



Mercedes College

# HANDBOOK

2019

# College Anthem

*Look around to a life worth living,  
Full of hope, full of heart, full of cheer.  
To a life that is made for living.  
With a guide, with Our Lord, without fear.  
Look ahead to the One who leads us,  
To the Lord who guides our ways.  
We shall follow, follow, follow.  
We shall follow Him all our days.*

*Look within to the gift that's given.  
Know the Spirit He shares with each one.  
Hear the call of His high horizons,  
Pattern life on the way of the Son.  
In our journey goes one before us.  
Who will nurture us all our days.  
She is Mary Mother of Mercy,  
Lovely Queen of Mercedes.*

*Look around to the gifts in others.  
Let them ask of us, service too.  
Make our life a receiving, giving.  
With the virtues of Mercy values too.  
Look above, look within, look around us.  
Build the Kingdom all our days.  
Till day is done, race is run,  
Laudate Dominum 'Mercedes'.*

# Contents

|   |       |
|---|-------|
| Principal's Welcome.....                            | 4     |
| Early History & Mission Statement.....              | 5     |
| Our Vision.....                                     | 6     |
| House System.....                                   | 7     |
| Term Dates.....                                     | 8     |
| Class Times.....                                    | 9     |
| Student Services.....                               | 10-11 |
| Wellness Centre.....                                | 12-13 |
| Travelling to / from School & Public Transport..... | 14    |
| Drop-off, Pick-up & Parking.....                    | 15    |
| Personnel.....                                      | 16-17 |

## COLLEGE INFORMATION

|   |       |
|---|-------|
| Café & College Wear Shop.....                 | 18    |
| College Wear Shop Price List.....             | 19    |
| Uniform Requirements.....                     | 20-21 |
| Dress & Grooming Code.....                    | 22-23 |
| Caring Behaviour.....                         | 24-26 |
| College Psychologists.....                    | 27    |
| Library Information.....                      | 28    |
| Parental Involvement at Mercedes College..... | 29    |

## ACADEMIC & CO-CURRICULAR

|   |       |
|---|-------|
| Years 7 to 12 - Curriculum / Religious Education.....   | 30    |
| Years 7 to 10 - Curriculum Framework.....               | 30-32 |
| Year 12 - Courses.....                                  | 32    |
| Year 11 & 12 - Summary of Offerings.....                | 33    |
| Western Australian Certificate of Education (WACE)..... | 34    |
| Mercy Service.....                                      | 35    |
| Homework.....   | 36    |
| Reports.....  | 37-38 |
| Assessment Policy & Procedures.....                     | 39-45 |
| Awards.....   | 46-47 |
| Awarding of Badges.....                                 | 48-49 |
| Co-Curricular Activities.....                           | 50    |
| Health, Physical Education & Sport.....                 | 51    |
| Speech Program.....                                     | 52    |
| Instrumental Music Program.....                         | 53-54 |
| Mobile Phones & Other Electronic Devices.....           | 55    |
| Digital Citizenship Policy.....                         | 56-60 |
| Privacy Policy.....                                     | 61    |
| How to Deal with a Dispute or Complaint.....            | 62    |
| Map.....  | 63    |

# Principal's Welcome

Welcome to the Mercedes College community. Our vision for the College is to create a learning environment where your daughter is able to aspire to great things, excel in her endeavours and lead with integrity.

Mercedes College is first and foremost a Catholic school in the Mercy tradition and each member of the College community commits to supporting that catholicity and living our Mercy charism. We encourage a love for learning and a resilience that is essential for personal wellbeing. We aim to ensure that our College values – integrity, compassion, service, excellence and justice – underpin everything we do. Mercedes students are committed to making a positive difference to the lives of others.

We aim for personal excellence, be it in learning and teaching, pastoral care, Mercy service or the myriad of co-curricular activities that are offered. A positive learning environment is enhanced by addressing every detail of College life – courtesy, attendance, personal grooming and uniform, travel to and from school, work completion and organisation. The rights of each member of the College community are respected whilst at the same time the responsibilities we have to respect the rights of each other are strongly reinforced.

I invite you to read these pages and continually refer to them as you journey through life at Mercedes College. I encourage the students of Mercedes to use this information to ensure that the experience they have is positive both within the College and in the broader community.

We would like to acknowledge the hard work of our parents and emphasise the shared responsibility that is integral to creating a high level of mutual respect, support and communication between parents and the College. By working together we can support our young women as they strive to fulfil their potential as young Mercy women.



Kerrie Fraser  
PRINCIPAL

# Early History

Mercedes College traces its origins back to 1846, the early days of the Swan River Colony, when a community of six Sisters of Mercy arrived from Ireland on the barque *Elizabeth*. The Congregation of Sisters of Mercy had been founded barely fifteen years earlier in 1831 by Catherine McAuley, a wealthy heiress. In faith, Catherine had devoted herself and all her resources to bringing hope to the lives of the poor and destitute in her country, through education.

A chance to extend this work came when Bishop John Brady, visiting Dublin to recruit missionaries for the fledgling colony, requested that Catherine send a group of Sisters to assist him in his work there. Thus it happened that, after a long and arduous journey by sea, the small band of Sisters under the leadership of Mother Ursula Frayne, arrived in the Swan River Colony on 8 January, 1846.

After initial difficulties in finding accommodation, Ursula and her community moved into a small cottage on what is now St George's Terrace, near Victoria Avenue. On 2 February of that same year, the Sisters opened their first school with one student. By the end of that historic day, however, five more students had joined them. Undaunted, the Sisters went out into the community and canvassed for pupils. By the end of 1846 there were one hundred children in the school, which had by that time moved up to the present Victoria Square site.

Those early years were a time of great struggle as well as sadness for the Sisters, as one of their original community had died six months after their arrival in the Colony. Her grave is situated among those of other pioneer Sisters in the garden below the Chapel on the Convent property.

In the period that followed the founding of the first school, the diocese found itself in severe financial difficulty with Bishop Brady unable to provide any real support for the school as well as the Sisters' other works of mercy among the poor and sick. In order to see them through these early financial troubles, the Sisters were forced to use money sent from Dublin which had originally been set aside for them to return home, together with two hundred pounds given by the father of one of them on her profession. This money was used to build the first Convent of Mercy in Australia. The building now known as *Holy Cross*, with its Foundation Stone dating from 1847, is still in use today and stands as a testimony to those dedicated pioneers whose love and faith in God inspired them to continue God's work. Two years later, in 1849, the Sisters began what was the first secondary school in Western Australia – the school now proudly known as Mercedes College. The name *Mercedes* is Spanish for Mercy.

Mother Ursula Frayne died in 1885. She is remembered as an outstanding educator of great vision and a warm, caring Sister of Mercy. Her work, and that of those early pioneers, has had a profound and lasting effect on the history of Catholic Education in this State. Today we take pride in our history and we continue to commit ourselves to that same sense of vision that inspired Catherine.

# Our Vision

## **ASPIRE**

## **EXCEL**

## **LEAD**

Mercedes College offers young women an outstanding Catholic education based on the Mercy values of compassion, justice, excellence, integrity and service. We provide an accessible education for girls from a diversity of cultures and backgrounds, equipping them to be active citizens. Our students are encouraged to develop a positive self-image reflecting self-awareness, courage and resilience, as well as caring for others, the community and the environment. Young Mercedes women are encouraged to have a love for life, belief in themselves and confidence in their abilities.

Inspired by the practical example of Catherine McAuley, our lives are centred in God. We strive to be living proof of social consciousness. We are altruistic, focused on recognising the needs of others and addressing them. We challenge our students to walk in the footsteps of Jesus by giving back to the community and continuing to live Mercy values all their lives.

We seek to be innovators in girls' education. Our dedicated staff strives for high standards in learning and teaching through their sharing of best practice, ideas and resources. We seek out professional learning that will maintain excellence and a high degree of expertise in our teaching areas. Our learning environments provide access to effective technologies which are integrated across the whole curriculum.

We aim for excellence and the highest educational outcomes within a collaborative, nurturing learning environment. Taking responsible risks is encouraged, success is rewarded and disappointment acknowledged. Our students are encouraged to be self-directed, collaborative critical thinkers who take ownership of their educational journey and persevere to achieve their personal best. The focus is on continuous learning that will provide the spiritual, social, physical and emotional development needed to achieve personal fulfilment.

Education is seen as a shared responsibility between the family and the College. A high level of mutual respect, support and communication between parents and staff plays an essential role in the education of all our students. Involvement of parents in a variety of College activities is actively promoted, enhancing the richness of the learning experience of the students.

We are proud of our students, who we empower to assume roles in their lives in which they can develop their strengths and feel fulfilled. Our vision is for Mercedes girls to become inspired women with a strong sense of who they are and of the influence they can have in the world beyond Mercedes.

*Mercedes College is proud of its heritage, its tradition and its vision for the future.*

# House System

Students are expected to identify with their House and support fellow house members through active participation. Activities include; Sports Dance, Drama, Music, Choir, Film, Debating and Chess.

House carnival days – Athletics and Swimming are considered as normal school days for attendance and involvement. Special attendance records are kept for these days.

House Placements for 2019 – All Year 7 students will be allocated to a House which will determine their Homeroom. Siblings will be allocated to the same house as their elder sister. New students will also be allocated to a House.



|          |  |
|----------|--|
| COOPER   | <ul style="list-style-type: none"> <li>Sister Mary Loyola Cooper, an ex-student, was a very successful English and French teacher at the College between 1920 and 1980.</li> <li>Cooper House Motto is "PEACE"</li> <li>The House Colour for Cooper is Orange.</li> </ul>                                    |
| FRAYNE   | <ul style="list-style-type: none"> <li>Sister Ursula Frayne was in charge of the Foundation Members of the Sisters of Mercy in Perth in 1846, and could possibly be called the first Principal.</li> <li>Frayne House Motto is "COURAGE".</li> <li>The House Colour is Yellow</li> </ul>                     |
| McAULEY  | <ul style="list-style-type: none"> <li>Catherine McAuley founded the Sisters of Mercy in Dublin in 1831.</li> <li>McAuley House Motto is "MERCY".</li> <li>The House Colour is Green.</li> </ul>   |
| McDONALD | <ul style="list-style-type: none"> <li>Sister Brigid McDonald was the Mother General of the Sisters of Mercy in Western Australia from 1920 – 50.</li> <li>McDonald House Motto is "WISDOM".</li> <li>The House Colour is Red.</li> </ul>  |
| SERISIER | <ul style="list-style-type: none"> <li>Sister Dolores Serisier was the first Principal of Mercedes College, which was the amalgamation of the schools in 1967.</li> <li>Serisier House Motto is "TRUTH".</li> <li>The House Colour is Blue.</li> </ul>   |
| WRIGHT   | <ul style="list-style-type: none"> <li>Sister Assisium (Mollie) Wright was a boarder at St. Joseph's Victoria Square. She was appointed to Mercedes staff in 1970 and served the College as Principal from 1978- 96.</li> <li>Wright House Motto is "VISION"</li> <li>The House Colour is Purple.</li> </ul> |

# Term Dates

During the school year a number of staff professional learning days are required (dates to be advised). On such days the students will be on a **HOME STUDY/SERVICE DAY** with work assigned by their teachers and/or service hours earned.

## Semester 1 - 2019

Parents please be aware before booking holidays - Home Study days have not been finalised, therefore commencement of terms may be varied. Please refer to our website for updates.

|           |                 |                                |  |
|-----------|-----------------|--------------------------------|--|
| TERM<br>1 | <b>From</b>     | Thursday 31 January            | Teachers Commence                      |
|           |                 | Monday 4 February              | Y7 to Y12 Welcome Day for New Students |
|           |                 | Tuesday 5 February             | Y7 to Y12 Normal classes commence      |
| <b>To</b> | Friday 12 April | Students and Teachers conclude |  |

|           |             |                  |                              |
|-----------|-------------|------------------|------------------------------|
| TERM<br>2 | <b>From</b> | Tuesday 30 April | Students commence            |
|           | <b>To</b>   | Friday 5 July    | Students & Teachers conclude |

## Semester 2 - 2019

Parents please be aware before booking holidays - Home Study days have not been finalised, therefore commencement of terms may be varied. Please refer to our website for updates.

|           |             |                     |  |
|-----------|-------------|---------------------|--|
| TERM<br>3 | <b>From</b> | Tuesday 23 July     | Students & Teachers commence             |
|           | <b>To</b>   | Friday 27 September | Students & Teachers conclude (Mercy Day) |

|           |             |                    |                                |
|-----------|-------------|--------------------|--------------------------------|
| TERM<br>4 | <b>From</b> | Tuesday 15 October | Teachers and Students commence |
|           | <b>To</b>   | Friday 6 December  | Students conclude              |
|           |             | Friday 13 December | Teachers conclude              |

**With the exception of public holidays, the College Administration continues to function over both the semester breaks.**

# Class Times 2019

School commences each morning at 8.20am with Lockers and Homeroom. The schoolday is divided into 6 teaching periods, with an additional period on Thursday, following Homeroom, which is used for Pastoral Care.

Students are to be punctual for the start of the school day; unpack their bag, store equipment into their lockers and have their books ready for the first 2 lessons of the day.

Warning sirens occur five minutes before the end of Recess & Lunch, and the end the day.

Students are released at the end of the scheduled period time.

The display time on the iPad or MacBook Air should be used when the Siren is not sounded.

| MON TUES FRI                     |       |       |
|----------------------------------|-------|-------|
| <b>CIRCUIT 1</b><br>Normal Times |       |       |
| HOMEROOM                         | 8.20  | 8.35  |
| PERIOD 1                         | 8.35  | 9.35  |
| PERIOD 2                         | 9.35  | 10.30 |
| <b>RECESS</b>                    | 10.30 | 10.50 |
| PERIOD 3                         | 10.50 | 11.45 |
| PERIOD 4                         | 11.45 | 12.40 |
| <b>LUNCH</b>                     | 12.40 | 1.25  |
| PERIOD 5                         | 1.25  | 2.20  |
| PERIOD 6                         | 2.20  | 3.15  |

| WEDNESDAY                |       |       |
|--------------------------|-------|-------|
| Early Closure / Meetings |       |       |
| HOMEROOM                 | 8.20  | 8.35  |
| PERIOD 1                 | 8.35  | 9.30  |
| PERIOD 2                 | 9.30  | 10.20 |
| <b>RECESS</b>            | 10.20 | 10.40 |
| PERIOD 3                 | 10.40 | 11.30 |
| PERIOD 4                 | 11.30 | 12.20 |
| <b>LUNCH</b>             | 12.20 | 1.05  |
| PERIOD 5                 | 1.05  | 1.55  |
| PERIOD 6                 | 1.55  | 2.45  |
| Staff Meeting Time       | 3.00  | 4.30  |

| THURSDAY                   |       |       |
|----------------------------|-------|-------|
| Pastoral Care Period Added |       |       |
| HOMEROOM                   | 8.20  | 8.35  |
| <b>PASTORAL CARE</b>       | 8.35  | 9.20  |
| PERIOD 1                   | 9.20  | 10.10 |
| PERIOD 2                   | 10.10 | 11.00 |
| <b>RECESS</b>              | 11.00 | 11.20 |
| PERIOD 3                   | 11.20 | 12.10 |
| PERIOD 4                   | 12.10 | 1.00  |
| <b>LUNCH</b>               | 1.00  | 1.40  |
| PERIOD 5                   | 1.40  | 2.30  |
| PERIOD 6                   | 2.30  | 3.15  |

# Student Services

The Student Information Sheet, which parents are asked to complete at the start of each year, is an important means of contact. It is essential that details such as contact phone numbers are accurate. Parents are asked also to supply an Emergency Contact phone number other than their own. This will only be used if parents cannot be reached directly.

