Our Lady of Mercy College

Parramatta
Victoria Road,
Parramatta 2150
Telephone: 9683 3300
Facsimile: 9890 1466
Email: olmc@olmc.nsw.edu.au
Website: http://www.olmc.nsw.edu.au

School Times

7:30am Gates Open  For students attending early morning lessons and co-curricular activities.
8:00am  Playground Supervision Commences, Catherine McAuley Library opens, Canteen opens.
8:30am  Students able to access lockers on levels 1 and 2 of College buildings
8:45am - 3:00pm  Class Time

The Catherine McAuley Library is open Monday-Thursday until 5:30pm and Friday until 4:00pm.
Students participating in co-curricular activities before or after school, must report to the supervising teacher.

Name: ......................................................... Homeroom: .........................................................

Use of College Diary

• All students at OLMC are to use the official College Diary. This Diary must be brought to school each day and taken to every lesson. Teachers will make use of the Diary to comment and encourage students, and communicate with parents/carers.

• Each student is expected to take pride in her Diary, to respect it as important property and as part of official school records. Equal respect must be shown to the Diaries of other students.

• Only school related information is to be entered in the Diary. Pictures, graffiti and stickers are not to be placed in any part of the Diary.

• If the Diary is defaced or damaged, a new one is to be purchased from the Student Centre. Approval for the new purchase must first be obtained from the student’s Pastoral Leader.

• All details of homework, revision, assignment and project work, home study and learning exercises are to be entered in the Diary each day, as they are set.

• If a student needs to leave a class for any reason, the Diary must be taken with her showing an explanation from the supervising teacher.

• If a student arrives at school after 8:50am she must report to the Student Centre and present her Diary to be stamped before she proceeds to class.

• The Diary is seen as an important tool of communication between parents/carers and teachers. Parents/carers are invited and encouraged to communicate with staff as the need arises, in the spaces provided in the Diary.

• Loss of the Diary is an important matter and is to be brought to the immediate attention of the Pastoral Leader.
CONFIRMATION OF COLLEGE EXPECTATIONS

• I confirm and accept the aims of the College as a Catholic School, which has been founded on the traditions of Mercy Education and will support all its religious practices, values and programs.

• Membership of this College community implies specific relationships between students, parents/carers, staff and the school: relationships that are founded on our core Gospel beliefs. Understanding this, I agree that it is of the utmost importance that I respect the dignity of others, fellow students and staff alike. My conduct will, at all times, be marked by politeness, common sense and respect for others and be guided by what is outlined on the "Expectations of Students" page in this Diary. This includes my conduct in the public domain, travelling to and from the College.

• Realising the importance of my education, I agree to assume responsibility, with the support of my teachers, for my work ethic, completion of coursework and study for the submission of assessment tasks (essays, projects etc) and other learning requirements.

• Realising the harmful nature of prohibited items such as tobacco, alcohol and illegal drugs, I agree to abide by the regulations which forbid their use and/or possession at the College or in transit to and from the College, on excursions, retreats, social events or any College based activity.

• I will endeavour to take an active part in College activities and will try to foster a sense of community spirit in the College by participating in community engagement, retreats, camps, excursions, whole College events and other co-curricular activities.

• I agree to respect College property and the property of others.

• I understand that my locker is the property of the College and acknowledge that if necessary the College Administration have access to it.

• I agree to wear the full College uniform correctly and to take pride in the way I wear my uniform and my appearance.

• I agree not to bring objects which might endanger others onto the College property.

• I will adhere to College policies regarding matters such as mobile phones and other electronic devices.

• I agree to use information and communication technology provided by the College in line with College policies and guidelines; as set out in the College Student Diary, the College website, the Acceptable Use of Technology Policy and other public College documents.

• I agree to accept regular attendance and punctuality are mandatory requirements.

Parent/Carer Signature: .......................................................... Date: ................................

Student Signature: .............................................................. Date: ................................

Pastoral Teacher Signature: .................................................... Date: ..........................
Buildings are named in honour of Sisters of Mercy who have served and enriched College life.

Buildings with Classrooms

A – Ailsa MacKinnon Community Centre
Sister Ailsa MacKinnon was Principal of OLMC Parramatta from 1990 until 2004.

B - Brigid Shelly Building
Sister Mary Alphonsus Brigid Shelly was one of the nine pioneer Mercy Sisters who arrived in Parramatta from Ireland in 1888; she was the Assistant Superior of the first Parramatta Mercy Congregation.

C – Christina Creede Music Centre
Sister Mary Christina Creede taught violin at OLMC Parramatta for many years and became the head of the Music Department in the 1960s.

