



Melbourne Archdiocese  
Catholic Schools



# Parent Handbook 2026



RESPECT COMPASSION COURAGE INCLUSION



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# Welcome Letter

Dear Parents and Carers,

It is my privilege to extend you a warm welcome to St Mary MacKillop Catholic Primary School (CPS), Bannockburn. We hope that all who are associated with this school find it to be a faith-filled environment where Gospel values are lived.

We especially welcome all families who are new to the school and/or new to the area.

Beginning the journey at a new school is a time of excitement, of expectations and of hope that the years ahead will be ones that you will enjoy. We hope that you feel welcome in our community of St Mary MacKillop CPS and will be able to look back on your time here with fond memories.

At St Mary MacKillop CPS we strive to make these hopes a reality. We have a dedicated staff who with many years of experience are able to offer:

- † *A welcoming, friendly atmosphere*
- † *A Gospel based approach to all that we do*
- † *Learning Communities based around a personalised learning environment*
- † *A caring and happy school, where the wellbeing of all children is paramount and all children are treated with respect*
- † *The chance for children to perform to the best of their ability*

As a Catholic School, we value our rich religious traditions and culture. We provide opportunities for our children and their families to celebrate our Catholic heritage, in many different sacramental and non-sacramental ways.

At St Mary MacKillop CPS we value you, our parents and carers, as an integral part of your child's education and therefore are keen to build partnerships with all of our families.

As a school community, we look forward to joining with you in the educational journey of your child. We value your input and look forward to an open and honest dialogue over the years ahead.

We hope you enjoy your time at St Mary MacKillop CPS and feel part of the community.

Yours Sincerely,



ANTHONY DRILL  
PRINCIPAL

## School Vision



**St Mary MacKillop CPS**  
**Vision Statement**

In the spirit of St Mary MacKillop,  
we aspire to live the Gospel,  
creating a sense of belonging, respect,  
compassion and hope.

Our community is inclusive and empowers  
all to learn and flourish in an  
ever-changing world.



## School Prayer

**Our School Prayer**



God our creator,  
Bless our school in the Parish of Meredith,  
named for our patron St. Mary MacKillop.

May we be people of strength and action, just like her.  
May we be people of God and build community, just like her.

Help the adults around us to be faith-filled examples of love.  
Help our students to know and keep Jesus in their hearts.

May our school be filled with kindness,  
joy and love for one another.  
May we never see a need without doing something about it.

Let peace and wisdom be found here.

This blessing we ask today.

# School Values



## ST MARY MACKILLOP C.P.S EXPECTATIONS MATRIX

	In the Learning spaces we:	In the play areas we:
 <b>RESPECT</b>	<ul style="list-style-type: none"> <li>• follow the group plan</li> <li>• use whole body listening</li> <li>• try to do our best</li> <li>• look after other people's personal space and belongings</li> <li>• look after our school equipment</li> <li>• share and take turns</li> <li>• wear our school uniform correctly</li> </ul>	<ul style="list-style-type: none"> <li>• create and follow the group plan</li> <li>• follow staff directions</li> <li>• treat others how we would like to be treated</li> <li>• keep our hands and feet to ourselves</li> <li>• take care of our environment</li> <li>• practice good sportsmanship</li> <li>• use equipment and the playground safely</li> <li>• wear our school uniform correctly</li> </ul>
 <b>COMPASSION</b>	<ul style="list-style-type: none"> <li>• speak and act with kindness</li> <li>• help people in need</li> <li>• check in on others when they are showing 'hard to have emotions'</li> <li>• value everyone's ideas</li> </ul>	<ul style="list-style-type: none"> <li>• speak and act with kindness</li> <li>• help others when they are hurt</li> <li>• allow people to have another go if they make a mistake</li> <li>• check in on others when they are showing 'hard to have emotions'</li> <li>• congratulate others if they win or try their best</li> <li>• share equipment and our play areas</li> </ul>
 <b>COURAGE</b>	<ul style="list-style-type: none"> <li>• show leadership and follow the group plan, even if our friends don't</li> <li>• say sorry when we have hurt others with our words or actions</li> <li>• tell the truth, even when it is hard</li> <li>• try to use a growth mindset and learn from our mistakes</li> <li>• ask for help when we need it</li> <li>• share our ideas with the class</li> </ul>	<ul style="list-style-type: none"> <li>• show leadership and follow the group plan, even if our friends don't</li> <li>• say sorry when we have hurt others with our words or actions</li> <li>• tell the truth, even when it is hard</li> <li>• ask new people if we can play</li> <li>• have another go when things haven't worked out</li> </ul>
 <b>INCLUSION</b>	<ul style="list-style-type: none"> <li>• follow the group plan</li> <li>• invite others to join our group</li> <li>• help create a safe and calm area for everyone to learn</li> <li>• know that everyone learns differently and that's ok</li> <li>• accept everyone for who they are</li> </ul>	<ul style="list-style-type: none"> <li>• create and follow the group plan</li> <li>• allow everyone to play with us</li> <li>• share equipment and the play areas</li> <li>• cooperate with people and accept differences</li> <li>• help create a safe play area for everyone to enjoy</li> </ul>
<b>In church and and assemblies we:</b>		<b>INCLUSION</b>
<ul style="list-style-type: none"> <li>• enter and exit calmly, quietly and safely by moving slowly</li> <li>• show leadership and follow the group plan, even if our friends don't</li> <li>• use whole body listening</li> <li>• receive blessings and Eucharist/communion with reverence</li> <li>• join in by singing and praying</li> <li>• wait patiently until it's our turn to leave</li> <li>• use the altar only for Mass and Liturgies</li> </ul>		 <b>CHURCH &amp; ASSEMBLY</b>

## Acknowledgement of Country

As a school community, we came together to write an Acknowledgement of Country that was specific to our school. A piece of art was then commissioned to represent the coming together of our community and the First Nations people who have lived on our land long before we came.

### Acknowledgement of Country



As we gather as a Saint Mary MacKillop community, we acknowledge the First Nations people, who are the custodians of the Wadawurrung lands on which we live, learn and play. We pay our respects to elders past, present and emerging. We give thanks for the care which they have given to the land for thousands of generations and for allowing us to share this land. We pay respect to Bunjil as the creator spirit. We will continue to work towards building positive relationships with our Aboriginal people and their communities.

## About Our School

St Mary MacKillop CPS was established in 2017 through the foresight of Fr. Charles Balnaves, who saw an opportunity to open a Catholic School in the grounds of the previous government school that was relocating to a Prep – Year 12 school.

The school began in 2018 with only 65 children and has grown rapidly each year to a school of 440 children in 2026. When complete, St Mary MacKillop CPS will have enough permanent classrooms to have three classes at each year level giving us 21 class groupings. With the growth of Bannockburn and surrounds and new growth areas planned there will be a need to grow over the planned 500 children over the next number of years.

Over the past eight years a great deal has been achieved with 3 building stages completed and a stage 4 building project which will complete the Senior building to accommodate all children from Year 3 – 6. This project should be complete in early 2026

Along the way we have been able to create some award-winning play spaces, married new buildings with heritage buildings and rejuvenate what was a tired government school into a vibrant, exciting Catholic School.

At the core of our belief is that the wellbeing of the child is of the utmost importance if learning is to take place and children can develop and flourish to their fullest potential. We invest heavily in resources, teacher development and personnel to make this core value a reality in our school. We truly aim to be like St. Mary MacKillop and provide care and education for the children.

We have a dedicated staff of teachers, learning support officers, administrative staff and Allied Health personnel who work hard at delivering, not only an excellent curriculum offering, but a way of being.

As a school community we aim to live out our values of **RESPECT, COMPASSION, COURAGE** and **INCLUSION** in all that we do.

We embrace the community we are part of and welcome all of our families to journey with us as we continue to build our community.

We hope that all who join us will enjoy their time in our school community and take away fond memories of their time here. Our aim is to help shape the adults, leaders and good global citizens for a bright future.

