

Circular to Parents

Re: Communication Guideline for Mount Lilydale Mercy College

Welcome to the new school year. We look forward to an excellent year ahead. Term 1 has many exciting events including our College Mass, Year 7 Camps, Year 12 Retreats, Swimming and Athletics Carnivals and Catholic Education Week.

We remain genuinely committed to working with parents and guardians to ensure we are a community “that provides spiritual, emotional and intellectual assistance to each of its members” (College Mission Statement). It is essential that parents and teachers work together to ensure we do all we can for the young people in our care so that they may ‘have life and have it abundantly’ (Jn 10:10). A Win/Win approach to any issue is always our desired option.

The following guidelines might be useful for parents/guardians when contacting the College:

1. The best person to approach is the person directly involved in the issue;
2. If you would like to speak to a member of staff by phone, they can be contacted through the main switchboard on 9735 4022. If the staff member is not available when you telephone, you will receive a return call, understanding that teachers have a full time teaching load. The return call might not be immediate;
3. If you would like to speak to a member of staff in person, it is best to pre-arrange a meeting time with that person. This ensures you won't be kept waiting, as well as allowing the member of staff to be prepared with any information that would be helpful in your discussions;
4. Staff can also be contacted via email should you prefer this option;
5. In any discussion, it is expected that all parties will approach the situation with a positive frame of mind with respect to a good outcome being achieved. It is natural for conflict to occur in any community, but in a mature community this can be dealt with openly and justly to ensure positive outcomes for all. Respect for the dignity of the human person would require respectful, polite and mannered conversations.

1. Guidelines regarding Academic Progress:

- Your first point of contact should be your son's/daughter's subject teachers.
- Their Home Room Teacher is also a useful person to speak to regarding academic matters.
- If your discussions with the subject teacher have not reached a satisfactory outcome, you may wish to speak to the Faculty Learning Leader.
- The Campus Learning Advisor is able to provide assistance to you and your child, especially in regard to matters extending beyond concerns in one subject.
- If you need further assistance after pursuing these options, you may wish to contact the appropriate Campus Director. They may call on the assistance of the Deputy Principal – Learning and Teaching in situations which are complicated in nature.
- You may also make contact with the Deputy Principal – Learning and Teaching.
- Further assistance in the last instance is available from the Principal.

2. Guidelines regarding Pastoral Concerns:

- Your first port of call should be your son's/daughter's Home Room Teacher.
- If the matter is of a private nature or is very serious, you may wish to contact our College Counsellors or the appropriate Year Level Leader.
- If you need further assistance after pursuing these options, you may wish to contact the appropriate Campus Director. These people may call on the assistance of the Deputy Principal – Pastoral Care in situations which are complicated in nature.
- You may also make contact with the Deputy Principal – Pastoral Care.
- Further assistance in the last instance is available from the Principal.



3. Medical and Health Concerns:

- The College is fortunate to have a qualified Nurse as well as a First Aid Officer available every day. Any health concerns can be discussed with them.

4. Guidelines regarding Financial Concerns:

- Please contact the Business Manager or Principal for confidential discussion of financial concerns.

5. Guidelines regarding Absence from School:

- If your son/daughter will be absent from school, please ring 9237 1365 as soon as possible so that this information can be passed on to the Home Room Teachers, Subject Teachers and Year Level Leaders.
- Any absence from school not covered by a phone call or text should be covered by a note from parents/guardians which your son/daughter should give to their Home Room Teacher on their return to school.
- If your son/daughter will be away from school for more than two days due to illness, please contact their Home Room Teacher. If your son/daughter can undertake some study during this absence, the Campus Learning Advisor will provide you with the appropriate work to help minimise the impact of your son's/daughter's absence on their academic progress.
- As per the College VCE Policy, a medical certificate and a letter from a parent is required for students undertaking a VCE subject if absent on the day of a SAC.
- Families are also reminded that a condition of enrolment is the agreement not to withdraw students from school for more than two consecutive days for family holidays without the pre-arranged written permission of the Principal. The College strongly discourages students missing classes for social activities as such absences do impact on the learning of other students.

6. Careers Advice:

- The College has an expert Careers team who are available to students and parents with regard to advice in the all important careers area.

