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Preface

From the Principal

This 2016 College Handbook provides a wide variety of school information directed to parents, caregivers and students of Mercedes College.

We hope that families will find this handbook a useful resource for important information such as the College timetable, facilities and services, general guidelines, policies and procedures, Tuition Fees and billing information for local and International Students.

The College Handbook is also available on the College website www.mercedes.catholic.edu.au.

On behalf of all the staff I wish you a happy and rewarding year at Mercedes College.

Peter Daw
Principal

College Vision Statement

As a learning community guided by our Catholic identity, Mercedes College proclaims hope for the future grounded in our faith in the Gospel of Jesus.

As an internationally focussed, co-educational school in the Mercy tradition, we aspire to develop global citizens, committed to living with Responsibility, Integrity, Compassion, Loyalty, Mutual Respect and dedicated to Justice, whose passion is to make a positive difference in our world.

College Mission Statement

To provide all students with the opportunity to reach their God-given potential.
The Mercy Keys

Each of the Mercy Keys is an integral part of the way of life for all members of the Mercedes community

**Compassion**

We show Compassion when:
- we are aware of and respond to the needs of others
- we show by an open response to those in need a true reflection of Christian values
- we care for all members of our Mercedes community

**Integrity**

We show Integrity when:
- we admit our mistakes
- we have the courage to do what is right
- we are honest and trustworthy in our dealings with others
- we act in a way that is true to our Christian values

**Loyalty**

We show Loyalty when:
- we affirm the Mercy spirit
- we support and promote the College and all its activities
- we support each other
- we seek ways of being of service to the College community

**Responsibility**

We show Responsibility when:
- we accept responsibility for our actions
- we complete all tasks to the best of our ability
- we are willing to take on positions of trust and leadership
- we participate generously in school life
- we demonstrate a responsible approach to our environment

**Justice**

We show Justice when:
- we make fair decisions
- we respect the rights of others
- we communicate positively and fairly

**Mutual Respect**

We show Mutual Respect when:
- we acknowledge the presence of others with a positive greeting
- we take time to listen
- we recognise the importance and dignity of others
- we respect our own property and that of others
- we treat others as we would have them treat us
2016 Term Dates

Term 1
Thursday 4 February – Friday 15 April

Term 2
Tuesday 3 May – Friday 8 July

Term 3
Tuesday 26 July – Friday 30 September
(Last day of Term -12:30pm Dismissal)

Term 4
Monday 17 October – Friday 9 December
(Last day of Term -12:30pm Dismissal)

Contact Numbers

Strathspey Administration 8372 3200
Catherine McAuley Office 8372 3241
Out of School Hours Care 8372 3248
Sports Office 8372 3249
8372 3300
The College Shop 8372 3229

Supervision

Staff provide supervision Monday to Friday from 8:20am until 3:50pm.

Parents are reminded that the College cannot take responsibility for students who arrive prior to 8:20am or depart after 3:50pm, unless involved in a College organised commitment.

Junior students arriving prior to 8:20am are required to be booked into Out of School Hours Care (OSHC). Junior School students not collected by 3:50pm will be directed to Strathspey and phone contact will be made with parents.

OSHC is available from Monday to Friday 7:20am to 8:35am and 3:20pm - 6:00pm.

Students are required to leave the school grounds as soon as their school commitments are completed.

Office Hours

The McAuley Office is open from 8:15am to 4:15pm.
Strathspey Reception is open from 8:00am to 4:30pm.

School Timetable

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<th>Monday to Thursday</th>
<th>Time</th>
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<td>Movement Bell (R - 12)</td>
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<td>Movement Bell (R - 12)</td>
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<tr>
<td>Pastoral Care and Prayer (MS)</td>
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About Mercedes College

Establishment

Mercedes College was established by the Sisters of Mercy in 1954 bringing to fruition a dream of providing a healthier and more open environment for the students of St Aloysius College, as there was little remaining space at the Wakefield Street location.

The first day scholars accepted were girls from Reception to Year 12 and boys from Reception to Year 3.

In 1975, the Boarding School closed due to economic difficulties and in the following year the school became co-educational, opening the doors to boys in all classes and adapting gradually as their numbers grew.

Today, Mercedes remains a Reception to Year 12 co-educational school in the Mercy tradition with 1250 students including approximately 40 International Students.

The Name ‘Mercedes’

‘Mercedes’ is the Spanish word for ‘Mercy’ and was chosen by the Sisters to commemorate the circumstances of the Mercy foundation in Adelaide.

Archbishop Reynolds, first Archbishop of Adelaide, was in Dublin asking for Sisters for his Diocese when a group returned from Buenos Aires, forced by revolution to leave their home of 24 years. Some were the original Irish Sisters but many were South American young women who left behind their families and homes.

The Mother Superior offered the group of 24 Sisters to Archbishop Reynolds and they arrived in Adelaide on 3 May, 1880. The heroism and endurance of these Spanish speaking pioneers is commemorated in the title ‘Mercedes’.

Motto – ‘Loyal en Tout’

In 1912, St Aloysius College adopted a motto and school badge which is well known today. It was also adopted by the Sisters as the motto for Mercedes College.

The motto, ‘Loyal en Tout’ (loyal in everything), was explained in a brochure at the time as follows; ‘First, in our relations with God, striving at all times to live up to the teaching of our holy religion and avoiding all that may seem cowardly in carrying out our obligations.’

More principles on loyalty were listed and students were urged to ‘everkeep ourselves loyal to truth and the sacred profession of friendship’.

The fleur de lis is a symbol of purity and stands for loyalty, dedication, consistency in purpose and strength in friendships. The belt at the lower part of the circle symbolises the binding together of these virtues.

House Names

The House names of Mercedes College recall significant women of the Sisters of Mercy.

McAuley: (Green) Catherine McAuley founded the Sisters of Mercy in Dublin in 1831.

Fitzpatrick: (Blue) Sr Evangelista Fitzpatrick was the leader and first Superior of the Sisters who came from South America to make the Adelaide foundation in 1880.

Dalton: (Red) Sr Xavier Dalton was the first Mother General of the Adelaide Sisters of Mercy.

Barry: (Yellow) Sr Dolores Barry, Mother General of the Adelaide Sisters, authorised the purchase of the Springfield property and the establishment of Mercedes College in 1954.

History of the Property

The Mercedes College property was originally part of Springfield Estate and was sold to Mr John Duncan (father of Sir Walter Duncan, Speaker of the House of Representatives), who built the house as a home for his family and named it ‘Strathspey’.

Eventually the property was bequeathed to the Presbyterian Church and became St Andrew’s Residential College for the University of Adelaide. It proved to be too far from the University and was sold to Mr Fred Cornell as a private residence just prior to World War II.

The Cornell family restored the house to its original splendour and established it as something of an artistic oasis. Many famous artists were house guests during this period.

Rising costs and a depleted family group forced Mrs Cornell to put the property on the market, and in 1953 it was bought by the Sisters of Mercy.

Building Names

The names of many of the buildings have been chosen to highlight the continuation of significant people to Mercedes College.

Baggot Street Walkway links the Carmel Bourke Library and The Marquee area and is named after the location of Catherine McAuley’s home in Dublin.

Barry Building was named after Sr Dolores Barry, Mother General of the Adelaide Sisters of Mercy who authorised the purchase of the Springfield Estate and thus, the establishment of Mercedes College in 1954.

The Carmel Bourke Library and Technology Centre honours Sr Carmel Bourke, the second Principal of Mercedes College from 1961-1969.

Dalton Building was named after Mother Maria Xavier Dalton, the first Mother General of the Adelaide Sisters of Mercy and Reverend Mother of the Mercy Community in Adelaide in 1920.
Fitzpatrick Building was named after Mother Evangelista Fitzpatrick, the first Superior of the Sisters of Mercy who came to Adelaide from South America to establish the Adelaide Foundation in 1880.

Gallivan Building is named after Sr Monica Gallivan, Deputy Principal of Mercedes College from 1983-1989.

Gleeson Hall is named after Archbishop Gleeson, the first resident Chaplain from 1954-1957 and founding Chairman of the Board of Governors.

The John McDonald Performing Arts Centre recognises the contribution of the former Director of Catholic Education who was a long time member of the Board of Governors and the College Council.

McAuley Building was named after Mother Catherine McAuley, foundress of the Sisters of Mercy in Dublin in 1831.

McBride Building is named after Sr Mavis McBride the foundation Principal of the College from 1954-1960.

The heritage building ‘Strathspey’ (now Administration Centre), is named after the Duncan family home in Scotland.

The Stables is the Junior Primary Building named ‘The Stables’ as it was used for that purpose by the Duncan family.

Sisters of Mercy

Originally the College was staffed and administered almost entirely by the Sisters of Mercy who lived at the convent in Strathspey until 2001.

In 1973, Mercedes College became the first South Australian Catholic College to appoint a lay Principal, Miss Ruth Whiteley. Since the 1990s, the College has been staffed entirely by lay people until 2013 when Sister Duyen Nguyen was appointed as Junior School Religious Education Coordinator.

Chapel

The Ursula Frayne Chapel, named after Sr Ursula Frayne, is located on the ground floor of Strathspey.

The Chapel is open to the College community for quiet reflection during the school day and is open for Mass each Friday morning at 8.10am during term. Although individual classes are given the responsibility of preparing the Mass, all members of the community are welcome.

Mass and liturgies for larger groups are held in the Mercy Chapel and Lecture Theatre in the Catherine McAuley Building. This area is able to be accessed via the steps adjacent to the terraces in front of the Plaza or via the lift on McAuley Level 1.

College Governance

The Archbishop of Adelaide is the ultimate authority within the College. However, responsibility for strategic management is delegated to the College Council and operational management is delegated to the Principal.

Membership of the College Council is as follows:
1. Four members elected by the parent body
2. Four members recommended by the Council and appointed by the Archbishop
3. One member appointed by the Archbishop
4. The Principal of the College (Ex-Officio)

Appointments are for 2 years with the right to re-election or re-appointment. A maximum of 50% of positions may retire each year.

Under the umbrella of Council there are several Standing Committees involving Council members with skill, or interest in the particular discipline, members of the parent body and members of the administration may be seconded to these groups.

At present, these committees are:
1. Education
2. Faith and Spirituality
3. Finance
4. Risk

Other sub committees that report through Standing Committees include:
• Capital Development Committee (Finance Standing Committee)
• Mercedes Old Scholar Association (Marketing and Development)
• OSHC Management Committee (Education Standing Committee)
• Sports Advisory Committee (Education Standing Committee)
• Uniform Committee (Education Standing Committee)

An Open Council Meeting is held annually. Members of the Community are invited to attend.
Mercedes College Parents and Friends Association

The Mercedes College Parents and Friends Association (MP&FA) comprises current parents and staff from the Marketing and Development Office. Participation is voluntary and the Committee welcomes both new and existing parents to join and assist in anyway they can.

The Association’s role is to:

• Foster solidarity between parents and the College
• Involve parents in the social and community aspect of the College
• Assist in any way it can in promoting the welfare and development of the College

The Committee meets twice a term, with all meetings open to the College community.

The Association runs Welcome Morning Teas at the commencement of each year to ensure that new parents are welcomed into the College community. These events have always been greatly appreciated by new parents.

The Association is also responsible for a series of both community and fundraising events. These vary from year to year and include the annual Mix and Mingles in Term 1, biannual Quiz Night and Mercedes Uncorked.

In February each year at the AGM, a committee is elected to manage the affairs of the Association with the support of volunteers from the broader College community. A number of sub-committees are formed to assist in the organisation of various events, and to encourage volunteers to assist where possible.

All parents are welcome to nominate for an activity or event that does not require a timely commitment.

The current committee encourages all parents – both old and new, to attend the up-coming AGM.

To welcome new parents and the return of current parents to the start of the new school year, we would like to invite you to Morning Tea in the Sunken Garden on Thursday 4 February, 2015.

Please put the date in your diary, the Morning Tea provides a great opportunity for new parents to meet new and current parents and staff.

Mercedes Old Scholars’ Association

The Mercedes Old Scholars’ Association (MOSA) and associated sporting and other interest groups aligned with the College are now fully established. These organisations aim to strengthen ties between past students and the Mercedes community. All past students are members of the Association. Reunions and special events are held regularly.

MOSA supports College and community events and awards an annual Bursary to a Year 12 student.

For further information or to update contact information, please contact Mrs Anne Morse, MOSA Executive Officer via email: amorse@mercedes.catholic.edu.au

Sports Offered

MOSA offers a range of sports including:

• Men's and Women's Soccer
• Netball
• Cricket
• Tennis
• Football

Reunions

The following reunions are held each year:
1, 5, 10, 20, 25, 30, 40 and 50 Years

Interstate Reunions have been added to the calendar with a Melbourne Reunion introduced in 2015.

Events/Activities

Networking Breakfast
Year 11 and 12 Career Mentoring
MOSA Week
Vineyard Lunch and Wine Tasting

Mercureans

Many of our past parents wish to continue with the community spirit of Mercedes when their children move on from the College. To maintain their connection, a group of past parents formed a committee called the Mercureans.

The Mercureans catch up twice a year to revive old friendships and be an active part of the Mercedes community.

The Mercureans also provide support to the College, Parents and Friends and Old Scholars in their many fund and friend raising events.
Facilities and Services

Carmel Bourke Library and Technology Centre

The Carmel Bourke Library is a centre for learning at Mercedes College. The Library is a facility which enriches and supports the development of our students, guided by the gospel of Jesus and the Mercy tradition.

We aim to provide a welcoming environment where students are supported to become independent lifelong learners. We help students both individually and in classes to develop skills and tools which they can use to become effective users of ideas and information.

In formal and informal activities, we promote a positive reading culture where students can borrow, discuss and request appropriate literature for enjoyment and learning.

Opening Hours

Junior School | 8.20am-8.35am
We encourage students and/or parents to visit the Library and enjoy the space. Books may be selected, borrowed or read together during this time.

Lunch Time
Students are welcome to participate in various lunch-time activities, or borrow books.

After school
Parent(s)/caregiver(s) are welcome to accompany their child(ren) to the Library after school. Please note, children must remain under direct parental supervision.

Middle/Senior School | 8:00am-5:00pm
Students from Year 6 onwards can use the Library facilities before and after school.

Middle School students accessing the Library after school must be collected from school by 5:00pm. Any Year 6 or 7 students needing to stay at school beyond 5:00pm must be booked into attend OSHC.

Resources

The Library provides an extensive range of physical resources including fiction, non-fiction, reference materials, indexes, periodicals and media. All items are able to be borrowed for a renewable two week period, except for the items in high use. We welcome requests for any new resources.

Digital resources can be accessed via the Mercedes College Libguides. These provide access to electronic resources such as the Library catalogue, databases, study guides and resources to support the anywhere anytime nature of student’s learning.

Access to electronic resources such as databases, study guides and useful subject links are provided through the Library’s Libguides. Through this facility, students are able to access a large range of resources 24 hours a day.

Photocopying, scanning and printing facilities are provided through the use of the Student Identacard (Smartcard) in Years 6-12. All students are provided with a starting credit as part of the Resource Fee.

Volunteers

Parent volunteers are always appreciated to assist with tasks such as book covering and re-shelving. Please contact the College if you would like to assist.

A police check is a requirement for all volunteers.

ICT Help Desk

The ICT Help Desk is there to help students and staff to get the most out of the technology the College provides.

The ICT Help Desk provides a wide range of support and services, including:

- Network logins and access, Email and Student ID Cards,
- Printing and print quotas,
- Assistance with College owned MacBooks, iPads and PC’s,
- Assistance with connecting BYOD devices to the network and BYOD printing,
- Audio Visual Systems.

The Help Desk is located in CB 209 (just to the right of the main entrance to the Carmel Bourke Library). It is open Monday to Friday from 8:00am to 4:30 pm.

Out of School Hours Care

An Out of School Hours Care (OSHC) service is provided by the College and offers care before and after school as well as during school vacations.

Hours of Operation

Before School Care | 7:20am-8:35am*
After School Care | 3:20pm-6:00pm*

*on school days

Vacation Care | 7:20am-6:00pm*

(available during vacation time and Pupil Free Days as advertised).

The DECD accredited service is eligible for Child Care Benefit (CCB) funding and follows the Commonwealth Government guidelines for Priority of Access. CCB funded places are available for Reception to Year 7 students.

The Programmes offered by the OSHC service support the learning provided by the College and are approved by the Assistant Principal, Head of Junior School.

Bookings are required. Permanent bookings receive a discount. For a detailed fee scale contact the Director of OSHC Debbie Goss on 8372 3248.
The Tuck Shop

The Tuck Shop supplies a selection of healthy lunches and snacks for students in accordance with the DECD Healthy Eating Guidelines (2004).

Reception-Year 2 students are required to order their lunches in the morning from their classroom.

Years 3-12 students are required to place their orders at The Tuck Shop prior to school commencing. Snacks and meals are also available over the counter at Recess and Lunch time.

My Student Account

The Tuck Shop operates using a cashless system called My Student Account. Students use the school’s existing ID card as a debit card to make purchases within the school.

Parents can view purchases, set spending limits and dietary or allergy alerts, ban items from sale, and top up the balance on the student account when required.

All new students will be provided an account code and reference number in the first week of the academic year.

Junior School students will continue to use the lunch order system with the requirement that the student number is written on the lunch bag. Further information can be obtained from the College website.

Mercy Chapel/Lecture Theatre

The Mercy Chapel and Lecture Theatre is situated in the McAuley Building (Level 3) and is accessed via the steps adjacent to The Terraces in front of The Plaza or via the lift on McAuley Level 1.

The lift is available to provide disabled access to each level of the College and is situated adjacent to The College Shop entrance. The lift is key operated (available from Catherine McAuley Office) and is for people who are unable to use the steps provided.

Volunteers

Volunteers are a valuable part of the Mercedes College community.

There are many areas in the College which volunteers can participate. For example: the classroom, library, Learning Assistance Programme (LAP), excursions, productions etc.

In line with the child safe initiatives, the Catholic Archdiocese of Adelaide has implemented a central Police Checking Unit across all of the Catholic organisations in South Australia.

All volunteers are required to complete a Police Clearance process.

If you would like to volunteer please contact the College for further information about how to start this process.
Emergencies

Bushfire / Disaster

Mercedes College is not considered to be in a high fire risk area but as some of our students and staff live in these designated areas it is important that we have a clear Bushfire Response Plan in place.

Each year a Mercedes College Family Information form is sent home (one per family) for parent(s)/caregiver(s) to update.

From the information provided on the form, the following processes are put into place.

• A list of children in each Fire Zone Area (Fire Roll) is compiled and distributed to Home Group Teachers.
• A list of parent(s)/caregiver(s) is compiled.

When the College has been advised of any danger to life (Phase 2) in the Fire Zone Areas by the Catholic Education Office (CEO) or any other source, due to bushfire or other disaster, the following will occur:

1. A message will be sent to classes at 3:00pm for students in relevant Fire Zones to go to Gleeson Hall.
2. In the event of bushfire/danger the College will contact parents or nominated emergency caregiver by mobile phone.
3. Staff residing in affected areas are to be notified of the situation by the Senior and Junior School ESO staff.
4. School buses travelling through the bushfire/danger area will be delayed until the danger has passed.
5. The Heads of School (or a nominated Senior Staff member acting on their behalf) are to dismiss any students who are unlikely to be affected by the fire or disaster and then monitor and supervise the remaining students.

It is the responsibility of staff to ensure that when students are collected that the parent/caregiver signs for the student(s). They will have a list of the students on the Fire Roll and absentee lists together with the names of the nominated emergency caregivers.

6. Students in the affected areas will not be dismissed until collected by parents or the nominated emergency caregiver.

Evacuation / Lock Down (Invacuation)

Drills are carried out on a random basis throughout the year to ensure all students and staff understand what is expected in an emergency.

To improve familiarity with the tones and ensure the system is working the alarms are tested weekly.

All tests are PRECEDED by a Public Address announcement – “This is a Test only”.

In the event of an Emergency or a drill – NO Public announcement will be made.

In the event of an evacuation the Main Oval is the assembly point.

The evacuation alarm is a medium length smooth rising tone -“Whooooop – Whooooop”

In the event of a lockdown (invacuation) students should remain in, or return to the classroom.

The invacuation alarm is a short duration flat-tone - “beep – beep”.

Alarms

Three (3) alarm tones heard throughout the school during the school day:

Fire Alarm - continuous oscillating bells
Evacuation - medium duration rising tone repeated
Lockdown (invacuation) - short length flat tone repeated

Fire Alarms - Oscillating Bells

• Be Alert
• Prepare to evacuate
• Leave everything
• Ensure you know your escape path

Evacuation ‘Rising Tone’

• Evacuate to Oval
• Follow the direction of your classroom teacher; close doors and windows
• Move directly and purposefully
• Do not run or hurry; look out for others in your class or peer group
• Line up in Home Groups
• Visitors, parents, other staff (including contractors and volunteers) also need to assemble on the oval

Lock Down (Invacuation)
‘Short length flat tone repeated’

• Stay in your classroom or move to the nearest building
• Lock doors and windows
• Stay away from doors and windows
• Get under a desk
• Be quiet
• Wait for the all clear

All Clear

Public Address announcement - “All Clear, All Clear, All Clear” on the instruction of the Chief Fire Warden, Principal of the College, or delegate.

* At all times STAY CALM and follow your teacher’s instructions.
Extra-Curricular Activities

Music
Private tuition in a wide range of instruments is offered to students. Further details are provided under Policies and Procedures on Page 42.

Sport
Many sport teams are organised at the beginning of each academic year. Four Houses - Barry, Dalton, Fitzpatrick and McAuley, provide the structure for Intra School Sport such as Athletics and Swimming Carnivals.

Private coaching in Tennis is available to students from Reception to Year 12.

Further details are provided under Policies and Procedures on Page 32.

Sports Offered

Term 1 and 4
- Athletics (Years 3-7, Term 1 Years 8-12)
- Basketball (Years 8-12)
- Beach Volleyball (Girls, Years 10-12)
- Cricket (Years 2-12)
- Soccer2Sports (Rec-Year 2)
- Softball Development (Term 4 only, Year 2)
- Softball (Girls only, Years 3-12)
- Swimming (Term 1, Years 3-12)
- Tennis (Years 3-12)
- Touch Football (Girls, Years 10-12)
- Volleyball (Years 6-12)
- Water Polo (Years 8-12)

Term 2 and 3
- Auskick (Term 2, Rec-Year 2)
- Netball Development (Term 2, Rec-Year 2)
- Soccer2Sports (Term 3, Rec-Year 2)
- Australian Rules Football (Years 3-12)
- Soccer (Years 3-12)
- Basketball (Years 3-12)
- Cross Country (Years 4-12)
- Hockey (Years 6-12)
- Netball (Years 3-12)
- Athletics (Years 3-7)
- Volleyball (Years 8-12)
- Badminton (Overseas students)
- Table Tennis (Years 8-12)

Other Extra-Curricular Opportunities

Choirs, Bands, Orchestra and Ensembles. Chess, Debating, Public Speaking, Tournament of the Minds.

