



2019 ORIENTATION AND INFORMATION HANDBOOK



Dear Parents

I would like to extend a warm welcome to students and families who will be joining our community in 2019.

Mt St Michael's College is a Catholic school for girls in the tradition of the Sisters of Charity with a commitment to excellence and social justice which we understand as service of the poor.

Our commitment to Social Justice is not only about service, it is also about the relationships and values which we develop through these activities.

We are renowned for our caring relational community and our learning environment which nurtures the holistic growth of our students. To this end we bring a positive attitude and a heart of gratitude to our daily interactions at Mt St Michael's College.

We aspire to excellence in every dimension and every endeavour and we are very proud of and celebrate our students' achievements.

The vision of our graduate as women of compassion, conscience, competence, commitment and competence captures our holistic education.

I encourage all families to come along to Parent and Friends gatherings and meetings, to meet other families and staff and to find out more about college life and follow your daughters' progress.

I look forward to sharing the journey of the next six years with you and your daughter.

In faith and love

Sharon Volp

Principal

GETTING STARTED IN 2019

COLLEGE TERM DATES 2019

TERM	COMMENCES	CONCLUDES
1	Wednesday 30 January	Friday 5 April
2	Wednesday 24 April	Friday 21 June
3	Tuesday 16 July	Friday 20 September
4	Tuesday 8 October	Friday 29 November

LEAVE FROM SCHOOL

Students are expected to attend school every day during Term time. For your future information, please note the College policy in relation to student absences, school work and assessments due to vacations.

Attendance at school is crucial for your daughter's development. Please keep this in mind when organising family holidays. If for any reason your daughter is required to be absent from school, other than medical or dental appointments, our policy states that you write to the Principal requesting leave for your daughter prior to arrangements being made. When requesting leave, please include your daughter's full name, year level and home room in the letter.

THE FIRST DAY

- Arrive at Mt St Michael's College no later than 8.15am
- Assemble outside M block. Home Room allocations will be displayed in the window of the classrooms
- Wear your full day uniform including College hat and name tag from Orientation Day
- Bring your Mt St Michael's College tote bag, a water bottle, note pad and pencil case
- The Kaf will be open for morning tea and lunch or alternatively bring your own
- The Library will be open before and after school. Opening hours during term time are 7.30am to 4.30pm Monday to Thursday and 4.00pm on Friday.

Students will be issued with the following items:

- 2019 Diary
- 2019 College Calendar
- Student Timetable
- Lock for locker
- Lanyard

THE COLLEGE DAY

- The College day commences at 8.35am when students move to their homeroom for administration and roll marking.
- School finishes at 3.05pm.

COLLEGE CONTACTS

Office Hours	8.00 am – 4.00 pm
Telephone	07 3858 4222
Fax	07 3858 4299
Email	admin@msm.qld.edu.au
Absentee Line	07 3858 4288

CORRESPONDENCE

Correspondence from the College will be forwarded to the person listed on the Enrolment Application form as the correspondence address. In the case of separated parents, Academic Reports and School Fees will be forwarded to both parents.

COLLEGE FEES

Fees are charged each term and are payable within 14 days of the date of issue. Strict adherence to payment is expected and extensions will only be granted in exceptional circumstances. Retreats and levies will be charged through term accounts. Payments may be made by Credit Card, Cheque or Direct Debit.

UNIFORM SHOP

College uniforms can be purchased from the Uniform Shop on the College grounds. The Uniform Shop is located on level 'O' of the Miryam Centre and is adjacent to the elevator and the Learning Enrichment Centre.

Included is information from the College Uniform Shop detailing trading times and prices current for this year. Parents are asked to note the additional trading hours during late 2018 and early 2019 to allow for ease of purchase during what is normally a very busy period.

Payments can be made using cash, cheque, EFTPOS and Credit Card (Visa and Mastercard only). For convenience parents may opt to establish an account for their daughters to make uniform purchases during the year. For any queries please contact the Uniform shop during trading hours on 3366 7576 or msm_uniforms@jeagencies.com.au.

School bags

It is compulsory for all new students to purchase a MSM school bag from the College Uniform Shop. There is a choice of backpack or carry bag.

TEXTBOOKS AND STATIONERY REQUIREMENTS

The College does not operate a book hire scheme, parents are required to purchase student textbooks for their daughter. Booklists will be available in Term 4 2018 online via a link on the MSM website. Please keep checking the website for further information.

Pre-Packed Textbook Service

The College has a contracted supplier to provide a pre-packed textbook service. All information on how to complete your book order and delivery details will be available on our website.

Second Hand Books

The College is conscious of improving recycling levels and of the desire of many parents wishing to trade their second-hand textbooks. To assist in improving services to parents at the school we are utilising the *Sustainable School Shop* for second-hand textbook trading.

The service provides access to second-hand textbooks all year round; parents can trade with other parents from different schools and sell textbooks no longer required.

TRANSPORT

If your daughter will be using public transport services it may be beneficial to take your daughter on a practice run during the holidays so that she is aware of the schedule and requirements.

Bus information on services can be obtained through TRANSLINK on 131 230 or Internet www.translink.com.au. Detailed information on bus routes and timetables is available through Ward Offices and Municipal Libraries.

PARENT LOUNGE

Parent Lounge is the College's interactive web-based portal. **Parent Lounge** allows parents and guardians to view information about their daughter on line. This is a secure, password protected site and allows access to information such as:

- Student Details
- Extra-Curricular information
- Attendance
- Student Results
- Student Timetable
- Current Medical Information
- Excursion information and approval
- Online payment facility for College fees

You also have the capability of undertaking on-line searches for information such as **Attendance, Student Results** and **Comments**. Lists of your daughter's teachers' email addresses are available, either individually or as a group, to facilitate communication with the College.

This is an exciting development and one which will allow the parents of Mt St Michael's College students the ability to keep up to date with their daughter's activities.

Individual access details will be provided to families during the first week of Term 1, 2019.

COLLEGE UNIFORM

The College has a very attractive uniform that our students wear with pride and which clearly indicates that a student is a member of our community.

We have an expectation that all students will wear correct uniform at all times and we ask for parental support in ensuring that this occurs.

The formal College uniform is worn 5 days a week. **All articles of clothing are to be clearly marked with your daughter's name.** The College does not accept any responsibility for lost property.

UNIFORM REQUIREMENTS

- Navy pleated skirt or formal shorts / trousers
- White blouse with school crest
- College tie
- Black laced school shoes
- Short white school socks
- Navy pantyhose (Winter option)
- Navy College jumper
- Navy College vest (optional)
- College formal hat (to be worn to and from school and during all breaks)
- College blazer (compulsory for Year 10, Year 11 and Year 12 students, optional for all other year levels)

SPORTS UNIFORM

- Navy College sports cap
- College sports shorts with crest
- College representative polo (to be worn at all inter-school sport events)
- College house polo (to be worn for PE lessons and house events)
- College sports socks
- White low-cut sports shoes
- College navy fleece tracksuit

The sports uniform is not to be worn to or from school and the formal College uniform is to be worn on College excursions.

UNIFORM SHOP OPENING TIMES

The Uniform Shop will be open during the year as follows (please note during Terms 2 and 3 the shop will be open on Mondays and Fridays only):

Monday	12:30pm – 3:30pm
Wednesday	8:00am – 11:00am
Friday	8.00am – 11.00am

At back-to-school, the Uniform shop will be open extended hours. Extended hours as follows:

2019:

Wednesday	23 Jan	8.00am – 12.00pm
Thursday	24 Jan	8.00am – 12.00pm
Friday	25 Jan	8.00am – 12.00pm
Tuesday	29 Jan	8:00am – 12:00pm
Wednesday	30 Jan	7:30am – 11:00am 12:30pm – 3:30pm
Thursday	31 Jan	8:00am – 11:00am
Friday	1 Feb	8:00am – 11:00am

Due to the limited fitting rooms in the Uniform Shop, we **RECOMMEND** that girls wear swimwear under their clothes. This will reduce waiting times during the back-to-school rush.

FITTING TIMES BY APPOINTMENT

The Uniform Shop will run fitting times by appointment during Term 4 for new families starting in 2019. This individual appointment will allow your daughter/s to be fitted carefully without the busy crowds that occur in January. Each appointment will be 30 minutes (starting on the hour and half hour) which is more than enough time to be fitted for all of your uniform requirements.

