

FAQ's and General Information

School Hours 2023

Grade Level	Start Time	Finish Time
Prep	8:35am (doors open 8:15am)	2:30pm
Year 1/2	8:35am (doors open 8:15am)	2:45pm
Years 3-6	8:35am (doors open 8:15am)	3:00pm
Year 7-12	8:10am (doors open 8am)	3:10pm

Parent Communication

At Mancel College our platforms for parent communication are the **TASS Parent Lounge** and our classroom based digital platform **Seesaw**. All formal emails are sent through TASS, including from your child's teacher or a member of our Allied Health team. You will receive TASS Parent Lounge access details via email upon your child's commencement at the College. Seesaw access will be managed by your child's classroom/form teacher once the Term has commenced.

TASS Parent Lounge is the main communication tool between the College and our families. On the **TASS Parent Lounge** you will find the following information:

- The Mancel College calendar;
- Permission notes for events and activities;
- Confirmation of Medical Details and student forms;
- Invoicing and account statements;
- Student absences

Seesaw is the digital platform that we use to provide regular updates about daily life at school, notifications of class news, upcoming activities within the classroom and as a tool for learning.

If at any time you wish to request a meeting with our Principal, a Deputy Principal, or your child's teacher please contact our College Reception in the first instance for assistance.

Sharing of Information and Permissions

If you wish for our staff to liaise with your child's external Allied Health team, or medical professionals, we ask that you complete the *Release of Information Permission* form for our records. A copy of this form can be requested by contacting school@languagedisorder.org.au

If you wish to change any of your child's permissions (e.g. promotional activities and media permissions) please visit the Parent Lounge and update your details accordingly.

Notification of Absence

Parents and caregivers are required to send their child to school every school day under Queensland law unless there is an acceptable reason such as:

- Illness
- College events that are held off site; and/or
- Sporting and/or cultural events where they are representing the College.

In the event of your child's absence, you will need to notify the College and where possible provide a reason, via one of the below channels:

- Calling student reception at 07 3378 8625; or
- The College absences line via text on 0408 039 473; or
- TASS Parent Lounge; or
- Through email absence@languagedisorder.org.au

Parents are not to email their child's teacher regarding absences, if they have not notified the school as above. If we do not receive notification of absence on the day, a text message will be sent requesting notification.

Principal approval is required for extended absences and should be discussed as required.

Medication Management During School Hours

If your child requires medication to be administered during school hours, please ensure you complete a Medication Form and return to school reception. If your child has a current Asthma, Seizure or Anaphylaxis plan please provide this for our records.

Please email school@languagedisorder.org.au to request copy of this form.

Requirements:

- prescribed medications MUST be accompanied by a letter from your paediatrician and/or GP
- stored in the original labelled packaging, clearly showing the student's full name.
- over the counter medications must also be accompanied by written parent permission and be in original packaging with pharmacist label.

Notification of any changes to medication must be provided immediately, including updated supporting documentation.

Uniforms

Students are required to dress in the College uniform at all times, unless otherwise directed or approved by the Principal. Mancel College's uniform supplier is Ashgrove West Drapery. Our uniform range can be viewed online via the School Threads website <https://www.schoolthreads.com.au/Uniforms>.

Our uniform policy can be viewed on our website.

Chatters Café

Chatters Café is open daily onsite at Mancel College and provides a variety of food and beverage options available for purchase for students, parents, and staff. Opening hours are listed below:

- Monday, Wednesday and Friday – 7.30am to 12.30pm
- Tuesday and Thursday – 7.30am to 11am

Bright Door Clinic at Fig Tree Pocket

Bright Door by Language Disorder Australia is a separate Allied Health Service with a clinic located on site at Mancel College. To find out more about how to access Bright Door therapy services, through a fee for service option, please visit <https://brightdoor.com.au/>. All Bright Door enquiries must be made directly with the Bright Door team.

Out Of School Hours Care

Outside School Hours Care (OSHC) is accessible through Fig Tree Pocket State School. Please visit their website and contact accordingly to enquire about centre opening hours and current availabilities <https://figtreepocketss.eq.edu.au/facilities/out-of-school-hours-care>

Parents, Students and Friends

Mancel College's *Parents, Students and Friends committee* meets once a month, and all parents are welcome to become members. If you wish to connect with the PS&F, please get in touch at psandf@languagedisorder.org.au

Variety Financial Counselling

A financial counselling program to support Australian families with children who are sick, disadvantaged or living with disability, is run by Variety – the Children's Charity. Raising a child with a disability or illness can be expensive and cause financial strain for families due to high medical costs, specialised education needs or restricted income due to caring responsibilities.

This program is available through Variety and is designed to help families experiencing financial stress or hardship. They can assist with managing debt, managing household budgets, negotiating with creditors, providing Centrelink guidance, accessing utility grants and helping you to understand your financial rights and responsibilities. They can advocate on your behalf and can refer you to the right service to access legal advice and dispute resolution.

If you wish to explore or utilise this service as a family of Mancel College, please contact the Variety Financial Counselling team on 1300 012 164 or register your interest at www.variety.org.au/financialcounselling