Middle School and Senior School students may join the St Vincent de Paul group, the World Culture Club and Amnesty International.

A Drama and Speech Programme and Dance classes are available to students with parental consent from Reception to Senior years. Interested parents are notified during the extra curricular nomination process about the arrangements for the coming year.

Overseas Study Opportunities

The College undertakes a number of major trips for enrichment of the student experience over a number of year levels.

These trips include, but are not limited to:
- Cambodia Trip Term 4, 2015
- Indonesian Language and Cultural Tour (Borneo)
- French Trip Term 1, 2015

Students and families wishing to participate in these trips must meet a number of selection criteria. These criteria are available from the organising staff and include a financial requirement that there be no outstanding family accounts.

Payments via direct debit must be maintained in accordance with the agreed plan before the student will be allowed to participate. Where fees remain unpaid, unless special arrangements or payments have been approved in writing and fee instalments maintained, the student will not be eligible to attend.
First Aid

First Aid is provided across the College in clearly marked First Aid Stations.

Staff who attend the College’s First Aid Stations hold the Senior First Aid Certificate or equivalent. This certificate does not cover the assessment of some medical emergencies, or the dispensing of medications including paracetamol.

In the event of a situation requiring assistance, personal contact will be made with parents or designated emergency contacts so that appropriate measures can be put in place.

If an accident occurs, action will be taken to protect the welfare of the student, but parents should be aware that the insurance will not necessarily cover all costs of medical treatment.

Should the College assess that ambulance attendance is required, any charges for ambulance travel will be charged to the parent/caregiver. If the incident is accident related, the parent/caregiver can then claim this under the College School Care Policy. Should the incident be illness related the ambulance charge is borne by the parent/caregiver.

To assist parent(s)/caregiver(s) with the costs associated with accidents, Catholic Church Insurance Limited has developed the SchoolCare Student Accident Insurance programme. The policy provides 24 hour cover for students engaged in school activities. Further information may be found on Page 56.

Mercedes College staff will continue to support students with health needs outside immediate First Aid treatment that requires the administration of day time prescribed medication. In these circumstances, parent(s)/caregiver(s) are required to provide the College with a written Health Care plan from the child/children’s medical practitioner for condition-specific treatment. The plan will include information regarding the administration of the prescribed medication and where necessary, a back-up supply of medication which is stored in locked and / or refrigerated cabinets according to requirements.

For events where specific written permission has been granted by parent/caregivers (sports, camps, excursions) additional First Aid will be available to students.

For more information please refer to the Health Management Policy.

Homework

The purpose and type of homework students undertake are dependent on their age level and learning programme. Homework provides an opportunity for children to develop curiosity about the world and awareness that learning can occur anywhere, any place at any time. At all year levels, homework activities can engage parents in the learning process.

Reception-Year 2

While no formal homework is set, research suggests that in early years, homework helps establish a positive approach to learning. Parents are particularly important in listening to their children read and work through spelling lists.

Years 3-5

From Year 3, homework may support the development of key skills required in later years. This includes managing time and reinforcing and applying the learning undertaken at school. Children are expected to use homework time to continue to develop their literacy skills.

Years 6 to 12

From Year 6, students begin using homework as a mechanism to reinforce key skills and knowledge developed in the classroom. Students develop an awareness of preparing for new learning as well as the application of their learning to the real world. Homework can be a powerful stimulus for inquiry into differing viewpoints through conversations with parents, siblings and independent research using information and communications technology.

Approximate Time Allocation

The following table can be used as a general indication of the time commitment to homework. These times may vary greatly depending on a student’s particular learning style and other commitments.

Note that homework should not create unnecessary pressure on students or prevent them from engaging in reasonable recreational and social activities. It is important to communicate with teachers if homework becomes an issue.

The table is a guide for homework time allocation per day.

<table>
<thead>
<tr>
<th>Year</th>
<th>Time</th>
<th>Year</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 3</td>
<td>20 mins</td>
<td>Year 8</td>
<td>80 mins</td>
</tr>
<tr>
<td>Year 4</td>
<td>30 mins</td>
<td>Year 9</td>
<td>90 mins</td>
</tr>
<tr>
<td>Year 5</td>
<td>50 mins</td>
<td>Year 10</td>
<td>120 mins</td>
</tr>
<tr>
<td>Year 6</td>
<td>60 mins</td>
<td>Year 11</td>
<td>150 mins</td>
</tr>
<tr>
<td>Year 7</td>
<td>60 mins</td>
<td>Year 12</td>
<td>180 mins</td>
</tr>
</tbody>
</table>

In Years 6 to 12, students develop independent learning skills through inquiry and engagement. The nature of homework activities will therefore vary from reinforcement and revision tasks through to independent inquiry into contemporary and relevant real-world applications.

Lost Property

Parents are requested to name all property including lunch boxes and drink bottles.

Lost property from the Middle and Senior Schools is taken to Strathspey. In the Junior School, items are located in the classrooms and at Strathspey.
Sun Protection Policy

Junior School
Students are required to wear College approved hats all year except June to August. Students are expected to wear a hat for all PE/outdoor activities throughout the year.

Middle and Senior School
Students are required to wear a College approved hat when they are not under cover, regardless of weather conditions at Recess and Lunch times during Terms 1 and 4. When involved in PE/outdoor activities during lesson time students must also wear their hat.

Parent/College Communication

Absent Students
Mercedes College requires parent(s)/caregiver(s) to ensure that children are on time for school, preferably by 8:30am, as arriving late causes disruption to class routine.

If a student is absent, parents are asked to:
1. Contact the school office on 8372 3200 by 8:45am on the first day so that teachers can be notified of the possible length of absence.
   Parents are encouraged to follow the prompts and leave recorded details of the absence.
2. Provide a written explanation of absence upon the student’s return to school.

Messages
We ask that messages for students be restricted to those of an urgent nature only. Parents wishing to leave a message for their child are required to do so prior to 1:30pm. Messages for Junior School students are directed to the Junior School Office. Messages for Middle and Senior School students are directed to the Catherine McAuley Office.

Online College Newsletter
The online College newsletter, Mercy Vine, is emailed every second Friday during term to the parent’s/caregivers nominated email address.

It may also be accessed from the College website www.mercedes.catholic.edu.au.

Junior School Communication
A bulletin is emailed each Friday informing families of events and reminders. A Class Newsletter is emailed twice a term to keep parents informed of the teaching and learning programme. The Junior School Communiqué is published once per term, providing information about the IB PYP and class activities. In addition, a Parent Information Night is held in Term 1.

Communication
From Reception to Year 9, diaries provide a useful avenue of informal communication between Class Teachers and parents. Homework is set on a regular basis at most year levels and parents are asked to sign the diary as required to maintain contact between home and school.

Where parents have a general concern or grievance in relation to the school, the following contact points are available:
1. If you have concerns regarding your child’s learning programme, contact the teacher directly concerned in the first instance. The matter may be readily resolved.
2. If your concerns are ongoing or of a general nature, contact can be made with Home Group teachers, Year Level Coordinators (6-12), the Director of Curriculum and Learning, Area of Study Coordinators or the Heads of School by email or telephone.
3. The Principal is available to respond to unresolved grievances or major concerns of parents.

In line with the Privacy Act (1998), the College is not permitted to release contact details for either staff or parents unless their consent is given.

Student Expectations
Students at Mercedes College have an obligation to adhere to the regulations and policies of the College. The following provides an outline of some of the College’s specific expectations of students:

- Junior School late arrivals are required to scan their bar code in their diary at Strathspey Reception. Students will be given a receipt, which is to be handed to the Class Teacher on arrival at class.

- Senior and Middle School students who arrive after 8:50am are to swipe their Library Card at the Catherine McAuley Office and obtain a receipt from office staff. This receipt is to be handed to the Home Group/subject teacher on arrival at class.

Students are only allowed to leave the College grounds in school hours if they have written permission from their parents. The following are the requirements of the College:

Junior School students must be collected from classrooms and signed out at Strathspey Reception.

Senior and Middle School students are required to provide a signed note from a parent/caregiver as well as a completed Permission to Leave School form available from their Home Group teacher. This form, along with the student card is to be presented at the McAuley Office before leaving the school and should be carried at all times to avoid consequences in accordance with the Personal Responsibility Policy on Page 25.

Students are required to have books organised for lessons during the major breaks and go directly from one class to the next.
Awards

Student achievement, service and effort need to be appropriately recognised by the College. At Mercedes we wish to reward those who use their potential to an outstanding level, those who serve their fellow students and the school beyond what is normally expected and those who give leadership to their peers by the way they approach their studies and other commitments in the school.

ICT

Mercedes College is committed to providing students with access to contemporary digital learning technologies to support personalised learning and the development of innovative and creative skills applicable to the changing world. The 1:World (One to the World) programme implemented in 2012 has enabled the College to investigate and evaluate the most appropriate technologies for student use as well as develop an extensive wireless infrastructure and support system.

The 1:World Learning Programme is based on Apple technology with the following 1:World preferred devices identified:

- The Apple iPad is the preferred device for students in the Junior School.
  - Students in Year 3 and 4 will be expected to provide their own iPads;
  - Younger students will access existing College supplied iPads;
  - Though not compulsory in 2016, students in Year 5 are able to provide their own iPads;
  - Students may also choose the smaller Apple iPad mini.

- The Apple MacBook Air (13.3") is the preferred device for students in Years 6 to 12.
  - Students in Years 6, 7 and 8 will be expected to provide their own laptops;
  - Students in Years 9-12 will have access to College-subsidised laptops under the previous 1:World model;
  - For flexibility, students may also choose the smaller Apple MacBook Air (11.6") or the more powerful Apple MacBook Pro (13").

Details of the 1:World Learning Programme (and general ICT use expectations) are available on the College website.

ICT Usage

Details are documented in the Technology Acceptable Use Policy on Page 22 and in the 1:World Learning Programme Guide.

Data Management

Students are encouraged to pro-actively manage their data throughout the year by regularly saving their files to personal storage media. The College accepts no responsibility for back up of student data.

School Diary/Planner

- All students are required to maintain the School Diary (R-5), MYP Planner (Years 6-10) or SACE/IB Planner (Years 11-12).
- The diary/planner should contain only official school related details of homework, parent notes and a record of marks.
- It must be free of offensive material including graffiti or inappropriate photos.
- The diary/planner should be taken to all lessons (Years 6-12).
- Notes written by teachers and parents are not to be interfered with.
- Students are required to carry the diary with them when they are out of class. The ‘movement log’ shows that students have permission to be out of class (Years 6-12).
- The College bag and pencil case should be free of stickers, graffiti or other offensive material. Students may at no time interfere with another student’s bag, locker or personal belongings.

School/Co-curricular Activities

Student attendance and active participation in school activities (e.g. Sports Carnivals, Swimming Carnivals, Mercy Day, Retreats and Camps) are compulsory.

If students are engaged in a school co-curricular activity, such as a sporting or Debating team, then they are obliged to commit themselves to attending all training sessions and fixtures.

Other

The following items are not permitted at school:

- Chewing gum
- Bottled alcohol based liquid paper
- iPods and the like (except Year 12 students)
- Dangerous and/or illegal items.
- Glass drinking bottles.

Mobile Phones and Other Personal Devices

Mercedes College does not prohibit students from bringing personal mobile devices to school. However, students are not permitted to use these devices at any time during the school day from 8:30am to 3:30pm. If any student needs to use his/her phone during these hours, permission needs to be first obtained from a member of the teaching staff.

Junior School students are required to hand in their phone to the class teacher in the morning and collect it at the end of the day.

For more information please refer to the Technology Acceptable Use Policy on Page 22.
Valuables

Items of value should not be brought to school.
Money or valuable items, such as laptops, musical instruments, graphics calculators, sports equipment and any other items deemed valuable by the student, are not to be left in lockers.
Musical instruments can be left in the Music Rooms, sporting equipment in the Catherine McAuley Office or with Home Group Teachers/Tutors.
The College does not provide insurance for the loss of any items that do not belong to the College including musical instruments left in the Music Room. For further information see Insurance section on Page 56.
Please ensure that students are reminded about the security of their property.

Student Social Gatherings

Private parties have become a regular way of socialising for young people. These parties draw on guest lists from across schools and while generally limited to young people of the same age, older siblings and acquaintances can be in attendance.
Invitations are often conveyed via social media, many others also hear about parties and further pass on invitations.
Parents hosting parties, can find themselves responsible for a number of young people attending parties in private homes. This number can at times exceed the planned attendance list.
While parents are encouraged to support the College in not permitting parties during school terms, if parties are to occur, the following strategies may prove helpful to consider when planning and hosting a party:
- Set a guest limit and don’t be afraid to disallow entry to uninvited guests.
- Set a clear finish time and ensure guests adhere to this.
- Set clear expectations for conduct, including no alcohol to be brought to the party or supplied at the party to underage drinkers.
- Register party details with the local Police who can assist in the event of gate crashers or difficult guest behaviour.
- Organise security, either professional security guards or other adults who can supervise entry of invited guests and disallow uninvited guests, as well as patrol the party for attempted gate crashers.
- Minimise the number of entry points to deter would be gatecrashers.
- Advise neighbours of the party plans.
- Evict guests who may be affected by alcohol or who may become aggressive. As the property owner, parents are liable for damage to both person and property.

It is important to talk with young people about safe party practices including staying with trusted friends, ensuring adult supervision is available at all times, having a safety plan if there are concerns about the conduct of other guests, not accepting drinks from people they do not know and having clear transport arrangements to and from the party.
We all want young people to enjoy safe parties in the company of their friends, so it is vital to equip them to protect themselves.

College Grounds

Dogs on Grounds
Mercedes College takes its duty of care to our students, staff and visitors seriously. Having dogs on school grounds presents a potential risk of injury to students, staff and visitors and contact and proximity with dogs can also be stressful for many people, particularly younger children.
To ensure the safety and well-being of all members of the Mercedes community, the practice of the College is to not permit dogs on school grounds to minimise the risk of accident, injury or distress to people within the grounds.
No dogs are to be brought on school grounds (including all playing fields) at any time during school time or outside school activities, except in the case of service dogs accompanied by a person(s) with a disability; or for a special purpose where express permission is granted by the Principal or Head of School.

No Smoking on School Grounds
Mercedes College recognises the health impact that tobacco smoke, including environmental tobacco smoke, has on all people exposed to it. To ensure the safety and well-being of all members of the Mercedes community, the practice of the College is to ensure that the grounds are Smoke Free.

Traffic and Parking
The College provides a number of parking facilities and traffic controls throughout the site. Restrictions and guidelines provided below aim at providing convenient access to the College while maximising the safety of children. Please pass this information on to other caregivers who may drop off or collect your child(ren). A 10kph limit applies to all traffic within the school.

North Eastern Car Park
The North Eastern Car Park beyond the boom gate and the Tennis Court Car Park are deemed unsafe for student access and are therefore Staff Only Car Parks. Parents are asked not to enter these areas between 7.45am and 4.00pm.

Delamere Visitor Car Parks
The College recognises that Junior School parents are often more involved in College life on a daily basis and visit their children more often; accordingly parking in the Delamere Car Park on the northern side of the College is designated for Junior School Visitors. We ask that parents and visitors restrict themselves to this area.
At peak drop off and pick up times please enter the Delamere Visitor Car Park rather than queue in the Kiss and Drop line, unless the car park is full.

The western side of the Delamere entrance is available for 15 minute parking except when school buses are present.

Kiss and Drop Zone

There is a Kiss and Drop Zone on the left side of the roundabout. This is for drop off or pick up only. The driver must not leave the car.

The parks around the western side of the roundabout are available for 15 minute parks. Drivers may leave their cars. Staff monitor Kiss and Drop before and after school. Parents are asked to respectfully follow the directions of staff on duty in these areas.

Roadway between College Buildings and Oval

The roadway between the College buildings and Maryvale Oval is a car-free zone between 7:45am and 4:45pm and under no circumstances should parent/caregivers be driving up to school buildings.

Fullarton Road Entrance

Years 6-12 parent(s)/caregiver(s) only are encouraged to use the Fullarton Road Kiss and Drop prior to 8:15am. After 8:15am parent(s)/caregiver(s) may drop students outside the College at either the Delamere Avenue or Rectory Walk gates.

Junior School families are not permitted to use this entrance.

Parking on Local Roads

The College requires parent(s)/caregiver(s) and students to accept and obey all traffic rules and regulations. The local road regulations are as follows:

• Do not double park in Delamere Avenue or Rectory Walk
• Do not park across driveways
• Do not drop off or pick up in inappropriate areas. Timed Parking, i.e. 2 hour parking. Please observe the timing restrictions.

No Parking/No standing

Please note the explanation below and observe the signs. We have been informed by Mitcham Council that parking inspectors will patrol neighbouring streets and that fines will be issued where restrictions are ignored.

For further information please refer also to the Children Schools and Traffic brochure issued by the Mitcham Council.

Please be aware that cars are parked at the owner/driver’s own risk.

No Parking and No Standing Signs

No Standing Zones

These zones are usually adjacent to school entrances and the approach and departure sides of school crossings. You must not stop your vehicle in a no stopping zone or on a solid yellow line, not even for a few seconds.

No Parking Zones

You may stop in a No Parking zone to immediately pick up or set down your child, and drive off as soon as possible. No Parking zones are to ensure a quick and smooth turnover of vehicles.

You must not leave your vehicle parked or unattended.

If you are going to collect your child from this zone, have your child wait nearby in the school grounds so they can see you arrive. On your arrival they can then leave the school ground, enter your vehicle and you can then drive off.

Please ensure that all parking regulations and speed limits are observed and adhered to.

We thank you for your consideration in this matter. Together we will ensure the safety of your children as they arrive for school and leave at the end of the day.

Please note the College does not accept liability for damage to vehicles parked on College property. Parking is at your own risk.

Emu Crossing

Emu Crossing: requirements of use

Morning Operation 8.20am – 8.45am

All Students dropped off on the northern side of Delamere Avenue must at all times use the Emu Crossing to cross the road.

Students are then required to enter the school grounds via the western gate and cross the internal road via the designated pedestrian crossing at Kiss & Drop.

Staff will monitor the Emu Crossing in the morning from 8.20am – 8.45am.

To ensure the maximum safety of our students, parents who drop off their child(ren) at the Kiss & Drop are asked to leave the College by turning right onto Delamere Avenue.

Afternoon Operation 3.20pm – 3.50pm

All students picked up on the northern side of Delamere Avenue must at all times use the Emu Crossing to cross the road.

Students will be required to cross the designated pedestrian crossing at Kiss & Drop and exit via the western gate where they will cross Delamere Avenue via the Emu Crossing.
To ensure the maximum safety of our students, parent(s)/caregiver(s) who pick up their children at the Kiss & Drop are asked to leave the College by turning right onto Delamere Avenue.

Staff will monitor the Emu Crossing in the afternoon from 3.20pm – 3.50pm.

**Bus Rules**

The following rules are to ensure the safety and comfort for all who travel to/from Mercedes College by bus:

- Remain in the one seat for each trip – no kneeling/facing backwards
- No moving from the seat while bus is moving – only get out of the seat when bus is arriving at your stop
- No portion of the body to be outside of windows
- No causing annoyance to others
- No smoking, fighting or using bad language
- Noise will be kept to a reasonable level so that the driver is not distracted and can concentrate
- When alighting from the bus never walk in front of the bus – walk to the rear so you can be seen by oncoming traffic
- As the bus approaches to pick you up, stand still until it stops – do not jostle with other students in front of a moving bus
- Allow Junior School students on bus first
- At all times obey the bus driver and demonstrate courtesy
- Deliberate, wilful or unnecessary damage caused by students will be the responsibility of themselves and their parents to rectify
- Misbehaviour will be reported by the bus driver to the College and the matter will be dealt with accordingly.

Breaches of School Bus Rules will be dealt with in accordance with the Personal Responsibility Policy. A student who, after consultation with the Head of School, bus driver and parent, continues to ignore directives, will lose their bus pass/student ID and parents will be required to accept sole responsibility for transporting their students to and from the College.

**Transport**

**Adelaide Hills Services**

**Bus 887S**

From Mercedes College stop 16A Fullarton Rd via Fullarton, Cross Rd, Mt Barker Rd, SE Freeway, Crafers Park ‘n’ Ride, Main St Crafers, SE Freeway, Stirling exit, Mt Barker Rd, Stirling, Aldgate, Bridgewater, Verdun Junction, Hahndorf, Mt Barker, Adelaide Rd, Druids Ave, Hutchinson St, Gawler St to Mt Barker Park ‘n’ Ride (Stop 65).

Connecting: 838A, 838BC, 839A, 839C, 830F, 834A, 841F, 837, 850, 852 (Route descriptions for these services can be found on the appropriate public timetable).

**Adelaide Metro School Services**

**School Bus 968 (Morning services)**

From stop 14E Edward Street (8.13am) via Edward Street, Grange Road, Belair Road, Seafield Avenue to Mitcham Girls High School, Cambridge Terrace, Tutt Avenue, Kitchener Street and Fullarton Road to stop 16A Maitland Street.

**School Bus 966 (morning) 967 (afternoon)**

From Marion Centre Interchange (7.50am) via Sturt Road, Morphett Rd, Diagonal Road, Prunus Street, Morphett Road stop 21 (arriving approx. 8.00am), Bray Street, Raglan Avenue, Mitcham Girls High School, St Josephs Primary School & Unley High School and Fullarton Road to Mercedes College. Afternoon service reverse of above.

**School Bus 173 (Afternoon services)**

From Fullarton Road stop 5 facing away from the City at 3.30pm via Fullarton Road, Maitland Street (approx. 3.41pm), Taylors Road, Old Belair Road, Blythewood Road, Belair Road, Main Road and Station Road to Blackwood Station.

**School Bus 171 (Afternoon services)**

From Mercedes College stop 16A Maitland Street facing towards City at 3.38pm travelling via Maitland Street, Fullarton Road, Glen Osmond Road, Hutt Road, Hutt Street, Wakefield Street, Victoria Square and King William Street to stop Y2 King William Street, City.

**Regular Route Services**

100, 171, 173, 190 and 300 route services operate in close vicinity to the College. Please refer to the public timetables for full details of route descriptions, service times and frequency.

**Bus Route 100** (Arndale Centre Interchange via Marion & Cross Roads to Glen Osmond). Departs from Arndale Centre Interchange servicing Woodville Road, Holbrooks Road, Marion Road & Cross Road. Alight at Cross Road/Fullarton Road and transfer to Bus Route 171 from Fullarton Road to stop 16A Maitland St.

**Bus Route 171** - City to Mitcham via Fullarton Road. Departs from the City operating via Glen Osmond and Fullarton Roads to Mercedes College.

