HANDBOOK

2016
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 ........................................................................................................ 3
EARLY HISTORY & VISION STATEMENT ........................................................................ 4
COLLEGE VISION .................................................................................................................. 5
HOUSE SYSTEM .................................................................................................................. 6
TERM DATES ........................................................................................................................ 7
CLASS TIMES ....................................................................................................................... 8
STUDENT SERVICES ........................................................................................................... 9 - 11
TRAVELLING TO / FROM SCHOOL & PUBLIC TRANSPORT .............................................. 12
DROP-OFF, PICK-UP & PARKING .................................................................................... 13
PERSONNEL ........................................................................................................................ 14

COLLEGE INFORMATION
  Canteen & College Wear Shop ...................................................................................... 15
  College Wear Shop Price List.......................................................................................... 16
  Uniform Requirements .................................................................................................... 17
  Dress & Grooming Code ............................................................................................... 18 - 19
  Caring Behaviour ......................................................................................................... 20 - 22
  College Psychologists ................................................................................................... 23
  School Environment ....................................................................................................... 24
  Library Information ........................................................................................................ 25
  Parental Involvement at Mercedes College .................................................................. 26

ACADEMIC & CO-CURRICULAR
  Years 7 to 12 - Curriculum / Religious Education ..................................................... 27
  Years 7 to 10 - Curriculum Framework ........................................................................ 27 - 28
  Year 12 - Courses .......................................................................................................... 29
  Year 11 & 12 - Summary of Offerings ........................................................................ 30
  Western Australian Certificate of Education (WACE) .................................................. 31
  Mercy Service-Learning .................................................................................................. 32
  Homework ........................................................................................................................ 33
  Reports ............................................................................................................................ 34 - 35
  Assessment Policy & Procedures ................................................................................. 36 - 41
  Academic Awards Criteria ............................................................................................. 41
  Presentation Evening Awards Criteria ......................................................................... 43 - 44
  Awarding of Badges ....................................................................................................... 45 - 46
  Promotion & Graduation Policy .................................................................................... 47
  Co-Curricular Activities ............................................................................................... 48
  Physical Education & Sport ........................................................................................... 49
  Speech Program ............................................................................................................. 50
  Instrumental Music Program ........................................................................................ 51 - 52
  Mobile Phones & Other Electronic Devices .................................................................. 53
  Information & Communication Technology (ICT) Policy .......................................... 54 - 58
  Permission to use Parent funded mobile devices ......................................................... 59
  Privacy Policy .................................................................................................................. 60
  How to Deal with a Dispute or Complaint .................................................................... 61
  Map ................................................................................................................................. 62
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 well being. 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 learning, 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 the 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 hand in hand we can support our young women as they strive to fulfil their potential as young Mercy women.

Kerrie Fraser
PRINCIPAL
Early History & Vision Statement

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 Mission is centred on God embracing the spirit of Catherine McAuley, calling us to be leaders in the Mercy tradition of Catholic education and formation of girls.
Mercedes College offers young women an outstanding Catholic education based on the Mercy values of compassion, justice, excellence, integrity and service. We provide an affordable education for girls from a diversity of cultures and backgrounds, equipping them to become leaders of the future. 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 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 are innovators in girls' education. Our dedicated staff strives for high standards in learning and teaching and enthusiastically shares good teaching practices, 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 the latest technologies which are integrated across the whole curriculum.

We aim for excellence and the highest educational outcomes within a non-threatening learning environment. Risk-taking is encouraged, success is rewarded and disappointment acknowledged. Our students are self-directed, critical thinkers who take ownership of their educational journey and persevere to achieve their personal best. The focus is on life-long 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 teachers plays an essential role in the education of all our students. Involvement of parents in a variety of College activities is promoted through the Parents & Friends Association, enhancing the richness of the learning experience of the students.

We are proud of our graduates. They are young women empowered to accept leadership roles within society and always seek to make a difference. They understand the importance of balance in their lives and set themselves realistic yet achievable goals. Our girls become women with a 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 2016 – 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.

<table>
<thead>
<tr>
<th>House</th>
<th>Motto</th>
<th>Colour</th>
</tr>
</thead>
<tbody>
<tr>
<td>COOPER</td>
<td>PEACE</td>
<td>Orange</td>
</tr>
<tr>
<td>FRAYNE</td>
<td>COURAGE</td>
<td>Yellow</td>
</tr>
<tr>
<td>McAULEY</td>
<td>MERCY</td>
<td>Green</td>
</tr>
<tr>
<td>McDonald</td>
<td>WISDOM</td>
<td>Red</td>
</tr>
<tr>
<td>SERISIER</td>
<td>TRUTH</td>
<td>Blue</td>
</tr>
<tr>
<td>WRIGHT</td>
<td>VISION</td>
<td>Purple</td>
</tr>
</tbody>
</table>

COOPER
- Sister Mary Loyola Cooper, an ex-student, was a very successful English and French teacher at the College between 1920 and 1980.
- Cooper House Motto is “PEACE”
- The House Colour for Cooper is Orange.

FRAYNE
- 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.
- Frayne House Motto is “COURAGE”.
- The House Colour is Yellow

McAULEY
- Catherine McAuley founded the Sisters of Mercy in Dublin in 1831.
- McAuley House Motto is “MERCY”.
- The House Colour is Green.

McDONALD
- Sister Brigid McDonald was the Mother General of the Sisters of Mercy in Western Australia from 1920 – 50.
- McDonald House Motto is “WISDOM”.
- The House Colour is Red.

SERISIER
- Sister Dolores Serisier was the first Principal of Mercedes College, which was the amalgamation of the schools in 1967.
- Serisier House Motto is “TRUTH”.
- The House Colour is Blue.

WRIGHT
- 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.
- Wright House Motto is “VISION”
- The House Colour is Purple.
## 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 - 2016

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.

<table>
<thead>
<tr>
<th>TERM 1</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Wednesday 27 January Teachers commence</td>
<td>Friday 8 April Students and Teachers conclude</td>
</tr>
<tr>
<td></td>
<td>Thursday 28 January Y8 to Y12 Welcome Day for New Students</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thursday 28 January Yr 7 Welcome Day 1</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Friday 29 January Y7 Welcome Day 2</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Monday 1 February Y7 to Y12 Normal classes commence</td>
<td></td>
</tr>
</tbody>
</table>

### Semester 2 – 2016

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.

<table>
<thead>
<tr>
<th>TERM 3</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Monday 18 July</td>
<td>Friday 23 September Students &amp; Teachers conclude (Mercy Day)</td>
</tr>
<tr>
<td></td>
<td>Wednesday 20 July Yr 10/11/12 Triangular Meetings 3pm – 7pm</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Wednesday 27 July Yr 7/8/9 Triangular Meetings 3pm – 7pm</td>
<td>(Students to attend Triangular Meetings)</td>
</tr>
<tr>
<td></td>
<td>(Students to attend Triangular Meetings)</td>
<td></td>
</tr>
</tbody>
</table>

### Term Dates

**With the exception of public holidays the College Administration continues to function over both semester breaks**
School commences each morning at 8.20am with Homeroom. The school day 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 start of the day, the end of Recess & Lunch, and the end the day.

### Class Times

<table>
<thead>
<tr>
<th>MON</th>
<th>TUES</th>
<th>FRI</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Normal Times</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>HOMEROOM</td>
<td>8.20</td>
<td>8.40</td>
</tr>
<tr>
<td>PERIOD 1</td>
<td>8.40</td>
<td>9.35</td>
</tr>
<tr>
<td>PERIOD 2</td>
<td>9.35</td>
<td>10.30</td>
</tr>
<tr>
<td><strong>RECESS</strong></td>
<td>10.30</td>
<td>10.50</td>
</tr>
<tr>
<td>PERIOD 3</td>
<td>10.50</td>
<td>11.45</td>
</tr>
<tr>
<td>PERIOD 4</td>
<td>11.45</td>
<td>12.40</td>
</tr>
<tr>
<td><strong>LUNCH</strong></td>
<td>12.40</td>
<td>1.25</td>
</tr>
<tr>
<td>PERIOD 5</td>
<td>1.25</td>
<td>2.20</td>
</tr>
<tr>
<td>PERIOD 6</td>
<td>2.20</td>
<td>3.15</td>
</tr>
<tr>
<td>LOCKERS</td>
<td>3.15</td>
<td>3.20</td>
</tr>
</tbody>
</table>

#### WEDNESDAY

**CIRCUIT 2**

**Early Closure / Meetings**

| HOMEROOM | 8.20 | 8.40 |
| PERIOD 1 | 8.40 | 9.30 |
| PERIOD 2 | 9.30 | 10.20 |
| **RECESS** | 10.20 | 10.40 |
| PERIOD 3 | 10.40 | 11.30 |
| PERIOD 4 | 11.30 | 12.20 |
| **LUNCH** | 12.20 | 1.05 |
| PERIOD 5 | 1.05 | 1.55 |
| PERIOD 6 | 1.55 | 2.45 |
| LOCKERS | 2.45 | 2.50 |
| Staff Meeting Time | 3.00 | 4.30 |

#### THURSDAY

**CIRCUIT 3**

**Pastoral Care Period Added**

| HOMEROOM | 8.20 | 8.40 |
| **PASTORAL CARE** | 8.40 | 9.20 |
| PERIOD 1 | 9.20 | 10.10 |
| PERIOD 2 | 10.10 | 11.00 |
| **RECESS** | 11.00 | 11.20 |
| PERIOD 3 | 11.20 | 12.10 |
| PERIOD 4 | 12.10 | 1.00 |
| **LUNCH** | 1.00 | 1.40 |
| PERIOD 5 | 1.40 | 2.30 |
| PERIOD 6 | 2.30 | 3.15 |
| LOCKERS | 3.15 | 3.20 |
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.