The available times below fill up fast so new families are strongly encouraged to book their appointment early by contacting the Uniform Shop on email at msm_uniforms@juniorsenioruniforms.com.au. Please suggest three (3) possible appointment times in order of preference just in case your first option/s are unavailable. Be sure to advise your daughter's name and a contact mobile number and email address so your appointment can be confirmed.

A reminder email will be sent to you a few days prior to your appointment.

Monday	5 November	2:00pm – 4:30pm
Wednesday	7 November	7:30am – 10:30am
Friday	9 November	7:30am – 10:30am
Monday	12 November	2:00pm – 4:30pm
Wednesday	14 November	7:30am – 10:30am
Friday	16 November	7:30am – 10:30am
Monday	19 November	2:00pm – 4:30pm
Wednesday	21 November	7:30am – 10:30am
Friday	23 November	7:30am – 10:30am
Monday	26 November	2:00pm – 4:30pm
Tuesday	27 November	7:30am – 10:30am
Wednesday	28 November	7:30am – 10:30am
Thursday	29 November	7:30am – 10:30am
Friday	30 November	7:30am – 10:30am
Monday	3 December	12:00pm – 4:30pm
Tuesday	4 December	7:30am – 11:30am
Wednesday	5 December	7:30am – 11:30am

CURRENT UNIFORM PRICE LIST

FORMAL UNIFORM

Skirt	\$50.00
Formal Blouse with crest	\$32.00
White socks - 3 Pack	\$14.50
Tie (Junior & Senior)	\$21.00
Formal Hat with Band	\$93.50
College Badge	\$7.50
College Carry Bag	\$56.00
College Back Pack	\$60.00
College Sports Bag	\$33.00
Navy Stockings	\$6.50
College Pullover – Wool Nylon	
• 12-16	\$80.00
• 18-22	\$89.00
• 24+	\$95.00
College Pullover – Poly Cotton	\$75.00
College Vest - Wool Nylon	\$70.00
College Blazer	\$160.00
Navy Scarf	\$12.50

SPORTS UNIFORM

House Polo / Representative Polo	\$36.50
Sports Shorts	\$31.50
Pleated Sports Skirt	\$25.00
College Sports Socks	\$9.50
Bike Pants – X Country / Athletics	\$48.00
College Sports Cap	\$13.00
Waterpolo Swimmers	\$94.00
College Swimmers	\$85.00
College Swimming Cap	\$6.50
Swimming Goggles	\$22.50
College Tracksuit	
• Top	\$56.50
• Pants	\$40.00
Hockey / Soccer Socks	\$12.50
Sun Visor	\$12.50

SUPPORTER'S WEAR

Men's / Ladies Polo	\$35.00
Supporter's Cap	\$20.00

- **These prices will take effect as of 31st July 2018 and are subject to change without notice.**

COLLEGE CAFÉ

The Kaf operates on a daily basis during the academic year for breakfast, morning tea and lunch.

The provision of contemporary food and drinks that are fresh and of high quality for our students, staff and guests is at the core of the operation. Café volunteers are always welcome and The Kaf staff would love to meet you. Volunteering is not only a positive method of assisting but also a great way to meet new friends and catch up with school happenings.

FLEXISCHOOLS STUDENT DEBIT ACCOUNT

To minimise the amount of cash that is brought to the school the College has introduced a Student Debit Account System for use in **The Kaf**. The flexischools account allows students to use their school ID card as a debit card to make purchase at **The Kaf**. Through the flexischools account parents can view purchases, set spending limits and top up the balance.

Online orders can be placed for morning tea and lunch up to 8.30am on the morning required.

Set Up Your Account

Setting up an account for either Online Ordering or Card Payments is done online and only takes a minute. Each card can only be registered to one account. Simply go to www.flexischools.com.au and click "**Register Now**". You will be sent an email with further instructions on how to complete the registration. Once registered, you can start placing orders immediately, or can activate the card payments by entering your student number which is made up of the following: 18xxxxx0 with x representing the 5 digit student number provided on your orientation pack.

The system operates via a pre-paid account, so you can easily budget for your spending throughout the term. There are a variety of payment options supported, including Visa, Mastercard (credit and debit), Bank Transfer and Payclick. Some top-up methods have fees or restrictions – please check online for details. *Please note payments using bank transfers may take up to three days for the balance to reach the account.*

What does it cost?

There is no cost for setting up your account and no monthly account fees. If you have any questions, FlexiSchools provide a great help desk on 1300 361 769, or you can contact them via their website.

