

Dear Parents/Guardians

The first day at a new school can be both a scary and exciting time and we will do all we can to make it as enjoyable as possible. Here is some important information which will help you and your child prepare for the big day.

For Prep- Year 12 school commences at 8.30am and finishes at 3.05pm for Prep- Year 6 and 3.10pm for Year 7-12.

On the first day *Primary and Year 7 students* can go directly to their classrooms. You will already have received details of which class you child is in via email as well as a map to show you where the classroom is. Simply head to the classroom and help your child settle in. You are also welcome to come to Reception and will be shown to the classroom should you prefer. You will be able to come in and drop off stationery and meet the teacher between 1.30pm and 3pm on Friday 19 January 2024.

*Secondary students (Year 8-12)* should go to College Square at 8am. They will be met by the Year Level Coordinator, given their timetable and will be introduced to students in their class who will help them settle in.

### Booklists

PDF's of each year's booklist can be found on [www.muellerconnect.com](http://www.muellerconnect.com) under the "Community" tab in Handbooks and Documents.

Go to [www.impactsschoolsupplies.com.au](http://www.impactsschoolsupplies.com.au)

1. Enter the code: **MUCO6654** (MUCO six, six, five, four) and click login.
2. After logging in, enter each child's first name, surname and year level then click next.
3. View your child's booklist and order the items that are required.
4. Confirm your order and do a final check of your delivery details and total amount.
5. Go to the secure payment page to enter your credit card details and complete your order.

### Uniforms

New school uniforms may be purchased from School Locker, 4-6 Burke Crescent, North Lakes.

The Mueller Shop is open for second hand uniforms from 7.45am-12 noon on Tuesday and Thursday mornings in term time. It will also be open on the following days:

Tuesday 28 November	7.45am-3pm	Thursday 30 November	7.45am – 3pm
Friday 1 December	12pm-4pm		
Thursday 11 January	7.45am-4pm	Saturday 13 January	7.45am-1pm
Tuesday 16 January	7.45am-1pm	Thursday 18 January	7.45am-4pm
Saturday 20 January	7.45am-1pm		
Monday 22 January	8am-11am and 2pm-4pm.		

### Parent Portal

New parents will receive their login details in the second week of January 2024. The Parent Portal is used for giving approval for camps and excursions, making payments, the distribution of school reports and communication to teachers etc.

### **Medical Information**

You will be required to complete medical information for your child online once you have received access to Parent Portal. This will need to be completed by the first day of term. If you prefer, you can download and print a copy of the medical form from Handbooks and Documents on [www.muellerconnect.com](http://www.muellerconnect.com) and returned it to the College on the first day of term.

We have some really important and helpful information and Handbooks on our communication website [www.muellerconnect.com](http://www.muellerconnect.com). Some of these include:

### **Student Orientation Booklet**

This booklet has helpful information on daily life at Mueller College and has a particular useful section on where to go for help in a number of different situations.

### **Parent Handbook**

This handbook contains information on all aspects of Mueller College including the Vision and Mission, Administration and Communication, the Curriculum, Uniforms and Policies and Procedures.

### **Prep Handbook**

The Prep handbook will help answer many of the questions you may have regarding the Preppie's time at school.

### **Primary Sports Handbook**

Gives valuable information on the Primary Sports program.

### **Mueller Arts Handbook**

This handbook provides you with information on the many and varied extra-curricular activities that are available at the College.

### **Transport Options**

This gives you information on the public bus service available, as well as cycling and also student driving and parking.

### **Outside School Hours Care**

OSH Care is available for all Mueller College students.

### **Flexischools**

A simple and easy way to order and pay for tuckshop. Visit the Flexischools website to register.

### **Tuckshop Menu**

The tuckshop has a delicious range of healthy and tasty meals and snacks.

We welcome you into the Mueller Community and look forward to walking the path of educating your child together with you.

Kind regards



**Paul Valse**

*Head of College*