



# 2024 New Student Information Booklet

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## Quick Reference Guide

*For all enquiries, please contact the following*

Enrolment:	<a href="mailto:registrar@mlmc.vic.edu.au">registrar@mlmc.vic.edu.au</a>
Transport/Buses:	<a href="mailto:bus@mlmc.vic.edu.au">bus@mlmc.vic.edu.au</a>
General:	<a href="mailto:administration@mlmc.vic.edu.au">administration@mlmc.vic.edu.au</a>
Old Collegians:	<a href="mailto:oc@mlmc.vic.edu.au">oc@mlmc.vic.edu.au</a>
Parents & Friends:	<a href="mailto:pfs@mlmc.vic.edu.au">pfs@mlmc.vic.edu.au</a>
Fees:	<a href="mailto:fees@mlmc.vic.edu.au">fees@mlmc.vic.edu.au</a>



# Welcome

Dear Parents, Guardians and Students

Welcome, as you become members of the MLMC community. In being welcomed to our community, please know that you are entering into 127 years of tradition and service.

MLMC is a College with a focus on the development of fully enlived graduates who strive to better themselves and better the world in which we live.

In the spirit of our founder, Catherine McAuley. May our God bless each and every one of you.

Philip A Morison

Principal



## Key Staff Members | 2024



**Mr Adam Skoczylas**  
Executive Deputy Principal

[askoczylas@mlmc.vic.edu.au](mailto:askoczylas@mlmc.vic.edu.au)



**Ms Elizabeth Keogh**  
Deputy Principal - Mission

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**Mr John Rodgers**  
Deputy Principal - Pastoral Care

[jroddgers@mlmc.vic.edu.au](mailto:jroddgers@mlmc.vic.edu.au)



**Mrs Anita Kay-Taylor**  
Deputy Principal -  
Learning and Teaching

[akay-taylor@mlmc.vic.edu.au](mailto:akay-taylor@mlmc.vic.edu.au)



**Mrs Gail Preston**  
Campus Director 7-9

[gpreston@mlmc.vic.edu.au](mailto:gpreston@mlmc.vic.edu.au)



**Mr Kamahl Russell**  
Campus Director 10-12

[krussell@mlmc.vic.edu.au](mailto:krussell@mlmc.vic.edu.au)

# Important Dates

## Academic Foundation Program (Years 8-12 2024)

*Tuesday 21 November - Thursday 30 November 2023*

To prepare students for their studies — the College facilitates an academic foundation program (AFP) at the end of each year. These classes are compulsory for our current students and are an excellent opportunity for students to prepare for their pathway program the following year.

We understand that the availability of your child to attend these classes will be dependent upon their current commitments. Please note that this transition program is a vital step in preparing students for their pathway studies and all students will receive lesson instructions, class activities and homework to complete over the summer holidays in readiness for commencement in Term 1 2024.

We request that your child arrives at school at 8.50am on the first day of their AFP and go directly to Reception. Your child will be met by the Year Level Leader and taken to their homeroom. Students should wear school uniform on these days.

If you have any queries regarding the above, please contact the College on 9735 4022.

## Orientation Day (Year 7 2024 students)

*Tuesday 5 December 2023*

The Year 7 2024 Orientation Day will be held on Tuesday 5 December 2023. Please arrive at the College no later than 8.50am to ensure a punctual start. School uniform is not required on this day.

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 on page 6.

Students with surnames A – K are to enter the College via the Anderson Street main gate (Gate 1). You will be directed around the roundabout and exit through the same gate. Our students and staff will direct you to drop your child off in the drop off area.

Students with Surnames L – Z are to be dropped off and collected at the College bus bay (Gate 4), entry is via the northern end of the driveway on Anderson Street. Exit is via Gate 3.

Year 10 Peer Support Leaders will be available to meet the students and guide them to Centennial Hall.

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

- Writing materials
- Snack and drink bottle
- A hat for recess

Students are reminded to complete their Orientation Passport prior to Orientation Day. A Google Form link will be sent to students. This Passport will help students get to know their homeroom teacher and assist them getting to know some of the key members of staff and expectations of their new school.

The pick up time is 12.30pm.

# Orientation Day (New Year 8 and 9 2024 students)

An Orientation Day for new Year 8 and 9 students will be held on Wednesday 31 January 2024, which is also the 2024 commencement day for all students in Years 7, 11 and 12. Families will be informed of the session time closer to the date. The session will be approximately 1.5 - 2 hours. School uniform is not required on this day. Please meet at Main Reception.

