



# Macquarie

Kindy  
Handbook



# WELCOME

Welcome to Macquarie College (MC)! We are thrilled to be partnering with you to support your young person's learning journey and be part of this special time as they venture into 'big school'.

At MC, we are committed to equipping your young person with the skills and dispositions they need to navigate the complexities of life, both now and into the future. Our Kindergarten program is play-based and is focused on developing foundational literacy and numeracy skills, while fostering each child's curiosity and love of learning. We look forward to getting to know your family and your Kindy child, and are privileged to be playing a part in the development of your child's unique character within a Christian context.

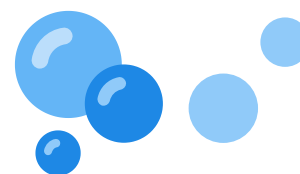
Thank you for choosing MC. If you have any questions or aspects that we can help further with, please get in touch with us.



Rohan Deanshaw (Principal)



Tonia Bentley (Deputy Principal)



# KINDY TEACHERS



**Miss Sam File**  
Kindergarten Teacher  
sam.file@mc.nsw.edu.au

*'I love nurturing each child's love for learning and discovery.'*



**Mrs Keren Walker**  
Kindergarten Teacher  
keren.walker@mc.nsw.edu.au

*'It's exciting to watch Kindy students gain knowledge.'*



**Mrs Heidi Clark**  
Kindergarten Teacher  
heidi.clark@mc.nsw.edu.au

*'I look forward to watching Kindy students explore, play and learn.'*



# INFORMATION FOR PARENTS

## SCHOOL HOURS

Kindy students will commence school on Tuesday 4 February, 2025. 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.

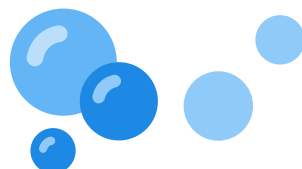
For the first five weeks of Term 1, Wednesday is a home rest day for Kindy students. Rest days are not compulsory; however, we have found that these rest days in Term 1 have been very beneficial as the students adjust to school life. Some children may still need Wednesday as a home rest day beyond this 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, and we ask you to not drop your children off before this time. 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.

## CAR DRIVER INFORMATION

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 to assist with any children who may need some help.
- Speed limit is 10km/h.
- Please use the designated carpark at all times. Carparks 2 and 4 are for parents and visitors. 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 bay 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.



## CAR NAME TAGS

Kindy families will be provided with a name tag to be placed on either the dashboard or windshield of your car when collecting your child from the car line area. If you require a second one, please contact our office.

## 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.



QR Code  
Bus Info

## CLASS TEACHERS

You will be informed of your child's class teacher in December 2024. There are a number of considerations when building class groups including friendships, learning and individual needs. Please note that full class lists are not released due to privacy considerations.

## SPECIALIST TEACHERS

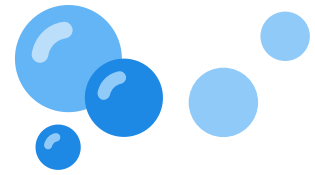
Along with your class teacher, we have a number of specialist teachers who will support your child's learning journey including a music, library and sports teacher.



## LEARNING ASSISTANTS

To assist with the transition into Kindy, learning assistants are 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

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, but not on the wooden playground itself. 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.

For the first few weeks of school, you are welcome to collect your child from their classroom. 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. After this transition period, we encourage you to use the K-2 carline. Kindy learning assistants help with supervision as the children are learning the new routines.

## RECESS/LUNCH TIME

Your child has two main 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.

## MEDICATION

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.

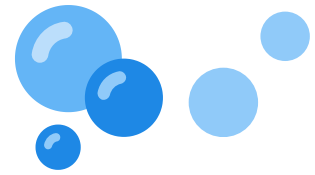
## TOILETS

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. One of the Kindy rooms is also fitted with a student toilet.

## LABELS

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 items are stored.





## ABSENCES

If your child is sick or they are away and are unable to attend school, please go to the SEQTA Engage Portal and use the ABSENCES button to notify the school.

## GETTING SICK OR INJURED AT SCHOOL

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 the 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.

## SEQTA YEAR GROUP PAGE

The Kindy teachers will update the year group SEQTA page fortnightly 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.