**Duty of Care** demands that the College takes responsibility for the students in its care during the school day. It is therefore imperative that notifications of absences, late arrivals and appointments, which take the student off the property during school hours, are kept accurate and up-to-date.

## Absence

- **If a student is to be absent from school, parents must inform the College as early as possible on the day by telephone on 9323 1387 or by email [studentservices@mercedes.wa.edu.au](mailto:studentservices@mercedes.wa.edu.au). Please include the students name, PCG, and reason for absence.**
- **The office is attended from 7.45am, voicemail is available before 7.45am.**
- If a student is to be absent again on the following day, parents are required to inform the College on each consecutive morning.
- When parents telephone to report their daughter's absence, they should advise the College if any assessments or assignments would be affected by the absence. Failure to do so may affect the student's grade in that subject.

**If parents have not telephoned by 10.00am to report a student's absence the College will inform parents via SMS indicating the unexplained absence.**

**All phoned absences must be followed up on the student's return to school with a note from parents/guardians explaining the absence. For convenience, these are available at the back of the student diary. Email correspondence is also accepted: [studentservices@mercedes.wa.edu.au](mailto:studentservices@mercedes.wa.edu.au). If an SMS explaining the students absence is sent there is no need to follow up with written correspondence.**

- All Inter-house and Inter-school sports carnivals are compulsory for competitors and non-competitors.

## Late Arrival

The Attendance Roll is taken during homeroom each morning (8.20am). Students, who arrive after this time, are recorded as late on SEQTA. They are required to:

- Report to Student Services to register their name and reason for lateness in the Late Book.
- Provide a note of explanation from parent/guardian to Student Services, if arriving after 9.00am.

### **Appointments / Permission to Leave the College Grounds**

Parents are strongly encouraged to arrange appointments out of school hours wherever possible. Notes from parents seeking permission for their daughter to leave the College grounds during school hours should be handed to Student Services in the morning before class, at recess or lunchtime, but not during class times.

The note from parents should state:

- The time of the departure, whether their daughter is returning to the College, and the approximate time of her return.
- The nature of the appointment eg. Dental.

### **Early Departure System**

To gain permission to leave school during school hours, students should

- Provide a completed Early Departure Slip (EDS), which is in the Student Diary. This must include a parent/guardian's signature. Extra slips are available at Student Services.
- Present the slip at Student Services before school to be validated (signed and stamped). The student must also sign the Early Departure Register.
- Show the stamped slip to their class teacher when they leave.
- If returning to school, report to Student Services to have the time recorded. Failure to do this will result in being marked absent for the remainder of the day.

Year 12 students may receive permission to go into the City during lunchtime. The Head of Year will request a parental permission slip early in Year 12, before this privilege commences. The Homeroom Teacher (not Student Services) issues the Town Passes in the morning homeroom.

**Parents are requested to notify their daughter of appointments and travel arrangements before they attend school. Student Services should only be used for emergency contact of students.**

# Wellness Centre

The Wellness Centre is available to all Mercedes College students requiring primary health care in the event of injury or illness. The Centre is fully equipped and managed by a Registered Nurse or Medical Officer to ensure all students receive the highest quality care within the school environment. The purpose of the Wellness Centre is to provide care and support for physical and mental health issues. It is a quiet place where students can rest and recuperate before returning to the classroom setting. When students are assessed to be too unwell for school, the Wellness Centre staff will contact parents/guardians to arrange collection as soon as practicable. It is against school policy for students to contact parents/guardians directly when unwell.

The following procedures apply to the Wellness Centre:

- The Wellness Centre is open for students Monday to Friday. It is important that if your daughter is unwell before coming to school, she is kept at home.
- Students who feel unwell during class time should speak with their subject teacher prior to attending the Wellness Centre. They must ensure their diary is appropriately signed, exempting them from class.
- Students who are sick during lunch or recess time should go directly to the Wellness Centre. The Wellness Centre staff will notify the students' next subject teacher of their absence via SEQTA.
- On arrival at the Wellness Centre, the Wellness Centre staff will triage and assess the severity of illness or injury. In general, students with minor ailments such as headache/cough/stomach-upset will be allowed one period to rest if necessary.
- The Wellness Centre staff will ultimately use their discretion and clinical judgment on a student's length of stay on a case by case basis. Parents/guardians will be communicated with if there are any concerns with students' health.
- **Students are not to use personal devices to contact parents/guardians to arrange pick up without discussion with the College Nurse or Medical Officer.**
- All students that attend the Wellness Centre and receive nursing care will be reported on SEQTA. This ensures that students are accounted for at all times and teachers are aware of the child's whereabouts. All treatment and medical care delivered remains confidential and documentation is not accessible to teachers.
- If a student needs urgent medical treatment, parents/guardians will be notified (where possible) prior to their daughter being taken to a tertiary hospital by car, ambulance, or escort.
- If illness at school prevents a student from sitting for a formal assessment in a particular subject at a particular time, the student should notify their teacher and organise alternative arrangements. A subsequent Medical Certificate may be required.

## Medication

Non-prescription medications are held in the Wellness Centre for the relief of minor ailments such as pain, fever, Asthma and allergies.

Any medications (students own) taken during the school day should be stored in the Wellness Centre unless other arrangements are made with Wellness Centre staff. All medications administered by the College Nurse or Medical Officer will be recorded. If medication is administered an SMS will be sent to parents/guardians.

Assistance will be given by the Wellness Centre staff in the administration of prescribed/restricted medications (ie. antibiotics, dexamphetamines, insulin, mood stabilisers, narcotic analgesia) when requested in writing by parents/guardians. The medication may only be administered if it is provided in its original packaging, and clearly labelled displaying the student's name, required dose and expiry date.

**Under no circumstances should students share medications**

# Drug & Alcohol Policy

Mercedes College strictly condemns the possession and/or use of illegal drugs, alcohol, tobacco products or volatile substances whilst on College premises or at any school function, excursion or camp.

**ANY STUDENT FOUND SUPPLYING, USING, POSSESSING OR UNDER THE INFLUENCE OF ILLEGAL DRUGS AND/OR ALCOHOL WILL BE IMMEDIATELY SUSPENDED AND PARENTS NOTIFIED.**

**SUBSEQUENT EXCLUSIONS WILL OCCUR**

# Travelling to / from School & Public Transport

- All students will be issued with a SmartRider card by the College
- At all times, including late start and early finish days, students are to take the most direct route to and from Mercedes and their homes.
- Students may pass through the city on their way to connecting public transport but are not allowed to remain in the city (loiter, socialise, shop, purchase food) unless they have permission in writing from their parents, which is to be presented to the Homeroom Teacher for endorsement.
- Students are reminded that Transperth regulations stipulate student-fare passengers must stand for adults on all public transport; behaviour needs to be consistent with school guidelines.
- School Bags must be removed from backs whilst students are on the bus or train. This is for the safety and comfort of fellow passengers. Students should not sit on the floor or block exits on public transport.
- Students are required to follow the directions of College and Transperth staff at all times.

## Transperth Train Service

|                  |   |
|------------------|---|
| <b>Morning</b>   | <b>From Joondalup</b> - Alight at Perth Underground Station (to connect with Special School Bus or walk directly to school)   |
|                  | <b>From Midland or Armadale</b> - Alight at Perth Underground Station (to connect with Special School Bus or walk directly to school) or alight at Mclver Station (near Royal Perth Hospital and walk directly to school) |
|                  | <b>From Mandurah</b> - Alight at Perth Underground Station (to connect with Special School Bus or walk directly to school)  |
| <b>Afternoon</b> | <b>To Joondalup</b> - Board at Perth Underground Station  |
|                  | <b>To Midland or Armadale</b> - Board at Perth Train Station or Mclver Station  |
|                  | <b>To Mandurah</b> – Board at the Underground Station   |

## Transperth Bus Service

| <b>Morning</b>                              |                           | <b>Route Description</b>  |
|---|---------------------------|---|
| 8.05 am                                     | No.960<br>Public Bus      | Departs from the Perth Busport (Stands 5-8) and proceeds along Wellington Street where students can alight on the corner of Wellington Street / Hill Street (Stop No: 12909) and walk to Goderich Street and enter the College.   |
| 8.03 am<br>8.06 am                          | No.789<br>School Special  | There are two specials departing from the Perth Busport (Stands 1-4) and stops at Perth Station (Stop No: 26788), Wellington Street / Pier Street North (Stop No: 12904), Mclver Station (Stop: 12906) and arriving at Goderich Street – Mercedes College (Stop No: 25880). <b>Free Transit Zone (no fares).</b><br><b>Students should catch the Special in preference to all other buses in the morning.</b> |
| <b>Afternoon</b>                            |                           | <b>Route Description</b>  |
| 3.22 pm<br>3.25 pm<br>3.28 pm               | No. 789<br>School Special | Departs from Goderich Street outside Mercedes College (Stop No: 25880) and stops Wellington Street - Royal Perth Hospital (Stop No: 12920), Wellington Street / Pier Street South (Stop No: 12920) and terminates at the Perth Busport.   |
| Wednesdays<br>2.52 pm<br>2.55 pm<br>2.58 pm | No. 789<br>School Special | <b>Free Transit Zone (no fares).</b><br><b>Year 11 and 12 students</b> may catch the RED CAT or School Special CAT departing from the Travelodge Hotel, Hay Street bus stop <u>only</u> .   |

### CAT Buses Central Area Transit

- **Mercedes College Students\* may only use CAT BUSES when they are travelling at times when the School Specials do not operate.** If the Special is more than 10 minutes late students may catch the CAT bus.
- Students\* are not to catch CAT BUSES between 7.45 - 8.35am and 3.15 - 3.45pm.

Between these times Students should be catching the School Specials or any non-CAT Bus travelling in the Free Transit Zone (FTZ)

\*Year 11 & 12 students may, after school, catch the RED CAT or SCHOOL SPECIAL CAT departing from the Travelodge Hotel, Hay St Bus Stop only.

- Students may apply for a special permission card if they need to ride the CAT either to/from their home or parent's work between 7.45am and 3.45pm. Application forms are available at Student Services.

# Drop-off / Pick-up & Parking

Parking facilities on the College grounds are very limited and for the safety of all concerned, we attempt to keep vehicle traffic movement to a minimum.

## **PARKING IS STRICTLY RESERVED FOR STAFF MEMBERS**

Parents are NOT permitted to enter the grounds to drop off or collect students at any time during the day (7.00am – 4.00pm).

Parking Bays on the school campus are registered with the Perth City Council. Infringement notices are served by Parking Inspectors.

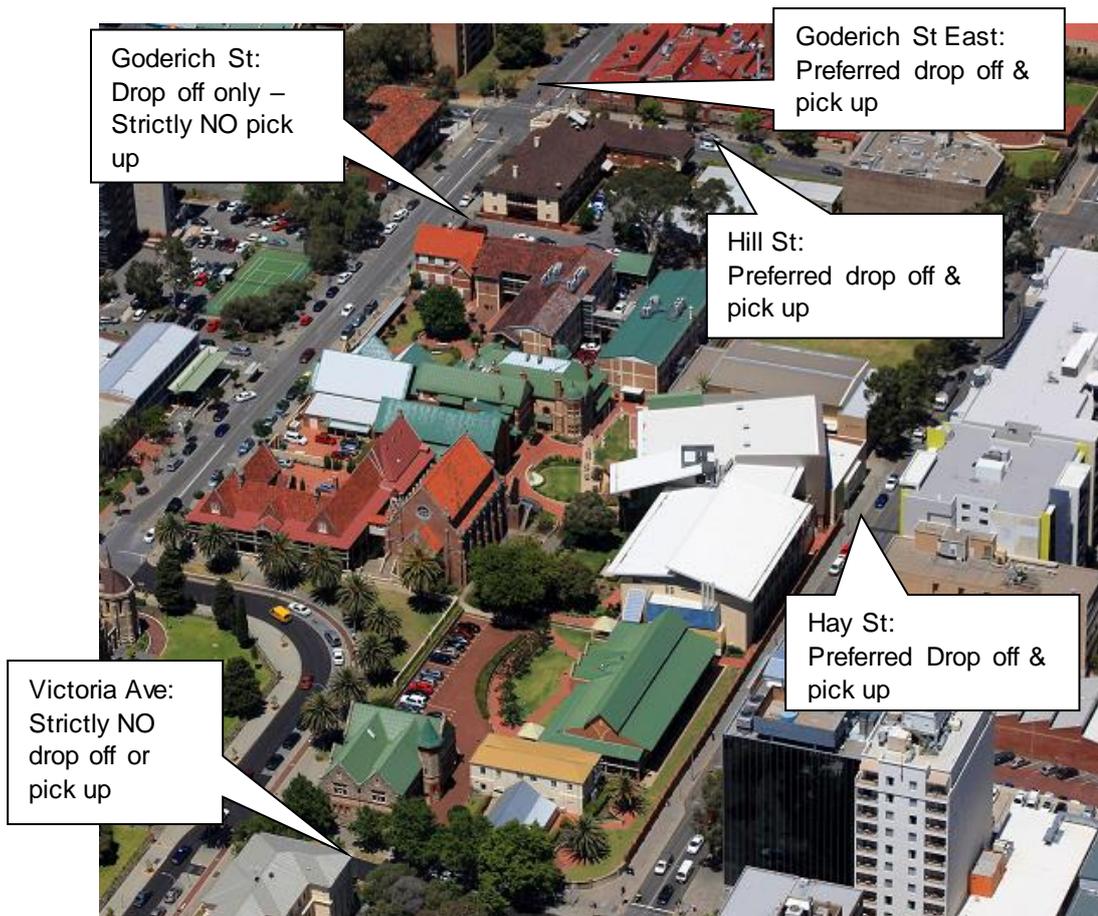
There are limited Council designated Drop off and Pick up zones in Hay St.