## Term Dates for 2026

<b>Term 1:</b>	Thursday 29 January – Thursday 2 April
<b>Term 2:</b>	Tuesday 20 April – Friday 26 June
<b>Term 3:</b>	Monday 13 July – Friday 18 September
<b>Term 4:</b>	Monday 5 October – Tuesday 15 December

## Pupil Free Dates 2026

### Term 1:

Wednesday January 28

Tuesday March 10 – Religious Education

### Term 2:

Tuesday June 9 – Behaviour Management

### Term 3:

Wednesday August 19 (TBC) – Vision for Engagement

### Term 4:

Monday November 2 - Staff Time In Lieu Day

Tuesday November 3 - Melbourne Cup Day holiday

Friday November 27 - Planning 2027

## Calendar

The school calendar is available on our website and via [this direct link](#). It includes term dates, excursions, camps, student-free days, events, etc. The calendar is updated regularly and it provides most of the important dates parents and carers require.

## School Contact Information

**School Office:** 15 Milton Street, Bannockburn VIC 3331

**Reception Hours:** 8:30am – 4.00pm, Monday – Friday

**Postal Address:** PO Box 347, Bannockburn VIC 3331

**Phone:** (03) 5281 8500

**Email:** [office@stmmb.catholic.edu.au](mailto:office@stmmb.catholic.edu.au)

**Website:** [www.stmmb.catholic.edu.au](http://www.stmmb.catholic.edu.au)

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**Enrolment Enquiries**

Email: [enrolments@stmmb.catholic.edu.au](mailto:enrolments@stmmb.catholic.edu.au)

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**Student Health / Medical Enquiries**

Email: [medical@stmmb.catholic.edu.au](mailto:medical@stmmb.catholic.edu.au)

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**Accounts Enquiries**

Email: [accounts@stmmb.catholic.edu.au](mailto:accounts@stmmb.catholic.edu.au)

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**Facebook**

[St Mary MacKillop Catholic Primary School Bannockburn](#)

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## School Website

The St Mary MacKillop school website can be found at the address below. The web site is designed as the face of the school to the general public with information pertinent to someone looking for information about our school. It also holds a number of public policy statements. The website is updated regularly to reflect the changing nature of our school.

<http://stmmb.catholic.edu.au/>

## Parish Contact Information

### St Joseph Parish Meredith

**Parish Priest:** Father Joseph Panackal  
**Parish Address:** 28 Lawler St, Meredith Victoria 3333  
**Postal Address:** PO Box 40, Meredith VIC 3333  
**Phone:** (03) 5286 1230  
**Email:** meredith@cam.org.au



Fr Joseph Panackal

### Mass Times

Check out the current mass schedule at the parish Facebook page “Catholic Parish of Meredith – St Josephs”

### Baptism Program

Information sessions are held on the 1<sup>st</sup> Tuesday of every month at 6.00pm in the St Mary MacKillop Church, Bannockburn. Please register your interest by emailing [parishofmeredith@bigpond.com](mailto:parishofmeredith@bigpond.com)

### Parish Sacramental Program Information

Please contact the parish for more information.

## School Administration

### Expectations of Parents

St Mary MacKillop CPS has a number of expectations of parents enrolling their children, including:

- respecting and supporting the School's Catholic Ethos and Religious Education Program.
- supporting the school in implementing positive behaviour/discipline.
- that while at St Mary MacKillop CPS (or any event organised by the school) parents will give a positive example to all pupils who might be present, in such matters as common courtesy, polite/appropriate language etc.
- considering the prompt payment of school fees to be a high priority within the family's budget and that problems with fees will be discussed with The Principal.
- attending Parent / Teacher conversations and Program Support Meetings.
- ensure their children wear the correct school uniform with pride, and avoid extremes in such matters as hairstyle, fashion items etc.
- discussing any serious concerns, they might have about any aspect of their child's education, with appropriate school authorities e.g. The Principal.
- respecting people's privacy and not uploading photos of St Mary MacKillop CPS students or staff to social media or other internet sites without their permission.

### Parent/Guardian/Carer Code of Conduct

All parents and visitors to St Mary MacKillop CPS will be bound by the conditions in our Community/Parent Code of Conduct. All families sign this Code on acceptance of an enrolment offer. A copy of this Community/Parent Code of Conduct can be accessed from our website. Parents are expected to adhere to these conditions and enrolment may be reconsidered due to breaches of this code. A current copy of the Parent/Guardian/Carer Code of Conduct can be accessed [here](#) or via our website.

### Treating staff with respect

All staff at St Mary MacKillop CPS will treat all of our families with respect and the expectation is that families treat all staff at the school in the same way. Disrespect of school staff, either in person or via electronic means, will be treated as a serious breach of the Code of Conduct.

## Child safety

All students at St Mary MacKillop Catholic Primary School have the right to feel safe and be safe. We do not and will not tolerate child abuse. Policies and guidelines relating to Child Safety are available on our website.

The 11 Child Safe Standards can be accessed via the Commission for Children and Young People website [here](#).

We continue to embed a culture that provides a child-safe and child-friendly environment where children are free to enjoy life without concern for their safety. Particular attention is paid to the most vulnerable children, including Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds and children with a disability.

### Victoria's Child Safe Standards

Plain language summary

- 1** Your organisation welcomes Aboriginal children. You support them to express their culture and to enjoy their rights. You don't allow racism.  

- 2** Child safety is important to everyone at all levels in your organisation. You document how you find, avoid, and stop risks of child abuse or harm.  

- 3** Your organisation supports children to know their rights to be safe from abuse, informed, and involved. You help them to talk openly and take part in decisions that affect them.  

- 4** Your organisation tells families and the community about what you do, and how you keep children safe from harm and abuse. You help families to have a say and to take part in decisions that affect their child.  

- 5** Your organisation understands that every child is different and has different needs. You make sure that they can get the information and help that they need.  

- 6** Staff know what they must do to keep children safe from abuse and harm. They record, report, and share information about child safety when they should. Staff who work with children have had the background checks they need.  

- 7** Children and their families know how to make a complaint and what happens when a complaint is made. Your staff know how to respond properly to complaints.  

- 8** Your organisation trains and supports staff to keep children safe from abuse and harm. Your staff know the signs of child abuse and harm and what to do if there are issues of abuse and harm.  

- 9** Your organisation makes sure children are safe when they use your services, settings, and activities. This includes when children are online.  

- 10** Your organisation checks and improves the ways you keep children safe from abuse and harm.  

- 11** Your organisation has written policies about how you keep children safe from abuse and harm. They are easy to understand, and all staff follow them.  


For more information, contact the Commission for Children and Young People  
[www.ccp.vic.gov.au](http://www.ccp.vic.gov.au)



## School Bell Times

Here is a list of our Bell times to assist you to know what happens and at what time during the day.

<b>8.40am</b>	Bell to enter Classroom – Children line up in designated areas
<b>10.45am</b>	Recess Eating Time
<b>10.55am</b>	Recess play
<b>11.25am</b>	End of Recess and commence second learning session
<b>1.25pm</b>	Lunch Eating Time
<b>1.35pm</b>	Lunch play
<b>2.15pm</b>	End of lunch and commence third learning session
<b>3.10pm</b>	Pack Up
<b>3.15pm</b>	End of day

## Arrival at School

The school gates open at 8.30am. Children should not be arriving alone or left unsupervised before the gates are opened. Staff are on duty from 8.30am at the main gates and playground to supervise students.

All students should have arrived by the time of the first bell at 8.40am so they are ready to move into learning time.

Gates close soon after 8.45am. If the gates are closed parents and children are to come in via the front office. Parents are to sign in the late student via the iPad which will update the absence status on the roll. DO NOT JUST SEND CHILDREN IN.

## Dismissal Procedure

At the bell time, children are walked out to the school grounds by their teacher and dismissed from there. Children can exit the school grounds via gates accessed on High St and two on Milton St – the office and bike shelter.

Bus children will be collected by a staff member at bell time and delivered to the bus.

Children going to After School Care will move to the After School Care area and be marked off the roll.

## Early Dismissal

To avoid disruption to classrooms please note that if children need to be collected early, they should be picked up at the end of a learning session, i.e. 10.40am or 1.40pm. If you intend to collect your child during the lunch break it is advisable to let the teacher know in the morning so that the child's bag can be packed before they go out to play.