- **The office is attended from 7.30am, voicemail is available before 7.30am.**

- 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 9.30am to report a student’s absence the College will notify parents via SMS indicating the unexplained absence.

- All 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.

- All Interhouse and Interschool sports carnivals are compulsory for competitors and non-competitors.

- Absences are recorded and reviewed in light of the citizenship component of the Promotion Policy.

**LATE ARRIVAL**

The Attendance Roll is called during homeroom each morning (8.20am). Students who arrive after this time will have names recorded as late on SEQTA.

- Report to Student Services to register their name and reason for lateness in the Late Book.

- Have their diary stamped with the time of arrival so that this can be shown to the Homeroom Teacher, signed by parents that evening and returned to the Homeroom Teacher the following day. Late students will not be admitted to class unless their diary has been stamped.

- Provide a note of explanation from parent / guardian to Student Services if arriving after 9.00am.

It should also be noted that for students who receive Austudy benefits, unexplained absences may affect payments.
Student Services

APPOINTMENTS / PERMISSION TO LEAVE THE COLLEGE GROUNDS

Notes from parents seeking permission for their daughter to leave the College grounds during school hours should be handed to the student’s Homeroom Teacher for signature at the morning homeroom.

The note from parents should state both:

- Time of the appointment and if or when (approximate time) their daughter is expected to return to the College.
- Nature of the appointment eg. Dental.

Early Departure System

Parents are strongly encouraged to arrange appointments out of school hours wherever possible. The system for granting students permission to leave school during school hours involves filling out the Early Departure slips (EDS) in the Student Diary. Extra slips are available at Student Services.

- The Early Departure Slip is to be filled out and must include Parent/ Guardian’s Signature.
- The Student is to bring the slip to Student Services to have the slip validated (signed and stamped) before school. The student must sign the Early Departure Register. The Slip is not valid without a Mercedes stamp.
- The student must then take the slip to homeroom and inform their homeroom teacher of their early departure.
- The Student just needs to show this slip to their class teacher when they leave.
- If returning to school, students are required to report back to Student Services to have the time recorded. Failure to do this will result in the student being marked absent for the remainder of the day.

Year 12 students may receive permission to go into the City at the lunch break. These Town passes can be used twice per term for errands or personal business. A parental permission slip is requested early in Year 12 before this privilege commences. The lunch passes are issued by the Homeroom Teacher in the morning homeroom (not Student Services).

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.
The Wellness Centre

The Wellness Centre is available to all Mercedes College students requiring basic first aid or assistance in the event of injury or illness. The Centre is fully equipped and managed by Registered Nurses to ensure all students receive the highest quality care within the school environment. The purpose of the Wellness Centre is to provide unwell or distressed students with a quiet place, where they can rest and recuperate before returning to the classroom setting. When students are assessed to be too unwell for school, the College Nurse will contact parents/guardians to arrange collection as soon as practicable.

The following procedures apply to the Wellness Centre:
- The Wellness Centre is open for students 8:15am – 3:45pm 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 the school day 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 College Nurse will notify the students’ next subject teacher of their absence via Seqta.
- On arrival at the Wellness Centre, the College Nurse 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.
- The College Nurse will ultimately use their discretion and clinical judgment on a student’s length of stay on a case by case basis. **Students are not to use personal devices to contact parents to arrange pick up without discussion with the College Nurse.**
- 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 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 health centre for the relief of minor ailments such as pain, fever and allergies. These include but are not limited to:

- Paracetamol
- Ibuprofen
- Non-drowsy antihistamines
- Topical creams/ointments
- Cold and flu tablets
- Throat lozenges

Any medications (students own) taken during the school day should be stored in the Wellness centre unless other arrangements are made with nursing staff. All medications administered by the College Nurse will be recorded.

Assistance will be given by the College Nurse 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**
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.

**WESTRAIL TRAIN SERVICE**

<table>
<thead>
<tr>
<th>Time</th>
<th>Route Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Morning From Joondalup</td>
<td>- Alight at Perth Underground Station (to connect with Special School Bus or walk directly to school)</td>
</tr>
<tr>
<td>Morning From Midland or Armadale</td>
<td>- Alight at McIver Station (near Royal Perth Hospital)</td>
</tr>
<tr>
<td>Afternoon To Joondalup</td>
<td>- Board at Perth Underground Station</td>
</tr>
<tr>
<td>Afternoon To Midland or Armadale</td>
<td>- Board at Perth Train Station or McIver Station</td>
</tr>
</tbody>
</table>

**TRANSPERTH BUS SERVICE**

<table>
<thead>
<tr>
<th>Time</th>
<th>Route Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.05 am No.28 Public Bus</td>
<td>Proceeds along Wellington Street to the Royal Perth Hospital stop where students can alight and walk to the College.</td>
</tr>
<tr>
<td>8.06 am No.789 School Special</td>
<td>There are two specials departing from the Perth Train Station Bus Stop close to the Horse Shoe Bridge. It travels down Wellington St, Hill St, Goderich St, Mercedes College. Free Transit Zone (no fares). Students should catch the Special in preference to all other buses in the morning.</td>
</tr>
<tr>
<td>3.25 pm No. 789 School Special</td>
<td>Departs from Goderich Street outside Mercedes College, Victoria Square, Wellington St and terminates at Forrest Place (near “Cactus”). There is one stop, Western Power building, near Barrack Street.</td>
</tr>
<tr>
<td>Wednesdays 2.55 pm</td>
<td>Year 11 and 12 students may catch the RED CAT or School Special CAT departing from the Travelodge Hotel, Hay Street bus stop only.</td>
</tr>
</tbody>
</table>

**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 hon 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.
## Personnel

### Executive Council

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Mrs Kerrie Fraser</td>
<td><a href="mailto:kfraser@mercedes.wa.edu.au">kfraser@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Deputy Student Life (PC Yrs 7/9/11)</td>
<td>Mr Christopher Cole</td>
<td><a href="mailto:ccole@mercedes.wa.edu.au">ccole@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Deputy Academic Services (PC Yr 12)</td>
<td>Mrs Liana Strutt</td>
<td><a href="mailto:lstrutt@mercedes.wa.edu.au">lstrutt@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Deputy Mission (PC Yr 10)</td>
<td>Ms Rosa Speranza</td>
<td><a href="mailto:rsperanza@mercedes.wa.edu.au">rsperanza@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Director of Research Innovation (PC Yr 8)</td>
<td>Mrs Sabrina Hughes</td>
<td><a href="mailto:shughes@mercedes.wa.edu.au">shughes@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Bursar</td>
<td>Mr Ian Barter</td>
<td><a href="mailto:ibarter@mercedes.wa.edu.au">ibarter@mercedes.wa.edu.au</a></td>
</tr>
</tbody>
</table>