**Student Drop Off** - The recommended set down areas are Hill St, Hay St and Goderich St (avoid the Bus Bay).

**Student Pick Up** - The recommended pick up areas are Hay St, Hill St and Goderich St East between 3pm and 3:40pm. Do not park in the Bus Bay in front of the school on Goderich Street.

Parking locations in the area are:

- Council car parks at the western end of Murray Street (No.10 car park)
- Street parking in the surrounding area (in accordance with City of Perth by-laws)**We thank you for complying with these parking regulations.**



# 2019 Key Personnel

## Executive Council

Principal  
Deputy Principal (Years 9 and 10)  
Deputy Principal (Years 11 and 12)  
Deputy Principal Faith & Mission (Years 7 & 8)  
Bursar

Mrs Kerrie Fraser  
Mr Brenton Butcher  
Mrs Liana Strutt  
Mrs Susan Macdonald  
Mr Ian Barter

[kfraser@mercedes.wa.edu.au](mailto:kfraser@mercedes.wa.edu.au)  
[bbutcher@mercedes.wa.edu.au](mailto:bbutcher@mercedes.wa.edu.au)  
[lstrutt@mercedes.wa.edu.au](mailto:lstrutt@mercedes.wa.edu.au)  
[smacdonald@mercedes.wa.edu.au](mailto:smacdonald@mercedes.wa.edu.au)  
[ibarter@mercedes.wa.edu.au](mailto:ibarter@mercedes.wa.edu.au)

## Academic Council

Chairperson  
The Arts  
Careers & VET – Semester 1  
Careers & VET – Semester 2  
Director of Learning & Teaching  
English  
Food Science & Technology  
Health & Physical Education  
Inclusive Education  
Library  
Languages  
Mathematics

Mrs Liana Strutt  
Mrs Kathleen Cocks  
Miss Rebecca Bryant  
Mrs Cheryl Alach  
Mr Andrew McClintock  
Mrs Catherine O'Toole  
Ms Joanne Harrington  
Mr Liam Smith  
Mrs Vicki Hinks  
Ms Joanna Kagi  
Mrs Carmelina Grassi  
Mr Peter Mee

[lstrutt@mercedes.wa.edu.au](mailto:lstrutt@mercedes.wa.edu.au)  
[kcocks@mercedes.wa.edu.au](mailto:kcocks@mercedes.wa.edu.au)  
[rbryant@mercedes.wa.edu.au](mailto:rbryant@mercedes.wa.edu.au)  
[calach@mercedes.wa.edu.au](mailto:calach@mercedes.wa.edu.au)  
[amcclintock@mercedes.wa.edu.au](mailto:amcclintock@mercedes.wa.edu.au)  
[cotoole@mercedes.wa.edu.au](mailto:cotoole@mercedes.wa.edu.au)  
[jharrington@mercedes.wa.edu.au](mailto:jharrington@mercedes.wa.edu.au)  
[lsmith@mercedes.wa.edu.au](mailto:lsmith@mercedes.wa.edu.au)  
[vhinks@mercedes.wa.edu.au](mailto:vhinks@mercedes.wa.edu.au)  
[jkagi@mercedes.wa.edu.au](mailto:jkagi@mercedes.wa.edu.au)  
[cgrassi@mercedes.wa.edu.au](mailto:cgrassi@mercedes.wa.edu.au)  
[pmee@mercedes.wa.edu.au](mailto:pmee@mercedes.wa.edu.au)

Religious Education  
Science  
Social Sciences  
Technology & Enterprise

Miss Gillian Lugton  
Mrs Kirsty Murphy  
Mr Tim Poga  
Mr Des Loh

[glugton@mercedes.wa.edu.au](mailto:glugton@mercedes.wa.edu.au)  
[kmurphy@mercedes.wa.edu.au](mailto:kmurphy@mercedes.wa.edu.au)  
[tpoga@mercedes.wa.edu.au](mailto:tpoga@mercedes.wa.edu.au)  
[dlloh@mercedes.wa.edu.au](mailto:dlloh@mercedes.wa.edu.au)

## Pastoral Council

Chairperson  
Head of Year 7  
Head of Year 8  
Head of Year 9  
Head of Year 10  
Head of Year 11  
Head of Year 12  
Psychologist  
Psychologist  
Psychologist

Mr Brenton Butcher  
Mrs Sherrin Adams  
Ms Corinne Kastanis  
Mrs Sarika Ottenhof  
Mr Isaac Cook  
Mr Peter Dymnicki  
Mrs Bernadette Dell  
Mrs Melanie Knight  
Mrs Joanna Sleight  
Miss Marisa Trio

[bbutcher@mercedes.wa.edu.au](mailto:bbutcher@mercedes.wa.edu.au)  
[sadams@mercedes.wa.edu.au](mailto:sadams@mercedes.wa.edu.au)  
[ckastanis@mercedes.wa.edu.au](mailto:ckastanis@mercedes.wa.edu.au)  
[sottenhof@mercedes.wa.edu.au](mailto:sottenhof@mercedes.wa.edu.au)  
[icook@mercedes.wa.edu.au](mailto:icook@mercedes.wa.edu.au)  
[pdymnicki@mercedes.wa.edu.au](mailto:pdymnicki@mercedes.wa.edu.au)  
[bdell@mercedes.wa.edu.au](mailto:bdell@mercedes.wa.edu.au)  
[mknight@mercedes.wa.edu.au](mailto:mknight@mercedes.wa.edu.au)  
[jsleight@mercedes.wa.edu.au](mailto:jsleight@mercedes.wa.edu.au)  
[mtrio@mercedes.wa.edu.au](mailto:mtrio@mercedes.wa.edu.au)

## Administration

Personal Assistant to the Principal  
Accountant  
Accounts Payable  
Accounts Receivable  
Administration Assistant-Academic  
Administration Assistant - Pastoral Care/Faith & Mission  
Compliance & Safety Officer  
Enrolment Officer  
Marketing Officer  
Marketing Assistant  
Parent Liaison  
Payroll / Personnel  
Receptionist  
Student Services  
Wellness Centre

Mrs Christine Kelly  
Mr Michael Keong  
Mrs Belinda Madgen  
Ms Poonam Bajaj  
Mrs Angela Ngaata  
Mrs Margie Toth  
Mrs Noeleen Mazza  
Mrs Julie Lamb  
Mrs Julie Cameron  
Mrs Tanya Vandermark  
Mrs Jackie Stacey  
Ms Joleen Asquith  
Mrs Michelle Wiggers  
Mrs Helen Seddon  
Ms Gael McLean & Ms Lisa Saito

[ckelly@mercedes.wa.edu.au](mailto:ckelly@mercedes.wa.edu.au)  
[mkeong@mercedes.wa.edu.au](mailto:mkeong@mercedes.wa.edu.au)  
[bmadgen@mercedes.wa.edu.au](mailto:bmadgen@mercedes.wa.edu.au)  
[pbajaj@mercedes.wa.edu.au](mailto:pbajaj@mercedes.wa.edu.au)  
[angaata@mercedes.wa.edu.au](mailto:angaata@mercedes.wa.edu.au)  
[etoth@mercedes.wa.edu.au](mailto:etoth@mercedes.wa.edu.au)  
[nmazza@mercedes.wa.edu.au](mailto:nmazza@mercedes.wa.edu.au)  
[jlamb@mercedes.wa.edu.au](mailto:jlamb@mercedes.wa.edu.au)  
[jcameron@mercedes.wa.edu.au](mailto:jcameron@mercedes.wa.edu.au)  
[tvandermark@mercedes.wa.edu.au](mailto:tvandermark@mercedes.wa.edu.au)  
[jstacey@mercedes.wa.edu.au](mailto:jstacey@mercedes.wa.edu.au)  
[jasquith@mercedes.wa.edu.au](mailto:jasquith@mercedes.wa.edu.au)  
[reception@mercedes.wa.edu.au](mailto:reception@mercedes.wa.edu.au)  
[hseddon@mercedes.wa.edu.au](mailto:hseddon@mercedes.wa.edu.au)  
[nurses@mercedes.wa.edu.au](mailto:nurses@mercedes.wa.edu.au)

## Ancillary

Cafe Chef/Manager  
College Wear Shop Manager  
Property & Maintenance Supervisor  
Maintenance Officer

Lorraine Yape  
Mrs Shirley Bucolo  
Mr Lyle Bell  
Mr Rodney Njirich

[cafe@mercedes.wa.edu.au](mailto:cafe@mercedes.wa.edu.au)  
[sbucolo@mercedes.wa.edu.au](mailto:sbucolo@mercedes.wa.edu.au)  
[lbell@mercedes.wa.edu.au](mailto:lbell@mercedes.wa.edu.au)  
[rjnirich@mercedes.wa.edu.au](mailto:rjnirich@mercedes.wa.edu.au)

# College Information

## Cafe

The Mercedes College café is managed by Chartwells' Smart Food Program which is independently endorsed by Food & Nutrition Australia & these principles have been based primarily on the Australian Dietary Guidelines & the Australian guide to healthy eating.

Our menus are designed around the 'smart food' Program which is all about using fresh seasonal produce & selecting the best cooking technique to influence the quality & nutritional value of each individual product. 'smart food' is all about teaching & educating our customers to combine a range of foods in their diet from the many different food groups at appropriate times during the day & in acceptable portion sizes including the occasional well portioned treat.

We have a summer menu (Terms 1 & 4) and a winter menu (Terms 2 & 3). A copy is available either online, at the Mercedes College website or from the cafe.

The cafe is open daily 7.30am to 2.00pm.

To ensure good order and speedy service students are to follow the Student Cafe Guidelines:

- Absolutely no bags or files in the cafe
- Lines to be single file / no letting friends in line
- Only those purchasing food to be in line, friends to wait outside
- Only one person at a time to line up at the cash register, have money ready
- Students to place all items for purchase on the bench at the cash register
- Students to have money ready at cash register, \$50 notes not accepted at breakfast
- Students must not bring any outside food into the cafe.

## College Wear Shop

Please direct your uniform enquiries to the College Wear Shop on 9323 1388.  
(Closed between school terms and public holidays).

|                        |           |                  |
|------------------------|-----------|------------------|
| <b>Terms 1 &amp; 4</b> | Monday    | 8am – 2pm        |
|                        | Wednesday | 8am – 2pm        |
| <b>Terms 2 &amp; 3</b> | Monday    | 10.30am – 1.30pm |
|                        | Wednesday | 8am – 2pm        |

Parents are encouraged to assist in the College Wear Shop.  
Your help is greatly appreciated.

# College Wear Shop Price List 2018/2019

Prices (GST inclusive) as quoted are current and are subject to change without notification.

| REQUIRED SUMMER UNIFORM |         |                            |          |
|-------------------------|---------|----------------------------|----------|
| Dress                   |         |                            | \$95.00  |
| Jumper (Green)          |         |                            | \$85.00  |
| Blazer (Optional)       |         |                            | \$175.00 |
| Formal Hat              |         |                            | \$32.00  |
| College Socks           |         |                            | \$7.00   |
|                         |         |                            |          |
| REQUIRED SCHOOL BAGS    |         |                            |          |
| Back Pack               |         |                            | \$75.00  |
| Sports Bag              |         |                            | \$32.00  |
|                         |         |                            |          |
| REQUIRED SPORTS UNIFORM |         |                            |          |
| Polo Shirt              | \$42.00 | House Colour               | \$35.00  |
| Shorts                  |         |                            | \$30.00  |
| Socks                   |         | Sport                      | \$7.00   |
|                         |         | Hockey                     | \$10.00  |
| Tracksuit Jacket        |         |                            | \$98.00  |
| Tracksuit Pants         |         |                            | \$65.00  |
| Sport Cap               |         |                            | \$21.00  |
| Bathers                 |         |                            | \$60.00  |
| Swim Cap                |         | Mercedes (Swim Squad only) | \$11.00  |
|                         |         | House Colour               | \$11.00  |
|                         |         |                            |          |
|                         |         |                            |          |
|                         |         |                            |          |
|                         |         |                            |          |

| REQUIRED WINTER UNIFORM                                     |          |
|---|----------|
| Skirt   | \$92.00  |
| Blouse Short Sleeve   |          |
| Fitted (size 4-24)  | \$35.00  |
| Straight Cut (size 16-24)                                   | \$35.00  |
| Blazer  | \$175.00 |
| Tie   | \$20.00  |
| College Tights  | \$9.00   |
| Jumper (Green)  | \$85.00  |
|   |          |
| OPTIONAL WINTER UNIFORM – YEARS 8 – 12 only (Limited Stock) |          |
| Tunic   | \$63.00  |
| Blouse Long Sleeve – all sizes                              | \$25.00  |
| Tie (red striped)   | \$10.00  |
|   |          |
| OPTIONAL ITEMS  |          |
| Ribbons (2 Pack)  | \$2.00   |
| Stretch Head Bands  | \$2.00   |
| Lanyard   | \$4.75   |
| Buttons   | \$0.15   |
| Scarf   | \$20.00  |
| Umbrella  | \$22.00  |
| Gloves  | \$10.00  |
| Athletic Singlet  | \$37.00  |
|   |          |
| Athletic Shorts   | \$29.00  |
| Red Jumper (Year 12 only) – all sizes                       | \$85.00  |
| Rugby Top (Squad only)                                      | \$50.00  |
| Sports Socks (Mercedes)                                     | \$3.50   |
| Bucket Hat (limited stock)                                  | \$20.00  |
| Enviro Bag  | \$2.00   |

Prices available on College website [www.mercedes.wa.edu.au](http://www.mercedes.wa.edu.au).

Please print out the Credit Card Authorisation Form for orders purchased by your daughter.

(MasterCard, Visa, American Express accepted)

College Wear Shop 9323 1388 (Opening Hours only).