**Bus route 173** (Blackwood Station Interchange to City via Main and Fullarton Roads). Departs Blackwood Station via Main Road and Blythewood Road to Mercedes College. (Operates as School Bus A in the afternoon to Blackwood Station)
**Bus Route 191** Mitcham Shops to City – from Stop 12 Belair Rd, Mitcham Shops via Belair Rd, Unley Rd, Pulteney St, Wakefield St, Victoria Square and King William St, City. Returning via reverse of the above route to Mitcham Shopping Centre.

**Bus route 190 -** Departs Glenelg via Jetty Road, Brighton Road, Cliff Street, Morphett Road, Bray Street, Raglan Avenue, Grange Road and Belair Road. Alight bus at stop 21 Morphett Road and transfer to School Bus 966 to Mercedes College OR continue on route 190 and alight at stop 12 Belair Road, then cross over to other side of road and transfer to 171 via Princes Road to stop 16A Maitland Street OR alight at stop 14E Edward Street and transfer to School Bus 968 from Edward Street to Mercedes College.

**Bus Route 300** (Suburban Connector service). Departing via Arndale Centre Interchange via Portrush Road, Cross Road, Belair Road, Flinders Medical Centre, Marion Interchange, Glenelg, West Beach, Henley Beach, Woodville Road. Alight at Cross Road/Fullarton Road and transfer to Bus Route 171 from Fullarton Road to stop 16A Maitland St.

**Note:** Limited descriptions are shown above for regular route services. For full details on services above go to www.adelaidemetro.com.au.

**Mitcham Hills**

A school bus servicing students in the Mitcham Hills area departs from Reynella and travels through parts of Happy Valley, Flagstaff Hill, Aberfoyle Park, Coromandel Valley, Hawthorndene, Blackwood, Belair and on to the College.

A copy of the timetable and related material can be obtained by contacting the College.

**Road King Coachlines**

Western, Northern, Eastern Areas (8341 0677)


These routes can be negotiated on a needs basis. For further information please contact Sandy Ringwell on 8341 0677.

**For more Information**

**Adelaide Metro**

Timetable information

**Adelaide Hills, Southlink PTY LTD**
P: 8339 7544 | www.southlink.com.au

Information correct as at October, 2015. Please check websites listed above for any queries.
Reporting Student Achievement

Junior School

Assessment and reporting provide feedback about how well students are meeting the objectives and standards determined for their year level. Students are actively engaged in understanding themselves as learners and consequently take a focussed and important role in the reporting process.

Reporting modes include:

- Learning Review meetings provide an opportunity for parent(s)/caregiver(s) to discuss their child's learning with his/her Teacher(s).
- Each student has a Progress Folder. Its purpose is to provide regular insights into student's learning and to enable a three-way communication process between teachers, students and parent(s)/caregiver(s). It is used to document and assess student progress and achievement. The folder is sent home three times during the year.
- Learning Conferences (conducted early Term 3) are a three-way process where students inform their parents of the progress they have made to date. It is an important learning opportunity for the students as much as it is an informative medium for parent(s)/caregiver(s).
- Written Reports (summative and criterion based) are provided at the end of Term 2 and at the end of the year. The Year 5 Exhibition provides students in their final year of the Primary Years Programme (PYP) to participate in a culminating inquiry, which is designed to demonstrate and celebrate their proficiencies in all areas of the Programme as students move from the PYP into the Middle Years of schooling. The Exhibition is held in Term 4.

Middle and Senior School

Reporting at Mercedes College throughout the year should be viewed as a series of formal and informal feedback components to inform student progress and achievement on their learning journey. Information is provided to students (and parent(s)/caregiver(s)) about their learning (strengths and weaknesses), achievements and development that is valid, accessible and timely in order to assist in guiding their learning and educational choices throughout their schooling.

Details provided in reports may vary according to the stage of learning and Year level of the student.

Interim Reports (Term 1 and Term 3)

Interim Middle School Reports are provided as check points midway through a semester and focus on general “approaches to learning” (ATLs) and application demonstrated by the student. Teachers provide judgments on ATL categories as to whether students are Becoming Evident (BE), Mostly Evident (ME), Appropriately Evident (AE), Extremely Evident (EE).

In Senior Years comments may target specific ATLs that require attention or provide guidance for improvement in particular areas of learning.

Mid Year Reports (Term 2)

Mid Year Reports provide achievements in subject-specific criteria or performance standards. These achievements are used to calculate an indicative progress grade. SACE results are reported A+ to E- while IB results (MYP or Diploma) are reported 7 to 1 (7 being the highest). Comments written by teachers in this report are focussed on approaches to learning (ATL) exhibited by the student toward the subject and are intended to help students see the link between the development of effective learning skills and success in achievements while also providing an opportunity for more subject-specific guidance on improvement.

Final Reports (Term 4)

Final Reports provide a grade for each subject based on the combined final attainments in criteria or performance standards. Year 12 Final Reports are distributed at the end of Term 3 and therefore the final grade is regarded as provisional as they may include assessment tasks which are subject to external moderation or are dependent on examination results. A comment is also included to provide an overview of student performance and subject-specific guidance for any final assessments.

In Years 6 to 10 the Final Report will also include a reflective comment by students based on the IB Learner Profile and Approaches to Learning (ATL). This final reflective comment asks students to consider their strengths and areas needing attention.

Learning Reviews

Learning Reviews take place following the distribution of Interim Reports in Term 1 with a further opportunity for targeted reviews in Term 3. The aim of the review is to ensure parents are aware of progress in their child’s learning journey and how they are able to support the continuation to the next stage. Students participate in the discussion to gain an understanding of how to progress in their learning and are encouraged to complete a work plan based on this review.
School Policies and Procedures

It is a condition of enrolment that students agree to adhere to the Policies and Procedures of the College.

Policy on Learning

Introduction
The Policy on Learning has arisen from a need to recognise that learning is central to decision making by the College Council and Executive Leadership Team that relate to capital development, staffing, provision of resources and other policy or procedural matters.

This policy will:
• provide a framework to ensure the educational, emotional, spiritual and social needs of students are central to the core business of Mercedes College
• guide the review and documentation of the appropriateness of resources (learning spaces, support materials, staffing) to learning and curriculum
• formalise the accountability to state, commonwealth and international educational programmes
• guide the review and development of learning and curriculum at the College
• identify and respond to the professional development needs of staff
• highlight the role of assessment and reporting practices for continuous improvement
• identify and promote the links to the Mercedes College Vision and Ethos
• respond to the specific issues raised by members of the Mercedes College learning community

Policy Principles
The following Policy Statements represent the guiding principles and beliefs that underpin learning and curriculum at Mercedes College.

Students are at the centre of learning at Mercedes College
Mercedes College will ensure students are at the centre of learning by:
• Using teacher expertise and consulting with students to utilise their experiences in guiding the learning and curriculum agenda
• Promoting and sustaining an open culture of student safety within the physical and social environment of the College and other learning places
• Providing accountability structures that are visible and accessible to students and the general Mercedes College community
• Promoting the Mercy Keys of Compassion, Loyalty, Justice, Integrity, Responsibility and Mutual Respect across the Mercedes College learning community.

Excellence in Catholic and International Education
Mercedes College will:
• Invite students into a learning process that is grounded in Catholic beliefs and values
• Support students in their striving for excellence
• Endeavor to have students attain national benchmarks in numeracy and literacy (including information and communication technology).

Constructivism and Holistic Education
Mercedes College will support constructivist learning throughout the educational experience of students through:
• Inquiry based learning and the use of guiding questions in the International Baccalaureate Primary Years and Middle Years Programmes
• Encouraging students to discover principles
• Guiding students in making connections between concepts and processes
• Scaffolding principles with existing experiences
• Making learning purposeful, contextualised, challenging and inherently interesting.

Contemporary and Relevant Curriculum
Mercedes College will provide curriculum options that:
• Embed spiritual, emotional and social growth within Religious Education and Pastoral Care experiences
• Reflect national and international educational trends
• Consider the individual needs and talents of students
• Provide new and innovative ways to deliver curriculum
• Result from regular reviews and developments in curriculum offerings at national and international levels
• Ensure every student up to Year 10 undertakes a second language
• Support career planning for today and tomorrow.

Resources
Mercedes College will endeavour to provide that:
• Class sizes and resources are appropriate to the age of students and areas of study
• Learning spaces are appropriate for the diverse needs of learning and curriculum
• Information and communication technologies are appropriate to support learning and teaching.

Accessibility to Education
Mercedes College recognises that its community reflects diverse skills, backgrounds and cultural needs.

We endeavour to:
• Meet the physical, mental and emotional needs of students
• Provide support to students with identified learning disabilities and giftedness
• Determine and respond to the range of learning styles of students.
• Provide individualised programmes of learning where required
• Provide counselling and psychological support
• Link with external institutions, industry and the broader community who may provide support and further learning opportunities.

**Staffing and Professional Development**

Mercedes College is a learning community. We are therefore committed to support the learning needs of staff to ensure they have current and appropriate training to support the learning and curriculum needs of the College and its students.

In particular:

• Staff will undertake professional development as determined by:
  • the Executive Leadership Team
  • guiding organisations such as the International Baccalaureate, SACE Board, ACARA and Catholic Education SA
  • the Australian Charter for the Professional Learning of Teachers and School Leaders (AITSLS)
• Staff will undergo appraisals to determine their personal professional development needs
• Teaching staff will regularly update their pedagogical skills to reflect contemporary educational trends.

**Supporting Life-Long and Life-Wide Learning**

Mercedes College will strive toward students becoming thoughtful, active, responsive and committed local, national and global citizens.

These students will possess the capabilities to apply knowledge, skills and experiences to new and different contexts and situations, and to be able to act responsibly with regard to others.

This will be guided by:

• Encouraging students to embrace a commitment to a life-long journey of faith exploration and the quest for truth
• Promoting an awareness of environmental issues and developing the flexibility to respond to change, recognise connections with the past and conceive solutions for preferred futures
• Developing a positive sense of self and group, accepting individual and group responsibilities and respecting individual and group differences through active participation in Community and Service
• Ensuring internationalism and intercultural awareness are embedded in curricular and extra-curricular programmes reflected in working in harmony with others and for common purposes, within and across cultures
• Being independent and critical thinkers, with the ability to appraise information, make decisions, be innovative and devise creative solutions
• Communicating powerfully and effectively
• Structured career counselling and planning.

**Learning Partnerships**

Mercedes College believes in the partnerships of staff, students and parents to develop and maintain learning and curriculum within an environment of change.

This will be supported through communication in areas of:

• Links with the Mercy tradition and the broader church community
• Review and documentation of learning programmes for continuous improvement
• Consultation in design and implementation of assessment and reporting of student achievement
• Criteria for promotion, Awards and specialised learning plans
• Latest national and international trends in education
• Links with external institutions, industry and the broader community
• Feedback from results of Competitions and National Learning Benchmarks.

**Policy on Academic Integrity**

**Introduction**

The policy on Academic Integrity recognizes the challenges faced by staff and students in developing responsible and respectful attitudes and behaviours regarding the use of information in teaching and learning. The internet, in particular, presents a vast amount of information that is readily available for staff and students. It is important, therefore, that this information is validated and acknowledged appropriately.

This policy embraces and reinforces the principles and attributes expressed as Mercy Keys with a particular focus on Integrity, Justice, Responsibility and Mutual Respect.

It is expected that this policy will be implemented in developmentally appropriate ways which may result in alternative processes and consequences for different individuals.

**Rationale**

The Policy on Academic Integrity has developed from a need to identify and clarify aspects of academic honesty and malpractice to assist staff, students and parents in developing personal integrity and responsible practice in teaching, learning and assessment.

**Scope**

This policy applies to all staff and students of Mercedes College and is guided by the Mercedes College Policy on Learning (2005) the IBO publication Diploma Programme - Academic Honesty (IBO, 2009) and SACE Assuring Assessment Integrity Policy (2012).
Definitions

In the context of this policy:

**Academic honesty** or **academic integrity** refers to the “set of values and skills that promote personal integrity and good practice in teaching, learning and assessment” (IBO, 2009, p2).

“A **authentic** piece of work is one that is the student’s own work “produced without undue assistance from other people or sources” (SACE Board, 2013) or with “ideas and work of others fully acknowledged” (IBO, 2009, p2). A **Breach of Rules** occurs “when a teacher is unable to verify that work submitted in the student’s own” (SACE, 2013)

**Malpractice** is defined as behaviours that result in, or may result in, a student “gaining an unfair advantage in one or more assessment component” (IBO, 2009, p3). “The actual possession of unauthorized material constitutes malpractice” (IBO, 2009, p5) rather than intent or actual use. Examples of malpractice include (but is not limited to):

- Plagiarism: “the representation of the ideas or work of another person” (IBO, 2009, p3) as their own. This includes a translation of text from another language and breaching intellectual property rights such as “patents, registered designs, trademarks, moral rights and copyright” (IBO, 2009, p2).

- **Collusion**: supporting another student inappropriately by “allowing one’s work to be copied or submitted for assessment by another” (IBO, 2009, p3) Collusion also includes allowing another student to take their place in an assessment (SACE, 2013).

- **Duplication of work**: “the presentation of the same work for different assessment …requirements” (IBO, 2009, p3)

Any other behaviour that “gains an unfair advantage” for a student or that “affects the results of another student” (p3) such as:

- using data that has been fabricated rather than developed through authentic means.
- taking unauthorized material into an examination
- distracting or disrupting the learning of another student
- using materials or resources that were prohibited for an assessment task (e.g. using a calculator when one was specifically not allowed)
- giving other students information about an upcoming assessment task
- exceeding a deadline without a valid reason

Academic infringement refers to minor cases of malpractice where students have demonstrated an attempt to undertake work with academic honesty.

Learning Coordinators include the Director of Curriculum and Learning, Area of Study (Faculty) Coordinators, IB and SACE Coordinators and Heads of Schools.

Policy Principles

5.1. **Academic integrity will be the responsibility of all staff and students at Mercedes College**

- Staff are expected to model academic integrity in their work
- All assessments completed by students must be authentic, using their own language, expression and ideas
- Students must acknowledge the authenticity of their work when submitting assessment tasks
- Students must not submit the same task for different subjects or assessment components
- Students must meet the set deadline for an assessment task unless an extension has been granted. Extensions cannot be granted on the date the task is due without formal notification from parents
- It is the responsibility of all Teachers to confirm that, to the best of their knowledge, students have submitted authentic work

5.2. **Principles of academic integrity will be at the centre of teaching and learning at Mercedes College.**

- Learning Coordinators will ensure principles of academic integrity are central to teaching and learning
- All Teachers are responsible for regularly promoting and reinforcing attitudes and behaviours leading to academic authenticity. Teachers, for example, should reinforce the practices of referencing and drafting to authenticate student work
- Teachers will provide students with opportunities to develop their understanding of examination conditions
- A distinction must be made between collaboration (which is encouraged) and collusion
- Positive benefits of academic honesty will be reinforced

5.3. **Mercedes College will implement processes to monitor and support academic integrity**

- This Policy must be accessible to all members of the Mercedes College community
- Students and parents must sign an acknowledgement of this policy annually
- Resources to prevent and monitor plagiarism will be available to Teachers
- Students will be provided with guidelines for maintaining academic integrity including correct referencing; appropriate conduct during examinations; and processes for seeking an extension to an assessment deadline
- Arrangements such as scheduling, seating and room location will be implemented effectively for tests and examinations
- All examination rooms will have an invigilator and an appropriate number of staff supervisors

5.4. **Mercedes College may impose serious consequences for students found to have acted against the principles of this policy (see 6. Actions and Consequences)**
6. Actions and Consequences

6.1 Any form of suspected malpractice will be investigated by a Learning Coordinator and/or designate of the Principal

- Evidence of suspected malpractice must be presented to a Learning Coordinator. In the case of plagiarism, for example, the source material that has been copied will be required.
- The student(s) will be invited to discuss the incident and provide an explanation of defence.
- Student may be required to present a viva voce to authenticate their work
- If suspected malpractice is considered minor (for example where a student has at least demonstrated an effort to complete work within the guidelines of academic integrity) then this will be deemed an academic infringement (see 6.1.1).
- In cases where suspected malpractice is considered to be more serious, parents/guardians will be formally informed and invited to contribute to the investigation.
- All investigations will remain confidential.
  - The result of a malpractice investigation will be formally documented and presented to the Director of Curriculum and Learning.
  - Copies of the investigation outcome and consequences (see 6.1.2) will be presented to the student, parent/guardian and Head of School.

6.1.1 Consequences for academic infringement will be determined by the Subject Teacher in consultation with the Learning Coordinator and may include (but is not limited to)

- Zero marks, partial marks or ‘incomplete’ status may be awarded for the assessment task or specific component identified as non-authentic
- The assessment task may be required to be re-submitted
- Student may be required to undertake an assessment task in a different location
- Student may be required to undertake an alternate assessment task

6.1.2 Consequences for malpractice will be determined by the Learning Coordinator with the approval of the Principal (or delegate) and may include (but is not limited to):

- Zero marks, partial marks or ‘incomplete’ status may be awarded for the assessment task or specific component identified as non-authentic
- The assessment task may be required to be re-submitted
- Student may be required to undertake an assessment task in a different location
- Student may be required to undertake an alternate assessment task
- Internal suspension
- External suspension
- Expulsion (requires action by the Principal)

6.2. Malpractice relating to formal assessment in the IB MYP, IB Diploma or SACE will be referred to the IBO or SACE Board and may result in the student being prohibited from completing the qualification.

6.3. A student and/or parent guardian is able to appeal the decision of the Learning Coordinator.

- Appeals must be addressed to the Principal within fourteen (14) days.
- The appeal process will be completed within three months or by the conclusion of the relevant academic period (whichever comes first).

6.4. The school will support a student in undertaking restorative actions when found to have undertaken an academic infringement or malpractice.

Technology Acceptable Use Policy

Introduction

Mercedes College recognises the powerful contribution that the Internet and other forms of information and communications technology (ICT) can make to the development of human life and culture. The College is committed within its available resources to the provision of contemporary ICT infrastructure and resources in a safe learning environment. The primary purpose of ICT at Mercedes College is to enhance teaching and learning outcomes and the wellbeing of its students and promote educational excellence by facilitating resource sharing, innovation and communication.

The College encourages the use of its ICT resources to:

- empower students to purposefully select creative activities, applications and modes of communication;
- provide tools for communication and collaboration amongst members of the school community;
- present opportunities for students to be part of broader communities;
- make learning activities, information, courses and feedback available on line;
- offer students immediate feedback on their learning queries and progress;
- increase parent access to student work and achievement;
- empower Teachers to participate in professional learning programs and collaborative projects, and shape the development of learning resources.

Definitions

ICT includes the provision of hardware, software and access to the Internet.

Social networking refers to any internet or intranet website, program, tool or other electronic communication that publishes, posts, shares or discusses information, or allows interaction with others. This includes sites such as Facebook, Twitter, Skype, wikis, blogs and chat rooms.
Defamation refers to any statement (including photographs and animations) that can harm another person’s reputation.

Plagiarism is taking the ideas or writings of others and presenting them as if they were your own.

Copyright infringement occurs when there is an unauthorised reproduction of a work that is protected by copyright.

Personal information means information or an opinion, whether true or not, and whether recorded in a material form or not, about an individual whose identity is apparent, or can reasonably be ascertained, from the information or opinion. Information can include photographs, cartoons or other forms of illustration that may identify a person.

Scope

This policy applies to all staff and students of Mercedes College and to other users, such as volunteers and contractors, who are authorised by the Principal, or his or her delegate, to have access to the College’s ICT resources.

This policy covers the utilisation of any ICT resource owned or operated by the College at any time, whether during or outside of school hours, and includes the use of remote access facilities. Mobile phones and other personal devices such as tablets and laptop computers belonging to students are not part of the College’s ICT resources. However, this policy does apply to the use of personal devices accessing the College’s resources.

The Privacy Act requires individuals and the College to take reasonable steps to protect the personal information that is held from misuse and unauthorised access.

Rationale

The intent of this policy is to establish the rules governing safe and legitimate use of ICT at Mercedes College and to ensure ICT is used in harmony with the Catholic ethos of the College and in keeping with Mercy tradition.

Users must be familiar with the terms of this policy and will be required to sign an Acceptable Use agreement in relation to their responsibilities.

This Policy is based on the Mercedes College Vision to “develop global citizens, committed to living with Responsibility, Integrity, Compassion, Loyalty, Mutual Respect and dedicated to Justice” and the key principle of “supporting a positive learning environment”.

Policy Principles

Policy Statement – Use of ICT

The College’s ICT resources are educational and business facilities, to be used primarily for educational purposes. All users, therefore, have a responsibility to use these resources in an appropriate, ethical, safe and lawful manner.

Policy Statement – Use of Mobile Phones and other personal devices

Mercedes College does not prohibit students from bringing mobile phones and other personal ICT devices to school. However, there is a distinction between their use as a personal communication device and as an educational device.

Students are not permitted to use their devices for personal communication at any time during the school day, between 8:30am and 3:30pm.

If a student needs to use his or her device during these hours, permission needs to be first obtained from a member of the teaching staff.

For use of their personal devices for educational purposes, students are expected to follow the guidelines relating to ICT use outlined in this policy under the direction of teaching staff.

Mobile telephones or other personal devices with image capabilities must be used with caution as this may constitute a case for defamation (see also Privacy).

Policy Statement – Consequences of Breach

Breaches of this policy will be investigated by the Executive Leadership Team. After investigation, disciplinary action as deemed appropriate may be carried out.

For staff, disciplinary action can potentially include limited or supervised use of technology, redefined contract of employment and dismissal.

For students, the consequences may include removing access to the College’s ICT resources, for a specified period or indefinitely; banning the use of personal devices - for a specified period or indefinitely; creating a contract between the student and the College; detention; suspension (internal or external); or expulsion.

Policy Statement – Limitation of Liability

The College does not guarantee that the functions or services provided by or through its ICT resources will be error-free or without defect.

The College will not be responsible for any damage users or others may suffer including, but not limited to, loss of data or interruptions of service, whether or not such loss of data or interruptions of service is incurred through a breach of this policy.

The College is not responsible for the accuracy or quality of the information obtained through or stored on the network. The College will not be responsible for financial obligations arising through the unauthorised use of provided technology.

Procedural Understandings

1. Use of the College’s ICT Resources

1.1. All documents and data created and stored on the network will be treated as education-related, and are the property of the College. Accordingly, users should not expect that any information or document transmitted or stored on the network is private.
1.2. Authorised users are permitted to access the Internet, email and other communication facilities to send and receive personal messages, provided that such use is kept to a reasonable minimum and is consistent with users’ responsibilities as outlined in this policy.

