



Junior School  
Handbook



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Welcome to the MC family. We are so glad you have joined our school and are looking forward to supporting your learning journey of adventure and possibilities.

# Welcome

Welcome to Macquarie College Junior School. We are privileged here to have a community of high-quality, nurturing and future-focused teaching and learning professionals who are committed to providing each of our young people with age-appropriate skills and dispositions to equip them for the workplaces of tomorrow.

I commend the Macquarie College program to you, a community of faith and learning that's committed to supporting young people to not only thrive today, but also equipping them to embrace the emerging opportunities which will be presented in the global workplaces and communities of the future.

Rohan Deanshaw  
Principal



Rohan Deanshaw  
Principal



Tonia Bentley  
Deputy Principal



David Chapman  
Assistant Principal  
Innovation & Partnerships  
K-12



Aaron Hodges  
Assistant Principal  
Student Wellbeing  
K-12



Vanessa Baywood  
Assistant Principal  
Teaching & Learning  
K-12



Aaron Williams  
Assistant Principal  
Strategic Organisation  
K-12



Macquarie College

Junior School Handbook





# Learning Schedule

Morning Play	8am - 8:20am
Session 1	8:20am - 10:10am
Recess	10:10am - 10:50am (Canteen open)
Session 2	10:50am - 12:20pm
Lunch	12:20pm - 12:30pm (supervised eating)
Lunch Play	12:30pm - 1:10pm (Canteen open)
Session 3	1:10pm - 2:40pm
Carline	2:40pm - 3:30pm
Bus	2:40pm - 3:30pm
After School Care	2:40pm - 6pm

Students who are not collected by 3:30pm will be taken to the office where parents will be contacted.





# Uniform Guidelines

## Kindy

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- Sport uniform - Monday-Thursday
- Messy Friday T-Shirt / Jumper - Friday

## Year 1

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- Sport uniform - Monday, Tuesday and Thursday
- Academic uniform - Wednesday, Friday

## Year 2

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- Sport uniform - Monday, Tuesday and Thursday
- Academic uniform - Wednesday, Friday

## Year 3-6

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- Formal uniform four days per week
- Sport uniform on sport days - see SEQTA Engage for class time table

Uniform days are correct as at November 2022.  
Changes may occur in 2022 for Yrs 1-6.



Scan QR Code  
for more  
Uniform Information





# Day 1

## Where to go

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On their first day, we invite new students to make their way to the office where they will be greeted and assisted to get to their classroom. The class teacher will then buddy up our new student with a group of friends to show them around and make sure they always have a friend who can help as they get to know their new school.

There are lots of people who can help if there are any questions:

- Class teacher
- Student Services staff
- Office staff
- Playground duty teachers (they are the ones wearing a yellow vest)
- The librarians (the Library is open most recess and lunch times)

## Where to put your bag

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The class teacher or buddy will show new students where to leave their bags. They will have a spot all ready to go.

## When does class start?

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A bell will ring to let all students know that it is time to go to class. The playground duty teachers will also help students to get to class on time.

## Toilet breaks

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Class teachers and buddies will show new students where the toilets are located. During class, students need to check with their teacher before going to the toilet. Some of the Kindy and Year 1 rooms even have a toilet in the classroom.



## Recess and lunch play

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There are lots of spaces to play at recess and lunch time. Students need to wear their school hats while playing. If a student forgets their hat, they can see their class teacher. If the class teacher doesn't have a spare hat, students will need to play in the shade to keep them safe from the sun.

### K-2 Students:

- The undercover area near your classrooms is just for you. Years 3-6 students don't play in this space.
- Wooden playground - to make sure there is a teacher watching, ask a duty teacher if you can play on the playground before you enter the space. This space is used mainly by K-3 students. If there's room, the older children sometimes join in the fun.

### 3-6 Students:

- The undercover area near the canteen (the COLA) is just for you. The K-2 children don't play here. If you want to kick balls you need to go to the oval. Games like handball and basketball are played in this space.

## Lunch time

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Students sit with their class and teacher for 10 minutes to eat their lunch. A bell will ring when it's time to head off and play.

Lunch can also be ordered through the school canteen via MunchMonitor.



Scan QR Code  
for more  
Canteen information



## Drop-off & pick-up

### Years K-2

Our Kindy, Year 1 and Year 2 friends can be dropped off in the morning at the drop-off/pick-up zone opposite the Preschool or from Carpark 2.

In the afternoons, our K-2 students can also be collected at the drop-off/pick-up zone opposite the Preschool or from Carpark 2 from 2.40pm.