Mt St Michael's College

TUCKSHOP MENU – TERM 2 2018

daily		classic flavoured milk (from)	\$2.60
potato top beef pie	\$4.30	sanitarium up & go 250ml	\$2.60
beef pie	\$4.10	iced tea 500ml	\$4.00
cheese & spinach roll	\$4.10	deep spring mineral water 500ml	\$3.70
sausage roll	\$3.00	vitamin water	\$4.00
chicken wedges (3)	\$3.00	healthy salads & snacks	
potato wedges	\$2.40	fruit salad	\$4.00
garlic bread	\$2.40	seasonal fruit pieces	\$1.50
noodle cups	\$2.30	yoghurt berry & muesli	\$4.00
first break		housemade Protein balls	\$2.60
bircher Muesli	\$4.00	sushi rolls - wed to fri	\$3.50
quiche lorainne tortilla cups	\$3.50	roast pumpkin and fetta salad	\$5.30
cheeseburger	\$4.50	greek salad	\$5.30
chicken cheese & mayo burger	\$4.60	chicken caesar salad	\$5.30
nachos	\$4.00	Sandwiches	
hotdog with cheese & sauce	\$3.80	cheese	\$3.00
hotdog with sauce	\$3.50	ham & cheese	\$4.00
mini chicken snack wrap	\$2.40	ham, cheese, tomato	\$4.30
homemade mini pizza (ham & pineapple)	\$2.30	chicken, lettuce, mayo	\$4.30
second break Main meals and salads		chicken, lettuce, avocado	\$4.30
Monday		egg, lettuce, mayo	\$3.90
cheese & spinach ravioli with a roasted capsicum passata	\$5.60	wraps & baguettes	
butter chicken with steamed rice	\$5.60	roast beef, tomato relish & salad wrap	\$5.30
cheesy meatball wrap with salsa	\$4.80	tandoori chicken wrap	\$5.30
Tuesday		chicken caesar wrap	\$5.30
beef tortellini with Napoli sauce	\$5.60	sweet chilli chicken & salad wrap	\$5.30
lamb korma curry with steamed rice	\$5.60	blt & avocado baguette	\$5.30
tandoori chicken breast burger with aioli and greens	\$5.30	falafel with tabouli and tzatziki wrap	\$5.30
Wednesday		half wrap / baguette	\$3.00
the Kafs fried rice	\$4.80	focaccias	
chicken & green vegetable stir fry with noodles	\$5.60	ham, cheese, tomato, honey mustard	\$5.30
meatlovers pizza slice	\$4.60	bacon, avocado, tomato, cheese	\$5.30
Thursday		chicken, cheese, bacon, bbq sauce	\$5.30
beef nacho with sour cream, cheese, salsa and avocado	\$5.60	Sweet treats	
pasta bolognese	\$5.60	jelly cups	\$2.00
BLT with crispy chicken and garlic aioli	\$5.60	chocolate mousse	\$2.00
Friday		sweet muffin	\$3.40
creamy chicken and mushroom pasta bake	\$5.60	large cookie	\$3.30
oven baked fish and wedges served with tartare sauce and lemon.	\$5.60	banana bread	\$3.00
homemade vegetarian pizza slice.	\$4.60	red rock chips (from)	\$1.50
Beverages		grain wave chips (from)	\$1.50
mount franklin water 400ml	\$2.40	icy pole	\$1.60
mount franklin water 600ml	\$2.90	billabong	\$2.00
pump flavoured water 750ml	\$4.00	lifesavers	\$2.40
fruit box fruit drink 250ml	\$2.30	milos scoop shake	\$3.00
keri juice 300ml	\$2.50		
plain milk 300ml	\$2.00		

register at flexischools.com.au & order online today, or call the helpdesk on 1300

COLLEGE MAP



- G**
GRANTULLY
 • RECEPTION
 • ADMINISTRATION
- M**
MIRYAM CENTRE
- I**
IONIAN CENTRE
 • AUDITORIUM
- K**
KILLINDARBIN
- S**
SOPHIA CENTRE
 • MULTIPURPOSE HALL
 • SEMINAR ROOM
- A**
A BLOCK
- MA**
MARY AIKENHEAD CENTRE
 • CHAPEL
- AP**
ARTS PRECINCT
- C**
CONVENT