7. Subject Selection Advice:

- Information Evenings and Course Description Booklets will be available to assist with the selection of subjects.
- Students in Years 7 - 9 have the support of a Campus Learning Advisor, Mrs Joanna Egan, to assist with their subject selection. Students in Years 10 - 12 receive support from a Campus Learning Advisor Mr Matthew Vallis. Parents/Guardians can contact these staff members, the Faculty Learning Leaders, the Campus Director or the Deputy Principal – Learning and Teaching if they have a query about subject selection. Mr Andrew Feher can be contacted with any queries about VET courses/subjects.

8. Enrolment Issues / Open Day / Information Nights:

- The College has a Registrar who is available to answer any questions parents/guardians may have with respect to enrolments, Open Days and Information Nights.

9. Buses:

- Enquiries about bus operations and bus passes should be directed into to the Office to Miss Meg Liddell who can assist in this area.

The College Newsletter remains a vital part of our communication link with families. It contains information about events at the College and is emailed to families on a fortnightly basis. It can also be accessed via the College website.

We hope this guideline will be of assistance to you when contacting the College. Please refer to the table below for the names of people in key positions at the College who may be of assistance to you. We look forward to working with all members of the College community to ensure Mount Lilydale Mercy College continues to offer a vibrant educational experience for all of our students.

Yours sincerely



Philip A Morison
Principal

CONTACT DETAILS

Principal:

Mr Philip Morison

Deputy Principal – Mission:

Ms Elizabeth Keogh

Deputy Principal – Pastoral Care:

Mr Michael Johnston

Deputy Principal – Learning and Teaching:

Mrs Tanya Hutton

Deputy Principal – Organisation

Mr Louis Papadimitriou

Campus Directors:

Professional Engagement Leader: Mr Peter Molinari

McAuley (7-9)

Mrs Gail Preston

Barak (10-12)

Mr John Rodgers

Year Level Leaders:

Year 7 – Mrs Marie Prusac

Year 8 – Miss Sarah Carmody

Year 9 – Mr Nick Brockhus

Year 10 – Mrs Emily Farso

Year 11 – Mr Neal Haining

Year 12 – Mrs Janet Barr

Campus Learning Advisors:

Years 7 – 9: Mrs Joanna Egan

Years 10 – 12: Mr Matthew Vallis

Learning Support Team Leader: Mrs Anne Cochrane

Library and Information Services: Miss Megan Ryan

Sports Coordinator: Miss Danni Webb

Careers Teachers: Ms Angela Fontana, Mrs Jo-Anne Hopkins, Mr Victor Miles and Mrs Elizabeth Dufty

Faculty Learning Leaders:

Religious Education & Faith Development Leader – Mr Paul Morgan

English – Mrs Alison Schlueter

Mathematics – Mrs Kerrie Dohrmann

Language – Miss Natasha McKenzie

Health & Physical Education – Mr Dan Kelly

Science – Mrs Urszula Faulkner

The Humanities – Mr John Ryan

Technology – Mr Warren Stephenson

The Arts – Mr Ben Brice

Applied Learning Coordinator (VCAL)

- Mr Trevor Murray

College Nurse: Mrs Kristen Collins

1st Aid Officer: Ms Catherine Arms

Counsellors:

Mr Tony Trevitt, Ms Anna Napoli, Mrs Emma Stafford and Mrs Amy Bartlett

School Wellbeing Coordinator/ Counsellor

Mrs Tina Tasiopoulos (on leave in Term 1)

Business Manager: Mr Dean de Munk

Registrar - Students: Mr Terry Hill

Registrar - Community Engagement: Ms Mary Ryan

Principal's Personal Assistant: Ms Kathy Broadbent

Assistant Business Manager: Mrs Cathy Pote

Deputy Principal's Personal Assistant: Mrs Libby Bromiley

Office Manager: Ms Nikki Williams



CLASSES, ROOMS AND HOME ROOM TEACHERS

SEMESTER 1 2018

YEAR SEVEN

7 BLUE	MAN 2.4	Mr Michael Slagtman
7 BRONZE	MAN 1.3	Ms Jessica Tipping
7 GOLD	MAN 1.5	Ms Katie Farrell
7 GREEN	MAN 1.2	Mr Matthew Reilly
7 JADE	MAN 2.1	Ms Rebecca Doyle
7 ORANGE	MAN 2.2	Mr Dan Kelly
7 PURPLE	MAN 1.4	Mr Jeremy Ives
7 RED	MAN 1.1	Sr Anila Isaac
7 SILVER	MAN 2.3	Mrs Mary McKenna
7 WHITE	MAN 1.6	Mrs Anne Cochrane