1.3. The College’s ICT resources must not be used for the conduct of private business.

1.4. Users must not download or post material that could cause damage or disruption, by viruses or otherwise.

1.5. Users must not stream, download or forward games, audio clips, movie clips or other files that do not constitute educational purposes. The downloading and installing of music sharing software is strictly prohibited.

1.6. Users must not interfere with another person’s ability to undertake their responsibilities or duties.

1.7. Users are provided with a limited amount of space on the network to store files. Any files that are no longer required must be transferred to storage devices or removed from the network.

1.8. The use of printers, scanners, digital cameras, projectors and other technologies available at the College is limited to activities of educational or career development purposes.

1.9. The use of storage devices must be for educational purposes only.

2. Internet Access and Electronic Mail

2.1. The College’s Internet and email resources should never be used for the following purposes:

- to abuse, vilify, defame, harass, degrade or discriminate (on the grounds of, for example, gender, race or disability);
- to send, assent to receive or store obscene, offensive or pornographic material;
- to discuss or comment on the physical appearance of other persons (whether they receive the message or not);
- to harass any person whether through language, frequency or size of message;
- to injure the reputation of the College and/or the Church in a manner that may cause embarrassment to any member of the College community or the Church;
- to offend the ethos and values of Catholic teachings;
- to send unsolicited mail to multiple people (spam);
- to send anonymous email intended to disguise one’s identity or origin;
- to post messages using social networking sites unless the message is strictly related to education or College business (see 3. Social Networking);
- to infringe the copyright or other intellectual property rights of another person (see 4. Plagiarism and Copyright);
- to deliberately access or remain at a site with inappropriate or offensive content.

From time to time users may be redirected to, or accidentally access, inappropriate material. These sites should be brought to the attention of the Director of Information Systems and Services or Head of School in order for them to be blocked by the College’s filtering software and to ensure that it is noted that the material was not accessed intentionally.

- to perform any other unlawful or inappropriate act.

2.2. Individuals or the College may be liable for what is written or said in emails or other communications using the College’s ICT resources. Emails are neither private nor secret. They may be easily copied, forwarded, saved, intercepted or achieved, and they may have to be produced in legal proceedings. The audience of an inappropriate comment in an email may be unexpected and extremely widespread.

2.3. Users must regularly check their email and delete unwanted messages promptly. Email is regularly cleared by the network system after certain time periods have elapsed.

3. Social Networking

3.1. Any usage of the College’s ICT resources for social networking must be strictly in accordance with this policy.

3.2. Users must not use the College’s ICT resources to post information on social networking sites, without the prior approval of the Principal or his or her delegate.

3.3. Where users have authorisation to post information on social networking sites, they must ensure that postings are kept appropriate at all times. Postings should not include any information that is confidential to the College or to any student or other person who has disclosed information to the College.

3.4. When staff or students are accessing social networking sites in their own time and not by means of the College’s ICT resources, they must not post anything that suggests that they have permission to speak on behalf of the College. Users should ensure that any content relating to the College is consistent with how the College wishes to be represented. Unless users have specifically been given permission to speak on behalf of the College, all postings published are their own and users are personally responsible for the content published.

4. Plagiarism and Copyright

4.1. Users are to respect the rights of copyright owners.

- Information found on the Internet or on the College network cannot be used or distributed without the right to do so.

- Users should assume that all materials published on the Internet are protected by copyright, unless explicitly stated otherwise.

- Proper referencing of material is required.

- If a work contains guidelines for appropriate use of that work, then users must follow the express requirements.

- If a user wishes to use material from another webpage in one of their own pages, then they should create a hyperlink pointing to the material rather than copy it. It is recommended that the permission of the owner of the other web page be sought prior to creating links to their pages.

- Software must not be copied without the express permission of the copyright owner. Authorised users must respect and abide by the terms and conditions of software use and licences.
4.2. Users must check that there is no violation of intellectual property rights.

4.3. A user must not copy a trademark or logo belonging to another party.

This constitutes a breach of the Trade Marks Act (1955) and will expose the user to liability for damages. By including these logos on a Mercedes College web page, this may also breach national or state consumer laws by misleading or deceptive conduct.

5. Privacy

5.1 Users of the College’s ICT resources may gain access to personal information relating to others, including staff, students, parents, contractors and suppliers. The resources must not be used to disclose personal information except in accordance with the College’s Privacy Policy, or with proper authorisation.

5.2 When logged on, each user is responsible for the security of the computer and should not allow it to be used by another user.

5.3 Intentionally seeking information, obtaining copies or modifying files or passwords belonging to other persons, or representing others without express authority is prohibited.

Monitoring ICT Acceptable Use

- Mercedes College has established procedures to assist in the provision of ICT resources and to maintain security. This includes the use of network accounts and passwords to restrict access to the network to authorised use only.

- The contents and usage of email and Internet access may be subject to regular random monitoring by the College. This will include electronic communications which are sent or received, both internally and externally. Where inappropriate use is suspected through this means or other incidents, the Director of Information Systems and Services may be authorised by the Heads of Schools or Principal to examine web access logs and/or email accounts. No monitoring will occur without this authority except for normal logging of system usage to manage the network.

Personal Responsibility Policy

Our Mercedes Community is founded on Jesus’ challenge to:

‘Love one another as I have loved you.’ (John 15:12)

To foster a caring and responsible school community, we believe:

- In reinforcing positive and responsible behaviour
- In maintaining a safe and caring environment where the rights of all students are supported and protected
- Students must accept responsibility for their own behaviour in academic, social and physical pursuits
- In order to protect the rights of others and to support students to make responsible decisions, the College has an obligation to respond to inappropriate behaviours
- Staff and students share the role of establishing a responsible and caring College environment.

As a Catholic Community, Mercedes College values caring and responsible behaviour and expects all students to be committed to the following three areas:

Respect

Mercedes College promotes respect of self, others and the environment.

Appropriate behaviour includes:

- Being friendly and welcoming of others
- Showing pride in self and the environment
- Being honest
- Being self-disciplined
- Showing respect, consideration and courtesy
- Resolving conflict in a constructive and non-aggressive manner
- Caring for resources and the environment
- Maintaining lockers and personal school items in an appropriate manner
- Using appropriate language
- Wearing the correct School Uniform
- Being punctual

Community

Mercedes College promotes active participation in our school community.

Appropriate behaviour includes:

- Working together and supporting each other
- Appreciating the skills and diversity of individuals within our College
- Adopting a responsible and constructive role within the College community
- Using all opportunities for participation in College life
- Accepting responsibilities
- Engaging in appropriate behaviour when representing the College
- Acknowledging that we are an R-12 co-educational College and modelling suitable behaviour in our interactions with other students
Achievement
Mercedes College promotes the pursuit and value of excellence. Appropriate behaviour includes:
- Striving to achieve your best in all College activities
- Acknowledging and supporting the talents and experiences of others
- Setting your own goals and expectations in cooperation with your Teachers/staff
- Taking steps to develop self confidence
- Accepting challenges
- Questioning and seeking answers
- Recognising and learning from mistakes
- Developing effective organisational skills and work habits
- Maintaining a balance between study, co-curricular involvement and recreation

Personal Responsibility Procedures
College Rules are based around:
- Uniform and grooming
- Punctuality and attendance
- Out of Bounds Areas
- Acceptable Use of Technology
- Harassment
- Respectful and positive behaviour

Reception to Year 5
There are several fundamental principles in developing personal responsibility in our students. In partnership with parent(s)/caregiver(s) we aim to:
- Affirm positive behaviour
- Develop self discipline
- Encourage students to take responsibility for his/her actions
- Help students understand the right to learn and teach
- Support students to develop an ethical and social conscience.

Essential Agreements
- Respect others, the environment and all property
- Be punctual and bring all equipment
- Remain on task (Each class will modify these using age appropriate language)
Class Essential Agreements are displayed in the classroom.

Consequences for Inappropriate Behaviour
At all steps, students are supported with reminders and strategies to develop behaviours in line with the Essential Agreements.

Step 1 – Inappropriate Behaviour
- Reminder, identification of behaviour and teacher counselling/support.

Step 2 – Repeated Inappropriate Behaviour
- Time out in class
- Student supported to return to class group and continue work.

The student is supported to reflect on and modify their behaviour.

Step 3 – Repeated Inappropriate Behaviour
Student is issued with a Notification/White Slip. This is placed in the student’s diary where a signature by a parent/caregiver is required and then returned to the teacher promptly.

Step 4 – Repeated Inappropriate Behaviour or a Serious Misbehaviour
A third Notification in one term or a serious misbehaviour results in Reflection Time. Students are required to attend Reflection Time either on the day or the following day of receiving the Reflection Time slip. Reflection Time takes priority over other commitments.

Students are required to complete the Personal Responsibility Form with the support of the Assistant Principal/Head of Junior School or Junior School Coordinator. This is done in a positive manner in which students reflect on their behaviour and identify ways they can improve in the future.

The Personal Responsibility Form is given to the student and is to be signed by the parent/caregiver and returned to the College the following day.

Should a student receive a number of Reflection Times, parent(s)/caregiver(s) will be notified and requested to meet with the Assistant Principal/Head of Junior School to ensure positive action can be put in place.

Step 5 - If Necessary
- Further infringement may result in an in-school suspension initially or if deemed necessary, home suspension
- Parent/caregiver is contacted for meeting
- Child supported and monitored
- Referral may be made to the College Psychologist

Outside Classroom Consequences

Inappropriate Behaviour
Rough play, being in Out of Bounds Areas, failing to follow a Teacher’s instructions, inappropriate language or any breach of rules will result in a Notification.
Students involved in serious misbehaviour will be referred to the Assistant Principal/Head of Junior School or nominee where suitable consequences and student support will be determined.

The following list provides examples of what would constitute a Reflection Time or more serious sanctions.

- In appropriate rough or dangerous play
- Verbal abuse and threatening gestures
- Vandalism
- Leaving College premises without permission.

Years 6-12

Class Rules
- Respect others, the environment and all property
- One person to speak at a time in class
- Be punctual and bring the equipment and resources required
- Remain on task and in the designated area

Consequences for Inappropriate Behaviour

Step 1 - Inappropriate Behaviour
- Warning

Step 2 - Repeated Inappropriate Behaviour
- Time out in class
- Incident recorded as a Notification
- Student issued with a Detention White Slip, parent/caregiver to sign.

Step 3 - Repeated Inappropriate Behaviour
- Student issued with Detention White Slip, parent/caregiver to sign
- Attendance at detention, parent/caregiver contacted
- Completion of Acceptable Behaviour Contract.

Step 4 - Repeated Inappropriate Behaviour
- Detention White Slip, parent/caregiver to sign
- Attendance at detention, parent/caregiver contacted
- Saturday Morning College Detention (3rd Detention parent/caregiver contacted.

Step 5 - Repeated Inappropriate Behaviour
- Withdrawal from class
- Interview with Assistant Principal/Head of Middle/Senior School and Teacher
- Suspension 1-5 days, parent/caregiver contacted
- Referral to College Psychologist

Step 6 - Re-Entry Interview
- Interview with Assistant Principal Head of Middle/Senior School and Teacher

Serious Breach of Behaviour and Subsequent Consequences

The College regards the following, which are major transgressions of the College’s requirements and expectations, as ‘severe’ behaviour:

- Violence
- Use or possession of any offensive weapons
- Use or possession of alcohol, cigarettes or drugs (see Drug Education Policy below)
- Abuse of a member of staff of the College

For any of the above, consequences may include suspension (1-10 school days). Repeated or aggravated severe behaviour may lead to exclusion from the College.

Any malicious damage to College property constitutes a serious offence. In addition to student consequences there may be financial consequences to the parent/caregiver. Please refer to Other Important Information - Student Initiated Damage to College Property for further detail.

Drug Education Policy

Introduction

Mercedes College recognises its responsibility to educate the whole person and therefore the need to include within its curriculum, age appropriate education on drug use and its effects on the human body, relationships and societies.

While it is recognised that a comprehensive, whole school approach to drug education is necessary, principle responsibility for developing, implementing and delivery of a drug education curriculum will lie with the Science and Physical Education Areas of Study and with Pastoral Care through Growth and Personal Skills (GPS) in Years 6-12 (the Health and Well-Being Programme) and with Pastoral Care and Health in Reception to Year 5.

Other Areas of Study are encouraged to include Drug Education elements within their own curriculum and/or through the use of interdisciplinary learning units.

Drug Education, healthy lifestyle choices and harm minimisation are incorporated within each year level’s programme.

Drug Education is supported within and through Pastoral Care activities.

The Drug Education Policy, incorporating procedures for responding to drug related incidents, is based upon the core College values, the Mercy Keys. In particular, Compassion, Justice and Mutual Respect will guide both the delivery of educational programmes and the support provided to students who may be involved in drug related incidents.

This policy incorporates the College’s expectations for student behaviour, procedures for managing suspected drug related incidents and the support services available to students, staff and parents both from within the College and from specialist agencies.
The Drug Education Policy has been prepared in consultation with staff, students and the College Executive Leadership Team. The policy is based upon the principles of Natural Justice and Restorative Justice.

Natural Justice
Natural Justice is a legal philosophy that operates on the principles that people are basically good, that a person of good intent should not be harmed, and one should treat others as one would like to be treated.

This includes the notion of procedural fairness, that a person believed to have breached a rule is given adequate notice of the matter under investigation; investigators do not have a conflict of interest; decisions reached will be done so in good faith and in an unbiased fashion; proceedings are fair to all parties; each party is able to express concerns and ask questions; all relevant considerations and extenuating circumstances will be taken into consideration, irrelevant considerations will be ignored; and justice should be seen to be done.

Restorative Justice
Restorative Justice is a process that advocates that the people most effective at finding a solution to a problem are the people who are most directly affected by the problem.

Restorative processes create opportunities for those involved in a conflict to work together to understand, clarify and resolve the harm caused.

The Drug Education curriculum is delivered in accordance with:

- The teachings of the Catholic Church
- Federal and State Government requirements and principles (e.g. principles for school drug education (DEST, 2004)
- Curriculum delivery that applies age appropriate pedagogy.

Drug Education
The Drug Education Policy is framed within our Catholic and Mercy ethos, as well as our obligations under the requirements of the South Australian legal system.

In particular, Mercedes College:

- Promotes and fosters the spiritual, emotional and physical well-being and growth of young people (educating the whole person)
- Seeks to develop students’ decision-making skills that lead to personal growth and the development of personal responsibility
- Reinforces students’ responsibilities to the wider community with respect to prohibited substance and Civil Law
- Respects the rights of individuals and the well being of the College community and the provision of a safe and supportive learning environment
- Seeks to ensure that natural justice for students is served.

Mercedes College provides support for students in understanding drug use and abuse through Drug Education Programmes in the R-12 curriculum, incorporating annual visits from the Life Education Van as well as through curriculum delivery across Health and Pastoral Care. All staff have a responsibility to ensure students are provided with relevant information to enable them to make informed choices and to minimise the harm associated with drug use.

Drug Education will address:

- Legal drugs e.g. alcohol, tobacco and prescription medications
- Illegal drugs e.g. marijuana, amphetamines and dexamphetamines.

The College will respond to all drug related incidents with the health of students as the primary concern and utilising principles of natural justice and procedural fairness.

Drug Education Programmes will enable students to:

- Make well-informed choices about drugs that they may reasonably be expected to encounter
- Develop attitudes and skills to reduce the likelihood of drug-related harm.

Students will have an understanding of the effects of drug use on the body including:

- Short and long term effects
- The effects of moderate and heavy use
- Physical, psychological and psychosocial effects.

Students will have an understanding of the effects of drug use on society and relationships as well as the effects of drug use on the health system including:

- Crime and policing
- Sports and sporting performance
- Workplace safety and performance
- Interpersonal relationships and self-esteem.

College Expectations
At Mercedes College, the use, possession and/or distribution of illicit drugs and the unsanctioned use and distribution of alcohol, tobacco, prescription and ‘over the counter’ drugs are not accepted:

- On College premises
- At functions, excursions, Retreats, Camps, or any College related activity
- When members of the College community are representing the College or wearing the College Uniform
- In transit to and from the College or College functions.

Incident Management
A drug related incident occurs when the suspected use of an illegal or unsanctioned substance occurs on the College grounds or at a supervised College activity.
When a drug related incident occurs the following principles and procedures apply:

1. The Principal or Assistant Principal/Head of School will investigate the incident.

2. In the process of investigation, the Principal or Assistant Principal/Head of School may ask a student to display their possessions or contents of their locker or bag. Should such an investigation be necessary, it will occur in the presence of the student concerned and a second, adult witness. All necessary safety precautions will be taken when viewing students’ possessions.

3. The College Psychologist will provide support to a student involved in a drug incident. Another adult (Teacher) may be nominated by the student as an advocate.

4. Students have the right to natural justice, including the right to privacy, confidentiality and the right to be heard. They also have the right to an advocate and to personal support through the investigation process.

5. Parent(s)/caregiver(s) will be informed of any investigation of a drug related incident involving their son/daughter and support will be offered to the family.

6. As required by the Police Drug Diversion Programme in SA, SA Police will be informed of incidents of an illegal nature i.e. the use and possession of illegal drugs and the unsanctioned use of prescribed medications. The Police will be asked to seize the items under investigation. Only in the event that the Police are unable to respond to a request to seize prohibited items, will the investigating staff member, in the presence of an adult witness, place the items in a secure location, with a written record made of the seized items.

7. Where a drug related incident occurs during a College activity outside of the College, the responsible member of staff will take the necessary action to seize and secure the prohibited substance. This will be done in the presence of another adult witness and details of the seized items will be recorded in writing. The items will be handed to the Police at the earliest opportunity.

Consequences of Drug Incidents

After the investigation of a drug related incident involving all the relevant parties, follow-up action as deemed appropriate by the Principal, will be carried out, while taking into account the chronological age and developmental stage of the student.

Consequences may include:

- A contractual agreement between the student and the College
- Community service conducted as a form of restorative justice
- Detention of the student for a specified time period
- Suspension (internal or external) of the student
- Exclusion of the student from attendance as a student of the College.

The student and their family will be offered access to specialist counselling support.

When determining follow-up action, the Principal or Assistant Principal/Head of School will consider:

- The nature of the drug related incident and its breach of College policy and law
- The circumstances of the incident and the student(s) involved
- The welfare of the student and the family, while keeping in mind the welfare and expectations of the general College community.

Links

The Mercedes College Drug Education Policy has links to the following College policies, documents and procedures:

- WH&S Policy
- Personal Responsibility Policy
- Safe School Policy
- Critical Incident Management Plan
- Growth and Personal Skills
- Health and Physical Education Programme
- Health Management Policy

Policy Review Cycle

This policy will be reviewed on a two year cycle by relevant members of the College community and following each drug related incident.
Safe School Policy

Mercedes College does not tolerate harassment in any form.

Our College community is committed to Jesus’ challenge that we love one another.

To provide a safe school environment we believe:
1. Each person has the right to learn, play and be in a safe environment.
2. Each person must show respect for him/herself, for others and for their property.
3. In taking action to provide strategies for students who are experiencing harassment and to assist those who are harassing others, to learn more positive behaviours.
4. We all have a responsibility to take action where we see harassment occurring. Bystanders can choose to be a part of the resolution of harassment, or a part of the problem.

Following the Christian tradition symbolised in our Mercy Keys:
- Compassion
- Loyalty
- Justice
- Integrity
- Responsibility
- Mutual Respect

ensures a safe environment for everyone.

What is harassment?

Harassment is repeated intimidation, over time, of a physical, verbal, virtual or psychological nature of a less powerful person by a more powerful person, or group of persons. It can be overt or covert. This power can be physical or social and may shift over time, from one person to another. It is any behaviour which is unwelcome and makes you feel uncomfortable or fearful.

It is not harassment when two students of similar age and physical and emotional development have a disagreement or conflict.

Examples of harassment include deliberate and repeated behaviour such as:
- a hit, punch, slap, or trip
- bumping or pushing
- chasing someone with the intent to hurt them
- interfering with other people’s property
- offensive name calling
- spreading rumours about individuals or their families
- put downs, belittling others’ poor, or good abilities and achievements
- making derogatory remarks about a person’s physical, cultural, religious or social background
- making suggestive comments or other forms of sexual harassment
- writing offensive notes or graffiti about others.

Cyber bullying is when one person or a group of people, repeatedly try to hurt, embarrass or exert power over another person, using any form of technology. The person bullying usually has a power differential over the person targeted, and it is done on purpose, with the intent to hurt them. It is not an accident or teasing between friends.

Forms of cyber bullying can include:
- Harassing and threatening messages
- Sending nasty SMS messages, IM’s, pictures or prank phone calls
- Using a person’s screen name or password to pretend to be them
- Forwarding others’ private emails, messages, pictures or videos
- Posting negative comments, compromising pictures or videos
- Sending sexually explicit images – ‘sexting’
- Intentionally excluding others from an online group

Harassment can lead to:
- A loss of desire to attend school
- Difficulty concentrating on school work
- Feelings of powerlessness, fear, embarrassment, discomfort and isolation
- Social exclusion
- Stress, anxiety and depression

How do I know if my son or daughter is being harassed?

Generally young children will tell a Teacher or parent if they are experiencing harassment. If they do not make this explicit, behaviour changes may be noticed including aggression, a reluctance to go to school, tears and tantrums and declining school performance.

Middle School students may not tell parents, but they may confide in friends or Teachers. Senior School students will generally talk to their friends about harassment, rather than parents or Teachers. Nevertheless, parents should look for any unexplained changes in behaviour, attitude or routine and be open to discussing these changes calmly with their child.

If concerned about the possibility of harassment occurring, talk this over calmly with your son/daughter to gather as much information as you can.

Encourage your son/daughter to seek help through key College personnel including their Class or Home Group Teacher/Tutor, the College Psychologist or Year Level Coordinator

If the harassment continues, contact the Class or Home Group Teacher/Tutor or the Year Level Coordinator to discuss the information you have gathered, which will be treated confidentially

The Class or Home Group Teacher/Tutor or Year Level Coordinator will follow up contact with key people and arrange an action plan to support the student.

Cyber bullying is a specific form of harassment which can be addressed in the following ways:
- Save and store the emails, chat logs or SMS messages in case of Police investigation
• Block and delete the perpetrator from all contact lists
• Do not respond to nasty emails, chats, SMS or comments – this is what the perpetrator wants, so ignore them.
• Use the ‘report abuse’ button which all websites/applications have. Report the problems being experienced and an investigation will occur.
• Encourage some ‘down time’ without using the computer or mobile phone.
• If unwanted contact continues, consider your son/daughter deleting email, msn, hotmail etc. and starting a new account. Encourage them to only give new details to a small list of trusted friends.
• Consider getting a new phone number if harassment is occurring via mobile phone.
• Inform the College. It is important that we know what is going on so that we can follow up issues of concern.
• If ongoing, report to SA Police. South Australia has laws that prohibit online bullying and stalking. This is not to be tolerated.