Students need to be signed out on the iPad when being collected. Please do not send absence notes for the early collection as this confuses the system and marks the child as absent before you collect them.

It is the school's preferred option that all appointments are made after school hours or during school holidays if possible.

## Attendance

In accordance with the *Education Training and Reform Act 2006* (Vic.) (the Act) and the *Education and Training Reform Regulations 2017* (Vic.), school attendance is compulsory for children and young people aged from 6 to 17 years unless an exemption from attendance has been granted through Exemption from School Attendance or Enrolment, Department of Education (DE).

Whilst ensuring student attendance at school is the legal obligation of parents/guardians/carers, supporting students to attend school each day is the shared responsibility of all parent's/guardian's/carers, students, the school, and the wider community.

School attendance is important as it maximises life opportunities for children and young people by providing them with education and support networks. Positive engagement with schooling enhances academic and wellbeing outcomes for children and young people.

The *Melbourne Archdiocese Catholic Schools (MACS)* Attendance Policy can be found on our website under the policies tab.

## Punctuality

Parents are expected to ensure their child is at school in plenty of time to begin class at 8.40 am. Our aim is to have all children arrive between 8.30 am and 8.40 am. It is very inconvenient for children to arrive at the classroom after the bell has rung. Some children become very reluctant to enter the classroom if they are late and consequently miss out on some of the settling in time that children need as they begin a day at school.

Gates are locked at approximately 8.45am. If the gates are locked, parents are requested to bring their children into the office to sign them in before going to class.

Chronic late arrivers and their parents will need to meet with the principal to discuss a solution to the problem.

Children who are late for school are required to be signed in **by their parent** on the iPad at the general office before going to class.

## Absences

Parents are required to ensure their child attends school and to provide an explanation for their child's absence from school. The Principal must be able to determine from the records if the excuse given was reasonable in terms of the parent meeting their legal obligations.

Parents should inform the school of the reason for their child's absence so that the school can:

- *determine if the child's absence needs to be excused by the principal, in line with school policy and these guidelines*
- *determine the appropriate follow up to ensure the child's education and wellbeing is supported*
- *record if the parent has a reasonable excuse for not meeting their obligation to ensure their child attends school each day.*
- *Where possible, parents should inform the school in advance of upcoming absences.*

All absences should be communicated to school via the uEducateUs absence form on the morning of the absence and before 8.30am.

## Extended Absences / Holidays during school time

In the case of regular absences or extended absences for any reason, health issues, school refusal etc. the school needs to be kept informed so a plan can be implemented to support the child and family.

In the case of holidays outside of the school term, parents must first apply for permission from the Principal. If granted then a Student Absence Learning Plan may be developed in conjunction with the classroom teacher.

## Home Learning

Home Learning involves children being engaged in learning activities outside of school hours. It provides opportunities for families to be involved in their children's education and strengthens the partnership between the school and the family. It encourages responsibility for learning to be taken by all, including children, parents and the school.

Home Learning provides an opportunity for children to develop positive dispositions that will assist them as life-long learners. Through Home Learning activities, children are able to consolidate skills and pursue areas of interest whilst informing their families of what they have been learning at school.

St Mary MacKillop CPS believes that children do enough learning at school and that time after school should be devoted to other family pursuits, e.g. sporting, etc. At times some Home Learning activities will be sent home depending on the year level and the work being undertaken in the class for the children and family to complete.

There is however an expectation that children will be practicing their reading and spelling words every night.

## How to raise an issue or complaint

As parents/carers you may have something that you need to raise with the teacher, a question or to discuss an issue that may have occurred. The first option is to request clarification from the child's teacher. This may be done by an email, phone call or in person. Please do this in a respectful way as the teacher may or may not have the answer for you straight away. Most questions and issues can be discussed and handled in a calm and respectful way with the teacher. If you are not satisfied with the outcome then you can raise the issue with the leadership team. Please make an appointment to see a member of the Core Leadership Team. An immediate appointment may not be possible but a suitable time will be arranged.

If it is a serious matter then we may follow the Complaints Handling Procedures. As far as possible we would like to think that most matters will be able to be resolved without needing to go to these lengths.

Visit the school website [www.stmmb.catholic.edu.au](http://www.stmmb.catholic.edu.au) for a copy of the Complaints Handling Policy and the Complaints Handling Procedures that the school follows.

## Court Orders

If a family situation is such that the Family Court has made a Parenting Plan/Order, the Principal **must** be informed of the relevant details. Details of any **Residence Orders** are particularly vital for the school authorities.

Parents who have separated need to understand that St Mary MacKillop CPS teachers will endeavour to keep the lines of communication open with both parents unless a Family Court Order forbids same. In other words, reports would be available to both parents and Parent/Teacher Interviews would be arranged either jointly or separately as appropriate. Please inform the administrative staff and your child's teacher of your requirements.

Copies of current Court Orders must be provided to the school. The school has no jurisdiction to act in a family matter if no court orders exist or if we do not have a copy of one.

## Smoking and Vaping

St Mary MacKillop CPS is a smoke free zone. Smoking and vaping are prohibited within 4 meters of any school gate. Smoking and vaping are also prohibited at all school events either held on our property or at another venue.

## Dogs in the school yard

We recognise that dogs are an integral part of some families and that a walk to and from school is excellent exercise for the family and the dog. However, dogs are not allowed on our school site as until recently we have had a Wellbeing Dog, Tilly, as part of our wellbeing team. We will look to replace Tilly with another dog into the future and the "Dogs Connect" Regulations stipulate the school site is reserved for the Wellbeing Dog only. All dogs will need to remain outside of the school grounds for the safety of all children and our well-being dog. Please ensure the safety of everyone within the school community by having your dog well controlled, on a lead and being cared for by an adult.

## Mobile Phones and Smart Watches

Students are encouraged not to bring mobile phones to school unless the parent wants the child to have it for safety reasons e.g. walking to and from school. If children do bring mobile phones to school they are to be switched off and either left in the child's bag or given to the classroom teacher to look after during the day. The school can take no responsibility for the safety of mobile phones

left in children's school bags. At no time should a child have their mobile phone on them in person or in the classroom space. Children discovered using mobile phones during school time will have them confiscated and returned at the end of the day.

There is no reason for a child to contact a parent via their mobile or smart watch during the day. All communication with parents needs to go through the teacher or school office. Similarly, no parent should be contacting a child directly, during school time.

Smart Watches that can communicate with family or others, can take photos and/or recordings of happenings need to be placed in school mode or similar while at school. Children should not be contacting parents or others, taking photos or recordings using these devices while at school. There is the issue of the privacy of other children and staff that may be breached accidentally or on purpose with these devices.

## Keeping Details Current

It is the responsibility of the parents to keep all of their details including address, email, phone, work contact, emergency contacts, family status, court orders etc. up to date with the school as they change. Notifying the school of changes as they occur means that in case of emergency the school will be able to contact parents/ carers or emergency contacts when needed.

There are a number of ways to change details.

- *Contact the office in person, via phone or email to update the details.*
- *Change the details in uEducateUs. This triggers an email to the office and they will update the details.*

## Travel to and From School

### Bus travel

Children who attend St Mary MacKillop CPS are able to access the free bus service that brings children into Bannockburn P-12 College from surrounding areas if there are places available. If you would like to know more information about eligibility, please contact the office for enrolment forms. Completed forms are emailed to the Bus Co-Ordinator at Bannockburn P-12 College who will complete the enrolment procedure and inform both the parents and St Mary MacKillop CPS.

The drop off and pick up points for the Bus children is Milton St. Children are dropped off and enter via the Bike Gate in the morning. In the afternoon bus children gather with the staff in charge of the

bus and are walked to the bus/es that will take them to Bannockburn P-12 College where they board the correct bus for their route. Children in Prep and Year 1 are collected by a staff member.

The Bus Policy and Procedures document is available [here](#) and a copy can be collected from the office.

## Car parking

There is limited parking in Milton St in front of the school as well as parking in the service road in High St. and also outside of the Library on High St. Other parking is available near the water park. Parents are asked to observe all parking signs and only park in marked car parks. Please keep clear of the Bus Parking area and do not park in the Crossing Supervisor's allocated park outside the library.