F – Francis Kearney House
Sister Mary Francis Kearney was Principal of the College from 1909-1933.

J – Janet Woods Building
Sister Janet Woods was the first Parramatta Mercy Sister to gain a Science Degree. She was also Principal of the College from 1978-1989.

T – Martha O’Sullivan Design and Technology Centre
Martha O’Sullivan was a Mercy Sister who looked after the boarders and cleaning staff at the College.

OTHER OLMC PARRAMATTA KEY LOCATIONS

Barbara McDonough Student Centre
Sister Barbara McDonough began her association with OLMC in 1942 as a ‘baby boarder.’ She taught Science at OLMC from 1963-1972.

Catherine McAuley Library
Catherine McAuley was born in Dublin, Ireland, in September 1778 and founded the Sisters of Mercy in December 1831.

Edith Angel Hall
Sister Edith Angel was Principal of OLMC Parramatta from 1965-1977. She taught Biology and Botany at the College.

Kavanagh Place
Sister Mary Alacoque Kavanagh was one of the nine pioneer Mercy Sisters who arrived in Parramatta from Ireland in 1888 and was the founding Principal of OLMC Parramatta from 1889-1908.

Mother Mary Clare Dunphy Memorial Chapel
Mother Mary Clare Dunphy was the Superior of the first group of Mercy Sisters to arrive in Parramatta in 1888 from Ireland.

Noni Ball Blackbox Theatre
Sister Noni Ball, following formal theatre training, founded the Mercedes Theatre Group that held its rehearsals and performances in the classrooms of Brigid Shelly Building.

Stanley Rooms
Sister Mary Alphonsus Stanley was Principal of OLMC Parramatta from 1934-1945. Sister Mary Gonzaga Stanley was Principal of the College from 1946-1964.
VISION

To provide a contemporary Mercy education that empowers young women to lead with courage and act justly, making a difference in whatever sphere of life they choose to move, in the spirit of Catherine McAuley.

“...no work of charity can be more productive of good to society, or more conducive to the happiness of the poor and needy, than the careful instruction of women since whatever be the station they are destined to fill, their example and their advice will always possess influence…” - Catherine McAuley

A MERCY EDUCATION

- develops faith in Jesus Christ which finds expression in reaching out with compassion to welcome the ‘stranger’, the marginalised, and those in need;
- provides innovative learning and teaching that is contemporary, dynamic and challenging;
- is committed to a deeper engagement with the mission of the Catholic Church through liturgical celebration, prayer, reflection and opportunities for formation, leadership and involvement in ministry through practical works of mercy;
- is committed to excellence and enables every student to achieve her potential by developing her unique gifts and talents;
- is empowering, equipping young women to be critical, creative and reflective thinkers;
- occurs in a caring and supportive environment where human dignity is valued and respected;
- empowers young women through involvement in Mercy action projects to lead with courage, freedom and responsibility making a significant and positive difference; and
- encourages young women to live their lives in respectful relationship with all of creation and with responsible commitment to care for the earth.

HISTORY OF THE COLLEGE

Introduction

Our Lady of Mercy College Parramatta is a Christ centred learning community established by the Sisters of Mercy in 1889. Founded on the Gospel of Jesus Christ, faithful to its Mercy tradition, OLMC is a Catholic Independent Girls’ School committed to excellence in education, respect for the dignity of each individual and the development of a strong sense of justice and social responsibility. The OLMC motto – Sub Tuum Praesidium – taken from a 3rd century hymn, places the school community under the protection of Mary, Mother of God.

OLMC History

“Will go if sent!”

This was the response of Sr. Mary Clare Dunphy on June 20 1888, when asked to be the superior of a newly proposed community in the colony of NSW at Parramatta. Inspired by an Irish spirit of adventure, nine Sisters of Mercy under the leadership of Sr. Mary Clare Dunphy, left their homeland of Callan Ireland for Parramatta at ‘the ends of the earth’, never to return.

The passion of the sisters who founded Our Lady of Mercy College Parramatta was twofold: a passion for nurturing the Catholic faith and a passion for the works of Mercy: to visit the sick and those imprisoned, to give drink to the thirsty as well as a strong commitment to the education of young women. The sisters were determined to provide girls with a wide range of opportunities which could lead to work outside the home or further education, both radical ideas for young women of the late 19th century.