### Academic Council

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson</td>
<td>Mrs Liana Strutt</td>
<td><a href="mailto:lstrutt@mercedes.wa.edu.au">lstrutt@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Director of Learning Research Innovation</td>
<td>Mrs Sabrina Hughes</td>
<td><a href="mailto:shughes@mercedes.wa.edu.au">shughes@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>The Arts</td>
<td>Mrs Kathleen Cocks</td>
<td><a href="mailto:kcocks@mercedes.wa.edu.au">kcocks@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>English</td>
<td>Mrs Catherine O'Toole</td>
<td><a href="mailto:cotoole@mercedes.wa.edu.au">cotoole@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Food Science &amp; Technology</td>
<td>Ms Joanne Harrington</td>
<td><a href="mailto:jharrington@mercedes.wa.edu.au">jharrington@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Library</td>
<td>Mrs Angela Velletri</td>
<td><a href="mailto:avelletri@mercedes.wa.edu.au">avelletri@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Languages</td>
<td>Mr Peter Mee</td>
<td><a href="mailto:pmee@mercedes.wa.edu.au">pmee@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Mathematics</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Health &amp; Physical Education</td>
<td>Mr Greg Smith</td>
<td><a href="mailto:gsmith@mercedes.wa.edu.au">gsmith@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Religious Education</td>
<td>Mr Ben Bull</td>
<td><a href="mailto:bbull@mercedes.wa.edu.au">bbull@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Science</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>Social Sciences</td>
<td>Mr Tim Poga</td>
<td><a href="mailto:tpoga@mercedes.wa.edu.au">tpoga@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Manager of Careers &amp; VET</td>
<td>Mrs Cheryl Alach</td>
<td><a href="mailto:calach@mercedes.wa.edu.au">calach@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Inclusive Education</td>
<td>Ms Rebecca Lumsden</td>
<td><a href="mailto:rlumsden@mercedes.wa.edu.au">rlumsden@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Technology &amp; Enterprise</td>
<td>Mr Des Loh</td>
<td><a href="mailto:dloh@mercedes.wa.edu.au">dloh@mercedes.wa.edu.au</a></td>
</tr>
</tbody>
</table>

### Pastoral Council

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chairperson</td>
<td>Mr Michael Keong</td>
<td><a href="mailto:mkeong@mercedes.wa.edu.au">mkeong@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>7 Year Co-ordinator</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>8 Year Co-ordinator</td>
<td>TBA</td>
<td>TBA</td>
</tr>
<tr>
<td>9 Year Co-ordinator</td>
<td>Mr Greg Smith</td>
<td><a href="mailto:gsmith@mercedes.wa.edu.au">gsmith@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>10 Year Co-ordinator</td>
<td>Mrs Tracy Mackay</td>
<td><a href="mailto:tmackay@mercedes.wa.edu.au">tmackay@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>11 Year Co-ordinator</td>
<td>Mrs Sandra Palmer</td>
<td><a href="mailto:spalmer@mercedes.wa.edu.au">spalmer@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>12 Year Co-ordinator</td>
<td>Ms Joanna Creighton</td>
<td><a href="mailto:jcreighton@mercedes.wa.edu.au">jcreighton@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>7 Year Co-ordinator</td>
<td>Ms Belinda Madgen</td>
<td><a href="mailto:bson@mercedes.wa.edu.au">bson@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>8 Year Co-ordinator</td>
<td>Mrs Julie Cameron</td>
<td><a href="mailto:jcameron@mercedes.wa.edu.au">jcameron@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>9 Year Co-ordinator</td>
<td>Tanya Vandermark</td>
<td><a href="mailto:tvandermark@mercedes.wa.edu.au">tvandermark@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>10 Year Co-ordinator</td>
<td>Bree Anderson</td>
<td><a href="mailto:cafe@mercedes.wa.edu.au">cafe@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>11 Year Co-ordinator</td>
<td>Ms Lisa Salo</td>
<td><a href="mailto:lsalo@mercedes.wa.edu.au">lsalo@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>12 Year Co-ordinator</td>
<td>Ms Sandra Palmer</td>
<td><a href="mailto:spalmer@mercedes.wa.edu.au">spalmer@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>7 Year Co-ordinator</td>
<td>Mrs Jackie Stacey</td>
<td><a href="mailto:jsacey@mercedes.wa.edu.au">jsacey@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>8 Year Co-ordinator</td>
<td>Mrs Helen Seddon</td>
<td><a href="mailto:reception@mercedes.wa.edu.au">reception@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>9 Year Co-ordinator</td>
<td>Ms Gael McLean &amp;</td>
<td><a href="mailto:nurses@mercedes.wa.edu.au">nurses@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>10 Year Co-ordinator</td>
<td>Ms Chantelle Pears</td>
<td><a href="mailto:mchante@mercedes.wa.edu.au">mchante@mercedes.wa.edu.au</a></td>
</tr>
</tbody>
</table>

### Administration

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Personal Assistant to the Principal</td>
<td>Mrs Christine Kelly</td>
<td><a href="mailto:ckkelly@mercedes.wa.edu.au">ckkelly@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Administrative Assistant to Academic Services</td>
<td>Mrs Angela Ngaata</td>
<td><a href="mailto:angaata@mercedes.wa.edu.au">angaata@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Accountant</td>
<td>Mr Michael Keong</td>
<td><a href="mailto:mkeong@mercedes.wa.edu.au">mkeong@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Payroll / Personnel</td>
<td>Mrs Clare Borg</td>
<td><a href="mailto:cborg@mercedes.wa.edu.au">cborg@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Accounts Payable</td>
<td>Mrs Tracy Mackay</td>
<td><a href="mailto:tmackay@mercedes.wa.edu.au">tmackay@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Accounts Receivable</td>
<td>Mrs Belinda Madgen</td>
<td><a href="mailto:bmadgen@mercedes.wa.edu.au">bmadgen@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Marketing Officer</td>
<td>Mrs Julie Cameron</td>
<td><a href="mailto:jcameron@mercedes.wa.edu.au">jcameron@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Marketing Admin. Assistant</td>
<td>Tanya Vandermark</td>
<td><a href="mailto:tvandermark@mercedes.wa.edu.au">tvandermark@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Marketing Admin. Assistant / Alumni</td>
<td>Ms Joanna Creighton</td>
<td><a href="mailto:jcreighton@mercedes.wa.edu.au">jcreighton@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Enrolment Officer</td>
<td>Mrs Julie Lamb</td>
<td><a href="mailto:jllamb@mercedes.wa.edu.au">jllamb@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Student Services</td>
<td>Mrs Lisa Salo</td>
<td><a href="mailto:lsalo@mercedes.wa.edu.au">lsalo@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Administration Assistant</td>
<td>Mrs Sandra Palmer</td>
<td><a href="mailto:spalmer@mercedes.wa.edu.au">spalmer@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Parent Liaison</td>
<td>Mrs Jackie Stacey</td>
<td><a href="mailto:jsacey@mercedes.wa.edu.au">jsacey@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Receptionist</td>
<td>Mrs Helen Seddon</td>
<td><a href="mailto:reception@mercedes.wa.edu.au">reception@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Nurses</td>
<td>Ms Gael McLean &amp;</td>
<td><a href="mailto:nurses@mercedes.wa.edu.au">nurses@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Maintenance Officer</td>
<td>Ms Chantelle Pears</td>
<td><a href="mailto:mchante@mercedes.wa.edu.au">mchante@mercedes.wa.edu.au</a></td>
</tr>
</tbody>
</table>

### Ancillary

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cafe Chef/Manageress</td>
<td>Miss Bree Anderson</td>
<td><a href="mailto:cafe@mercedes.wa.edu.au">cafe@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>College Wear Shop Manageress</td>
<td>Mrs Shirley Bucolo</td>
<td><a href="mailto:sbucolo@mercedes.wa.edu.au">sbucolo@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Property &amp; Maintenance Supervisor</td>
<td>Mr Lyle Bell</td>
<td><a href="mailto:lbell@mercedes.wa.edu.au">lbell@mercedes.wa.edu.au</a></td>
</tr>
<tr>
<td>Maintenance Officer</td>
<td>Mr Dave Green</td>
<td><a href="mailto:dggreen@mercedes.wa.edu.au">dggreen@mercedes.wa.edu.au</a></td>
</tr>
</tbody>
</table>
The Mercedes College Cafe follows a fresh, healthy guideline. The Department of Education system of Starchoice together with the Traffic Light system has been adopted by the canteen. We have a summer menu (Terms 4 & 1) 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 7.00am to 2.00pm.

To ensure good order and speedy service students are to follow the Student Canteen 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)

<table>
<thead>
<tr>
<th>Terms 1 &amp; 4</th>
<th>Monday</th>
<th>8am - 2pm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Wednesday</td>
<td>8am - 2pm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Terms 2 &amp; 3</th>
<th>Monday</th>
<th>10:30am – 1:30pm</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Wednesday</td>
<td>8am - 2pm</td>
</tr>
</tbody>
</table>

Parents are encouraged to assist in the College Wear Shop. Your help is greatly appreciated.
Prices (GST inclusive) as quoted are current and are subject to change without notification. “Made to measure” surcharge $22.00 per item.