Please use marked and supervised crossings to cross both Milton and High St. as both are very busy roads. The crossing on High St. is a supervised crossing and the Service Rd. is supervised before and after school by a school staff member.

## Bikes and Scooters

St Mary MacKillop CPS encourages 'Active Travel' of all children and families. For those children who ride or scoot to school, they are asked to leave their bikes in one of two bike areas – High St. and Milton St. Children/parents should provide their own safety chain and lock. Bikes or scooters are brought into the school at the owner's own risk. Bikes or scooters may not to be ridden in the school grounds. Helmets must be worn at all times.

## Walking

Like riding, walking to school for those who can is encouraged to limit the traffic around the school. Please cross at dedicated crossing points along the way and please discuss road safety with your children. If needing to cross High St. then this must be done at the supervised crossing.

## Uniform

St Mary McKillop CPS has a school uniform and all children are required to wear the school uniform appropriately. This includes while on the way to and from school. The uniform should be worn neatly as it is an indication of pride in the school.

Other Points:

- Children are not permitted to wear rings or earrings during school hours.  
(Plain studs or sleepers are permitted)
- Make-up and nail polish are not to be worn during school hours
- Extremes of hair fashion should be avoided. Long hair should be tied back
- Hair accessories for girls – teal, burgundy or white. Large bows in the hair are to be discouraged
- All children's clothing and property must be labelled (surname)
- Hats are a compulsory uniform item from August to April.
- Sunglasses are encouraged to protect the children's eyes

The St Mary MacKillop CPS school uniform is only available from NOONE Bellarine Uniforms.

**Address:** 162 Moorabool St Geelong. **Contact:** (03) 5221 9199

**Website:** <https://www.noone.com.au/>

There is a Facebook page for Second Hand Uniform pieces that is managed by a group of parents.

The name of the page is [St Mary MacKillop Bannockburn Parents Page](#). You need to join before gaining access to the page.

The school has both a summer and winter uniform. As a general guide, we ask that the summer uniform be worn during Term 1 and Term 4. The winter uniform should be worn during Term 2 and Term 3. However, we strongly suggest to parents that they have their children wear the uniform which is most comfortable for any particular day. Shorts can be worn all year round if this suits your child.

## Summer Uniform – Boys and Girls

The daily summer uniform for Term 1 and 4 is to be selected from the following items

- Summer dress
- School short sleeve or long sleeve shirt
- School shorts or trousers
- School skort
- Soft shell jacket
- 1/4 zip fleece pullover
- School wide brim hat
- Girls - White socks
- Boys – Grey socks
- Black school shoes

# Winter Uniform – Boys and Girls

The daily uniform for Term 2 and 3 is to be selected from the following items

- Winter tunic
- School short sleeve or long sleeve shirt
- School shorts or trousers
- School skort
- Soft shell jacket
- 1/4 zip fleece pullover
- Boys and Girls - Grey socks / Grey tights
- Black school shoes
- School beanie (optional)



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## ST MARY MACKILLOP PRIMARY SCHOOL - ACADEMIC UNIFORM



## Sports Uniform – Boys and Girls

- Sports shorts or school track pants
- Sports top (short sleeve or long sleeve)
- Sports Rugby jumper (**Not 1/4 zip fleece pullover**)
- Sports shoes/runners
- White socks

The sports uniform may only be worn on the specific days that your child has a timetabled physical education lesson or sport and for all children on a Friday.



Long Sleeve Polo



Short Sleeve Polo



Soft Shell Jacket  
Academic or Sport



Rugby Jumper



Active Trackpant



Capri Short  
\*New Item\*



Dawn Short  
\*New Item\*



Parade Short  
\*New Item\*

### ST MARY MACKILLOP PRIMARY SCHOOL - SPORT UNIFORM



## Footwear and Accessories

What shoes can my child wear to school?

- Fully black school shoes are to be worn every day, except on the designated sports day.
- Runners are not to be worn, except on the designated sports day.
- Open footwear is not permitted as it is not safe

Examples of acceptable styles of school shoes	Examples of unacceptable styles of school shoes because they are not fully black
	



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### ST MARY MACKILLOP PRIMARY SCHOOL - ACCESSORIES



**Child Safety Commitment Statement** – All students attending St Mary MacKillop Catholic Primary School have the right to feel safe. The care, safety and wellbeing of children and young people is a fundamental responsibility of all within our school

# Children's Property

## Lost Property

To minimise the amount of lost property that occurs, ALL CLOTHING items should be labelled clearly with the child's family name. Other items such as containers for fruit break, lunch etc. should also have the child's name clearly marked on them. Any property that is lost and has a name on it will be returned to the child when found. Property that is not named will go into Lost Property for a short period of time. Parents are more than welcome to look through the Lost Property cupboard near the Student Reception entrance for lost clothing etc.

## Toys etc. from home

It is strongly recommended that children do not bring toys to school, especially expensive ones. Bringing sporting equipment from home e.g. balls is also discouraged. The school will supply sporting equipment through a borrowing system at recess and lunchtime. However, children may bring items for 'class news'. No responsibility is taken by the school for items brought to school. Before personal items are sent to school, it is wise to get some guidelines from teachers on: -

- *Which day class news is on*
- *What sorts of items are suitable*

Our aim is to avoid loss or damage to property and avoid causing upset to children.

Ultimately, the permission of class teachers (or other staff) should be gained before private property is brought to school.

If a teacher decides to confiscate an item, the usual procedure is to return the item directly to parents at the end of the day. However, if the item is very unsafe/totally unsuitable, it will be handed to The Principal or Leader who will in turn contact parents.

Items which become 'fad' items may be banned from time to time. These may include items such as swap cards, etc. The reason for banning such items is to avoid inappropriate behaviour, e.g. small children being conned or intimidated by other children. Advice will be given in the Newsletter and Seesaw on such bans.

**AT NO TIME** should children bring any of the following to school:

- Mobile phone (unless parents require children to have them for safety reasons)
- Electronic Game devices
- Toy guns, swords or violent toys

## Communication

### uEducateUs

uEducateUs is the school's primary method of communication with all families. At the beginning of your time at our school you will be given information on how to download the parent App and directions for use. Any announcements to class groups, year levels or the whole school come via this method. Student reports are accessed via this platform as well as logging children's absences etc.

### Newsletter

The school produces a Newsletter every fortnight on a Friday. The Newsletter holds a vast amount of information about the school, reports of recent events and what is happening in the coming weeks. Please make a habit of reading the Newsletter so that you can remain up to date on all that is happening at school.

Our newsletter is digital and contains videos and photo galleries as well as information from Fr. Joseph and the Parish. A link to our latest newsletter will be sent out via uEducateUs. Our newsletter is a private newsletter and will not be loaded to our website. If you wish for grandparents or other family members to receive the newsletter, you can share the link provided each time with them or have them subscribe to the newsletter. Information on how to subscribe to the newsletter is at the bottom of The Principals page.

### Seesaw

Seesaw is primarily used by individual classes to share student work with families. This year we will also be using it to share assessment pieces for mathematics as part of an ongoing report to assist with the aggregated score for mathematics.

### Social Media

St Mary MacKillop CPS has a Facebook presence for the communication of school related activities and to promote the school within the community, locally and more widely. If you are making

comments in regard to a post, those comments should be in keeping with the ethos of St Mary MacKillop CPS. The administrators reserve the right to delete comments that do not adhere to this.

## Contacting Teachers

If you need to contact your child's teacher for any reason, please do so via email. All teacher email addresses are listed on the **Contact Us** page of the newsletter and will soon be updated on our website. Each teacher or Year Level Leaders should share their email addresses with you.

We ask that, as far as practicable, you send your emails during work hours, 8.30am - 5.00pm. We understand that for some people the only opportunity to send an email is at night. If this is the case that is fine, but teachers have been told not to reply to emails after hours unless it is extremely urgent. We have asked teachers to respond to you within 24 hours, even if it is to just acknowledge your email, and let you know a fuller reply will be coming.

