

COMMENCING AT
MATER CHRISTI COLLEGE
YEAR 7 2021



Mater Christi



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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.

2020 has been a year of challenge and change across the whole community. We are proud of our students' resilience and adaptability as they manage the shifts between school-based and online learning. They have certainly lived the "can do" attitude of girls' education.

You are encouraged to participate fully in the life of the College so that your daughter may become *"a compassionate woman of faith, who will participate actively and creatively in the affairs of society"* (MCC Mission Statement).

Information and Contacts

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

Information regarding arrangements surrounding coronavirus can be accessed via the [COVID-19 Management](#) button on our homepage.

Visit the [Contact Us](#) page to access phone numbers and email addresses of all key contacts in the College; otherwise try the "Search" function on our MCC 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 often go through a range of emotions, display varying levels of confidence and may feel a bit uncertain at times. Secondary school seems initially a complex place – usually a bigger school community with more choices and learning 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 side-line. Reassure them as difficulties faced are mostly temporary and you will be there for them.

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 her school experiences.

Be Confident

Your daughter will likely take her cues from you. Showing confidence in her ability to cope will build her own self-confidence and resilience.

Getting Involved

Early into first term, we will provide opportunities for you to meet your daughter's teachers and other relevant staff. Information about these and other College events will be provided to you via email, eNews and on the Parent Portal.

Contacting Your Daughter's Pastoral Group Teacher

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

Establishing Consistent Routines Both at Home and at School

Routines and expectations will support your daughter as she settles into secondary school and sets up positive practices for her future years. For example, having a copy of your daughter's school timetable on the fridge door may help with preparation for the day ahead. Others find creating lists together of what to do each day can help students know what is going to happen and what is expected. We encourage you to find your own way to help her 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 may be challenging. Consider accompanying your daughter on the train or bus as a 'test-run' before the first day. This will help familiarise her with the journey. 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 across the other aspects of her life. For example, ensure she 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 requirement for balance and teenagers need between 9 and 10 hours of sleep every night.

Helping Establish New Friendships

Your daughter will expand her friendship group and make new friends. You can support this process by providing the opportunity for her to invite new friends home.

Problem Solving

Make the time to listen to and talk with your daughter. Sometimes young people are overly challenged with problem solving. If your daughter tells you of a problem she is having, ask her to suggest 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 Coordinator (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](#)

[Click here to access more valuable resources from Dr Michael Carr-Gregg on SchoolTV](#)

School Operations

Upcoming Dates

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

During the pandemic and the resultant restrictions, we are not able to confidently set dates for the usual activities. The following provides an indicative schedule. Dates will be advised as soon as we are able to confirm plans.

2020	
18 Sept	MCC Charter Bus request due
Dec	<ul style="list-style-type: none"> Uniform Fitting appointments Resources Lists available online – link sent by email
4 Nov	Annual Fee Billing sent
11 Nov	Year 7 2021 Orientation Program <ul style="list-style-type: none"> Information regarding the Orientation Program to follow.
Deferred to 2021	Grade 6 Testing <ul style="list-style-type: none"> English and Maths
11 Dec	Resource Lists due
14 Dec	Start of the year details emailed
2021	
27 Jan	<ul style="list-style-type: none"> Resource Collection The Uniform Shop open 10.00am – 6.00pm
1 Feb	First day for Years 7 and 10
	Camps Sports and Excursions Fund (CSEF) applications open from Term 1
	Catholic Education Benefit (CEB) application due

Communication

Mater Christi fully embraces the opportunities that technology provides for communication and learning. In summary:

Email

Email is our primary means of communication with families for invitations, notice of upcoming events, excursion advice etc. Look out for these emails in case your filters direct them to “junk”.

The College e-newsletter email collates recent items posted on the news section of our website.

SMS

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

My MCC (intranet)

My MCC provides access to password secured information, including:

- College Calendar
- Attendance, reports, appointments, timetables
- MaterShop: Café Bene, optional activities e.g. Central Australia Trip
- Fee Account: View statements and pay MCC Fees

Canvas

Canvas is our Learning Management System (LMS). Students access course materials, classroom activities, assignments, assessment information, schedules and more through our LMS. Parents are also able to monitor student progress through visiting the LMS.