**Term 1 and 4**  
**Term 2 and 3**

**Monday & Wednesday**  
**Monday**  
**Wednesday**

**8.00am – 2.00pm**  
**10.30am – 1.30pm**  
**8.00am – 2.00pm**

# Uniform Requirements

**All items below are compulsory for all students**

## Summer Uniform

- College light green check dress
- Polished black lace up school shoes
- College white socks
- College green jumper
- College blazer (optional)
- College broad brimmed hat - compulsory wear with the summer uniform

## Winter Uniform

| Existing (2020 is the last year)  | New   |
|---|---|
| <ul style="list-style-type: none"> <li>• College green tunic</li> <li>• College white blouse (fastened at the neck)</li> <li>• College red tie</li> </ul>   | <ul style="list-style-type: none"> <li>• College tartan skirt</li> <li>• College white shirt</li> <li>• College tartan tie</li> </ul> |
| <ul style="list-style-type: none"> <li>• Polished black lace up school shoes</li> <li>• College black opaque tights</li> <li>• College jumper– campus wear only if not worn with the blazer</li> <li>• College blazer (for street dress)</li> <li>• Leavers’ RED jumper (Year 12 only); to be worn with Blazer off-campus</li> <li>• College tartan scarf (optional)</li> </ul> |   |

## School Sport Uniform

The Sport uniform is to be worn at swimming and athletic carnivals and other school events, e.g. Frog Jog, Mercy Day and House Activity Days

- College sports hat or cap - compulsory wear, when outdoors, with the sport uniform (including Recess and Lunch)
- College white sport top
- Green sports shorts
- College coloured House polo shirt
- Sport shoes that give suitable support for physical activity; “mainly white” is the preferred colour; other subtle colours that are predominately silver, grey or black with minor trimming in an alternate colour are also acceptable.
- College white socks
- College tracksuit set
- College bathers and bathing cap
- College embroidered towel
- College sport bag
- Uniform as required for specific sports e.g. netball

## The Green School Bag/Backpack & Sports Bag

The School bag must not be carried around the campus; classroom materials should be carried in the Mercedes “Enviro” bag that is available from the College Wear Shop

## Blazer

The blazer is a compulsory item of the Uniform. The blazer must be worn for all official functions and when in Winter Uniform.

## Year 12 Red Jumper

The Year 12 Red Jumper is not a compulsory item. If purchased, it can be worn in place of the green jumper from Term 4 in Year 11 to Graduation in Year

### **Year 12 Leavers Jacket**

The Leavers Jacket is not a compulsory item. If purchased it is only to be worn when authorised by the Principal.

### **College Rugby Top**

The rugby top is not a compulsory item. If purchased this top may only be worn to specific sporting events or when authorised by the principal.

## **DRESS & GROOMING CODE**

On all occasions, the formal or sport uniform should be clean, neat and in good repair. Grooming and accessories need to be consistent with the College uniform.

### **Hair**

- Should be clean and brushed/combed.
- Must be tied back if hair touches your shoulders (or longer) and not covering the eyes.
- Ribbons or head bands must be red, white or green and not too large.
- Hairstyles need to be consistent with the dress code. Extremes in hairstyles or hair colouring, including unnatural colours or streaks, are not acceptable.

### **Jewellery/ Body Art**

- Jewellery should be consistent with the school dress code and unobtrusive.
- Jewellery permitted:
  - one watch
  - one simple bracelet
  - one necklace for a Christian medal or crucifix
  - two small studs or sleepers in each ear lobe. Studs should be no larger than 0.5cm and sleepers should be no larger than a diameter of 1cm
  - one simple gold or silver ring.
- Make up is not permitted.
- Coloured nail polish, long nails and French tips are not permitted.
- Body piercing, other than in an ear lobe as stated above, is unacceptable
- No tattoos are to be visible when students are in any uniform.

### **Free Dress Days**

On occasions when students are allowed to wear free dress, students must not:

- Mix any part of the formal uniform with their 'free dress'
- Wear clothing with offensive slogans.
- Wear clothing that is ripped or torn.
- Wear clothing that is revealing or too tight.

### **Summer Uniform**

- This Uniform is to be worn to and from school during Terms 1 & 4.
- The hat must be worn at all times when outside the classroom.
- The length of the dress is to the middle of the knees.
- The jumper or blazer may be worn on cooler days.

### **Winter Uniform**

- This Uniform is to be worn to and from school during Terms 2 & 3
- The blazer is to be worn to and from school.
- The neck scarf is the only scarf permitted to be worn.
- The length of the skirt is to the middle of the knees.
- Black tights must be free from holes or ladders. Students with holes or ladders in their tights will be sent to Student Services, supplied with a replacement pair, parents will be notified via email and their account will be billed at the price charged by the College Wear Shop.

## **SPORT UNIFORM**

- This uniform is not to be worn to or from school.
- In Summer the sport uniform consists of green shorts and white polo shirt.
- In Winter the sports uniform comprises the tracksuit. Students may wear their green shorts underneath their tracksuit.
- Students change into their uniform in the break before their lesson. Students get changed back into their formal uniform at the end of their PE lesson.
- If a student has **two PE lessons in one day**, they may remain in their Sport Uniform until the end of their second lesson.
- If involved in **training before school**, students may come to school in their Sport Uniform. However, they need to change back into their formal uniform after training. If the student has a PE lesson later in the day the student may stay in Sport Uniform until after their lesson.
- If involved in **training after school** students will change into their Sport Uniform after Period 6. If a student has PE in Period 5 or 6 they may remain in their Sports Uniform until after training.
- If a student has **training before school AND a PE Lesson AND training after school** they may wear Sport Uniform to and from school.
- Students who have a heavy commitment to Sport, PE, Drama and/or Production Rehearsals during the day may apply to the Deputy Principal for a uniform exemption.
- **Year 7 students** may wear their Winter Sport Uniform to and from school during Terms 2 & 3 on the days they have PE.

### **NOTE:**

- The College scarf and jumper are not part of the Sport Uniform.
- The Sport hat is compulsory wear with the Sport Uniform when outdoors during Terms 1 and 4.
- During Terms 2 & 3 the green shorts can only be worn during a PE lesson.
- Sport shoes are to be worn with the Sport Uniform at all times. This applies when students are wearing their Sport Uniform for non-sporting events.
- School bathers and cap are to be worn by all students in the College pool. For out of school water sports, girls must wear school bathers and a school PE top when out of the pool.
- Students who represent the College in any Interschool Sport must be dressed in the appropriate uniform as determined by the School Sport Committee.

# Caring Behaviour

Mercedes College is a Catholic school with a responsibility to provide an educational environment that promotes the dignity and respect of the person. As a Catholic college, we respond to the call of Jesus to love one another and to live our Mercy values of justice, integrity and compassion.

We aim to foster caring and positive relationships with others. Educational outcomes, physical health and emotional well-being are enhanced by a focus on caring for others at Mercedes College. We do not tolerate any form of uncaring behaviour and we encourage all members of the school community to take a proactive stance.

Each of us at Mercedes is recognised as a unique individual bringing to the College special qualities and gifts to share. Becoming a member of the Mercedes community brings rights and responsibilities.

## **Our rights are:**

- to be treated with respect and politeness
- to feel safe and secure
- to be treated with understanding
- that my property will be safe
- that my educational opportunities will be maximised
- to have pleasant, clean and well-maintained school and grounds

## **Our responsibilities are:**

- to treat others politely and with respect
- to care for others as I would want them to care for me
- to treat others with understanding
- to take care of my belongings and those of others
- to cooperate with teachers and students to allow everyone's learning to proceed
- to be a steward for the College environment

## **Definitions**

Uncaring Behaviour is any behaviour that is disrespectful to others.

Bullying is any behaviour by a more powerful person or persons, which is usually repetitive in nature, and intended to cause fear, distress or harm to another person. Bullying can be physical, emotional or social in nature and can be experienced via verbal, written or electronic means eg., SMS, email, Facebook or other websites.

## **Principals**

- Mercedes College is a safe and supportive environment where Mercy values are lived.
- Mercedes College owes a duty of care to all students.
- Bullying will be dealt with.
- Any student who experiences bullying is entitled to appropriate support.

## **Procedures**

- All members of the Mercedes community shall have access and exposure to the Caring Behaviour Policy.
- The Caring Behaviour Policy shall be incorporated into the Pastoral Care programme at each year level.
- All staff members, through professional development, shall be aware of their role in the promotion of the Caring Behaviour Policy.
- Pastoral Care staff – Homeroom teachers, Heads of Year, School Psychologists School Psychologists, Deputy Principals and the Principal – are available for students and parents to discuss matters relating to the Caring Behaviour Policy.
- A case management model shall be used when uncaring behaviours persist.
- Topics related to positive and caring behaviours shall be highlighted in the curriculum.
- Active supervision in the school yard and for class/school activities shall be provided.

- Bystanders shall realise they have the ability to reduce the severity of uncaring and bullying situations, either directly or by the use of Stymie.

### **Bystanders, you can make a difference!**

Bystanders are people who are present but who may not be directly involved in an uncaring or bullying situation.

Even if bystanders do not actively encourage uncaring behaviour that they witness, they are supporting the uncaring behaviour just by being present and not taking positive action. This is because bullies feel more powerful when they have an audience, and victims feel more helpless when others see what is happening and do nothing. Therefore, bystander behaviour is crucial to stopping uncaring and bullying behaviour.

Uncaring and bullying behaviour can be rejected or challenged by

- not laughing or joining in
- not helping to spread gossip and rumours about others
- not going along with someone being excluded
- telling the uncaring person that their behaviour is unwanted or unfair
- offering support to the person or persons at whom the uncaring and bullying behaviour is being directed,
- and encouraging her to respond to the situation assertively and report it to her Homeroom Teacher
- reporting your concerns to your Homeroom Teacher

### **STYMIE**

Stymie is a tool that we promote and encourage our students to utilise. Stymie helps combat the bystander



## Student Action Plan to Promote Caring Behaviour

A. Ignore uncaring behaviour and show it doesn't upset you.

*Uncaring behaviour stops. The situation improves.*

*If uncaring behaviour continues*



B. If you feel comfortable to approach the other person or persons, tell them their behaviour is unwanted. "I feel (describe emotion)...when you (describe behaviour)...I'd like it if (describe what you would like to happen)..." Think about how you may also be able to change your behaviour to improve the situation.

*Uncaring behaviour stops. The situation improves.*

*If uncaring behaviour continues*



C. Talk it over with someone you can trust to help you, for example:

- Friends
- Utilise Stymie
- Mother/Father or other family member
- Homeroom Teacher
- Teacher
- Peer Mentor, Prefect, senior student
- College Psychologist, School Nurse
- Websites eg. [www.bullyingnoway.gov.au](http://www.bullyingnoway.gov.au)

Talk openly, sharing what you have already tried, and act on suggestions. Remember:

- Nothing is so awful that we can't talk with someone about it
- We can help ourselves to be safe by talking to people we trust

*Uncaring behaviour stops. The situation improves.*

*If uncaring behaviour continues*



D. Go to your Homeroom Teacher, Head of Year, Executive Support, College Psychologist, School Nurse or the Principal and talk openly about the problem. A student can report uncaring/bullying behaviour using Stymie. Allow the adult to take suitable action. Disciplinary action may include:

- Giving students the opportunity to reflect on their behaviour
- Using restorative justice practices
- Parental involvement with the College
- A range of sanctions including review of enrolment status
- Counselling

# College Psychologists

The College Psychologists are employed to apply their psychological and educational expertise to provide a range of direct and indirect services to the College community designed to enhance the educational and personal wellbeing of students. The College Psychologist may assist members of the College Community within the following areas:

- Short-term counselling on matters which affect the educational standing of students. On occasion outside of school counselling may be recommended.
- Assisting with learning by working with students, parents and teachers to modify or improve the learning skills and environment for the student. On occasion this may involve psychological testing and/or outside of school assessment and intervention may be recommended.
- Assisting with behavioural issues of students.
- Providing skill development and enhancement activities for students, parents and/or staff.
- Being involved in relevant policy formulation and revisions.
- Being a member of the Pastoral Council and the Crisis Response Team.

***As of 2019, all appointments with the College Psychologists are made through the relevant Head of Year.***

The College Psychologists follow the Australian Psychological Society's Code of Ethics. This includes the assurance of confidentiality for all referrals to the College Psychologists. However, in those unusual circumstances where failure to disclose may result in clear risk to the student or to others, the College Psychologists may disclose minimal information necessary to avert risk.

# Library

|                       |   |
|-----------------------|---|
| <b>Hours</b>          | Open before school, recess and lunchtime and after school<br>Monday, Tuesday, Thursday<br>7.30am to 4.30pm<br>Wednesday 7.30am – early closing 3pm or non-meeting day 4pm<br>Friday 7.30am – 4pm  |
| <b>Borrower Cards</b> | The student's SmartRider card is also their library card. It can be used  |
| <b>Borrowing</b>      | to borrow books and other library resources. Library books and eBooks can be borrowed for two weeks.  |
| <b>Collection</b>     | The Library staff welcome Student requests for books/e-resources.   |
| <b>Technology</b>     | The Library has 15 iMacs and two pods of 16 MacBooks. Students have access to the World Wide Web and our subscription databases through the library platform Access-IT; and SEQTA. An iPad / Laptop is a necessary tool for working in the library.<br>A Multi-function photocopier is available for Student use. |
| <b>Bookings</b>       | Students are encouraged to book rooms/areas of the Library for use during the school day (other than class time).   |
| <b>Homework Club</b>  | The Homework Club is open to all students, after school, Monday to Thursday. Teaching staff are available to assist students with their homework.   |

# Parental Involvement at Mercedes College

There are many aspects of College life with which parents can be involved.

Whilst at the College, each student will without a doubt take an interest in a range of co-curricular activities which will help to balance out her academic schedule. As adult supervision and support is vital to the success of many sport, arts and academic activities, helpers are always needed and welcome.

The College Parent Liaison makes requests for parental assistance via email or in the College newsletter, which we encourage you to read. The newsletter link is emailed to all families and is available online every second Friday. [www.mercedes.wa.edu.au](http://www.mercedes.wa.edu.au).

The P & F, Dads of Mercedes Group and Mums of Mercedes Group also encourage social gatherings amongst the various year groups to foster relationships with other parents. Some of the major social and fundraising events we encourage parents to get involved in are the annual Family Fun Night and the Fete which is held every three years.

Active membership of the Mercedes College Parents & Friends Association is welcomed, with opportunities arising from time to time to join the Committee and Executive. The P&F meet at 6.30pm for a 7.00pm start in the College Staffroom once a Term. If you would like more information or would like to be part of this dynamic group of parents, please contact one of the Executive Committee members listed below. Meetings are open to all parents at the College. The AGM and committee elections are held in February of each year. Membership of the Mercedes College Advisory Council is another way in which interested parents can make a substantial contribution to the future direction of the College.

Your assistance in the College Wear Shop, or helping at a social gathering, you can be assured of a warm welcome and the gratitude of College staff for your support.

