

Frequently Asked Questions by Students When Starting at Mary MacKillop College

Starting high school can be confusing and there are so many new things to learn. But don't worry. Thousands of girls have started this journey before you and with the help of the College, their friends and family, have found their way.

Below are some questions which you may have been thinking about. The College has a wonderful program, which you will undertake, called '*Becoming MacKillop Women*'. So, while some of the places mentioned below may not be familiar to you now, you will soon get to know where everything is located.

Questions	Answers
Where do I store my school bag during the day?	In your locker. An individual locker will be allocated to you on the first day of school in 2021.
Does my locker need to be locked?	Your locker must always be locked. You will be buying a MMC padlock from the uniform shop and you will use this to lock your locker.
What if I have an issue with my locker lock?	All the teachers on playground duty carry a master key which can unlock your locker and reset the combination.
Can I leave things on top of my locker if they do not fit in?	No, as all items should be stored in your locked locker.
How do I pay for tuckshop?	Your parents can load money onto your student ID card. The tuckshop also takes cash and eftpos.
When is the tuckshop open?	The tuckshop is open every day.
What if I need to go to the toilet during class?	Take your Student Planner (diary) to the teacher and they will sign it to show that you are allowed to leave class. Then if anyone asks why you are out of class, you can show that you have permission.
What do I do if I need assistance with an assignment, homework or revision?	Your teacher can answer any questions, however there is also homework help in the library on Tuesday and Thursdays to assist.
Can I see the Guidance Counsellor?	You can fill in a request form at Student Services. You will then receive an email giving you the appointment details.
What if I forget my lunch and have no money for tuckshop?	Student Services has a small range of products that you can choose for both breaks. However, parents are asked not to deliver things to school for you. It is your responsibility to be prepared.
Where do I go for lost property?	Student Reception stores all lost property. If we receive named lost property, we will send you an email to let you know to come and collect it.
What if I forget where my classroom is or what class I have?	You can ask at Student Services or Student Reception.
What do I do if my laptop runs out of charge?	There is a charging station in the library you can use during breaks. But you should charge your laptop every night.
What do I do if I have trouble with my laptop?	The IT department is open during both breaks to assist with issues.
When is the library open for use outside classes?	The library can be used before and after school and during both breaks. The Library opens at 7.30am and closes at 4.30pm.
Where do I go if I feel unwell?	Let your teacher know that you are unwell. They will sign your diary and send you to sick bay. If you need to go home, the staff in Student Reception will contact home and arrange for you to be picked up. You are not permitted to directly contact home.
What do I do if I arrive late?	Go to Student Reception and you will receive a late slip. Being on time every day is vitally important.
What do I do if I need to leave early.	Once your guardian has arrived, your classroom will be called and you will be asked to go to Student Reception to sign out. If you are leaving during morning tea or lunch, you will <u>not</u> be called. It is your responsibility to come to the office at the time you are leaving. However, there are very few reasons why you should need to leave school early. Being at school, all day, every day is a priority.