



MOUNT CARMEL COLLEGE

R-12

Parent Handbook



R-6

Primary Campus

17 Pennington Terrace, Pennington
Phone: 8447 0500

7-12

Secondary Campus

33 Newcastle Street, Rosewater
Phone: 8447 0500

Website: www.mcc.catholic.edu.au | Email: mcc@mcc.catholic.edu.au



WESTERN
TECHNICAL
COLLEGE

44 Russell Street, Rosewater
Phone: 8447 0560
Email: info@wtc.sa.edu.au
Website: www.wtc.sa.edu.au



Welcome

On behalf of our community, I welcome your family to Mount Carmel College. I extend a very special welcome to those families joining our community for the first time.

We look forward to working in partnership with you to support your child to aspire to excellence, to experience the breadth of opportunities available through the College and to be a thriving unique person.

In this Parent Handbook, you will find information about our unique Mount Carmel Community.

At Mount Carmel College, we strive to provide your child with an excellent academic program within a supportive and community-oriented learning environment that encourages each student to reach their full potential. We highly value effective communication between home and the College.

Our broad and inclusive Teaching and Learning and Student Wellbeing programs accommodate individual needs and promote the pursuit of academic and personal excellence.

Our core values are belonging, diversity, excellence and relationship. We empower hearts and minds to flourish.

I hope that your family will experience our vision to be a Catholic community of welcome, connecting faith, family and education.



Mr John Konopka
Principal

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Our Campuses

Mount Carmel College has three campuses.

Primary Campus

17 Pennington Terrace

Pennington SA 5013

www.mcc.catholic.edu.au

T: 8447 0500

E: mcc@mcc.catholic.edu.au

Secondary Campus

33 Newcastle Street

Rosewater SA 5013

www.mcc.catholic.edu.au

T: 8447 0500

E: mcc@mcc.catholic.edu.au

Western Technical College

44 Russell Street

Rosewater SA 5013

www.wtc.sa.edu.au

T: 8447 0560

E: info@wtc.sa.edu.au



Partnership between Staff, Students and Family

At Mount Carmel College, we aspire for students to be thriving people, capable learners, leaders for the world God desires.

Student safety and wellbeing are crucial as precursors for being a successful student. Mount Carmel College has an absolute priority on the safety of everyone.

We nurture a culture of achievement and personal excellence underpinned by high expectations, high quality teaching and learning, support as needed, and strong home, school and community engagement.

Our Vision and Mission

The Gospel values of 'Caritas et Dignitas' (Love & Dignity) reflect our heritage as a Catholic school in the Josephite tradition. They are the foundation of Mount Carmel College.

The Vision and Mission of Mount Carmel College is to serve its community by providing a quality, contemporary Catholic education. The legacy of the Josephite tradition enriches the College as it works to meet the needs of the times. At the heart of our mission is a diverse learning community where relationships are grounded in Gospel values, individuals feel they belong, can thrive and all are encouraged to celebrate their personal excellence.

Our Core Values are ***Belonging, Diversity, Excellence*** and ***Relationship***.
We empower hearts and minds to flourish.



New Families – Important Matters to Begin at Mount Carmel College

This Parent handbook has lots of information, but the following is a quick checklist of some key matters.

Primary Years (R-6)

- Your child will be at the Primary Campus (17 Pennington Terrace, Pennington)
- The student uniform is available for purchase at the Primary Campus (see Mount Carmel College website for opening hours) and also from Hambours, 2 Wilson Street, Royal Park SA 5014 (T: 8447 2077)
- The school has an onsite canteen and orders can be placed on the Qkr! app
- The Mount Carmel College Out of School Hours Care (OSHC) program is run by primary school staff and provides before and after school care for R-6 students, as well as vacation care for our primary students. Occasional Care is provided once per week during term time. Playgroup is also available once per week during term time. Families that wish to access Child Care Subsidy (CCS) will need to contact the Department of Human Services.
- Our Newsletter is available from our website www.mcc.catholic.edu.au
- Join our Facebook page: www.facebook.com/mccadelaide