### REQUIRED SUMMER UNIFORM

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dress All Sizes</td>
<td>$95.00</td>
</tr>
<tr>
<td>Jumper – Green</td>
<td>$80.00</td>
</tr>
<tr>
<td>Blazer</td>
<td>$169.00</td>
</tr>
<tr>
<td>Formal Hat</td>
<td>$32.00</td>
</tr>
<tr>
<td>College Socks</td>
<td>$7.00</td>
</tr>
</tbody>
</table>

### REQUIRED WINTER UNIFORM

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tunic All sizes</td>
<td>$92.00</td>
</tr>
<tr>
<td>Blouse</td>
<td>$35.00</td>
</tr>
<tr>
<td>Tie</td>
<td>$14.00</td>
</tr>
<tr>
<td>Blazer</td>
<td>$169.00</td>
</tr>
<tr>
<td>College Tights</td>
<td>$9.00</td>
</tr>
</tbody>
</table>

### REQUIRED SCHOOL BAG

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smart Pak Large</td>
<td>$73.00</td>
</tr>
<tr>
<td>Sports Bag</td>
<td>$30.00</td>
</tr>
<tr>
<td>Enviro Bag</td>
<td>$2.00</td>
</tr>
</tbody>
</table>

### REQUIRED SPORTS UNIFORM

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polo Shirt House Colour</td>
<td>$33.00</td>
</tr>
<tr>
<td>White</td>
<td>$40.00</td>
</tr>
<tr>
<td>Short Normal</td>
<td>$30.00</td>
</tr>
<tr>
<td>Socks Mercedes</td>
<td>$7.00</td>
</tr>
<tr>
<td>Hockey/Football</td>
<td>$10.00</td>
</tr>
<tr>
<td>Track Suit Top</td>
<td>$98.00</td>
</tr>
<tr>
<td>Track Suit Pants</td>
<td>$65.00</td>
</tr>
<tr>
<td>Sports Cap</td>
<td>$21.00</td>
</tr>
<tr>
<td>Bucket Hat Green</td>
<td>$20.00</td>
</tr>
<tr>
<td>Bathers All Sizes</td>
<td>$58.00</td>
</tr>
<tr>
<td>Swim Cap Mercedes</td>
<td>$11.00</td>
</tr>
<tr>
<td>Swim Cap House Colour</td>
<td>$11.00</td>
</tr>
</tbody>
</table>

### OPTIONAL ITEMS

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ribbons (2 pack)</td>
<td>$2.00</td>
</tr>
<tr>
<td>Stretch Head Bands</td>
<td>$2.00</td>
</tr>
<tr>
<td>Lanyard</td>
<td>$4.75</td>
</tr>
<tr>
<td>Buttons</td>
<td>$0.15</td>
</tr>
<tr>
<td>Scarf</td>
<td>$20.00</td>
</tr>
<tr>
<td>Umbrella</td>
<td>$19.50</td>
</tr>
<tr>
<td>Gloves</td>
<td>$15.00</td>
</tr>
<tr>
<td>Top – Rugby</td>
<td>$50.00</td>
</tr>
<tr>
<td>Top – Athletic</td>
<td>$37.00</td>
</tr>
<tr>
<td>Athletic Shorts</td>
<td>$29.00</td>
</tr>
<tr>
<td>Towel</td>
<td>$36.00</td>
</tr>
<tr>
<td>Red Jumper House Colour</td>
<td>$80.00</td>
</tr>
<tr>
<td>All sizes (Yr 12 only)</td>
<td></td>
</tr>
</tbody>
</table>

For your convenience the College Wear Shop has access to EFTPOS, Mastercard, Visa and American Express.
Telephone orders (9323 1388) accepted during College Wear Shop hours.
Uniform Requirements

ALL ITEMS BELOW ARE COMPULSORY FOR ALL STUDENTS

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

WINTER UNIFORM
- green tunic
- white blouse (fastened at the neck)
- tie
- polished black lace up school shoes
- College Black tights
- jumper – campus wear only if not worn with the blazer
- blazer (for street dress)
- leavers’ RED jumper (Year 12 only); to be worn with Blazer off-campus

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)
- white sports top
- green sports skirt / sports brief as required for specific inter-school sports e.g. netball
- green sports shorts
- coloured House T 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.
- white College sports socks
- tracksuit set
- bathers and bathing cap
- towel
- sports 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 which is available from the College Wear Shop

Year 12 Leavers jacket is NOT part of the College uniform and is to be worn when authorized by the Principal

College Rugby top is NOT part of the Sport Uniform and is only be worn to specific sporting events or when otherwise authorized
Dress & Grooming Code

On all occasions, the uniform or sports 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. Hair must be tied back if shoulder length and not covering the eyes. Ribbons or head bands are not compulsory, but if worn must be red, white or green and not too large. Hairstyles need to be consistent with school dress; extremes in hairstyles or hair colour, including unnatural colours or streaks, are not acceptable.
- Mercedes students should not have any tattoos that are visible when they are in uniform representing the College.
- Selection of jewellery should be made so that it is unobtrusive when worn and needs to be consistent with school wear. The maximum amount of jewellery permitted is one watch, one simple bracelet, one chain for a religious medal or crucifix and two small studs or rings in each ear lobe. One simple gold or silver ring may be worn. Any jewellery other than this may be confiscated and returned at an appropriate time.
- Body piercing, other than the two small studs or rings in each ear lobe, is unacceptable.
- Make-up and coloured nail polish are not permitted.
- The College green blazer is the official street wear for ALL students in winter uniform; the green jumper may be worn as street wear with the summer uniform. Year 12 students are permitted to wear their leavers’ red jumper.
- On occasions where students are allowed free dress no part of the uniform should be mixed with the free dress.

**SUMMER UNIFORM** is to be worn to and from school during summer terms 1 & 4. It is compulsory for the College hat to be worn at all times with the summer dress except in the classroom. The length of the uniform is to the knees. The College jumper or blazer may be worn on cooler days.

**THE WINTER UNIFORM** is to be worn to and from school during winter terms 2 & 3. Jumpers are only permitted outside the grounds when they are covered with a blazer. The College neck scarf for winter is the only one permitted, but is not compulsory. The length of the uniform is to the knees. Any unofficial items may be confiscated. The winter uniform is to be worn to all school functions such as Presentation Night or when representing the College.

**THE SPORT UNIFORM**
Students should wear their full normal uniform to and from school (even if driven) and during normal classes. On special occasions/events (e.g. Frog Jog, Mercy Day, some House activities, school productions etc) students may be given permission to wear the Sport Uniform to/from school.

For all PE classes during the day students will change into their PE clothes, in the break before hand, and change back into school uniform immediately after.
Dress & Grooming Code

The following exemptions apply:

1. If students have **two PE classes in one day** and only have a one period break in between – then the students can remain in their tracksuits (Must show on the student timetable). They must get changed into the College uniform at the end of their last PE class.

2. If involved in **training before school**, students may wear the full sports winter uniform (tracksuit) to school and will wear the College uniform home. Students are to change into full winter uniform after training but may remain in their track suit if they have PE (any period) after which they will change back into uniform.

3. If involved in **training after school**, students will wear College uniform to school and change into PE clothes for training. The College tracksuit may be worn home. If students have PE in either period 5 or period 6, they may remain in their tracksuits ready for after school training.

4. If involved in training before school, plus PE period during the day, plus after school training students can wear full sports winter uniform (tracksuit) to school and leave campus in full sports winter uniform (tracksuit) after school training is finished.

**Note:**

1. The College scarf and jumper are not part of the Sport Uniform.

2. The sports hat is compulsory wear with the sport uniform when outdoors, including Recess and Lunch during summer.

3. Wearing Shorts when an exemption applies: During the Summer Uniform season students may wear the shorts in the classroom and during recess and lunch. During the Winter Uniform season PE shorts are NOT to be worn in the classroom without track suit bottoms.

4. Wearing of the tracksuit to or from school refers to the pants AND jacket.

5. There are no exemptions to the sport uniform other than the Year 12 leaver jacket may be worn with track pants when authorized by the Principal. On special occasions permission may be granted to wear specific tops e.g. swimming team, athletics team, School Production top, other House event tops.

6. Correct 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. Sport Shoes are to be worn with the sport uniform at all times. This applies also when students are wearing the sport uniform for non-sporting events e.g. House dance, drama etc. Students should not wear the Sport Uniform if they do not have the correct footwear.

6. School bathers and cap are to be worn by all students in the school pool. For out-of-school water sports girls must wear school bathers and school PE top.

6. All girls who represent the school in any sport (netball, hockey, tennis, gym, athletics, swimming and others) must be dressed in the Interschool sports uniform as determined by the school sports committee (Coach, Sport Coordinator, DP Student Life).
Caring Behaviour

Mercedes College has a vision that calls us to create a caring community where students and staff get to know each other in a mutually respectful and nurturing environment.

Pastoral Care at Mercedes College is centred on God, embracing the spirit of Catherine McAuley. Mercedes is, in essence, the face of Christ for its whole community and its pastoral role infuses every aspect of its operation and its relationships. Our Pastoral Care is concerned with maximising learning and growth, while developing the students’ values, attitudes, knowledge, skills and practices. 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 have a love for life, belief in themselves and confidence in their abilities.

