



**MaterChristi**  
**Informed**  
Compassionate  
Creative



**Commencing at  
Mater Christi College  
Year 7 2018**

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## Welcome

You and your daughter are embarking on an important and exciting journey at Mater Christi College. The College is a vibrant, inclusive and warm community where girls feel safe, build friendships and become intelligent and reflective learners.

As a parent, you are in the best position to influence your daughter's learning by the support you provide at home. We invite you to join with her teachers to develop an active partnership for the best learning outcomes.

You are encouraged to participate fully in the life of the College so that she may become *“a compassionate woman of faith, who will participate actively and creatively in the affairs of society”*.

### Information and Contacts

Most information about the College can be found on our website. This guide highlights information of particular relevance to new students and provides links to further details.

Visit the [Contact Us](#) page to access phone numbers and email addresses of all key contacts in the College. If you are not able to find what you're after, try the “Search” function on our website.

### Transition from Primary School to Secondary School

The move from primary to secondary school is a social and educational shift that opens up new experiences. Students are likely to go through a range of emotions, display varying levels of confidence and feel a bit uncertain at times. Secondary school is a more complex place – usually a bigger school community with more opportunities. Starting secondary school means engaging in different subjects, working with new teachers and the daunting yet exciting prospect of making new friends.

Some students may find it challenging to move away from the familiarity of their primary school. It will take most students some time to adjust to the new demands, routines and structure of secondary school. During the first few weeks, it is normal for them to display a range of emotions. The majority of students adjust and feel comfortable with these changes by the end of the first term.

There are a number of important things parents can do to support their daughters during this time, including:

- **Providing Support and Encouragement**

Some young people will surprise you with their resilience during stressful times. Others benefit from having someone there to give encouragement or a smile from the sideline. Reassure them that any difficulties faced are temporary.

- **Listening**

Provide your daughter with opportunities to express her feelings about school, friendships or any other topics. Take a genuine interest in what she says and try to keep the focus on positive aspects of school.

- **Be Confident**

Your daughter will look to you. Showing confidence in her ability to cope will build her own self-confidence and resilience.

- **Getting Involved**

Soon after school starts you will be invited to a Welcome Evening. This will be a valuable opportunity to learn more about the College and the Year 7 program. You can also discuss your daughter's progress and talk about any concerns you or your daughter's teachers might have.

- **Contacting Your Daughter's Pastoral Group Teacher**

Pastoral Group Teachers are able to provide first-hand reassurance, monitor progress and help coordinate extra support at school. If you have concerns regarding your daughter, please contact the Pastoral Group Teacher early in the first term.

- **Establishing Consistent Routines Both at Home and at School**

Routines and expectations will support your daughter as she settles in secondary school and set up positive practices for years to come. For example, having a copy of your daughter's school timetable on the fridge door helps with preparation for the day or writing lists of what to do each day may help your daughter to know what is going to happen and what is expected. This may also help her to feel safe and secure.

- **Providing Practical Support**

Be prepared for the first day. For example, the prospect of having to negotiate the trip to school on public transport can be quite daunting. Consider accompanying your daughter on the train or bus as a 'test-run' before school starts to help familiarise her with the routine. Your daughter may wish to pair up with a friend or sibling to help her gain confidence and build independence. The College will provide a transport buddy for the first few afternoons.

- **Providing Balance**

Make sure your daughter maintains a healthy balance in her life. For example, ensure she also enjoys positive activities outside of school - e.g. family outings, time with friends from primary school, and other extra- curricular activities. Sleep is an essential aspect of balance. Teenagers need between 9 and 10 hours of sleep every night.

- **Helping Establish New Friendships**

Your daughter may expand her friendship group or make new friends. You can support your daughter by providing the opportunity for her to invite new friends home.

- **Problem Solving**

Make the time to talk with your daughter. Sometimes young people are overly challenged with problem solving and things may blow up out of proportion. If your daughter tells you of a problem she is having, ask her three things she thinks that she may be able to do about it. This gives you the opportunity to understand how your daughter is viewing the problem and also provides a way for you to offer suggestions as to how the problem might be solved.

If you feel that your daughter needs additional support as she settles into secondary school, please feel free to contact the College. The Pastoral Group Teacher is the first point of contact. Support is also available through the Year Learning Co-ordinator (YLC) or College Psychologists. The best outcomes are achieved when we work together.

[Click here to access a range of parent resources, located on the College website](#)

## School Operations

### Upcoming Dates

The [College Calendar](#) is an important reference throughout the year.