Grievance Procedure
If you are not satisfied with the action that has been taken in response to your concerns, if the harassment has not stopped, or if you feel let down by the process at any time, you are empowered to see the College Psychologist or Principal to discuss alternative action.

What if my son/daughter is harassing other students?
In the event that your son/daughter has participated in the harassment of another student, they will be interviewed by the Home Group Teacher/Tutor, Year Level Coordinator, Head of School or College Psychologist, depending upon the nature of the harassment and prior reports.
They will be offered strategies to modify this behaviour and a consequence (e.g. detention) may be given. You will be notified of this action and offered further assistance by the Year Level Coordinator, Assistant Principal/Head of School or College Psychologist if appropriate.
Reports of harassment incidents will be kept by the Assistant Principal/Head of School and maintained for a one year period.

Policy Review
A committee representing students, parents and staff will review this policy every two years.

Policy for Managing

Introduction
Mercedes College has an established process to deal with grievances according to the requirements of both Commonwealth and State Government Acts, as administered by Catholic Education SA, which govern equal opportunity and discrimination. (The Policy for Responding to Concerns, Complaints, Grievances and Allegations of Misconduct, Policy number 2.07).
This policy serves to clarify the distinction between complaints and grievances and outlines the procedures available to all members of the College community and the wider community, to assist in the efficient and effective resolution of complaints.

Policy Statement
Mercedes College is committed to providing a safe, fair and just learning and working environment, which is based upon positive personal relationships formed by open communication and founded upon the Mercy Keys:
• Compassion
• Loyalty
• Justice
• Integrity
• Responsibility
• Mutual Respect

Complaints regarding policy, procedure and practice will arise from time to time and Mercedes College is committed to their effective resolution in a positive, respectful atmosphere. Complaints management procedures will ensure that complaints are addressed in a confidential, serious, expeditious and sensitive manner, showing due regard for person, privacy and the normal day to day operations of the College. Thorough record keeping is a key component.
All members of the College community and the wider community have available to them, avenues of assistance to lodge and have expeditiously resolved any serious complaint, in regard to College policies, procedures and practices.
Less serious matters of concern are to be referred directly to the person about whom the concern relates, or the appropriate Position of Responsibility within the defined organisational structure of the College.

Definition
Complaints relate to matters in which policy, procedure and practice guidelines may have been breached by staff or student conduct and may arise from any of the following:
• A behaviour, act or perceived intention by a member of the College community (staff, student, parent or volunteer) which has, or is likely to have, a significant and serious negative impact upon the capacity of another member of the College community to undertake their work, duties, or study
• A conflict of interest
• Discriminatory or unprofessional behaviour or conduct by any member of the College community
• A serious breach of College Policy

Grievances can be formally lodged when policies and procedures have not been applied in an equitable and lawful manner and a member of the College community believes that they have been placed at a disadvantage as a consequence.

Complaints Management Principles
The following principles will apply to the lodging and investigation of a complaint:
• All members of the College community are entitled to lodge a complaint
• The health, safety and well-being of all members of the College community will remain the highest priority
• Serious complaints will be lodged in good faith and without malicious or vexatious intent
• Principles of procedural fairness will apply
• Privacy principles will apply
• The complaint will be heard promptly and taken seriously, without prejudice
• The principles of Natural Justice will be upheld, including the opportunity for a right of reply by the person(s) about whom complaints are lodged
• The resolution process will take into consideration different perspectives and will occur under the principles of impartiality and protection from victimisation
• While anonymous complaints can be taken and pursued to the extent possible, a thorough investigation may not be possible to undertake and a full outcome may not be reached, if the complainant does not wish to identify themselves or does not want information to be relayed to relevant staff. Complainants will therefore be asked to identify themselves
• All options for resolving a complaint will be pursued. Internal options will be considered, followed by external mechanisms such as mediation, should the matter not be resolved by internal mechanisms
• Each party to the complaint is entitled to personal and professional advice, support and representation
• Each complaint will be dealt with on its particular merits and agreements reached will not constitute any binding precedent for future cases
• A complaint can be withdrawn at any time and the matter will be deemed closed.

Complaints Management Procedures
Refer to the following information which is the Mercedes College Process for Handling Complaints.

Documentation and Confidentiality
Appropriate documentation will be maintained according to the specific nature of the complaint and will include details such as dates, names, contacts, statements, staff involved and outcomes. Records will be kept in secure files.

While privacy principles will be applied, the complainant should not assume that all information provided will be kept confidential. The College reserves the right to disclose details of the matter to other persons / organisations (e.g. Mediators) who may be able to assist with the resolution of the complaint. Given the mandated responsibilities of staff and volunteers, where appropriate, notifications will be made to Families SA.

Monitoring and Follow-Up
Good practice in responding to a complaint will include:
• Allowing the complainant a fair hearing
• Responding in accordance with the merits of the complaint, along with the ethos of Mercedes College and / or legal advice
• Meeting agreed timelines
• Providing reasons for decisions reached
• Follow-up will be undertaken by the designated staff member to ensure effective action has occurred
• Where a complainant is not satisfied with the action that has occurred, a review can be requested to be undertaken by the Principal or the Catholic Education SA, Principal Consultant.

Policy Review
This policy will be reviewed on a two year cycle.

Uniform Policy
Please refer to Uniform Requirements on page 44 to view the Uniform Policy.

Sports Policy

Introduction
The College Council has approved a Sports Policy which aims to provide a sustainable programme of Extra Curricular Sports at Mercedes College. It recognises the value of these sports to the life of Mercedes College while accepting that the Extra Curricular Sports Programme will be funded through a school subsidy and a user pays principle.

The policy provides a framework within which the College can manage Extra Curricular Sport, including the addition and deletion of sports in response to student needs and a finite budget.

The Sports Coordinators Years R-7, 8-12 (Boys) and 8-12 (Girls) are responsible for monitoring and reviewing this programme and any operational matters.
The College offers students a large number of sporting options played after school or on Saturdays. Additionally, there are annual events such as Swimming and Athletic Carnivals which occupy a high profile.

Rationale
An active and extensive Extra Curricular Sports Programme is a feature of Catholic and other non-government schools. It enriches the scope of the school's offerings to students and contributes to the holistic education that is available to them.

The Extra Curricular Sports Programme contributes significantly to the life of Mercedes College through:

- Promoting a healthy lifestyle
- Building students' self esteem and self confidence
- Supporting physical health through encouraging participation in sport
- Encouraging personal responsibility and team building
- Creating a sense of pride and community building.

The Extra Curricular Sports Programme at Mercedes College is also a key marketing tool and is often cited by prospective parents as one of the features that attracts them to the College.

Policy Statement

Mercedes College will provide a diverse and affordable Extra Curricular Sports Programme that enables the participation of the majority of students at the College.

The Programme shall be diverse so as to meet student interests, but also limited to encourage the College's excellence in particular sports.

The Extra Curricular Sports Programme will be funded by a combination of:

- A school contribution/subsidy, as determined annually by the Finance Committee of the College Council
- The user pays principle

Policy Responsibilities

Principal
The Principal is to ensure that the Extra Curricular Sports Programme is conducted effectively within the parameters of this policy.

Sports Coordinators
The Sports Coordinators Yrs R-7, 8-12 (Boys) and 8-12 (Girls) are responsible for:

- Developing the Programme within this policy (resources, hire of staff and facilities)
- Coordinating and managing the Extra Curricular Sports Programme budget
- Managing student choice and participation
- Developing operational procedures as required.

Students

Students participating in the Extra Curricular Sport Programme are expected to:

- Meet the required commitments of practice and matches
- Conduct and present themselves within the requirements of the College's established Code of Ethics.

Guidelines for Student Participation in the Extra Curricular Sports Programme

It is not compulsory for all students to participate in the Extra Curricular Sports Programme. However, if a student plays a particular sport, he/she is expected to make it a priority to represent the school in this sport.

This requirement can be waived in the following circumstances:

- When, in the opinion of the Sport Coordinator the College is not able to offer the sport to the highest standard of which the student is capable.
- Where the student, his/her parents and the Sports Coordinator are able to reach a negotiated agreement on the student's representation. If the parties are unable to reach an agreement, the involvement remains at the discretion of the Principal.

Students who nominate for a particular sport must observe the requirements of the sport for:

- Training
- Availability for matches
- Wearing the appropriate Sports Uniform
- Participation in accordance with the Mercedes College Code of Ethics

Values in Sport and Code for Mercedes College Players, Coaches and Officials

As an important partner in the mentoring of young sportsmen and women, Mercedes College endeavours to engender the following values and code of conduct whilst participating.

These are fundamental to the College and are significant in the development of good sportsmanship and positive behaviour from our young players.

Compassion

We act with compassion when we are aware of the needs of others and when we ensure that all participants emerge with dignity in all aspects of sporting activity.

We will:

- Discuss with coaches the value of major score blow outs in games and explore the possibility of modifications
- Show tolerance towards the performance levels of players and officials at all levels of competition and training
Loyalty
We act with loyalty when we are working within the expectations, practices and policies of Mercedes College.
We will:
- Be reliable from week to week
- Find replacement personnel in circumstances when a commitment cannot be fulfilled
- Prioritise the needs and interests of the College in all areas of involvement

Justice
We act with justice when we aim to make fair judgments and participate in the spirit of the game.
We will:
- Offer and accept constructive criticism for the purpose of personal improvement
- Provide such feedback in a sensitive and respectful manner
- Respond impartially and honestly

Integrity
We act with integrity when we demonstrate the courage to do the right thing, to be honest and trustworthy in all dealings with others.
We will:
- Admit to mistakes when they are made and accept responsibility for actions
- Approach tasks with enthusiasm and endeavour

Responsibility
We act with responsibly and professionally when we work conscientiously, respect school property and impress upon others this value.
We will:
- Ensure the safety of others around us at all times
- Approach tasks with trustworthiness
- Be at the venue well before the start of play to help with organisation
- Be organised, suitably attired and ready to be involved

Mutual Respect
We act with mutual respect in all aspects of sporting activity when we value the contributions and roles of all participants.
We will:
- Listen and respond appropriately to others
- Role model positive relationships and behaviours
- Acknowledge players and officials at the commencement and end of matches

Student Commitment to Sport
Students who are enrolled at the College are required to represent the College in their preferred sport(s).

Students are encouraged to play sport outside of the College but not to the detriment of their College involvement in that sport or an alternative sport for the College in the same timeslot.

In circumstances where a sport is offered by the College and played by a student, it is an expectation at enrolment that the student play for the College in that sport, unless they elect to play an alternative sport for the College in the same timeslot.

In circumstances where club and College fixtures clash, the College expects that representation for the College takes precedence.

Students who play at a standard above any competition offered by the College must negotiate in the first instance with the Sport Coordinator and then with the Principal, in writing, a release from their involvement in that sport before making any commitment to a club.

Associations involving the College generally attempt to ensure that club commitments do not clash with College matches and training times. This is well recognised by such organisations as Softball SA, Hockey SA, SANFL and the South Australian Football Federation.

Students must be careful not to over-commit themselves to avoid creating clashes between commitments.

Code of Ethics
A successful sporting programme requires the support of many people – students, staff and parents. The following ‘Code of Ethics’ establishes a standard that creates an approach to sport, appropriate for a Catholic College.

Coaches
- Remember that students participate for fun and enjoyment and that winning is only part of their motivation. Never ridicule the children for making mistakes or losing a competition
- Promote the culture of strong commitment and participation at games and training.
- Develop a sense of respect for opposing players, officials and coaches.
- Be generous with praise when it is deserved, but selective with criticism.
- Always set an example in the use of language, behaviour and temperament.
- All decisions made by the umpire must be supported by the Coach and any necessary query must be made later and in private.

Players
- If chosen for a school team, students are expected to make themselves available. Exemptions may be made if, for example, a student has to travel long distances.
• Requests for exemptions must be made in writing to the Principal via the relevant Sport Coordinator. The final decision is made by the Principal.
• Students are reminded that the rules and spirit of the game are to be observed at all times and that the umpire’s decision is final.
• The opposing team is to be treated with courtesy and respect at all times.
• Inappropriate language or behaviour will not be tolerated.
• A high degree of pride should be exemplified by Mercedes College students at all times.
• Students are expected to be punctual and correctly attired for trainings and matches. This includes wearing the correct uniform to and from fixtures.
• Attendance at training is compulsory.
• Students are reminded to thank opponents and umpires at the conclusion of the match.

When joining a team, students must be prepared to commit themselves for the whole season. If unable to play because of absence e.g. through sickness, students must inform the Coordinator of that sport.

Players found to be in breach of behavioural expectations (as indicated by umpires/report cards) will be required to report to the relevant Sport Coordinator. Consequences will be the responsibility of Heads of School.

Parents/Caregivers
It is most important to students and coaches that parents/caregivers attend and assist whenever possible in their children’s enjoyment of the game.

Below are some points that may be of assistance:
• Do not force an unwilling child to participate in sports.
• Remember children are involved in organised sport for their enjoyment.
• Promote the culture of strong commitment and participation at games and training.
• Encourage all children to play by the rules.
• Teach all children that an honest effort is as important as victory so that they can accept defeat without undue disappointment.
• Never abuse or ridicule children for making a mistake or losing – providing a good example and helping to develop skills and sportsmanship is vital in a child’s development.
• Applaud good play by the opposition; setting a good example will help your child.
• Be aware that negative comments or gestures to opposition players is deemed inappropriate.
• Recognise the value and importance of all coaches. They give their time and resources to provide recreational activities.
• It is not appropriate for parents to coach from the sidelines.
• Never criticise the umpire or referee.
• Should games progress in a manner that causes parents some concern, it is expected that the matter be raised with the relevant Sport Coordinator.

Parental Assistance
Rosters are frequently drawn up whereby parents are requested to assist with transport, management and/or scoring. It is ideal that the responsibility is shared.
Parents offering assistance will need to undergo a WHS Induction and be registered on the College’s volunteer register.

Transport
All persons involved in transporting students need to note the following:
• Only currently registered, roadworthy vehicles are to be used.
• Only competent drivers with some years’ experience should drive other students. Students may not travel in a car driven by another fully licensed student to and/or from sporting venues.
• Students are not permitted to travel with ‘P’ drivers. Students may be transported by others (non-‘P’ plate drivers) only if a signed consent form has been organised to cover these occasion(s).
• Each student must wear a seat belt.

Team Nomination
Competitive Sport is available in some sports from Year 2, often to complete teams at a Year 3 level. Other sports are gradually introduced to the sporting programme through the Primary and Secondary Years.

Team nomination is the responsibility of the College Sport Coordinators. This is completed prior to the commencement of the Summer and Winter Competitions and becomes a binding contract for the College for all players nominated. As such the payment of full fees for that sport will be required.

Decisions regarding nomination will be made on the basis of facilities, student and parent interest and finance.

No team may be nominated or activity undertaken unless a responsible adult has been appointed to be present at all games/matches.

The Principal may refuse the nomination of a student in any event or sport if the student’s behaviour or approach is unsatisfactory.

Sport Selection
The Sport Programme aims to promote sportsmanship, cooperation and involvement in sport. Team selection reflects these aims where possible.

Priority is given to students who have a positive attitude towards training and matches and who are punctual and properly attired. The Coach and/or Coordinator has the final say on selection.

Years 2-7 Competition Guidelines:
• If numbers allow for two teams in the same age group, teams of similar ability may be chosen. When an association nominates/specifies divisions in a particular age group, teams will be chosen on ability.
• In general, efforts will be made at the younger year levels to de-emphasise the specialisation of positional play.
• All players in all teams should be assured of a game on an equitable basis, with opportunities to play in preferred positions.
• Where special representative teams are entered in events and competitions it is appropriate to choose on ability. When the position of the game allows it, reserves should be given an opportunity to play.

Players interested in Knockout College and/or Zone representation must represent Mercedes in that sport in that year, or represent the College in an alternative sport in the same timeslot. Nominations for Zone and State Teams must be submitted via the Primary Sport Coordinator.

**Years 8-12 Competition Guidelines:**
When a secondary team is entered in a competition at a high level division it is appropriate to choose on ability. When the position of the game allows it, reserves should be given a generous opportunity to play.

When teams are entered in lower divisions, all players in the team should be assured of a game on an equitable basis, dependent on their continual commitment to the team training and matches.

**6-12 Knockout (KO) Sport Eligibility**
Nominations may be submitted to Sport Coordinators for consideration. A team's eligibility will be dependent on their home and away record and/or their progress in other events established to gauge their performances.

A student's involvement in the Knockout Sport Programme is conditional on the basis of the following criteria:
• Involvement in all Knockout Competition is at the discretion of the Principal of the College.
• Students eligible may include those that are not catered for by the College competitions and who, in the sole opinion of the relevant Sport Coordinator demonstrate exceptional skills.
• Eligibility for involvement is conditional on staffing, student/team performances, finance, student weekly involvement in the specific sport for the College, training attendance, attitude and the amount of academic time missed by the player(s) concerned.
• Students who are representing the College in an alternative sport, may be considered for selection in a Knockout team.
• Students may not be granted approval to be involved should teaching staff or the student themselves express serious concerns about their capacity to catch up on missed lessons/academic workload.
• Students need to make every effort to attend the team training sessions set aside for the teams concerned. Parental notes explaining absenteeism is expected.
• Selection/involvement in the team is the ultimate responsibility of the Coach and/or the Coordinator of the sport. Selection for those eligible is on merit and reserves may be given an opportunity to play at the discretion of the Coach.

**Interstate**
Teams competing in Interstate competitions must qualify through the normal Knockout Competitions process and as a minimum, finish in the top three of that competition for this to be considered.

Teams competing interstate may be eligible for limited funding to assist with some reduction in costs. Transport arrangements must comply with requirements contained in the most recent edition of ‘Procedures for Catholic Schools and Preschools’.

**Overseas Competition**
A proposal for overseas travel must be forwarded to Sport Coordinators for consideration. The Principal will consider any recommendation forwarded by Sport Coordinators. The final decision for overseas involvement is at the discretion of the Principal.

**Representative Teams**
Knockout, Swimming, Athletics, Cross Country

Students selected in Mercedes representative sporting teams to compete in local competition will not incur costs associated with such competitions unless competing interstate.

**School Association Nominations**
Nominations for events such as District and State Teams representation conducted by Associations with which the College is affiliated are open to students who have a commitment to the College in the specific sport.

In circumstances where the College does not offer the sport, the nomination is at the discretion of the Principal.

**Inclement and Hot Weather Policy**

**Matches**
Mercedes College adheres to the specification Association guidelines for hot and inclement weather. This detail will be communicated to parents prior to the commencement of season fixtures.

**Girls**
If the weather is predicted to be 38 degrees or above at 12:00pm on Friday on the Bureau of Meteorology’s (BOM) website Senior Girls Saturday morning sport will be cancelled.

**Boys and Primary**
If, in The Advertiser on the day prior to a fixture, the temperature prediction for game day is 38 degrees or above, Senior Boys and all Primary sport matches will be cancelled.

Sport affected by wet weather will be cancelled at the venue by coordinators, coaches and/or umpires, unless coaches notify players prior to games. Players are expected to turn up at venues unless contacted by coordinators/coaches beforehand. Tennis has its own guide lines; please refer to the SDTA Handbook.
Knockout Sport Weather Policy
Sport Coordinators will determine whether play proceeds the day prior to competition and will communicate with players as soon as practical.

Morning Practices
Morning practices for sport during hot weather periods will proceed as scheduled.

Morning training conducted outdoors that is likely to be affected by wet weather, will be moved indoors and supervised by coaches.

Afternoon Practices
If the forecast temperature is 36 degrees or above (as indicated on the BOM website at 8:00am), R-12 afterschool sport trainings will not take place. However, coaches will still be in attendance to supervise any players unable to make alternative travel arrangements.

Personal Safety
The school provides basic safety equipment such as helmets, pads and gloves. Provision of items of a personal nature, such as mouth guards and shin pads, is the responsibility of individual students (refer to table).

All outdoor Summer Sport requires students to wear their school hat.

Protective Requirements

Basketball  
Supplied: NA  
Personal Provisions: Mouthguard

Cricket  
Supplied: Batting Helmet, Thigh Pad, Gloves, Boxes  
Personal Provisions: Mouthguard, Hat

Football  
Supplied: NA  
Personal Provisions: Mouthguard*

Hockey  
Supplied: Face Mask, Goalie Pads, Kickers, Gloves  
Personal Provisions: Mouthguard*, Shin Pads, Hockey Stick

Netball  
Supplied: NA  
Personal Provisions: Mouthguard

Soccer  
Supplied: Goalie Gloves  
Personal Provisions: Mouthguard, Shin Pads

Softball  
Supplied: Face Mask, Chest/Throat/Leg Protectors  
Personal Provisions: Mouthguard, Glove, Hat

Volleyball  
Supplied: NA  
Personal Provisions: Kneepads

Water Polo  
Supplied: Caps  
Personal Provisions: Mouthguard

Touch Football  
Supplied: TA  
Personal Provisions: Hat

*No Mouthguard No Play

Awards

Years 2-5
Coaches and parents are requested not to recognise individual teams or performances by purchasing or distributing trophies at the end of the season.

Representative teams are often recognised by the appropriate sporting organisation.

Individual and/or team performances and students who gain awards for outstanding achievement in sport outside of the school and in Inter House and Inter School Carnivals may be recognised at College assemblies and/or in College publications.

Years 6-12
The College recognises excellence in student attitude, effort, achievement and service. Students who have excelled in these areas are presented with an award at a Presentation Assembly. Students must display an appropriate attitude and demonstrate significant effort to qualify for an award.

Awards are given for individual and team achievements. Trophies are traditionally given for the Age Level Champion in areas such as Athletics, Swimming and Tennis. Presentation of awards is at the discretion of the Principal.

Mercy Colours Award
This award is available to all Middle and Senior School students. The Award acknowledges a students broad contribution to the College and the community and is presented at the Year 12 Graduation Assembly and at the final Sports Assembly (Years 6-11).

Years 6-12 Team Sport Awards

Coaches’ Award criteria includes:
• Improvement
• Sportsmanship
• Teamwork
• Attendance at training
• Leadership qualities

Most Valuable Player Award or Best and Fairest criteria includes:
• Performance at a consistently high level
• Frequent recognition in best players’ list
• Attendance at training

In the allocation of the above award, a player reported and found guilty will be suspended from receiving the Most Valuable Player or Best and Fairest
Most Improved Award
Criteria includes:
• consistent commitment to the team
• positive attitude to training and matches
• gradual and consistent development of skill and tactics.

Service Award
A Service Award may be allocated to students who have consistently demonstrated outstanding commitment and dedication in a sporting area throughout a season(s). This award is at the discretion of the Sport Coordinators and Coaches concerned.