The life of every human person is seen to have a God given value and meaning which is enhanced in the Mercedes community where the atmosphere is permeated with the Gospel spirit of freedom and love.

At Mercedes, programmes, structures and specialist personnel ensure that specific needs are met in a systematic fashion.

Guidelines for Care of Self & Others

<table>
<thead>
<tr>
<th>EXPECTATIONS</th>
<th>RESPONSIBILITIES</th>
</tr>
</thead>
<tbody>
<tr>
<td>I have the expectation…</td>
<td>I have the responsibility to…</td>
</tr>
<tr>
<td>● to be treated with respect and politeness</td>
<td>● treat others politely and with respect</td>
</tr>
<tr>
<td>● to feel safe and secure</td>
<td>● care for others as I would want them to care for me</td>
</tr>
<tr>
<td>● to be treated with understanding</td>
<td>● treat others with understanding</td>
</tr>
<tr>
<td>● that my property will be safe</td>
<td>● take care of my belongings and those of others</td>
</tr>
<tr>
<td>● of maximising educational opportunities</td>
<td>● cooperate with teachers and students to allow everyone’s learning to proceed</td>
</tr>
<tr>
<td>● of pleasant, clean and well-maintained school and grounds</td>
<td>● be a steward for the College environment</td>
</tr>
</tbody>
</table>

DEFINITION
Mercedes College has a vision statement which challenges us to create a community in which students and staff seek to care for each other. As a Catholic college, we respond to the call of Jesus to love one another.

UNCARING BEHAVIOUR – described as 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 or websites such as Facebook.

Students who are experiencing bullying behaviour can lodge a report via their school email account to reportbullying@mercedes.wa.edu.au
Caring Behaviour

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
- Mother/Father or other family member
- Homeroom Teacher
- Teacher
- Peer Mentor, Prefect, senior student
- College Psychologist

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, Year Coordinator, Deputy Principal, College Psychologist or the Principal and talk openly about the problem. Allow the adult to take suitable action. Disciplinary action may include:

- Giving students the opportunity to reflect on their behaviour
- Parental involvement with the College
- A range of sanctions including review of enrolment status
- Counselling
- Students can report uncaring/bullying behaviour using reportbullying@mercedes.wa.edu.au via their school email account

All reports are confidential and will be managed by the appropriate staff member. Consultation with the student will occur privately before any agreed action will be taken.
Caring Behaviour

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

Parents, you can help!

Show your interest
- in what your daughter does and how she is feeling
- in your daughter’s academic, social, cultural and sporting life at Mercedes College
- in how your daughter uses her mobile phone and the internet

Foster a tolerant home environment
- listen sympathetically
- encourage your daughter to bring her friends home
- accept and tolerate differences in others

Enhance your daughter’s self-esteem
- value your daughter for who she is
- be positive in the things you say and do
- nurture your daughter’s positive qualities

Be observant and look out for
- any changes in your daughter’s behaviour
- reluctance to attend school
- unexplained illnesses
- moodiness, distress or anxiety

If your daughter does talk to you about uncaring behaviour
- listen sympathetically without blame
- Support her feelings and let her know you care
- Encourage your daughter to address the situation in a confident and assertive manner and communicate your concerns to the College
- Allow the College to respond to the situation in an appropriate manner
The College Psychologists are employed to apply their psychological and educational expertise to assist members of the College community to achieve the most beneficial outcomes for students.

The College Psychologists may assist members of the College community within the following areas:

- Counselling on matters which affect the educational standing of students. This may include social, emotional and mental health issues. 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. Students may be asked to organise an appointment with the College Psychologist if they have been suspended from school or if their behaviour has affected other members of the school community
- Providing skill development, resilience, wellbeing and enhancement activities for students, parents and/or staff
- Being involved in relevant policy formulation and revisions
- Being a member of the Pastoral Council, Team for inclusive Education and the Crisis Response Team

The College Psychologists may receive referrals in the following ways:

- Students may make an appointment by completing a 'Request to see the College Psychologist' form available from Student Services
- Parents may contact the College Psychologist to discuss relevant issues
- Staff may refer a student to the College Psychologist

Those who refer students for assistance have a responsibility to work together with the College Psychologist to implement recommended intervention strategies.

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

As part of the initiative of the Making Mercedes Greener group, students, staff and parents of Mercedes College will:

- Become leaders in waste reduction and ultimately in environmental education by adopting practices consistent with the intent of this Charter.
- Carry out an audit of current environmental and resource management at the College and in our homes.
- Take heed of strategies to enhance environmentally-sound attitudes and habits.
- Encourage smarter, eco-friendly thinking about purchasing of products at school and at home.
- Re-think, reduce, reuse and recycle the materials used at school and at home wherever possible.
- Act with restraint and efficiency when using energy.
- Minimise waste and reduce litter both within our College and homes and in the broader community.
- Build partnerships with University, business and community groups to support our environmental initiatives.
- Seek opportunities for financial grants to support our environmental initiatives.
- Identify and monitor the environmental issues associated with our College and our homes and report publicly on our environmental performance.

The Making Mercedes Greener group consists of the Coordinator and 6 other staff members, representatives from each Homeroom including a leader from each year group and the elected Year 11 Senior Steward.

At the end of each year, elections will be held within Homerooms. Students may be nominated or self-nominate and current Stewards may re-nominate. Meetings occur once a month during term time.

Mercedes College is a Gum Free Zone.

Mercedes College is a “Smoke Free” campus. All who enter the College grounds are asked to respect this policy.
# Library

**HOURS**
- Monday to Friday
- 7.30am to 4.30pm
- Open before school, recess and lunchtime and after school.

Students are required to sign in for after school study and sign out when they leave the library.

**BORROWER CARDS**
The student’s SmartRider card is also their library card. It can be used to borrow books and other library resources.

**BORROWING**
Library books and eBooks can be borrowed for two weeks.

**COMPUTERS**
Computers in the library are wireless giving students access to the library catalogue (through Access-IT), the Internet, ClickView, online databases and eBooks. All of these applications are accessible through the SEQTA Library Portal.

**HOMEWORK CLUB**
The Homework Club is open to all students, after school, Monday to Thursday. English, Mathematics, Science and Society and Environment teachers 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 doubtless 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 on-line every second Friday www.mercedes.wa.edu.au.

The P & F 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 Family Fun Night every year and the Fete which is held biannually.

Active membership of the 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 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 Board 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

CURRENT POSITION HELD IN 2015 / 2016

<table>
<thead>
<tr>
<th>Position</th>
<th>Name</th>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Mrs Louise Comiskey</td>
<td>0409 334 133</td>
</tr>
<tr>
<td>Vice President</td>
<td>Mrs Paulette Aquino</td>
<td>0421 241 925</td>
</tr>
<tr>
<td>Secretary</td>
<td>Mrs Rita Panebianco</td>
<td>0419 905 922</td>
</tr>
<tr>
<td></td>
<td>Mrs Rosey Martin</td>
<td>0400 125 790</td>
</tr>
<tr>
<td>Treasurer</td>
<td>Mr Matt Cronin</td>
<td>0402 784 883</td>
</tr>
<tr>
<td>P&amp;F Liaison</td>
<td>Mrs Jackie Stacey</td>
<td>0438 135 538</td>
</tr>
</tbody>
</table>
Academic & 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 are 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)

Religious Education

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 21st 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 academic curriculum at Mercedes College is structured around the State Government mandated Curriculum Framework and the Australian Curriculum.

“The Curriculum Framework sets out what all students should know, understand, value and be able to do as a result of the programs they undertake in schools in Western Australia, from Kindergarten through to Year Twelve. Its fundamental purpose is to provide a structure around which schools can build educational programs that ensure students achieve agreed outcomes (Curriculum Framework 1997)”.

“The Australian Curriculum sets out what all young people should be taught through the specialisation of Curriculum content and the learning expected at point in their schooling through the specification of achievement standards (Australian Curriculum, “2009”).

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.curriculum.wa.edu.au](http://www.curriculum.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

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 Seven – Ten (Elective Subjects)
Students in Year Seven also receive specialist teaching in:
Art  Drama  Foods
Textiles  French, Italian or Mandarin  Music
Information Technology & Research Skills

Year Eight
Students select French, Italian or Mandarin and then select three of the following electives:
Art  Business Studies  Drama
Foods  Foods & Textiles  Textiles
Information Technology  Music
Physical Education Studies  Media Production

Learning to Learn
This is undertaken in Year Seven (one period) and Year 8 (two periods) as a study skills and group work project curriculum.

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 eight periods of electives. In Year Ten students draw from:

Two Period Electives:  Four Period Electives:
Crime Investigation Studies  Accounting and Finance
Design & Visual Arts  Applied Information Technology
Drama  Certificate 1 in Hospitality
Economics  Drama
Foods  French
Forensic Science  Italian
Leisure for Living  Media Production & Analysis
Media  Physical Education Studies
Music  Visual Arts
PE Studies
Philosophy & Ethics
Years 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).