Access is via a username and password which will be emailed to you upon commencement at MC. If you are having trouble with access, please contact the College Administration Office.

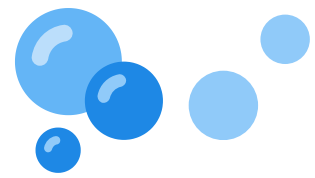


SEQTA Engage

## CONSENT2GO

Consent2go is used at MC as a communication tool between the school and parents. Parents are able to change address, email, phone numbers, etc. through this platform. Parents are also able to change medical information and other details for their children. MC uses Consent2go to send parents details regarding excursion and other programs, and this is where parents give their consent for their young people to attend excursions. You will receive a link before your child commences school and we ask you to ensure that all information is correct.





## CANTEEN

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

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.



mc  
eats

## OSHC – EXTEND

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

For further information and to enrol, please visit [extend.com.au](http://extend.com.au) or see the Extend OSHC section on the Macquarie College website.



QR Code  
OSHC Info

## PIXEVETY

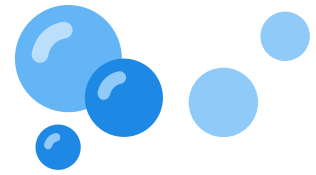
Pixevety is the app that we use at MC to store photos taken throughout your child's time at school. You will receive instructions on how to access these photos when school commences.

## MESSY FRIDAYS

Fridays are extra special for our Kindy students. Children learn through messy activities, such as digging in the mud, creating messy crafts and experiments 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



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 9:25am - 10:00am and parents and guests are always welcome! Please ensure you sign in on arrival at the church.

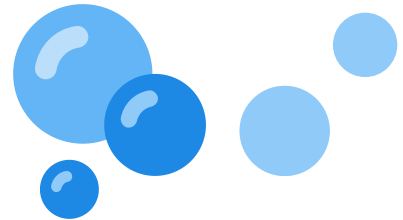


# STARTING BIG SCHOOL

## Kindy 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 (given to your child at orientation)
- 1 Messy Friday jumper



### Each Student Requires

- 1 school bag
- 1 school hat (given to your child at orientation)
- Sport shoes with velcro (see MC uniform guidelines)
- 1 library bag



QR Code  
Uniform Info

### Optional Items

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

The MC Uniform Store is operated by Noone and is located on campus next to the canteen. It is open Tuesday and Thursday from 8am - 4pm. All MC uniform is purchased from here. Online sales are available through <https://www.noone.com.au/school/macquarie-college/stores>



# PARENT VOLUNTEERS

## VOLUNTEER OPPORTUNITIES

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.

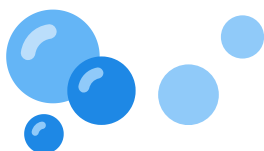
On our website you will find a link to register your interest to participate in Parent Volunteer Opportunities. We greatly value the volunteer role our parents play in our school community.

You will be asked to nominate which areas you may like to assist with. For example, the Canteen, Junior School classrooms or another area. 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, including obtaining a Working With Children Check (WWCC).

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



QR Code  
Volunteering



## CANTEEN VOLUNTEERS

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.

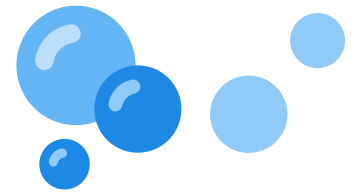
If you are able to help out please contact the MC Eats Coordinator on 4954 6222 (ext 403) or email [canteen@mc.nsw.edu.au](mailto:canteen@mc.nsw.edu.au). All volunteers at MC are required to go through the induction process above.

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.



# WORKING WITH CHILDREN CHECK



All volunteers in a school setting are required to obtain a Working With Children Check (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

An online form must be completed for this check. Visit the QR code below for more details.



QR Code  
WWCC Application

## LEARNING AT MC

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



QR Code  
Learning at MC









# STRATEGIC INTENT

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

182-222 Lake Road, Wallsend 2287  
[www.macquariecollege.nsw.edu.au](http://www.macquariecollege.nsw.edu.au)  
Ph: 02 4954 6222  
Email: [office@mc.nsw.edu.au](mailto:office@mc.nsw.edu.au)

Preschool to Year 12  
Seventh-day Adventist Schools (NNSW) Limited