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**Communications Guidelines 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, and may take a day or two;
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. When emailing teachers, please do not expect a reply immediately, especially out of hours. Staff will reply to email enquiries as soon as it is practical and certainly within two days;
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.
6. Parents and guardians should be mindful of the Mercy Education Limited Parent Code of Conduct available on the College website at <https://www.mlmc.vic.edu.au/about-us/Documents/Policies/MEL%20Parent%20Code%20of%20Conduct%20Feb%202020.pdf>
7. **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.
8. **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.
9. **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.
10. **Guidelines regarding Financial Concerns:**
	* Please contact the Business Manager or Principal for confidential discussion of financial concerns.
11. **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.
12. **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.
13. **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 Mrs Tamara Rundle. 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.
14. **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.
15. **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**

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| **Principal:** | Mr Philip Morison |
| **Deputy Principal – Mission** | Ms Elizabeth Keogh |
| **Deputy Principal – Pastoral Care** | Mr John Rodgers |
| **Deputy Principal – Learning and Teaching** | Mrs Anita Kay-Taylor |
| **Deputy Principal – Organisation** | Mr Louis Papadimitriou |
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| **Campus Directors:** |  |
| McAuley (7-9): | Mrs Gail Preston |
| Barak (10-12): | Mr Kamahl Russell  |
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| **Year Level Leaders / Assistant Year Level Leaders:** | **Campus Learning Advisors:** |
| Year 7: Mrs Marie Prusac / Mr Matthew Reilly | McAuley (7-9) Mrs Joanna Egan |
| Year 8: Mr Greg Hysted / Miss Jess Tipping | Barak (10-12): Mrs Tamara Rundle |
| Year 9: Mr Matthew Vallis / Ms Ann Collins |  |
| Year 10: Mr Andrew Leaumont / Miss Rachel Berka | **Learning Support Team Leader:** Mrs Anne Cochrane |
| Year 11: Mr Neal Haining / Ms Simone Esmonde |  |
| Year 12: Mrs Janet Barr / Mr Tim Thompson | **Library and Information Services**: Miss Megan Ryan |
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| **Sports Coordinator**: Miss Danni Webb | **Careers Teachers**: Ms Lauren Ferguson, Mrs Jo-Anne Hopkins, Mrs Jenny Morison and Mrs Elizabeth Dufty |
| **Faculty Learning Leaders:** |  |
| RE & Faith Development Leader: Mr Paul Morgan | **College Nurse**: Mrs Kristin Collins |
| English: Mrs Alison Schlueter | **First Aid Officer**: Ms Cathryn Arms/Mrs Kate Draffin |
| Mathematics: Mrs Kerrie Dohrmann |  |
| Language: Miss Maybelle Pangilinan | **Counsellors:** Mr Tony Trevitt, Ms Anna Napoli, and |
| Health & PE: Mr Dan Kelly  | and Mrs Amy Bartlett |
| Science: Mrs Urszula Faulkner  |  |
| The Humanities: Mr John Ryan  | **School Wellbeing Coordinator/ Counsellor** |
| Technology: Mr Warren Stephenson | Mrs Tina Tasiopoulos |
| The Arts: Mr Ben Brice |  |
| Applied Learning Coordinator (VCAL): Mr Trevor Murray / Mrs Kristy Brown | **Registrar - Students:** Mrs Marilyn Ryan |
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| **VET / RTO Leader:** Mr Andrew Feher | **Registrar - Community Engagement:** Mrs Emily Cerra |
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| **Music Coordinator:** Mr Gus Garces | **Instrumental Music Secretary:** Mrs Sharon Flint |
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| **Business Manager**: Mr Dean de Munk | **Assistant Business Manager**: Mrs Cathy Pote |
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| **Principal’s Personal Assistant**: Ms Kathy Broadbent | **Office Manager**: Ms Tracy Hobson |
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| **Deputy Principals’ Personal Assistant**: Mrs Bernie Snell |  |
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#  CLASSES, ROOMS AND HOME ROOM TEACHERS – TERM 1 2020