## Mercedes College Parents & Friends Association

### Current Positions Held in 2019/2020

|                        |                     |              |
|------------------------|---------------------|--------------|
| <b>President</b>       | Mrs Naomi Chapman   | 0400 485 179 |
| <b>Vice President</b>  | Mrs Louise Comiskey | 0409 334 133 |
| <b>Secretary</b>       | Mrs Anna Olivieri   | 0419 906 897 |
| <b>Treasurer</b>       | Mr Anthony Olivieri | 0422 644 263 |
| <b>DOMS Rep</b>        | Mr Steven Vinciullo | 0418 928 186 |
| <b>MOMS Rep</b>        | Mrs Rita Rocca      | 0432 125 066 |
| <b>P&amp;F Liaison</b> | Mrs Jackie Stacey   | 0438 135 538 |

# Academic and Co-Curricular

## Years 7 to 12 - Curriculum

In our College Vision we aim for:

Excellence and the highest educational outcomes within a non-threatening learning environment.

Students who are self-directed, critical thinkers who take ownership of their educational journey and persevere to achieve their personal best.

Graduating women with a sense of who they are and of the influence they can have in the world.

### Religious Education

*The Catholic School differs from those of other education traditions because its vision of the fully integrated human being is distinctive*

(Mandate Letter of the Catholic Education Commission of WA)

Mercedes College is first and foremost a Catholic School. Its story is one of total dedication to the witness of the values and teaching of the Gospel integrated with the tradition of Mercy. As such, the College acknowledges that the first Learning Area in a Catholic school curriculum is Religious Education. All students, regardless of religious persuasion, join in the Religious Education program which is designed not only to promote the knowledge and understanding of the Christian message, but also to meet the needs of young people as they embrace the religious challenges of life in the 21<sup>st</sup> Century.

*The Perth Archdiocesan Religious Education Course* produced by the Catholic Education Office of WA forms the core of the Religious Education program at Mercedes.

### Years 7 to 10 - Curriculum Framework

“The **Principles of Teaching, Learning and Assessment** focus on the provision of a school and class environment that is intellectually, socially and physically supportive of learning. The principles assist whole-school planning and individual classroom practice. It is essential, therefore, to ensure that there is a shared understanding of them within particular school communities and a collaborative effort to implement these principles in ways appropriate to individual schools.”

<https://k10outline.scsa.wa.edu.au/home/principles/guiding-principles/teaching-learning-and-assessment-principles>

The Australian Curriculum sets the expectations for what all young Australians should be taught, regardless of where they live in Australia or their background. ACARA draws on the best national talent and expertise, and consults widely to develop the Australian Curriculum and resources.

Education plays a critical role in shaping the lives of young Australians and contributing to a democratic, equitable and just society that is prosperous, cohesive and culturally diverse.

The rationale for the introduction of the Australian Curriculum centres on improving the quality, equity and transparency of Australia’s education system.

Quality – a Western Australian Curriculum (incorporating Australian Curriculum principles) will contribute to the provision of a world-class education in Australia by setting out the knowledge, understanding and skills needed for life and work in the 21<sup>st</sup> century and by setting high standards of achievement across the country.

Equity – a Western Australian Curriculum (incorporating Australian Curriculum principles) will provide a clear, shared understanding of what young people should be taught and the quality of learning expected of them, regardless of their circumstances, the type of school that they attend or the location of their school.

The College Curriculum offer opportunities for students to achieve across nine Learning Areas: Religious Education, The Arts, English, Health and Physical Education, Languages, Mathematics, Science, Social Sciences and Technology & Enterprise. (For more information visit [www.australiancurriculum.edu](http://www.australiancurriculum.edu) or the School Curriculum & Standards Authority at [www.scsa.wa.edu.au](http://www.scsa.wa.edu.au).)

### **Year Seven – Ten (Core Subjects)**

Students commence and continue throughout Years Seven to Ten with the following subjects:

|                     |                 |                    |
|---------------------|-----------------|--------------------|
| Religious Education | English         | Mathematics        |
| Science             | Social Sciences | Physical Education |
| Health Education    |                 |                    |

### **Year Seven and Eight**

Students in Year 7 and 8 receive specialist teaching in electives encompassing the following Learning Areas as required by the K – 10 Western Australian Curriculum:

Languages – French, Italian and Chinese  
Digital Technologies  
Design Technologies – Foods and Textiles  
Visual Arts – Art and \*Media  
Performing Arts – Music and Drama

\*Media – Year 8 only

With a focus on pastoral care students remain for the majority of these classes with their Homeroom. There is an emphasis on numeracy and literacy skills and extra assistance is provided via our Functional Literacy Program and our Learning Support teachers.

### **Year Nine**

Having been exposed to a broad range of subjects to this point, students in Year Nine select 3 electives from the list below:

|                            |                   |                     |
|----------------------------|-------------------|---------------------|
| Art and Design             | Business Studies  | Caring for Children |
| Textiles                   | Drama             | Foods               |
| French                     | Interactive Media | Italian             |
| Physical Education Studies | Music             | Media Production    |

### **Year Ten**

Some Year Ten electives operate as two period or four period offerings. Students take six periods of electives. In Year Ten students draw from:

#### **Two Period Electives:**

Accounting and Finance  
Applied Information Technology  
Crime Investigation Studies  
Design & Visual Arts  
Drama  
Economics  
Foods  
Forensic Science  
Leisure for Living  
Media  
Music  
Sport & Recreation

#### **Four Period Electives:**

Certificate 1 in Hospitality  
Chinese (Mandarin)  
Drama Extension  
French  
Italian  
Media Extension  
Physical Education Studies

### **Year 12 Courses**

All subjects offered at Mercedes College in Year Twelve are fully accredited by the School Curriculum and Standards Authority of Western Australia (SCSA) and contribute towards students graduating with the Western Australian Certificate of Education (WACE).

### **Senior Secondary Studies**

In 2019, studies are defined as Vocational or ATAR in Year 11 & 12. In Year 11 General and ATAR level courses are offered. ATAR courses will be externally examined at the end of Year Twelve and can be used to calculate a Tertiary Entrance Aggregate (TEA) and Australian Tertiary Entrance Rank (ATAR) for entry into universities across Australia. Courses at all stages and levels can be used for TAFE entrance and graduation purposes.

### **Vocational Education and Training**

#### **Structured Workplace Learning**

Students in Years Eleven and Twelve are offered Structured Workplace Learning opportunities where students operate in a block placement followed by specified weeks in a self-selected industry placement. Students gain accreditation towards the WACE as they are enrolled in

Workplace Learning which is a course of study. If sufficient hours are undertaken students can also use their placement as an endorsed program. This will be organised and undertaken as a school based project of study.

### **Certificates**

Certificate courses in a variety of learning areas are offered at Cert II and Cert III level.

## Summary Offerings Year 11 & 12

| Learning Area                              | Courses   |
|--|---|
| <b>Religious Education</b>                 | Religion and Life (ATAR & General)  |
| <b>The Arts</b>                            | Design (ATAR)<br>Drama (ATAR)<br>Media Production & Analysis (ATAR)<br>Music (ATAR)<br>Visual Arts (ATAR & General)   |
| <b>English</b>                             | English (ATAR & General)<br>Literature (ATAR)   |
| <b>Health and Physical Education</b>       | Physical Education Studies (ATAR & General)   |
| <b>Languages</b>                           | Italian (ATAR)<br>French (ATAR)<br>Chinese (ATAR)   |
| <b>Mathematics</b>                         | Mathematics Essentials (General)<br>Mathematics Applications (ATAR)<br>Mathematics Methods (ATAR)<br>Mathematics Specialist (ATAR)  |
| <b>Social Sciences</b>                     | Economics (ATAR)<br>Geography (ATAR)<br>Modern History (ATAR)<br>Politics & Law (ATAR)  |
| <b>Science</b>                             | Biological Sciences (ATAR)<br>Chemistry (ATAR)<br>Human Biology (ATAR & General)<br>Physics (ATAR)<br>Psychology (General)  |
| <b>Technology &amp; Enterprise</b>         | Accounting & Finance (ATAR)<br>Children, Family & the Community (ATAR & General)<br>Food Science & Technology (General)<br>Materials Design & Technology (General)  |
| <b>Vocational Education &amp; Training</b> | Structured Workplace Learning (General)<br>Certificate I, II & III in Business<br>Certificate II in Fashion<br>Certificate II I Hospitality<br>Certificate II in Information, Digital Media & Technology<br>Certificate III in Screen Media<br>Certificate II in Sport Coaching |

# Western Australian Certificate of Education (WACE)

Students who meet the requirements for Secondary Graduation at the end of Year 12 will be issued with a Western Australian Certificate of Education.

To qualify for a WACE, students who graduate in 2018 must:

## **Breadth and depth requirement**

- Completion of a minimum of 20 units or the equivalent. This requirement must include at least:
  - 10 units or the equivalent at Year 12
  - two Year 11 units from an English course and one pair of Year 12 units from an English course
  - One pair of units completed in Year 12 from each of List A (arts/languages/social sciences) and List B (mathematics/science/technology).

## **Achievement standard requirement**

- Achievement of at least 14 C grades or higher (or the equivalent) in Year 11 and 12 units, with a minimum of six C grades or the equivalent at Year 12.
- Completion of at least four Year 12 ATAR courses or of a Certificate II (or higher) VET qualification.

## **Literacy and numeracy standard**

- Completion of at least four units of an English course post-Year 10 and studied over at least two years.
- Demonstration of the minimum standard of literacy and numeracy.

## **Examination Requirement:**

- Complete external examinations in all ATAR courses where paired units are studied in Year 12.

# Mercy Service

In keeping with the Gospel message of Jesus Christ and the charism of the Sisters of Mercy, all Year 7 to 11 students at Mercedes College are expected to participate in the College Service Learning Program known as Mercy Service. Mercy Service is a flexible students centred program that provides students with an opportunity to expand their understanding of the Christian call to serve and to develop the Mercy values of Service, Justice, Compassion, Integrity and Excellence.

## Learning Outcomes

Develop an understanding and appreciation of the mission of the Sisters of Mercy to address inadequacies and injustices for the poor and marginalised in our society/communities.

Recognise that civic participation is a responsibility of all members of a community.

Identify ways in which involvement contributes to personal growth.

Develop an understanding of Jesus' teachings and how they apply in the service setting.

**Completion Requirements** Commit the required hours/activities of service according to the student's year level

Submit their Mercy Service Passbook which includes evidence of participation in service activities.

Submit the required reflection activity according to the student's year level.

The program for each year level has a different focus and service requirement.

| Year level | Program Focus   | Service Commitment |
|------------|---|--------------------|
| 7          | Participation in a <b>Lenten Calendar</b> program.  | 10 activities      |
| 8          | Service activities centred around serving family.   | 10 activities      |
| 9          | Research of a chosen charity and participation in a Charity Market Place event.   | Charity Project    |
| 10         | Service to the community through participation in not-for-profit organisations according to our <b>Mercy Values</b> .         | 15 hours           |
| 11         | Service to the community through participation in not-for-profit organisations according to <b>Catholic Social Teaching</b> . | 15 hours           |

Students in Year 12 are encouraged to continue service in the Mercy tradition through various groups and charities. If students wish to be acknowledged for their extra service contribution, they can participate in the optional SCSA Endorsed Unit which requires 50 hours of service. Entry into this unit is not automatic and needs to be discussed with the Deputy Principal Faith and Mission. Service time for this unit can be accumulated from the Year 10 and 11 Mercy Service Programs and is reported to SCSA and appears on the WACE Certificate as Community Service Participation.

Service opportunities will be advertised through the SEQTA Notices, however students are also encouraged to seek their own opportunities. It is important that in Year 10-12 students check with the Deputy Principal Faith and Mission prior to attending any service activity to make sure it can account towards their service hours. This can be done by completing an **Application to Participate in Self Organised Service** form which can be accessed on the Student Common Drive or collected from Student Reception. A record of service hours must be documented in students' Mercy Service Passport which will be retained by the College and kept in their students files.

# Homework

The College diary should be used to record homework and due dates for assessments as well as important College-related activities.

Homework can take a number of forms depending on the purpose for which it is set. Perhaps the most important aspect of homework is that it is purposeful out-of-class learning that primarily seeks to enhance the extent to which the student benefits from the school's educational programs. Homework is a valuable tool in encouraging school-to-home bonds and is a primary source of information to parents about what is being studied at school. Homework enables the student to consolidate skills, concepts and attitudes that are presented in the school's curriculum, together with helping them to organise, plan and direct their time to their benefit.

Homework generally takes the form of specifically set work or home study.

## **Set Work**

This fulfils a number of specific needs:

- Reinforcement of work presented in class
- Completion of an exercise begun during a lesson
- Opportunity to develop memory skills and techniques
- Preparation of lessons for the next day

## **Home Study**

This fulfils the following needs:

- Revision for examinations and topic tests
- Specific reading as required in English/Humanities courses
- Opportunity to develop memory skills and techniques
- Consolidation of concepts and skills learnt
- Planning and organising of time to complete longer-term assignment/research work

These forms of homework provide opportunities for the student to develop self-discipline and a positive attitude towards their education, both in the present and for the future.

It is clear that for homework to be relevant and the time spent on it to be of benefit, students should be both responsible and accountable for their homework. Parents, likewise, should take an interest in and monitor all homework that their daughter does. Teachers themselves should ensure that any homework set is not only relevant and purposeful but also is acknowledged, checked and evaluated.

As a general guide, students should spend 10 minutes for each year they are in, for example a Year 7 student should complete 70 minutes of homework. Study time is not included and extra time must be set aside for this. A Year 12 student should expect to have 2 hours of homework and set aside 30 minutes of study every night.

# Reports

Parents are issued with an interim student report at the end of Term One each year with a full report following at the conclusion of each semester. All reports are available through SEQTA Engage and SEQTA Learn and are intended as a confidential communication between teachers and parents/students. Mercy Service and co-curricular details are also included in the reports.

## **Year 7 to 12 – Personal Attributes**

### **Organisation:**

Brings appropriate materials to class, is punctual, completes preparatory work, and wears appropriate uniform to class activities.

### **Classroom Behaviour:**

Displays a positive attitude, is respectful to others, and participates willingly with enthusiasm and interest. Works collaboratively in group situations, contributes to the group as a team member, shares resources and considers others and their learning.

### **Effort and Application:**

Student listens and participates attentively, works on tasks independently, is self-motivated and shows initiative. Completes work to the best of her ability and by the due date.

Personal Attributes in student performance are rated in the following categories:

### **Commendable:**

All areas are demonstrated to an exemplary degree.

### **Good:**

Most areas are demonstrated to a high degree

### **Satisfactory:**

Required standard demonstrated.

### **Limited:**

Inconsistent application demonstrated.

