



MACLEOD COLLEGE
A STATE P-12 SCHOOL



Parent Handbook

EARLY YEARS 2019

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Thank you for your interest in Macleod College.

**You are most welcome to contact us
if you have any queries
or would like more information.**



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The College - History and Staff

Macleod College grew out of the 1996 merger of Macleod Primary School and Macleod High School. It provides a comprehensive primary and secondary education in a government school on a single campus, which is located adjacent to Macleod Railway Station. While the majority of the seven grades of primary students live locally, many of the secondary students come from areas accessed by the Hurstbridge train and the various bus lines, which terminate at stations on this line. The College provides an academic education within a caring environment and is particularly proud that the Victorian Certificate of Education (VCE) students have consistently obtained ATAR scores well above the state average.

At Macleod College, the staff are enthusiastic, passionate and dedicated. Our staffing profile demonstrates a mix of experienced staff who have been at the College for a number of years, and staff who have joined the community more recently, bringing with them a fresh outlook, new skills and talents.

Specialist staff work across the college in various subjects, support and enrichment programs, and in a range of sporting activities. Students feel supported, encouraged and inspired by staff who are willing to provide the extra assistance necessary to help them to achieve their best.



Positive Education

In 2017 our Positive Education Program will continue. This program develops the capacity of students in areas such as resilience, problem solving, and attitudes to life. The positive Education program is based on the science of Positive Psychology and emphasises individual strengths and teaches students how to:

- Enhance their wellbeing
- Deal with life's challenges
- Live a life of meaning and purpose
- Strengthen relationships
- Strive for their dreams



Wellbeing

Whilst the primary purpose of the College is to enable the students to access an academic education, it is recognised that this is best done within a caring, supportive framework. By promoting an atmosphere of respect and equality amongst peers, students learn the value of working in a team with many leadership opportunities along the way.

Year level co-ordinators are supported by a qualified and experienced psychologist who is available by appointment. The College has the services of a school nurse two days per week and a student wellbeing officer for three days a week whose role is to provide support for staff and students, and a wellbeing co-ordinator who oversees the program. The College also facilitates access to of all types of community support for those experiencing difficulties.



Policies

Student Engagement Policy

Macleod College recognises that its first function is to provide an environment in which all students are able to achieve an education which is commensurate with their ability. Consequently it recognises that it has a duty to provide a cooperative and caring environment where members of the College community feel valued and respected and are free from harassment and bullying. The Student Engagement Policy equips students and staff with the procedures to create a stimulating and secure learning environment. The College promotes high standards of behaviour based upon co-operation, courtesy, respect, mutual responsibility and self discipline. The students, parents, teachers and administration have a joint responsibility to ensure that such a learning environment is provided and consequently they have an obligation to implement and support the Student Engagement Policy.



Uniform

The College Council approves the uniform which must be worn by all students who attend the College. Students or parents who experience a financial problem when purchasing the uniform are asked to contact the Business Manager who is able to suggest strategies to overcome this difficulty. Every attempt is made to reduce the cost of uniform and a range of second hand items are available from the College.

Students are required to wear the complete school uniform while at school and while travelling to and from school. When competing in inter-school sport they are required to wear the proper sports uniform to and from the venue. The PE uniform must be worn for practical classes. There is a performance uniform for Instrumental Music Students which is worn for all concert performances. Please see the Uniform Policy Document (available on the website), which includes the price list and Uniform Shop opening hours, for more information.



Bullying and Harassment

All students are taught to recognise the nature of bullying, to reflect on its causes and effects and what to do if they become aware of instances of such behaviour. This is undertaken within classroom programs as well as through the use of professional presenters and programs.

Bullying and harassment of others is unacceptable and not tolerated at Macleod College.