**YEAR SEVEN**

7 AQUA MAN 2.1 Ms Carrie Baker

7 BLUE MAN 2.4 Miss Sarah Battersby

7 BRONZE MAN 1.3 Miss Kassidy Grant-Whiting

7 GOLD MAN 1.5 Mr Adam Dean

7 GREEN MAN 1.2 Mr Matthew Reilly

7 JADE Portable 2 Mrs Rebecca Heyenga

7 ORANGE MAN 1.1 Mr Dan Kelly

7 PURPLE MAN 1.4 Mr Sam Waters

7 RED MAN 2.2 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 EIGHT**

8 BLUE PWR2.6 Ms Stephanie Tonietto

8 BRONZE PWR2.7 Mrs Bhuwan Autar

8 GOLD PWR 2.8 Miss Emma Thornhill

8 GREEN PWR2.5 Mr Terry Hill

8 JADE PWR2.3 Mr John Ryan

8 ORANGE PWR2.2 Mr Peter Molinari

8 PURPLE PWR2.1 Mr Peter Ottavi

8 RED PWR 2.9 Miss Jessica Tipping

8 SILVER PWR2.4 Mr Michael Kerr

8 WHITE PWR2.10 Mr Rob Risteski

**Year Level Leaders:**

**Mr Greg Hysted/Miss Jessica Tipping**

**YEAR NINE**

9 BLUE PWR2.18 Mr Dan Beard

9 BRONZE PWR2.21 Mr Richard Wicks

9 GOLD PWR2.23 Mr Michael Modini

9 GREEN PWR2.14 Mr Tom Warren

9 JADE PWR2.13 Mr Dean Fox

9 ORANGE PWR2.16 Mrs Nerrida Burnham

9 PURPLE PWR2.17 Ms Ann Collins

9 RED PWR2.15 Mr Hans Dharma

9 SILVER PWR2.19 Ms Michelle Hansen

9 WHITE PWR2.11 Miss Natalie Hamment

**Year Level Leaders:**

**Mr Matthew Vallis/** **Ms Ann Collins**

**YEAR TEN**

10 BLUE HTH1.2 Mr Colin Johnson

10 BRONZE CAM 1.5 Ms Leanda Spitzer

10 GOLD HTH1.1 Mrs Emily Farso

10 GREEN CAM 1.1 Mr David Banfield

10 JADE HTH1.5 Miss Bree Burke

10 ORANGE CAM 1.4 Mr Paul Bernetzke

10 PURPLE HTH 1.3 Ms Rachel Berka

10 RED HTH1.4 Mrs Urszula Faulkner

10 SILVER HTH1.6 Mr Johnny Dimitracopoulos

10 WHITE FOR 1.4 Ms Margaret Quinn/Mrs Hilda Cassidy

**Year Level Leaders:**

**Mr Andrew Leaumont/Miss Rachel Berka**

**YEAR ELEVEN**

11 BLUE CAL 1.1Mr Warren Stephenson

11 BRONZE CAL 1.2 Miss Bridgette McGinn

11 GOLD CAL 1.3 Mr Andrew Feher

11 GREEN CAL 1.4 Miss Simone Esmonde

11 JADE CAL 1.5 Mr Marco Cardinali

11 ORANGE CAL 1.6 Miss Christeen Fernando

11 PURPLE CAL 1.7 Mr Paul Morgan

11 RED CAL 1.8 Ms Kerrie Dohrmann

11 SILVER CAL 0.1 Mr Trevor Murray

11 WHITE CAL 1.9 Miss Maybelle Pangilinan

**Year Level Leaders:**

**Mr Neal Haining/Miss Simone Esmonde**

**YEAR TWELVE**

12 BLUE MLC 1.3 Mr Steve Prosenak

12 GOLD MLC 1.6 Miss Emma Whitehouse

12 GREEN MLC 2.1 Ms Krystle Samios

12 JADE MLC 2.8 Mr Denver Carron

12 ORANGE MLC 1.2 Ms Zoe Bruce

12 PURPLE MLC 2.2 Mrs Alison Schlueter

12 RED MLC 2.10 Mr Ben Brice

12 SILVER MLC 2.3 Mr Gus Garces

12 WHITE MLC 1.7 Mr Tim Thompson

**Year Level Leaders:**

**Mrs Janet Barr/Mr Tim Thompson**