



Year 7 2023 Information Booklet

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Welcome

Dear Parents, Guardians and Students

Welcome to Mount Lilydale Mercy College.

To assist you with your child's transition into Year 7 in 2023 we have put together this booklet and the contents of this information pack. If at any time you have questions or require further assistance please contact the College on 9735 4022.

You will find documents enclosed in this pack which are required for the commencement of the 2023 school year at Mount Lilydale Mercy College (MLMC).

The following documents are to be retained for your records (sent via email as well as in this Year 7 Information pack):

- Parent Information Booklet
- Year 7 Online Immunisation Consent Form Flyer
- Acceptable Use Policy for Electronic Resources Agreement
- Student Laptop Program Agreement
- MLMC Portals, User Guide for Parents (*includes username and password information*)
- Instrumental Music Program, Information Booklet
- Volunteering at the College, Information Booklet
- Canteen Price List

The following documents are to be returned by post to the College in the reply paid envelope by 25 November 2022:

- Photography / Video Permission Form (Green) ☐
- College Fee Payment Option Form (Beige) ☐
- Instrumental Music Tuition Enrolment Form (Apricot) - (optional) ☐
- Volunteer Application Form (white) - (optional) ☐

Actions to be completed online by 25 November 2022:

- Year 7 Online Immunisation Consent Form
- Student Passport Google Form sent via email (to be completed by Student and Parents)
- Student Medical Information on PAM (refer to page 30 of this Information Booklet) www.mlmc.vic.edu.au > PORTALS > PAM

Actions to be completed on the Parent Portal at the beginning of 2023 (Parents/Guardians will be advised when these are required):

- Acceptance of Terms and Conditions of the Acceptable Use Policy for Electronic Resources Agreement
- Acceptance of Terms and Conditions of the Student Laptop Program Agreement

The following orders should be placed online (links available in email sent):

- Year 7 2023 Booklist www.lilydalebooks.com.au > BOOKLISTS > Select tile titled: Mount Lilydale Mercy College
Lilydale Books will advise you on due dates, but it is advisable that you complete your order prior to Christmas
- Bob Stewart Uniform Order www.bobstewart.com.au > SCHOOLS > Select tile titled: Mount Lilydale Mercy College

Key Staff Members | 2023



Mr Philip Morison
Principal

principal@mlmc.vic.edu.au



Miss Cassandra Poynter
Year Level Leader - 7

cpoynter@mlmc.vic.edu.au



Mr John Rodgers
Deputy Principal - Pastoral Care

jrogers@mlmc.vic.edu.au



Miss Natalie Hamment
Assistant Year Level Leader - 7

nhamment@mlmc.vic.edu.au



Mrs Anita Kay-Taylor
Deputy Principal -
Learning & Teaching

akay-taylor@mlmc.vic.edu.au



Mr Jamin Hudson
Year Level Learning Advisor - 7

jhudson@mlmc.vic.edu.au



Ms Elizabeth Keogh
Deputy Principal - Mission

ekeogh@mlmc.vic.edu.au



Mrs Gail Preston
Campus Director 7-9

gpreston@mlmc.vic.edu.au



Mr Neal Haining
Campus Learning Advisor 7-9

nhaining@mlmc.vic.edu.au

Important Dates

Orientation Meet

Tuesday 6 December 2022

The Year 7 2023 Orientation Day will be held on Tuesday, 6 December. Students are reminded to complete their Orientation Passport prior to Orientation Day. A Google Form link will be sent to students. Please arrive at the College no later than 8.50am to ensure a punctual start.

Students with surnames A – K are asked to enter the College via the Anderson Street main gate. You will be directed through the roundabout and exit via The Eyrie gate. Our students and staff will direct you to the exact drop off point. (see map opposite)

Students with Surnames L – Z are asked to be dropped off and collected at the College bus bay; entry is via the northern end of the driveway on Anderson Street (see map opposite).

Year 10 Peer Support Leaders will be available to meet the new arrivals on the day. Students will then proceed to Centennial Hall.

The process for collection will be the same as the drop off procedure. To assist with traffic flow please do not leave your car unattended, unless in a designated car parking area. All areas are clearly marked on the map opposite. Your child should be collected at 12.30pm. As you can appreciate, the drop off and collection times can be rather hectic; we ask for your patience during these times and encourage you to organise a car pool to help reduce the number of vehicles on that day.

Your child will need to bring with them on the day:

- Writing materials
- Snack
- A hat for recess

If you are interested in meeting other families and learn more about how you can be involved at Mount Lilydale Mercy College, you are invited to attend a morning tea provided at 11.15am in Centennial Hall. A flyer is included in this pack with further information.

Commencement 2023

Monday 30 January 2023 - 8.45am to 3.15pm

The 2023 school year will begin for Year 7s on Monday 30 January 2023. On this day the Year 7 students will be the only students present in the McAuley Campus. Year 12 students will also be in attendance at the College on this day, in the Barak Campus. Students in Years 8-11 will commence school on Tuesday 31 January 2023.

Students should proceed to their homeroom to drop off their school bags and any books. The day will then begin with an assembly in Centennial Hall. The year will begin with a number of orientation activities to allow students to explore and become familiar with the College grounds as well as to interact and build relationships with classmates.

Students should wear summer uniform on this day. Please refer to Requirements of Uniform on Page 16 of this booklet.

MOUNT LILYDALE MERCY COLLEGE



Students with a surname starting with **A-K** to enter via Gate 1 (main entrance) and exit via Gate 9 to The Eyrrie.
Students with a surname starting with **L-Z** to enter via Gate 4 and exit via the Bus Bays to Anderson Street.

Morning tea for parents is at 11.15am. Parking is available on the green courts next to Centennial Hall.



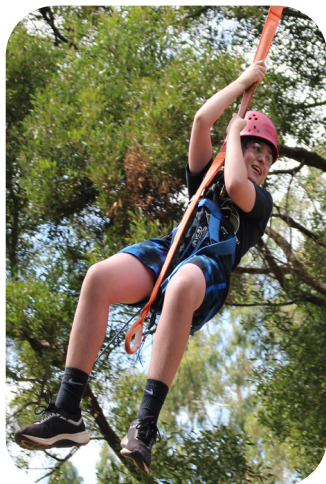
Year 7 Programs | 13 -17 February 2023

Year 7 Camp

Early in Term 1, our Year 7 students will attend a three day camp at Alexandra Adventure Resort. The main aim of these camps is to enable the students to build positive relationships with their new classmates and with their homeroom teacher. Activities are organised within homeroom groups and are designed to build teamwork and connectedness.

Step Forward

On the two days that the students are not at camp they participate in our Step Forward program. On these days a range of activities are organised that address the faith, learning and wellbeing needs of our students.



Volunteering at the College

The Parents and Friends' Association

The Parents and Friends' Association (P&F) is the volunteer hub of the Mount Lilydale Mercy College community. The P&F is run by volunteers, who generously donate their time to running a number of events each year within the College community. These events vary in the commitment required by volunteers, as well as the responsibilities that come with each activity.

The P&F have regular evening meetings held at the College, and all volunteers are invited to attend. The meetings are an excellent opportunity to discuss upcoming events, as well as ways in which the association can ultimately enrich the learning experience of the students at the College. There is no ongoing commitment to attend the meetings, nor is there an obligation to volunteer in any events if attending.