COURSES OF STUDY

In 2016, courses of Study are defined General 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 work for one day each week 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.

(For more information visit the INSTEP website at: www.instep.wa.edu.au.)

CERTIFICATES

Currently students enrolled in Workplace Learning can also earn a Certificate 1 in Work Preparation while those enrolled in Career and Enterprise can receive a Certificate 1 in Business. Other Certificates are offered at levels 1 through 3.
## Summary of Offerings - Year 11 & 12

<table>
<thead>
<tr>
<th>Learning Area</th>
<th>Courses</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religious Education</td>
<td>Religion and Life (ATAR &amp; General)</td>
</tr>
<tr>
<td><strong>The Arts</strong></td>
<td></td>
</tr>
<tr>
<td>Religious Education</td>
<td>Design (ATAR)</td>
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<tr>
<td></td>
<td>Drama (ATAR)</td>
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<tr>
<td></td>
<td>Media Production &amp; Analysis (ATAR)</td>
</tr>
<tr>
<td></td>
<td>Music (ATAR)</td>
</tr>
<tr>
<td></td>
<td>Visual Arts (ATAR &amp; General)</td>
</tr>
<tr>
<td>English</td>
<td>English (ATAR &amp; General)</td>
</tr>
<tr>
<td></td>
<td>Literature (ATAR)</td>
</tr>
<tr>
<td>Health and Physical Education</td>
<td>Physical Education Studies (ATAR)</td>
</tr>
<tr>
<td>Languages</td>
<td>Italian (ATAR)</td>
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<tr>
<td></td>
<td>French (ATAR)</td>
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<tr>
<td></td>
<td>Chinese (ATAR)</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Mathematics Essentials (General)</td>
</tr>
<tr>
<td></td>
<td>Mathematics Applications (ATAR)</td>
</tr>
<tr>
<td></td>
<td>Mathematics Methods (ATAR)</td>
</tr>
<tr>
<td></td>
<td>Mathematics Specialist (ATAR)</td>
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<tr>
<td>Social Sciences</td>
<td>Economics (ATAR)</td>
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<tr>
<td></td>
<td>Geography (ATAR)</td>
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<tr>
<td></td>
<td>Modern History (ATAR)</td>
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<td></td>
<td>Politics &amp; Law (ATAR)</td>
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<tr>
<td>Science</td>
<td>Biological Sciences (ATAR)</td>
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<tr>
<td></td>
<td>Chemistry (ATAR)</td>
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<tr>
<td></td>
<td>Human Biology (ATAR &amp; General)</td>
</tr>
<tr>
<td></td>
<td>Physics (ATAR)</td>
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<tr>
<td>Technology &amp; Enterprise</td>
<td>Accounting &amp; Finance (ATAR)</td>
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<td></td>
<td>Children, Family &amp; the Community (ATAR &amp; General)</td>
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<tr>
<td></td>
<td>Food Science &amp; Technology (General)</td>
</tr>
<tr>
<td></td>
<td>Materials Design &amp; Technology (General)</td>
</tr>
<tr>
<td>Vocational Education &amp; Training</td>
<td>Structured Workplace Learning (General)</td>
</tr>
<tr>
<td></td>
<td>Career &amp; Enterprise (General)</td>
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<tr>
<td></td>
<td>Certificate I, II &amp; III in Business</td>
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<tr>
<td></td>
<td>Certificate II &amp; III in Information, Digital Media &amp; Technology</td>
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<tr>
<td></td>
<td>Certificate II in Sport &amp; Recreation</td>
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<tr>
<td></td>
<td>Certificate II in Fashion</td>
</tr>
</tbody>
</table>
Students who meet the requirements for Secondary Graduation at the end of Year 12 will be issued with a Western Australian Certificate of Education.

<table>
<thead>
<tr>
<th>To qualify for a WACE, students who graduate in 2016 must:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Breadth and depth requirement</strong></td>
</tr>
<tr>
<td>• Completion of a minimum of 20 units or the equivalent. This requirement must include at least:</td>
</tr>
<tr>
<td>• 10 units or the equivalent at Year 12</td>
</tr>
<tr>
<td>• two Year 11 units from an English course and one pair of Year 12 units from an English course</td>
</tr>
<tr>
<td>• One pair of units completed in Year 12 from each of List A (arts/languages/social sciences) and List B (mathematics/science/technology).</td>
</tr>
<tr>
<td><strong>Achievement standard requirement</strong></td>
</tr>
<tr>
<td>• 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.</td>
</tr>
<tr>
<td>• Completion of at least four Year 12 ATAR courses or of a Certificate II (or higher) VET qualification.</td>
</tr>
<tr>
<td><strong>Literacy and numeracy standard</strong></td>
</tr>
<tr>
<td>• Completion of at least four units of an English course post-Year 10 and studied over at least two years.</td>
</tr>
<tr>
<td>• Demonstration of the minimum standard of literacy and numeracy.</td>
</tr>
<tr>
<td><strong>Examination Requirement:</strong></td>
</tr>
<tr>
<td>• Complete external examinations in all ATAR courses where paired units are studied in Year 12 (unless exempt)</td>
</tr>
<tr>
<td>• Exemption is given to those students who are completing a VET certificate in Year 12 and have three or fewer ATAR examination requirements</td>
</tr>
</tbody>
</table>
Mercy Service-Learning

In keeping with the Gospel message of Jesus Christ and the charism of the Sisters of Mercy, all Year 7 - 11 students at Mercedes College are required to participate in the College Service-Learning Program. Service-Learning is a flexible student centered 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.

Students are expected to demonstrate satisfactory achievement in the following outcomes:

- Complete the required service commitment.
- Develop an understanding and appreciation of the mission of the Sisters of Mercy to address societal inadequacies and injustices for the poor and marginalised.
- Recognise that civic participation is a responsibility of all members of the community.
- Identify ways in which involvement contributes to personal growth.
- Develop an understanding of Catholic teaching and recognise how it applies in the service setting.

The program for each year group has a different focus. In the lower secondary classes service is centred on activities conducted in the home, school and parish. Students complete approximately 10 hours of service.

- Students in Year 7 participate in a program based around a Lenten Calendar.
- Years 8 students choose 10 ways in which they can serve family and friends.
- Year 9 students participate in a program based on the Creation Stories. Students choose 10 mini-projects related to environmental stewardship.

Year 10 and 11 students participate in the SCSA Endorsed Unit, Mercy Service-Learning. The service contribution is to the community not-for-profit sector. The Year 10 program has a focus on Mercy values. The Year 11 program explores Catholic Social Teaching. There are also optional units based on the Millennium Development Goals, hospitality and human rights for women and children. Each endorsed unit requires a minimum of 20 hours of service. Service time accumulated from the Year 10 and 11 programs is reported to the SCSA and appears on the WACE as Community Service participation.

Students in Year 12 are encouraged to continue service in the Mercy tradition through various groups including the Young Mercies, Seeds of Justice and Prefect leadership roles. Year 12 students may also participate in the optional Mercy Service-Learning units.

Service opportunities are regularly advertised through the Morning Bulletin and the Mercy Service-Learning Coordinators. It is essential for students in Years 10–12 to seek approval from a Mercy Service-Learning Coordinator before commencing service activities. This can be done by completing an ‘Application to Participate in Parent Organised Service’ form. A record of service hours must be documented in students’ Mercy Service-Learning Journals which will be retained by the College with other pertinent legal documents.
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 CONEQTP and are intended as a confidential communication between teachers and parents/students. Mercy Service Learning and co-curricular details are also included in the reports.

**Year 7 to 12 – Student Attributes**

Student Performance is rated as Highly Commendable, Good, Satisfactory, Needs Attention or Not Applicable

Personal Attributes are observed and reported on as:

- **Cooperation with Other:**
  Works collaboratively in group situations, contributes to the group as a team member, shares resources and considers others.

- **Behaviour / Attitude:**
  Displays a positive attitude, is respectful to others, and participates willingly with enthusiasm and interest.

- **Independent Work Habits:**
  Student listens attentively, works on tasks with minimum assistance, is self-motivated and shows initiative.

- **Preparedness for Class:**
  Brings appropriate materials to class, is punctual, completes preparatory work, and wears appropriate uniform to class activities.

- **Completion of Set Tasks:**
  Completes work to the best of her ability and by the due date.

**Years 7 to 10 - Academic Achievement**

- Subjects offered in Years 7 to 10 are outcomes focussed as guided by the Australian Curriculum and 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.


- Mercedes College offers subjects within each Learning Area e.g. The Arts has Music, Drama, Art, Design, Visual Art and Media.