Secondary Years (7-12)

- Your child will be at the Secondary Campus (33 Newcastle Street, Rosewater)
- The student uniform is only available for purchase from Hambours, 2 Wilson Street, Royal Park SA 5014 (T: 8447 2077)
- Each student will require their own laptop which meets the minimum specifications for both NAPLAN and Year 12
- The school has an onsite canteen and orders can be placed on the Qkr! app
- Our Newsletter is available from our website www.mcc.catholic.edu.au
- Join our Facebook page: www.facebook.com/mccadelaide

Allergy Aware Environment

We have a number of students with severe allergies, therefore students must not share food.

Parents will be notified of special celebrations so they may accommodate their child's needs if allergies are a problem for their child.

Mount Carmel College - a Catholic School

As a Catholic school steeped in the Josephite tradition we value the holistic education of all students.

We express the mission of God by upholding the inherent dignity and worth of each individual.

We are a learning community committed to providing quality Catholic education and faith development within the context of Gospel values espoused in the life of Jesus.

We strive to be bold in honouring and nurturing the Josephite charism and its creative expression in the diversity experienced at Mount Carmel College.

We provide a learning environment where Religious Education is central to the education program. Our role is to educate young people in the integration of faith and culture with numerous opportunities provided for participation in Church and society.



Our History and Local Community

Mount Carmel College celebrates its rich heritage in the work of Saint Mary of the Cross MacKillop, co-founder of the Sisters of St Joseph in Australia in 1874, as well as the legacy of the work of the Sisters of St Joseph in our local area who worked hard to educate boys and girls marginalised from education and in response to the social inequity of the 19th Century.

Mount Carmel College continues to honour and nurture the Josephite charism by expressing this richness in the modern context.

Mount Carmel is a coastal mountain range in the Holy Land in northern Israel stretching from the Mediterranean Sea towards the southeast, near the city of Haifa. This is a holy place for Christians, Jews and Muslims.

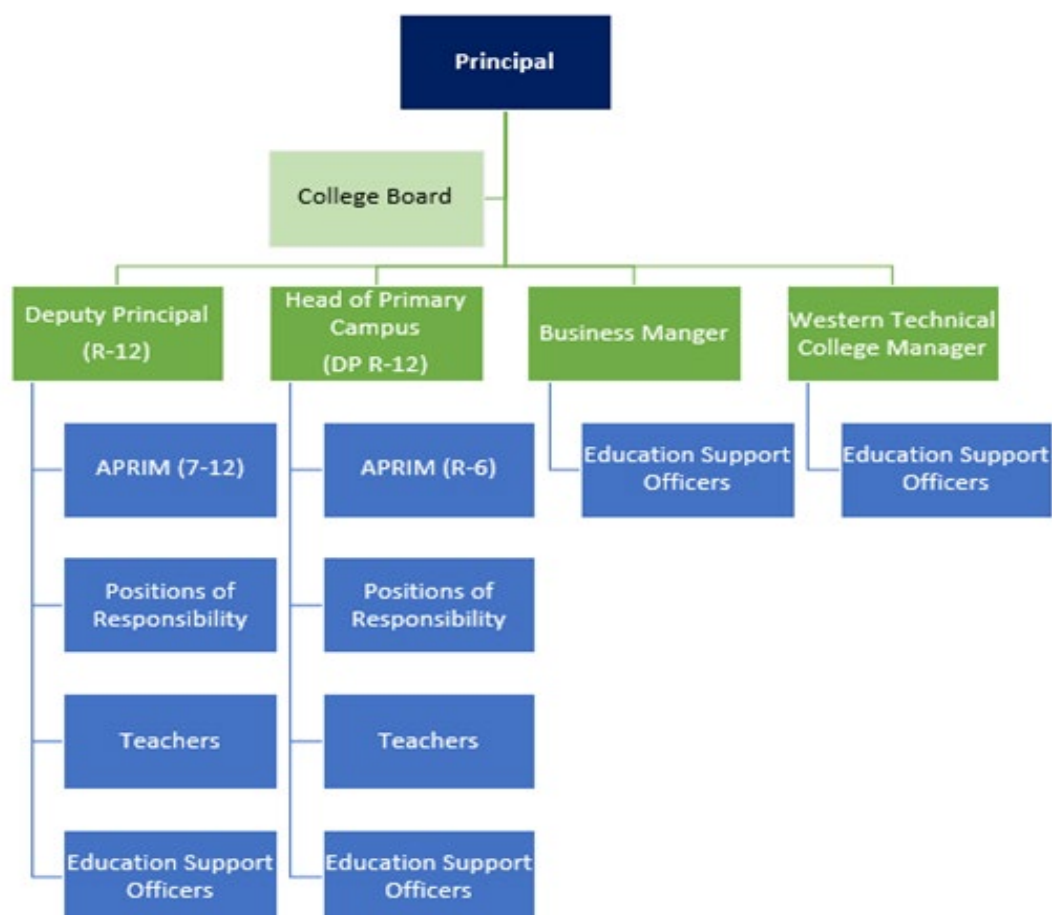
Our Lady of Mount Carmel Church is part of the Albert Park/Pennington Catholic Parish. The Parish has three churches: Our Lady of Mount Carmel Church (Pennington), Our Lady Queen of Peace Church and St Mary's Church (Port Adelaide).