The P&F are responsible for hosting a number of one day, short events at the College. These events include:

- Special Persons' Day
- Open Day
- Athletics Day
- Mercy Day
- Year 7 Orientation Day

The P&F are also responsible for running a number of large events / committee's within the College. These include:

The Debutante Ball Committee

The Debutante Ball Committee is responsible for organising the upcoming Debutante Balls. The committee is a joint effort between P&F and College Staff. Preparation for the Balls begin in August of the previous year, and the Balls take place usually in April or May of the following year.

The Organisation Skills Program

The Organisation Skills Program is a volunteer led program which aims to assist students with developing their organisational skills and ultimately, empowering them to feel confident and comfortable in how to approach their work load.

The program involves volunteers going into (mainly junior) classes during a time pre-arranged with the classroom teacher, to work on a range of skills. Such skills include: locker organisation; using the homework diary effectively; developing skills in preparing for assessments and exams; keeping folders and satchels tidy; and developing an efficient and effective approach to study.

Parent Involvement Cont'd

Other Volunteering Opportunities?

There are a number of individuals who volunteer at the College outside of the P&F. These volunteering roles include, but are not limited to:

- Assistance with the Young farmers club / maintenance of the College farm
- Assistance in particular classes (i.e. Food Technology)
- Assistance with College Play / Musical
- Attending excursions / incursions

How Do I Get Involved?

All volunteers at the College are required to complete an application form, which can be found in your information pack. Please email your completed application form to Sarah Shallcross at sshallcross@mlmc.vic.edu.au or return the form directly to the College. Alternatively, you may wish to contact Sarah Shallcross (Community Development Coordinator) at the College at sshallcross@mlmc.vic.edu.au or by phoning 9735 4022.

For further information on Volunteering at the College, you may like to read the Volunteer Booklet which is included in this pack or click on the following link: <https://www.mlmc.vic.edu.au/community/parents-and-friends-association>



Schedule of Fees and Payments

SCHEDULE OF FEES AND PAYMENTS 2023



ALL INCLUSIVE FEE Includes tuition fees, compulsory camps, retreats, incursions, excursions, Chromebook in Year 7 & 8, Macbook Air – Year 9-12, e-Texts Years 7 to 10, classroom resources, VCE subject levies, student planner/diary, photocopying allocation, College yearbook & College photos	Years 7 to 12 - \$7,080			
Payment Options	4 x Quarterly	10 x Monthly	20 x Fortnightly	40 x Weekly
Payment amount based on one student	\$1770	\$708	\$354	\$177.00
Payment amount based on two students	\$3415	\$1366	\$683	\$341.50
Payment amount based on three students	\$4935	\$1974	\$987	\$493.50

SIBLING DISCOUNTS - Multiple student discounts apply for siblings attending the College: 2nd Child - \$500, 3rd Child - \$1000, 4th and subsequent child - \$5,200.

EARLY PAYMENT DISCOUNT - \$250 per student if full amount of fees are paid by **6 March 2023** (NB: For accounts on Split Billing arrangements, a pro rata discount will be applied).

PAYMENT OF FEES - The College offers automatic payment plans as listed below. Bpay and other payment methods are available via the Finance Office. Payments can also be paid via the Parent Portal securely with a credit card.

PROCESSING DATES FOR AUTOMATIC DIRECT DEBIT & CREDIT CARD PAYMENTS 2023						
QUARTERLY <i>Direct Debit & Credit Card</i>	MONTHLY <i>Direct Debit & Credit Card</i>	FORTNIGHTLY A <i>Direct Debit Only</i>		FORTNIGHTLY B <i>Direct Debit Only</i>		WEEKLY <i>Direct Debit Only</i>
13 February	17 February	27/01/23	10/02/23	03/02/23	17/02/23	40 Payments 27/01/23 to 27/10/23 All processed on a Friday NB: Dates in Red WILL continue over school holidays
24 April	17 March	24/02/23	10/03/23	03/03/23	17/03/23	
17 July	17 April	24/03/23	07/04/23	31/03/23	14/04/23	
09 October	17 May	21/04/23	05/05/23	28/04/23	12/05/23	
	19 June	19/05/23	02/06/23	26/05/23	09/06/23	
	17 July	16/06/23	30/06/23	23/06/23	07/07/23	
	17 August	14/07/23	28/07/23	21/07/23	04/08/23	
	18 September	11/08/23	25/08/23	18/08/23	01/09/23	
	17 October	08/09/23	22/09/23	15/09/23	29/09/23	
	17 November	06/10/23	20/10/23	13/10/23	27/10/23	
All processed on a Friday and will continue during holidays						

SPECIALIST SUBJECT LEVIES 2023

Health & Physical Education	Outdoor Education - The Great Outdoors - Year 10	\$560.00
VET	Tuition and Materials fees for VET Subjects will be applied to the College School Fee Account. Please refer to the Subject Selection Guide for an indication of individual VET subject charges	

College Fees | FAQs

Mount Lilydale Mercy College offers parents and guardians flexible options for paying their College fees. Full payment of College fees are expected each year.

Your annual College fee statement will advise you of the full year's tuition fees along with any additional levies and discounts. The statement will also alert you to the weekly, fortnightly, monthly and quarterly amounts that are required to be paid. At any time you can view your statements, account balance and receipts on the Parent Portal. Below are some common questions and answers to assist you in the payment of your school fees.

Q: When will I expect my College fee statement?

College fee statements are prepared in mid January each year. Your statement will be uploaded onto the Parent Portal for you to view and print if required. Your statement will advise you if you have chosen an automatic payment deduction method. Please refer to the frequency amount listed on your statement for the amount that will be deducted.

Q: How will I know that my statement is available to view on the Parent Portal?

A text message will be sent to the first person listed on your College fee account. e.g. If your account is in both *Mr & Mrs* name, *Mr* will receive the text message.

Q: How do I access the College Parent Portal?

The Parent Portal is located on our College website under the 'Portals' tab, along the top of the page.

Q: Can you send me the College fee statement?

If you have provided us with your email address, your statement will be emailed to you, as well as loaded onto the Parent Portal.

Q: What if I do not have an email address?

The statement is available to be downloaded and printed from the Finance Tab on the Parent Portal. However, if you are having difficulties accessing this information you may request a printed copy of your College fee statement by calling the Finance Office. Details listed at end of FAQs.

Q: Do I have to set up an automatic payment deduction plan?

The College prefers you to set up an automatic payment deduction plan to pay your school fees. There are many options available to you including weekly, fortnightly, monthly and quarterly direct debit. We also offer monthly and quarterly credit card. However, it is not compulsory.

Q: If I have not elected an automatic payment deduction plan via direct debit or credit card, when am I expected to pay my fees?

If you are not on an automatic payment deduction plan, you are required to pay each terms fees by the quarterly due date. A text message will be sent notifying parents of the due date for quarterly tuition fee payments. Please refer to your initial College fee statement uploaded onto the Parent Portal in January for the quarterly amounts due.

Q: What other payment methods are available?