### Years 3-6

Students in Years 3-6 can be dropped off at their respective zone around the ring road until 8.15am. Any students arriving after 8.15am will need to be dropped off at the drop-off/pick-up zone opposite the Preschool.

In the afternoons, our 3-6 students can be collected from the same area around the ring road from 2.40pm onwards.



Drop-off & Pick-up Area  
Opposite Preschool



Ring Road Drop-off &  
Pick-up Area

## Car parking

Please note the following car park rules on the College grounds:

- Carpark 1 is for staff only.
- Carparks 2 and 4 are for parents.
- Carpark 3 is church and student (Year 11) parking.
- Carpark 5 is for students (Year 12) only.



## Important things to remember

- Speed limit is 10km/h.
- If parking to drop off your child, please use designated carpark at all times.
- Use the designated drop-off and pick-up area. Do not leave your car in line any longer than a kiss and hug.
- Please only park in the disabled bays if you have a permit to do so.
- Observe the crossing/stop signs.
- Display a car name tag giving easy recognition to duty teachers.





## Buses

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Students who use a bus will use the lower bus bay. In the mornings, once our students have arrived by bus, they walk to their classrooms and drop their bags off. In the afternoon, students will wait in the COLA area with a duty teacher. The duty teacher will then walk students to the bus bay at the right time. If you are unsure of which bus to catch and when it comes, tell your teacher and they can buddy you up with someone else who catches the same bus.



The College campus is well serviced by direct bus travel from across the region including:

- The City (Newcastle, Hamilton)
- The West (Wallsend, Jesmond, Rankin Park)
- The South (Belmont, Charlestown)
- The Lake (Wangi Wangi, Toronto, Eleebana, Valentine, Warners Bay, Speers Point)
- The Lower Hunter (Cessnock, Kurri Kurri, Maitland, Hexham)

Bus services are provided by Newcastle Transport, Hunter Valley Buses and Rover Coaches.



QR Code  
For more info on our  
bus services



## OOSH (Before and after school care)

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Students booked into OOSH will walk to the canteen area to join the before and after school care groups. Students in after school care can be collected from this same area in the afternoons.



QR Code

For more information on  
our after school care

## Getting sick or injured at school

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If students hurt themselves or feel unwell at school, they should let their class teacher know and they will be able to help. They may send a student to Student Services if they need some extra help.

If a young person needs to take medication while at school, parents should let the Student Services staff know. They will keep this medication in the office and administer to students at the right time.



Student Services



## Guidelines/procedures

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There are several documents that set out MC expectations for our MC young people. These include uniform, attendance, devices and more. If you would like to read through these documents you will find them on our website. When enrolling at MC, families agree that their young people will meet the expectations set out in these documents. Essentially it means that students will try their best to ensure they behave in a manner that is respectful and supports their own learning and that of others.



QR Code  
For more info on our  
policies and  
procedures

## Attendance

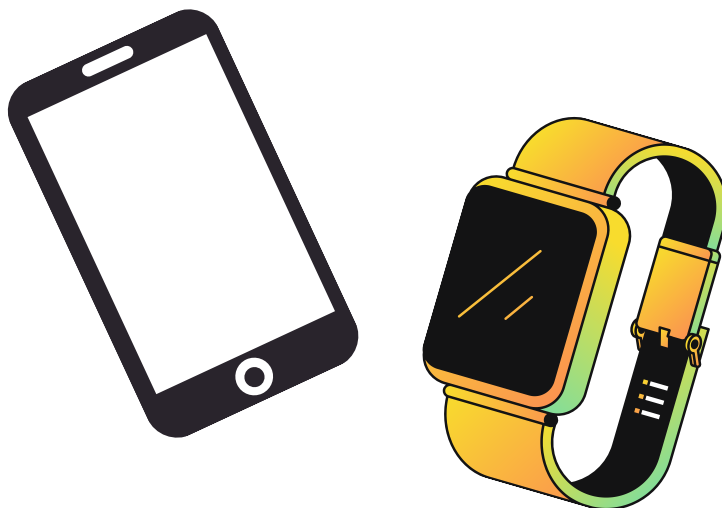
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We encourage our young people to come to school regularly, wearing the correct MC uniform. It is their responsibility to ensure that they behave in a manner that supports their learning and the learning of others.

## Phones & devices

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MC is a place for learning. If you have a device (phone, watch or other) that allows you to message or communicate with others, please keep it in your bag, give it to Student Services staff for safe keeping. It is your responsibility to ensure it is safe and you do not access it during school hours. If you are unable to do this, the device needs to be left at home.





