



Kindy  
Handbook

Messy Friday





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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 Kindy at Macquarie College! 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



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# Campus map



# 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.







# Parent Information

## School hours

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The Kindy 2023 start date will be Tuesday 31 January. Parents, you are invited to a 'getting to know you' morning tea once you have dropped your child off at their classroom on their first day. Further details will be provided in the weeks prior to school starting.

For the first five weeks of Term 1, Wednesday is a home rest day for Kindy students. Rest days are not compulsory; however, we have found that these rest days in Term 1 have been very beneficial as the students adjust to school life. Some children may still need Wednesday as a home rest day beyond this date. This can be discussed with your child's teacher.

School commences at 8:20am and finishes at 2:40pm. The children are supervised from 8:00am. We have found that most parents prefer to use the car line for drop off and collection, or park and walk their child to their classroom.



## Drop-off & pick-up

Kindy - Year 2 Students are able to use the area at the front of the school for drop-off and pick-up. Some points to remember when travelling by car on the school grounds:

- A staff member will be present at drop-off between 8am - 8:20am to assist with any children who may need some help.
- Speed limit is 10km/h.
- Please use the designated carpark at all times. If parking, please escort your child from your car to the crossing or classroom. Please do not let students walk unaccompanied in these areas.
- Use the designated pick-up and drop-off zone at the front of the College. Do not leave your vehicle in car line or park longer than a kiss and hug.
- Please only park in the disabled car parks if you are certified to do so.
- Observe the crossing/stop signs.
- Display a car name tag giving easy recognition to duty teachers (these will be provided to you).



Drop-off & Pick-up Zone  
(Opposite Preschool)

## 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.



## Bus travel

We have found that most Kindy parents wish to drive their child to and from school. If you do require bus information, please view the bus timetables on the College website or contact the office.



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For more info on our  
bus services



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## Class teachers

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Class teachers will be released in December 2022. There are a number of considerations when building class groups including friendships, learning and needs. Please note that the class lists are not released due to privacy considerations.

## Learning Assistants

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To assist with the transition into Kindy, learning assistants have been assigned to each Kindy class for the first several weeks of Term 1. The learning assistants also provide additional supervision during play times for the Kindy students while they are settling into the play routines. Continued learning assistant help will be dependent on student need.

## Play areas

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- Play areas are supervised from 8am each morning.
- Before school, the children can play at the basketball court area where the wooden playground is located.
- During recess and lunch times, the children can play on the wooden playground, the oval, go to the library or play on the verandahs near their classroom.
- After school, the children who have not been collected from the classrooms will be walked to the K-2 car line and supervised by the duty staff. Kindy learning assistants help with supervision as the children are learning the new routines.

## Specialist teachers

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Along with your class teacher, we have a number of specialist teachers who will support your child's learning journey including a music, library and sports teacher.



## Fruit break/lunch time

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Your child has two breaks in the school day, recess and lunch. At lunch time, each class is supervised for the first 10 minutes by their class teacher to support the children while they are eating their lunch. The children often like to have a fruit break during a busy morning. This is not compulsory but it is lovely for the children to have the option.

## Medication

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If your child has any medical conditions please ensure you have contacted the office staff. Any medications and medical action plans are stored in the administration office.

## Toilets

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The Kindy classrooms are very close to the infant toilet block. The teachers spend time at the beginning of the year showing the children how to access and use the toilets. The teachers also take the whole class to the toilets for regular toilet breaks until the children are confident. Some of the Kindy rooms are also fitted with a student toilet.

## Labels

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Please ensure all of your child's items are clearly labelled, including uniform items, bags, lunch boxes, shoes etc. If your child does lose an item, you can contact the Student Services office as this is where all lost and found items are stored.

## SEQTA

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Upon commencement at the College, you will receive by email or SEQTA your personal log in details to the College Portal. Your class teacher will update the class SEQTA page weekly to ensure you are kept up to date with what's happening in the classroom, and what events are coming up in the future. Please remember to check this regularly to stay on top of class communications.

If you are unsure of how to login to the SEQTA page, please contact our office on 4955 6222 and our friendly office staff will be happy to help.



**SEQTA Engage**



**Macquarie College**

**Kindy School Handbook**



## Absences

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If your child is sick or they are away and are unable to come to school, please email the College office on [office@mc.nsw.edu.au](mailto:office@mc.nsw.edu.au), along with the class teacher, to let them know.

## 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 specified time.



## Canteen

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Our Canteen is known as 'MC Eats' and uses MunchMonitor, an easy way for parents and students to order from both MC Eats and the Uniform Shop.

Parents will need to set up a MunchMonitor account prior to ordering food from MC Eats for their child. For more information on how MunchMonitor works, or to set up an account for your child, please see the College website.