Payments can be set up via regular BPay's (your BPay details appear on your College fee statement and is only to be used for College fee payments). You can also make payments on the Parent Portal securely via credit card or alternatively you can come into the Finance Office to pay via cash or EFT.

Please note that we are phasing out accepting personal cheques due to the high cost of processing them through the bank. For security reasons we also prefer not to accept large cash payments.

Q: Can I pay the full amount of the College fees upfront and when is that due?

You may pay your College fees in full at any time on or prior to 6 March to receive the early payment discount of \$250 per student. (NB: split fee accounts only receive pro rata discount). Full fee payments can be made after that date, but they will not receive the early payment discount. Please deduct your discount amount from the full amount of fees on the statement prior to making payment.

Q: What if my direct debit or credit card payment declines?

It is important that funds are available in your account or credit card on the day of processing. Please refer to the Schedule of Fees for payment dates. However, if your payment does decline, the College is charged a dishonour fee from the bank of \$5.00. This charge will be passed on to your account. The dishonour fee, along with the dishonoured payment amount will be added to your next Direct Debit payment. The College will advise you via email or phone if a payment declines.

Q: What if my financial situation changes and I am unable to make payments by the due dates?

It is important that you make contact with our Finance Office or the Business Manager if your financial situation changes and you are unable to make your required payments. Discussions are confidential and are aimed at assisting families with individual payment options to meet their fee payment obligations.

Q: Am I eligible for any funding for low income families?

If you are a holder of a means tested Centrelink Card or you are a temporary Foster Parent, you may be eligible for CSEF funding. If successful, this funding will be applied directly to your school fees. The CSEF funding amount for 2022 was \$225 per student.

Q: Where do I access finance forms and documents?

Forms and documents regarding fees are available on the Parent Portal, under the Forms and Information tab.

Finance email: finance@mlmc.vic.edu.au

Phone enquiries: refer to contacts below



Mrs Margaret Kirkwood
Finance Officer

Ph: 9237 1315



Mr Dean de Munk
Business Manager

Ph: 9237 1314



Mrs Cathy Pote
Assistant Business Manager

Ph: 9739 2209




Mrs Julia Griffin-Krenn
Finance Officer


Ph: 9237 1316


Other College Payments

- The College has introduced a safe and secure payment app for families to pay for adhoc charges such as Device Repairs, Chromebook charges, student ID card replacements and our coffee cards that are used with our Catherine's Cafe van.
- This app will be used for many other ad hoc payments throughout the year as we continue to reduce cash handling at the College.
- Included is a parent guide to step you through the simple process of creating an account once your student has commenced at the College.







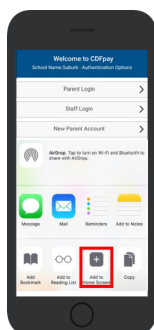
NEW PARENT GUIDE: Mount Lilydale Mercy College








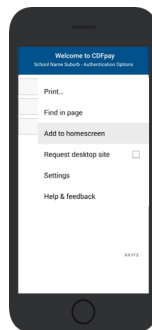
Adding Icon to Apple iPhone

- ⇒ Browse to <https://mlmshop.mlmc.vic.edu.au> in Safari.
- ⇒ Or scan QR Code using your phone camera to browse to URL.
- ⇒ In Safari  tap the **BOOKMARK ICON**. 
- ⇒ Choose the **ADD TO HOMESCREEN** icon. 
- ⇒ You can then place the icon on your desired screen. 



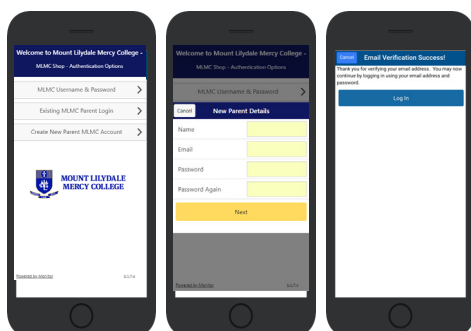
Adding Icon to Android Phone

- ⇒ Browse to <https://mlmshop.mlmc.vic.edu.au> in Chrome.
- ⇒ Or scan QR Code using your phone camera to browse to URL.
- ⇒ In Chrome  tap the Menu option 
- ⇒ Choose the **ADD TO HOMESCREEN** icon. 
- ⇒ You can then place the icon on your desired screen.



Create your CDFpay Account

- ⇒ Browse to <https://mlmshop.mlmc.vic.edu.au>
- ⇒ Select Create **Create New MLMC Parent Account**.
- ⇒ Enter your full **Full Name**, **Email**, **Password** choose **Next**
- ⇒ Check your Email inbox for a **Email Verification** link.
- ⇒ Login with your new CDFpay account.



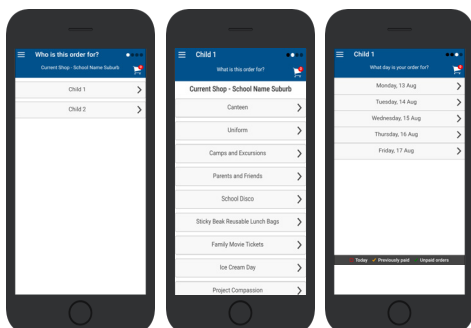
Verify your Account & Add Children

- ⇒ To add a child to your account, type **First and Last Name**.
- ⇒ Select **Year Level** for your child.
- ⇒ Choose **Add Another Student** if required.
- ⇒ You are now ready to place orders using CDFpay.



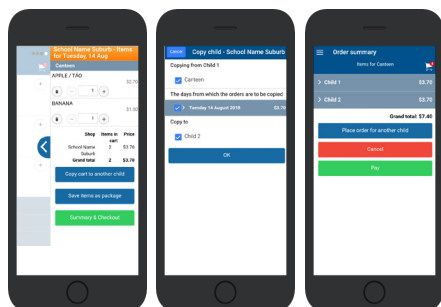
Choose Shop and Order Date

- ⇒ Select the **Child** you wish to place the order for.
- ⇒ Swiping left to right allows you to navigate between steps.
- ⇒ Choose the **SHOP** you would like to order from.
- ⇒ Choose the desired date you wish to place the order for.



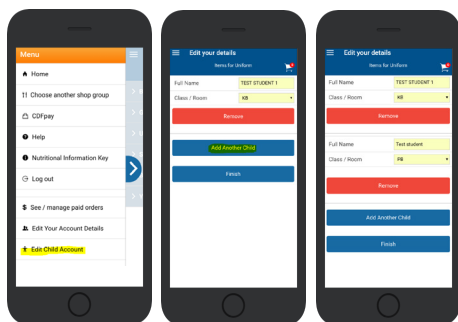
Copy Order to Another Child

- ⇒ Choose **Copy Cart to Another Child** to duplicate the order.
- ⇒ Complete the options to duplicate the order and select **OK**.
- ⇒ A summary screen is now displayed with selected orders.
- ⇒ Here you can either **Cancel** the order or complete **Payment**.