Your child will have the opportunity to meet new students at MLMC for 2024 from their year level, be introduced to key staff members and have a brief tour of their year level area with areas such as their homeroom, locker area, canteen, library, toilets etc.

Please save the date for this important transition event.

## Students Return for 2024

*Year 7, 11 and 12 students commence on Wednesday 31 January 2024 - 9.00am to 3.15pm*

*Year 8, 9 and 10 students commence on Thursday 1 February 2024 - 9.00am to 3.15pm*

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 12 of this booklet.

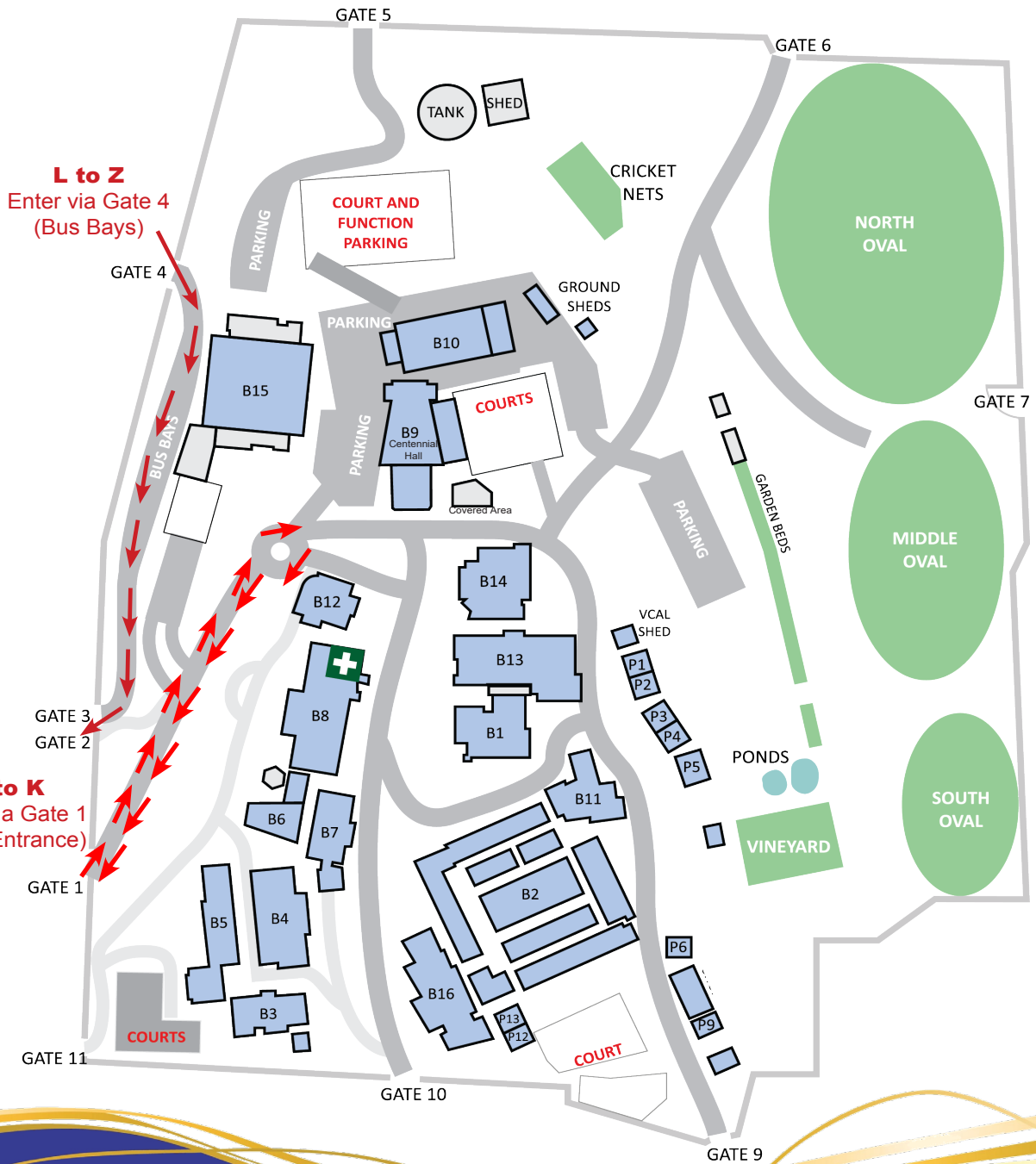
## Bell Times for 2024

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Warning	8.55	8.55	8.55	8.55	8.55
Homeroom	9.00 – 9.10	N/A	9.00 – 9.10	9.00 – 9.10	9.00 – 9.10
Period 1	9.10 – 9.59	9.00 – 9.44	9.10 – 9.59	9.10 – 9.59	9.10 – 9.59
Period 2	9.59 – 10.48	9.44 – 10.28	9.59 – 10.48	9.59 – 10.48	9.59 – 10.48
Pastoral Care	N/A	10.28 – 11.12	N/A	N/A	N/A
Recess	10.48 – 11.13	11.12 – 11.32	10.48 – 11.13	10.48 – 11.13	10.48 – 11.13
Warning	11.08	11.27	11.08	11.08	11.08
Period 3	11.13 – 12.02	11.32 – 12.16	11.13 – 12.02	11.13 – 12.02	11.13 – 12.02
Period 4	12.02 – 12.51	12.16 – 1.00	12.02 – 12.51	12.02 – 12.51	12.02 – 12.51
Lunch 1	12.51 – 1.11	1.00 – 1.20	12.51 – 1.11	12.51 – 1.11	12.51 – 1.11
Lunch 2	1.11 – 1.36	1.20 – 1.45	1.11 – 1.36	1.11 – 1.31	1.11 – 1.36
Warning	1.31	1.40	1.31	1.31	1.31
Period 5	1.36 – 2.25	1.45 – 2.30	1.36 – 2.25	1.36 – 2.25	1.36 – 2.25
Period 6	2.25 – 3.14	2.30 – 3.15	2.25 – 3.14	2.25 – 3.14	2.25 – 3.14
Dismissal	3.14	3.15	3.14	3.14	3.14

# MOUNT LILYDALE MERCY COLLEGE



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



# Camps and Retreats

## *Year 7 Camp*

Year 7 students will attend the Alexandra Adventure Resort camp. The main aim of this camp 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.