Website

The College website hosts a range of reference material, news and views. Links to relevant pages are often included in emails or the e-newsletter.

Social Media

The College also uses Social Media, particularly Facebook and Instagram to feature and celebrate student activities and achievement.

School Hours/Daily Routine

The College operates a 10-day timetable with 4 periods each day. During periods of school closure, an alternate schedule operates in recognition of the different demands of online learning.

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.
- 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.
- 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 2020 is Thursday 3 December 1:00pm – 4:00pm.

Please check the College website for any changes in the operating hours of the Uniform Shop during COVID-19 restrictions.

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. The College will email all families advising times and arrangements later this year. On these fitting days, experienced staff completely fit students while still allowing room for growth.

We hope that most families will be able to attend at the allotted time. If the appointment is not suitable, please phone the Uniform Shop staff on 03 9757 0815 during shop hours, and they will endeavour to schedule another time.

Year 7 2021 Uniform Fitting Dates	
Tuesday 1 December 2020	3.00pm – 8.00pm
Thursday 5 December 2020	
Tuesday 8 December 2020	
Thursday 10 December 2020	
Tuesday 15 December 2020	

Uniform Shop Dates

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

Please check the [College website](#) for any changes in the operating hours of the Uniform Shop during COVID-19 restrictions.

2020	
Last Day of Trading Thursday 26 November 2020	1.00pm – 4.00pm

2021	
Uniform Shop extra trading hours Thursday 21 January 2021	10.00am – 4.00pm
Wednesday 27 January 2021	
Thursday 28 January 2021	
Term 1 usual trading hours commence Tuesday 2 February 2021	1.00pm – 4.00pm

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 18 September 2020.

Please note the fees for 2021 have not been finalised. The MCC Charter Bus fees are indicative only and could change. Check our website at the end of October for up to date information.

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

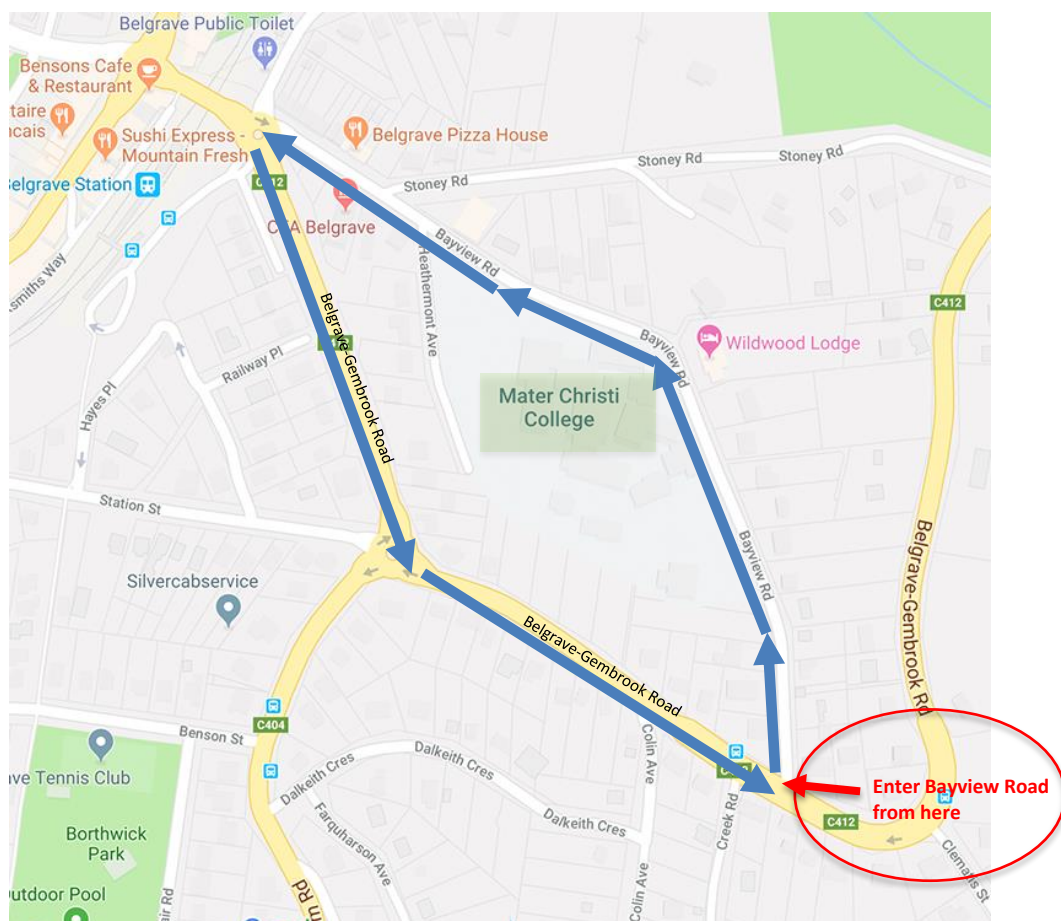
For any Transport or Conveyance Allowance queries please contact the Finance Team at: accounts@materchristi.edu.au