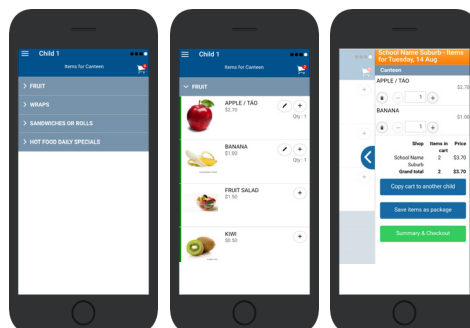
Adding / Removing Children to your CDFpay Account

- ⇒ Tap the Menu Icon on your device.
- ⇒ Choose **Edit Child Account**.
- ⇒ You can change/remove your current child on this screen.
- ⇒ Or choose **Add Another Child**.
- ⇒ Choose **Finish** once all children are added.



Placing an Order & Checkout

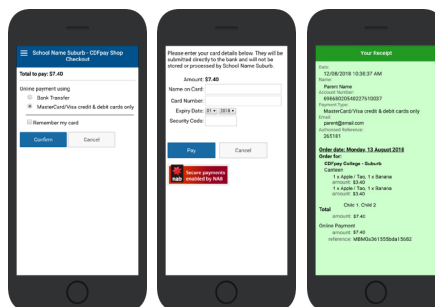
- ⇒ Choose a category to order from.
- ⇒ Then select the item/s you wish to order by pressing +
- ⇒ Your shopping cart will update with each item.
- ⇒ Choosing the Shopping Cart allows you to complete purchase.
- ⇒ Select **Summary & Checkout** to make payment.



Complete Payment (Single Payment Option)



- ⇒ Choose payment method. MasterCard/Visa/Bank Transfer.
- ⇒ Enter your payment details and select **PAY**.
- ⇒ A receipt will be generated confirming purchase.
- ⇒ An email will also be sent to your specified email address.



Need More Help?



- ⇒ Please email support@cdfpay.org.au if you need assistance.



Uniform Shop

The Bob Stewart Uniform shop is located at Shop 1, 2 3 Ground Floor, 1 - 7 Maroondah Highway, Croydon. The store trading hours are Monday - Friday 9.00 - 5.00pm, and Saturday 9.30 - 12.30pm. <https://www.bobstewart.com.au/products/mount-lilydale-mercy-college>

Uniform Requirements

Summer

- Black leather lace-up school shoes with standard sized heel are the only shoes permitted without a medical certificate (for safety reasons, the College shoes must completely cover all of the foot. T-bar or 'dolly' shoes are not permitted).
- Short sleeved College white shirt. The summer shirt is a tailored ('jack') shirt which may be worn in or out when the shirt is the outer garment provided that the shirt does not reach below the hips or below the jumper or blazer.
- No t-shirt underneath shirt.
- College pinhead fabric grey trousers / regulation grey, fully tailored shorts. (NB: pants should be worn around the waist, not on the hip or below)
- Black leather belt.
- College summer dress worn to the knee or longer. The tie at the back must not be tampered with to change the style of the dress.
- College jumper.
- College blazer to and from home as outer garment.
- College socks
 - When wearing trousers or shorts the official College grey socks worn with coloured bands clearly visible above the ankles, not folded into the shoe.
 - When wearing summer dress long white socks, not folded into the shoe or regulation white socks.
- Approved College Sun Smart Hat purchased as part of the uniform requirements. This is the only hat that is permitted to be worn and is compulsory in Terms 1 and 4. All parents of new students are advised that approved hats are available through the official Uniform Supplier.
- Approved Cancer Council sun glasses (Optional).



Winter

- Black leather lace-up school shoes with standard sized heel are the only shoes permitted without a medical certificate (for safety reasons, the College shoes must completely cover all of the foot). T-bar or 'dolly' shoes are not permitted.
- Long school pinhead fabric grey trousers (no shorts allowed).
- College winter skirt worn to the knee or longer.
- Long sleeve white shirt with top button done up. Shirts tails should be tucked in at all times except when students are directly involved in sporting activities at lunchtime or recess.
- Tie correctly done up to the neck.
- Black leather belt.
- College jumper.
- College blazer to and from home as outer garment.
- College socks – official College grey socks worn with coloured bands clearly visible above the ankles, not folded into the shoe.
- Regulation navy, cotton blend tights (NB must be worn with the winter skirt).
- Navy or white neck scarf permitted (as provided by the uniform shop).



Sports Uniform

- College Sports Jacket with embroidered crest (must be worn to and from school as the outer garment).
- College track pants with embroidered badge (must be worn to and from school as the outer garment (Terms 2 and 3)).
- College Sports Rugby top (optional).
- College polo top with embroidered crest.
- Sports shorts with embroidered crest. Worn to mid-thigh.
- White Sport socks that are free from advertising.
- Runners (appropriate for all types of strenuous physical activity). Casual sneakers/sport shoes are not accepted.



Jewellery

- No jewellery is permitted in the form of rings, bangles or chains. Jewellery of a religious nature is permissible but should not be visible. An SOS medical notification is also permissible.
- One small sleeper/stud is permitted in the lower lobe of each ear.
- Plastic earrings, 'placers', or band aids covering any piercing are also not permitted.
- No visible body piercing such as eyebrow, face, lip, or nose piercing is permitted.
- Tattoos are prohibited.
- Inappropriate jewellery will be confiscated.

Hairstyles, Makeup and Nails

The following dot points are not an exhaustive list of extreme hairstyles. It is expected that students and parents understand the spirit of the rule and understand the intent of the Uniform Policy.

- Extremes of hairstyles such as (but not limited to) tails, mohawks, dreadlocks or undercuts are not permitted.
- Haircuts with No. 2 clippers or higher are acceptable. Extremely short or shaved hair and multi, unnatural hair colours or any stripes, spots or tips are not permitted.
- Hair that touches the collar, shoulder length hair or longer, must be tied back for health and safety reasons.
- Students may wear navy blue, white or yellow ribbons. Other colours are not permitted. Butterfly clips are not permitted. Bobbie pins and plain clips are acceptable.
- Students must be clean shaven. No facial hair is acceptable.
- False eyelashes or eyelash extensions are not permitted.
- Make up is not permitted, except for a limited amount of foundation which contains SPF 30+.
- Nail polish is not to be worn.

Waterproof Coat & Umbrellas

A waterproof coat may be purchased from the official Uniform Supplier for use on rainy days in order to keep the blazer dry. This coat may be worn at recess and lunchtime but not to class. Students are encouraged to bring umbrellas to school on days when rain is expected.

Uniform Notes from Parents

If students are unable to wear the correct uniform, they are required to bring a note from home explaining the situation. Notes should be given to the relevant Year Level Leader at the start of the day so students can be issued with a uniform pass. Such notes will, in most cases, be valid for no more than two days.

Special Year 12 Variations

The final year of secondary education is a special year for students, many of whom reach their legal 'majority' during this year. In recognition of the greater maturity of the Year 12 students, special arrangements can be made, on an annual basis, for a variation of the uniform for Year 12 students only. Such a variation will require the students themselves making a formal application to the Principal. Following receipt of the application, a process of consultation will be undertaken prior to the approval being granted to individuals to wear special items of clothing for part or all of this year. Such items of clothing will be in accord with the uniform rationale articulated in this policy. Any such variation to the uniform will be optional for individual students.