The community of Mount Carmel College is one of the most multi-cultural and diverse school communities within Catholic Education SA. The College has a low-fee structure to support the many families in this low socio-economic area, and high levels of fee remission for genuine financial hardship.

The South Australian Commission for Catholic Schools (SACCS) in September 2020 approved the unification of Mount Carmel College (MCC) with Our Lady of Mount Carmel Parish School (OLMC) to form Mount Carmel College R-12 from the start of the 2022 school year.



Organisational Chart



College Board

The Mount Carmel College Board is an important part of the College community and offers parents/guardians the opportunity to get involved and assist the College. The Board works cooperatively with the Principal and the Leadership Team with special focus on policy development, financial management, pastoral care of the community and strategic planning. Membership includes College staff, representative of Catholic Education SA and community representatives.

Finance Committee

The Finance Committee of the Board reviews the financial performance of the College prior to reporting to the Board. The Finance Committee oversee the monthly budget statements and recommends them to the Board, makes recommendations re fee levels, monitors all capital development, ensures the College has an up to date Master Plan and compliance with legal obligations. Parents/ Guardians with a background in finance are encouraged to consider applying for this role.

Parents and Friends Committee

The Parents and Friends Committee supports the social life of the school and provides a range of activities for students throughout the year. Events have included stalls for Mother's and Father's Day, school disco and lunchtime sausage sizzles.

College Hours

Primary Campus

Classes commence: 8.45am

Classes conclude: 3.00pm

Recess: 11.00am – 11.20am

Lunch: 1.00pm – 1.40pm

Yard Supervision (teachers on duty):

Before school: 8.25am – 8.45am

After school: 3.00pm – 3.20pm

Office Hours: 8.20am – 3.30pm

Secondary Campus

Classes commence: 8.26am

Classes conclude: 3.00pm

Recess: 10.40am – 11.00am

Lunch: 1.00pm – 1.40pm

Yard Supervision (teachers on duty):

Before school: 8.05am – 8.25am

After school: 3.00pm – 3.20pm

Office Hours: 8.00am – 4.00pm



Out of School Hours Care (OSHC)

Before and After School Care

The Out of School Hours Care (OSHC) service cares for Reception to Year 6 students before school hours from 7.00am – 8.45am and after school hours until 6.00pm.

Vacation Care

Vacation care is available for Reception to Year 6 students during school holidays.

Occasional Care

Occasional Care is provided once per week during term time.

Playgroup

Playgroup is also available once per week during term time.

Child Care Subsidy (CCS)

Families that wish to access Child Care Subsidy (CCS) will need to contact the Department of Human Services.



Student Uniform

The primary campus has an onsite Uniform Shop for the purchase of uniform items. The uniform for primary students can also be purchased from Hambours.