Particular dates for Year 7 2018 families to note include:

2017	
Fri 13 Oct	MCC Charter Bus request due
October	<ul style="list-style-type: none"> <li>• Uniform Fitting appointments</li> <li>• Resources Lists available online – link sent by email</li> </ul>
Wed 15 Nov	1st Fee Billing due  Year 7 2018 Orientation Day, 9.00am – 1.00pm <ul style="list-style-type: none"> <li>• Where possible, girls should wear their Mater Christi College PE uniform as ID photos will be taken on this day</li> <li>• Students need to bring: morning tea, pen and paper</li> </ul> The Uniform Shop open, 12.00pm – 4.00pm
Wed 22 Nov	Grade 6 Testing, 4.00pm – 5.45pm <ul style="list-style-type: none"> <li>• English and Mathematics</li> </ul>
Fri 1 Dec	Resource Lists due <ul style="list-style-type: none"> <li>• Stationery Lists returned to the College or purchased independently.</li> <li>• Book lists completed online</li> </ul>
Fri 15 Dec	Start of the year details emailed
2018	
Tue 23 Jan	<ul style="list-style-type: none"> <li>• Resource Collection</li> <li>• The Uniform Shop open 10.00am – 6.00pm</li> </ul>
Mon 29 Jan	Camps Sports and Excursions Fund (CSEF) applications open from Term 1
Thurs 1 Feb	First day for Year 7 and Year 12 students
Fri 16 Feb	Catholic Education Benefit (CEB) application due

## Communication

Website, Parent Portal, SMS, Email, Phone, Facebook, Twitter...

Mater Christi College fully embraces the opportunities that Information and Communication Technologies (ICT) provide to support learning and efficient communication.

Email is our primary means of communication with families for invitations, notice of upcoming events, excursions etc.

SMS is used for reminders, emergency notification and absence reporting.

The College also uses Social Media ([Facebook](#), [Instagram](#) and [Twitter](#)) to feature and celebrate student activities and achievement.



## School Hours/Daily Routine

The College operates a 10-day timetable with 4 periods each day.

Regular Days		
Time	Activity	Length
8.45am	Period 1	75 mins
10.00am	Recess	
10.25am	Period 2	75 mins
11.40am	<i>Move to Period 3</i>	
11.45am	Period 3*	75 mins
1.00pm	Lunch	
1.50pm	Period 4	75 mins
3.05pm	Dismissal	

\* Pastoral Period on Thursday Day 4

Day 9 only		
Time	Activity	Length
8.45am	Period 1	60 mins
9.45am	<i>Move to Pastoral Period</i>	
9.50am	Pastoral Period	60 mins
10.50am	Recess	
11.15am	Period 2	60 mins
12.15pm	<i>Move to Period 3</i>	
12.20pm	Period 3	60 mins
1.20pm	Lunch	
2.05pm	Period 4	60 mins
3.05pm	Dismissal	



## College Uniform

As a Good Samaritan College in the Benedictine tradition, we recognise the dignity of all individuals. We also believe that wearing the uniform correctly is a display of respect for self and for the College community.

Enrolment at the College implies acceptance of the following uniform policy guidelines:

- Students must wear Mater Christi College uniform on all school occasions
- Students may choose from within the College stated seasonal uniform range
- Non-uniform items are not permitted
- Uniforms must be kept neat and clean at all times. Dresses and skirts are to be worn no shorter than the top of the knee
- All clothing should be named clearly, so that the lost or misplaced articles can be easily returned
- Students must wear items from the summer, winter or PE uniform sets. Mixing of these uniform sets is not permitted

[Click here for more information about the College uniform, including uniform policies and trading hours](#)

### Uniform Shop

Mater Christi College student uniform is available exclusively from the College Uniform Shop located on the College campus. The direct phone number for the Uniform Shop is 03 9757 0815.

The Uniform Shop is open Tuesdays and Thursdays, 1.00pm to 4.00pm, during school terms. The last day of trading for the Uniform Shop in 2017 is Thursday 30 November 1:00pm – 4:00pm.

Payment options include, cash, cheque, credit card or EFTPOS (no American Express or Diners Club).

### Uniform Fitting Days

Fitting days are arranged with an appointment time allocated to each student. On these fitting days, experienced staff completely fit students while still allowing room for growth.

Please make every effort to attend at the allotted time. If the appointment is not suitable, please phone the Uniform Shop on 03 9757 0815 during shop hours, and they will endeavour to schedule another time.

<b>Year 7 2018 Uniform Fitting Dates</b>	
Tuesday 17 October 2017	4.00pm – 8.00pm
Thursday 19 October 2017	
Tuesday 24 October 2017	
Thursday 26 October 2017	

### Important Uniform Shop Dates

The Uniform Shop is open Tuesdays and Thursdays, 1.00pm to 4.00pm, during school terms.

