, every student in the school is asked to take home a medical information form. This form is then returned and the information is placed on the computer records of the College. The First Aid Officer receives any information regarding conditions which may need medical attention. Other information may be retrieved from records as required.

### **Authorised Medications.**

- Authorised medications are understood to be any medically prescribed medications, or any medications taken with parental permission.
- Any student needing to use authorised medications at school must:
  - Bring medication to First Aid Officer, clearly labelled with their name and class;
  - Submit the student Medication Form from their parent/guardian explaining the use (dosage and frequency) of the medication. This form can be obtained from the First Aid Officer in the John the Baptist Centre;
  - Arrange to come to the First Aid Officer to take/use medication as needed. The First Aid Officer will enter the medication used in a logbook, each time a student is given the medication.
- At the end of each term, all medications will be returned to parent/guardian.
- The process regarding authorised medications is to be followed each term.

## Privacy Policy

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This statement outlines the MacKillop College, Werribee policy on how the School uses and manages personal information provided to or collected by it.

MacKillop College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. MacKillop College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to schools' operations and practices and to make sure it remains appropriate to the changing school environment.

### **What Kind of personal information does MacKillop College collect and how do we collect it?**

The type of information MacKillop College collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- students and parents and/or guardians (**'parents'**) before, during and after the course of a student's enrolment at the school;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the school.

### **Personal Information you provide**

MacKillop College will generally collect personal information held about an individual by way of forms filled out by parents or students, face-to-face meetings and interviews, and telephone calls. On occasions people other than parents and students provide personal information.

### **Personal Information provided by other people**

In some circumstances MacKillop College may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

### **Exception in relation to employee records**

Under the Privacy Act the National Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does **not apply** to MacKillop College's treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the school and employee.

### **How will MacKillop College use the personal information you provide?**

MacKillop College will use personal information it collects from you for the primary purpose of education, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which you have consented.

### **Students and Parents**

In relation to personal information of students and parents, MacKillop College's primary purpose of collection is to enable the school to provide schooling for the student. This includes satisfying both the needs of parents and the needs of the student throughout the whole period the student is enrolled at the school.

The purposes for which the school uses personal information of students and parents include:

- to keep parents informed about matters related to their son/daughter's schooling, through correspondence, newsletters and magazines;
- day-to-day administration;
- looking after students' educational, social and medical wellbeing;
- seeking donations and marketing for the School;
- to satisfy the school's legal obligations and allow MacKillop College to discharge its duty of care.

In some cases where MacKillop College requests personal information about a student or parent, if the information requested is not obtained, the school may not be able to enrol or continue the enrolment of the student.

### **Job applicants, staff members and contractors**

In relation to personal information of job applicants, staff members and contractors, the school's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which the school uses personal information of job applicants, staff members and contractors include:

- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking funds and marketing for the school;
- to satisfy the school's legal obligations, for example, in relation to child protection legislation.

### **Volunteers**

MacKillop College also obtains personal information about volunteers who assist the school in its functions or conduct associated activities, such as [alumni associations], to enable the school and the volunteers to work together.

### **Marketing and fundraising**

MacKillop College treats marketing and seeking donations for the future growth and development of the school as an important part of ensuring that the school continues to be a quality learning environment in which both students and staff thrive. Personal information held by the school may be disclosed to an organisation that assists in the school's fundraising, for example, the school's Foundation or alumni organisation.

Parents, staff, contractors and other members of the wider school community may from time to time receive fundraising information, school publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

### **Who might the school disclose personal information to?**

MacKillop College may disclose personal information, including sensitive information, held about an individual to:

- another school;
- government departments;
- medical practitioners;
- people providing services to the school, including specialist visiting teachers and sports coaches;
- organisations engaged by the school to assist with the collection of school fees;
- recipients of school publications, like newsletters and magazines;
- parents; and
- anyone you authorise the school to disclose information to.

### **Sending information overseas**

MacKillop College will not send personal information about an individual outside Australia without:

- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the National Privacy Principles.

### **How does MacKillop College treat sensitive information?**

In referring to 'sensitive information' MacKillop College means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless you agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

### **Management and security of personal information**

MacKillop College staff are required to respect the confidentiality of students' and parents' personal information and the privacy of individuals.

MacKillop College has in place steps to protect the personal information the school holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and password access rights to computerised records.

### **Updating personal information**

MacKillop College endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the school by contacting the Principal of the School at any time.

The National Privacy Principles require the school not to store personal information longer than necessary.

### **You have the right to check what personal information MacKillop College holds about you**

Under the Commonwealth Privacy Act, an individual has the right to obtain access to any personal information which MacKillop College holds about them and to advise the school of any perceived inaccuracy. There are some exceptions to this right set out in the Act. Students will generally have access to their personal information through their parents, but older students may seek access themselves.

To make a request to access any information the school holds about you or your son/daughter, please contact the Principal in writing.

The school may require you to verify your identity and specify what information you require. The school may charge a fee to cover the cost of verifying your application and locating, retrieving, reviewing and copying any material requested. If the information sought is extensive, the school will advise the likely cost in advance.

### **Consent and rights of access to the personal information of students**

MacKillop College respects every Parent's right to make decisions concerning their son/daughter's education.

Generally, the school will refer any requests for consent and notices in relation to the personal information of a student to the student's parents. The school will treat consent given by parents as consent given on behalf of the student, and notice to parents will act as notice given to the student.