The year level will be divided into 2 groups, with groups attending the following dates. Homerooms will attend as a whole group and families will be advised which group their child is in during Term 1 2024.

- Group 1 - Monday 12 February - Wednesday 14 February
- Group 2 - Wednesday 14 February - Friday 16 February

## *Year 8 Camp*

Year 8 students will attend a Canberra Trip. The year level will be divided into 4 groups, with groups attending the following dates. Homerooms will attend as a whole group and families will be advised which group their child is in during Term 1 2024.

- Group 1 - Monday 3 June - Friday 7 June
- Group 2 - Monday 17 June - Friday 21 June
- Group 3 - Monday 26 August - Friday 30 August
- Group 4 - Monday 2 September - Friday 6 September

## *Year 9 Camp*

Year 9 students will attend the Summit Camp at Trafalgar. The year level will be divided into 2 groups, with groups attending the following dates. Homerooms will attend as a whole group and families will be advised which group their child is in during Term 1 2024.

- Group 1 - Monday 18 March - Wednesday 20 March
- Group 2 - Wednesday 20 March - Friday 22 March

## *Year 11 Retreat*

Year 11 will participate in a Retreat Day on Friday 24 May

## *Year 12 Retreat*

Year 12 will participate in a Retreat Day on Friday 2 February and Thursday 23 May

# 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

Other volunteer opportunities include:

The Debutante Ball — Parents assist on the Debutante Ball Nights to get the participants ready to be presented.

The Organisation Skills Program — This 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. Volunteers go into Year 7 classes at an arranged time with the classroom teacher, to work with students 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.

## *For Further Information*

Please contact Miss Natalie Virgona (Community Development Coordinator) at the College at [pfs@mlmc.vic.edu.au](mailto:pfs@mlmc.vic.edu.au) or by phoning 9735 4022.