Special Co-curricular Activities

Some co-curricular activities may choose to design and wear activity t-shirts or wind cheaters. The design of such items must be approved by the Principal before being manufactured. These clothing items must not contain the College crest without specific approval. Such clothing items may be worn during the specific activity, but may not be worn at school during normal College hours without prior written approval from the Principal.

Consequences for Uniform Breaches

Staff will not argue with students (or parents) who are not following these requirements. Consequences will apply and students who do not follow the uniform expectations will be required to make the appropriate changes in their behaviour. Failure to do so in a prompt manner will lead to their exclusion from our community until they do so.

Travelling To and From School

Students are reminded that they should be in full College uniform from the moment they leave home until they arrive home at the end of the day. Blazers must be worn to and from school. The exception to this is throughout February when the wearing of the blazer is optional or when a warm weather exemption has been communicated by the College.

If students are not travelling home immediately after school and remain in school uniform, they must wear the full uniform correctly as they are continuing to represent the College. If students are with their parents after school, parents should ensure their child's uniform is being worn correctly.

Students participating in rehearsals, dance practice, music lessons or any other activity immediately after school must wear the full school uniform when they do eventually travel home.

Year 8, 9, 10, 11 and 12 students may wear full sports uniform to and from school on days they are scheduled for sport. This means that they must wear the sports jacket and track pants (Terms 2 and 3) to and from school. Alternatively, students may wear full school uniform to and from school and change into sports attire at school.

Casual Clothes Day Guidelines

Casual Clothes Days are organised as a part of the fundraising activities of the College. As with any other school day, students are expected to wear neat and tidy serviceable clothes that avoid extremes in fashion.

Prior to such an event there will be extensive publicity undertaken with students and parents as to the acceptable standard of dress for a Casual Clothes Day.

The final decision as to what is acceptable rests with the relevant Campus Director. In the event of student dress not complying with these guidelines on a casual clothes day, the parent / guardian will be contacted and asked to bring appropriate clothing to school or arrangements will be made for the parent/guardian to collect their child from school.

Participation in a casual clothes day is optional. Should a student choose not to participate then they must wear a full school uniform.

As a general guide to what is an appropriate standard of dress for such occasions the following points are made:

- All tops must cover the shoulders and should not be low cut.
- All tops should be of sufficient length to cover the midriff.
- Tops should not be see through.
- Shorts, skirts and dresses should be of a reasonable length - mid thigh or longer.
- Shirts and t-shirts should not have inappropriate or offensive logos or messages.
- Singlet tops are not to be worn.
- All footwear must completely cover the foot as a safety measure. Sandals or thongs are not permitted.
- If a student has a Sport / PE practical lesson on the day their clothing should be of a nature that allows them to participate in the lesson.
- Normal jewellery and make up requirements apply on the day.

College Bags

Students should use the official College backpack, which should remain graffiti free at all times.

General

All items of clothing must be the approved uniform. Senior students representing the College in weekly inter-school competition must wear the appropriate uniform for their sport. If unable to wear the appropriate sport uniform, the student cannot participate in EISM competitions.

The student's name should be clearly printed on each item of clothing.

Lost Property

There is a lost property cupboard located in the Student Reception foyer. Please check here if your child has misplaced any items of clothing.

Please ensure you label your child's clothing, including blazers, jumpers, shoes, etc. If items come to lost property without names, we are unable to get them back to students. If an item is handed in with a name on, we can do our best to get it back to your child.

Shoes

Black leather lace-up shoes with standard sized heels are required. If shoes are damaged or if students grow out of them, parents should endeavour to replace them as soon as possible. If this presents a financial difficulty for parents, parents can have the matter dealt with discreetly through an appropriate Year Level Leader. Students may bring runners to school for use in sporting activities at recess and lunchtime, but they must change into their correct shoes for classes and for travelling home from school.

Deodorant Spray Cans

Because of the impact on asthmatics and others, students are not to bring spray deodorants to school. Roll-on or pump deodorants are permitted.

Chromebook Device Information

Mount Lilydale Mercy College is committed to supporting the Melbourne Archdiocese Catholic Schools (MACS) vision for Contemporary student learning in the digital age. The vision for learning at Mount Lilydale Mercy College is not only about making the content relevant, rigorous and authentic but also about how digital technologies can be used to enhance student experiences in:

- personalising their learning
- critical, creative and reflective thinking
- approaches to problem solving
- knowledge creation and management
- communication and collaboration within local and global communities
- motivation and learner expectations

A Chromebook is the best device to meet the learning needs of our students at Years 7 and 8. A Chromebook is a device which instead of running an operating system like Windows 10 or Mac OS X, it runs Google's Chrome OS. These machines are designed to be used primarily while connected to the Internet, with most applications and documents living in the cloud.

Benefits of Chromebooks include:

- They have fast boot up and network logon times
- They last all day on one charge
- Efficiency and effectiveness gains identified by students include:
 - Much better using a real keyboard for typing
 - More efficient for multitasking to have textbook and document open at the same time
 - More familiar from primary schools where notebooks and Google Apps for Education were used
 - Was used more for school work and less for gaming / social media
 - Sturdier than an iPad
 - Allowed students to work with the school's learning systems more easily.

At the commencement of Year 7, each student will be issued with:

- Lenovo Chromebook
- Protective carry case.

Students will also receive a Google educational account to access the Google suite of tools, G Suite - which is endorsed and supported by Melbourne Archdiocese Catholic Schools (MACS) to be a key driver for contemporary learning.

Please be advised, there is no Bring Your Own Device option for students in Year 7 - 12.

Payment Information

The cost to each student is included in the Year 7 and 8 College fees. As there will be no residual amount due at the end of the 2 years, the student will own the device once all College fees and levies are paid in full up to and including Year 8 for that student.

Distribution

Students will receive their Chromebook during the Year 7 Camp Week/Step Forward Program, over the week of Monday 13 to Friday 17 February 2023. There are two forms included within this pack for your reading, the Acceptable Use Policy for Electronic Resources Agreement and the Student Laptop Program Agreement. At the beginning of 2023 these forms will be uploaded to the Parent Portal for you and your child to accept the Terms and Conditions of these agreements. NB This must be completed before devices can be distributed to students.

Familiarisation

During the Step Forward Program, students will be shown how to use key features of the Chromebook and essential apps to support their learning.

FAQs

Q: What happens if the Chromebook is not working or is damaged?

If a student has a problem with their device they can simply take it to the IT Help Desk and receive a replacement/loan device for up to 2 weeks whilst their device is being repaired.

Q: Is there a cost to get the Chromebook repaired?

These devices are extremely robust but without adequate care they may endure some damage. Therefore if damage occurs from accidents or misuse the cost of repair will be:

- 1st Repair Claim is \$80
- any subsequent claim will be full value of the quote to repair the device.

Q: What if my replacement/loan device is damaged?

Full replacement cost of the device will be incurred by the parent/guardian.

Q: What if a Student Exits the College?

If a student exits the College prior to the completion of Year 8 (2024), the Chromebook may be purchased outright. The cost will be determined at the time of exit. Alternatively the device can be returned to the College. Devices that are returned damaged or not working will incur charges, which may be more than the buy out cost.

Q: What if I already own a Chromebook, can I bring my own instead?