Secondary campus students need to purchase their uniform items from Hambours.

A list of all uniform items and the Student Uniform Policy and Procedures can be found on the Mount Carmel College website.

Primary students wear the Active Wear uniform each day of the week.

Secondary students wear the PE uniform on the day/s they have practical PE lessons.

All uniform items can be purchased from Hambours, either online or in store.

Online Uniform Shop - All Uniform can be purchased online from Hambours at: www.mtcarmel.hambours.com.au
A 5% discount applies to all orders purchased online only – Discount Code MCCHAMX5.

Shop in-store: Uniform can also be purchased in store at Hambours - 2 Wilson Street, Royal Park SA 5014
Ph: 8447 2077

Web: www.hambours.com.au

Email: customerservice@hambours.com.au

Open Monday - Friday 9am - 4.30pm (closed public holidays and weekends).

Curriculum

The school utilises the Australian Curriculum for Reception to Year 10 and the South Australian Certificate of Education (SACE) for Year 11 and Year 12.

The Australian Curriculum provides the content descriptions and learning outcomes for students in Reception to Year 10. In addition, we access the Catholic Education South Australia (CESA) 'Crossways' curriculum to inform our teaching and learning of Religious Education.

The nine Key Learning Areas are:

- Religious Education
- English
- Mathematics
- The Arts
- Languages (Japanese R-6, Japanese or Italian Years 7-12)
- Science
- Health and Physical Education
- Society and the Environment
- Design and Technology.

As a Catholic school, we offer religious education in the Catholic tradition, offering opportunities for children to learn about our loving God and to develop a personal relationship with Jesus Christ through the teachings and message of the Gospel. Prayer is integral to the life of Christians. Children have regular opportunities to participate in and lead prayers and rituals within their classroom and for larger gatherings.

In partnership with the Albert Park/Pennington Parish and Our Lady Queen of Peace School, the Sacraments of Reconciliation, Confirmation and First Holy Communion are celebrated each year.

Western Technical College

Students can undertake trade training at the Western Technical College where they can obtain Vocational Education and Training (VET) qualifications whilst also gaining credits towards their SACE.



Student Absentee Procedure

Mount Carmel College secondary campus (Years 7-12) uses a text messaging system sent direct to the mobile phone of parents/guardians to manage student attendance and remind parents/ guardians of significant events, etc.

Years 7 to 12 Students

If a student is going to be late or absent it is the responsibility of parents/ guardians to notify the College **before 9.00am**.

To do this, send a text message to **0438 368 846** and include student name, Pastoral Care, reason for lateness/ absence and the date. This number is only available for text messaging.

Reception to Year 6 Students

Send a message via School Stream App.

If the school has not been notified of an absence or late arrival by 9.00am, an SMS text message will be sent to parents/guardians advising them that the student is not at school. This occurs each day starting at approximately 10.15am. It is the responsibility of a parents/guardians to provide current and updated mobile numbers to the College.

Students who arrive late are required to report to the Student Office to sign in.

Unexplained Late/Absence

If there is no note/phone contact from home within 24 hours, the student will be marked as an 'unexplained late' for that day. After two incidences of an 'unexplained late' occur within a term, the student's Pastoral Care teacher will make contact with parents/guardians to discuss.

Similarly, if a student is absent and there is no note/ phone contact from home within 24 hours, the student will be marked as an 'unexplained absence' for that day. After two incidences of 'unexplained absences' occur within a term, the student's Pastoral Care teacher will make contact with Parents/Guardians to discuss.

Extended Absence

By law, the College must be notified in writing (eg by email) where a student and/or family is planning to take an extended absence (e.g. holiday, medical, etc).

Notification in the form of an email or letter to the Principal must be sent two weeks prior to the start of the absence in order to assist teaching and support staff to adequately support the student's learning in their absence.

Information Forms and Change of Details



It is extremely important that family information and details are kept up to date in the event of an emergency. For changes to family information such as change of address, contact phone numbers, email address, family situation, a Change of Details form needs to be completed and returned to the College as soon as possible.