- 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.
Reports

- 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.**

<table>
<thead>
<tr>
<th></th>
<th>Exam Mark</th>
<th>Semester Exam Student's result</th>
<th>Subject Result</th>
<th>Student's collated result of all Semester assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>Exam Average</th>
<th>Semester Exam Class Average</th>
<th>Subject Average</th>
<th>Class average of all Semester assessments</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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</table>

**Grades can be interpreted as a level of achievement as indicated**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>Excellent Achievement</td>
</tr>
<tr>
<td>B</td>
<td>High Achievement</td>
</tr>
<tr>
<td>C</td>
<td>Satisfactory Achievement</td>
</tr>
<tr>
<td>D</td>
<td>Limited Achievement</td>
</tr>
<tr>
<td>E</td>
<td>Inadequate Achievement</td>
</tr>
<tr>
<td>U</td>
<td>Unfinished Course</td>
</tr>
<tr>
<td>N/A</td>
<td>Not Applicable at this stage.</td>
</tr>
</tbody>
</table>

Reports are intended as confidential. They are designed to indicate the relative strengths and weaknesses of a student’s performance, behaviour and application and should not be used by students when seeking employment. Teachers could feel restricted in the type of specific information articulated if there is the possibility that the report be reviewed by a third party, particularly an employer. In the report, teachers seek to comment honestly and constructively to parents and students who are the intended audience.

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

Reports are available online through SEQTA. 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.
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 accredited courses. The VET programs are auspiced and assessed in line with TAFE 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 the like

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 academic progress as appropriate

3. 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, telephone call or email.
- 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.
- 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 through 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, Academic Services, if a student provides a reason acceptable to the College. Acceptable reasons would include:
  i. 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.
  ii. Where sickness, injury or significant personal circumstances prevents a student attending on the day that an in-class assessment task is scheduled.

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 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)

**Students Sickness While At School**
If a student falls ill during the school day and is witnessed by a member of the 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.

### 3.1 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 Student Reception, where it will be recorded 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:
Assessment Policy & Procedures continued

- 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 in 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 personal problems which occur in the lead-up to the in-class or out-of-class assessment.
- Extension forms, signed by parents, need to be submitted at least two days prior to the due date for any assessment. Extension forms are available on the College website.

5. PENALTIES

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.

It is imperative that all students are completely conversant with the requirements of each subject they are studying.

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.

5.1 MERCY SERVICE-LEARNING – REQUIREMENTS AND PENALTIES

The complete Mercy Service-Learning Journal must be submitted before the published time and date in order to close the program. Students submitting documentation and written work after the close of the program will be recorded as ‘Not Achieved’. Students are strongly advised to submit work no later than SIX school days before the close of the program to circumvent issues that may arise before submission. Any issues relating to the submission of journals or associated documents will be referred to the Deputy Principal, Faith and Mission on advisement from the Service-Learning Coordinator. The Graduations and Promotions Policy with regards to the completion of Mercy Service-Learning Programs will be referred to in all instances of enquiry.
6. TECHNOLOGICAL ISSUES

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

- If a student claims that their computer has crashed, they must produce their research notes/drafts or be penalised by as specified in PENALTIES.
- If a student claims that her printer has broken down she must print a copy at school and submit it by 3.30pm on the day the work is due, 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 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 the first three weeks of June. No Semester 1 examinations are held for Years 7, 8 & 9 although normal test arrangements do apply.
- Final Examinations for Year 12 students (Trial WACE Exams) are usually held in early October (inclusive of school holidays).
- 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.

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. They will be required to verify this absence with a medical certificate.
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 Deputy Principal Academic Services and in consultation with both the Year Coordinator and the Principal.

**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 examinations early at any time.
- A letter outlining the student’s absence is to be addressed to the Deputy Principal Academic Services at least four weeks prior to the intended departure day. This letter needs to give reasons for 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 Deputy Principal, Academic Services 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 either the Deputy Principal, Academic Services or the College Psychologist.
9. CHANGING SUBJECTS

When a student commences a course unit late they are at risk of being disadvantaged compared to others in the class. An application to transfer is made through the Deputy Principal Academic Services.

- Generally, the deadline for changes are: Friday of Week 4 of Term 1 for all Semester 1 units and Friday of Week 1 of Term 3 for all Semester 2 units.
- 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, etc).
- 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. CURRICULUM VARIATION

A student may apply for a Curriculum Variation if a change in circumstances require it. Applications can be made through the Deputy Principal of Academic Services. A meeting with parents and students is required to establish the curriculum variation requirement. Documents can be provided on request from Academic Services.

11. 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 Academic Services 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
### Academic Awards Criteria

<table>
<thead>
<tr>
<th>Award</th>
<th>Criteria</th>
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</thead>
<tbody>
<tr>
<td>Diary</td>
<td><strong>Reason</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Awarded by</strong></td>
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<td></td>
<td><strong>House Points</strong></td>
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<tr>
<td>Letters of Commendation</td>
<td><strong>Reason</strong></td>
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<td></td>
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<tr>
<td></td>
<td><strong>Awarded by</strong></td>
</tr>
<tr>
<td></td>
<td><strong>House Points</strong></td>
</tr>
<tr>
<td>Learning Area Awards</td>
<td><strong>Reason</strong></td>
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<td></td>
<td><strong>Awarded by</strong></td>
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<tr>
<td></td>
<td><strong>Presented at</strong></td>
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<tr>
<td></td>
<td><strong>House Points</strong></td>
</tr>
<tr>
<td>Principals Awards</td>
<td><strong>Reason</strong></td>
</tr>
<tr>
<td></td>
<td>Consistent outstanding performance in academic excellence and pastoral endeavours, as identified through the Semester 1 and End of Year reports. Eg:</td>
</tr>
<tr>
<td></td>
<td>- Outstanding Effort (all 1s)</td>
</tr>
<tr>
<td></td>
<td>- Outstanding Achievement (majority As with a maximum of 2 remaining B grades)</td>
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<tr>
<td></td>
<td>- 100% attendance (per semester)</td>
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<td></td>
<td>- These students will be identified and flagged by Homeroom teachers to the Principal</td>
</tr>
<tr>
<td></td>
<td><strong>Awarded by</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Presented by</strong></td>
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<tr>
<td></td>
<td><strong>House Points</strong></td>
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</tbody>
</table>

**NOTE** – the cut-off date for House Points for Presentation Evening is the end of Term 3. Any points given during Term 4 will be allocated to the following year.
Awards

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

**YEAR 7 – 12 AWARDS**

**Pastoral Care Awards:** Years 7 – 11
Awarded to students who have contributed most in leadership, pastoral care activities, active contributions to the College and peer support.

**Subject Prize:** Years 7 – 12
One subject prize is awarded to the top performer in each subject.

**Sportswoman of the Year:** Years 7 – 12
Awarded to students who have achieved excellence at College, State and/or National level.

**Mercy Service – Learning Prize:** Years 7 – 11
Awarded to one student from each year group for an outstanding demonstration of learning through the Mercy Service-Learning 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 Society & Environment.

**Long Tan Award:** Years 10 – 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.

**The City of Perth Awards** -

**Leadership in the Community:** Years 10 – 12
Awarded to the student who has been involved and engaged significantly with the College and wider community. She displays high personal values and motivates others to action.

**Student of the Year:** Years 10 – 12
Awarded to the student who shows individual and team member qualities. She engages positively with the school student community and has a high academic achievement and lives the Mercedes College values.

**MESA Year 12 Award “Living the Mercy Values”**
This award is sponsored by the Mercedes Ex-students’ Association as recognition of the practical ways Mercy has been lived by a Year 12 student. It reflects development over time at Mercedes College in regard to living and embodying the College Mercy values of Excellence, Compassion, Service, Integrity and Justice.

**Sisters of Mercy WA Service Award:** Year 12
This award is sponsored by the Sisters of Mercy in recognition of the practical ways in which Mercy has been lived by a Year 12 student. It recognises her outstanding service during her life at the College.
Awards

**Caltex Best All-Rounder: Year 12**  
Awarded to the Year 12 student who has distinguished herself in academic, cultural and sporting pursuits, leadership and service to the College.

**Vocational Educational & Training: Year 12**  
Awarded to the student who displayed the greatest potential for success in the workforce and achieved an 'A' grade for both Work Placements.

**Academic Honours: Year 12**  
Awarded to students showing outstanding achievement meritng “A”s for 20 course units with no result less than a “C” grade in all Schools Curriculum and Standards Authority courses (Stages 1-3).

**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 Stage 3 courses. (2016)

**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.

**Ursula Frayne Community Award**  
This award recognises an individual's, family, group or organisations, 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.