### **Needs Attention:**

Less than the minimum standard demonstrated with intervention and interview required.

### **Not Applicable:**

Recent enrolment at Mercedes College or exemption from assessments due to confirmed circumstances

## **Years 7 to 10 - Academic Achievement**

Subjects offered in Years 7 to 10 are outcomes focussed as guided by the Western Australian Curriculum Framework. Achievement will be recorded as a grade.

Religious Education is the first Learning Area and sits outside the Australian Curriculum and Curriculum Framework.

The Australian Curriculum and Curriculum Framework has eight Learning Areas – The Arts, English, Health and Physical Education, Languages, Mathematics, Science, Social Sciences and Technology and Enterprise.

During Semester 1 some subject areas may have collected insufficient data to confidently record graded achievement. This grade is indicative at this stage and may vary by the end of the year when more student data has been collected.

## Year 11 and 12 - Academic Achievement

Each course will be indicated by a Grade and a Mark (based on the weighted combination of the marks for all assessment tasks in the unit, including the Semester 1 exam where applicable).

Grades are determined with reference to the SCSA Grade Related Descriptors.

In some Semester 1 course units, the mark and grade will not be finalised until after the Semester 2 exam. In this case, an estimated mark and grade will be reported at the end of Semester 1.

Year 11 & 12 grades are submitted to SCSA for final approval. Parents/guardians will be notified of any changes to that result from the SCSA review of the student results.

Explanation of Terms for Marks Based Subjects.

| Exam Mark    | Semester Exam Student's result | Exam Subject Result | Student's collated result of all Semester assessments |
|--------------|--------------------------------|---------------------|---|
| Exam Average | Semester Exam Class Average    | Subject Average     | Class average of all Semester assessments             |

Grades can be interpreted as a level of achievement as indicated

| Grade |  |
|-------|--|
| A     | Excellent Achievement  |
| B     | High Achievement   |
| C     | Satisfactory Achievement   |
| D     | Limited Achievement  |
| E     | Inadequate Achievement   |
| U     | Unfinished Course: Indicates insufficient work has been completed in the course.                                   |
| N/A   | Not Applicable: Recent enrolment at Mercedes College or exemption from assessments due to confirmed circumstances. |

Reports are intended as confidential. They are designed to indicate the spectrum of progress in a student's performance, behaviour and application and should not be used by students when seeking employment. In the report, teachers present data which honestly and constructively informs parents and students who are the intended audience.

Each student who receives Mercedes Graduation and completes the appropriate application is provided with a reference on request. The reference details a student's academic awards, sporting awards and contribution to school life.

Reports are available online through SEQTA Engage and Learn. Parents will be able to access the report using a password through the portal site on the Mercedes College website. Ongoing progress may also be monitored through the SEQTA portal.

Hard copies of reports are available on request and will incur an administration fee.

# Assessment Policy & Procedures

## Introduction

Assessment is defined as any instrument – task, test, prepared assignment, examination, essay – which is designed to measure a student's achievement of the knowledge, skills and outcomes in a subject/course as defined and required by the syllabus. Assessment is an essential component in education.

The Assessment Procedures and Practices of Mercedes College reflect the requirements of the School Curriculum and Standards Authority and covers the assessment of all School Curriculum and Standards Authority (SCSA) approved and accredited courses. The VET programs are under the auspice of and assessed in line with Training Accreditation Council of Australia requirements.

## 1. Student Responsibilities

- to complete prescribed work in each subject/course by the due dates
- to complete all assessment tasks described in the Assessment Outline of the subjects/courses they are studying
- to maintain a folio of evidence for each subject/course studied and make it available whenever required
- to maintain a good record of attendance, conduct and progress
- to initiate contact with teachers concerning absence from class, missed assessments, requests for extensions and other issues

## 2. Staff Responsibilities

- to develop a teaching/learning program
- to provide students with a subject/course outline and assessment outline at the start of the subject/course
- to ensure that assessments are fair, valid and reliable
- to provide students with timely assessment feedback and guidance
- to maintain accurate records of student achievement and assessment
- to meet timelines for assessment and reporting
- to inform students and parents of matters relating to academic progress as appropriate

## 3. Parent Responsibilities

- To maintain communication with daughters about assessment programs and curriculum content in order to support the learning process
- To access SEQTA Engage to find out upcoming events, assessments, content, homework requirements and teacher feedback to assist in improvement
- To inform the relevant school personnel (teacher, Head of Learning Area, Head of Year, Deputy Principal, Principal) of any changes to circumstance, conditions or arrangements which may impact on the learning of a student and the outcomes of that learning
- To respond to advice about course selections, methods of study and application to targeted skill development as provided by teaching staff

## 4. Absence from school and missed assessments

- The College requires that all absences from school be accounted for by direct communication from parents via letter, medical certificate or telephone call. Documents such as certificates and notes may be scanned and emailed to Student Services or the teacher. These will be directed to the Head of Learning Area or Deputy Principal as required.
- If the teacher in his/her professional judgement is not satisfied that the circumstances which led to the student missing an assessment are satisfactory, the student will be penalised (see PENALTIES).
- The College will make no allowances for students who miss assessments due to appointments that could have been arranged outside of school hours.

- If a student misses assessments due to her involvement in school-related activities (such as interschool carnivals) she will be given an opportunity to complete the assessment as soon as practicable after the event.
- Where a student is absent from school due to a family holiday the penalties for missed assessments will apply.
- Where a student is absent due to an event not related to the College (eg. preparation for a ball at another school and possible subsequent days off for travel to and from) penalties for missed assessments will apply.
- Oral Presentations/Practicals will be treated as Written assessments and the due date will be considered the first day that the presentations are due in class. If students are required to produce written evidence (notes, research, palm cards) on the first day and are unable to do so, a marks penalty will apply.
- Due to the nature of Oral assessments, not all students will be able to complete their assessment on the due date. If due to time restrictions, a student does not complete the assessment on the first day though in attendance and is subsequently absent on any day when the remainder of the orals are being assessed, the same conditions outlined below will apply: medical certificate (Years 11-12) or parental note (Years 7-10).
- If a student knows she will be absent due to another co-curricular commitment, she must volunteer to complete her talk/presentation on the first day.
- Where a student is unable to attend school for a lengthy period due to injury or illness, the school will endeavour to provide support for her learning program.
  - If there is insufficient evidence for teachers to make a judgement for students who have had prolonged illness there will typically be more time to complete the set tasks before the end of the next semester. In these cases a U (Unfinished) grade may be awarded until such time as the student has satisfied the requirements of the assessment schedule.
- The penalty for non-submission or non-completion will be waived by the Deputy Principal of the year group on advice from the Head of Learning area, if a student provides a reason acceptable to the College. Acceptable reasons would include:
  - where sickness, injury or significant personal circumstances for a considerable part or all of the period of the out-of-class assessment task prevents completion and submission.
  - where sickness, injury or significant personal circumstances prevents a student attending on the day that an in-class assessment task is scheduled.
- In the instance of mental health having an impact on completion of assessments, including oral presentations, an official diagnosis with documentation from external professional clinicians are to be provided. Confidentiality will be maintained and advice given if there is a circumstance which may prevent a student completing an assessment.

In such cases the parents/guardians must contact the College before 9.30am on the day the assessment task is due. On return to the College the student must immediately provide:

#### **Students in Year 7-10**

A Parental/Guardian Letter of Explanation to Academic Services (which may be submitted through Student Services)

#### **Students in Year 11-12**

- A Medical Certificate (in the case of illness) OR
- A Parental/Guardian Letter of Explanation for significant personal circumstances (funeral, car accident) to Academic Services (which may be submitted through Students Services.)

All notifications will be scanned and stored on the Student Information Panel on SEQTA by the Administration Assistant of Academic Services.

#### **Students Sickness While At School**

If a student falls ill during the school day and is witnessed by a member of the Wellness Centre or Executive Council as being ill and is taken home before an assessment is completed in class (ie, test or exam), a Letter of Explanation or Medical Certificate is not required.

#### 4.1 Making up Missed Assessments

If a student is absent on the day of submission of an assessment, she must submit the assessment to the class teacher, on the first day of return to the school. A medical certificate (Year 11-12) or parental/guardian letter of explanation is to be presented (Year 7-10).

A student who attends school on the day a take home assessment is due, but who is absent from the lesson of the relevant course, must still submit the assessment on that day. It may be handed directly to the teacher or can be submitted to Academic Services, where it will be recorded as submitted on SEQTA and handed on to the teacher.

- Making up in-class assessments will normally be done in the classroom.
- Making up missed assessments must take priority over other school activities.
- In-class assessments will be undertaken on the day a student returns to school unless that student has been absent for a protracted period of time.
- Out-of-class assessments will be handed in on the day of return.
- Where a student has been absent for a protracted period of time for a reason acceptable to the College the teacher will:
  - Negotiate an adjusted due date for the out of class assessment task or an adjusted date for an in-class assessment task (generally, within two days of the student's return), OR
  - Re-weigh the student's marks for the other tasks (if there is sufficient evidence to assign a grade), OR
  - Decide on an alternate assessment task, if in the opinion of the teacher the assessment is no longer confidential, OR
  - Statistically estimate the student's mark for the assessment task on the basis of their marks in similar tests.

#### 4. Extensions

- Generally, it will not be possible for students to seek an extension of deadlines. In cases where work is not submitted on time, teachers will make their judgement on the evidence available at the deadline.
- Extensions may be given at the discretion of a teacher in cases of illness or significant circumstances which occur in the lead-up to the in-class or out-of class assessment. This decision may be made in consultation with the relevant Head of Learning Area and/or Head of Year in the first instance and then the Deputy Principal in charge of the year group if further discussion is required. These are to be noted on SEQTA in the Pastoral Care tab under 'Extensions Granted.'

#### 5. Penalties

It is important that all students are completely conversant with the requirements of each subject they are studying. Where a student has not handed in the required task on the agreed date and an extension has not been given, the following penalties apply:

- For take home assessments such as assignments or projects 10% of the total marks for that assessment will be deducted for each day that the work is late – up to three school days maximum from the return date (inclusive). e.g. for a score of 16/20, which is three days late, the student will receive a mark of 10
- No assessment work will be accepted for credit after the third day or after solutions have been discussed in class. A mark of zero will be recorded for that assessment.

Where a student is absent from an in-class assessment and the explanation for the absence from that assessment is unsatisfactory, a mark of zero will be awarded.

**Students missing assessments due to family holidays are given no credit for this assessment.**

## 6. Technological Issues

Failure or breakdown of technology is not a suitable excuse for the non-submission of work. Hand written copies, drafts, and emailed copies can be submitted as a last resort.

- If a student claims that their computer is faulty or inaccessible, they must produce their research notes/drafts or be penalised by as specified in PENALTIES.
- If a student claims that her printer is not functioning, she must print a copy at school either under instruction by a teacher during class or email the work at a time specified and noted by the teacher on SEQTA or be penalised as specified in PENALTIES.
- If a student claims to have submitted an assessment by email, the teacher must sight the document with the time stamp on the student's mobile device (ie iPad) as proof of delivery.
- Students must ensure assessments are delivered before midnight on the date due to avoid penalty. Proof may also be provided as a printed copy sent by email and signed by a parent.

## 7. Cheating, Collusion, Plagiarism

- Students shown to have cheated in assessed work or in examinations will receive zero marks for that assessment.
- Students found disclosing information in tests/assessments to absent students will receive penalties consistent with those who have cheated.
- Students submitting work for an assessment which is not their own or copying the ideas or words of another without acknowledging that they have done so, and then submitting it as their own will be penalised. At the discretion of the Head of Learning Area in consultation with the teacher, the student will receive zero for the entire assessment or for that part of the assessment where the copying or plagiarism occurred.
- Appropriate referencing/bibliography must be used.

## 8. Examinations

- Semester 1 examinations for Years 10 to 12 are usually held during Weeks Five and Six of Semester Two. No Semester One examinations are held for Years 7, 8 & 9 although normal test arrangements do apply.
- Final Examinations for Year 12 students (trial ATAR exams) are held in the second week of the October break and the first two days of Term 4.
- Final Examinations for Year 11 students are usually held in the last two weeks of November.
- Final Examinations for Years 9 and 10 are usually held within the last week of the school year, depending on the date gazetted by the College as the last day for students. Years 7 and 8 students do not have examinations.

Years 9 – 12 students who are absent from examinations (including Oral or Practical Examinations) should contact the College on the morning of the examination to report their absence. Year 9 and 10 will need verification by email or written note of the absence from parents/guardians confirming sickness or misadventure preventing attendance to the exam. Year 11 and 12 will require a medical certificate or completion of a form confirming unforeseen circumstances preventing attendance to the exam.

When a student misses an examination for reasons other than sickness or misadventure, one of the following will apply:

- the student will be given their final grade based on their class work to date
- the student will be given their final grade using an examination mark of zero
- the student will sit a make-up examination at a later date

Each case will be treated on its merits at the discretion of the Head of Learning Area and in consultation with the Deputy Principal in charge of the year group.

**Students missing exams due to family holidays are given no credit for this assessment.**

Parents may request permission for their daughter to miss an examination on compassionate grounds (for example, sick or dying relatives overseas or interstate), or because of permanent interstate or overseas relocation, or College, State or National representation, etc. In these circumstances:

- No student, regardless of circumstances, will be given permission to sit examinations early at any time.
- A letter outlining the student's absence is to be addressed to the Deputy Principal in charge of the year group at least four weeks prior to the intended departure day. This letter needs to give reasons for the absence or the unforeseen circumstances related to the absence.

### **8.1 Special Examination Arrangements**

Mercedes College undertakes to ensure that students with special needs - for example a recognised disability, medical condition or learning difficulty - are catered for in an appropriate way and in accordance with Curriculum Council guidelines. Students whose special needs may disadvantage them in demonstrating their knowledge and skills may require special considerations when undertaking timed assessments. Special examination arrangements may include (but are not limited to) any of the following:

- Extra reading time
- Extra working time
- Extra non-working time
- Use of lap tops or PCs
- Use of a scribe
- Special supervision

The Head of Inclusive Education with the Deputy Principal in charge of the year group must approve special examination arrangements prior to any special examination arrangements being implemented. Any student who may have special needs, who is not presently approved for any special examination arrangements, should discuss their needs with the Head of Inclusive Education and, if required, the Deputy Principal in charge of the year group, or the College Psychologist.

### **9. Changing subjects**

When a student commences a course unit after the scheduled start date, they are at risk of being disadvantaged compared to others in the class. An application to transfer is made through the Deputy Principal or Director of Teaching in charge of course changes. Change of Course Application Forms are available through Student Services and on SEQTA.