This form is available from the Student Office or from the College website at:

<http://www.mcc.catholic.edu.au/our-community/policies-procedures>

Canteen

Both the primary campus and secondary campus have an onsite canteen. Lunch orders may be placed via the Qkr! app.

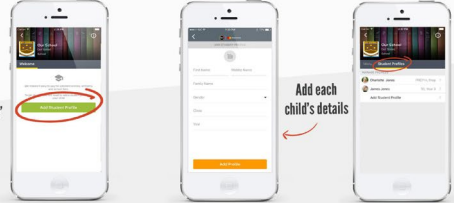
For quicker, hassle-free school payments, try Qkr! today

Introducing Qkr! (pronounced 'quicker') by Mastercard, the secure and easy way to order and pay for school items from your phone at a time and place that suits you.

With Qkr! you can:

- Pay for a variety of school items;
- See your receipts on the app and get them sent by email if required.

Add your children's details in Student Profiles



Select 'Add student profile'

Add each child's details

Manage each child's details in Student Profiles

Getting started is easy - try it yourself today

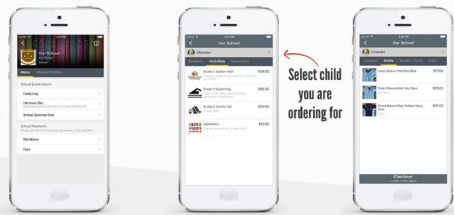
Step 1 Download Qkr!
on your Android phone or iPhone. iPad users can download iPhone app

Step 2 Register
Select your Country of Residence as 'Australia' and follow the steps to register

Step 3 Find our school
Our school will appear in 'Nearby Locations' if you're within 10kms of the school, or search for our school by name.

Step 4 Register your children
When first accessing our school you will be prompted to add a student profile for your child. This allows you to make orders and payments for them.

Purchase school items



Select a menu from our school

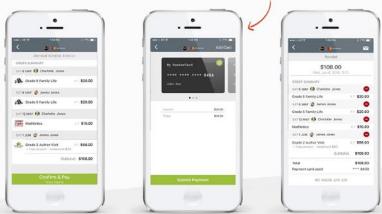
Select child you are ordering for

Select your items

Tap 'Checkout' then confirm and pay

Making payments

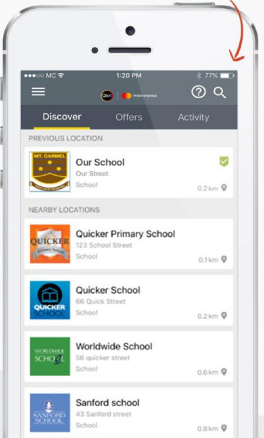
Add up to 5 cards to your wallet



At checkout select which card to pay with.

Pay with any cards accepted by the school.

Once your payment is approved you can continue to the home page, or view your receipt.



Bring Your Own Device (BYOD): Secondary Students

The key principles we seek in the use of technology are to see learning enhanced through technology in the areas of engagement with learning, skills in collaboration, critical thinking and creativity, efficiency and a preparation for the workforce in terms of ICT skills and ethical and professional conduct.

The College has engaged the services of an external supplier who have a range of portable devices available for purchase through the portal on the College website. All devices purchased through the portal have warranty and payment options that are provided by the supplier. The advantage of purchasing one of the recommended devices through the portal is that the College ICT Department can provide additional support in the event that the device needs repair. The College will be able to offer a loan device whilst the student device is being repaired by the supplier (subject to availability). This arrangement is not available for devices that are purchased outside the portal.

Please note that the range of options that are made available through the portal may be subject to change as a result of availability and upgrades. The College ICT Committee will also review these devices on a regular basis to ensure that the best options are made available to students.

If students choose to bring an existing device or purchase an alternative device through a retailer of choice, we recommend the following as the minimum specifications:

Windows 10 Operating System

- 4 GB- 8GB of RAM (Random Access Memory)
- Wi-Fi Capable
- Minimum of 128 GB of hard drive space free for the storage of student work.
- USB 2.0 ports, to allow for connection of other hardware when needed
- Minimum battery life of 10-12 Hours.