Prep - Grade 6 Curriculum

School-wide special activity programs

Excursions/Incursions/ camps
 Wellbeing Support
 Reading Eggspress - online
 Mathletics - online
 Language Perfect - online
 St Johns Ambulance First Aid
 Banyule Festival
 Literacy & numeracy Programs

Integrated Curriculum Term Themes
 Library program
 Positive Education Program
 iPads and Netbooks
 P-12 Buddy Programs
 Peer Support
 Student Leadership

Dress-up / out of uniform days
 Instrumental music program:

- Orchestra
- Chamber Music groups
- Choir
- Small group lessons

Prep - 6 Core Learning

English - Early Years and Middle years Programs
 Maths Early - Early Years and Middle years Programs
 Specialist German program
 Specialist PE/ Sport program

Science
 Integrated Studies - enquiry based learning
 Technology

- Computers
- Media

The Arts

- Specialist Visual Art/ craft
- Specialist Music
- Classroom Music

Primary Enrichment and Support

English

- Home Reading
- Reading Recovery
- Individual Student Learning Plans
- Intervention/ extension
- Parent Helper Program
- UNSW Testing
- Literacy Timetable Block
- Middle Years Literacy
- Tournament of Minds
- English as an Additional Language

Maths

- Enrichment program
- UNSW Testing
- Numeracy Timetable Block

 PE/ Sport

- PMP
- Interschool Sport
- Track and Field Athletics
- Hoop Time
- Gymnastics
- P-2 Swimming lessons

Other

- School Concert
- Prep Transition
- Leadership Program
- Camps & excursions
- Activity days
- Buddies
- OSHC
- Dance / Circus Program (alternate years)
- FISH Philosophy
- Family Life
- Life Education



Early Years Program

“To open a child’s mind to learning and discovery is a gift for life”

Early & Middle Years

During the early and middle school years, it is important to foster creativity, encourage new learning and provide opportunities for success. This year we have the following classes: Prep/1, 1/2, 3/4, 4/5, 5/6 and a 5/6. Ongoing monitoring and assessment supports focused teaching, which is at the appropriate developmental level for individual students. A joy of learning through discussion, investigation, collaboration and sharing is encouraged throughout these years.

Early Years Program – Literacy

The Early Years Literacy Program incorporates Reading, Writing and Speaking and Listening into a literacy block every day. During these sessions, children of similar needs are grouped. They are given the opportunity to work intensively with the teacher to develop their Reading, Writing and Speaking and Listening skills. A love of literature is developed through the sharing of all types of books and by creating and sharing our own stories.

Early Years Program-Numeracy

Children learn and discover about Maths through ‘hands-on’ experiences connected to things and actions with which we are familiar. The Early Years Numeracy program involves the teaching of Maths every day. During Maths sessions children may work individually, in a small group or as a whole class. Children are encouraged to use ‘concrete’ materials to enable them to better develop understandings of concepts.



Transition

The kinder to school transition program begins early in the year with a strong focus on shared activities and visits with local kinders. The College also visit local kindergartens to talk to parent groups as well as running a special 'readiness for school' talk for families.

Our formal program begins in term 4 with 3 scheduled transition mornings offering a taste of school. A parent session is also conducted with tips on school readiness and an informal morning tea and an opportunity to get to know each other. The College also runs an Information Evening in term 4 to provide families with all the necessary information required for a smooth start to school. We are also able to facilitate additional individualised transition sessions as required by some families to support the best start to school.

Integrated Curriculum

We see the child as capable and curious and we appreciate that they are on a continuous journey to understand the world around them. An Integrated curriculum approach to teaching and learning is used where areas of the curriculum are taught under one topic using VICTORIAN CURRICULUM - English, Mathematics, the Arts, Personal Development and Technology are incorporated with Humanities.

Through this type of approach, children can make connections across all curriculum areas and a collaborative inquiry learning approach is encouraged.



Enrichment and Support Programs

Macleod College offers Reading Recovery to students with reading difficulties in Year One. Individual Learning Plans are implemented for students operating at the lower or higher end of the learning continuum. An Educational Psychologist is available for either parents or teachers to refer students where needed. A Speech Pathologist assists students with articulation or language difficulties, while an experienced EAL teacher supports students who have English as an additional Language.

Students have the opportunity to participate in the University of NSW competitions in English, Maths, Science, Computer, Spelling and Writing. On Demand Testing and Progressive Achievement Tests (ACER) are conducted at points during the year. An extension program through Tournaments of Minds is being implemented with 5/6 students again this year.