The College does not have an option to Bring Your Own Device in Years 7 - 12. The College believes that students will have the best learning outcomes when using the same device with the appropriate software to support our teaching and learning programs.

College Communication

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).

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.
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. Email addresses are available on the Parent Portal.
5. In any discussion or negotiation, 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.

Guidelines regarding Academic Progress

Your first point of contact should be your child's **subject teachers**.

Their **Homeroom 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 **Year Level Leader** 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**. These people may call on the assistance of the **Deputy Principal – Learning & Teaching** in situations which are complicated in nature. You may also make contact with the **Deputy Principal - Learning & Teaching**.

Further assistance in the last instance is available from the Principal.

Academic Progress Monitoring

You will be able to monitor your child's academic progress via our Parent Access Module (PAM) when results for assessment tasks are posted on a continuous basis.

Student Progress Interviews are conducted twice a year, late in Term 1 and late in Term 3. Interviews are booked via the PAM Portal. The College will inform parents when bookings open.

Guidelines regarding Pastoral Concerns

Your first port of call should be your child's **Homeroom Teacher**.

If the matter is of a private nature or is very serious, you may wish to contact our School 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.

Medical and Health Concerns

The College is fortunate to have a qualified nurse and first aid officer available every day. Any health concerns can be discussed with them. If a student needs to go home unwell during school hours they must be signed out through First Aid.

Guidelines regarding Financial Concerns

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

Guidelines regarding Absence from School

Daily Absences: Are to be advised to the College by 9.30am each morning. This can be done by logging on to the Parent Access Module (PAM) and clicking on Parent Notified Absences to record any absence. Daily absences can also be advised to the College by emailing adminsitration@mlmc.vic.edu.au or ringing the Absentee line on 9237 1365. Absences are recorded on our school student administration system. It is important to communicate all absences via PAM, email or phone, not to the Homeroom Teacher.

Anticipated Absences: If your child will be away from school for more than two days due to illness, please contact the College Office on 9237 1365. If your child can undertake some study during this absence, please make contact with the relevant teacher who may provide you with the appropriate work to help minimise the impact of your child's absence on their academic progress.

For school absences of three days or more (except when related to illness) a request for approval must be sent to the Principal via principal@mlmc.vic.edu.au.

Careers Advice

The College has a Careers Team who are available for students and parents with regard to advice in the all important careers area.

Subject Selection Advice

Information Evenings and the Mount Lilydale Mercy College Pathways Portal will be available to assist with the selection of subjects.

Students in Years 7-9 have the support of the Campus Learning Advisor 7-9, to assist with their subject selections. Students in Years 10-12 receive support from the Campus Learning Advisor 10-12. Parents/Guardians can contact these staff members, the Faculty Learning Leaders, or the Deputy Principal – Learning & Teaching, if they have a query about subject selection. Our VET/RTO Leader can be contacted with any queries about VET courses/subjects.

Enrolment Issues / Open Day / Information Nights

The College has an Enrolments Officer who is available to answer any questions you may have with respect to enrolments, Open Days and Information Nights. Enquiries should be directed to Mrs Sharon Elderhurst, College Enrolments Officer at registrar@mlmc.vic.edu.au.

Buses

Enquiries about bus operations and bus passes should be directed to the College Bus Coordinators, Mrs Brooke Coleman or Ms Kathy Broadbent at bus@mlmc.vic.edu.au.

College Newsletter

By now all families should be receiving the College newsletter by email. The newsletter is sent to families fortnightly and contains important information, as well as commending student achievements. In some cases email addresses have changed since your application, so please update this with the College Office to ensure that all current parents are receiving news. The College newsletter is also available on the Mount Lilydale Mercy College website.

We hope this guideline will be of assistance to you when contacting the College. Please refer to Page 5 for a list 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.

Student Wellbeing and Pastoral Care

It is important in monitoring the pastoral needs of our students that we know what is happening in their lives outside of school or has happened within the family that may impact them in their daily life at the College. Please email our Year Level Leader - 7 and provide any relevant information in regards to the care and wellbeing of your child. The more we know and understand about your child, the more able we are to provide the holistic care that is required for their success at Mount Lilydale Mercy College.

Contact Miss Cassandra Poynter on cpoynter@mlmc.vic.edu.au or Miss Natalie Hamment on nhamment@mlmc.vic.edu.au. Important: All information will be considered private and confidential.

Mount Lilydale Mercy College Commitment Statement to Child Safety

A safe and nurturing culture for all children and young people in Catholic schools.

The Catholic school sets out to be a school for the human person and of human persons. 'The person of each individual human being, in his or her material and spiritual needs, is at the heart of Christ's teaching: that is why the promotion of the human person is the goal of the Catholic school'. (Congregation for Catholic education 1997, par. 9)

Mount Lilydale Mercy College holds the care, safety and wellbeing of children and young people as a central and fundamental responsibility of Catholic education. This commitment is drawn from and inherent to the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

Mount Lilydale Mercy College has a universal expectation for the protection of children. It is resolutely committed to ensuring that all those engaged in Catholic education in Victoria promote the inherent dignity of children and young people and their fundamental right to be respected and nurtured in a safe school environment. This is particularly so for the most vulnerable children, including aboriginal children, from culturally and/or linguistically diverse backgrounds, and children with a disability.

Mount Lilydale Mercy College has a moral, legal and mission-driven responsibility to create nurturing school environments where children and young people are respected, their voices are heard and where they are safe and feel safe. When allegations of abuse concerning children and young people are raised, Mount Lilydale Mercy College will take prompt action to have these appropriately referred and investigated. While the context and reality at each Catholic school will differ, the fundamental issues of understanding effective practices in child safety and identifying and responding to child harm remain the same. Mount Lilydale Mercy College strives for continual improvement that is responsive to emerging thinking, evidence and practice, so as to eliminate the possibility of abuse occurring in the first place.

Creating child-safe school environments is a dynamic process that involves active participation and responsibility by schools, families and their communities. It is marked by collaboration, vigilance and proactive approaches across policies, procedures, curriculum and practices. Mount Lilydale Mercy College is a child safe school.

Every person involved in Catholic education at Mount Lilydale Mercy College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

Mount Lilydale Mercy College commits to providing a safe and nurturing culture for all children and young people in Victorian Catholic schools through:

1. Upholding the primacy of the safety and wellbeing of children and young people.

At all times, the ongoing safety and wellbeing of all children and young people will be the primary focus of care and decision-making, with particular attention paid to the cultural safety of Aboriginal children and children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability.

To create and maintain a safe and nurturing culture, Mount Lilydale Mercy College will actively and continually develop and review all policies, processes and practices, informed by emerging thinking and evidence.

2 Empowering families, children, young people and staff to have a voice and raise concerns.

Mount Lilydale Mercy College, in partnership with families, will ensure children and young people, are engaged and active participants in decision-making processes, particularly those that have an impact on their safety.

This means that the views of staff, children, young people and families are taken seriously and their concerns are addressed in a just and timely manner. Children and young people are also provided with the necessary skills and to understand and maintain their personal safety and wellbeing.

3 Implementing rigorous risk-management and employment practices.

Mount Lilydale Mercy College will systematically and continually identify and assess risks to child safety and will eliminate (where possible) or reduce all potential sources of harm. Effective risk management will be embedded in school life through effective, transparent and well-understood policies, procedures and practices.