For further information on Volunteering at the College, 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 2024



<b>ALL INCLUSIVE FEE</b> 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	<b>Years 7 to 12 - \$7,400</b>			
<b>Payment Options</b>	<b>4 x Quarterly</b>	<b>10 x Monthly</b>	<b>20 x Fortnightly</b>	<b>40 x Weekly</b>
Payment amount based on one student	\$1850	\$740	\$370	\$185.00
Payment amount based on two students	\$3575	\$1430	\$715	\$357.50
Payment amount based on three students	\$5175	\$2070	\$1035	\$517.50

**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 is paid by **6 March 2024** (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 2024						
QUARTERLY <i>Direct Debit &amp; Credit Card</i>	MONTHLY <i>Direct Debit &amp; Credit Card</i>	FORTNIGHTLY A <i>Direct Debit Only</i>		FORTNIGHTLY B <i>Direct Debit Only</i>		WEEKLY <i>Direct Debit Only</i>
14 February	19 February	26/01/24	09/02/24	02/02/24	16/02/24	40 Payments 26/01/24 to 25/10/24  <b>All processed on a Friday</b>  <b>NB: Dates in Red WILL continue over school holidays</b>
01 May	18 March	23/02/24	08/03/24	01/03/24	15/03/24	
24 July	17 April	22/03/24	05/04/24	29/03/24	12/04/24	
09 October	17 May	19/04/24	03/05/24	26/04/24	10/05/24	
	17 June	17/05/24	31/05/24	24/05/24	07/06/24	
	17 July	14/06/24	28/06/24	21/06/24	05/07/24	
	19 August	12/07/24	26/07/24	19/07/24	02/08/24	
	17 September	09/08/24	23/08/24	16/08/24	30/08/24	
	17 October	06/09/24	20/09/24	13/09/24	27/09/24	
	18 November	04/10/24	18/10/24	11/10/24	25/10/24	
<b>All processed on a Friday and will continue during holidays</b>						

### SPECIALIST SUBJECT LEVIES 2024

<b>Health &amp; Physical Education</b>	Outdoor Education - The Great Outdoors - Year 10	\$600
<b>VET</b>	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 EFT.

**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 2023 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.

**School Fees email:** [fees@mlmc.vic.edu.au](mailto:fees@mlmc.vic.edu.au)

**Phone Number:** 9735 4022

# 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

View our uniform policy here — <https://www.mlmc.vic.edu.au/uploads/Documents/Policies/Uniform-Policy-Implementation-Guidelines.pdf>

View our uniform list here — <https://www.mlmc.vic.edu.au/uploads/Documents/Mount-Lilydale-Uniform-List-2024.pdf>

### 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 visible t-shirts or designs on t-shirts underneath shirt.
- College pinhead fabric grey trousers / regulation grey or 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.
- Two sleeper/studs are permitted in each ear with at least one in the lower lobe of each ear.
- Plastic earrings or band aids covering earrings are 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.
- Hair length between back and sides may differ, but only in the instance that the side length is no shorter than a No.3 Clipper. The back should not be longer than the collar. Otherwise, the sides and back must be a consistent length. Please note the dot point above.
- Haircuts with No. 3 clippers or higher are acceptable. Extremely short or shaved hair and multicoloured, unnatural or extreme hair colours 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. Students will be asked to report to school the following day clean shaven. Failure to do so will result in them being sent home.
- 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.

## ***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.

## ***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.

## ***College Bags***

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

## ***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.

## ***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.

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.

## ***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.

## ***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.

## ***Sanctions***

Correct wearing of the uniform should be the responsibility of each student. This responsibility encourages self-discipline, which is a vital part of our students' movement towards adulthood. It is unnecessary and unfortunate if uniform becomes a source of conflict between staff and students. Parents are expected to support the College by ensuring their child is correctly attired according to school regulations (see Responsible Behaviour Policy).

## ***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.

## *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.

## *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.

## *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.

# 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.

All students will receive a Google educational account to access the Google suite of tools, Google Apps for Education (known as GAFE). GAFE is endorsed and supported by Melbourne Archdiocese Catholic Schools (MACS) to be a key driver for contemporary learning.

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

## *Payment Information*

The cost to each student for the device is included in the College fees. As there will be no residual amount due at the end of the 2 years (Years 7 and 8), and end of the 4 years (Years 9, 10, 11 and 12), the student will own the device once all College fees and levies are paid in full for that student.

## *Distribution*

Year 7 students will receive their Chromebook during the Year 7 Camp week/Step Forward program, over the week of Monday 12 February to Friday 16 February 2024.

Year 9 students will receive their MacBook Air in the first week of Term 1 2024.

New students in Year 8, 10, 11 and 12 will receive their device when they commence at the College.

No device will be issued to any student until the Acceptable Use Policy for Electronic Resources Agreement and the Student Laptop Program Agreement Terms and Conditions are accepted by the student and the parent. These forms will be made available via the Compass App/Portal for acceptance.