Sport Leadership
Leadership is available in the areas of Sport Leader, House Leader and Sport Captaincy. Application for Secondary Sport, House Leadership and Captaincy is a formal process whereby candidates must fill out the necessary documentation, available from the Catherine McAuley Office or ManageBac, and lodge the application form by the due date.

Sport Leader
A selection panel consisting of Sport Coordinators, Executive Leadership staff members and student leaders will interview all Sport Leader candidates, assess their performance at interview and recommend to the Principal those students to be considered for the roles.

Secondary House Leadership
Students who nominate for House Leadership will apply and be interviewed by Sport Coordinators, Executive Leadership staff members and current student House Leaders. Students who have applied and have been interviewed for House Leadership will be recommended and appointed by the Principal.

Primary House Leadership
Students will apply for House leadership in early Term 4. A selection process will be conducted by Head of Middle School, Year 6 Coordinator and the Sport Coordinator. Positions will be voted on by Year 6 students and staff before being appointed by the Principal.

Sport Captaincy
Applications and role descriptions for Sport Captaincy can be downloaded from ManageBac or a hard copy can be collected from McAuley Office and must be lodged by the advertised due date. These positions are appointments made by the Sport Coordinators.

Guidelines for the Addition or Deletion of Sports to the Extra Curricular Sports Programme
For the addition of a new sport or the extension of a sport to another competition level, the following criteria will be applied by the Principal:

• There must be at least sufficient students both interested in, and proficient at the sport
• Consideration will need to be given to the likely impact on other sports within the programme
• The sport, when commencing, must not draw significantly on the Extra Curricular Sports budget, so as to detract from provision to existing sports
• Mercedes College must be able to readily access the facilities, venues and personnel (coaches, managers etc) in order to provide the sport.

For the deletion of a sport, the following criteria will be applied:

• data that may indicate a decline in student participation
• the rise in cost for students and Mercedes College to continue to offer the sport.
Athletics Years 4-7 | Boys and Girls
Training for Athletics commences in Term 1 in preparation for the Primary Sports Carnival. Training for both Track and Field events is held on mornings before school. The team for SAPSASA and the Catholic Primary Schools Athletics Carnivals at Athletics SA are chosen on the basis of performances at the Primary School Sports Carnival and subsequent events.

Athletics Years 8-12 | Boys and Girls
The College participates in the SAASSA, Catholic Co-Ed Secondary Schools and the Statewide Knockout Competition. Training is held before or after school 2 - 3 times a week. Selection for Inter-School Carnivals is based on performance at the College Sports Day in Term 1, as well as attendance and performance at training and competition.

Basketball Years 3-7 | Boys and Girls
Matches are played on Tuesday for Year 3, Wednesday for Year 6-7 and Thursday for Year 4-5 at Life Be In It at Unley High School at either 4:00pm, 4:40pm, 5:20pm or 6:00pm. Training times vary depending on coach and facility availability.

Basketball Years 8-12 | Boys and Girls
Years 8-12 players compete on Saturday mornings in the SAAS Competition on a home and away basis. Games are at 8:30am, 9:30am and 10:30am. Boys may also choose to play socially at Pasadena on Saturday afternoons, thus providing students with the opportunity to play in other areas of sport for the College on Saturday mornings.

Please note players that only play Basketball must choose Saturday mornings, but may also choose Saturday afternoon as well.

Basketball Years 8-12 | Girls
The College enters teams in the Catholic School Girls Competition in Terms 1 and 4. Matches are played on Saturday mornings at a variety of schools around Adelaide. Training is either before or after school.

Beach Volleyball Years 8-12 | Girls
Mercedes College competes in the Catholic School Girls Competition held after school on Tuesday afternoons at the City Beach Volleyball complex in Term 1.

Chess | Boys and Girls
The Chess season runs from early Term 1 through to late Term 3. Training is on Thursdays at lunchtime. In addition there are about six after-school training sessions. Internal competition starts in Term 1 and the SACA Inter-school Chess competition is run in Terms 2 and 3 on alternate Friday nights in the city.

Cricket Years 2-7 | Boys and Girls
A training programme, conducted by Appleton Sports for Years 2-5 will take place on Friday afternoons in Term 1 and 4 (Year 2 will train in Term 1 only). Training for Years 6-7 will be Monday after school, pending coach availability. All games are played on Saturday mornings through the Sturt Cricket Club competition. Years 2 and 3 play Kanga Cricket at Unley Oval. Years 4 and 5 play a modified version of Cricket called ‘Average Grade’ on grass pitches and Years 6-7 play on concrete pitches.

The home venues for Years 6 and 7 Cricket are Mercedes College and St Paul’s Retreat.

Cricket Years 8-12 | Boys
Teams are nominated in the SAAS Competition in Terms 1 and 4. Students attend weekday training from 3:45pm-5:00pm at the College grounds, under specialist coaching.

Matches are played at Waite Oval or Flinders University Ovals on a home and away basis from 8:30am-12:00pm. The 1st XI plays from 11:45am -5:30pm. Nominating to play Cricket is a two-term commitment.

Cross Country Years 3-7 | Boys and Girls
Cross Country is held in Terms 2 and 3. Practice sessions are conducted before school Tuesdays and Thursdays. A team is selected from the training squad and competes in the SAPSASA and SACPSSA Cross Country Carnivals. A College Fun Run is conducted annually during Mercy Week, Term 3, Week 10. Year 3 will be offered one day for training when the squad trains on school premise.

Cross Country Years 8-12 | Boys and Girls
Cross Country is conducted both on an individual and team basis in Terms 2 and 3. Students participate in midweek runs in the SAAS Competition. Other events include the SAASSA State Championships, Athletics SA State Championships, Ekiden Relays and 100km and 50km relays, as well as specially organised Sunday events. Some of these events are conducted in Terms 1 and 4.

Debating | Boys and Girls
Teams are entered in the South Australian Debating Association (SADA) competition.

Competition is conducted on Tuesday (Intermediate teams- Years 8 and 9) or Wednesday nights (Senior teams). Intermediate teams usually debate at 6:30pm or 7:30pm, while Senior debates are usually held at 8:00pm (please note that debates are sometimes held at different times to the norm) at school venues in local suburbs. Training is held at lunchtime in the weeks leading up to a debate.

Australian Rules Football Years 2-7 | Boys
Football is offered for students in Terms 2 and 3. Training is held after school on a Monday. Games are held on Saturday mornings on the College Main Oval and other ground locations in the area. Game start times vary from 8:30-10:30am.

Australian Rules Football Years 8-12 | Boys
Year 8 - 9 teams play on Saturday mornings and train on Wednesday after school. Open teams play on Saturday afternoons from 12:30pm to 4:30pm in the SAAS Competition on a home and away basis. Training is usually held after school on Tuesday and Thursday.

Hockey Years 6-12 | Mixed
Juniors (Years 6 - 9) play on Wednesdays from 4:00pm-5:15pm. Open teams play on Saturdays from 8:00am -11:30am. Training is usually held after school, on Mondays from 4:00pm-5:00pm at Adelaide Hockey Club, Greenhill Road.
Netball Years 2-7 | Girls
Netball is played in Terms 2 and 3. Matches are played on a home and away basis on Friday afternoons (Years 5-7) or Saturday mornings (Years 2-5) against schools south of Adelaide. The two venues for home games are Mercedes College courts and Urbrae Agricultural High School, Fullarton Road.
Year 2 and 3 teams may play under modified rules to allow for skill development in accordance with children's abilities. Practice sessions are held Mondays after school pending coach availability.

Netball Years 8-12 | Girls
Mercedes College enters a large number of teams in the Catholic School Girls Netball Competition, held on Saturday mornings. Games are very rarely cancelled due to wet weather and, as such, girls must attend each game. Teams are selected on ability. Training is held in the mornings or after school depending on the availability of coaches.

Soccer Years 3-7 | Boys and Girls
Matches are played during Terms 2 and 3 on a home and away basis against schools in the Southern Districts. Home venues include St Paul's Oval, Waite Oval and Maryvale Oval. Practices are held after school at Maryvale Oval and specialist coaches are engaged.

Soccer Years 8-12 | Boys
Mercedes College enters teams in the SAAS competition. Matches are played either at West Beach on Wednesday afternoon or on Saturday mornings, on a home and away basis during Terms 2 and 3. Training is held after school, usually at Waite Oval. Full commitment to the College is expected.

Soccer Years 8-12 | Girls
Mercedes College enters teams in the Catholic School Girls Competition, held on Saturday mornings. Teams may be selected on ability or Year Level basis. Training is held before or after school depending on the Coaches availability.

Softball Years 2-7 | Girls
Teams are entered in the Southern Area Junior Softball Association. Matches are held on Saturday mornings with training held after school on Monday (Yr 6-7) and Friday (Yr 2-5). Students are expected to supply their own glove and mouthguard.

Softball Years 8-12 | Girls
Mercedes College enters teams in the IGSSSA Competition, held on Saturday mornings. Selection for teams are based on age and ability. Training is held before or after school depending on the Coaches availability.

Swimming Years 3-7 | Boys and Girls
The training and the competitive squads train at local school pools on one afternoon per week after school in Term 1 and 4. A training squad is sometimes offered, dependent on interest. The College participates in the SAPSASA District Carnival and the Catholic Primary Schools Carnival. Some Years 6-7 students will be invited to train with the Years 8-12 programme.

Swimming Years 8-12 | Boys and Girls
The College participates in the SASSSA (boys only), Catholic School Girls (girls only) and Catholic Co-Ed Schools Carnivals held at the State Aquatics Centre Marion. A mixed team is also entered in the weekly SAAS Inter-school Competition on Wednesday afternoons at various schools. Selection is based on performance at the College Swimming Carnival held in February. Training is held before school two mornings a week.

Table Tennis Years 8-12 | Boys and Girls
Middle School (Years 8 and 9) and Senior (Years 10, 11 and 12) teams play on Friday afternoons (3:30pm-5:00pm for Yr 8-9) and Friday evenings (5:00pm-6:30pm for Yr 10-12) at home and away venues. Training is at lunch time and after school on Wednesdays.

Tennis Development Reception -Year 7 | Boys and Girls
Mercedes College Tennis offers group sessions before school, where your child will be in a group no larger than 5. Enrolment is via a form which will be emailed to parents.

Tennis Years 2-12 | Boys and Girls
Depending on the standard of the individual there are two options for these age groups.

Option 1: If players have not played competitive matches before, they may attend after school training sessions.

Option 2: If a player has reached a recognised level of competency, at the discretion of the Tennis Coordinator, they may enrol in the competitive season. The Tennis teams are selected by the Mercedes College Tennis Coach in Term 3 of each year.

The Tennis season runs from October until one week into the Christmas holidays, and then from the beginning of Term 1 through to the end of March. The squad is affiliated with the Southern Districts Tennis Association. Matches are played on Friday evenings for Premier League and Division 1 or on Saturday mornings. Participation in divisions is based on standard, not age.

Drive Team
The Drive Tennis Team is represented by the best team that the College can field. Matches are played at Memorial Drive or other nominated venues on Saturday mornings and occasionally mid week.

Touch Football Years 10-12 | Girls
The College enters teams in the Catholic School Girls Competition in Terms 1 and 4. Matches are played on Saturday mornings at the Parklands. Training is either before or after school.

Volleyball Years 6-7 | Boys and Girls
Students will have the opportunity to undertake a training programme during lunch times in Term 1. Once students have completed the training programme, they have the opportunity to play against other schools on Friday afternoons at Unley Life Be In It. This will occur during Term 4 and Term 1 the following year as a complete season.
Volleyball Years 8-12 | Boys
Mercedes College competes in the Volleyball SA Junior League Competition in Terms 2 and 3 and Southern Zone Competition held at Unley High School mid week for boys and girls in Years 8 and 9, immediately after school. Volleyball SA Junior League games for more accomplished players are held on Friday evening at Marion Rec Centre, Unley, Heathfield and or Brighton High Schools. Training takes place before or after school. Teams are also entered in SAAS during Terms 1 and 4 and play on Fridays from 4:15-6:15pm.

Volleyball Years 8-12 | Girls
Mercedes College competes in the Volleyball SA Competition on a Friday night in Terms 2 and 3, the Southern Zone Competition held at Unley High School mid week in Terms 2 and 3 and Catholic School Girls Competition in Terms 1 and 4 held on Saturday mornings. Training is held at lunchtime, before or after school dependent on availability of coaches and facilities.

Water Polo Years 8-12 | Girls
Mercedes College competes in the Catholic School Girls Competition held on Thursdays between 4:00pm and 6:00pm at the Adelaide Aquatic Centre and other local pools. Training is held after school on a Monday at Mitcham Girl’s High School.

Water Polo Years 8-12 | Boys
Competing in the SAAS Competition, matches are held at the Adelaide Aquatic Centre and at local schools on Fridays after school. Training is held after school at Mitcham Girl’s High School.
Instrumental Lessons

The College has a number of qualified and experienced Instrumental Tutors. Lessons are offered for the following instruments: piano, guitar, bass guitar, drum kit and percussion, flute, clarinet, saxophone, trumpet, trombone, violin, viola, cello and voice. Other instruments may be offered in response to student demand.

Instrumental Tutors provide a programme of (on average) 8 lessons per term for students who wish to learn a musical instrument, with a maximum of 32 lessons for the school year. All lessons are half an hour in duration and take place during school hours. Paired lessons are offered on selected instruments, according to student ability and availability.

Students in Years R-5 have a set lesson time each week. Where practical, students from Years 6-12 have a rotating timetable and are expected to attend lessons punctually. Specific lesson times are to be negotiated with the Instrumental Tutors and the Music Coordinator and will be accommodated where possible.

A recommended age for students to commence instrumental lessons is in Year 2.

Tuition Fees
The cost for instrumental lessons for 2016 are:

- Individual lessons $30.00
- Paired lessons $16.00

Tuition fees will be added to your College Account at the start of each semester.

Students are expected to commit to instrumental lessons for the duration of the term. For students to have the maximum opportunity for success, it is recommended that lessons are continued for at least one semester.

Instrument Hire and Accessories
Instrumental hire will only be available through the College for students participating in the Year 3 and 5 Classroom Instrumental Programmes. Students wishing to hire an instrument for individual or shared lessons must go through an external provider. Students who wish to purchase their own instrument should buy a recognised brand, ensuring it is of adequate suitability. Please contact your child’s Instrumental Tutors or the Music Department for advice.

Students in Years 3 will have the instrumental hire fee added to their College account at the start of the year.

All students are expected to provide their own guitar picks, reeds and any other required accessories. Reeds and guitar picks are available for purchase from the Music Department for an at cost price.

Instrument Storage and Maintenance
When brought to school, instruments are the responsibility of the student (both privately owned/hired, or hired through the College). Where possible the instrument should be kept in the provided storage areas located in both Music Rooms. Students are discouraged from storing their instruments in the classroom or locker areas. Privately owned instruments should be privately insured. All instruments should have the student’s name and address clearly visible on the case.

If your instrument is not functioning as it should, please inform your Instrumental Tutor or one of the College Music Staff. Do not attempt to fix the instrument yourself. Under most hire agreements, all repairs must be made through the instrumental provider.

The student and parent is responsible, and must pay, for any damage to College hired instruments through negligence. Any damage must be reported immediately to the Music Coordinator.

Agreement
All students who undertake instrumental tuition are required to complete and submit the Instrumental Nomination Form to the Music Department Staff before instrumental lessons can be arranged. Parents are asked to read and fully understand the information in the College Handbook before lessons can commence. Please note it can take up two to three weeks for Instrumental Nomination Forms to be processed and lessons commence.

Instrumental Diary
Every student is encouraged to purchase a Music Diary, or a suitable alternative. This diary is to be brought to every lesson, as it is an important communication and record-keeping tool. Students are also required to bring any other books or items as communicated by their Instrumental Tutor.

Semester Reports
The Instrumental Tutor will complete a written report on each student’s progress at the end of each semester.

Student Absence
In the case of a student absence from school on the day of an instrumental lesson it is imperative that the Instrumental Tutor be contacted on their private number, text or email at the earliest possible convenience. This includes known school activities including excursions, camps, exams etc.

Instrumental Tutors are not obliged to make up/credit any lessons missed without proper notification. Other than long term illness or long-term vacation absences from lessons will be paid for and no lessons will be ‘made up’ when a student is absent without prior notice.

Cessation of Lessons
Once enrolled it is obligatory that the student completes the term. If a student wishes to cease learning their instrument then contact must be made in writing to the Instrumental Tutor and the Music Coordinator before the term’s end. Unless notification is given in writing before the end of term, all Instrumental Lessons will automatically roll over into the next term. All College hired instruments must be returned by the end of term, otherwise charges will apply. It is encouraged that all students commit to learning their instrument for at least one semester, so every opportunity for progress can be given.

Contact Information
All Instrumental Tutors will communicate their personal contact details to students at the first lesson. Parents are encouraged to keep in contact with their child’s Instrumental Tutor, especially regarding known absences.
The Music Coordinator will retain the information from each Instrumental Form and will forward contact details of new students onto the appropriate Instrumental Tutor. Parents are not to organise instrumental lessons with tutors directly.

**Practice**

A recommended practice routine of around 10-20 minutes per day is encouraged during the first year of tuition and 30 minutes per day subsequently. Your Instrumental Tutor will provide advice on how to best structure practice sessions.

**Use of Practice Rooms During School Hours**

Students are not permitted to use the practice rooms or classrooms for private practice during school hours (including before and after school) unless they are properly supervised and consent is obtained by the Music Department Staff.

**Student Expectations**

Students are expected to attend all scheduled instrumental lessons on time. Students need to bring to each lesson their instrument (where appropriate), music and an instrumental diary. If a student has forgotten their instrument then they are still required to turn up to their lesson. **Absences without prior notification will not be made up.** It is the student's (and parent/caregiver's) responsibility to inform the Instrumental Tutor of any known absences, including school activities, tests, exams, excursions, camps etc.

**Music Ensembles**

All students are encouraged to be part of a school band, choir, or other official school ensemble upon reaching the required standard.

Please discuss this with your Instrumental Tutor and Music Department Staff.

The ensembles offered in 2016 are as follows:

- Decorum String Ensemble
- Junior String Ensemble
- Concert Band
- Jazz Ensemble
- Senior Guitar Ensemble
- Middle School Guitar Ensemble
- Junior School Guitar Ensemble
- Vivace Vocal Ensemble
- VoxPop Vocal Ensemble (Years 8 to 12)
- Yr 6/7 Festival Choir (terms 1-3 only)
- Petit Voix Junior Vocal Ensemble (Years 4 to 6)
- Mercedes Junior Choir (Years 2 and 3)
- World Music Ensemble
- Junior Mallet Ensemble
- Mercedes Drumline

Other ensembles may be offered throughout the year in response to student demand and experience.

It is expected that students commit to their ensemble's performances and weekly rehearsals for at least one semester. There will be a charge of $20 per ensemble debited to your school account for each semester (except for the Festival Choir, which will be $30 to cover the three terms of commitment).

**2016 Concert Calendar**

A number of major concerts will be scheduled for 2016. More information regarding these concerts will be communicated closer to each event. Other performance opportunities may arise throughout the year, including a series of lunchtime concerts. Please refer to the College website and *Mercy Vine* for an updated calendar of events.

Students involved in performances are to make every effort to ensure they are available when required. If you have any concerns about the availability of your child then please contact the Music Coordinator.
Uniform Requirements

Girls  (Refer to abbreviations below)

<table>
<thead>
<tr>
<th>Winter (Terms 2 and 3)</th>
<th>Summer (Terms 1 and 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirt*</td>
<td>Dress*</td>
</tr>
<tr>
<td>Skirt*</td>
<td>Socks*</td>
</tr>
<tr>
<td>Pinafore*</td>
<td>Long white</td>
</tr>
<tr>
<td>Tie CO*</td>
<td>Short white (opt R-5)</td>
</tr>
<tr>
<td>Tie*</td>
<td>Sandals</td>
</tr>
<tr>
<td>Socks*</td>
<td>Navy (opt R-5)</td>
</tr>
<tr>
<td>Tights*</td>
<td></td>
</tr>
</tbody>
</table>

Boys  (Refer to abbreviations below)

<table>
<thead>
<tr>
<th>Winter (Terms 2 and 3)</th>
<th>Summer (Terms 1 and 4)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shirt*</td>
<td>SS Banded R-5</td>
</tr>
<tr>
<td>Trousers*</td>
<td>SS Yr 6-12</td>
</tr>
<tr>
<td>Shorts*</td>
<td>Yr 6-12 opt</td>
</tr>
<tr>
<td>Tie*</td>
<td>Charcoal with bottle</td>
</tr>
<tr>
<td>Socks*</td>
<td>gold stripes</td>
</tr>
<tr>
<td>Sandals</td>
<td>Navy, (opt R-5)</td>
</tr>
</tbody>
</table>

Winter and Summer Requirements

<table>
<thead>
<tr>
<th>Girls Winter and Summer Requirements</th>
<th>Boys Winter and Summer Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blazer*</td>
<td>Blazer*</td>
</tr>
<tr>
<td>Jumper</td>
<td>Jumper</td>
</tr>
<tr>
<td>Regulation Hat</td>
<td>Regulation Hat</td>
</tr>
<tr>
<td>Regulation Bucket Hat</td>
<td>Regulation Bucket Hat</td>
</tr>
<tr>
<td>Formal Girls Hat</td>
<td>Formal Boys Hat</td>
</tr>
<tr>
<td>Ribbons*</td>
<td>Black Belt*</td>
</tr>
<tr>
<td>Shoes*</td>
<td>Shoes*</td>
</tr>
<tr>
<td>R-5</td>
<td>R-5</td>
</tr>
<tr>
<td>Yr 6-12</td>
<td>Yr 6-12</td>
</tr>
<tr>
<td>Optional</td>
<td>Optional</td>
</tr>
<tr>
<td>Approved gold / green / navy</td>
<td>With trousers, Yr 6-12</td>
</tr>
<tr>
<td>Black polished leather lace-up</td>
<td>Black polished leather lace-up</td>
</tr>
</tbody>
</table>

*Compulsory for Formal Occasions · Optional (opt) · Long Sleeve (LS) · Short Sleeve (SS) · Crossover (CO)
The College Shop

Contact details
P 8372 3229  F 8338 0433
E mercedes@midford.com.au

Hours of Operation
Monday: 8:00am-2:00pm
Tuesday: 8:00am-2:00pm
Wednesday: 8:00am-12:00noon
Thursday: 11:00am-4:00pm
Friday: 11:00am-4:00pm
* Pupil Free Days: SHOP CLOSED
* Friday End of Term 1 and 2:
  11:00am-4:00pm
* Friday End of Term 3 and 4:
  10:00am-1:00pm
School Holidays: for opening times check the College website and newsletter, Mercy Vine.

The College Shop has extended trading hours during peak periods and school holidays. Parents will be made aware of the extended trading hours via the College website and newsletter, Mercy Vine.