Year Level Leaders:

Mrs Marie Prusac/Mr Matthew Reilly

YEAR TEN

10 BLUE	HTH1.2	Mr Colin Johnson
10 BRONZE	FOR 1.5	Mr Dean Fox
10 GOLD	HTH1.1	Mr Victor Miles
10 GREEN	SNT 1.2	Mr David Banfield
10 JADE	HTH1.5	Mr Michael Modini
10 ORANGE	FOR1.2	Mr Kamahl Russell
10 PURPLE	HTH 1.3	Ms Rachel Berka
10 RED	HTH1.4	Mr Robert Risteski
10 SILVER	HTH1.6	Mrs Nerrida Burnham
10 WHITE	Port 13	Ms Margaret Quinn

Year Level Leaders:

Mrs Emily Farso/Mr Kamahl Russell

YEAR EIGHT

8 BLUE	PWR2.6	Mr John Ioannou
8 BRONZE	PWR2.4	Mrs Bhuwan Autar
8 GOLD	PWR2.9	Mr Greg Hysted
8 GREEN	PWR2.10	Mr Gus Garces
8 JADE	PWR2.3	Ms Maybelle Pangilinan
8 ORANGE	PWR2.2	Mr Peter Molinari
8 PURPLE	PWR2.1	Ms Natasha McKenzie
8 RED	PWR 2.8	Ms Cassandra Poynter
8 SILVER	PWR2.7	Mr John Dimitracopoulos
8 WHITE	PWR2.5	Mr Luke McCormack

Year Level Leaders:

Ms Sarah Carmody/Mr Greg Hysted

YEAR ELEVEN

11 BLUE	FOR1.3	Mr Warren Stephenson
11 BRONZE	FOR1.4	Mr John Parlas
11 GOLD	CAM 1.6	Ms Gina Morra
11 GREEN	CAM 1.4	Ms Simone Esmonde
11 JADE	HTH 0.3	Mr Ashley Gray
11 ORANGE	HTH 0.2	Mr Sam Waters
11 PURPLE	CAM1.1	Mr Paul Morgan
11 RED	CAM1.5	Ms Kerrie Dohrmann
11 SILVER	FOR1.1	Ms Belinda Routley/Mr Trevor Murray
11 WHITE	CAM1.2	Mr Denver Carron

Year Level Leaders:

Mr Neal Haining/Ms Simone Esmonde

YEAR NINE

9 BLUE	PWR2.18	Mr Dan Beard
9 BRONZE	PWR2.21	Mr Richard Wicks
9 GOLD	PWR2.23	Mr John Ryan
9 GREEN	PWR2.14	Mr Marco Cardinali
9 JADE	PWR2.13	Mr Tom Leydon
9 ORANGE	PWR2.16	Mr Michael Kerr
9 PURPLE	PWR2.17	Ms Ann Collins
9 RED	PWR2.15	Ms Christeen Fernando
9 SILVER	PWR2.19	Ms Michelle Hansen
9 WHITE	PWR2.11	Mr Tom Warren

Year Level Leaders:

Mr Nick Brockhus/Ms Ann Collins

YEAR TWELVE

12 BLUE	CAL1.9	Mr Steve Prosenak
12 GOLD	CAL1.2	Mr Paul Bernetzke
12 GREEN	CAL0.1	Mr Andrew Leumont
12 JADE	CAL1.5	Ms Emily Cerra
12 ORANGE	CAL1.3	Ms Krystle Samios
12 PURPLE	CAL1.6	Mrs Urszula Faulkner
12 RED	CAL1.8	Mr Ben Brice
12 SILVER	CAL1.7	Ms Emma Whitehouse
12 WHITE	CAL1.4	Mr Tim Thompson/Mrs Tamara Rundle

Year Level Leaders:

Mrs Janet Barr/Mr Andrew Leumont