<b>2017</b>	
<b>Year 7 2018 Orientation Day</b> Wednesday 15 November 2017	12.00pm – 4.00pm
<b>Last Day of Trading</b> Thursday 30 November 2017	1.00pm – 4.00pm

<b>2018</b>	
<b>Uniform Shop extra trading hours</b> Tuesday 23 January 2018	10.00am – 6.00pm
Tuesday 30 January 2018	
<b>First Day of Term 1 2018</b> Thursday 1 February 2018	1.00pm – 6.00pm

## Transport

Students travel to the College in various ways - train, public bus, charter bus, car or by walking.

Mater Christi has a number of Charter Buses servicing areas that do not have direct public transport to the college. These buses service Berwick, Narre Warren, Endeavour Hills, Lysterfield, Rowville, Wantirna and Clyde.

To secure a place on the requested bus, applications must be returned by Friday 13 October 2017.

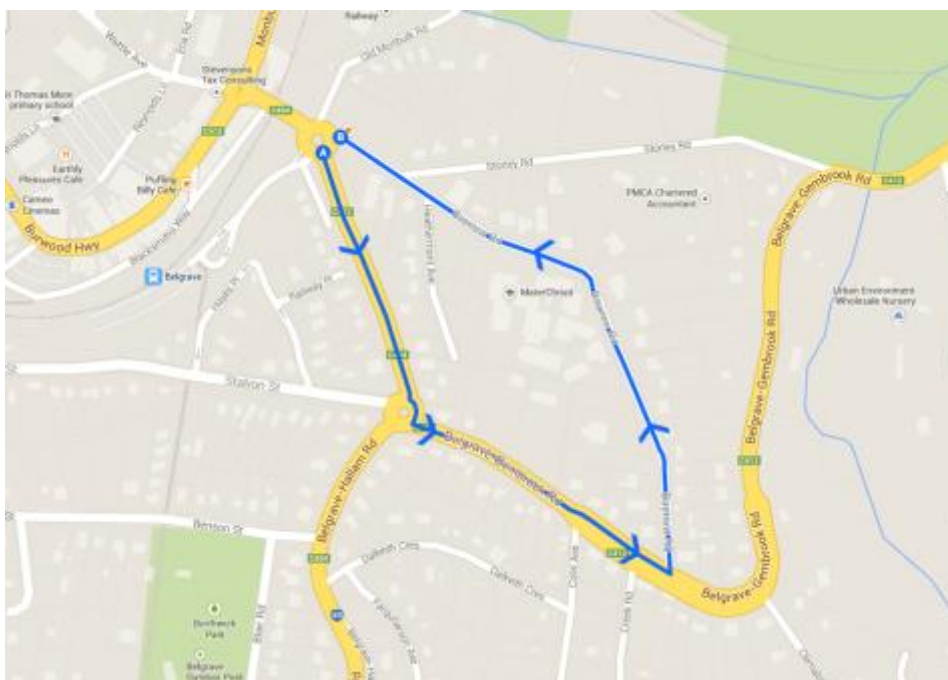
Please note the fees for 2018 have not been finalised yet. The MCC Charter Bus fees are indicative only and could change. Check our website in October for up to date information.

[Click here for more information about Transport](#)

## Traffic Management

Safety around the College is a key priority – for drivers, pedestrians and local residents. For travelling to and from school, all parents and staff are asked to:

- Travel with utmost care – observe 40 km per hour zoning
- Enter Bayview Road from the eastern end (see diagram below)
- Keep clear of ALL driveways, school entrances and roadways
- Avoid double parking
- Use the drop-off zone on Bayview Road, school side ONLY and NOT in school grounds
- Obey all parking signs – Council Parking Officers are often in the area
- Keep clear in front of the FIRE STATION — AT ALL TIMES



## Curriculum and Learning

### Curriculum

The framework for the Year 7 – 10 Curriculum is provided by the International Baccalaureate Organisation's (IBO) Middle Years Program (MYP).

Incorporating the IBO's fundamental principles of Intercultural Awareness, Communication and Holistic Learning, the MYP is a student centred program which uses interdisciplinary links and promotes inquiry- based learning.

Students are required to study the essential disciplines: English, Mathematics, Science, Humanities, Religious Education, Technology, The Arts, LOTE and Health & Physical Education.

[Click here to find more information about the Curriculum](#)

### Reporting Procedures

Students at Mater Christi College receive regular feedback about their academic progress.