Specialist

We recognise that children learn in a wide variety of ways and are capable of expressing themselves in a rich and vibrant manner.

The timetable runs over a 10 day cycle. Over this period of time students are involved in lessons taken by teachers, who are specialists in their field such as P.E., Library, Art, LOTE- German and Music.

Buddy Program

The incoming Foundation students meet their Grade 6 buddies at the last transition session before they begin school.

They receive a welcome letter from their buddy and spend time in the first week of school eating lunch and having some playground time together. The teachers plan a comprehensive schedule of buddy activities making it a supportive and enjoyable program.

The year 9 students have also developed a buddy program which supports and transcend the different levels of the College by building strong relationships. Some of their activities involve a buddy breakfast for the Foundation students and their families as well as supporting in the classroom with literacy and numeracy activities.



Choir/Concert

A singing teacher is supporting classes with a classroom singing program. Students have the opportunity to be involved with choir and all students are involved in our bi-annual concert/dance program.



Parent Participation

The Early Years program is well supported by the strategic assistance of classroom helpers. The Classroom Helpers Training program is designed to support the work of parents and helpers who assist in classrooms. Training sessions for Classroom Helpers occur during the first semester.

Parents are also welcome to assist the school in any way, especially during special events and activity days. We have an active Parents & Friends group which meets monthly and is involved with the College program.



The Perceptual Motor Program

Within the Early Years the focus is on body control and co-ordination and increasing students' participation in and enjoyment of physical activity.

A Motor program runs every week for students in Prep & Year 1 in the College Stadium. Pre-school children are welcome to participate.

This is one of our transition programs, giving pre-schoolers the opportunity to become familiar with school, in readiness for school entry in Year 2016. Our transition program and Information Evening are held in Term 4.



Ongoing Monitoring and Assessment

Ongoing monitoring and assessment supports and evaluates students' progress. The New Reporting System tracks student achievement over time and informs you about your child's strengths and areas for improvement.

All students in Years 3 & 5 will be involved in the National Testing Program (NAPLAN).

Reports are issued at the end of each semester. Parent/Teacher interviews are held twice a year. An informal meeting or information evening is held at the start of the year for parents to meet their child's teacher, learn about the curriculum and to exchange information.

Online Literacy and Numeracy Testing for Prep – Year 2 and On Demand Testing for Year 3 onwards.







Macleod College Music Academy

In 2011, Macleod College launched the Macleod College Music Academy (MCMA) a program available to all students from beginners to advanced and providing the Northern Region with outstanding specialised music education.

Our History

Macleod College has a strong history of music education. It was established as one of four specialist music schools in the 1970's and continues to maintain high standards of music performance, creativity and innovation. One in five students at Macleod are currently involved in the performance program.

What we offer

MCMA provides a safe and accepting environment where all students are valued and can express their talents and creativity.

Students enrolled in the Macleod College Music Academy are provided with access to:

- tuition in all areas of strings, wind, brass, percussion and voice with highly experienced and practicing musicians
- a wide range of innovative and quality performance ensembles
- individualised learning plans
- study of a second instrument
- programs in leadership and teamwork
- access to AMEB and ANZCA examinations
- regular performance opportunities
- an enjoyable and fulfilling school experience
- music tours and performance camps
- the best value for money musical experience in the northern region

What we Achieve

Macleod students regularly:

- are among the top VCE Music students in the state, and consistently achieve scores of 40+ and invitations to perform at Top Class
- receive their first preference at tertiary institutions such as Victorian College of the Arts (VCA), West Australian Performing Arts (WAPA), Monash University and Ballarat Academy of Performing Arts
- participate in many quality performances
- perform at festivals and competitions such as Generations in Jazz, State Schools Spectacular and the Royal South Street Eisteddfod

Our Facilities

Macleod College possesses a purpose built 330 seat performing arts center complete with dedicated instrumental teaching rooms, rehearsal and performance spaces.

We provide a full range of percussion and hire instruments, a grand piano and recording equipment.