- Generally, the deadline for changes are specified by the School Curriculum and Standards Authority for Year 11 and 12 – these dates will be published through Sorelle and SEQTA.
- Where a student changes a subject/course in Years 11 or 12, she will be given every opportunity to complete assessments missed. Recognition of comparable achievement will also be given when the subjects involved are related (e.g. Biological Sciences/Human Biological Sciences, English Courses/Literature Course, and between the various Mathematics Courses and the various English courses.)
- Students in Years 8, 9 and 10 will only be given permission to change elective subjects on the advice of teachers and parents and only if the assessment program and course structures are unaffected.

### **10. Transfer from another school**

It is the responsibility of any student who transfers into a class from the same course at another school to provide the college with the details of all completed assessment tasks.

The Deputy Principal in charge of the year group will contact the previous school to determine:

- The part of the syllabus that has been completed
- The assessment tasks which have been completed
- The marks awarded for these tasks

The appropriate documentation will be forwarded to the Head of Learning Area.

The Head of Learning Area will then determine:

- How the marks from assessment tasks at the previous school will be used
- Any additional work, if any, to be completed
- The additional assessment tasks, if any, to be completed to enable a grade to be assigned

# Awards

**These awards recognise academic, sporting, cultural, spiritual, leadership and service activities of outstanding students.**

## **Year 7 – 12 Awards**

### **Pastoral Care Awards: Year 7-12**

Awarded to students who have contributed most in leadership, pastoral care activities and made an active contribution to the College.

### **Subject Prize: Year 7-12**

One subject prize is awarded to the top performer in each subject.

### **Sportswoman of the Year: Year 7-12**

Awarded to students achieving excellence at College, State and/or National level.

### **Mercy Service Prize: Year 7-9 / Mercy Service-Learning Prize: Year 10-11**

Awarded to one student from each year group for an outstanding demonstration of learning through the Service Program.

### **Academic Excellence: Years 7-10**

Awarded to students who are ranked the highest in the top thirty for Religious Education, English, Mathematics, Science and Social Sciences.

### **MCA Year 12 Award “Living the Mercy Values”**

This award is sponsored by the Mercedes College Alumni in recognition of the practical ways Mercy has been lived by a Year 12 student. It reflects development over time at the College in regard to living and embodying the College Mercy values of Excellence, Compassion, Service, Integrity and Justice.

### **Ursula Frayne Community Member Award**

This award recognises an individual, family, group or organisation for their outstanding contribution to Mercedes College. The recipient is passionate about their area of contribution and is generous in sharing their time and talents with the school community. The recipient is nominated by students, parents and staff members.

### **College Advisory Council Staff Award**

This is awarded to an outstanding educator who inspires a love of learning within students. The recipient is nominated by students, parents and staff members.

### **Australian Defence Force Long Tan Award: Year 10 and 12**

The Long Tan Leadership and Teamwork Awards are sponsored by the Australian Defence Forces and aim to recognise students who demonstrate leadership and teamwork within both the school and the broader local community. At the same time, they recognise those who display strong values, such as doing one's best, respect for others and “mateship”, that are integral to Australian society.

### **Caltex Best All-Rounder: Year 12**

Awarded to the student who has distinguished herself in academic effort, cultural and sporting pursuits, leadership and service to the College.

### **Academic Honours: Year 12**

Awarded to students showing outstanding achievement meriting “A”s for 20 course units with no result less than a “C” grade in all Schools Curriculum and Standards Authority courses (ATAR or General).

**Vocational Education & Training Award: Year 12**

The Vocational Education and Training Award recognises a student's successful completion of a nationally recognized certificate qualification, strong achievement in Workplace Learning, and outstanding results in courses of study.

**Highest Predicted ATAR: Year 12**

Awarded to the student who has achieved the highest predicted ATAR based on recent trial ATAR exams.

**Proxime Accessit: Year 12**

Awarded to the runner up to the Dux.

**Dux: Year 12**

Awarded to the Highest Achieving student with a minimum of 5 ATAR courses.

**Mercedes Medal: Year 12**

Awarded to students who have made an outstanding contribution to the College community in a number of areas during their years at Mercedes. These areas could include religious, cultural, academic or sporting activities, as well as community service involvement, leadership, peer support and role modelling.

**Service Awards: Year 12**

Awarded to students for outstanding contribution and representation of Mercedes College. Students clearly demonstrate exemplary contributions and meet specific criteria as designated by each Learning Area.

**Certificate of Excellence for Mathematics and Science: Year 12**

Awarded to students who have achieved excellence in Mathematics and Science. To qualify a student must have obtained a score of at least 75% in ATAR Chemistry, Physics, Mathematics Methods and Mathematics Specialist.

# Awarding of Badges

Badges are awarded to recognise Service, participation, College representation, and Leadership.

## Criteria for Badges

|   |                         | Examples (pictures not to scale)  | Criteria   |
|---|-------------------------|---|--|
| <b>Sport Representation</b>   | Cloth Badge             |    | <ul style="list-style-type: none"> <li>College Representation in a <u>significant</u> Sporting event requiring attendance at training.</li> </ul>                            |
| <b>Badges for sustained participation and Service</b>                                   | Level One = Green Badge |    | <ul style="list-style-type: none"> <li>Minimum 2 years membership</li> <li>Sustained participation</li> <li>Service (Simple Criteria to be defined and published)</li> </ul> |
|   | Level Two = Red Badge   |    | <ul style="list-style-type: none"> <li>Green Badge achieved</li> <li>Continued service at Year 11 and/or Year 12 (Simple Criteria to be defined and published)</li> </ul>    |
| <b>Leadership Badge assigned for a specific duty for a period of time</b>               | Green with Gold edging  |  | <ul style="list-style-type: none"> <li>Assigned leadership role</li> <li>SRC,</li> </ul>   |
| <b>Leadership Badge having achieved a Green badge (e.g Director, Choreographer etc)</b> | Red with Gold edging    |  | <ul style="list-style-type: none"> <li>Recognised significant leadership role</li> <li>Achieved the Green Badge</li> </ul>   |
| <b>Seniors Badge</b>  | (Split Colour)          |  | <ul style="list-style-type: none"> <li>Awarded to all Year 12 students</li> </ul>  |
| <b>Prefects Badge</b>   |                         |  | <ul style="list-style-type: none"> <li>Awarded to Prefects</li> </ul>  |
| <b>Deputy Head Girl</b>   |                         |  |  |
| <b>Head Girl</b>  |                         |  |  |

The area of School Life to be recognised has to be approved by the College Executive through the Deputy Principal. Criteria defining sustained membership, participation and contribution, approved by the College Executive, needs to be created and published.

(Existing areas issuing badges: Sport, Debating, Chess, Dance, Drama, Music, Media, Mock Law, Philosophy, Altar Serving, Environmental Steward, Tournament of Minds or Opti-Minds. Other areas could include Gymnastics, Book Club)

Students need to formally apply for a badge when they qualify. The judgement of worthy candidates is done by a teacher leader or coordinator of the activity or event that is recognised.

Badges are consistent in shape and design: Rectangular with inscription indicating area of Participation/Service.

A database (MAZE) is compiled of all Badges issued so that the record of service is kept.

# Co-curricular Activities

Co-curricular activities are those that involve performing, playing, preparation, rehearsal or training outside of normal school hours. Mercedes College offers a wide range of co-curricular activities to cater for the interests of all students. Participation of every student in a least one co-curricular activity each semester is expected. The range of activities offered is dependent on the support of staff, parents and/or ex-students.

Examples of such activities are listed below:

- Sporting Teams (train or play after normal school hours)
- College Productions
- Interschool Debating and Public Speaking
- Mock Law Trials
- Competitions including Tournament of Minds and the Da Vinci Decathlon
- Book Club
- Chess Club
- Orchestra, Concert Band, Choral Groups, Bells, Percussion, String and Wind Ensembles and a range of other chamber ensembles including Duets and Trios
- House Competitions/Festivals in Music, Dance, Drama, Chess, Film, Debating
- Young Mercies

Where the activity may lead to a competition win entitling participants to an interstate trip, parents will be advised of this possibility and associated costs likely to be incurred.

A Co-curricular audit will be done in Pastoral Care each year to assess the balance and time commitment of each student's activities.

# Health, Physical Education and Sport

Health and Physical Education at Mercedes College aims to provide an enjoyable and challenging curriculum with opportunities for every student to develop physically, socially, emotionally and cognitively. It is a programme which encourages active involvement and promotes the value of leading a healthy and fulfilling lifestyle.

To achieve the aims, students will participate in a range of activities of an individual or team nature. The Health and Physical Education Learning Area programme consists of three periods per week. One period is dedicated to Health Education and two periods to Physical Education. This will enable them to develop skills, knowledge and attitudes necessary for confident, lifelong participation in sport and recreation activities.

The students will have the opportunity to participate in Interschool sports activities offered by the Associated and Catholic Colleges consortium, as well as our own College carnivals and activities. Sporting activities offered include AFL, athletics, badminton, basketball, cross-country, hockey, netball, swimming, triathlon and volleyball.

Students are reminded that when committing themselves to a sport, they must honour that commitment during the competition period; this is to ensure that all teams are maintained and all students are able to participate optimally without disruptions.

Students who have an enthusiastic attitude to health and physical education will have every opportunity to be involved in, and enjoy, a varied programme.

Mr Liam Smith  
Head of Learning Area

[lsmith@mercedes.wa.edu.au](mailto:lsmith@mercedes.wa.edu.au)

Ms Sara Kononen  
Sports Co-ordinator

[skononen@mercedes.wa.edu.au](mailto:skononen@mercedes.wa.edu.au)

# Speech Program

The Speech Program, which is available under the tuition of Mrs Gina Ritchie, consists of the following: techniques of correct breathing and voice production; the interpretation and speaking of poetry, drama and prose; theory of the mechanics of speech; correct vowel and consonant production; the art of communication and effective speech; techniques of modulation for emphatic speech; stagecraft.

Students in years 7, 11 and 12 will follow the Trinity College, London syllabus. In years 8 and 9 the focus is on the AMEB (Australian Music Examinations Board) syllabus by selecting either the *Voice and Communication* or the *Drama and Performance* examination guidelines. In year 10, girls have the choice of returning to the Trinity Speech and Drama Solo exam system or doing an AMEB exam. All students will sit an examination in one of the formats during term 4. During first term, with the teacher's guidance, an examination format will be selected for each student. The student will follow this for the remainder of the year. Students may move from one examination style to another on a yearly basis.

The year's work will consist of 32 lessons which will be conducted in small groups (up to 6 girls) for the duration of one period. Students leave their standard timetable to attend Speech lessons. A rotating timetable, over a term will be organised which will ensure that no more than two lessons from any one subject will be missed, with only one each of English, Mathematics, Science and Social Sciences per term. The teacher is not responsible for classes missed due to a student's absence.

2019 lesson fees are \$636 and are billed equally over the three itemised statements issued through the year. Notice of withdrawal of a student from the program is required in writing from a parent, but the fee for the year will be charged in full.

Parents should ensure that they have the financial capacity to meet all basic tuition fees and levies as and when they fall due, prior to applying for enrolment of their daughter in this program. Applications for enrolment from families who do not meet this criterion, or who need financial assistance with the basic tuition fees and levies, will not be accepted.

Mrs Gina Ritchie  
Speech Co-ordinator  
[gritchie@mercedes.wa.edu.au](mailto:gritchie@mercedes.wa.edu.au)

# Instrumental Music Program

Instrumental music tuition is available to all students from Years 7 - 12. Tuition is offered in orchestral and concert band instruments as well as piano, voice, percussion and drum kit.

Lessons are conducted during the normal school timetable, which means the student will attend a lesson during other subject times. However, because of the rotating nature of the music lesson times, the subject time lost is minimised. Every care will be taken to ensure the whole education of the student is protected and the lessons are enjoyable and challenging.

Students are required to have an instrument in their home for practise. In the event you do not have your own instrument, the College has a selection of instruments available for hire or can recommend a suitable hire company. Instrument hire fees commence at \$240.00 per annum.

When an application to enrol in the Program is approved, an agreement setting out the requirements of all parties is forwarded for signature. Enrolment in the Program is for the full year and parents/guardians and students need to be fully aware of the whole year commitment.

Should any issue arise during the year, including a request to exit the Program, it is essential for parents/guardians to make an appointment with the Director of Music to discuss the matter in full. Please do not direct your enquiries to Administration.

Any variation to enrolment status can only take place after a face-to-face interview between parent/guardian and the Director of Music. Completion of an Application for Change of Enrolment form, signed by parent/guardian, student and music tutor, must then be submitted to the Director of Music in confirmation of the agreement reached at the interview. Only then will the form be submitted to Administration for recording of the approved change in the timetable and billing systems. No fees can be adjusted, as enrolment is for the full year.

Students who learn a musical instrument through the College are to participate in any of the College's ensembles. These ensembles range from String and Wind Ensembles, Jazz and Contemporary groups, Choirs, Percussion Ensembles and a range of other chamber ensembles including duets and trios. Continuing instrumental tuition through to upper school provides students with the opportunity to select Music in Year 11 and Year 12.

Once the required level of proficiency has been achieved, students are encouraged to participate in festivals, eisteddfods and external examinations to help raise their level of confidence and engender a sense of pride in their playing.

Parents/guardians should ensure they have the financial capacity to meet all basic tuition fees and levies as and when they fall due, prior to applying for enrolment of their daughter in this Program. Applications for enrolment from families who do not meet this criterion, or who need financial assistance with the basic tuition fees and levies, will not be accepted.

Ms Claire Glendinning  
Director of Music  
[cglendinning@mercedes.wa.edu.au](mailto:cglendinning@mercedes.wa.edu.au)

# Instrumental Music Program

## Program Structure

### **Years 7-10 and Years 11-12 (Additional music lessons- not classroom music)**

2019 lesson fees (32 half hour sessions) - \$1,158.00/annum

The Program consists of eight, individual, thirty-minute lessons per term. This provides some allowance for interruptions due to public holidays, illness, sports days, excursions, etc.

NB – parents/guardians with students in years 7 to 10, who are more musically able, may apply to the Director of Music for one (1) hour lessons. In assessing this type of application, the impact on the student's academic load and her musical ability will be important considerations.

Year 12 students have the option to undertake 3 terms of lessons, to allow them to focus on their examinations in Term 4.

### **Years 11/12 (ATAR Music students)**

2019 lesson fees (24 x one hour sessions) - \$1782.00/annum

**Books** – Music Tutors will recommend students purchase music books to assist with the practice elements of the Program. The cost of books can range from \$30 to \$100.\*

**External Examinations** – Students are encouraged to participate in external examinations through one of the recognised organisations (eg. AMEB). Depending on the grade attempted, examination fees range from approximately \$89 to \$200\* per examination. Accompanist costs are in addition to these fees and are to be paid by you directly to the accompanist.