The aim of The College Shop is to be a ‘One-Stop-Shop’. The Shop is located on the ground level (Level 1) centre front of the Catherine McAuley Building.

The College Shop stocks the complete range of all formal uniform requirements as well as an extensive range of PE and Sport Uniforms, bags and stationery items and is the only supplier of the Mercedes Uniform. METROCARD top ups are also available.

Online Ordering
Parents can browse the store and order their child’s uniform online by registering through the below link and completing the steps: https://secure.schoolshop.midford.com.au/mercedes/login

Parents can select to either pick up in store or have the uniform delivered to their door.

Payment Methods
There are a number of ways parents can make payments to The College Shop, these facilities include:
• Eftpos, Visa, Mastercard, and American Express
• Over the phone credit card payment
• Credit card details lodged with The College Shop
• Cheque made out to: Georges Apparel Midford Mercedes
• Cash is accepted, however, the shop is unable to exchange notes or coins for students.

The College Shop can assist your child with garment selection and contact you by phone for payment by credit card or parents may lodge their credit card details at The College Shop so that students can make purchases or pay for discretionary activities as required. Details regarding limits and conditions of use of credit cards can be obtained from The College Shop.

Payment facilities are also available for all purchases and payments of school functions and related activities.

Items purchased from The College Shop may not be added to School Fee Accounts.

Second Hand Uniform Shop
The Parents and Friends Association operates a second hand clothing service, located upstairs in Strathspey.

The Second Hand Uniform Shop operates each Monday during term between 2:30pm-4:00pm.

Uniform Policy
The College believes that the School Uniform is an important part of the school’s identity, and that students should wear it with pride and distinction.

The following policy statements apply.
• All students of Mercedes College are required to wear the approved School Uniform to school and school events
• All students of Mercedes College are expected to show pride in themselves and their school by meeting requirements relating to grooming and presentation.

Parents are asked to support the College Uniform Policy by ensuring that their child(ren) has the required uniform, and that they wear the uniform neatly and correctly. The Mercedes College Uniform Policy is endorsed by the College Council and enforced by the Principal, Heads of School and teaching staff.

Agreement to adhere to the College Uniform Policy is a condition of enrolment.

Grooming and Presentation
Students are expected to present themselves in their School Uniform in a neat, smart and well-groomed way. Clothing is to be clean, well pressed and in a good state of repair.

Blazer
• The blazer is a compulsory garment for formal occasions in Terms 1-4
• The blazer is a compulsory garment in Terms 2 and 3 and must be worn to and from the College no matter the transport. The jumper may only be worn as an outer garment once inside the College.

Winter Skirt and Summer Dress
The length of the Winter skirt and Summer dress is required to be on or below the knee.
Boys' Shirts
Reception to Year 5 banded shirt, Years 6-9 pin striped shirt and Years 10 to 12 white shirt.

Hair
In order to keep hair neat and tidy the following will apply:

• Hair is to be natural in colour and style
• Hair is to be well groomed and off the face
• Hair is to be tied back if longer than shoulder length
• Only College approved hair ribbons may be worn. College green, navy or gold ribbons are available from The College Shop. Hair elastics and clips are to be College green or hair colour. Headbands are to be College green or College fabric only
• Boys’ hair is to be off the collar, no shorter than a No. 2 cut or a combination of very short and long.
• Hair products, such as gel, are only to be used to assist with natural styling
• Boys need to be clean shaven
• Boys’ side burns cannot be lower than the ear lobe.

Jewellery
• Watches are to be conservative in both colour and style
• Girls’ earrings are to be small in size (no larger than 1/2 cm in diameter), one in each lobe only, in either gold, silver or white pearl studs or gold or silver sleepers
• It is not permissible for boys to wear earrings
• A fine gold or silver chain may be worn, but only if it carries a small religious symbol
• No other jewellery is permitted, except that Year 12 students may wear one plain ring.

Make-up and Nails
• Students are not permitted to wear make-up with the exception of Senior Students who may wear makeup that is understated and natural in colour.
• Nails are to be kept short for hygiene and safety reasons. Nail polish may not be worn to school.

Stationery and Books
A range of stationery and other items may be purchased from The College Shop.

Many of the text books for Years 6-10 are provided from the class sets owned by the College, for which a hire fee is incorporated in the annual Resource Fee. If a student loses or damages a book, parents are charged for the replacement cost.

Text books to be used for several years, specific texts for specialised subjects or those that incorporate fill-in worksheets, must be purchased.

Booklists are distributed in November for pre-ordering of text books and stationery through the College booklist provider, Campion Education.

For further information please phone Campion on 8337 4544 or email campionsa@campionsa.com.au

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<table>
<thead>
<tr>
<th>Sundry Items Available from The College Shop</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Sundry Items</strong></td>
</tr>
<tr>
<td>College Backpack</td>
</tr>
<tr>
<td>Scarf and Gloves</td>
</tr>
<tr>
<td>Under Shorts (R-7)</td>
</tr>
<tr>
<td>Library Bag</td>
</tr>
<tr>
<td>Art Smock</td>
</tr>
<tr>
<td>Pencil Case</td>
</tr>
<tr>
<td>Hair Accessories</td>
</tr>
<tr>
<td>College Shoes</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Sport Shoe</td>
</tr>
<tr>
<td>College Socks</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Tights</td>
</tr>
<tr>
<td>Umbrella</td>
</tr>
<tr>
<td>Calculator Yr 4-7</td>
</tr>
<tr>
<td>Calculator Yr 8-12</td>
</tr>
<tr>
<td>Sports Bags</td>
</tr>
<tr>
<td>General Stationery</td>
</tr>
</tbody>
</table>
Footwear for PE

PE Staff and Sport Coordinators recommend the purchase of good quality shoes that provide significant support during Sport and PE lessons.

Some footwear does not provide the necessary support such as “volleys” and “skate shoes”. These are not permitted as a choice of shoe for any College recreational and/or sporting activity.

Sports shoes must be predominantly white, low cut and with very little additional colour. Socks must be Mercedes College PE socks.

Physical Education Uniform

Mercedes College PE shorts
Mercedes College PE top
Mercedes College polar fleece windcheater
Mercedes College tracksuit jacket
Mercedes College track pants
Mercedes College PE socks
Mercedes College hat

Students must have either the polar fleece windcheater or tracksuit jacket
The Mercedes College blazer and jumper are not to be worn with the PE Uniform.
Sport Uniforms

*The Mercedes College Volleyball, Softball and Soccer shorts and tops are the same garment.

Athletics R-Year 7 | Boys and Girls
- Approved PE Uniform

Athletics Years 8-12 | Boys and Girls
- Mercedes College Athletic singlet
- Field events: Mercedes College PE shorts
- Track events: Athletics shorts and/or bike pants
- Mercedes College PE socks, sports cap, tracksuit jacket/fleece and pants

Basketball Years 3-12 | Boys and Girls
- Mercedes College Basketball Uniform, tracksuit jacket/fleece, pants and PE socks
- Basketball boots or track shoes (predominantly white)

Chess | Boys and Girls
- Mercedes College Formal School Uniform

Cricket Years 3-4 | Boys and Girls
- Mercedes College PE Uniform

Kanga Cricket Years 2-3 | Boys and Girls
- Mercedes College PE Uniform

Cricket Years 4-7 | Boys and Girls
- White Mercedes College Cricket shirt (3/4 sleeve), white shorts or white long pants
- Mercedes College tracksuit jacket, sports cap, bucket hat or wide brimmed white hat
- White footwear

Cricket Years 8-12 | Boys
- White Mercedes College Cricket shirt (3/4 sleeve), white shorts or white long pants
- Mercedes College tracksuit jacket, sports cap, bucket hat or wide brimmed white hat
- White footwear
- 1st XI: Blazer and Formal Uniform

Cross Country Years 3-7 | Boys and Girls
- Mercedes College PE Uniform, bike pants, tracksuit

Cross Country Years 8-12 | Boys and Girls
- Mercedes College Athletics Uniform, tracksuit jacket/fleece and pants

Football Years 3-12 | Boys
- Mercedes College guernsey, Football shorts, green and navy socks, tracksuit jacket/fleece and pants
- Football boots
- 1st and 2nd XVIII: Blazer and Formal Uniform

Hockey Years 4-12 | Boys and Girls
- Mercedes College PE shorts, PE top, green, gold and navy socks, tracksuit jacket/fleece and pants

Netball Years 3-7 | Girls
- Mercedes College PE shirt, Netball skirt, black/dark green sports briefs, green bike pants (for training), tracksuit jacket, pants and socks

Netball Years 8-12 | Girls
- Mercedes College Netball Uniform, black/dark green sports briefs, green bike pants (for training), tracksuit jacket/fleece, pants and socks

Soccer Years 3-12 | Boys and Girls
- Mercedes College Soccer top, shorts, green, gold and navy socks, tracksuit jacket/fleece and pants
- Soccer boots

Softball Years 3-7 | Boys and Girls
- Mercedes College PE Uniform

Softball Years 8-12 | Girls
- Mercedes College Softball top, shorts, green, gold and navy socks, cap, tracksuit jacket/fleece, pants,

Swimming Years 3-7 | Boys and Girls
- Mercedes College bathers, tracksuit jacket and pants

Swimming Years 8-12 | Boys and Girls
- Mercedes College bathers, tracksuit jacket and pants, gold Swimming cap

Table Tennis Years 8-12 | Boys and Girls
- Mercedes College PE top and shorts, tracksuit jacket/fleece and pants

Tennis Years 3-12 | Boys and Girls
- Mercedes College Tennis shirt, PE shorts, cap, tracksuit jacket/fleece, pants and PE socks
- Predominantly white shoes with non-marking soles

Volleyball Years 8-12 | Boys and Girls
- Mercedes College Volleyball top, shorts, PE socks, tracksuit jacket/fleece and pants

Beach Volleyball Years 8-12 | Girls
- Mercedes College PE shirt, PE shorts, PE socks, tracksuit jacket/fleece and pants

Water Polo Years 8-12 | Boys and Girls
- Mercedes College bathers, Mercedes College tracksuit jacket/fleece and pants
Sport Trainings
Students must wear the College PE Uniform for all official school trainings except for Water Polo and Swimming.

Years R-3
Students who have PE practical lessons and/or training before and/or after school, can wear their PE Uniform during the day.

Years 4 -12
Students are to wear their formal School Uniform unless they have a practical PE lesson through the day. Students with training before school (except for R-3) must change into their formal uniform before the commencement of school unless they have a practical PE lesson through the day.

Students with training after school must change into their training or PE Uniform at the conclusion of the school day.

Formal Uniform Requirements
1st XVIII and 2nd XVIII Footballers must wear full Winter Uniform including blazer, to all matches.

1st XI Cricket players must wear blazers and whites to and from all games.

Tracksuit Requirements
All Students playing sport in Terms 2 and 3 (Winter Sport) must wear either the tracksuit or polar fleece, when representing the College.

Students playing sport in Terms 1 and 4 (Summer Sports) must wear either the tracksuit or polar fleece if requiring an outer garment when representing the College.

PE/Sports Uniforms
Mercedes College sport clothing is available from The College Shop or the Second Hand Uniform Shop. All students must have the approved PE Uniform, including the Mercedes College approved hat.
Financial Information (Local Students)

Tuition Fees

<table>
<thead>
<tr>
<th>Year Level</th>
<th>1st Child</th>
<th>2nd Child</th>
<th>3rd Child</th>
<th>4th Child</th>
<th>5th Child</th>
</tr>
</thead>
<tbody>
<tr>
<td>10 – 12</td>
<td>$13,220</td>
<td>$11,237</td>
<td>$9,254</td>
<td>$5,288</td>
<td>0</td>
</tr>
<tr>
<td>9</td>
<td>$10,970</td>
<td>$9,325</td>
<td>$7,679</td>
<td>$4,388</td>
<td>0</td>
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<tr>
<td>6 – 8</td>
<td>$10,795</td>
<td>$9,176</td>
<td>$7,557</td>
<td>$4,318</td>
<td>0</td>
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<tr>
<td>3 – 5</td>
<td>$8,995</td>
<td>$7,646</td>
<td>$6,297</td>
<td>$3,598</td>
<td>0</td>
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<tr>
<td>Rec – 2</td>
<td>$8,170</td>
<td>$6,945</td>
<td>$5,719</td>
<td>$3,268</td>
<td>0</td>
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</table>

Family Discount

<table>
<thead>
<tr>
<th></th>
<th></th>
<th>15.0%</th>
<th>30.0%</th>
<th>60.0%</th>
<th>100.0%</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>n/a</td>
<td></td>
<td></td>
<td></td>
<td></td>
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</tbody>
</table>

The Family discount applies to students concurrently attending Mercedes College.

2016 Capital Levy (per family)

Students concurrently attending Mercedes College Annual Fee

<table>
<thead>
<tr>
<th></th>
<th>Annual Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>One Child</td>
<td>$1,910</td>
</tr>
<tr>
<td>Two children</td>
<td>$2,495</td>
</tr>
<tr>
<td>Three or more children</td>
<td>$2,715</td>
</tr>
</tbody>
</table>

2016 Resource Fee (per Student)

<table>
<thead>
<tr>
<th>Junior School</th>
<th>Reception – Year 5</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>R</td>
</tr>
<tr>
<td></td>
<td>$745</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Middle School</th>
<th>Year 6 – 9</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>6</td>
</tr>
<tr>
<td></td>
<td>$1,195</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Senior School Annual Fee</th>
<th>Year 10 – 12</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>10</td>
</tr>
<tr>
<td></td>
<td>$2,045</td>
</tr>
</tbody>
</table>

New Students

Application Fee

A non-refundable Application Fee of $33 (including GST) must accompany the Registration of Interest/Enrolment Form.

Confirmation Fee

Following a written Offer of Position being provided a non-refundable Confirmation Fee of $1,000 for the first child and $800 for any sibling(s) is required to be returned along with a signed Acceptance of Enrolment. Of this fee $500 for each child will be credited to the first fee account issued.

On receipt of the Confirmation Fee an enrolment interview with the Principal or Head of School will be scheduled as an introduction to the College.

The Confirmation Fee and accompanying signed Acceptance of Enrolment secures the student’s position at the College. Should the student(s) enrolment be cancelled prior to commencement the full Confirmation Fee is forfeited and retained by the College.

If less than one term’s notice is provided, the parent(s)/caregiver(s) may be required to pay an additional one term’s Tuition Fee and Capital Levy, in lieu of notice.

Billing Arrangements

Tuition Fee, Capital Levy and Resource Fee are charged annually in advance in August/September of the preceding year (generally coinciding with the beginning of Term 3).

For partial year enrolments all fees will be based on academic weeks completed as a proportion of 40 weeks.

Invoice/Statements

Parent(s)/Caregiver(s) will be issued with monthly invoices/statements by email in an effort to generate cost savings across the board.

Invoices/statements will not be posted unless no electronic method is available.


**Tuition Fee**

Tuition Fees are subject to review by the Finance Standing Committee and College Council on an annual basis and are subject to change dependent upon curriculum requirements.

**Capital Levy**

The Capital Levy is determined by the long term building and maintenance needs of the College and is based on repayments of College Loans, both principal and interest, borrowed to fund capital works and provide building and infrastructure replacement which benefits both current and future students.

The charge is per family based on the number of students enrolled at the College.

Please note that the Capital Levy is a compulsory levy which is not tax deductible.

**Resource Fee**

The Resource Fee is set following consultation with curriculum staff and covers all compulsory based year level activities including excursions, camps, guest speakers and competitions that all students must undertake as part of the curriculum.

Also included in the Resource Fee is a credit for student use for photocopying and printing. Students will be provided a ‘credit allowance’ depending on year level, at the commencement of the academic year and will be able to redeem credits at the photocopiers and printers throughout the College. Once a student depletes the original annual allowance, further credits may be purchased from Strathspey Reception. Please note that the minimum amount payable is $5.00 and 24 hours is required for the credit to reflect on the student copier allowance.

The credit allowance has been based on a review of individual year level and subject areas and makes a generous allowance for class work, draft printing, major assignments, both in colour and black and white and using a variety of different machine types.

The credits are non-refundable or transferable and cannot be carried forward.

**College Yearbook**

The College Yearbook is a compulsory charge and families are invoiced annually in August/September of the preceding year when tuition fee accounts are issued.

Additional copies may be purchased at The College Shop.

**Other Fees**

In addition to the Resource Fee, specific charges necessary to meet curriculum, music or sporting outcomes, but not undertaken by the whole year level group (and therefore excluded from the Resource Fee) are invoiced to the family tuition account on an ad hoc basis.

No charges will be added to fee accounts unless a permission slip and charge authority has been signed by the parent(s)/caregiver(s). Students who withdraw from an activity will be eligible for a pro-rata refund only until the end of Week 7 of Term 1.

The refund will be credited to the tuition account following authorisation by the Head of Faculty. No refund will be provided after Week 7 of Term 1.

**Year 10 STEP**

Year 10 students may continue with the Year 10 STEP Programme, conducted in either Semester One or Semester Two, after returning the signed Student Consent Form which will include a detailed breakdown of additional fees.

**Sports - Training/Coaching/Competitions**

Students who participate in the professionally coordinated sporting programmes conducted at Mercedes College may incur additional charges. Sports charges include costs incurred by the College for students’ participation i.e. transport (bus hire), purchase of equipment and equipment hire, professional Coaching and fees for training sessions and competitions.

Sports Nomination Forms are issued in October/November of the previous year. The consent form sent home for parent approval of the activity will include an authority to debit the fee account with the required sports fee.

**Part Time Students**

Students wishing to study part time (for example, undertaking Year 12 over two (2) years) require the approval of the Subject and Careers Advisor.

The Annual Tuition Fee cannot be broken down by subject or contact hours, due to the fixed cost of building and grounds, Library and general facilities, as well as Student Services such as pastoral care, assessment and reporting.

Depending on subject selections, parent(s)/caregiver(s) should expect to pay approximately 140% of the Year 12 Tuition Fee to complete Year 12 over 2 years. Accordingly, the discounts offered reflect the fixed costs of operating the College outside of the subject area.

Please note: Religious Education is compulsory in the first year and counts as a full subject.

Fee discounts for part time students are given as follows:

**Number of Annual Fee**

<table>
<thead>
<tr>
<th>Subjects Undertaken Discount</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>3 subjects + RE + Research Project*</td>
<td>Nil</td>
</tr>
<tr>
<td>2 subjects + RE + Research Project*</td>
<td>20%</td>
</tr>
<tr>
<td>1 subject + RE + Research Project*</td>
<td>30%</td>
</tr>
</tbody>
</table>

* The Research Project requires course work and supervised study and is equivalent to a full subject.

**Students Studying Externally**

Subjects studied externally may have additional costs charged to the parent(s)/caregiver(s). External subjects undertaken, where there is an alternative subject offered internally to meet the SACE or IB pattern, will be charged to the parent(s)/caregiver(s).

A permission/consent form incorporating the charge agreement will be required to be signed and agreed by the parent(s)/caregiver(s) prior to the College agreeing to enrol the student externally.
Fee relief from the Mercedes College Tuition Fee, excluding the Capital Levy, will be granted to a maximum of 10% per subject for a full year (5% for semester based subject), and the external fee will be charged on the School Account at cost.

Refund of fees for withdrawal from an external course/subject will be at the discretion of the external participating institution.

Parent(s)/caregiver(s) are expected to treat this account as consumable, since the College has paid this money on behalf of the student. The parent/caregiver is responsible for the external fee from the selected provider, and the College will provide a subsidy against tuition fees on the basis of 10% for each subject taken externally. This will not include Resource Fees.

External subjects studied, where there is no suitable alternative, will be funded by the College and have no implications for tuition fees. All other costs, for example, books, equipment, transport, as with subjects studied internally, will be at the expense of the parent(s)/caregiver(s).

Intensive English Language Tuition (MESP, EAP)

The College offers an intensive English for study course. If this study is in addition to a ‘normal’ load an additional charge will result.

Students who may benefit from attendance at these courses will be counselled by their Head of School.

Music Instrumental

The College has a number of qualified and experienced Instrumental Teachers. Lessons are offered for the following instruments: piano, guitar, bass guitar, drum kit, flute, clarinet, saxophone, trumpet, trombone, violin, viola, cello and voice.

Students from Years R-5 have a set lesson time each week.

Students from Years 6-12 have a rotating timetable. Specific lesson times are to be negotiated with the Instrumental Teacher and the Music Coordinator and will be accommodated where possible.

Instrumental staff also provides a programme of private lessons per term for students who wish to learn a musical instrument.

For further details and cost of the instrumental lessons please refer to the Music section of the Handbook or contact the Music Faculty.

Additional Charges

These charges cover activities that are discretionary and whilst they may enhance the educational experience should not be regarded as necessary to complete the course work and are not compulsory.

Costs of other activities, including overseas trips and remote area camps cannot be reasonably determined at the beginning of the academic year and are finalised immediately prior to the activity. These charges will not be added to fee accounts and must be paid directly to The College Shop before the activity can be undertaken.

Please note: under the College Collection Policy, where fees remain unpaid, and unless arrangements for payment have been approved in writing, students may not be permitted to attend discretionary school activities.

Payment Arrangements

Payment of school fees is an important College community responsibility and as parent(s)/caregiver(s) you are reminded that school fees are charged on a full year basis on the condition that the student has a place in the school for that year.

Whilst the major component of school fees are billed in advance, terms for all fee accounts are 30 days from the date of invoice unless a payment arrangement has been established to pay the account regularly throughout the year.

The Mercy Keys of Justice, Mutual Respect and Compassion which underpin our College philosophy will be applied to the payment of school fees.

Payment Terms 30 Days

The College budget and fees are established on the basis that the majority of families will pay their account(s) in accordance with the College’s trading terms, being 30 days from the date of invoice.

Payment in Full by the Due Date

Traditional payment methods such as cash, cheque, MasterCard, Visa, and BPAY are available when paying the entire account balance by the due date.

Settlement Discount

To encourage parent(s)/caregiver(s) to pay up front a 5% settlement discount is offered for the full payment of all advance fees invoiced (levied in August/September and includes the Tuition Fee, Capital Levy and Resource Fee).

To be eligible for the settlement discount, payment must be made within 30 days of the invoice date.

Cheque Payments

Cheques should be made payable to Mercedes College and may be mailed or handed into Strathspey Reception.
Direct Debit (Regular Payments)

Arrangements may be made for families to pay their account regularly by direct debit from their cheque/savings account, Visa/MasterCard or BPAY.

All direct debit payments administered by the College will occur Friday’s on either a weekly, fortnightly or monthly frequency. The expectation is that the first payment will commence in September/October immediately following the issue of the advance fee account and that the final payment will be August/September of the following year.

It is the parent(s)/caregiver(s) responsibility to ensure that on the due date clear funds are available in the nominated account to meet the payment agreed.