Traffic Management

Safety around the College is a key priority – for drivers, pedestrians and local residents.

For the safety of all and to assist with traffic flow, please observe the following when driving near the College:

- Enter Bayview Road from the South end (Belgrave-Gembrook Road), NOT the Belgrave end, during peak times (8.00 – 9.00am and 2.30 – 3.30pm).
- Use the drop-off zone on the school side of Bayview Road.
- Do not enter school grounds during peak times.
- Keep clear of ALL driveways, school entrances and in front of the FIRE STATION.
- Travel with full attention and observe 40kph zoning.
- Obey all parking signs – Council Parking Officers are often in the area.
- Avoid double parking.



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) and fulfils all requirements of the Australian National Curriculum.

Our program aims to develop inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through intercultural understanding and respect. It encourages students to make practical connections between their studies and the real world, preparing them for success in their further study and life. It requires students to look beyond themselves and develop an awareness of the issues that challenge us at an international level. In doing so students are encouraged to be creative, critical and reflective thinkers. As such the Middle Years Program framework aligns closely with our College motto "Informed, Compassionate, Creative".

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 updates on Canvas, 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 workload throughout the term.

At Year 7, the emphasis is on creating positive study habits early in secondary school. Learning to be self-regulating and organised are skills that will ensure students are ready to manage an increased workload when they reach the Senior School.

Instrumental Music

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

Lessons are provided on campus by the Mae Collard School of Music. [Click here for more information about the College Instrumental Tuition Program.](#)

Music students enjoy great camaraderie and can enhance their skills through a variety of ensembles and performance opportunities at the College.

For any Instrumental Music queries please contact the Finance Team at: accounts@materchristi.edu.au

Resource Lists

Links to the Resources Lists become live in November.

All students will be provided with a combination padlock for their individual locker at the start of the school year. Replacement padlocks can be 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 our 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 exact arrangements for 2021 will be confirmed with parents.

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:

All students are required to secure mobile phones in their lockers. They may not be used during the school day unless specifically authorised by a teacher for a particular lesson.

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.

Students are required to formally agree to abide by the conditions of the ICT User Agreement annually.

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
- esafety.gov.au
- bullyingnoway.gov.au

Services

Student Support Services

Further support for students is provided through the Counselling and Health Care Centres and both are open Monday – Friday during the school terms.

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.

Parents may contact Student Support Services via email:

counselling@materchristi.edu.au and 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

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 medication other than paracetamol or naproxen 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. Please make sure the medication is in its original packaging and the expiry date is visible.

[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.

An Action Plan for Anaphylaxis MUST be completed for students who are at risk of Anaphylaxis. In addition, an anaphylaxis risk management plan and 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 the College intranet.

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

Fee Account

Families can view their Mater Christi College FeeAccount through [MyMCC](#) 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.

[Click here for the payment arrangement and direct debit form](#)

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

The Victorian Government Camps, Sports and Excursions Fund (CSEF) commenced in 2015 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. Check wording with Business Manager

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

MaterShop

MaterShop is a debit card system which supports cashless transactions for photocopying, printing, 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.

MaterShop can be accessed and funds transferred via [MyMCC](#).

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](#)

myki

Some excursion destinations are best accessed via public transport. All students will require a myki with sufficient funds for those travels.

[Information about myki is available on the PTV website](#)

We recommend that students also register their card.

We look forward to welcoming you and your daughter to our community.