Mount Lilydale Mercy College will employ highly competent and professional staff who are formed and challenged to maintain the safety of all students. The high-quality of staff appointments will be upheld through rigorous employment and staff review processes and practices.

Mount Lilydale Mercy College will stay abreast of current legislation and will meet their legislative duties to protect the safety and wellbeing of children and young people in their care, including the Victorian Child Safe Standards (Victorian Government 2016), mandatory reporting, grooming, failure to disclose and failure to protect requirements.

Mercy Education Code of Conduct

Consistent with Mercy Education's values of Compassion, Justice, Respect, Hospitality, Service and Courage and the Mercy Education Charter for Schools, we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our College. Our commitment is drawn from, and inherent in the teaching and mission of Jesus Christ, with love, justice and the dignity of each human person at the heart of the gospel.

Mercy Education Ltd, in consultation with its schools' Leadership Teams, has developed a Parent Code of Conduct for use in our school. It is a document of the respectful relationships that Mount Lilydale Mercy College already values with you as a parent/guardian/carer who has chosen a Catholic education for your child at a school with Mercy values. The document provides members of the school community with guidelines for the effective development of positive relationships within the school and assists in articulating these already existing values that are in keeping with the school's purpose and values.

The Parent Code of Conduct will assist in ensuring the safety and wellbeing of students, families and staff. It is a broad outline of behavioural principles and expectations. This policy will provide guidelines to promote desirable and appropriate behaviour to ensure that all interaction with students and adults is respectful, honest, courteous, sensitive, tactful and considerate. It complements the Mercy Education Code of Conduct which exists for all employees and volunteers associated with the College.

I welcome your support of the respectful relationships we enjoy and commit to working with you for the wellbeing, safety and positive growth of your child as a student at Mount Lilydale Mercy College.

Child Safety Policy

For more information regarding the above policies please visit our webpage:

<https://www.mlmc.vic.edu.au/about-us/policies>



Getting Your Child to School

Contract Buses

Contract buses service the Yarra Valley and Upper Yarra areas. Providing school bus services to eligible families. These buses are provided by the Government and are a free service. Letters have already been sent home to families that may be eligible for Contract Bus travel in 2023. If successful, your child will receive their bus pass on Orientation Day. We will be in contact with you should an alternative arrangement need to be made.

Contract bus timetables can be found on the College Website.

Public School Buses

Public school buses run the same as normal public buses. However, they only have school students on them and drop students directly at the College in the morning and pick up from the College in the evening. Students do not have to apply to catch these buses. Students who use these buses require the use of a myki card.

Public school bus routes can be found on the Ventura Bus website at <https://www.venturabus.com.au/live-tracking/details/82/mt-lilydale-mercy-college#>

Student Conveyance Allowance

The Student Conveyance Allowance provides eligible students with a yearly Government funded myki card. This card is for use on the public school buses. To be eligible, families must live more than 4.8 kilometres from the College, MLMC must be your closest Catholic school and you must live in an area that does not offer contract buses. Letters have also been sent home to families that may be eligible for a Student Conveyance Allowance. Initially, students will need to pay for their travel whilst awaiting a funded myki. Eligible students will receive their funded myki cards in March when they receive their College ID card.

For further information regarding bus travel, please contact one of our College Bus Coordinators.

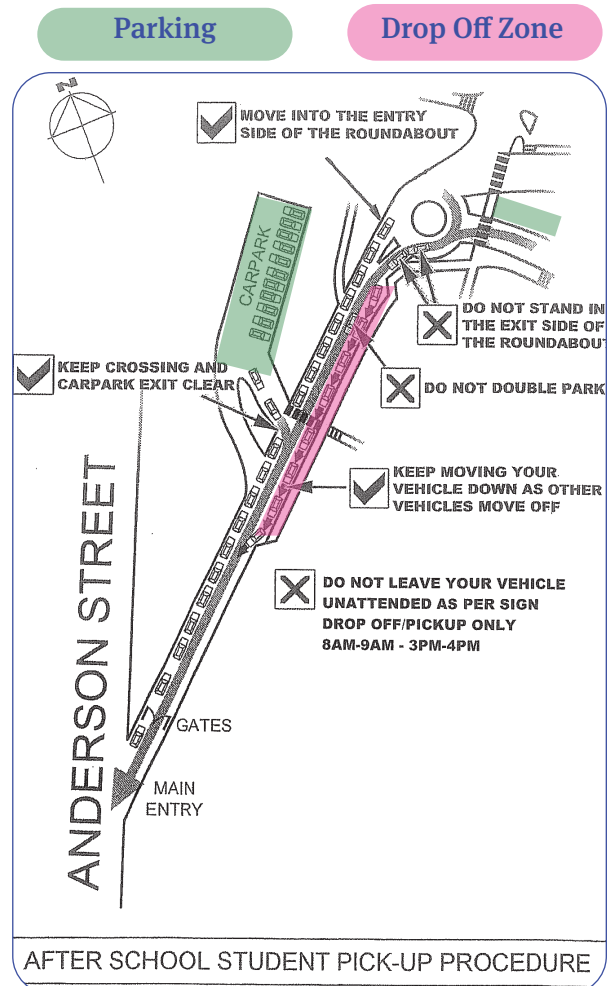
Mrs Brooke Coleman or Ms Kathy Broadbent
College Bus Coordinators

Phone: 9735 4022

Email: bus@mlmc.vic.edu.au

Student Drop Off and Parking

- A drop off and pick up zone is located inside the main entrance, please move as far forward as possible in this zone so that traffic is not held up.
- Parking is restricted in both Allison Crescent and The Eyrie. Please do not drop off or pick up students in either of these streets. Such action will cause unnecessary congestion to our neighbours.
- Be aware of the strict parking restrictions that apply in the streets adjacent to the College. Cars are not allowed to stop in sections of these streets at the usual drop off and pick up times.
- Council Officers are likely to be present to supervise these parking restrictions and drivers who stop in the NO STANDING areas are likely to be fined.
- Students who have a medical condition that prevents them walking should make contact with the College so suitable arrangements can be made.



Bus Name Guide

When discussing buses with the College office we refer to buses by their bus name as shown in the table below. The bus name is what is displayed on Contract bus passes. However, at the end of the day when teachers announce the buses as they arrive at the College, students may hear the buses announced as something different to their pass or what they have discussed with the College office. Please use the following table as a guide to what is announced at the end of the day for students.