# Teachers

Students have a class teacher as well as specialist teachers for music, choir/cultural studies/games, Tech (Year 3-6), library and sport.

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Heidi Clark  
Kindy



Keren Walker  
Kindy



Cherie Weber  
Kindy



Sam File  
Year 1



Andrea Portbury  
Year 1



Liesl Schulz  
Year 2



Rebekah Parker  
Year 2



Prue Wade  
Year 2



Wendy Goss  
Year 3



Jessica Mills  
Year 3



Karlie Pogson  
Year 3/4



Chris Franklin  
Year 4



Amanda Halliday  
Year 4



Kerrilee Lang  
Year 5



Natalie Neuschultz  
Year 5



Louise Whitaker  
Year 5/6



Ryan Vogel  
Year 6



Nicole Sleeman  
Year 6



Tyson Hilder  
Music/K-2 Creative  
Arts



Sarah Piggott  
Music



Emma-Jane McEwan  
Choir/Music



Phillipa Richards  
Sport



Pr. Brad Rea  
Chaplain



Joshua Goss  
Chaplain



Zayne Mariassouce  
Chaplain



Loretta Woolford  
French Club



Leigh Zenith  
3-6 Library



Megwyn Eckersley  
K-2 Library



# Learning opportunities

## Bible/Chapel/Worship

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MC is a Christian school. We aim to create an environment where our young people can get to know God as a friend who will never let them down. He is ever present and eager to listen to them and support them in whatever they are going through.

In class, our students will start each day with a Worship time. We will also have Bible lessons. Bible and Worship times might include singing, prayer and/or stories and activities that help to learn about God, who He is and what He can do.

Every Friday, the chaplains run Chapel in the church. This is a fun, happy time of singing, stories, prayer and games. The JS is split into two groups for Chapel - K-2 and 3-6.



## Camps & excursions

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Most terms, students will participate in an excursion as part of their learning. Our Year 5 and 6 students also go on overnight camps.

## Student voice

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MC is here for our young people. We need and want to hear from them. What do you like about MC and what do you think we can do better? You can chat to any staff member to share your thoughts and ideas. There are also a number of formal opportunities for students to have a say. Students can apply to join the Student Council or to be a school leader.

## Music

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Students have a weekly music lesson. They can also opt to join a Choir (Yr 2-6). Private music tuition is available at MC and there are also a number of music groups that students can try out for including Chapel Bands.

## Clubs

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MC has an ever increasing variety of fun activities and clubs for our young people to participate in.

Music groups, Markets, Chess Club, Library, Public Speaking, Debating, Sport, Robotics, MCX and more. Often announcements are made at assembly regarding these activities. The school newsletter or SEQTA are other good places to find information.





## Sport

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Junior School Students will have a weekly sport lesson with the JS Sport Teacher. On sports day, students can wear their sports uniform.

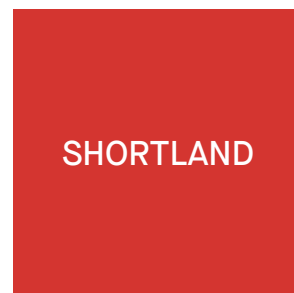
Moving into Year 2 there are increasing opportunities to progress beyond school sport and represent MC in a number of sports including swimming, athletics, basketball, tennis, soccer and more.

Carnivals - Students can choose to wear their house colours or their sports uniform.

- Swimming - This event is held at The Forum and parents are invited.
- Cross Country - All students from P-12 participate in the Cross Country. It's a fun day where parents can come along and cheer for their young people as they run around the school grounds. Students will walk the course before the race so they know where to go on the day. Teachers will be around the track and there will be an adult that leads each group for the younger ones.
- Athletics - Students in Yr 2-6 go to the Hunter Sports Centre at Glendale where our annual Athletics Carnival is held. Families are welcome!

## House colours

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## Technology

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In Years 3-6 our young people will be assigned a Chromebook to support their learning. Students will be asked to complete a technology contract to ensure safe and responsible usage.

Our young people will learn how to use the Google suite, including Google Docs and Sheets, and will have their own Gmail address to use for school work.

## Stationery

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Class teachers will provide our young people with all stationery and exercise books that are needed. Students can check with their teachers when they first arrive as to whether they need a pencil case or not.



# Supporting our young people

## Buddies

Older students are buddied with our younger students for the year. Buddies visit each other at least once a week. During this time games are often played or activities completed together. The buddies are another way that we at MC look out for each other.



