



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 child’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 child’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 child 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 child should give to their Home Room Teacher on their return to school.
- If your child will be away from school for more than two days due to illness, please contact their Home Room Teacher. If your child 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 child'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 Miss Simone Esmonde. 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 to Miss Meg Liddell in our Administration Office 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 following 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:

Deputy Principal – Mission

Deputy Principal – Pastoral Care

Deputy Principal – Learning and Teaching

Deputy Principal – Organisation

Mr Philip Morison

Ms Elizabeth Keogh

Mr John Rodgers

Mrs Tanya Hutton

Mr Louis Papadimitriou

Campus Directors:

McAuley (7-9): Mrs Gail Preston

Barak (10-12): Mr Kamahl Russell

Year Level Leaders / Assistant Year Level Leaders:

Year 7: Mrs Marie Prusac / Mr Matthew Reilly

Year 8: Mr Greg Hysted / Miss Jess Tipping

Year 9: Mr Matthew Vallis / Ms Ann Collins

Year 10: Mr Andrew Leumont / Miss Rachel Berka

Year 11: Mr Neal Haining / Ms Tamara Rundle

Year 12: Mrs Janet Barr / Mr Tim Thompson

Sports Coordinator: Miss Danni Webb

Faculty Learning Leaders:

RE & Faith Development Leader: Mr Paul Morgan

English: Mrs Alison Schlueter

Mathematics: Mrs Kerrie Dohrmann

Language: Miss Maybelle Pangilinan

Health & PE: 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 Steve Tarulli

VET / RTO Leader: Mr Andrew Feher

Music Coordinator: Mr Gus Garces

Business Manager: Mr Dean de Munk

Principal's Personal Assistant: Miss Nikki Williams

Deputy Principals' Personal Assistant: Mrs Bernie Snell

Campus Learning Advisors:

McAuley (7-9) Mrs Joanna Egan

Barak (10-12): Ms Simone Esmonde

Learning Support Team Leader: Mrs Anne Cochrane

Library and Information Services: Miss Megan Ryan

Careers Teachers: Ms Lauren Ferguson, Ms Angela Fontana, Mrs Jo-Anne Hopkins, and Mrs Elizabeth Dufty

College Nurse: Mrs Kristen Collins

First Aid Officer: Ms Cathryn Arms

Counsellors: Mr Tony Trevitt, Ms Anna Napoli, and
and Mrs Amy Bartlett

School Wellbeing Coordinator/ Counsellor

Mrs Tina Tasiopoulos

Registrar - Students: Mr Terry Hill

Assistant Registrar: Mrs Marilyn Ryan

Registrar - Community Engagement: Mrs Emily Cerra

Instrumental Music Secretary: Mrs Sharon Flint

Assistant Business Manager: Mrs Cathy Pote

Office Manager: Ms Tracy Hobson



CLASSES, ROOMS AND HOME ROOM TEACHERS SEMESTER 1 2019

YEAR SEVEN

7 BLUE	MAN 2.4	Mr Michael Slagtman
7 BRONZE	MAN 1.3	Miss Cassidy Grant-Whiting
7 GOLD	MAN 1.5	Miss Christeen Fernando
7 GREEN	MAN 1.2	Mr Matthew Reilly
7 JADE	MAN 2.1	Ms Rebecca Heyenga
7 ORANGE	MAN 2.2	Mr Dan Kelly
7 PURPLE	MAN 1.4	Mr Sam Waters
7 RED	MAN 1.1	Miss Cassandra Poynter
7 SILVER	MAN 2.3	Mr Timothy Mannix
7 WHITE	MAN 1.6	Mrs Anne Cochrane

Year Level Leaders:

Mrs Marie Prusac / Mr Matthew Reilly

YEAR TEN

10 BLUE	HTH 1.2	Mr Colin Johnson
10 BRONZE	FOR 1.5	Mr Dean Fox
10 GOLD	HTH 1.1	Mrs Emily Farso
10 GREEN	SNT 1.2	Mr David Banfield
10 JADE	HTH 1.5	Mr Michael Modini
10 ORANGE	FOR 1.2	Miss Maeghan McKenzie
10 PURPLE	HTH 1.3	Ms Rachel Berka
10 RED	HTH 1.4	Mr Gus Garces
10 SILVER	HTH 1.6	Mrs Nerrida Burnham
10 WHITE	Port 13	Ms Margaret Quinn

Year Level Leaders:

Mr Andrew Leaumont / Miss Rachel Berka

YEAR EIGHT

8 BLUE	PWR 2.6	Ms Stephanie Tonietto
8 BRONZE	PWR 2.4	Mrs Bhuwan Autar
8 GOLD	PWR 2.8	Ms Katie Farrell
8 GREEN	PWR 2.5	Mrs Urszula Faulkner
8 JADE	PWR 2.3	Mr John Ryan
8 ORANGE	PWR 2.2	Mr Peter Molinari
8 PURPLE	PWR 2.1	Mr Luke Deery
8 RED	PWR 2.9	Miss Jessica Tipping
8 SILVER	PWR 2.7	Mr John Dimitracopoulos
8 WHITE	PWR 2.10	Mr Rob Risteski

Year Level Leaders:

Mr Greg Hysted / Miss Jessica Tipping

YEAR ELEVEN

11 BLUE	FOR 1.3	Mr Warren Stephenson
11 BRONZE	FOR 1.4	Miss Bridgette McGinn
11 GOLD	CAM 1.6	Mr Andrew Feher
11 GREEN	CAM 1.4	Ms Carrie Baker
11 JADE	HTH 0.3	Mr Steve Tarulli
11 ORANGE	HTH 0.2	Mrs Kristy Brown
11 PURPLE	CAM 1.1	Mr Paul Morgan
11 RED	CAM 1.5	Ms Kerrie Dohrmann
11 SILVER	FOR 1.1	Mr Trevor Murray
11 WHITE	CAM 1.2	Mr Thomas Warren

Year Level Leaders:

Mr Neal Haining / Mrs Tamara Rundle

YEAR NINE

9 BLUE	PWR 2.18	Mr Dan Beard
9 BRONZE	PWR 2.21	Mr Richard Wicks
9 GOLD	PWR 2.23	Mr Marco Cardinali
9 GREEN	PWR 2.14	Miss Maybelle Pangilinan
9 JADE	PWR 2.13	Mr Tom Leydon
9 ORANGE	PWR 2.16	Mr Michael Kerr
9 PURPLE	PWR 2.17	Ms Ann Collins
9 RED	PWR 2.15	Ms Fiona Lynch
9 SILVER	PWR 2.19	Ms Michelle Hansen
9 WHITE	PWR 2.11	To be confirmed

Year Level Leaders:

Mr Matthew Vallis / Ms Ann Collins

YEAR TWELVE

12 BLUE	CAL 1.9	Mr Steve Prosenak
12 GOLD	CAL 1.2	Mr Paul Bernetzke
12 GREEN	CAL 0.1	Ms Zoe Bruce
12 JADE	CAL 1.5	Mr Denver Carron
12 ORANGE	CAL 1.3	Ms Krystle Samios
12 PURPLE	CAL 1.6	Mr Daryn Corish
12 RED	CAL 1.8	Mr Ben Brice
12 SILVER	CAL 1.7	Ms Jackie Doherty
12 WHITE	CAL 1.4	Mr Tim Thompson

Year Level Leaders:

Mrs Janet Barr / Mr Tim Thompson