During school hours while the children are in their care, teachers do not have the time to respond to emails. If it is an urgent notification or something similar, please call the office and they will try to assist.

# School Finances

## Fee Structure for 2026

### Family Fee:

School Fee	\$1 950.00
Capital Fee	\$470.00
<b>Total Family Fee</b>	<b>\$2 420.00</b>

### Other Costs Per Child:

Prep – Year 2 Student Levy	\$560.00
Year 3 – 6 Student Levy	\$620.00
Year 3 Camp (1 Night)	\$350.00
Year 4 – 6 Camp (2 Nights)	\$500.00

## Student Levies

Student Levies for all levels include most classroom requirements, excursion and incursion costs and costs associated with various curriculum areas. Year levels may ask for additional items to be brought from home.

Student Levies also include a technology levy that allows the children access to up-to-date technology, iPads etc. Devices in Year P-2 are shared whilst in Year 3-6 they have individual devices. All iPads are provided by the school and remain the property of the school.

## Health Care Cards / Pension Cards etc.

If you hold a Health Care Card, Pension Card, Veterans Card etc. you may be eligible to receive financial assistance from the government in relation to the Camp School and Excursion Fund (CSEF). This financial assistance is sent to the school and comes off your excursion and camp costs. If you have one of these cards, please present it to the office and we will apply for CESF on your behalf. This may also make you eligible for Concessional Fees.

## Fee Payment Requirements and Process

All families are required to sign a Fee Payment Agreement for the payment of their school fees.

Student Levies will need to be paid up front by the end of February – **Refer Other Costs per child.**

Family fees and camp charges will be the only fees that can be Direct Debited - **Refer Total Family Fee, & Other Costs per child.**

## Payment Options

- Student Levy paid in full by 28 February 2026.
- Fees paid in full are to be paid by the end of Term 1
- Weekly, Fortnightly or monthly payments (CDFpay)
- Payments can be made via EFTPOS at the school office.

## Concessional Fees

As part of MACS, St Mary MacKillop CPS offers Concessional Fees to parents who meet any of the following eligibility criteria:

- Aboriginal or Torres Strait Islander heritage
- Hold a Health Care Card and are eligible for Camps, Sports, Excursion Fund (CSEF)
- experiencing genuine financial hardship
- holding a Department of Veterans' Affairs (DVA) Gold Card
- identified as refugees and holding an Immi Card is strongly encouraged to apply for concessional school fees.

Please refer to our website for more information about the Concessional Fees Policy. If you feel you qualify, please contact the office for application forms.

## Conveyance Allowance

Conveyance allowance may be accessed by families who live a considerable distance from the school and cannot access the free bus service or live a distance from the school bus stop. Please discuss this with the office and we will determine if you qualify.

## **Student Health and Wellbeing**

At St Mary MacKillop CPS we believe that the wellbeing of the child is central to all learning.

Our main focus is ensuring our children are welcomed into an inclusive, safe and comfortable learning environment where they are given the opportunity to thrive and flourish. We pride ourselves on allowing all children the opportunity to grow, learn and develop in their own individual ways. We want to grow respectful relationships with all members of our community to help foster greater opportunities to learn. We're working towards allowing the children to build upon their resilience and confidence to become adaptable and ready to take on challenges. We want to work with the children, parents, staff and the wider community to allow opportunities for our children to seek advice to grow a positive and calm environment for all. The children's wellbeing and development is embedded into all aspects of learning.

At St Mary MacKillop CPS we are working towards helping the children build skills to develop a positive mindset and toolbox to support them throughout their educational journey.

## **Students with Additional Needs**

We welcome parents who wish to enroll a child with additional learning needs and explore available options to fully understand and accommodate the child's needs. The procedure for enrolling students with additional learning needs is the same as that for enrolling any student. There is collaboration between primary and secondary MACS schools to ensure coordination and consistency of policy and procedures. We are required to comply with the relevant Australian and Victorian government legislation when considering the enrolment of a child with additional learning needs.

All information about a child with additional needs must be made available at the time of enrolment so that a determination can be made if the school is right for the child and what accommodations need to be made.

## **Additional Information Required**

The school requires additional information about a child with additional needs, including doctors and allied health reports, diagnosis letters and any plans that may be in place to assist the child, as well as a list of medications the child is taking at home and/or at school.

## Allied Health

St Mary MacKillop CPS welcomes the partnership between parents, Allied Health and school to assist any child with additional needs. At present the school welcomes outside Allied Health personnel on specific days and has arrangements with local providers for children to be taken off the premises for sessions.

## Speech Therapy

St Mary MacKillop CPS engages a Speech Pathologist to support the school in conducting necessary assessments in consultation with parents, while also upskilling teachers and Learning Support Officers to deliver targeted programs for students with identified needs. Our speech therapist will be taking Leave for 2026 and we will outsource where necessary.

## Psychologist

The school no longer employs a psychologist and will at times outsource services from chosen providers or access services from MACS.

## Program Support Group Meetings

Program Support Group (PSG) meetings are scheduled for children with additional needs who fall into specific NCCD categories. Not all children will have PSG meetings throughout the year. PSG meetings are timetabled to include the Learning Diversity Leader and classroom teacher. LSO (if appropriate), the parents and Allied Health if required. Minutes of the meetings are taken and shared with the parents after the meeting.

## First Aid / Sick Bay

School has a Sick Bay that is staffed by a School Nurse or First Aid Officer. Children who feel sick, have asthma or have an accident are sent to the Sick Bay to be attended to. If the person in charge deems it necessary, parents will be contacted to collect their child from school. All serious entries to sick bay are documented in uEducateUs and parents should receive an email notification that treatment has occurred.

## Sick Children

If children are feeling sick, they should be kept at home. Parents are able to give more adequate care and rest to sick children and this assists in reducing the spread of any diseases and illness across the school. It is important to note that our sick bay has limited space. Sometimes sick children will be

sent home during the day; such arrangements always involve phone calls to parents/emergency contacts; sick children are never sent home on foot or bicycle.

## Student Medication Plans

Students who are to be taking medications at school on a regular basis, e.g. Ritalin for ADHD, must have a Student Medication Plan completed by a treating physician listing the medication, dose and time to be administered. These plans are then given to the School Nurse/First Aid Officer to arrange the administering of the medication. Classroom teachers will be made aware of when the child needs to be sent to the sick bay for medication.

## Medication Authority

Parents of students who are to have medication at school on a regular basis or as a short-term need are required to complete a Medication Authority Form before the school is able to administer the medication. All medications must be brought to the office by a parent or responsible adult in the original packaging and the number dropped off will be recorded. When regular medications are beginning to run low, an email will be sent to the parent to supply more.

## Anaphylaxis

Allergies are becoming more prevalent in our society. ANAPHYLAXIS is a severe, rapidly progressive allergic reaction that is potentially life threatening. The most common allergens in school aged children are peanuts, eggs, tree nuts (e.g. cashews), cow's milk, fish and shellfish, wheat, soy, sesame, latex, certain insect stings and medications.

Minimising risk protects vulnerable children and reduces opportunities for incidents.

When a student is at school and is at risk of anaphylaxis, parents must:

- *Inform school staff of the diagnosis and its cause*
- *Discuss prevention strategies with the school*
- *Work with school staff to develop an Anaphylaxis Management Plan in consultation with the child's medical practitioner*
- *Provide copies of an ASICA Action Plan for the child, with up-to-date photographs*
- *Supply the student's EpiPen and ensure it has not expired*
- *Attend the school's training session, where possible*

At St Mary MacKillop CPS we are committed to:

- *Complying with the Ministerial Order 706*
- *providing, as far as practicable, a safe and healthy environment in which children at risk of an anaphylaxis episode can participate equally in all aspects of the school's programs*
- *raising awareness of allergies and anaphylaxis throughout the community*
- *actively involving the parents/guardians of each child at risk of anaphylaxis in assessing risks*
- *developing risk minimisation and management strategies for all children*
- *ensuring that each staff member and other relevant adults, have adequate knowledge of allergies, anaphylaxis and emergency procedures*
- *facilitating communication to ensure the safety and wellbeing of children at risk of anaphylaxis*

We ask that you are very careful in the choice of foods that you include in your child's recess/lunch and **we discourage sharing of food.**

We request that you **AVOID PEANUT BUTTER, OTHER NUT PRODUCTS** as well as **EGG** sandwiches in your child's lunch.