This can take many forms including test and assignment grades, assessment rubrics as well as teacher comments – both written and verbal.

Students are encouraged to discuss all forms of feedback with their teachers and parents.

### Home Study

Students are encouraged to set themselves goals with regard to the work that needs to be completed each night. Home study is important in order to be prepared for the day's classes and to help consolidate concepts taught in class.

The suggestion that Year 7 students should complete 6 hours per week over 4 nights is set as an approximate guide. The actual needs may vary depending upon the individual student's capabilities and needs.

At Year 7, the emphasis is on creating positive study habits early in secondary school life.

## Instrumental Music

In addition to classroom music, individual instrument or singing lessons are available. Learning a musical instrument can improve memory, organisational skills, co-ordination, teamwork and communication.

Music students enjoy great camaraderie and can enhance their skills through a variety of ensembles and performance opportunities including Showcase, Ensemble Night, Music Camp and the College Production.

[Click here for more information about the College Instrumental Tuition program](#)

## Resource Lists

Links to the Resources Lists become live in November.

All students will be provided with a combination padlock for their individual security locker at the start of the school year. Replacement padlocks are purchased from Main Reception.

## Learning Technologies

### Network and Electronic Usage Guidelines

Mater Christi College provides a contemporary learning environment which includes the use of digital and online resources to prepare our students for their future. In all instances, students are required to follow College rules and procedures and respect its values, especially those of respect, honesty and integrity.

Within this context, students are provided with College leased iPads (Years 7 & 8) or MacBook Air Laptops (Years 9 – 12). The arrangements for 2018 will be confirmed with parents.

Many students access a secondary device, such as a mobile phone or tablet. In order to ensure safe usage and appropriate learning opportunities, students need to organise for authorised College network access for any additional devices.

Guidelines, expectations and procedures are provided to protect all students and the security and integrity of the College data and technology infrastructure. The College will take appropriate disciplinary action for non-compliance with these.

All communication systems within Mater Christi College network, including email and internet/ intranet facilities, are the College's property. The College allows access to and use of its network for legitimate work and education related purposes as outlined below:

### College Expectations:

The communications network at Mater Christi College has been set up to provide and maintain:

- The highest level of communication technology and software access.

- An environment of ownership, respect and responsibility.
- Every opportunity for growth and development in the use of communications technology.
- A safe and secure environment for personal work and files.
- Internet access for educational purposes.

As a consequence, network users are expected to adhere to the following:

- Users can only remove or adjust hardware and/or peripheral devices with authorisation
- Users must check that all data storage devices are in good condition before use
- Users can only upload, download, copy, or store any software, shareware, or freeware on the network with prior authorisation
- Users can only use personal wireless broadband devices at school with authorisation
- Uploading, downloading or storing video, music or image files must be in accordance with College expectations and legislative requirements
- Users must ensure they have logged off the College network at the end of each day
- Student mobile devices need to be charged overnight in readiness for use in all classes and securely stored when not in use
- The use of all electronic communication devices are to be authorised by the teacher. Otherwise students are required to switch off such devices and ensure their safe keeping at all times
- Mobile phones or other electronic devices may only be used in exams or assessments if these are authorised by the supervising teacher
- Users must inspect any school-owned devices before use and report damages
- Users must keep passwords confidential and lock devices when unattended

### Responsibilities

The College accepts no responsibility for lost, stolen or damaged personal mobile devices either at school or travelling to and from school.

The following websites provide further information and support:

- [cybersafetysolutions.com.au](http://cybersafetysolutions.com.au)
- [esafety.gov.au](http://esafety.gov.au)
- [iCybersafe.com](http://iCybersafe.com)
- [bullyingnoway.gov.au](http://bullyingnoway.gov.au)

When accessing the College network all users will be required to acknowledge as follows:

## Mater Christi College Digital Technology Expectations

As a user of Mater Christi College network and/or mobile devices, I acknowledge that I will:

- Use digital technology in a respectful way for legitimate work and education-related purposes.
- Seek permission prior to recording any individual, class, school activity or any College event.
- Adhere to copyright protocols and acknowledge sources appropriately.
- Use social media sites when authorised, representing College values appropriately.

## Services

### Student Support Services

Further support for students is provided through the Counselling Centre and Health Care Centre.

Our registered psychologists support student learning and wellbeing. They are actively engaged in the Pastoral Program and provide counselling, assessment and programs to support individual students. Ongoing or additional support needs are referred to appropriate agencies and mental health practitioners.

Our registered nurses provide assistance for first aid needs, school-based care for students with chronic medical conditions and health care resources. The Health Care Centre is open Monday - Friday during the school term.