Parents may seek access to personal information held by MacKillop College about them or their son/daughter by contacting the Principal. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the school's duty of care to the student.

MacKillop College may, at its discretion, on the request of a student grant that student access to information held by the school about them, or allow a student to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the student and/or the student's personal circumstances so warranted.

## **Network and Internet Access**

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This document sets out the security, administration and internal rules which you should observe when communicating electronically or using the IT facilities provided by MacKillop College. You should familiarise yourself with this Policy in order to minimise potential damage to you, your teachers, other students and the School, which may arise as a result of misuse of email or Internet facilities.

### **General User Responsibilities**

It is the student's responsibility to:

- Only use their designated account to logon to the school network, and not login under another user's name.
- Not share their account with another student, unless directed by a teacher to do so.
- Maintain the security of his/her user account by not disclosing his/her own password to anyone else and logging out before leaving a computer workstation.
- Use his/her login rights appropriately for saving files.
- Not place any offensive material on the network.
- Not load or run any software programs on the school network, including games.
- Not modify any network settings/configurations or networking software, including splash screens, wallpaper and screen savers.
- Treat all computer and peripheral equipment with care and not remove any computer equipment.
- Complete a network maintenance form when he/she detects a network problem and leave all cabling and hardware problems to technicians/ teachers to resolve.
- Refrain from storing private or sensitive information on the network.
- Not undertake any form of 'hacking' or 'activities' that could be used to gain unauthorised access to Network facilities.
- Not broadcast any messages across the network.

### **Internet / Email Facilities**

Students will search for information on the World Wide Web as part of their class work and will make connections with students/ teachers locally and globally in joint projects. Senior students will also be able to undertake individual research outside class time. All students will have access to the Internet in the main body of the Resource Centre during library hours.

Access will only be available once they and their parents have signed this Internet Access Agreement. While all possible safeguards are in place to protect students from inappropriate materials, it is possible that they may inadvertently come across material on the Internet, which is not in accord with the school community's values.

### **User Responsibilities for Internet Access**

It is the student's responsibility to:

- Use the Internet for schoolwork and teacher directed activities.
- Check the integrity and authority of information gained from the Internet.
- Adhere to copyright law by not copying or redistributing another's work.
- Present the ideas of others correctly by citing references accurately.
- Maintain his/her account in credit.
  - Use Internet Chat sessions only under strict teacher supervision.
  - Not order materials or goods from the Internet or engage in illegal activities.
- Not seek out or create material that could be offensive or defamatory to anyone, including email. This includes information that is racist, sexist, pornographic, anti-religious or contains abusive language. (Students should notify staff immediately if undesirable material is accidentally located)
- Use email in a way that is not offensive or defamatory to anyone, and maintain their account by removing obsolete mail messages on a regular basis.
- Not disclose his/her own or anyone else's personal details in any electronic communication.
- Not send messages to a large number of users, unless specifically related to a school activity.

- Not use email for commercial purposes
- Not send messages that attempts to impersonate another user or contains a false sender address.
- Not download executable or compiled programs
- Avoid downloading information for recreational purposes that consumes excessive bandwidth.

### **Monitoring**

- From time to time, the contents and usage of email may be examined by the School or by a third party on the School's behalf. This will include electronic communications which are sent to you or by you, both internally and/or externally.
- The School may from time to time have the need to examine your email and its contents.
- The School's computer network is an educational tool to be used primarily for educational purposes. You therefore have a responsibility to use these resources in an appropriate and lawful manner.
- All messages on the School's system will be treated as education related messages, which may be monitored. Accordingly, you should not expect that any information or document transmitted or stored on the School's computer network will be private.
- You should also be aware that the School is able to monitor your use of the Internet during school hours. This includes the sites and content that you visit and the length of time you spend using the Internet.
- Emails will be archived by the School as it considers appropriate.

### **Consequences for breaching the Network and Internet Access Agreement**

- **1<sup>st</sup> Offence:** Access will be denied until the student completes an "Application for Reinstatement" form.
- **2<sup>nd</sup> Offence:** Access will be denied for a minimum of two full cycles and an "Application for Reinstatement" form must be completed.
- **3<sup>rd</sup> Offence:** Reinstatement will be negotiated only at the conclusion of an interview between the Deputy Principal of Pastoral Care, student and student's Parent/Guardian.

This policy may affect the educational outcomes of the MacKillop College curriculum. At the discretion of the classroom teacher, the Deputy Principal of Student Welfare may be consulted for any offence and in extreme circumstances; parents/guardians may be notified immediately for any offence.

### **Please Note:**

**The Network and Internet Access Agreement needs to be completed and returned to the Administration Office.**

## **Use of Student Image or Audio Recording**

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In response to the *Commonwealth Privacy Amendment (Private Sector) Act 2000*, MacKillop College has developed a policy to ensure that information that identifies students is monitored accurately and used responsibly to ensure the protection of students from potential exploitation.

As part of this policy, we have considered it necessary to generate a Media Consent Form. The form outlines a comprehensive list of the uses to which a student image or audio recording may be applied as part of the normal functioning of the College. These are largely curriculum-based and used principally within the College, however, in some circumstances the reproduction of a student image or audio recording is requested for publication outside the College. For example, advertising on the College Website and the Prospectus or publication in local newspapers in recognition of achievement.

We urge you to carefully consider this document. The Media Consent form must be completed for all students and will be kept on file for the duration of their education unless advised otherwise in writing.

**Please Note:**

**The Media Consent Form needs to be completed and returned to the Administration Office.**