**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 and staff members.

**Service to Dance, Drama, Media, Mercy Ministry, Music, Sport, Public Speaking and Debating: Year 12**  
Awarded to Year 12 students who have consistently contributed to the College in these disciplines.  
*See separate criteria.*

*Presented at Graduation Ceremony*
Awarding of Badges

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

Criteria for Badges

<table>
<thead>
<tr>
<th>Sport Representation</th>
<th>Example (pictures not to scale)</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cloth Badge</td>
<td><img src="image1" alt="Triathlon Badge" /></td>
<td>- College Representation in a significant Sporting event requiring attendance at training.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Badges for sustained participation and Service</th>
<th>Level One = Green Badge</th>
<th>Level Two = Red Badge</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example (pictures not to scale)</td>
<td><img src="image2" alt="Debating Badge" /></td>
<td><img src="image3" alt="Debating Badge" /></td>
</tr>
<tr>
<td>Criteria</td>
<td>- Minimum 2 years membership</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Sustained participation</td>
<td></td>
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<td></td>
<td>- Service (Simple Criteria to be defined and published)</td>
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</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Leadership Badge assigned for a specific duty for a period of time</th>
<th>Green with Gold edging</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example (pictures not to scale)</td>
<td><img src="image4" alt="Student Representative Council Badge" /></td>
<td>- Assigned leadership role</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Deputy Prefect, SRC, Environmental Steward</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Leadership Badge having achieved a Green badge (e.g Director, Choreographer etc)</th>
<th>Red with Gold edging</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example (pictures not to scale)</td>
<td><img src="image5" alt="Debating Captain Badge" /></td>
<td>- Recognised significant leadership role</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- Achieved the Green Badge</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Seniors Badge</th>
<th>New Design (Split Colour)</th>
<th>2016 SENIOR</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><img src="image6" alt="2016 Senior Design" /></td>
<td></td>
<td>- Awarded to all Year 12 students</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Prefects Badge</th>
<th>Existing Design</th>
<th>Criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td><img src="image7" alt="Prefect Badge" /></td>
<td>- Awarded to Prefects</td>
</tr>
</tbody>
</table>
The area of School Life to be recognised has to be approved by the College Executive through the Deputy Principal (Student Life). 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.
Promotion & Graduation Policy

Rationale
Mercedes College exists to further the mission of the Church in providing a Catholic education in the Mercy tradition to all students insofar as this is possible.

Principles
- Mercedes College recognises the uniqueness of each student.
- Each student is provided with opportunities to develop spiritually, academically, physically, socially and emotionally.
- As a member of the College community, each student has a responsibility to cooperate with teachers and other students to assist in establishing a positive learning environment.
- Each student will be held accountable for her application and behaviour.

Procedures
The Promotion & Graduation Policy of the College calls on each student to meet the following dimensions:

<table>
<thead>
<tr>
<th>Dimension</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faith</td>
<td>Involvement and attendance at Eucharistic Liturgies prepared by individual classes or the school community and Reflection Days / Retreats with respective Year Groups.</td>
</tr>
<tr>
<td>Service</td>
<td>Service at Mercedes College has a significant place in reflecting the ethos of the College and our identity as a Christ-centred community. All students must complete the minimum required hours of service for their respective MSL programme.</td>
</tr>
<tr>
<td>Religious Education</td>
<td>Requires a mature and positive involvement in Religious Education, completion of set work/assessments and a minimum achievement of a 'C' grade. The achievement level required in Year 12 is the equivalent of a ‘C’ grade at General level Religion and Life from 2016. In Year 11, a ‘C’ equivalent in General Religion &amp; Life is required.</td>
</tr>
<tr>
<td>Academic</td>
<td>Requires a conscientious application to study at school and home, completion of all set work, and striving to achieve best personal academic standards.</td>
</tr>
<tr>
<td>Citizenship</td>
<td>Maximum attendance, punctuality and involvement in school activities. These include, but not limited to, Frog Jog, Athletics and Swimming Carnivals, Mercy Day and Presentation Evening (for the respective Year group). Respect shown to staff and other students, care and consideration for others, good behaviour and language at school and in public, and high standards of personal grooming / presentation.</td>
</tr>
</tbody>
</table>

Promotion - Year 7 to 11
Failure to meet the requirements of the Policy will mean promotion to the following year level will be reviewed. Application for future leadership positions could be compromised along with attendance to future social events. The student must be able to present a reasonable case for promotion otherwise conditional promotion will occur and the student will be placed on a contract. Subsequent efforts must be up to the standard of the contract and will only be applied once for any student.

Graduation - Year 12
Failure to meet the requirements of the policy will mean that the student will receive neither a graduation certificate nor reference from Mercedes College and will be excluded from participating in the College Graduation Ceremony and Celebration.
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 at 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)
- Drama 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 athletics, badminton, basketball, beach volleyball, cross-country, hockey, netball, rhythmic gymnastics, 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 Greg Smith  
Acting Head of Learning Area  
gsmith@mercedes.wa.edu.au

Ms Corinne Kirry  
Sports Co-ordinator  
ckirry@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 will follow the Trinity College, London syllabus. In years 8 to 9 they focus on the AMEB (Australian Music Examinations Board) syllabus by selecting either the Voice and Communication or the Drama and Performance examination guidelines. From year 10, girls also have the choice of returning to the Trinity Speech and Drama Solo exam system. 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 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.

2016 lesson fees are yet to be determined. As an indication the 2015 lesson fee is $597, 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
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 $210.00 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 Orchestra, Concert Band, Choral Groups, Percussion, String and Wind 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  
cglendinning@mercedes.wa.edu.au  
Director of Music
Instrumental Music Program

Program Structure

2016 Lesson fees are yet to be determined. As an indication the 2015 fees are:

**Years 7-10 and Years 11-12 (Additional music lessons- not classroom music)**
2015 lesson fees (32 half hour sessions) - $1,107.00/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 (A1/2 & 2A/B – 3A/B music students)**
2015 lesson fees (32 one hour sessions) - $2,214.00/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 $79 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 $70 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, (8.20am-3.20pm) 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 it can only be collected by a parent. The phone will not be given back to the student under any circumstances.

- 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 21st 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, iPods and tablet type devices.

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 of 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)*
Unauthorised 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

Digital Citizenship Contract

When I use digital technology 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,
- Charge my device at home only,
- 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 programs, including games, to the College or run them on College computers.

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 write or participate in online bullying,
- Seek teacher permission before uploading any content to websites (eg blogs).

When using my mobile device as an mp3 or other player 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.

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.
PARENT’S/GUARDIAN’S CONTRACT

I have read and understand the information contained in the Digital Citizenship Policy. I understand that this form will be kept on file at the College and may be used (and shared with a third party, if the need arises).

I understand that my daughter will be responsible for ensuring that the mobile device/s is stored safely and used appropriately according to the Digital Citizenship Policy while under the College’s supervision.

Parent’s/Guardian’s name (Print) .................................................................

Parent’s/Guardian’s Signature .................................................................

Date:....................................................................................................

Student’s name (Print) .................................................................Homeroom

Student’s Mobile Phone Number .................................................................

I acknowledge and agree to follow the rules as outlined in the Student Agreement.

Student’s Signature ............................................................................

Date ....................................................................................................

College Verification (Signature)................................................................. Date:.............
Mercedes College collects personal information, including sensitive information about pupils and parents or guardians, before and during the course of a pupil’s enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your daughter. For secondary purposes, part of this collection process involves obtaining information about parents’ occupations and the number, gender and present school of siblings. It is also helpful to know the names of other family members who have attended Mercedes College.

Some of the information we collect is to satisfy the College’s legal obligations, particularly to enable the College to discharge its duty of care.

Certain laws governing or relating to the operation of schools, including Public Health and Child Protection laws, require that certain information is collected.

Health information about pupils is sensitive information, within the terms of the National Privacy Principles, under the Privacy Act. We ask you to provide medical reports about pupils from time to time.

The College, from time to time, discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, the Catholic Education Office, medical practitioners and people providing services to the College, including specialist visiting teachers, sports coaches and volunteers.

If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your daughter.

Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in the College newsletters, annuals and on our website. Should this information include a photograph of the student, the photograph will not be displayed on the website unless the parents have provided written consent.

Parents may seek access to personal information collected about them and their daughter by contacting the College. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College’s duty of care to the pupil, or where pupils have provided information in confidence.

As you may know, from time to time the College engages in fundraising activities. Information received from you may be used to make an appeal to you.

We may include your contact details in a class list and College directory. If you do not agree to this you must advise us in writing.

If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College, the reason for disclosure, that they can access that information if they wish and finally that the College does not usually disclose the information to third parties.
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 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 Director of Catholic Education or Congregational Leader.

3. Any party may appeal against the Principal’s decision to the Director of Catholic Education who will then, in turn, review the decision.

4. Any party may appeal against the 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.

March 2014