Parents may contact Student Support Services via Parents may contact Student Support Services via email:

[counselling@materchristi.edu.au](mailto:counselling@materchristi.edu.au) and [healthcentre@materchristi.edu.au](mailto:healthcentre@materchristi.edu.au)

### Health Care Centre Information

#### Information Update

To ensure the best possible health care for each student, up-to-date information is essential. Parents are asked to notify the Health Care Centre of changes to any personal or health details as soon as possible.

Phone 9757 0831 or email [healthcentre@materchristi.edu.au](mailto:healthcentre@materchristi.edu.au)

#### Students who are ill whilst at school

If a student becomes ill or has an accident during the day and is therefore unable to attend classes, the student must go to the Health Care Centre for attention. If necessary, the nurse on duty will contact a parent or guardian to collect the student from school. It is essential that communication with home is coordinated by the school (not the student) in order to ensure appropriate duty of care and to manage students' health needs



## Health Regulations

Parents are asked to notify the school if a student has an infectious disease, or has been in contact with a person who has. The student may be required to stay away from school for the prescribed time, as indicated by the Department of Health and Human Services.

## Medication

Students requiring medications other than paracetamol naprogesic for occasional or daily use MUST complete a “Student Own Medication” form and return it to the Health Care Centre with the required medication so that it can be made available to them when needed.

[Click here to access medical forms located on the College website](#)

## Allergies

Allergies can be life threatening and require rapid medical attention.

If your daughter has an allergy – please ensure that the Health Care Centre has the most up to date information at all times.

For students who experience the risk of Anaphylaxis an Action Plan for Anaphylaxis MUST be completed. As well as an anaphylaxis risk management plan, an EpiPen must also be provided to the school.

[Click here to access medical forms located on the College website](#)

## Asthma

Mater Christi College is recognised as an Asthma Friendly School by the Victorian Asthma Foundation.

It is a legal requirement that we have an Asthma Action Plan for each student with an Asthma diagnosis.

[Click here to access medical forms located on the College website](#)

## SunSmart – Sun Protective Clothing and Hats

Mater Christi College follows procedures outlined in the Cancer Council Victoria's SunSmart Program.

Sun protection is important at all times but particularly when UV levels reach 3 and above (usually from the beginning of September until the end of April). There are many sun-protected areas within the school grounds - e.g. trees, shade cloths and covered areas.

Appropriate sun protective clothing is included in the PE uniform and students are required to wear the College baseball cap or bucket hat for all outdoor sports in Terms 1 and 4.

Students are encouraged to keep to shaded areas during the high UV period. Sunglasses may be worn. The use of SPF 30+ broad spectrum, water resistant sunscreen is encouraged and is available through the Health Care Centre and from PE staff.

## Finance

### MyMCC

The [MyMCC](#) tab on the College website provides secure access to student information (via Parent Portal) and finance services (via [MaterShop](#), [FeeAccount](#)).

Further details including username and password will be emailed to parents.

### FeeAccount

Families can view their Mater Christi College [FeeAccount](#) and make payments by Direct Debit or Credit Card within a secure environment.

Credit Card details are encrypted and stored within the NAB Transact online payment gateway to ensure compliance with privacy laws and banking regulations.

### Camps, Sports & Excursions Fund (CSEF) & Dairy Assistance

The Victorian Government Camps, Sports and Excursions Fund (CSEF) commenced in 2015 for four years and provides payments for eligible students to attend camps, sports and excursions.

[Click here for more information about CSEF, including eligibility requirements](#)

### Catholic Education Benefit (CEB)

Mater Christi College offers an annual rebate to families who have sons attending a Catholic Secondary College.

[Click here for the application form and more information about CEB](#)

## Conveyance Allowance Program (CAP)

Students attending Mater Christi College may be eligible for financial assistance with transport costs through the Conveyance Allowance Program (CAP).

To be eligible for the Conveyance Allowance a student must reside 4.8km or more by the shortest practicable route from the College.

The Department of Education and Training (DET) pays the Conveyance Allowance to the College for distribution to families.

[Click here for more information about CAP](#)

## MaterShop

[MaterShop](#) is a debit card system which supports cashless transactions at Café Bene and for selected optional student activities.

Students use their Mater Christi Student Photo ID Card as the debit card.

Use of the [MaterShop](#) service provides students with a safe and secure access to agreed funds.

## Café Bene

Café Bene is open from 8.15am to 4.00pm every school day.

Students are able to purchase snacks, lunch and drinks and can pre-order lunches at the beginning of the day.

[Click here for more information about Café Bene](#)