Our Partners

MCMA is building an impressive list of community partners who will work with us to provide the most comprehensive music experience in the area.

How to Enrol

Enrolment forms can be completed online through our website - <http://macleod.vic.edu.au/pages/musicacd.html>

For more information about enrolling in the Macleod College Music Academy contact the Music Director Mr Jason Ziino at 9457 0228 or ziino.jason.a@edumail.vic.gov.au



Testimonials

"As parents, the decision of where to educate our children was not one we took lightly. We checked out Macleod College time and time again to be sure we were making the right decision. Now in our third year here with 2 children in primary and 2 in secondary school what has impressed us the most to date is:

- the sense of community from being small enough to get to know other parents and teachers (with teachers having remembered our daughter's name by our 2nd visit to school);
- how well the combination of Primary and Secondary students actually works (this was one of our concerns) with the older students nurturing the young, and the younger ones teaching them about tolerance;
- that we can be involved as parents a little or a lot, with our suggestions always being heard and our input welcomed;
- the ease of transition from Primary to Secondary, from being on the one campus and already familiar with surroundings and staff;
- that LOTE is taught from Primary level up and that music lessons are available to all ages with loads of music opportunities from having Macleod College Music Academy
- and most importantly, that our children are **happy** and have a nice group of friends."

Linda Voykovic, current Macleod College parent

"Macleod College is an outstanding example of why P-12 schools are great.

While in the primary years our girls had all the benefits of being at a small school where they were part of the family while having access to specialist teachers and facilities usually only found in secondary schools. In particular, being able to take part in the music program from an early age has had enormous benefit and given them some fantastic opportunities.

The transition to secondary school was seamless for both girls. We all continue to appreciate Macleod's:

- ◇ Excellent music program
- ◇ Community atmosphere
- ◇ Student leadership opportunities
- ◇ Caring environment where every student is known
- ◇ Opportunities for parent involvement which is genuinely appreciated
- ◇ Friendly and motivated teachers who care about their students."

Heather Bailie, current Macleod College Parent

"My children have attended Macleod College for the past 12 years and we will end our association in 2018.

Macleod has provided a community in which my children have flourished both in academic skills, personal growth and social awareness. They have been well prepared for tertiary studies by being encouraged to be independent learners and to motivate themselves to do well.

The sense of belonging that Macleod has provided means that my children have felt secure to explore and discover their talents and set them up for a life of learning.

Being part of the Macleod College community has been a privilege for our whole family."

Julia Zarucky, current Macleod College Parent





2018 Charges

Essential Items - Levies and Charges

The College levies parents for the following items that are not sufficiently covered by the government grant:

Voluntary Charges

Educational Resources	\$100	School Magazine	\$15
Welfare	\$30	Equipment Fund	\$25
School Nurse	\$20	Grounds & Maintenance	\$30

Subject Contributions

These payments assist towards the cost of providing essential items in each subject area.

Primary	\$150	Years 7 & 8	\$350
Years 9 & 10	\$450	Years 11 & 12	\$500

Students also have to buy their own uniform, textbooks & stationery according to the lists distributed in November.

These charges help us to provide quality materials needed to produce work of a high standard particularly in the VCE subjects. In the case of music tuition, the College employs additional contract teachers to provide instrumental lessons.

The cost of the additional tuition is subsidised by the College Council. In the Food Technology subjects, a great deal of high quality food is used and taken home by students undertaking these courses.

Music Charges Prep - Year 10

Instrumental music tuition	\$300 per year
Second instrument tuition	\$150 per year
Instrument hire	\$200 per year (Viola & Violin \$130)
Ensemble levy	\$150 per year

Year 8 –10 Food Technology

Year 8 Food Technology	\$60 per semester
Year 9 Patisserie	\$90 per semester
Year 9 Food Technology	\$90 per semester
Year 10 International Foods	\$90 per semester
Year 10 Food Technology	\$90 per semester

VCE

Year 11 Individual Music Tuition	\$450
Year 11 Studio Arts	\$90
Year 12 Individual Music Tuition	\$450
Year 12 Studio Arts	\$90