## **Asthma**

St Mary MacKillop CPS is an accredited Asthma Friendly School. Staff have been trained to treat the symptoms of asthma. All children who have been medically diagnosed with asthma are **required** to have a current Asthma Action Plan signed by a doctor. A copy of this plan will be filed at the school office and with the child's teacher.

Asthma Action Plans are to be renewed each year.

Please note: Spacers are recommended for everyone who uses a puffer as it greatly increases the medication reaching the airways. All children should have their own spacer at school clearly labelled with their name.

Parents of children who have asthma medication must fill in an asthma action plan and return it to school.

We request that your child bring their medication together with their own spacer, if required, to school where it will remain. Any medication that your child brings to school should be labelled correctly with their name and exact dosage. Medication will be stored in the sick bay

We do not use medication past the expiry date. Please ensure your child's medication is current and well within the expiry date.

For further information about asthma management contact Asthma Australia on (03) 9326 7088 or toll tree on 1800 278 462 or [www.asthma.org.au](http://www.asthma.org.au).

## Immunisation and Infectious Diseases

An important message for parents regarding protection against infectious diseases.

By law, your child must have an immunisation status certificate to enroll in primary school.

### Why immunize?

Children starting school are exposed to a large number of people and to a range of potentially dangerous diseases.

Immunisation is a proven and safe way to be protected against diseases that cause serious illness and sometimes death.

Enrolling in primary school is a good time to check your child's immunisations are up to date.

If your child has not received any immunisations, you must still provide a certificate.

The school keeps a copy of the certificate so that, in the event of a disease outbreak, unimmunised children can be quickly identified and be excluded from school until the risk of infection has passed.

If you do not provide the certificate to the school your child may also be excluded from school as their immunisation status will be unknown.

Homeopathic treatment is not a legally recognised form of immunisation and cannot be listed on an immunisation status certificate

### Exclusions

Please note that if children contract certain infectious diseases, The Principal has the right to exclude such children from school for a specified period. For exclusion periods see

<https://www.health.vic.gov.au/infectious-diseases/school-exclusion-table>

## Head Lice

Head lice are a common occurrence for children in all schools. If we notice a child with what appears to be head lice, we will contact the parent and ask for the child to be collected from school and treated before being returned to school the following day. We ask that all parents be vigilant and check their child's hair regularly. If you find head lice, please let the office know and we will ask all families to check their children's head.

Advice about the treatment of head lice can be obtained from the pharmacy, or on the Government website.

<https://www.health.vic.gov.au/infectious-diseases/head-lice>

By signing a child's Enrolment Form, parents give permission for their child's hair to be inspected for head lice.

Such inspections will take place if they are deemed necessary by school authorities; such permission will remain for the child's entire enrolment.

## SunSmart Policy

### **NO HAT - NO PLAY POLICY**

Our SunSmart Policy states that the school enforces a 'No Hat - No Play Policy' when the UV Index reaches 3 and above especially in Terms 1 & 4. School hats can be required as early as the end of Term 3 and parents will be notified when hats need to be worn. Children are required to wear their school hats when outside during these terms. No hats other than school hats are permitted to be worn.

School hats are available from NOONE Bellarine Uniform shop.

## General information

### Assemblies

This year assemblies will occur on as a Junior School and Senior School Assemblies on a day to be determined. We are now too big to run our assemblies on a regular whole school basis due to our Specialist Program. A whole school Wellbeing Assembly will be held on the last day of each term.

Star Student awards will be awarded by the classroom teachers in the classroom weekly. Awards at Assembly will be reserved for the value that is being focused on across the school.

### Visitors to our school

We seek to provide an open and friendly learning environment, which values and actively encourages visitors to our school.

At the same time, we acknowledge our duty of care to ensure a safe environment for our students and staff, and we recognise our responsibility to protect and preserve our resources against theft, vandalism and misuse.

The basic responsibilities for all visitors are as follows.

#### Implementation

- All visitors must report to the office prior to undertaking any activity in the school
- Visitors who are assisting with classroom activities must have a current Working With Children Check (WWCC)
- Visitors are required to sign in on the Visitor iPad and will be assigned a “Visitors” lanyard
- Visitors must wear their Visitors lanyard at all times whilst on school property
- At the end of their visit, visitors will report back to the office, return their lanyard and sign out

### Lunch Orders

St Mary MacKillop CPS does not have a canteen for the children to order lunches. We do however have agreements with a number of businesses in the town including Sorelle Café and Bannockburn Bakehouse. Parents place the order and pay for it at the chosen business by Thursday afternoon, and both businesses deliver to the school ready for lunchtime on Friday. Each has a different menu that has been approved by the school. Lunch order day is Friday only.

## House Teams and Colours

There are four House Teams and all families are assigned to one of these on enrolment. Each House is named after a significant person or place in the life of St Mary MacKillop.



## Yard Supervision

Children and parents are welcome into the playground from 8.30am when active duty starts by a staff member until the first bell at 8.40am

At all recess and lunch breaks there will be at least five staff members on duty in the yard. If a child has a problem at these times, he/she should contact one of these staff members. Staff members in the playground are identified by a bright orange safety vest. Each staff member on duty carries a walkie talkie to contact other duty teachers or the office if a situation arises. They also carry an iPad to assist with tracking incidents that occur in the yard.

## Scholastic Book Club

Children are given the opportunity to purchase reasonably priced books through the Scholastic Book Club. There are 8 issues per year, 2 every term. The school provides this as a service for the purpose of promoting reading.

Scholastic Book Club offers a range of texts selected for each level of the school.

Book orders are submitted on the Book Club order forms online and books are sent home when they arrive. Participation in the book club program is voluntary. The school also benefits from this program by earning points that go to purchasing resources for the classrooms.

## School Photographs

Class photographs are taken annually in Term 1. Reminders of the date are advertised through the school's newsletter and on uEducateUs. Parents are asked to order and pay for the photographs prior to the day. There is no obligation to purchase.

## Prep Buddies

The Buddy Program is designed to provide support between junior and senior students by creating friendly and caring school communities. Our buddy program involves Year 5/6 students being paired with prep students.

## Outside of School Hours Care

Families at St Mary MacKillop CPS have access to 'Outside School Hours Care' program that is operated every school day by the YMCA on the school site in the stadium foyer, if there is availability. If places are not available then the child will be added to a waitlist and a place will be offered once one becomes available. All bookings and payments are made through the YMCA. Details will be communicated to all families via the Newsletter and Seesaw and via our website.

YMCA currently operates Before School Care on Tuesday, Wednesday and Thursday 6.45am-8.30am and After School Care Monday-Friday 3.15pm-6.00pm.

For all bookings and enquiries: <https://www.geelong.ymca.org.au/oshc>. More information is available on our website.

At the end of Term 1 we will be transitioning to a new service run by Melbourne Archdiocese Catholic School Early Years Education (MACSEYE). There will be more information about this change during Term 1 2026

## Student Leadership Opportunities

St Mary MacKillop CPS values student voice and agency and as such here are many opportunities for Student Leadership throughout the child's time at school. From Prep to Year 6, children are selected from amongst their peers to represent their class on the Student Representative Council. This body discusses issues relevant to the children and then the representative disseminates this information or gathers information from the class for the next meeting. There are also Sustainability Leaders in each classroom to assist in promoting the sustainability message across the school.

Once a child reaches their senior years there are more targeted Leadership opportunities. Our student leadership includes but is not always limited to the following positions:

Children apply for these positions towards the end of Year 5 and students from Year 4 - 6 and staff vote on the School Captain positions.

## Student Representative Council

The Student Representative Council (SRC) is comprised of representatives elected from each of the classes and Year 6 leaders. The SRC meets regularly and plays an active role in the life of the school.



# Learning and Teaching

## Curriculum

St Mary MacKillop CPS strives to provide a broad education that helps the child to develop fully as a positive member of our school and community. To achieve this, we develop our curriculum to stimulate, challenge and celebrate achievements.