# Chromebook - Issued to Year 7 and 8 students

A Chromebook is the best device to meet the learning needs of students in 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 College's learning systems more easily.

When a Year 7 or 8 student commences at the College, they will be issued with:

- A Lenovo Chromebook and a protective carry case

# MacBook Air - Issued to Years 9 - 12 students

The College will provide a MacBook Air to all Year 9 students and new students in Years 10, 11 and 12, as a learning tool. 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.

Each student will be issued with:

- MacBook Air with charger and a protective carry case

## FAQ's

### Q: What if I am a new student?

In order to ensure that all students have the same device in each year level, new students enrolled through the year have the option of purchasing a new device, or if available, a 2nd hand device. A pro-rata amount will be required to be paid before the student commences in order to allow the lease to be run in conjunction with the remainder of the lease. Parents will be notified of the amount required in a letter forwarded with the Acceptance of Offer paperwork.

### Q: What happens if the Device is not working or 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 Device repaired?

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

- Chromebook - First Repair Claim is \$80
- Chromebook - Any subsequent claim will be full value of the quote to repair the device
- MacBook Air - First Repair Claim is \$300
- MacBook Air - Any subsequent claim will be the 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: Can I bring my own Device?

The College does not have an option to Bring Your Own Device for any year level. The College believes that students will have the best learning outcome when using the same device with the appropriate software to support the teaching and learning programs.

### Q: What if a Student Exits the College?

If a student exits the College prior to the completion of Year 8 or Year 12, the device MUST be returned to the College IT Department prior to their last day. The College still maintains ownership of all devices until the device is paid for in full via school fees or by other arrangements. Families have the option of paying out the lease to retain their device or return the device in good working condition to the IT Department before departing. The cost will be determined at the time of exit. Devices that are returned damaged or not working will incur charges, which may be more than the buy out cost.

### Q: Is there more information available to view on the MacBook Air?

Further information about the MacBook Air can be viewed at:

<http://www.apple.com/au/macbook-air/>

# 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 Compass 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 over a subject's topics, activities or assessment should be with your child's **subject teacher**.

If your discussions with the subject teacher have not reached a satisfactory outcome, you may wish to speak to the **Faculty Learning Leader**.

Their **Homeroom Teacher** is also a useful person to speak to regarding overall academic progress.

The **Year Level Leader** is able to provide assistance to you and your child, especially in regard to matters extending across more than one subject, organisation or study habits.

If you need further assistance after pursuing these options, you may wish to contact the appropriate **Campus Learning Advisor** or **Campus Director**. These people 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.

## *Academic Progress Monitoring*

You will be able to monitor your child's academic progress via the Compass App/Portal where 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 Compass App/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.

## ***Guidelines regarding Financial Concerns***

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

## ***Student Absences from School***

**Daily Absences/Late to School/Leaving Early: Are to be advised to the College by 9.30am each morning.** This can be done via the Compass App/Portal by clicking on "Shortcuts" and then selecting "Submit Absence Note". If you have more than one child at the College, you will need to select the child the absence note is being added for.

Daily absences/Late to School/Leaving Early passes can also be advised to the College by emailing [administration@mlmc.vic.edu.au](mailto:administration@mlmc.vic.edu.au) or ringing the Absentee line on 9237 1365. Absences are recorded on our College student administration system. It is important to communicate all absences via Compass, 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](mailto: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 and Teaching, if they have a query about subject selection. Our VET Leader can be contacted with any queries about VET courses/subjects.

## ***Enrolment Queries / 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](mailto:registrar@mlmc.vic.edu.au).

## ***Buses***

Enquiries about bus operations and bus passes should be directed to the College Bus Coordinator at [bus@mlmc.vic.edu.au](mailto:bus@mlmc.vic.edu.au) or 9735 4022.

## ***College Newsletter***

The College newsletter is emailed fortnightly and contains important information. If your email address has changed since your application, please update this with the College Office.



# 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 appropriate Year Level Leader 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.

**Important: All information will be considered private and confidential.**

## Policies and Governance

### *Child Safety*

Mount Lilydale Mercy College community is committed to a culture of child safety and a zero tolerance of child abuse. Our Child Safety Policy has a specific focus on safeguarding the young people of Mount Lilydale Mercy College against sexual, physical, psychological, spiritual and emotional abuse or neglect. Our commitment is drawn from and is inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel.

For more information, please go to our website via this link <https://www.mlmc.vic.edu.au/about-us/child-safety>

### *Mercy Education Parent Code of Conduct*

The College abides by the Parent Code of Conduct set out by Mercy Education Limited. The document provides members of the College community with guidelines for the effective development of positive relationships within the College and assists in articulating our core Mercy Values. Parents / guardians are expected to uphold the Mercy Values to create respectful relationships at all times. This applies to all visitors to the College.

To read this code of conduct, please go to our website via this link <https://www.mlmc.vic.edu.au/uploads/Documents/Policies/MEL-Parent-Code-of-Conduct-Revised-10-June-2022.pdf>

# 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 2024. 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 are 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 each when they receive their College ID card.

For further information regarding bus travel, please contact the College Bus Coordinator.

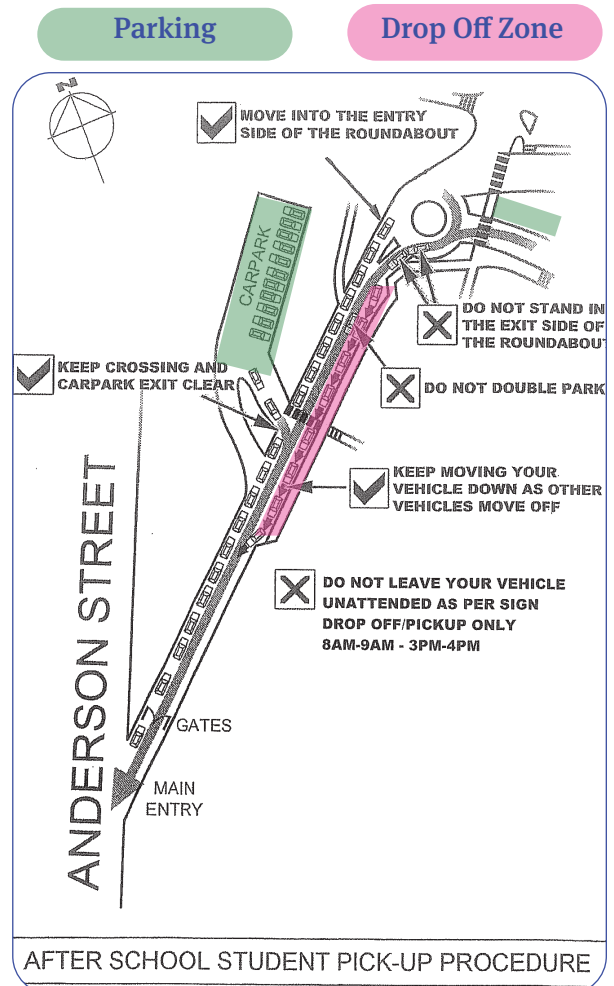
**College Bus Coordinator**

**Phone: 9735 4022**

**Email: [bus@mlmc.vic.edu.au](mailto: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, please 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 or 2590: Invicta 5		2631 or 2590: 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
3407: Mt Dandy 2 (aka Mt Lilydale 2)		3407: Mt Dandy 2
3433: Mt Dandy 3 (aka Mt Lilydale 3)		3433: Mt Dandy 3

# Instrumental Music Program

Mount Lilydale Mercy College offers a robust Instrumental Music program for students at all years and skill levels. For more information, please visit our website via the link <https://www.mlmc.vic.edu.au/learning/instrumental-music>

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

- Mrs Sharon Flint, Instrumental Music Secretary on [sflint@mlmc.vic.edu.au](mailto:sflint@mlmc.vic.edu.au) or 9739 2217
- Ms Wendy Anderson, Faculty Learning Leader - Performing Arts on [wanderson@mlmc.vic.edu.au](mailto:wanderson@mlmc.vic.edu.au) or 9237 1320

## 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 staff 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](mailto:firstaid@mlmc.vic.edu.au)

## 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.



# Medical Information

*It is important that you provide the College with your child's medical information BEFORE they commence at the College.*

**For new students to the College, this must be completed prior to Orientation Day.**

The most efficient way to complete this process is to log in to the Parent Portal and provide information via the My Details tab for your child. 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 Parent 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.



**Mount Lilydale Mercy College**  
**120 Anderson Street, Lilydale VIC 3140**  
**T: 03 9735 4022 W: [www.mlmc.vic.edu.au](http://www.mlmc.vic.edu.au)**

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