Whilst credit card payments can be received over the counter, the College makes substantial savings in bank fees when families pay their account by MasterCard and Visa via their phone banking or internet banking services.

A Direct Debit Request Form (DDR) will be sent to all families with the annual advance fee invoice/statement and we encourage families to take advantage of the direct debit method of payment. For more information please contact the College Family Liaison Officer.

Payments for Multiple Years in Advance

Advance payment of Tuition Fees and Capital Levies beyond the current account (year in advance) can be accepted.

To be eligible, payment must be received by the College within 30 calendar days of the annual fee account date unless agreed with the Principal in writing.

Fees are set at the current rate and do not attract any increase. Accordingly, in September/October 2015, families have the opportunity to lock in the 2016 rate until 2020.

Payment received in September/October 2015 would be based (note applicable Year level and sibling discounts would apply) on:

- 2016 – 2016 Rate (less 5% settlement discount)
- 2017 – 2016 Rate
- 2018 – 2016 Rate
- 2019 – 2016 Rate
- 2020 – 2016 Rate

Advance payment of Tuition Fees and Capital Levies, must be for a current student at the school and cannot be accepted for a period beyond 5 years.

In the event of a student(s) withdrawal, refunds will be made in accordance with our student withdrawal requirements.

Responsibility for Payment of Accounts

The person(s) responsible for payment of the account are the ‘parent(s)/caregiver(s)’ listed on the Application for Enrolment.

At the time of making the Application for Enrolment, the College anticipates that both parent(s)/caregiver(s) are to sign the Application Form. If only one parent/caregiver signs the Application Form this may delay processing whilst enquiries are made as to the status of the family.

Where the College receives written notification, signed by all person(s) listed on the Application for Enrolment, agreeing to a third party to pay the fee account this does not limit their financial obligations. Responsibility of the account continues to rest solely with the parent(s)/caregiver(s) listed on the Application for Enrolment. All payment arrangements of this nature are considered private agreements and the College will continue to direct invoice/statements or any other financial correspondence to the parent(s)/caregiver(s) listed on the Application for Enrolment.

Consequences for non-payment of Accounts

Should fees remain unpaid outside of the 30 day trading terms and no mutually agreed direct debit arrangements are in place or there has been no satisfactory communication regarding non-payment, then the account will be transferred to Debt Collection Management.

If no payment is received for more than 10 calendar weeks, the Principal will review the continued enrolment of the student(s). Assistance will be given to re-locate the student(s) within the Catholic School system at a time and in a way that minimises the disruption to the student(s) learning.

Parent(s)/caregiver(s) should be aware that the Principal has a legal and moral responsibility not to allow families to accumulate unsustainable levels of debt.

Payment Arrangements for Separated Families

Parent(s)/caregiver(s) have joint responsibility for their child(ren)s education, this includes responsibility for Tuition Fees, Capital Levy, Resource Fees and any other account charges.

Accordingly, a parent/caregiver cannot elect to remove him or herself from the enrolment contract without the College’s and the other parent/caregiver’s consent. This not only deals with financial responsibilities but also issues of academic progress, reporting, student behavior and discipline.

The College policy is that one invoice is issued to both parents accepting the responsibility for enrolment and that separated families make their own private arrangements for payment.

Duplicate statements can be provided upon request and payment by DDR can come from a number of multiple sources for the one family account.

Please note that the College will not agree to ‘split accounts’ by way of creating two separate family accounts.

All parent(s)/caregiver(s) who inform the College of a family breakdown and request a change in the responsibility for enrolment will trigger a termination of the existing enrolment 10 weeks’ notice required. If a termination letter, (signed by both parent(s)/caregiver(s)), along with a new Application for Enrolment is made within the 10 weeks, the application and enrolment fee will be waived.

Please note: this means that all aspects of the student’s progress, behaviour, and discipline or health status will be forwarded to the person responsible for the student enrolment.

This does not mean that the other party is not entitled to information in regard to the education of the student— but this must be requested from the enrolling parent. Families’ unwillingness to communicate is not sufficient grounds to reveal private or sensitive information regarding a student.
Extended Absence

No remission of fees, either in whole or in part, will be made if the student is on Leave of Absence due to illness, student exchange, leave or suspension from the College for part of the year.

If a student is on leave of absence for more than one year a holding fee will be charged for each year until the student returns to the College. The fee is non-refundable and is not deducted from any other fees. This fee is set at 30% of the current year rate.

Fees in Arrears

Where fees remain unpaid, unless special arrangements have been approved by the Principal, the student will not be eligible to attend major school trips or overseas tours, regardless of where funds for such trips are sourced.

Mercy Scholarships

Fee remissions on account of Mercy Scholarships are applied during the period the scholarship is conferred.

Family Discount

Family discounts apply to Fees whilst the student has an older brother or sister at the College. (Students must be concurrently attending the College with the same ‘responsible persons’ named on the Enrolment Form).

Financial Hardship

Concessions

Mercedes College is willing to assist families who are experiencing short term difficulties in complying with the Fee Policy due to extraordinary circumstances. To assist families with their financial commitment to the College, strategies are in place that are fair and equitable for the entire Mercedes community.

Families with a genuine inability to meet their School Fee commitments are encouraged to contact either the Family Liaison Officer or the Chief Financial Officer.

Fee remissions are not granted retrospectively. The outcome may not be a remission of fees, but may include extended payment terms or a partial moratorium on payments for a negotiated period. All discussions and ensuing arrangements are kept in the strictest confidence. As part of the process, it is expected the family will have lodged an application for School Card (see next column for details).

Whilst the College welcomes any contact, to assist parent(s)/caregiver(s) to assess their own eligibility ‘extraordinary circumstances’ would not usually include:

- Mortgage/Rent payments,
- Child Support/Maintenance payments,
- Credit Card Payments,
- General Living Expenses: (food, clothing, motor vehicle running or repairs, rates/taxes, power, telephone),
- One off costs for replacement of household items: (refrigerator, hot water service etc.)
- Cost of Private Health Insurance.

All concessions, whether extended payment programmes or partial fee remissions, are reviewed annually and are based upon both the family’s position and the College’s capacity to provide support.

Parents will be required to sign a restitution agreement with the College and a Bank Account Direct Debit Authority.

Government Assistance/School Card Scheme

Mercedes College supports the School Card Scheme administered by the State Government. The Scheme provides financial assistance towards the cost of educational expenses for full time students of low income families.

Approval for School Card is dependent upon proof of family income and applications are available from January. Parent(s)/caregiver(s) are required to reapply each calendar year thereafter.

Eligibility for School Card provides for a discretionary school fee remission of 40% of Tuition Fees and Capital Levy.

It is of benefit to the family and the College that all eligible students become approved School Card students and that families complete the procedures within the specified timelines to ensure approval is granted. Families who are in financial difficulty are encouraged to contact the school immediately to discuss their options regarding School Card.

For additional information regarding the School Card Scheme please contact the Department for Education and Child Development on 1800 672 458 (free call) or www.sa.gov.au.

Withdrawal of Student(s)

If the student(s) were to leave the College, the parent(s)/caregiver(s) agree to give written notice to the school:

- No Later than ten academic weeks notice of when the student(s) intend to leave.
- If the parent(s)/caregiver(s) intend to cancel, or (with the College’s agreement) postpone, or otherwise vary the student’s enrolment, the parent will give notice to that effect to the College no later than one complete term prior to the former anticipated date of entry.

If the parent fails to comply with either of the above paragraphs, the parent will pay or forfeit (as the case may be) to the College ten weeks of Tuition Fees and Capital Levy in lieu of notice.

Debt Collection Policy

The debt is held severally and jointly by the persons who signed the Application for Enrolment at the time the acceptance was made. The contract is enforceable in court. Unpaid accounts will be placed in the hands of the College Debt Collection Agency and all associated collection and legal costs will be incurred by the family.

The College Council have vested in the Principal, the authority to make all decisions in relation to the collection of school debts. They recognise that the Principal will exercise that authority to make the right pastoral care decisions.
If payment is outstanding beyond the due date (30 days from the date of Invoice), the following action is available to the College:

- 21 days after the due date: Reminder letter issued.
- 28 days after the due date: a further letter advising lodgement with a debt collection agency within seven (7) days and/or telephone contact for a meeting with the Principal regarding continuing enrolment.

Parent(s)/caregiver(s) on agreed payment terms who do not meet their agreed payment obligation will be considered outside of the Colleges trading terms and subject to the Debt Collection Policy.

Please note: Payment arrangements in the first instance need to be made for the full invoiced amount. As a general rule, if you have applied for a concession (e.g. School Card) but are not yet sure whether you will be eligible, payment arrangements must be entered into for the invoiced amount.

When approval is received, the amount of the concession will be credited to your account and you can then request a reduction in the amount paid.

Other Important Information

Information Security

To safeguard student and family confidential information and provide a defensible framework of how we are protecting our families privacy and digital identity, the College is introducing an Information Security Management Plan that looks at controls around both physical and computer records as well as operational practices, control procedures and protocols that ensures the confidentiality of student and family information.

The Information Security Management Plan, looks at physical and environmental controls on information, including:

- How data is stored, where, and in what form,
- Who has access,
- Working day protocols,
- Access to staff areas,
- Meeting room protocols,
- Family identification protocols.

As the plan is implemented, this will change the way the College interacts with parent(s)/caregiver(s).

It is not our intention to distance ourselves from parent(s)/caregiver(s) or offend parent(s)/caregiver(s) or other members of the broader Mercedes Community, however the College needs to improve identification procedures to ensure that personal information is not inadvertently disclosed.

It is our intention to:

- Raise confidence in the Colleges ability to protect information,
- Demonstrate an ongoing commitment to information security,
- Heighten awareness of the need for secure information,
- Ensure confidentiality of information,
- Comply with legislative requirements.

Student Technology

Mercedes College has moved to a BYOD (bring your own device) student ICT programme (students who already have a school issue 1:World device will continue under those arrangements). Therefore any child that is enrolled at the College is expected to have a suitable ICT device (Please note: a mobile phone is not considered a suitable device). If you accept an enrolment offer of a place for your child at Mercedes College, you are accepting that you will provide your child with a suitable ICT device as a condition of that enrolment.

In an effort to make the process as simple as possible for families, the College is working with a supplier (CompNow) to set up a web portal where you will be able to arrange the purchase of the ICT device. This will include it being:

- Supplied with an ‘Applecare’ warranty, and
- Repaired under warranty (should the need arise) on returning the device to the College Help Desk with the possibility of a swap device issued. All warranty work is performed by CompNow not the College. Should non-warranty damage be incurred, it will be at the cost of the family. All financial arrangements are between families and CompNow.

The 1:World Learning Programme Guide 2016 will provide greater detail of the programme, highlights those year levels affected, provide recommended preferences for machines as well as provide information to families about how to download the required software.

Note: The College will not be providing a repair service to parents or insurance against accidental damage or loss. Parents should consider accidental damage insurance but this would need to be under their own insurance. The College also recommends purchasing a protective shell for the device. Families are not compelled to use the purchase arrangement explained above, and will be entitled to go to their own ICT supplier to purchase a suitable device. However, there may be limitations on support available from the College Help Desk.

Book Hire

Charges for the Book Hire Scheme are included in the Resource Fee. All class sets issued to students are registered and recorded in the student’s name via the Student ID Card. All books are barcode which specifically allocates the book to a student. In addition, the hirer’s name is written inside the front cover on issue.
Whilst the textbooks are not always new, they are cleared by College staff to ensure they are fit for their required purpose. Students should be encouraged by parents to check the condition of books and if not satisfactory return them immediately to the Catherine McAuley Office.

Return of Books
At the completion of the semester, or unit of work, class sets must be returned to the Catherine McAuley Office to ensure they are credited against the student’s account.

Please note: official College receipts are issued for all books returned. Books returned damaged, (some wear and tear expected), handed to teachers, left in lockers or sent via a school friend will not be accepted as returned and the student will be held responsible for the cost. Parents will be charged the replacement cost of the book.

Student Initiated Damage to College Property
If it is proven beyond reasonable doubt that a student/group of students have damaged College property, including allocated lockers, parents will be liable for the full cost of restitution of the goods to their pre-damaged state. Payment will be required to be made within 30 days of being invoiced. In the case of damage created by more than one person, allocation of the costs of repair will be at the exclusive discretion of the Head of School.

Lockers
All students in the Middle and Senior School are issued with a locker for storage of personal belongings. Please note the following:

- Lockers are designed for day storage of school books, uniforms and bags only.
- Whilst locks and lockers are provided to students for their use, they cannot be regarded as secure.
- Money, valuables or expensive items (including musical instruments) should not be stored in lockers at any time.
- Lockers must be emptied by the last day of school.

Locks
All students are issued with a locker padlock at the beginning of Year 6, or when starting at a higher year level.

Mercedes locks operate on a master key system so that lockers may be opened if necessary. Therefore only locks distributed by the College, or purchased at The College Shop may be used.

Unauthorised locks will be removed by College staff and the cost of damage caused will be added to the Fee Account.

Students should remove their lock at the end of each year, for reuse in the following year.

Insurance

Personal Accident
The College endeavours to take reasonable care of your child(ren), however, students are normally energetic, active and can, on occasion engage in foolhardy play. Despite the care taken and supervision provided, unless the College is proved to be negligent, the school accepts no responsibility for accidents that occur.

Parents should understand that the school will seek the appropriate help and intervention on their behalf, but the costs, which can be expensive, will be borne by the parent(s)/caregiver(s).

The College provides School Care insurance for enrolled students 24 hours per day, whether a school related activity or not.

This cover provides protection for all students on a 24/7 basis, and certainly includes all school related activities, including school sports, ‘high risk’ outdoor education activities and students undertaking work experience.

The School Care Policy provided by Catholic Church Insurance cannot cover medical costs covered by Medicare, but does provide ambulance cover, as well as a range of lump sum benefits in the event of specified injuries. For further information phone Catholic Church Insurance - 1300 138 498.

Property
The College does not provide insurance for the personal property of students or parents, whether lost, accidentally damaged, vandalised or stolen at school from student lockers, classrooms, or staff offices or whilst engaged on outside school activities. Valuables or expensive personal items must not be left in lockers or classrooms.

Personal items not covered by College insurance include:

- Musical instruments (including those hired),
- Computers and ancillary equipment,
- MP3 Players/Mobile Phones/Cameras,
- Calculators and other Electronic Equipment,
- Individual Sports Equipment.

The College does not provide insurance for the loss of items that are not College property, as it has no insurable risk, i.e. it does not own the item, it has no control over condition, transport or storage of the item(s) and has not consented to accepting the risk.

Parents are reminded that they have an obligation to take all reasonable steps to protect their own property. As such, expensive or costly items, even if the item is to be used exclusively for educational purposes, should be protected by separate property cover, or an extension of existing policies to cover outside of the home (front or back yard) or at another location.

Parents are also reminded of the importance of having day and sports uniforms clearly labelled. Please protect your investment by ensuring name labels are sewn in and clearly visible.
Out of School Hours Care (OSHC)

Billing Information
As outlined under the heading ‘Facilities and Services’, the College operates an Out of School Hours Care service providing before school hours, after school and Vacation Care Programmes. These programmes operate under a fee for service and the parent(s)/caregiver(s) of children using the service will be regularly billed fortnightly for their attendance. Given the complexities of the Government’s Child Care Rebate Scheme, the billing is separate to the College accounting system for student billing.

Payment via direct debit or credit card authority is required as a condition of enrolment and use of the service. Invoices raised fortnightly will form the basis of the payment the following week with receipts available annually for Child Care Rebate purposes.

The collection policy for outstanding debts is similar to that adopted by the College but includes exclusion of the child/ren from use of the service for outstanding accounts greater than 14 days.

Further Information
Please do not hesitate to contact any of our Accounts Staff:

Craig Tilbrook
Chief Financial Officer
P 8372 3226
E ctilbrook@mercedes.catholic.edu.au

Rachel Luke
ESO Finance
P 8372 3272
E rluke@mercedes.catholic.edu.au

Virginia Muldrew
Family Liaison Officer
P 8372 3221
E accounts@mercedes.catholic.edu.au
Financial Information (International Students)

International Student Fees

Tuition Fees for International Students are charged in Australian dollars, as set out below.

<table>
<thead>
<tr>
<th>Stream</th>
<th>Year 8 and 9</th>
<th>Year 10 and 11</th>
<th>SACE</th>
<th>IB Diploma</th>
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<tbody>
<tr>
<td>Tuition Fee</td>
<td>$22,500.00</td>
<td>$23,000.00</td>
<td>$23,000.00</td>
<td>$23,000.00</td>
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<tr>
<td>Annual Fees</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Resource Fee</td>
<td>$5,000.00</td>
<td>$4,500.00 (Yr 10)</td>
<td>$4,900.00</td>
<td>$4,900.00</td>
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<td></td>
<td></td>
<td>$4,700.00 (Yr 11)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Examination Fee</td>
<td>$0.00</td>
<td>$0.00</td>
<td>$500.00</td>
<td>$1000.00</td>
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<tr>
<td>Other Fees</td>
<td></td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Enrolment Application*</td>
<td>$450.00</td>
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<td>$450.00</td>
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<tr>
<td>Guardianship Fee*</td>
<td>$250.00</td>
<td>$250.00</td>
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<tr>
<td>Airport Pick-Up*</td>
<td>$235.00</td>
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<tr>
<td>Homestay Placement*</td>
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<td>$280.00</td>
<td>$280.00</td>
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<tr>
<td>ICT Learning Strategy* (Refundable Deposit)</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
<td>$1,000.00</td>
</tr>
</tbody>
</table>

* Once only fee.

Additional Charges

(Applicable to all Year Levels and Streams)

- Health Insurance: P.O.A
- Homestay Fee (per wk): $265.00
- Holding Fee**: $ 85.00

** To be charged in lieu of Homestay Fee when accommodation is required to be held during vacation.

The Homestay Fee is to be paid directly to the Homestay Host each week. Alternative arrangements can be made to pay (6) months of Homestay Fees to the school. The school will then forward the fees each week to the Homestay Host on behalf of the student.

Discretionary Expenditure

Text Books, stationery, uniform etc. for which a secondhand market exists are not included.

Resource Fee

This fee covers all compulsory curriculum based activities including excursions, camps, sport, school based social activities, revision guides, school photos (basic package only), competitions, diaries, personal portfolios, Outdoor Education, annual Yearbook, Senior commemorative jumper and tie and Resource and Capital Levies.

The Ski Trip is an additional expense.

ICT Learning Strategy (Refundable Deposit)

The ICT Learning Strategy provides each student with a laptop (currently Apple MacBook Air). Deposit is to be refunded upon the return of the laptop to the College in good working condition, fair wear and tear excepted.

This device is provided for school use only, i.e. no gaming software may be installed.

LINK (A Hybrid-Bridging Programme)

All students from Assessment Level One countries with satisfactory English Language who are not required to study the Intensive English Course can enrol directly into this programme.

Depending on the student's ability it can be a 5, 10 or 15 week programme, whereby the student attends mainstream classes and specialised English Language Proficiency in all subject areas.

Mercedes College English Support Programme (MESP)

All students enrolled at Mercedes College receive specialised English support in all subject areas during school hours according to their timetable.
Fees

All Fees are approved by College Council and are subject to change based on course commencement and course selection.

Refund Policy

All requests for a refund of fees must be made in writing by the parent/Agent. The refund will be payable to the parent of the student, unless written notification is received from the parent indicating another person is to be paid.

The refund, if applicable, will be processed accordingly and paid within four (4) weeks after receiving a written claim.

Refunds will be made in Australian Dollars only, to a nominated bank account in the name of the student or parent.

Course fees are not transferable to other education providers. If a student withdraws prior to commencement of the course, all prepaid fees, less 20%, and any unused Homestay Fees (if applicable) will be refunded. This will only occur if the College receives written notification of cancellation or withdrawal more than twenty eight (28) days before the commencement of the course and, if the withdrawal is for any reason other than the rejection of the Visa application.

If a student withdraws due to the rejection of their Visa, the student will receive a full refund of their fees paid, less the Enrolment Application Fee, if certified evidence from the Australian Immigration authorities is provided within fourteen (14) days of the student receiving notice of a Visa application rejection.

If a student withdraws after commencing at Mercedes College, ten (10) academic weeks notice in writing is required from either the Agent or the parent prior to a student withdrawing from Mercedes College. Failure by the Agent or parent to provide notice in writing will incur a payment to the College of ten (10) academic weeks Tuition Fees excluding Resource and Examination Fees.

If a student's Visa status changes, for example the student becomes a permanent resident or citizen of Australia and is no longer in the country on a 571 Student Visa, then they will not be refunded the fees paid for the current year, Enrolment Application Fee, Airport Pick Up Fee (if applicable), Homestay Placement Fee (if applicable) and Guardianship Fee. The student will continue to pay full overseas student fees for the duration of that Academic year.

If a student is required to leave the College due to a break in their Visa conditions, including unsatisfactory attendance or unsatisfactory progress in the course or a breach of College rules, there will not be a refund of any Tuition or Administration Fees paid. Any unused Homestay Fees will be refunded.

Any default by Mercedes College will be covered by the provisions of the Education Services for Overseas Students Act (ESOS) 2000 and the ESOS Regulations.

These include:

- If for any reason Mercedes College is unable to offer a course, a refund of fees paid will be made within fourteen (14) days of notification of course cancellation.
- If for any reason Mercedes College is unable to continue offering a course after commencement, a full refund of fees paid will be made within fourteen (14) days of notification of course cancellation.

This agreement, and the availability of complaints and appeals processes, does not remove the right of the student to take action under Australia’s consumer protection laws.

International Payment Arrangements

New Students

Fees are paid in advance as per the Student Visa requirements and the Education Services for Overseas Students (ESOS) Act.

Failure to pay by the commencement of the following academic year will result in a range of academic sanctions being applied, including the eligibility to sit exams and/or reports being withheld.

Notification of the failure to pay will also be forwarded to the Australian Government Immigration Authorities whereby the Student Visa may be revoked.

Continuing Students

In line with local students, annual fees are billed in Term 4 for the following year and must be paid prior to the commencement of the next academic year.

A settlement discount is allowed where fees for the following year are paid in full before 31 December in the preceding year.

Failure to pay by the commencement of the following academic year will result in a range of academic sanctions being applied, including the eligibility to sit exams and/or reports being withheld.

Notification of the failure to pay will also be forwarded to the Australian Government Immigration Authorities whereby the student visa may be revoked.

Termination of Enrolment of International Students

Students are advised to consult with the:

Mrs Kala Nathan-Thompson
International Student Programme
Academic Advisor and Coordinator of Learning Programmes
P 8372 3200
E knathant@mercedes.catholic.edu.au
Mercedes College is a co-educational, Reception to Year 12 Catholic school in the Mercy tradition, providing a caring and supportive learning environment.

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