## Chaplains

Our Chaplains play a significant role on our campus. They visit classes every week. They also organise the weekly Chapel program and run lots of fun activities to support our young people and help them to get to know Jesus - a friend you can always count on.



## MC Learn

We know that some students learn in different ways, and the MC Learn team work with parents and teachers to find the best way to help. The MC Learn Hub is open most play times and is a quiet, calm space to relax in if a young person is feeling worried or anxious.



## Wellbeing team

Our Wellbeing team are helpful and friendly. If students need help with learning or emotions, or if there is something going on with friends or family, the Wellbeing team is there to help.



## Student leaders

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We have four Junior School Captains, Sporting House Leaders and a large group of Student Council Members who work together to help our College.

### School Captains 2022

Jonah

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Leila

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Meredith

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Scarlett

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# Kindy

We run a play-based program in Kindy at MC. This sparks our Kindy friends' curiosity and instils a love of learning. Investigations, Messy Fridays and the Bush Garden are all integral parts of Kindergarten. For more information about the Kindy program, please see our detailed Kindy Parent Info Booklet (an electronic copy of this booklet can be found here: <https://www.macquariecollege.nsw.edu.au/wp-content/uploads/2022/02/2022-Kindy-Parent-Info-Booklet.pdf>).



# Years 1 & 2

Our Year 1 & 2 students will learn in lots of different ways including play, investigations, in groups, individually and in the outdoors. Students will begin and end the day with their class teacher. Throughout the day they will participate in a range of activities: some with the whole year group, some with the class, some in small groups, and other times by themselves. Learning to read, write and use numbers is super important. As well as these skills there are other valuable skills like learning to work and play with others, thinking critically and creatively, working independently and how to manage feelings that they will develop also.

## Connection

At MC we want to ensure our young people have lots of opportunities to build friendships. We know that having close connections with others helps children to feel safe and happy at school, and this helps them to learn and succeed.

- Together Tuesday lunches give students across Kindergarten through to Year 2 a weekly opportunity to get to know each other while eating lunch.
- Thankful Thursday brings K-2 children together to focus on what they are thankful for. Thankful Thursday begins with a song and leads into prayer and cross-age discussion and collaboration focused on gratefulness.
- Flora and Fauna Friday allows students to mix across Year 1 and Year 2, rotate between classrooms, and work on collaborative projects.
- Stage 1 students also participate in across-stage lessons in subjects like drama and geography that offer the chance to choose the activities and groups that they are part of.
- The buddy program runs throughout the year. Students meet weekly to talk together, read together, pray together and form meaningful friendships.



# Years 3-6

## MC X

As our young people move into Years 3 and 4, they have increasing opportunities to 'branch out' and dive into learning areas that interest them, both in class and during break times. Students are taught 'Design Thinking' which is woven into their daily lessons, and are encouraged to approach tasks with an EMPATHISE-DEFINE-IDEATE-PROTOTYPE-TEST (different language is used in various classes) mentality. Students are also given access to our MC X design lab and have the opportunity to join in some fun clubs at lunch time.

## Buddies

The buddy program continues to run throughout Years 3-6 with students meeting weekly with their buddies to participate in various activities such as reading, mathematics activities, talking and praying together, for example, and essentially forming meaningful friendships with each other.

## Spelling Mastery

Spelling Mastery is an explicit instruction method of teaching spelling each day of the week. It combines several approaches - phonemic (predictable spellings for different sounds), whole-word (memorising spellings of high frequency words) and morphemic (teaches more advanced spellers to spell meaningful units of words and combine them to form multisyllabic words). Each young person is assessed to establish the level that they should be learning in and they move on as they achieve mastery in their level.

## Student Leadership

Our Year 5 and 6 young people are the oldest in our Junior School and therefore step into a position of leadership. The K-4 students look up to the older students to support and care for them and to model how to be a responsible and noble young person.

During the final years in Junior School, students will have the opportunity to take on formal and informal leadership roles such as a Library Assistant, Chaplain's Assistant, Student Council Member, Sport Captain or School Captain. They can also participate in a number of fun activities that will help them to understand more about themselves and how to face the challenges that may come their way and, maybe even more importantly, how they can serve others or 'Step Up'.







# Future-focused

Macquarie College is an aspirational, future-focused learning community, where the pursuit of excellence is nurtured in an inclusive, Christ-centered environment.



Believing in futures  
since 1901.

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Macquarie College

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