**Accompanist** - when it is necessary to employ an accompanist for a rehearsal, examination or performance, the cost to parents/guardians will start from \$75 per hour per rehearsal, examination or performance. The Director of Music will provide contact details of the accompanists the College utilises for you to make direct bookings.

**Excursions** – this includes music performances and activities that form part of assessable course work for the students, as well as music camps. You will receive prior written advice with the details of these excursions, but typically you should allow from \$100 to \$200 per year.

\*estimate only these figures may vary

# Mobile Phones & Other Electronic Devices

- Mobile phones must be switched off during school hours, (8.05am - End of school) including lunch and recess and locked in the students' locker.
- Any student found carrying a mobile phone on her or in her pocket will have the phone confiscated.
- Making or receiving calls, text messaging or using phone apps, including using it as a timepiece during school hours is not permitted.
- Once a phone has been confiscated for any breach of the Digital Citizenship Policy it will be taken to Student Services and can only be collected by the student at the end of the day. A repeat offender will face sanctions under the direction of the relevant Head of Year.
- Students can call a parent from Student Services for important or urgent matters.
- The College allows the use of mobile / electronic devices for educational purposes only and not as a means of entertainment.
- The ICT Policy prohibits the use of mobile / electronic devices during school hours unless authorised by a teacher.
- Students using mobile devices for learning – such as iPads or laptops must have signed, together with their parent/guardian the College “Permission to Use Parent Funded Mobile Devices” and have their device registered with the IT Office.
- Please note that the College will not accept responsibility for the security of student electronic devices. Damage and repairs will be the responsibility of the parent.

**Note:**

The College Information & Communication Technology (ICT) policy allows for student access to Mobile phones, iPads or MP3s only with prior teacher permission. iPads or laptops must also be authorised by a teacher and used for educational purposes only and logged with the IT office.

# Digital Citizenship Policy

## Includes: Permission to use Parent-Funded Mobile Devices

### 1. Rationale

Mercedes College, as a Catholic College, aims to help students to integrate culture, faith and life. In accordance with the teachings of the Catholic Church and the values of Mercedes College, the practice of communication must reflect the highest standard of accountability and sensitivity to human rights and relationships.

The availability of Information and Communication Technology (ICT) resources provides the opportunity for Mercedes College to help students develop their full potential. The College believes the teaching of cybersafe and responsible online behaviour is essential in the lives of students and is best taught in partnership between home and College.

Mobile technologies are an integral part of our lives in the 21<sup>st</sup> century and can provide significant educational value. Mobile technology has the potential to be incorporated appropriately into lessons, opening new and exciting approaches to learning. The increased ownership and use of such devices requires that the whole Mercedes College community takes steps to ensure that they are used responsibly and appropriately.

### 2. Definitions

Information and Communication Technology (ICT) means all computer hardware, software, systems and technology (including the internet and email) and telecommunications devices in facilities that may be used or accessed from a College campus or connected to a College's communication network. This includes all parent-funded and personal devices whilst in use during the College day, including on excursions, camps and co-curricular activities. Mobile telephones are NOT related to ICT and will not be used or accessed during College hours.

### 3. Principles

- 3.1 At Mercedes College the use of ICT is encouraged for educational purposes only.
- 3.2 Using ICT at Mercedes College is a privilege and this privilege will be removed if the Student Agreement is broken. Students using ICT must not break State or Federal laws (a summary of these laws are in Appendix 1 of this Policy and form part of this Policy).
- 3.3 The decision to provide a parent-funded mobile device to their daughter/s shall be made with full knowledge of this Policy and the contents of the Student Agreement.
- 3.4 Permission to have a mobile device at College while under the College's supervision is contingent on parent/guardian permission in the form of a signed Parent Permission Form. Students must also sign the Parent Permission Form, indicating they have full knowledge of this Policy and agree to the points outlined in the Student Agreement (see Appendix 2 of this Policy).
- 3.5 Mobile devices that can be used on campus at the College are restricted to wireless only devices, such as iPads and Mac books.
- 3.6 Mobile phones and any other devices (including iPads) that have the capacity to access an external network (3G for example) are not permitted.
- 3.7 Students shall be made aware that access to ICT and, in particular, email and the internet can expose them to inappropriate material or potential harm.

- 3.8 The College has the right to check all written, graphic, audio and other materials created, produced, communicated, stored or accessed on ICT by students during the College day.
- 3.9 Students who bring mobile devices to College do so at their own risk. The student must take full responsibility for her own mobile device(s). Devices should be clearly labelled with the name of the owner. The College or staff will not be responsible for loss, theft or damage.
- 3.10 This policy prohibits the tethering or sharing of network connections. Tethering or sharing of network connections is not permitted.

#### **4 Procedures**

- 4.1 Mercedes College is committed to ensuring all students are aware of standards for the use of ICT within the College environment.
- 4.2 Mercedes College shall identify acceptable and unacceptable use of ICT and is committed to regularly updating this policy.
- 4.2.1 Acceptable use includes:
- researching information for educational purposes;
  - gathering specific information about subjects/topics;
  - emailing a teacher or friend for assistance with College related work; and,
  - other teacher directed activities
  - switching off mobile devices and keeping them out of sight during classroom lessons unless expressly directed to make use of the devices to support learning and teaching activities by the supervising teacher.
- 4.2.2 Unacceptable use includes but is not limited to:
- accessing networks without College authorization
  - communicating information concerning any password, identifying code or other confidential information or violating the security of the system in any way
  - using a mobile device to cheat in exams or assessments
  - using ICT to bully another person. It is a criminal offence to use a College owned or parent provided mobile device to menace, bully, harass or offend another person. Students must not engage in personal attacks, harass another person, or post personal or private information using emails or SMS messages, taking/sending photos or objectionable images or phone calls
  - taking, storing or displaying inappropriate images, videos or audio or sending such material to other devices
  - posting photographs on Youtube or social networking sites of class or College events without the College's permission or photographs of students or staff members without their knowledge and permission
  - having mobile devices disrupt classroom lessons with ringtones or beeping
  - texting messages which are not educational and not teacher approved to other students during the College day
  - playing games during class time on College owned or parent provided mobile devices, unless directed by the teacher
  - using mobile devices in change rooms or toilets or in any situation that may cause embarrassment or discomfort to fellow students, staff or visitors to the College.
- 4.3 With parental permission, students can have mobile devices with them at College, including in class; however, students are only allowed to use such devices in class with the permission of their teacher.
- 4.4 When using parent-funded mobile devices, the College will only provide ICT support for network connection. All other issues are the responsibility of the parent.
- 4.5 Students who bring parent provided mobile devices to College should place them in their locker during the day, unless it is being used for educational purposes.

- 4.6 Parent provided mobile devices are not to be used out of designated learning areas at the College during recess or lunch time, unless teacher permission has been recorded in the Student Diary.
- 4.7 Parents needing to contact their daughter/s during the College day must do so through Student Services. Mobile phones or portable music devices must not be used during the College day for parent-child contact purposes (between 8.20am and 3.20pm). No calls or text messages are to be taken during College hours.
- 4.8 Students who use another student's password will be deemed to be in breach of the College's Digital Citizenship Policy.
- 4.9 The policy takes into account the requirements of the Privacy Act. Keep in mind that personal information may be collected, used, disclosed and transferred overseas through the use of email and Internet facilities.
- 4.10 Students will be required to present parent-funded mobile devices to the College IT Support office. Device specific information will be logged and the device configured to access the College Wireless network. The signed parent/guardian form will need to be presented at the time the configuration is made.

## **5 Monitoring**

- 5.1 The contents and usage of email may be examined by the College or by a third party on the College's behalf. This will include electronic communications which are sent to you or by you, both internally and externally. You should expect this monitoring to be continuous and ongoing.
- 5.2 Students should structure their email in recognition of the fact that the College may need to examine its contents.
- 5.3 The College's computer network is an educational tool to be used primarily for educational purposes. Students therefore have a responsibility to use these resources in an appropriate, professional and lawful manner.
- 5.4 All messages on the College's system will be treated as education related messages, which may be monitored. Accordingly, students should not expect that any information or document transmitted or stored on the College's computer network will be private.
- 5.5 Students should also be aware that the College is able to monitor their use of the Internet whilst on College premises. This includes the sites and content that students visit and the length of time they spend using the Internet/on each site.
- 5.6 The College may block access to certain websites and/or delivery of certain emails as it considers appropriate.
- 5.7 Emails will be archived by the College as it considers appropriate.
- 5.8 The College may copy, access or disclose any information or files that are stored on the College's network.

## Appendix 1

### Important Statutes that are applicable to students:

#### ***Copyright Act 1968 (Cth)***

Students may copy or otherwise deal with copyright material for the purpose of study or education. However, generally only the author of original material has the right to reproduce, copy, publish, perform, communicate to the public and make an adaptation of the copyright material.

#### ***Equal Opportunity Act 1984 (WA)***

This Act precludes:

- Discrimination against persons on grounds of sex, marital status or pregnancy, family responsibility or family status, sexual orientation, race, religious or political conviction, impairment or age in education
- Sexual harassment and racial harassment in the workplace and in educational institutions, and
- Promotes community recognition and acceptance of the equality of all persons regardless of their race, sexual orientation, religious or political convictions, impairments or ages.

#### ***Censorship Act 1996 (WA)***

Students must not use a computer service to transmit, obtain or request an article knowing that it contains objectionable and restricted material. It is an offence to possess or copy indecent or obscene articles or child pornography. Students should be aware for their own protection that people who deal with such material commit an offence.

#### ***Criminal Code (WA)***

Students should be aware that it is illegal to show offensive material to children under 16, and that if someone does show them offensive material that person is committing an offence. Racist harassment and incitement to racial hatred are also criminal offences.

#### ***Cybercrime Act 2001 (Cth)***

Unauthorized access to or modification of data held in a computer and unauthorized impairment or electronic communication eg 'hacking' or infecting computer systems with a virus, are illegal.

#### ***Privacy Act 1988 (Cth)***

Students should respect that the personal information of others is private. This Act covers the collection, use and disclosure, quality and security of personal information.

## Appendix 2

### Student Agreement with Digital Citizenship Policy

#### When I use Information and Communications Technologies (ICT) I agree to:

- Always use ICT in a manner befitting a Catholic College and the living of the values of Mercedes College
- Be a safe, responsible and ethical user whenever and wherever I use ICT
- Support others by being respectful in how I communicate with them and never write or participate in online bullying (this includes forwarding messages and supporting others in harmful, inappropriate or hurtful online behaviour)
- Talk to a teacher if I feel uncomfortable or unsafe online or see others participating in unsafe, inappropriate or hurtful online behaviour
- Protect my privacy rights and those of other students by not giving out personal details including full names, telephone numbers, addresses and images
- Use the **internet for educational purposes** and use the equipment appropriately
- Use **social networking sites for educational purposes** and only as directed by teachers
- Abide by copyright procedures when using content on websites (ask permission to use images, text, audio and video and cite references where necessary)
- Not interfere with the security of the network nor access the network with a user name or password of another student
- Not bring or download unauthorised apps, including games, to the College on my device or run them on College computers
- Not use my device during recess or lunchtime except in the library or unless under specific instructions by a class teacher.
- Not to use my (or another student's) mobile phone from the beginning to end of the school day and to store my phone in my locker

#### When using my mobile device to record images, videos or audio, I will:

- Seek permission from individuals involved **before** taking photos, recording sound or videoing them (including teachers)
- Seek written permission from individuals involved **before** publishing or sending photos, recorded sound or video to anyone else or to any online space
- Only take photos and record sound or video when being supervised during a class or lesson
- Respect others when I talk to and work with them online and never participate in online bullying
- Seek teacher permission before uploading any content to websites, apps, etc

#### When using my mobile device to listen to music or videos I will:

- Only do so if given direct permission from the teacher
- Do so discreetly, use earphones (to be provided by the student) and keep the volume at a level that does not disturb or distract others
- Remove my earphones when asked or instructed to do so and during teacher instructions or class discussions
- Seek teacher permission before uploading any content to websites, apps, etc

I acknowledge and agree to follow these rules. I understand that my access to mobile technology at College will be renegotiated if I do not act responsibly and courteously.

I understand that if a mobile device is confiscated for any breach of the Digital Citizenship Policy it will be stored in the Front Office until my parent/guardian collects the item personally. I will not be permitted to collect the device.

Student name

Homeroom

Student signature

Date

# Privacy Policy

## **Standard Disclosure**

Mercy Education requires privacy principles in order to respect the rights of all those with whom it interacts and promote justice in its dealings with them. Mercy Education is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act 1998.

Click [HERE](#) to view the Mercy Education Privacy Policy

# How to deal with a Dispute or Complaint

This section provides an overview of the process to be utilised in Catholic schools in the resolution of a dispute or complaint which may arise from time to time.

The Dispute and Complaint Resolution Policy was implemented in early 2002 by the Catholic Education Commission of Western Australia (CECWA), providing a process which must be followed by all Catholic schools when addressing issues of dispute or complaint.

The Dispute and Complaint Resolution Policy is consistent with the accountability requirements under the *School Education Act (1999)* and has been developed on the following basis:

- the principles of the policy are based on the Church's social teachings and the principles of natural justice, for example, the right to be heard and the right of response.
- the need to resolve the dispute or complaint initially at the school level before involving the **Executive** Director of Catholic Education.

In the case of a dispute or complaint arising that directly relates to an existing CECWA policy, the procedural aspects of this policy shall be followed, eg student enrolment.

In the case of a dispute or complaint resulting from an employment-related issue, the prescribed provision of the relevant Enterprise Bargaining Agreement or Award shall be adhered to.

A copy of the policy and guidelines is available upon request.

## Overview of Procedures

1. All issues of dispute or complaint must be addressed in the first instance at the school level.
2. Where the parties are having difficulty achieving a resolution at the school level, they may request the assistance of the **Executive** Director of Catholic Education or Congregational Leader.
3. Any party may appeal against the Principal's decision to the **Executive** Director of Catholic Education who will then, in turn, review the decision.
4. Any party may appeal against the **Executive** Director of Catholic Education's decision to the Minister for Education. The Minister for Education will review the process utilised to resolve the dispute or complaint but will not review the merits of the matter.



# Mercedes College



**Cathedral**  
FULL EVACUATION  
MUSTER POINT

**Goderich Street**

**Victoria Square**

**Victoria Avenue**

**Hay Street**