<i>Bus Name</i>	<i>Bus Company</i>	<i>Announced as</i>
Z15	McKenzies	McKenzies 15
Z16		McKenzies 16
Z17		McKenzies 17
Z18		McKenzies 18
Z19		McKenzies 19
Z20		McKenzies 20
Z21		McKenzies 21
Z24		McKenzies 24
M01	Martyrs	Warby 1
M02		Warby 2
M03		Warby 3
M04.2		Warby 4
M06		Warby 6
M10		Warby 10
M12		Warby 12
LS		LS or Lilydale Special
V24	Ventura (formally Invicta)	Invicta 24
V25		Invicta 25
V26		Invicta 26
2593: Invicta 1		2593: Invicta 1
2589: Invicta 2		2589: Invicta 2
2604: Invicta 3		2604: Invicta 3
2580: Invicta 4		2580: Invicta 4
2631: Invicta 5		2631: Invicta 5
2653: Invicta 6		2653: Invicta 6
2573: Invicta 7		2573: Invicta 7
2582: Invicta 8		2582: Invicta 8
2579: Invicta 9		2579: Invicta 9
2596 or 2599: Invicta 10		2596 or 2599: Invicta 10
3401: Mt Dandy 1 (aka Mt Lilydale 1)		3401: Mt Dandy 1
3433: Mt Dandy 2 (aka Mt Lilydale 2)		3433: Mt Dandy 2
3407: Mt Dandy 3 (aka Mt Lilydale 3)		3407: Mt Dandy 3

Instrumental Music Program

The College offers an extensive Instrumental Music Program. Please refer to the Instrumental Music Program Booklet which is included in this pack.

Enrolment in the Instrumental Music Program is very simple. Complete the 2023 Instrumental Music Tuition form and return it to Reception or to the Music Department.

If you have any questions regarding the Instrumental Music program, please contact:



Mrs Sharon Flint
Instrumental Music Secretary

P: 9739 2217
E: sflint@mlmc.vic.edu.au



Ms Wendy Anderson
Faculty Learning Leader –
Performing Arts

P: 9237 1320
E: wanderson@mlmc.vic.edu.au

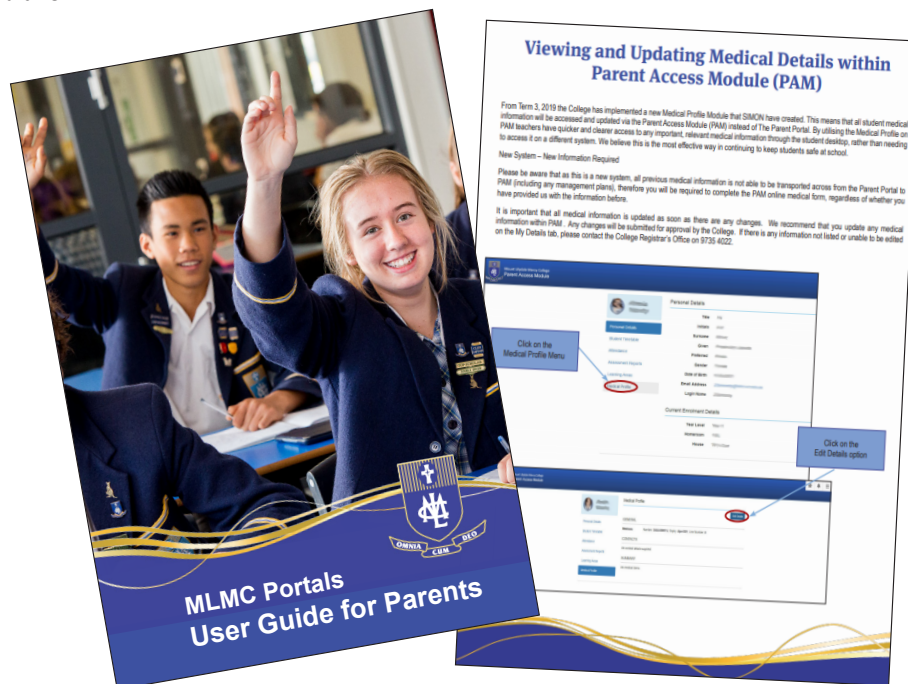


Medical Information

It is important that you provide the College with your child's medical information BEFORE they join us on their Orientation Day in December.

The most efficient way to complete this process is to login to Parent Access Module (PAM) and provide information via the Medical Profile link. Please refer to the 'MLMC Portals, User Guide for Parents' booklet for instructions on how to update your child's information. If you need assistance with this process, there is a computer for parents to access in reception. One of our friendly Office staff would be able to show you how to navigate the PAM Portal. Office hours are 8.00am to 4.00pm, Monday to Friday, during the school term.

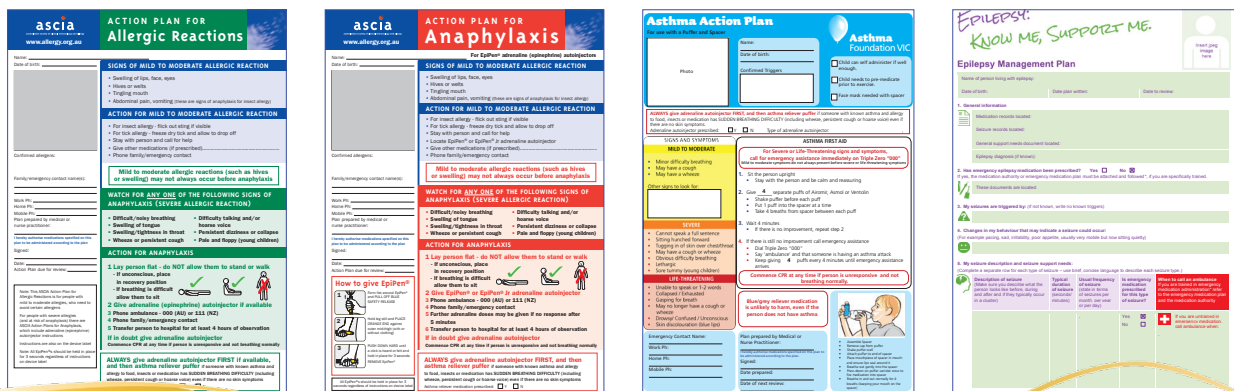
When completing MEDICAL/EMERGENCY CONTACTS, please provide at least TWO additional emergency contacts, other than your child's parents / guardians.



Children with Asthma, Severe Allergies, Anaphylaxis or Epilepsy

To meet compliance requirements, if your child has Asthma, Severe Allergies, Anaphylaxis or Epilepsy you will be required to provide the College with Action and Management plans, completed by your doctor.

As the forms are colour coded, it is important that they're provided to us in colour. If your doctor gives you a black and white form, please advise them that we require coloured forms. If you have any questions please do not hesitate to contact our friendly First Aid staff.



First Aid Team

The College is fortunate to have a qualified nurse and first aid staff available every day. Any health concerns can be discussed with them.

If your child is feeling unwell at school, they should visit our First Aid Office for assistance. Our friendly First Aid Officers will contact parents if they need to go home.

To make contact with the First Aid office, please phone 9237 1396 or email firstaid@mlmc.vic.edu.au



Mrs Kristin Collins
College Nurse



Mrs Kate Draffin
First Aid Officer

Counselling & Wellbeing Team

To make contact with the Counselling & Wellbeing Team, please phone the College Office on 9735 4022 and they will direct your call.



Mrs Tina Tasiopoulos
Counsellor and
School Wellbeing Coordinator



Mr Tony Trevitt
Counsellor and
Psychologist



Mrs Emma Stafford
Counsellor and
Psychologist



Mrs Amy Bartlett
Counsellor



Mr Kane Ord
Youth Worker



Mount Lilydale Mercy College
120 Anderson Street, Lilydale VIC 3140
T: 03 9735 4022 W: www.mlmc.vic.edu.au

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