Welcome to MHOC Sawtell.

We’d like to share some information that may help you in your first few weeks at our school.

**Teachers and Teacher Assistants**
Here is a picture of the staff at MHOC. Before you know it, you’ll be able to name them all without having to look at the list at the bottom.
Code of Conduct
Here at MHOC we want everyone to learn in a happy, safe place so we have designed a code of conduct that helps people know their rights and responsibilities.

The following behaviour code applies to our whole school community (even Mums and Dads and teachers!):

SAFETY
We try not to hurt others or ourselves.

Safety looks like:
- following staff instructions
- using equipment correctly
- following rules and procedures
- playing safely

EFFORT
Everyone will try hard with their learning.

Effort looks like:
- completing set tasks to the best of your ability
- being on time
- being ready
- joining in

RESPECT
Everyone will try to treat others as they would like to be treated themselves.

Respect looks like:
- speaking politely to others
- taking care of property
- being kind to others

SELF-RESPONSIBILITY
Everyone will try at all times to make the best behaviour choices and accept the consequences of their actions.
**Being self-responsible** looks like:
- thinking about your own behaviour and how it affects you and others
- following class and school expectations
- Owning up to mistakes and celebrating your achievements

Abiding by this code of conduct will allow us to truly live out our school motto: “Walk Worthy of God”

**Lunchtime Play and Clubs**
Lunch is at 11:15am. You eat for the first 10 minutes then a bell will ring to let you know it’s time for play. There are lots of teachers on duty in the playground. These teachers will wear a bright orange vest.

Your teachers and classmates will show you where you can play at lunch and recess. Our rule is ‘No hat, play in the shade’ so try to remember to bring your hat every day. Equipment such as basketballs, soccer balls, cricket sets, sandpit toys are all supplied by the school. Table tennis tables are available for Years 3-6 every lunch time near the hall.

Children in Years 2-6 are invited to lunchtime clubs in the Library each day when the play bell rings at 11:25am.

- **Minecraft Monday** - You may bring classroom or personal devices
- **Chess and Checkers Tuesday** - Our resident chess master, Mr Atkin, will provide chess lessons for any interested students or you can just come in and play.
- **Wacky Wednesday** - Board games and Lego
- **Wacky Thursday** - Board games and Lego
- **Free Choice Friday** (includes all of these options)

Of course, if you would just like a quiet place to read, are welcome in the Library every lunch time.

**Student voice**
We really like to hear your ideas and how things are going for you at school. You can always talk to your class teachers, Mrs Watts or Mrs Ryan to let us know what you love about school, but also what you don’t like or may find difficult. We will often ask you to talk about your learning so we can help make learning better for all our students.
Homework
Every child from Kindergarten to Year 6 is assigned homework.
- All children are asked to read all or some of a ‘good fit’ book each day.
- Children from Years 3-6 are asked to complete Maths Mate revision each week.
- Kindergarten and Year 1 students are asked to practice hotwords and other high frequency words.

Homework gives you a chance to practise what you already know. If you find any homework is difficult, let your teacher know.
If you really love doing extra learning at home talk to your teacher about using Maths Online or designing your own ‘Passion Project’.

Habits of Mind
You’ll hear lots of people talking about the Habits of Mind at our school. These 16 learning habits are on display in every learning space. Your teacher will talk more about them with you.
(psst… You’re using two Habits of Mind right now….You are remaining open to continuous learning AND you’re taking a responsible risk! Habits of Mind? You’re all over it already!)

Library
Our library is open every day. You will be given the opportunity to borrow books during class time every week. You can also borrow books or read every lunchtime from 11:25am.

BYOT
We have a Bring Your Own Technology policy which means children in Years 2-6 can bring their own devices from home if they have their parents’ permission and they have signed and returned the BYOT User Agreement. Mrs Robertson (our Technology Officer) or your teachers can help you connect your device to the internet at school.

Uniform Expectations
We expect all our students to wear the correct school uniform every day. It is important that you bring your hat to school for play and sport activities.
Here is some extra information that may be useful:

- Hair that is shoulder length must be tied back using hairbands, ribbons or scrunchies only. Hairbands must be black, brown or dark green. Ribbons, headbands and scrunchies must be dark green.
- Trackpants should only be worn in Term 2 and Term 3 when weather dictates this is necessary.
- Jewellery should not be worn to school. Exceptions: plain sleepers or studs, watches. Only one conventional piercing per ear.
- Other accessories such as scarves and gloves must be dark green.

**Peer Groups**
Every child is placed into a peer group which includes children from Kindergarten to the Year 6 peer group leaders. These groups meet approximately every 3 weeks for activities and games.

**Canteen**
The canteen is open every Wednesday, Thursday and Friday for ordering lunches and buying snacks. To order your lunch, write your name, grade and order on a lunchbag and place it in the purple tub outside the staffroom when you arrive at school. You can buy snacks from the canteen when you have finished eating your lunch.

**Toilets**
- Kindergarten and Year 1 students use the top toilets during class time and playtime.
- Students in Years 3-6 use the bottom toilets during class time and playtime.
- Year 2 students use the bottom toilets during class time and the top toilets during playtime.

**Helpful Tips**

**If you get hurt**
- If you are on the playground tell a teacher on duty (they will be wearing an orange vest)
- If you are in class tell one of your class teachers

**If someone is mean to you**
- If you are on the playground tell a teacher on duty (they will be wearing an orange vest)
• If you are in class tell one of your class teachers
• If you are upset, you can go to the front office and ask to see Mrs Ryan or Mrs Watts any time you want to talk. Tell your class or duty teacher that you would like to speak with one of us.

**If you don't know what to do in class**
• You are always allowed to ask for help from your peers or teachers.
• Look around the room or in your book for clues. You may be able to work it out yourself.

**If you get stuck with your learning**
• Ask your peers to show you what to do
• Tell your teachers you are stuck and ask for help

**If you lose something**
• There is a big blue lost property tub outside the staff room. Check here first.
• Make sure your name is written on everything you own. That way you are more likely to have it returned to you.

**If you forget your bus money, lunch, lunch order etc etc**
We all have forgetful days and busy mornings. If you forget something, tell your teacher and we will help you to solve your problem.

**If you do something wrong**
Don’t panic! We all make mistakes from time to time. In fact, mistakes are very helpful because we learn from them.
• If you make a mistake in your learning, ask your peers or teachers for advice about the best way to fix it.
• If you have hurt someone, make sure they are OK and apologise
• People who make choices that are unsafe, hurtful or disrespectful may be asked to complete a reflection sheet so they can understand who their behaviour affected and what they need to do to fix the problem. Once it is dealt with it is over and we start afresh.
School Tour and Boundaries with Mrs Ryan or Mrs Watts

Visit with Technology Officer to get Passwords and Tips

- You will receive a username and password from Mrs Robertson so you can logon to our computers, use the Google Suite and check your email.
- Your username to logon to a school computer will be username.43
- Your email address will be username.43@lism.catholic.edu.au
- Write your Maths online username and password here: