



**2023**  
**PARENT  
INFORMATION  
HANDBOOK**



**MERCY CATHOLIC COLLEGE**  
CHATSWOOD  
Est. 1890

*Providing Excellence in Teaching and Learning since 1890*

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*In Meliora Contende*

Strive for Better Things

## INTRODUCTION

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Mercy Catholic College is part of Catholic Schools Broken Bay (CSBB) is a system serving 44 Catholic Schools with around 17,000 students from Kindergarten to Year 12. Catholic Schools Broken Bay clear vision of providing authentic, professional Catholic education delivered with care and compassion.

Our College has a rich history, it commenced operation in 1890 and then, as now, it attempted not only to reflect present needs in education, but also to challenge those involved to explore the future. The College aims to educate women for the 21<sup>st</sup> century to take their rightful and recognised roles as individuals within the community.

College life is based on Gospel values where the worth of each individual is recognised irrespective of ethnic background, academic ability or social opportunity. This diversity of characteristics is viewed as an opportunity for richness.

The academic curriculum offered at the College aims to provide a broad education which will challenge the creativity, initiative and ability of each student. This challenge is extended further through the cultural and sporting activities of the College.

The College community leads by example – displaying care, love, respect, friendliness and compassion towards its members. It operates as a just and peaceful society in which all members may grow in confidence as Christian witnesses modelled on Christ and His Mother Mary, under whose patronage the College exists.

Mercy Catholic College recognises the worth of each individual (be they students, parents or staff). It values the role of the individual within the community, encourages the understanding that rights must be balanced by responsibilities, and strives to meet the sentiments of the Prophet Micah to “act justly, love tenderly and walk humbly with your God” (Micah 6:8).

## ACCEPTANCE OF ENROLMENT

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**At Mercy Catholic College we expect students to:**

- *be actively involved in our Catholic Community*
- *uphold the College motto “Strive for Better Things”*
- *respect those who hold authority within the College*
- *respect the rights and good name of all members of the College community*
- *show consideration for all members of the wider community, particularly when using public transport and facilities*
- *acknowledge that they are ambassadors for the College and behave appropriately on all occasions*
- *respect the rights of others to learn*
- *respect the property of others*
- *acknowledge a personal responsibility for the maintenance of a pleasant school environment.*

## TERM DATES – 2023

2023	Term Commences	Term Finishes
<b>Term 1</b>	Monday 30 January, 8:30am – 12pm Year 7 & Year 10 and all students new to the College in 2023	Thursday 6 April
	Tuesday 31 January 2023 All students, Years 7 – 12	
	Easter	7 April – 9 April
<b>Term 2</b>	Monday 24 April	Thursday 29 June
<b>Term 3</b>	Monday 17 July	Thursday 21 September
<b>Term 4</b>	Monday 9 October	Tuesday 19 December

## BEGINNING OF YEAR PROCEDURE – YEAR 7 ONLY

### ***Year 7 students start on Monday 30 January - half a day only***

8:30am	Year 7 students arrive
8:45am	Year 7 students assemble in the amphitheatre Students must attend school in full school uniform  Students will be given their timetables, College Planner, padlock and general organisational details  Items required on the day <ol style="list-style-type: none"><li>1. Morning Tea</li><li>2. Pen &amp; pencil case</li><li>3. College backpack</li></ol>
12 noon	Students are dismissed

*\*NB: It is a good idea for your daughter to bring her text books to school in stages. Students will be required to have all text books at school by the end of the first week of term.*

### **Tuesday 31 January 2023 is a normal school day for all students Years 7 – 12**

8:30am	Normal arrival time
8:45am	Tutor Group and regular daily timetable begins
3:10pm	Students are dismissed

## YEAR 7 – STATIONERY REQUIREMENTS

In addition to the published book list via [Campion](#) and subject levies, Year 7 students are required to purchase the following items. Please ensure all books are covered and all items are labelled with the student's full name.

<b>BYOD</b>	Your daughter's BYOD should be brought to every lesson fully charged
<b>Religious Education</b>	1 A4 exercise book (100+pgs – not perforated)
<b>Art</b>	2 x 2B Pencil 1 x set of Chromacryl brand paint (75ml - white, black, cool blue, cool yellow and cool red) Nylon brushes: size 2, 4 and 6
<b>Technology</b>	1 x set of safety goggles (also used in Science) 1 x face mask Example – goggles must cover eyes completely and have side panels to prevent splashes entering eyes. Available – Bunnings / Officeworks Cost approximately \$10 - \$20
<b>English</b>	1 x A4 page exercise book (96 + pgs)
<b>Geography</b>	1 x A4 exercise book (100+pgs) Coloured pencils Clear 30cm ruler
<b>History</b>	1 A4 exercise book (100+pgs)
<b>Mathematics</b>	2 x A4 160 page grid book Geometry set
<b>PD/H/PE</b>	Sports Uniform as detailed on the Uniform List. 1 x A4 exercise book (100+pgs)
<b>Science</b>	2x A4 2-ring binders A4 lined, reinforced loose leaf paper suitable for 2-ring binder-200 pages A4 plastic sleeves to fit ring 2 ring binder 2B pencil Eraser Scissors Glue Clear 30 cm ruler(as purchased for Geography) Scientific calculator (as purchased for Mathematics) Safety goggles (as purchased for Technology) Geometry set (as purchased for Mathematics)
<b>Earphones</b>	1 set of earphones which will be used over all subjects
<b>Display Folder</b>	1 x A4 display folder (for College Awards and similar)



## STUDENT DEVICE PROGRAMME

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When purchasing a device for your daughters use at Mercy Catholic College please note the following terms and conditions:

- Students must bring a Windows 10 Laptop or Apple Mac Laptop only - these laptops must meet the minimum specifications outlined by the Diocese below.
- iPads and Chromebooks will **not** be supported as BYOD devices, as they do not run certain software applications that are required at the College.
- The College will connect the BYOD device to the school WiFi, however, all warranty, support, accidental damage and loss/theft issues are the responsibility of the parent.
- Students may only connect ONE device to the College network and this must remain their primary device during their time at the College.
- The College uses the Google G-Suite education platform for teaching and learning – parents are **not** required to purchase any additional software (such as Microsoft Office).

### Minimum Specification Requirements – 2023

<b>Windows Laptops</b>	
Screen Size	13” – 14”
Processor	8th Gen Intel Core i5 (Or equivalent AMD)
Memory	8GB RAM
Storage	256GB SSD
Wireless	WiFi 5 (802.11ac 2x2)
Operating System	Windows 10 (excluding Windows 10s)
Other	Battery – 8hr advertised battery life Biometric Technology (Used for Windows 10 Hello) – Desirable
Warranty	3 year warranty with accidental damage protection

<b>Apple</b>	
MacBook Air MacBook Pro	MacOS – Monterey 12.3 or Higher MacOS – Monterey 12.3 or Higher  <b>*Specs – Equivalent to Laptops</b>

## COMMUNICATION – WHO TO CALL

It is important that parents and the school work closely together in partnership. If there are concerns or problems, then a solution is often not far away if we work on it together. If there are disruptions or stress at home, then it is very helpful for us to know so that we can support your daughter at school.

### Parent Communication Procedures

Concern		Issue	Key contact
ACADEMIC	If you have a question or matter of concern regarding your daughter's learning.	If you have a question about your daughter's progress in class.	Contact the classroom teacher by email or phone via the College office.
		If you want more information or need to raise a concern.	Contact the relevant KLA Co-ordinator by email or phone via the College office.
PASTORAL	If you have a concern regarding your daughter and her punctuality, absenteeism, peer relationships, social development, mental health, or other pastoral care areas.	If your daughter is late to school or is absent from school.	Please go to compass and complete attendance notification.
		If you have a concern about your daughter's well-being at the College	Contact your daughter's Year Co-ordinator by email or phone via the College office.

### Contact Emails and Numbers

College Administration Office	<a href="mailto:mercy@dbb.catholic.edu.au">mercy@dbb.catholic.edu.au</a>	9419 2890 or 9419 2933
College Absentee	Via Compass or email to: <a href="mailto:SMCCC.absentees@dbb.catholic.edu.au">SMCCC.absentees@dbb.catholic.edu.au</a>	
College Registrar	<a href="mailto:SMCCC.registrar@dbb.catholic.edu.au">SMCCC.registrar@dbb.catholic.edu.au</a>	
College Fees	Attention to Business Manager c/- <a href="mailto:mercy@dbb.catholic.edu.au">mercy@dbb.catholic.edu.au</a>	

## COMMUNICATION CHANNELS

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We believe communication is key to creating the effective ongoing partnership between the College and home that creates the best possible learning environment for our students.

We have a range of tools in place to communicate important information between the College, students and families, including:

**Compass** – A central portal for students, parents and staff to easily access important information regarding student wellbeing and academic progress including academic results, reports, event permissions, parent/teacher bookings, College calendar, behaviour management and merits. The portal is accessible via the web and also via the Compass School Manager App (available via the App Store and Google Play).

Information and instructions regarding Compass will be sent to you on your daughter's commencement with the College.

**The College Personal Planner (diary)** – an important organisational tool for students which outlines most College policies and enables parent-College communication.

**Mercy Voice Newsletter** – fortnightly newsletter detailing events in the past, and other important information for the coming weeks, emailed to parents, students, and staff.

**Social Media** – Follow us on Facebook **and Instagram** for regular updates on day-to-day activities at the College.

**Parent Facebook Groups** – closed groups for interested parents of each year group to share information (please email the College to join or details will be promoted in the first Mercy Voice Newsletter of the Term.)

**Note** – it is an expectation of the College that families read College notifications and newsletters as they are essential communication tools.

## PARENT INVOLVEMENT

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**Mercy Catholic College enjoys a strong level of parent involvement across a variety of areas.**

### **The Mercy Catholic College Parent Advisory and Engagement Group**

The Mercy Catholic College Parent Advisory and Engagement Group provides the community with a forum for discussion, debate and dialogue on issues concerning the education of young women and the challenges which face parents. The Association also facilitates social events for parents and families which strengthen our sense of community. Many outstanding facilities have been provided for Mercy Catholic College through the work of the Parents & Friends Advisory Association. These include the provision of computers, data projectors, refurbishment of student bathrooms and the replacement of classroom and outdoor furniture and air conditioner units.



### **School Sport**

Mercy College offers a variety of co-curricular sports. These sports can only be offered to your daughter if we have the support from parents. Parents play important roles in the co-curricular development of their daughters by taking on roles such as team manager and coach.

### **Student Planners**

Student Planners are used to keep the lines of communication open between parents and teachers and parents are always welcome to keep in contact.

Each student is given a College email address. Students are encouraged to check this, as well as the Compass newsfeed, regularly for messages from their Year Co-ordinator and other College staff.

## PASTORAL CARE

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### *Striving @ Mercy*

At Mercy Catholic College, we strive for our girls to be the very best they can, and we use our school values to guide us to fulfil that pledge.

**Respect** - we value ourselves, and the role that our peers, teachers, parents and our environment have on shaping us become the women we want to become.

**Compassion** - we are empathetic and understanding of each other's needs and background.

**Integrity** - we communicate with honesty and act with sincerity.

**Excellence** - we endeavour to do everything to our best ability.

**Hospitality** - we display kindness to all and are inclusive and welcoming

**The aim of Pastoral Care at Mercy Catholic College is to provide a caring educational environment where each student is known and cared for as an individual and where she feels included within the classroom and the College community. Our mission is to educate, empower and inspire independent young women to achieve academic, social and spiritual growth.**

Responsibilities	Rights
To treat others with respect and dignity	To be treated with respect and dignity
To contribute in a positive way to the learning environment	To learn within a supportive classroom environment
To refrain from hurtful behaviours	To live within the College community free of verbal, physical and emotional hurt
To respect another's right to hold and express an opinion	To hold and express an opinion
To maintain a clean, safe environment	To work in a clean, safe environment

Caring is seen as the role of every member of the community - teachers, non-teaching staff, parents and students. Strong lines of communication are kept open between the girls and their Tutor, Year Co-ordinator, College Counsellor, College Executive and parents.

## **Pastoral Care programme**

The Pastoral Care programme operates on a number of levels. All students are placed in a vertical Tutor Group and Year 7 students are given a “Big Sister” to assist with their transition from primary to high school.

Student Leaders draw the community together by working with staff, students and the community at large to foster a sense of common purpose and celebration.

The Year Co-ordinators and Tutors provide the focus of the pastoral care system by providing a liaison function between the Director of Student Wellbeing, staff, parents, students and the college counselling staff, to ensure that behaviour management is maintained for the benefit of all. Teachers use the Student Planner and the compass portal to affirm students and raise issues of concern with parents.

Parental involvement is an important factor in the process of pastoral care. Parents are kept informed of school activities through Information Nights, emails, fortnightly newsletters (Mercy Voice) and the Compass portal. Year Co-ordinators regularly send home information of relevance to particular Year groups.

## **Year 7 STAR Programme**

Mercy College’s Student Transition and Resilience programme (STAR), for Year 7 students, is designed to support students in their transition into high school. Research has shown that the more positive emotions young people experience the more resilient they will be. The Resilience Project is utilised to encourage our girls to find and display gratitude, empathy, mindfulness and emotional literacy. Students are encouraged to become self-motivated, independent learners for life displaying higher order thinking and problem-solving skills.

## Colour Houses

Students are also placed into one of four Colour Houses – (tied into tutor groups) These Houses compete against each other in the annual Swimming and Athletics Carnivals, as well as a number of other fun activities throughout the year. The names of the Houses are a reflection of our Mercy heritage and are linked to Mother Mary and venerable Catherine McAuley.

### Colour Houses

	COOLOCK	Gold	The house from which Catherine McAuley began her works of mercy.
	MERCY	Blue	The order of teaching and nursing sisters begun by Catherine McAuley.
	MCAULEY	Green	Named after Catherine McAuley, foundress of the Sisters of Mercy.
	STORMANSTON	Red	The property at which Catherine McAuley resided with her parents in her very early years.

## Student Awards

Student Awards are a regular feature of life at Mercy Catholic College. Students may strive to achieve awards in the following categories, which are issued at each fortnightly Year assembly: **Academic Achievement, Academic Effort and Citizenship Awards**. Upon attainment of five of these awards, students are presented with a Principal's Award at a College Assembly.

## The Award Programme

In addition, the College runs an Award Programme specifically developed to encourage student involvement across a wide range of Mercy activities, allowing students the opportunity to graduate with further accreditation from any Year level at Mercy Catholic College. The awards require participation in extra-curricular, internal, and external social justice activities. The Programme is divided into two types of awards.

### ***Honours Programme***

This programme will allow students to graduate from any Year level at Mercy Catholic College with an Honour Award. Honours participants are required to be in the Top 10% of their year academically and must successfully complete a Principals task. (1000-word essay on a topic chosen by the Principal.)

#### **CRITERIA**

Academic Requirements	Must consistently be in the top 10% of year across all subjects.
Extra-curricular Involvement	Participated in at least one College based enrichment activity or represent the College in a Sport/Activity with a minimum of 15 hours participation.
INTERNAL Social Justice Involvement	Assist in at least one College based social justice activity consistently with a minimum of 15 hours participation.
EXTERNAL Social Justice Involvement	Complete one wider external community involvement activity consistently with a minimum of 15 hours participation.
Principal's Task	Complete an individual essay on a topic chosen by the Principal.

### ***Blue & Gold Award***

This programme will allow students to graduate from any Year level at Mercy Catholic College with a Blue & Gold Award. Students who complete successfully will receive their awards at either the Year 12 Graduation or Academic Awards Ceremony in Term 4.

#### **CRITERIA**

Extra-curricular Involvement	Participated in at least one College based enrichment activity or represent the College in a Sport/Activity with a minimum of 15 hours participation.
INTERNAL Social Justice Involvement	Assist in at least one College based social justice activity consistently with a minimum of 15 hours participation.
EXTERNAL Social Justice Involvement	Complete one wider external community involvement activity consistently with a minimum of 15 hours participation.

Programme organiser Mrs Kellendonk ([margaret.kellendonk@dbb.catholic.edu.au](mailto:margaret.kellendonk@dbb.catholic.edu.au))

## RELIGIOUS EDUCATION

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Students are challenged each day to live out gospel values. We aim to foster in our students the capacity to make decisions about their life that are in keeping with the values of Jesus, a search for the truth, and an ability to think critically.

Students participate in a fortnightly Mass which is prepared by individual Year groups or classes and also in Reflection Days or Retreats.

The sacrament of Reconciliation is available to students and an opportunity to participate in Social Justice activities and Reflection Days.

All students will have the opportunity to partake in a Christian Initiation programme lead by our Youth Minister.

We also welcome parent attendance at our fortnightly Mass in the College Chapel.



## SOCIAL JUSTICE PROGRAMME

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Catherine McAuley founded the Sisters of Mercy in 1831 with the intention of attending to the poor of Dublin, Ireland. Catherine once wrote to another Sister of Mercy, “the poor need help today, not next week”. This approach of seeing need and acting upon it now, not next week is the focus of Mercy College’s Social Justice Programme.

The main student group is Mercy Action, which meets regularly to raise awareness of injustices and devise activities to raise funds. They support relief for people affected by natural disasters and raise funds to provide education for students in Vietnam.

During Mercy Week all students are involved in the local community lending a hand at a variety of institutions, such as St Canice’s Kitchen, Hope Street Café, Loaves & Fishes Restaurant and the Sudanese Centre or assisting at aged care facilities or primary schools with children who have disabilities.

In senior years there is an opportunity for students to visit another country and be involved in an overseas outreach programme, working in orphanages, as well as on building projects.



*Mercy College students being welcomed by a local community during the Vietnam immersion programme*

## YEAR 7 COLLEGE CAMP

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There is a compulsory College camp for all Year 7 students early in Term 1. This is an opportunity for students to get to know other members of their Year Group. It is a fun and invaluable introduction to high school.



*Year 7 students participating in one of the many friendship building activities at the College camp.*

## TEACHING AND LEARNING

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Mercy Catholic College is dedicated to developing our students' learning dispositions and metacognitive skills. The expectation is that our students go beyond merely accepting information, and learn to examine, question and contest material to gain deeper understanding. We want our students to develop into life-long learners who value learning because it is intrinsically rewarding.

The College takes an immersive, enculturative approach. We believe students' intellectual, social and emotional development occurs best within a learning culture which integrates the following values into teaching and learning actions:



Optimal challenge motivates students and promotes self-efficacy.



Agency and ownership of learning deepens engagement.



Collaboration and discussion enhances understanding.



Learning is contextual, connecting content with real world experiences.



Thinking processes should be explicit, visible and taught.



Feedback is two-way, guiding students to achieving learning intentions.



Learning dispositions (tenacity, thoroughness, resilience, responsibility, creativity, curiosity, adaptability and aesthetic appreciation) are enduring.

At Mercy Catholic College, we implement a variety of teaching and learning approaches. We recognise the needs of our students are diverse and therefore aim to develop courses and apply teaching strategies that accommodate different learning styles, rates of learning and learning abilities, so that each individual experiences growth. Clearly defined and purposeful tasks contribute to a sense of ownership of students' learning processes and outcomes.

By setting high expectations for academic growth within a nurturing and supportive environment, we encourage students to develop their unique potential and build the foundations for lifelong learning and achievement.

## CURRICULUM

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At Mercy Catholic College academic excellence is fostered. In order to allow students to study subjects of both importance and personal interest, a wide range of subjects is offered and developed through to the Higher School Certificate level.

The courses on offer are carefully selected to provide a balance between catering for the interests of individual students and the student body as a whole.

Mercy Catholic College is proud of its performance in past Higher School Certificate examinations with the majority of our students successfully gaining entry into their choice of a tertiary course.

<b>Subjects offered in Years 11-12 (Stage 6)</b>	
<p><b>Mandatory courses:</b></p> <ul style="list-style-type: none"><li>• English (2 units)</li><li>• Studies of Religion (1 or 2 units)</li></ul> <p><b>Courses offered:</b></p> <ul style="list-style-type: none"><li>• Ancient History</li><li>• Biology</li><li>• Business Studies</li><li>• Chemistry</li><li>• Community and Family Studies</li><li>• Design and Technology</li><li>• Drama</li><li>• Economics</li><li>• Earth and Environmental Science</li><li>• English (all levels)</li><li>• Food Technology</li><li>• French</li><li>• Geography</li></ul>	<ul style="list-style-type: none"><li>• History Extension</li><li>• Industrial Technology – Multimedia</li><li>• Italian</li><li>• Individual Languages through the NSW School of Languages.</li><li>• Legal Studies</li><li>• Mathematics (all levels)</li><li>• Modern History</li><li>• Music (1 and 2)</li><li>• Personal Development, Health and Physical Education</li><li>• Physics</li><li>• Society and Culture</li><li>• Special interest courses through online delivery.</li><li>• Studies of Religion (1 and 2 units)</li><li>• Textiles and Design</li><li>• TVET courses through TAFE</li><li>• Visual Arts</li></ul>

### Subjects offered in Years 9-10 (Stage 5)

#### Mandatory courses:

- English
- Mathematics (three levels)
- Geography
- History
- Personal Development, Health and Physical Education
- Religious Education
- Science

#### Electives:

- Commerce
- Design & Technology
- Drama
- Food Technology
- French
- Information & Software Technology (IST)
- Italian
- Music
- Physical Activities and Sports Studies (PASS)
- Textiles Technology
- Visual Arts

#### We also offer online CSBB Cross-Campus Courses:

- Applied Philosophy
- Future Ready Entrepreneurs
- Ignite Mathematics
- Japanese Cultural Course

### Subjects offered in Years 7-8 (Stage 4)

#### Mandatory courses:

- English
- Geography
- History
- Italian or French (elective Year 8 only)
- Mathematics
- Music

- Personal Development, Health and Physical Education
- Religious Education
- Science
- Technology
- Visual Arts

## CURRICULUM SUPPORT

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### **Diverse Learning**

The College aims to reflect the principles of inclusive education by creating an environment where diversity is valued. We recognise that every student is unique as are her learning needs and challenges. Teachers use a differentiated approach to cater to the needs of the range of abilities within each class.

Those students with specific learning needs are identified through parent reporting, various testing procedures, information from teachers and in some cases, external professionals. Once a student has been identified as requiring support, the Diverse Learning team in collaboration with the student and parents/carers identifies their specific challenges and possible adjustments to address these difficulties. Classroom teachers are then informed of the Adjustment Plan and these strategies are implemented within each of the student's classes. At times, these adjustments are further supported by Learning Support Assistants who provide one on one instruction and guidance across a variety of subjects.

Students with significant learning challenges can study Life Skills for their Record of Student Achievement (RoSA) and complete a Life Skills Higher School Certificate programme. TAFE courses can be concurrently undertaken in Years 11 and 12.

### **Enrichment**

The College acknowledges and challenges high potential students by offering a range of stimulating extension and enrichment activities across all curriculum areas. The College, recognises giftedness as a broad concept that encompasses various abilities, including intellectual, creative, leadership, social and physical skills.

Some are run by Mercy College teachers, but many can be entered by students directly registering to the organisation running it.

We believe that students need the skills to move beyond their own perceived capacity or the assumed capacity of a cohort. Ideally, learners set goals for themselves, and reflectively make decisions about their learning choices. Students participate in classes which develop their knowledge about when and where to use particular strategies for learning or problem solving.

Through our gifted and talented programme students demonstrate persistence, independence, flexibility and motivation toward their studies. Students are encouraged to participate in as many activities as possible!

[Click here](#) to read more about what's on offer. There is something for everyone from BIG History, STEM Challenges, JJJ Unearthed, Gaming, 3D Animation, Filmmaking, Engineering Activities, Robotics, Public Speaking, Premier's Reading Challenge, TOM, Future Problem Solving, Science Camps, Forensic Camps, Space Camps to Photography Competitions.

\*Some programmes are marked in purple font, which means they are suggested for Gifted and Talented students however any student can participate.

## FACILITIES AND RESOURCES

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Our classrooms offer modern facilities and state of the art technology in classrooms which is also integrated into areas of the curriculum.

College facilities include:

- Chapel
- Outdoor Amphitheatre
- Multi-use ball courts
- Science laboratories
- Visual Arts and Design and Technology spaces with multiple specialist facilities
- Kitchen
- Music Space
- Drama Space
- Learning Resource Centre
- Canteen

### Learning Resource Centre

The Resource Centre actively supports teaching and learning in the College by providing access to quality information from a variety of sources, in a technology-rich setting. Our focus is on developing students' digital literacy skills in the areas of information literacy, critical and creative thinking, and information technology, in a dynamic environment which is adaptive to and embraces change.

The Teacher Librarian works collaboratively with colleagues to develop students' research skills; and to create opportunities that spark students' curiosity and deepen their thinking, through engaging in inquiry-based learning. The Resource Centre team places great importance on strengthening students' literacy skills, playing a key role in promoting strategies to ensure students can identify the key message in the information they encounter, in order to critically evaluate its purpose and meaning.

The Resource Centre promotes and encourages students' interest in recreational reading. Our dedicated reading lounge is encompassed by a rich and diverse fiction collection and complemented by a digital eBook and audiobook platform; providing an oasis for students to delve into stories and explore new experiences.

Students have the opportunity to participate in a variety of extra-curricular opportunities through the Resource Centre, including lunch time book clubs, after school book clubs with St Pius X College, completing the Premier's Reading Challenge, and engaging with current awareness programmes, competitions and celebratory events such as Book Week. Students have the opportunity to contribute to the life of the College by volunteering as a Library Monitor. Fostering a love of reading and an appreciation of quality literature is always at the heart of what we do.

The Resource Centre is open Monday to Friday from 8am to 4pm including before school, lunchtime and after school.

## CO-CURRICULAR SPORT & ACTIVITIES

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The College encourages the development of the whole person not just the academic, so we offer numerous opportunities for students to participate in co-curricular sports and activities.

### SPORT

#### Netball

Each year Mercy Catholic College enters teams in the Northern Suburbs Netball Association Competition. The competition is played during the winter months, and fixtures commence at the beginning of April and run through to the end of August. The games are played on Saturdays at Bicentennial Park, adjacent to the Willoughby Leisure Centre.

#### Soccer / Football

Mercy Catholic College enters teams in the well organised North West Sydney Women's Football competition. The Football season commences in March and continues through to late August / early September.

#### Cricket

Mercy Catholic College participates in the North Shore Junior Cricket Association. Sixes Girls Cricket League. Games played across spring and summer commencing in October, Saturday Mornings. Grounds located across Northern Suburbs.

#### Rugby

NSW Schoolgirls Rugby 7s Competition which is a competition held in Term 1 and Term 4 each year. There are junior, intermediate and senior divisions and we have teams in each.

#### Basketball

Mercy Catholic College enters teams in the NSBA and MWBA competitions. Training is throughout the week whilst the competition is held on various week nights during the College term at either Willoughby Leisure Centre or at the NSBA courts at Crows Nest and Warriewood for games played with MWBA.

#### Swimming

Facilitated by Fitness First Swim School, swimming is offered twice a week catering to all levels with qualified coaching at a reasonable cost. Currently it occurs on Wednesday & Thursday mornings from 7.00 am to 8.15 am at the Fitness First Gym Endeavour Street, Chatswood. Parent convenors provide supervision for students at the gym.

\*All co-curricular Sports and Activities will require additional payment for registration fees, and may require purchase of sporting uniform, equipment etc. All fees and charges are advised prior to registration. Payment is required prior to commencement of any sport or activity and all participants All sports teams will have training sessions that all participants must attend. Transport to and from sports and activities are the responsibility of

parents and students. All co-curricular activities are governed by the Colleges Code of Conduct displayed within the registration forms. We encourage students to promptly register their interest once the activity is opened as places are limited.

Programme organiser Mrs Kellendonk ([margaret.kellendonk@dbb.catholic.edu.au](mailto:margaret.kellendonk@dbb.catholic.edu.au))

In addition to the College Co-curricular sports and activities select students have the opportunity to compete in The Broken Bay Secondary Schools Sports Association (BSSSA).

Through the Secondary Schools Diocesan Pathway, students are given the opportunity to represent the College, the Diocese and ultimately NSW in the following Sports;

Softball, Basketball, Touch, Swimming, Soccer, Cross Country, Netball, Athletics, Surfing/Bodyboarding, Golf, Tennis, Beach Volleyball, Biathlon (invitation only) and Surf Life Saving.

Programme organiser Ms Knapinski ([margaret.kellendonk@dbb.catholic.edu.au](mailto:margaret.kellendonk@dbb.catholic.edu.au))

## **DANCE**

Mercy Catholic College offers 2 types of Dance Groups to students. Both of these Groups are provided by external suppliers and payment is made directly to the teacher.

### **Recreational Dance Ensemble**

This Dance Group is open to Year 7-12 students who are interested in Dance and performing. Students enjoy music and movement, keep fit and healthy with friends and develop performance experience. All ability levels are welcome. All Dance Groups showcase their talents at the College's Annual Creative Arts Showcase held in November each year. Dance is held Monday afternoons in the Flexible Learning Space.

### **Competitive Dance Ensemble**

The Dance performance Ensemble will offer students the opportunity to gain experience at competitions, festivals and various College based events throughout the year. Classes currently offered are Jazz, Hip Hop and Contemporary. Participation in the programme requires a full year commitment and entry is via audition. Registration and class fees apply. N.B. Additional costs may be incurred.

Programme organiser Mrs Kellendonk ([margaret.kellendonk@dbb.catholic.edu.au](mailto:margaret.kellendonk@dbb.catholic.edu.au))



## DRAMA

Drama Club is a fun, supportive environment where experiences in dramatic arts help students develop confidence and self-esteem.

- Open to students in Years 7 and 8.
- Develop skills in voice, movement, improvisation, play building and script work.
- Programs alternate each year.
- Opportunity to perform for family and friends.

Programme organiser Mrs Caron ([katherine.caron@dbb.catholic.edu.au](mailto:katherine.caron@dbb.catholic.edu.au))

## MUSIC

Students are encouraged to become involved in the wide range of optional musical activities at Mercy Catholic College.



### a) Private Tuition

Many instruments are available for study and / or hire. A list of these instruments is outlined overleaf.

### b) Concert Band Programme

A wide range of Band instruments are available for study and hire. Once students have been learning their instrument for one term they are encouraged to join the College Concert Band. Concert Band rehearsals are held every **Tuesday morning from 7:20am – 8:35am**

The Band represents the school at a variety of events and competitions throughout the year. Students in the Concert Band are required to be receiving tuition on their instrument (either through the College or outside the College).

### c) String Ensemble

The String Ensemble rehearses each **Thursday from 7:45am – 8:35am**. This group performs at Liturgies and Masses, as well as a variety of school events throughout the year.

### d) Guitar Ensemble

This group includes acoustic, electric and bass guitars. Guitar Ensemble rehearsals are held every **Thursday from 7:45am – 8:35am**. The group performs at a number of events throughout the year including the Creative Arts Showcase.

### e) Flute Ensemble

This group rehearses every Friday at Lunch and performs at various school events throughout the year.

## f) College Choirs

The College has two choirs – College Choir and Chamber Choir. We encourage anyone from any Year group to join. The College Choir is non auditioned whilst the Chamber Choir requires an audition. The College Choir rehearses each **Monday at lunch**. The Chamber Choir rehearses each **Wednesday before school**. Both Choirs perform regularly at school functions and represent the College at a number of community events and competitions throughout the year.

## Music Camp

A Music Camp is held in Term 2. This overnight camp is compulsory for all members of the Concert Band, Choirs, String and Guitar Ensembles. The Camp is a rigorous format of rehearsals and combined sessions to prepare our ensembles for Eisteddfods/competitions, public performances and major school events. The fee for Music Camp is currently \$240. More information will be sent during Term 1 2022.

## Private Lessons

The following instruments are available for private study

- Piano
- Singing
- Flute
- Guitar
- Clarinet
- Saxophone
- Trumpet
- Trombone
- Tuba
- Drum Kit/Percussion



## Instrument Hire

The following instruments are available for hire

- Flute
- Clarinet
- Alto Saxophone
- Tenor Saxophone
- Trumpet
- Trombone
- Tuba
- Guitar
- Violin



Programme organiser Mr Robertson ([matthew.robertson@dbb.catholic.edu.au](mailto:matthew.robertson@dbb.catholic.edu.au))

## OTHER CO-CURRICULAR OPPORTUNITIES

Duke of Edinburgh Award Scheme  
Debating & Public Speaking  
Mercy Action Group (MAG)  
Overseas Immersion Programme  
Enrichment Programme – (Page 19)  
Homework & Study Club  
Mathematics Club  
Mercy Book Club  
Mercy and St Pius Book Club  
Walking Club  
Bootcamp

## COLLEGE FEES & POLICY

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The most current College Fee's are available online.

<https://www.mercychatswood.nsw.edu.au/enrol/schedule-of-fees/>

Fees may be broken into two categories:

1. Those payable for all students attending Mercy Catholic College i.e. School-based fees
2. Payable for students participating in particular subjects, activities i.e. Extra curricular, Elective subjects (selected), TAFE fees, etc.

### SCHOOL-BASED FEES

- Sibling Discount is applied to fee accounts where 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and subsequent children attend any of the systemic schools within the Diocese of Broken Bay.
- At the commencement of enrolment, and in each subsequent year, families are required to complete a Family Registration Form to determine eligibility for sibling discount (*conditions apply*).
- Fees are billed on an annual basis.
- All parents / carers have the same payment terms. Payment terms are 10 monthly instalments due on the 21<sup>st</sup> of the month. The first instalment will be due February 21 with the last payment due November 21. School fees can be paid more frequently (i.e. weekly or fortnightly) however the final instalment is to be paid by the 21<sup>st</sup> day of the month.
- Families will receive a statement each month. Each statement will indicate your instalment schedule, detailing instalment amounts and due dates.
- Our preferred payment method is BPay, although Credit Card, Cash or Cheque will be accepted. Due to Privacy legislation, we are unable to accept direct debit authorities for credit card payments.
- The Diocesan Policy, applicable in all schools, is that all fees are payable by the due instalment date. If you are unable to pay by the due date, you must contact the College and make alternative arrangements for the payment of any outstanding fees.

### EXTRA-CURRICULAR FEES

- Extra curriculum fees, e.g. Music Ensembles, Music Camp, Duke of Edinburgh scheme and sports activities are not included in the College Education Fee and will be payable via Qkr during the year.
- TAFE FEES - There are also additional fees for students in Years 9-12 for some elective subjects, e.g. Food technology, Visual Arts. TAFE courses studied by Students in Years 11 & 12 are also billed at the commencement of Term 1. The cost is dependent of the course studied. Final costs are advised once courses are confirmed and are updated on the College website for reference.

Since the College can only continue to operate if we meet our financial commitments, the non-payment of fees or levies, except by agreement, creates considerable financial difficulty for the College. Whilst we appreciate that circumstances can change and families may experience financial difficulty or hardship, the key is to keep the line of communication with the College open. The College is able to provide options to assist.

It is important to note that payment of school fees is a condition of your daughter(s) enrolment in the College and that failure to pay fees by the due date, particularly without prior arrangement with the College, may lead to accounts being referred to a collection agency for recovery.

## SCHOOL STUDENT TRANSPORT SCHEME

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Situated within the heart of Chatswood, Mercy Catholic College is within easy walking distance of bus and train transport.

The Student Opal Card provides subsidised travel for eligible school students on government rail, government and private bus and ferry services and long distance coaches.

The Scheme can only be used for travel between home and school. It does not extend to activities such as school excursions, sports and work experience or attendance at joint secondary/TAFE programmes, multi-campus high schools, Saturday schools, pre-schools, mini-schools, before and after school care or child minding premises.

*To find out more about the scheme, including information for new applicants and existing pass holders, visit <https://transportnsw.info/travel-info/using-public-transport/school-travel>*

### Replacement Travel Passes

Student travel passes, if lost, damaged or stolen, can be replaced. Please note that a **replacement fee will be incurred** and is payable to the company used for travel. To apply for a replacement student Opal card please register your details at <https://apps.transport.nsw.gov.au/ssts/home#/>

## GENERAL GUIDELINES & POLICIES

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### Absence from School

If a student is absent from school an SMS will be sent at approximately 10am to notify parents. Parents are asked to contact the College to report their daughter's absence, and the reason for the absence. An email sent to

SMCCC.Absentees@dbb.catholic.edu.au, explaining your daughter's absence, is required on the day of her absence. Alternatively you can enter the full day absence on COMPASS

- \* **Unforeseen lateness:** Your daughter must sign in at Student Reception via Compass with their College card. Student Services will sign them in and send them to class. A note from the parent on the day is required explaining the lateness otherwise three unexplained late events will incur a detention.
- \* **Illness at School:** If a student becomes ill during school hours, the student sees relevant Class Teacher or Tutor. The student's Planner is signed by the Teacher and the time of entry to sick bay is noted. Student is to present at Student Services where the staff member will sign them into sickbay. If required the Office contacts a parent to advise of the illness. Parents must collect their daughter from school if they are too sick to return to class.
- \* **Extended Absence due to Illness:** If a student has been absent for more than two days they need to provide a medical certificate on their return to school.
- \* **Extended Absence due to travel or family circumstances:** Any absence for **more than two days**, needs to be communicated in writing prior to the absence. Send an email to [mercy@dbb.catholic.edu.au](mailto:mercy@dbb.catholic.edu.au) explaining the reasoning. An extended period of time e.g. holiday, requires a written application for leave to the Principal one month in advance. **Generally, it is expected that family holidays are taken during the term break.** Please also note that leave applications of 10 days or more require the completion of an 'Application for Exemption from Attendance' form, available from the College office on request.

### Exit Passes

All students are expected to move directly to and from school without going to any shops.

If a student needs to leave school early an exit pass must be obtained from the Tutor. This will occur only if a parental note is forwarded prior to the request. However, parents are urged to make appointments for after school, weekend or holiday times. It should be unusual for a student to have an appointment during school hours. No student will be allowed to leave school early without parental permission.

### Colour Houses

Students will be assigned to a particular Colour House for the various sporting and other activities. Siblings will be assigned the same Colour House. If there is a family connection to a particular Colour House (e.g. through the student's Mother or Grandmother) a request can be made to be placed in this House.

## Canteen

A range of healthy, nutritional food is available for purchase. Students may order from the canteen. Students should not present large notes at the canteen for change and can take advantage of Tap'n'Pay. Online ordering is available via **Flexischools**. Download the app from the **App Store** or from **Google Play**.

## Tutor Group

Students are assigned to a specific Tutor Group for the duration of their College life. Roll call takes place in these groups. The Tutor will look after the daily administrative and pastoral matters of the Group. All students must attend Tutor Group.

## Change of Details

Please notify all changes of name, address, telephone number and email address in writing to the College Office; changes may also be entered on Compass directly.

**At least one (1) month's notice in writing is to be given to the Principal for any student intending to withdraw from the College.**

## Lockers

Students are allocated a combination padlock. The cost will be billed to Term 1 fees. The Assistant Principal keeps a record of all combinations allocated in the event that the combination is forgotten. All clothing and other possessions must be clearly labelled and kept in the locker. The College does not take responsibility for lost items. **Students must not have large amounts of money at school.** Money to cover the cost of a single day's activities should be sufficient.

## Messages to Students

Only messages of the utmost urgency should be phoned to the College. Only messages from parents & carers will be passed on to a student. While students may carry mobile phones to school they are to be locked in their lockers from 8:30am – 3:10pm.

## Mobile Phones

**Mobile phones are not permitted to be used during school hours. Use of mobile phones by students during school hours will result in confiscation of the phone and a College detention will be issued.**

## College Student Planner

Students will be issued with a College Student Planner, which outlines the school rules and philosophy of the College. It is for recording homework and will be checked periodically by the Tutor. Unnecessary stickers, notes, etc are unacceptable in Planners. They are for homework only. If the Planner is found to contain graffiti, is damaged or lost, then a replacement Planner will need to be purchased at a cost of \$25.

## College Hours

Students are expected to be at school by 8:30am ready to start school at 8:45am. Dismissal will occur at 3:10pm. Tutor Group takes place at 8:45am until 9am. Year Group meetings take place every Thursday at 8.40am until 9am. There is no supervision of students before 8:30am or after school. Parents are encouraged not to have students arrive at school before 8:30am unless for a supervised activity.

## The Daily Timetable

The timetable is organised on a 10- day cycle. Lesson times are outlined below

Period	Times	<i>(Alternate Tuesdays - Day 2)</i>
First bell	8.35am (students to organise books and bags)	
Tutor Group	8:45am to 9:00am	<i>8:40am to 8:55am</i>
Period 1	9:00am to 10:00am	<i>8:55am to 9:50am</i>
Period 2	10:00am to 11:00am	<i>9:50am to 10:45am</i>
Recess	11:00am to 11:20am	<i>10:45am to 11:05am</i>
Period 3	11:25am to 12:25pm	<i>11:07am to 12:02pm</i>
Period 4	12:25pm to 1:25pm	<i>12:02pm to 12:57pm</i>
Lunch	1:25pm to 2:05pm	<i>12:57pm to 1:27pm</i>
Period 5	2:10pm to 3:10pm	<i>1:30pm to 2:25pm</i>

*Please note Thursdays commence at 8:40am with Year Meetings.*

## Guidelines for Students

1. All students must be at school by 8:30am and present to Tutor Group by 8:45am. If your daughter is late for Tutor, they should present to Student Reception and sign in via Compass.
2. **No bag is to be taken to class. Valuables should not be left in bags at any time.** Students are provided with a locker to keep any item of value in; it is the responsibility of all students to keep their belongings safe. Students must ensure that their **padlock is locked**. The College cannot take responsibility for lost or stolen items.
3. During Tutor Group, all students will be expected to be in the classroom with their Tutor. **No students will be let out of Tutor Group before the bell goes.**

**NB: At school and at all school functions/excursions etc. no student is to be in possession of any alcohol, prohibited drugs or dangerous implements, including knives of any sort. Such possession may result in immediate suspension and the reporting of the incident to police.**

# UNIFORM REQUIREMENTS

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All Mercy Catholic College uniform requirements can be purchased from

**Cowan & Lewis**

1315 Pacific Highway, Turrumurra.

Please contact the store prior to visiting: [www.cowanlewis.com.au](http://www.cowanlewis.com.au) / 02 9449 9777

## Summer Uniform

- Summer dress - uniform should reach the middle of the knee.
- White crew socks - not long ones pushed down.
- **Black leather lace up school shoes** (not fashion shoes with coloured stitching, metal tabs/high heels etc.)
- College backpack.
- Navy College jumper.
- College Blazer - required for formal College occasions.
- Navy Blue or White hair ties, ribbons/combs - shoulder length hair must be tied back.
- Hair must be of a natural colour. Hair must be tied back if it touches collar. Hair ties in black, white or navy.
- A watch maybe worn.
- Earrings are only to be: one pair of small round plain studs of sleepers (gold or silver) in the lower lobe. No other body piercing is permitted, including tongue rings. No plastic studs to be worn (in ear or tongue).
- No rings, bracelets, chains, make up, acrylic or gel nails, nail polish.
- A regulation College back pack and sports bag must be purchased from Cowan & Lewis. Other bags and handbags are not permitted.

**Summer Dress  
Years 7-12**



**College Blazer  
Years 7-12**



**College Jumper  
Years 7-12**



**College backpack  
Years 7-12**



**College Sunhat  
Years 7-12**



## Winter Uniform

- All students: College Skirt (length is on the middle of the knee when standing) blouse (light blue long sleeve Yr7-10; white short sleeve Yr 11-12), jumper, blazer (no skivvies).
- College Blazer – must be worn to and from school in winter.
- Black lace up leather shoes as per summer uniform.
- Pale grey tights or stockings.
- Navy or black scarf (if required) purchased from the College Office
- Navy umbrella (if required) purchased from the College Office

**Light Blue long sleeve blouse/  
Skirt  
Years 7-10**



**College Blazer  
Years 7-12**



**White short sleeve blouse/  
Skirt  
Years 11-12**



**College Jumper  
Years 7-12**



## P.E. Uniform

- White grand slam shirt with Mercy crest.
- Shorts with the Mercy labelling.
- White P.E shoes, white crew socks.
- Swimming caps (House colours) purchased at school.
- Sport Bag.
- School caps or visor.
- College tracksuit.

### White shirt/ Navy short Years 7-12



### Microfibre Jacket Years 7-12



### Navy Long pant Years 7-12



### Sport visor Years 7-12



### College Sport bag Years 7-12



## Mufti Days / Excursions

- The same regulations apply to make-up, hair and jewellery.
- Clothes must be clean, neat, modest, in good repair and appropriate to the day's activities.
- Very short skirts and shorts, midriff / tank tops, leggings and torn jeans **are not permitted**.
- Sports bag (compulsory).

## SAFE AND SUPPORTIVE ENVIRONMENTS POLICY

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### SAFEGUARDING

Each school forms part of the Diocesan Safeguarding Structure and underpins the Diocesan Safeguarding Commitment to providing safe communities for students at our school to grow and learn. We recognise the rights of children and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

We believe it is the responsibility of all to promote child safety and have a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

In particular the school will strive to:

1. Utilise best practice, child rights and child safe principles to ensure continuous improvement in the area of safeguarding therefore maintaining our responsibility under the *National Catholic Safeguarding Standards and NSW Child Safe Standards*.
2. Maintain professionalism in our interactions with children and young people at all times by exercising appropriate duty of care and maintaining appropriate professional boundaries.
3. Follow an established process to address concerns or complaints of inappropriate behaviour towards children or young people. This upholds our legal obligation under the *Children's Guardian Act 2019*.
4. Ensure that all people working in our school who are required to undertake a Working With Children Check have a verified clearance, as per requirements under *Child Protection (Working with Children) Act 2012*.
5. Promote the safety, welfare and wellbeing of children by responding appropriately when we suspect a child or young person is at risk of significant harm due to possible abuse or neglect. This is our legal obligation under the *NSW Children and Young Person (care and protection) Act 1998*

**See also Appendix 1: SAFEGUARDING INFORMATION**

### PARENT HELPERS / VOLUNTEERS AND CONTRACTORS

The participation, involvement and help of parents, close relatives and other volunteers are welcome and appreciated for various activities both in school and on excursions. The school may utilise contractors for varying activities.

It is important that all volunteers and contractors are aware that they are subject to child protection legislation. This means all volunteers must:

- Sign on at the front office, receive an induction pack and get a visitors' badge from the office as per school procedure.
- Check with the school what the current requirements are for working with children in their volunteer role.

- Follow our commitment to safeguarding and not engage in any inappropriate behaviour towards any children. Although volunteers are technically not employed by the school, they are considered to be 'staff' for legal purposes and need to be aware that complaints about inappropriate behaviour towards a child or young person is subject to investigation.

***See also Appendix 2: WORKING WITH CHILDREN CHECKS***

## **RESPONDING TO CONCERNS**

We believe in listening to children and our school community when concerns are raised. We take complaints seriously and try to resolve them in the most appropriate, efficient and confidential manner possible following the below pathways:

- If you have a concern or complaint about a student other than your own child you should raise it with the year coordinator.
- If your child has a concern or complaint about another student they should raise the issue with the relevant teacher, KLA coordinator or assistant principal.
- If you or your child have a concern or complaint about a staff member relating to teaching and learning, the issue should first be discussed with the relevant teacher, KLA coordinator or assistant principal.
- If you or your child have a complaint about the inappropriate behaviour of an adult towards any child or young person, your concern should be directed to the Principal and confidentiality must be maintained.

***See also Appendix 3: MAINTAINING PROFESSIONALISM***

## **APPENDIX 1:**

### **SAFEGUARDING INFORMATION**

We are committed to providing safe communities for students at our school to grow and learn as outlined in our [Diocesan Commitment to Safeguarding](#). We recognise the rights of children as outlined in the [Diocesan Framework on the Rights of the Child](#) and promote safe and supportive environments where we all have a responsibility to keep children safe from harm.

All staff are expected to promote child safety and have a clear understanding of their legal child protection responsibilities and act in accordance with those responsibilities.

The [NSW Child Safe Standards \(NSWCSS\)](#) and the [National Catholic Safeguarding Standards \(NCSS\)](#) provide a principle-based framework that our school commits to using for continuous improvement as part of our commitment to safeguarding.

### **Responding to Risk of Significant Harm**

All school staff are Mandatory Reporters. This means that if there are reasonable grounds to suspect that a child or young person is at risk of significant harm of abuse or neglect, then a report must be made to the Department of Communities and Justice (DCJ), Child Protection

Helpline (CP Helpline) on 132 111. School staff and Principals are supported by CSBB Safeguarding Office as required and all records are stored confidentially.

We recognise that a statutory response is not always required and where a family may need extra support, we will assist in making referrals to support the family if needed.

If you have concerns about a child or young person who you consider may be at risk, we encourage you to discuss your concerns with the Principal as soon as possible and maintain confidentiality.

## **APPENDIX 2:**

### **WORKING WITH CHILDREN CHECKS**

Working With Children Checks are required by staff, and certain volunteers and contractors in our school.

The purpose of the check is to exclude people from working with children and young people who are not suitable. A person who has been convicted or found guilty of a listed serious offence against children (whether in NSW or elsewhere) is prohibited from child-related employment.

Parent participation, involvement and help are welcome and appreciated for various activities both in school and on excursions. It is important to note that all parent helpers / volunteers are subject to child protection legislation.

CSBB Safeguarding Office supports our school to fulfil obligations under Child Protection (Working With Children) Act 2012. Further information on the Working With Children Check can be found on the website for the [Office of the Children's Guardian](#). Further information can be found in the [SAFEGUARDING & CHILD PROTECTION POLICY FOR CATHOLIC SCHOOLS BROKEN BAY: WORKING WITH CHILDREN CHECK \(January 2021\)](#).

## **APPENDIX 3:**

### **MAINTAINING PROFESSIONALISM**

All staff, volunteers and contractors are expected to act professionally and in accordance with the school's expectations regarding staff conduct toward children and young people. Guidance and professional development about appropriate interactions with students, how to exercise duty of care and how to maintain professional boundaries is provided.

We understand that staff, volunteers and contractors have a duty of care to:

- Ensure no child or young person is exposed to foreseeable risk of harm;
- Take action to minimise risk;
- Supervise actively, and report concerns to the Principal or seek further advice if they see others acting inappropriately with children or young people.

Staff, volunteers and contractors strive to:

- Demonstrate appropriate relationships with children and young people that cannot be misinterpreted as overly personal or intimate;

- Remain within the responsibilities of their roles and allow those appropriately trained to deal with student welfare concerns;
- Minimise physical contact with children and young people unless it is necessary to exercise appropriate duty of care;
- Follow the school's policies and procedures relating to pastoral care and wellbeing including serious incidents and reporting risk of harm.

### **Addressing complaints of inappropriate behaviour of adults towards children and young people**

We are committed to providing a safe and supportive environment for both students and staff. This includes addressing complaints of inappropriate behaviour of staff, volunteers and contractors towards any child or young person.

Such complaints are handled differently to other types of complaints which may arise in the school because of legal obligations established by the *NSW Children's Guardian Act 2019*. The NSW Office of the Children's Guardian is a government agency which requires schools and other organisations working with children and young people to ensure systems are in place for recording and responding to all allegations of a child protection nature against staff, volunteers and contractors.

If you have concerns about alleged inappropriate behaviour by staff, volunteers or contractors towards any child or young person it is important that you discuss your concerns with the Principal who in turn will consult with the CSBB'S Safeguarding Office.

All complaints are taken seriously and follow a fair and confidential process which involves listening to all parties and giving opportunity for response. If the concerns involve alleged criminal behaviour they will be reported to the police and CSBB will wait for the outcome of the police investigation before continuing its own investigation. More information can be found in [\*SAFEGUARDING & CHILD PROTECTION POLICY FOR CATHOLIC SCHOOLS BROKEN BAY: ADDRESSING ALLEGATIONS OF INAPPROPRIATE BEHAVIOUR BY EMPLOYEES TOWARDS CHILDREN\* \(January 2021\).](#)

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**We are delighted to welcome you to  
Mercy Catholic College.**

**We look forward to you joining  
our vibrant community and  
know that it will be a long and rewarding  
association for all.**

**Brenda Timp  
Principal**



**Catholic Girls Secondary College, Years 7 - 12**

101 Archer St, Chatswood **Phone:** 9419 2890 **Email:** [mercy@dbb.catholic.edu.au](mailto:mercy@dbb.catholic.edu.au)

[www.mercychatswood.nsw.edu.au](http://www.mercychatswood.nsw.edu.au)