## OOSH Mini Miracles

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Mini Miracles OOSH is an inclusive before and after-school and vacation care service operating on the school grounds of Macquarie College. Mini Miracles caters to families requiring OOSH care on either a regular weekly basis, or on a casual basis.

All bookings require the completion of an enrolment form and a copy of your child's immunisation history before they can attend. This can be obtained by visiting staff at the service or by emailing the Regional Director, Roxanne at roxy\_911\_1989@hotmail.com, or by speaking to a staff member by phone on 0423 015 501 between 2:45pm and 6:15pm Monday – Friday.

## Messy Fridays

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Fridays are extra special for our Kindy students. Children learn through messy activities, such as digging in the mud, tending to their garden or exploring the bush. The students are also given safe risk-taking opportunities to further develop their confidence. On Fridays we ask that you send your child to school in their Messy Friday t-shirt.







## Chapel

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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 start each day with worship time. We also have Bible lessons. Bible and Worship times might include singing, prayer and/or stories and activities that help young people to learn about God, who He is and what He can do in their lives.

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. The Preschool - Yr 2 program runs from 9:35am - 10:10am and the Chapel Coffee Cart is available from 8:20am - 9:45am every Friday. Parents and guests are always welcome!





# Uniform Guidelines

Girls and Boys in Kindy wear the sports uniform each day of the week and will need the following items (depending on your washing routine):

- 2-3 sports polos (short and long sleeve options)
- 2-3 sports shorts
- Sports track jacket and pants (for cooler weather)
- 1 (2 pack) white sport socks
- 1 Messy Friday t-shirt
- 1 Messy Friday jumper



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Uniform Info

## Each student requires

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- 1 school bag
- 1 school hat (1 spare can help)
- Sport shoes (see Approved Shoe booklet)
- 1 library bag

## Optional items

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- Gloves
- Scarf
- 1 jumper or vest
- Uniform labels



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# Kindy welcome page

We have a dedicated welcome page for parents of Kindy students. This webpage contains all of the information you will need for a smooth transition to school, including some paperwork that needs to be completed.

Please call the College office if you require information on 4954 6222.



QR Code  
Kindy Website





# Volunteers

## Parent volunteers

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We are grateful for the contributions of all of our volunteers. There are many ways you can volunteer at Macquarie College. It's a great opportunity for us to work together to support the learning of our young people.

On our website you will find a link to register your interest to participate in Parent Volunteer Opportunities. We greatly value the volunteer role our parents play in our school community.

You will be asked to nominate which areas you may like to assist with. For example, the Canteen, Junior School classrooms or MC Learn. After we have received your expression of interest, we will contact you personally and provide a link to our online Volunteer Induction process, containing essential information and requirements for volunteers within the school environment.

Once all components have been completed, you will be able to start volunteering!



## Canteen volunteers

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MC Eats cannot run without volunteers. We need 2-3 volunteers Monday-Wednesday and 3-4 volunteers on Thursday and Friday to help things run smoothly. Hours are flexible and lunch and morning tea are provided.

If you are able to help out please contact the MC Eats Coordinator on 4954 6222 (ext 403) or email [canteen@mc.nsw.edu.au](mailto:canteen@mc.nsw.edu.au)

If you need to change your rostered day, please ring or email the Canteen as soon as possible. Please remember that it's your child who loves to see you at the Canteen.

We thank you for your support.



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# WWCC

## Working With Children Check

All volunteers in a school setting are required to obtain a WWCC for child protection purposes. A verified WWCC is required for all volunteers in order to work with children in any capacity.

Please note that you cannot volunteer at Macquarie College until this process is completed.

### How to obtain a WWCC

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An online form must be completed for this check. Please visit:  
[wwccheck.ccyp.nsw.gov.au/Applicants/Application](http://wwccheck.ccyp.nsw.gov.au/Applicants/Application)

COMPLETE THIS FORM ONLINE AND THEN PRINT THE APPLICATION RECEIPT. YOU WILL RECEIVE AN APPLICATION NUMBER SIMILAR TO THIS APP1234567.

To complete your application you must attend a Service NSW or Government Access Centre to verify your identity according to a 100 Point Check.

The Working with Children Check application is FREE for a volunteer.

Once the process is completed, you will receive a letter from the Office of the Children's Guardian with your WWCC number and expiry date, usually within 48 hours of application.

A copy of this letter quoting your WWCC number, along with your date of birth, must be provided to the College office to verify your eligibility, prior to commencement of your volunteer role.



QR Code  
WWCC Application





# Future-focused

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

For more information on how our Kindy friends learn in the classroom, please feel free to visit our website at any time.



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Learning at MC



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Believing in futures  
since 1901.

Macquarie College  
182-222 Lake Road  
PO Box 517  
Wallsend NSW 2287

02 4954 6222  
[office@mc.nsw.edu.au](mailto:office@mc.nsw.edu.au)  
[macquariecollege.nsw.edu.au](http://macquariecollege.nsw.edu.au)



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