Our curriculum highlights all of the learning areas set out in the Victorian Curriculum and the Catholic Education Commission of Victoria.

Central to our curriculum is Religious Education, which is the basis of all that we do, in the way we interact and treat each other as members of our school community.

In an era where knowledge and skills necessary to obtain knowledge are increasingly more important, we endeavour to equip children with the skills necessary to seek, interpret and manipulate the wealth of information available to them.

Our Teaching and Learning is focused on but not limited to the following areas:

- *Religious Education*
- *English*
- *Mathematics*
- *Physical Education and Health Education*
- *Digital Technologies*
- *The Arts*
- *Languages other than English (LOTE)*
- *Integrated Curriculum units of work*
- *STEM (Science, Technology, Engineering and Mathematics)*

## Religious Education

At St Mary MacKillop CPS, all children are given the opportunity to develop their relationship with Jesus Christ and our Church through our Religious Education program.

The Archdiocese of Melbourne provides Religious Education Texts 'To Know, Worship and Love', which are a guide to, and form, the basis of our Religious Education Curriculum.

Level Masses, School Masses and Liturgies are held periodically. You are encouraged to attend your child's level mass or Liturgy to show your support for the importance of this essential aspect of the school's work.

Prayer is an integral part of school life. All children will be involved in daily prayer celebrations in their classrooms.

Any queries regarding Religious Education at St Mary MacKillop CPS may be directed to the Religious Education Leader.

## Sacraments

Sacramental preparation commences in Prep and builds on throughout the primary school years.

Preparation for the reception of the Sacraments occurs as follows:

		
Year 3	Year 4	Year 6

While the school takes some responsibility in the preparation of children for the Sacraments, parents and guardians are also expected to become involved.

All families of Baptized Catholic children involved in the sacramental programs will be required to participate in the preparation program. Each program is different, but will comprise a parent education aspect, a family preparation aspect and a home-based program which parents are expected to complete with their children.

The family preparation aspect of these programs is **compulsory**, and non-attendance may result in a deferment of the reception of the sacrament.

## English

English learning at St Mary MacKillop CPS underpins every facet of our school curriculum. All teachers are charged with the goal of encouraging lifelong learners and lovers of English. We aim to support children to become confident and articulate speakers, attentive and active listeners, accomplished and critical readers and confident and crafty writers.

Our structured literacy approach is supported by researched and evidence-based practices in line with the science of language and reading. Our Literacy approaches ensure that all students are involved in explicit direct instruction lessons targeting the Big 6 of Literacy – *Phonemic Awareness, Phonics, Fluency, Vocabulary, Comprehension and Oral Language*. Our students are taught the alphabetic code through a systematic synthetic phonics approach from Prep to Year 6.

## Mathematics

St Mary MacKillop CPS is committed to developing a love of Mathematics in our children. We also aspire to develop children who are confident, positive, persistent and skilled learners of Mathematics.

Classroom learning of Mathematics is guided by the Victorian Curriculum to ensure that learning outcomes are achieved. Children engage daily in 60-minute mathematical sessions where the focus is on concepts rather than procedures. Each Mathematics lesson begins with a Number focus involving counting, identifying patterns and mental computation skills which targets our students point of need.

## Integrated Curriculum

St Mary MacKillop CPS is transitioning from Faith Life Inquiry units to Integrated, knowledge-based units of work.

“Cognitive science explains that students learn best when they are supported to acquire, retain and apply knowledge. In line with the science of learning, a knowledge-rich curriculum progressively builds students’ subject knowledge, with plenty of opportunities for practice, review and retrieval to support long-term retention of learning. As students acquire more knowledge, it becomes easier for them to comprehend text, understand new concepts and acquire related skills.”

## Specialist Subjects

### LOTE (Italian)

At St Mary MacKillop CPS, the LOTE – Italian program is designed to foster a love of learning languages.

The children engage in many different learning experiences including singing, role playing, listening to stories, games and reflecting on both the Italian language and the rich culture and history of the country.

Where possible, the Italian program works alongside the classroom Integrated Curriculum units of work, further consolidating the children’s learning. The children are encouraged to develop their knowledge of the Italian language throughout the lessons, using simple greetings and communication skills.

To further embed the language and culture into the children’s learning, they take part in a *Carnevale* celebration on our Italian Day which is celebrated every two years. On these days the children dress up, wear the face mask they have created and celebrate through music, dance and eating spaghetti, pizza and gelato.

### Physical Education

The Physical Education Program at St Mary MacKillop CPS aspires to generate a level of wellbeing, enjoyment and continuing progress of physical activity in accordance with the Victorian Curriculum.

Integral to Physical Education is the acquisition of movement skills, concepts and strategies to enable children to confidently, competently and creatively participate in a range of physical activities. This is achieved through the development of fundamental motor skills and providing a plethora of challenging opportunities and games such as Cricket, Soccer, AFL, Cross Country, Athletics and more.

Children participate in a structured program from Years Prep to 6 for one hour a week with the Physical Education specialist, where skills are sequentially developed. Minor and major games are taught and played as well as athletics activities. Children are able to participate in Interschool sporting activities as they progress into the senior year levels.

St Mary MacKillop CPS has access to fantastic facilities such as an indoor basketball stadium, a large oval, outdoor basketball courts and a wide range of sporting equipment, for all students to move, grow and develop fundamental motor skills in safe and inclusive learning environments.

## STEM

STEM, (Science Technology, Engineering and Maths) is an important specialist subject offered at St Mary MacKillop CPS and is conducted in a purpose-built STEM facility. Children are offered a variety of learning experiences that come from the disciplines of STEM including cooking, robotics, coding, scientific experiments and much more.

## Performing Arts

In Performing Arts children learn to creatively, imaginatively and confidently express themselves through Dance, Drama and Music.

Through Dance children move their bodies to express ideas imaginatively. They create their own movement and learn about dance from their own and other cultures.

Through Drama they take on roles to explore and depict real and imagined worlds; learning to think, move, speak and act with confidence.

Music learning combines listening, performing and composing activities. These activities help children to develop an understanding, appreciation and enjoyment of music.

The Performing Arts has the capacity to engage, inspire and enrich all children, excite the imagination and encourage children to reach their creative and expressive potential.

At St Mary MacKillop CPS, children have the opportunity to perform in a variety of contexts including, Assemblies, St Mary MacKillop's Got Talent Performances and other opportunities as they arise.

The children will also be given opportunities to view performances through various performance incursions linked to other curriculum areas such as Literacy, Wellbeing, Religious Education etc.

## Visual Arts

At St. Mary MacKillop CPS we offer an exciting Visual Arts program that involves making and responding to artworks and drawing on the world as a source of ideas.

Students are encouraged to engage with and develop knowledge of visual arts, skills, techniques and processes, and use materials as they explore a range of forms, styles and contexts.

They learn to reflect critically on their own experiences and responses to the work of artists, craftspeople and designers and to develop their own arts' knowledge. They learn to express and communicate experiences through and about visual arts.

As students progress through the levels of Visual Arts, their knowledge, understanding and practice as artists and viewers increases through exposure to a breadth of artists, craftspeople and designers. They discover new ways of representing and expressing their ideas and imagination.

Student artwork is celebrated both within the school and school grounds in the form of regularly displayed artworks and an annual Art Show.

## Reporting to Parents

The current system of reporting to parents on the progress of children involves at least four communications - two written reports and two Parent/Teacher meetings held in Terms 1 and 3. In addition to these opportunities, parents or teachers may choose to arrange special interviews at mutually convenient times should such be considered necessary.

Assessment of children's progress is an ongoing process. Several formal testing programs are used by the school, including literacy and mathematics screening tests, which are conducted at various times throughout the school year. Various other assessment tools are used at each year level as well as teacher designed assessment pieces.

Formal written reports are sent to parents at the end of Term 2 and 4. The report format is consistent with that used and required by State and Federal Education authorities.