If you have any questions about the College BYOD policy please contact either Mr Jon Cenko, Deputy Principal or Mr Andrew Judd, ICT Coordinator/Network Manager at the College on 8447 0500.

Stationery

Reception - Year 6 Students

Stationery is supplied.

Year 7 to 12 Students

For each year level there are particular items of stationery and workbooks that are needed for different year levels and learning areas.

Students may already own some of the items required and hence do not need to purchase them again.

Parents are welcome to purchase these stationery items at general stationery shops or retail outlets, provided they are equivalent products.

Some parents however appreciate the convenience of ordering the items from one place in an easy transaction. Currently the College works with Lighthouse Books to provide an online ordering service.

A list of requirements is published late in Term 3 each year for the following year.

Lost Property

Reception to Year 6 Students

Lost Property is located outside Room 10, under the verandah.

Year 7 to 12 Students

Lost or found property - please go to the Student Office.

Curriculum Extension Activities Including Sport

The College offers students a wide range of curriculum extension activities.

Primary campus students should check the newsletter for details of available activities.

Secondary campus students will receive information about the range of options available via the Student Notices. Sport is a significant program in the Curriculum Extension Activities offerings. Sport and physical activity is of vital importance in establishing healthy lifestyle patterns. It is a great medium for developing positive traits such as dedication, commitment, teamwork and leadership.

The Sports program at Mount Carmel aims to further develop students in the areas of physical fitness, coordination, communication and leadership skills. In addition to this, students are encouraged to develop friendships and respect with team members and their opposition, all of which assists in achieving a positive sporting experience.

Mount Carmel College is dedicated to providing students with many opportunities to take part in sporting events both within the school community and through extra curricula sporting competitions and carnivals.

Restorative Justice Approach

From time to time in our community, issues arise between students and/or between students and staff. Our approach at Mount Carmel College is to employ a restorative justice approach to resolving such issues as they arise.

A Restorative Justice approach aims to repair the harm caused by an individual, or group of individuals, on another person. This occurs through key staff members facilitating structured restorative meetings with the individuals involved. The aim of these meetings is for each person to be able to articulate their involvement in the situation, explain the impact that the situation has had on themselves and others close to them, and to understand and acknowledge the impact that has been caused. The ultimate aim is for all parties involved to reach a point where they are able to come to a negotiated agreement on future interactions.

The key staff involved in these meetings are committed to ensuring that all members of our community are treated with love and dignity at all times throughout this process.

This Restorative Justice approach works hand-in-hand with our Policies.

College Policies

College Policies, agreements and forms are available from the College website at:

<http://www.mcc.catholic.edu.au/our-community/policies-procedures>

Parents/Guardians and students should familiarise themselves with all College policies and guidelines.

Student-Parent Contact During the School Day

Parents and students should not contact each other directly during school hours.

If a parent needs to contact their child during the school day, then the parent should phone the school office. Similarly, if a student needs to contact a parent/guardian urgently, they are to see a staff member.

In the event of illness, a student must report to the Student Office and staff will contact a parent/guardian. A student must not use their mobile phone to make personal arrangements to be picked up from school during the school day, but need to see a staff member.

Student Health, Medicines and First Aid

A child showing any indication of illness should NOT be at school. Children suffering from infectious diseases, cold symptoms should be kept home.

Staff are issued with a first aid bag to use on yard duty for minor first aid requirements. Students who need more specialized first aid are sent to Student Services with the emergency card from the referring teacher. All students who visit the sick room shall be given a note to take home, informing parents/caregivers. Minor cuts and abrasions that require a band aid can be taken care of by the teacher on duty or class teacher.

When a child is obviously ill or injured and needs to go home, or may require treatment by a doctor, a parent will be notified by a staff member by phone and requested to collect the child. Hence the necessity of your child's Information Form being up to date and filled in correctly.

Medication

Administration of medication is the responsibility of parents/guardians. A medical management plan is required for all chronic conditions eg asthma, diabetes and allergies. It must be updated as required.