## National Testing Program (NAPLAN)

Children in years 3 and 5 participate in the National Testing Program (NAPLAN). Formal testing programs are conducted in the school during May. These tests are then marked and collated and fed back to parents in the form of a standard report. Parents of year 5 students are advised to keep this NAPLAN report as you will require it when enrolling into Secondary School.

## Excursion & Incursions

At St Mary MacKillop CPS we believe that Excursions and Incursions are an integral part of the educational program and enhance the learning opportunities for students. As part of the educational program teachers will arrange for Excursions or Incursions that enhance the learning and teaching opportunities.

A note will be sent home via uEducateUs prior to the Excursion or Incursion taking place informing you of the event. Excursions will require you to sign the permission slip attached to the uEducateUs announcement for your child to take part. No child will be allowed to leave the school premises without parent permission. The cost of all excursions and incursions is covered in the Student Levies paid each year.

Teachers will endeavour to use the local area as part of their learning programs. On enrolment you signed a local excursion permission form. Teachers may from time to time take the children for a walk in and around Bannockburn.

## Camp Program

As part of the curriculum, children in Year 3 will travel to an off-site facility for an overnight stay while those in Year 4 – 6 will travel to an off-site facility for a three day, two night program.

Camps are arranged to incorporate aspects of the current curriculum content. Camps are activities that enhance and strengthen work completed during class time. They also provide an opportunity to develop new friendships and skills that involve developing independence. Camps are a compulsory activity at St Mary MacKillop CPS.

Camp Venues for 2026 are

Year 3 – Camp Wilkin, Anglesea

Year 4 – Adekate Camp, Creswick

Year 5 – Kangarooie, Princetown

Year 6 – City CYC, Melbourne

Dates for camps will be communicated early in 2026

## Interschool Sports

St Mary MacKillop CPS will be participating in the local Geelong Interschool Sports in a variety of different sports.

Children from Year 3 – 6 participate in a variety of sports including athletics, cross country, Lightning Premiership etc.

## Getting Involved

There are a variety of ways you can become involved and engaged in your child's education and not all of them require you to be at school. More formal ways of becoming involved are:

### School Advisory Council.

The School Advisory Council provides a forum for discussion and discernment, where the parent/guardian voice and perspective are available to inform and support the decisions made by The Principal and Parish Priest for the good of school and parish where the wellbeing and outcomes for students is paramount.

Each year we open nominations for those who would like to become members of this body. There is a process of discernment between the Parish Priest and Principal to select the new members. There are no elections. Meetings are held at least 6 times per year on a Tuesday afternoon in school time.

### Parents & Friends Association

The Parents and Friends Association (P&F) provides a network for parents to participate in activities and decision-making processes at St Mary MacKillop CPS. It works to benefit our children, the school and our community. Some of its many functions include:

- *supporting the school with social activities to help build community spirit*
- *helping the school financially by raising funds for specific/general purposes*
- *members helping to organise the school maintenance*
- *other roles and duties as the needs arise*

Meetings dates and times for 2026 will be listed on our Google Calendar and will be advertised in the newsletter and the Parent Calendar. All parents are welcome and encouraged to attend. Meetings are usually held on a Monday at 2.00pm.



## Volunteering

Volunteering is an invaluable asset to the functioning of our school and seen as an expectation of your commitment to your child's education.

Volunteering at school may be done in a variety of ways, including during P&F activities, on excursions, helping in the classroom etc. During 2026 the school will run a Volunteering Program online where we will discuss the role of the volunteer including classroom helper and things like confidentiality as well as upskilling parents in how to assist children who need assistance.

To become a volunteer, you need to have a Working With Children Check and complete the online Volunteer Training course. If you do not have a WWCC, then you can apply online for a free volunteer one.

## Working With Children Check

In 2016 the Victorian Government introduced new Child Safety Standards that all schools must abide by. Any parent/adult who wishes to volunteer for any role in the school including assisting in classrooms or attending school excursions, or school camps must hold a current 'Working with Children Check'.

Forms for these checks are available online at <http://www.workingwithchildren.vic.gov.au/home/>

Parents without a current WWC check will not be permitted to attend excursions or help in the school. Parents, who apply for a WWC check for volunteering at school, can do so at no cost.

## **Enrolment Procedures**

### **Prep for the following Year**

Prep enrolments for the following year open in March during Catholic Education Week. There are school tours during this week for prospective families. Bookings for these can be made on our website.

Enrolment forms will be sent electronically to all families who attend the open days or register interest via the website. The enrolment period lasts until the end of the first week of Term 2.

Family meetings take place between The Principal and prospective families during Term 2 and enrolment offers are issued towards the end of Term 2.

During Term 3 there is a playdate where all of the children for the next year can get together and have their first experience of the school.

Orientation takes place in November and by early December the children have met their teacher, know their classroom, and know the other children in their class.

### **Years 1 - 6 for following year**

Enrolments for Years 1 – 6 for the following year can happen at any time. All enquiries are via our website and a waitlist will be established for the following year. Depending on the availability of places, family meetings will be arranged with The Principal, enrolment forms completed if the enrolment is to proceed and offers of enrolment made where appropriate and where there are available places.

New children to the school join the other children for Orientation Day in early December where they will meet their teacher and classmates for the following year.

### **Year Prep - Year 6 During the year**

Enrolments for Prep – Year 6 during year can happen at any time. All enquiries are via our website and if places are available and the enrolment criteria are met, then a family meeting with The Principal will take place, enrolment forms are completed if the enrolment is to proceed and offers of enrolment made where appropriate and where there are available places. Children may have an orientation day before they begin or can start as soon as all of the necessary paperwork is completed.

## Staffing Arrangements 2026

LEADERSHIP ROLES	
Anthony Drill	Principal
Bianca Giampaolo	Deputy Principal
Jacqui Beasley	Wellbeing & Senior Leader
Narelle Nixon	Teaching & Learning Yr 3 – 6 Literacy
Zoe Vagg	Religious Education
Chelsea Mayne	Mathematics
Hayley Fowler (	Yr Prep – 2 Literacy
Kerrie Emmett	Learning Diversity
TBC	Indigenous Perspectives
Chelsea Mayne	Sustainability

CLASSROOM ROLES	
Miranda Pidhaini	Prep Burgundy
Hannah Welsh Georgina Blue	Prep Grey
Emily Conway	Prep Teal
Sarah Moreland	Prep White
Adam Gaylard	Year 1 Burgundy
Jamie Collins	Year 1 Teal
Katie Rollo Ellie Langan	Year 1 White
Linda Palmer	Year 2 Burgundy
Kaylee Sporn	Year 2 Teal
Kate Lee	Year 2 White
Rhiannon Billingham	Year 3 Burgundy
Alice Ryle	Year 3 Teal
Taylah Williams Rachael LeMaitre	Year 3 White
Alex Holloway	Out of Classroom Term 1
Rebecca Wall	Year 4 Burgundy
Grace Taylor	Year 4 Teal
Nikita Giel	Year 4 White
Jeremy Lumsden	Year 5 Burgundy
Emma Lumsden	Year 5 Teal
Luke Carter	Year 5 White
Michael Herlihy	Year 6 Burgundy
Alayne Heath	Year 6 Teal
Alanna Butcher	General Release
Rachael Le Maite	General Release
Tamara McGuire	General Release

SPECIALIST TEACHERS	
Trish Howard	Performing Arts
Carla Radalj	Physical Education
Lia Lowe	STEM
Alison Partridge Ellie Langan	Visual Arts
Belinda Zangari Alanna Butcher	LOTE (Italian)

Learning Intervention
Stephanie Cammaroto
Sharon Dow
Madeline Toulmin
Zoe Vagg

Learning Support Officers (LSOs)
Annette Sexton
Erica Colla
Cassandra Barbuto
Alannah Colla
Laura Sweeney
Lauren Keys
Elisha Hill
Marijana French
Jane Tinker
Jodie Trifiletti
Catherine Bomm
Gus McKinnon
Audra Curypko
Kim Ellis
Nicola Tricky
Jack McKenna
Felicity Parsons
Caitlyn Lewis
Sue Brown

Administration	
Mardi Mogford	Payroll & Staffing
Renee Gleeson	Accounts
Ashleigh Jones	School Nurse