Sun Protection

On the primary campus, in Terms 1 & 4 our policy is No Hat, No Play and on the secondary campus we strongly encourage the wearing of hats when in the sun. Recent research indicates low levels of Vitamin D in children of school age. The UV levels in Term 2 and Term 3 usually do not pose a risk and a hat is not compulsory.

Communication

Effective two-way communication between families and school that uses a range of strategies to regularly seek and share information about students' achievements and learning needs, school policies and community initiatives will have a positive influence on children's learning.

SEQTA Engage Parent Portal (R-12)

The College uses the Learning Management System SEQTA which provides parents and guardians with live access to:

- Attendance, with the ability to contact staff through to internal messaging system
- Learning in classes – you will be able to see in real-time the content that is being delivered in classes, just as your child sees it
- Assessment results and feedback from teachers
- Student reports
- College news and events

Student Reports (R-12)

Student Reports are made available to parents and students via SEQTA .

Newsletter

Our College Newsletter contains information about events and activities at the College and is an effective way to receive notification of important up-coming College and Community events. The newsletter is available from our website.

Social Media

Our community has an official Facebook page.

Follow our Facebook page: www.facebook.com/mccadelaide

Parent Information Evenings & Learning Conversations

There are a number of Parent Information Evenings held throughout the school year. These sessions include information on a range of topics including the special programs available to students, guest presenters, sharing information regarding the wellbeing of young people, to Subject Selections and Careers Evening (biennial).

Learning Conversations involving teachers/parents/guardians/students are an opportunity for participants to discuss progress with the teacher. These Learning Conversations are important opportunities for parents, students and teachers to come together in a mutually supportive way for the student's benefit.

Dates for Parent Information Evenings and Learning Conversations will be communicated to parents/guardians through the College newsletter and email correspondence.

Transport

Most primary students will be transported to and from school by family members, or walk or ride a bike in the older years.

The secondary campus of Mount Carmel College is easily accessible by public transport. Students using public transport are reminded that when travelling to and from school in school uniform, they are still representing the College and are required to uphold a positive image of the College by modelling positive language and behaviour.

Travelling by Bus

The College is serviced by Adelaide Metro bus services. Stops **33A** and **34** on Newcastle Street are the closest Bus Stops to the College.

- **232 and 232R* bus services**

Travels to and from the Port Adelaide Interchange to the city via Newcastle Street, Arndale Shopping Centre Interchange, Regency Road and Harrison Road.

** Please note the **232R** terminates at Stop **36** on Grand Junction Road, Rosewater*

- **230* bus service**

Travels to and from the Port Adelaide Interchange to the city via Addison Road, Arndale Shopping Centre Interchange and Harrison Road.

** Please note this service is an alternative. Stops **34A** and **35** on Grand Junction Road are the closest Bus Stops.*

Travelling by Train

The College is easily accessible by the Outer Harbor & Grange train line. Alberton Train Station is the closest station and only a 5 minute walk to the school.

More information

Further information and timetables are available from Adelaide Metro:

- www.adelaidemetro.com.au
- Adelaide Metro InfoLine: 1300 311 108

Families are advised to regularly check Adelaide Metro timetables and information for changes to services.

Student ID card

Early in the school year, each secondary student will be issued with a Student Identification Card that is to be used on public transport to enable students to access concession fares. This card is valid for the school year.

It is important to note that students aged 15 years and over must produce this photo identification card, immediately upon request, when travelling on a bus, train or tram at any time. Failure to do this may result in the regular full fare being charged and an Expiation Notice ('on the spot fine') may be issued. The Student ID cards expire on 28 February each year.



Absentee SMS: 0438 368 846

College Phone: 8447 0500

College Email: mcc@mcc.catholic.edu.au

OPENING HOURS DURING SCHOOL TERMS

College Reception: Monday-Friday 8:00am - 4:00pm



MOUNT CARMEL COLLEGE

A Catholic Co-educational Years R-12 community in the Josephite Tradition