OLMC was established in January 1889 with Sister Mary Alacoque Kavanagh as the founding Principal. The College was one of the first schools to register for the Bursary Endowment Act of 1912 which introduced the more competitive examination orientated approach to education with the Intermediate and Leaving Certificates. In addition, to its early emphasis on intellectual excellence, OLMC placed a very high importance on music education and performance. As early as 1893, a visiting bishop claimed he had “never heard better music anywhere.” Music education of the highest standard continues to be a feature of the OLMC today.

OLMC’s latest master plan has seen an extensive building program undertaken; state of the art science labs, a modern library, a music centre, two purpose built teaching kitchens and a dedicated student services centre all further enhance the College’s learning environment. The Ailsa McKinnon Community Centre was opened in 2017. This facility provides a large multipurpose area for sport and whole school events.

Widely recognised as a leader in e-learning, OLMC heavily invests in classroom technology, top quality IT infrastructure and ongoing staff ICT development to ensure the students have opportunities to learn vital skills for the twenty-first century and become truly independent learners.

For 115 years, the leadership of OLMC was in the hands of seven successive Sisters of Mercy. This enabled the development of the strong Mercy heritage, traditions and values that remain such a vibrant part of the school mission and community today. In 2002 OLMC was incorporated and its governance entrusted to a Board of Directors, chaired firstly by Ms Geraldine Starr and then by Ms Kerrie Walshaw. Mrs Kitty Guerin was appointed as the first lay Principal in 2004, succeeded by Mr Stephen Walsh in 2014.
THE COLLEGE MOTTO

The OLMC Parramatta motto, *Sub tuum praesidium*, means ‘under your protection’. It is the beginning of an ancient prayer of the Church which acknowledges Mary, the Mother of God and our Universal Mother, as our protector and intercessor. This motto reminds all members of the OLMC community that our patron, Mary, our Mother of Mercy, cares for us and models for us the love of our merciful God.

Under your protection, we take refuge,
O Holy Mary Mother of God,
Despise not our prayers in our necessities
But deliver us from all dangers,
O ever glorious and blessed Virgin.

OUR LADY OF MERCY COLLEGE PARRAMATTA

THE COLLEGE CREST

Mercy Cross

The Mercy Cross signifies our uniting ourselves with Christ who died on the Cross for us, that we ourselves are united in his death and resurrection. The Mercy Cross has no figure on it as signifies that we are placing ourselves on the Cross with Christ.

The Seven Bars

These represent the seven spiritual and corporal works of mercy. The four red bars are taken from the flag of King James of Aragon, while the three green bars represent three extra vows to serve the poor, sick and ignorant, taken by all the Sisters of Mercy. These seven bars also signify the seven gifts of the Holy Spirit.
OUR LADY OF MERCY COLLEGE VALUES

OLMC Parramatta is a Christ-centred learning community founded in the Mercy tradition. The policies of the College, underpinned by the Gospel values of mercy and justice, serve to promote the dignity and uniqueness of each human person. Their aim is to foster the intellectual, spiritual, emotional, physical and social wellbeing of all members of the College community within a safe, healthy, caring and sustainable environment.

**MERCY** is defined as empathy or love that manifests itself in action that is practical and thoughtful, warm and open, respectful and enabling. The value of mercy is inextricably linked to compassion, justice, dignity, excellence, hospitality, stewardship.

**COMPASSION** is a non-judgmental understanding of another's need, which results in unselfish giving to meet that need.

**JUSTICE** is the treatment of each person with fairness in relation to the equality of all, and the maintenance of a balanced and fair relationship with self and all members of the community.

**DIGNITY** is the treatment of each person with respect and the recognition of their inherent value and worth.

**EXCELLENCE** is the state of achievement of the highest possible standards.

**HOSPITALITY** is the creation of a welcoming, open, inclusive and respectful environment for all individuals, through word and deed.

**STEWARDSHIP** is the grateful and responsible celebration of the sacred gifts God has given us to do the work he is calling us to do.

**SERVICE** is the exercising and ministry of leadership in order to make a positive difference in the lives of individuals and communities.

HOUSES

Each House is named to reflect significant personalities or values in our Mercy culture.

**Clare**

*Motto: “Be faithful”*

Mother M. Clare led the first group of nine Sisters of Mercy from Callan in Ireland to Parramatta in 1888. Mother Clare took care to develop the highest standard of education at OLMC Parramatta and her vision continues today. Mother Clare died on June 22nd, 1927 and is buried in the Mother M. Clare Memorial Chapel.

**Mercedes**

*Motto: “In this sign we will achieve”*

The word “Mercedes” is Spanish for mercy. Mercy is Love in Action

Mercy is God’s compassion reaching out to make the world more human. We each give and receive Mercy and remember that Mary, the Mother of Jesus is also our Mother of Mercy.

**McAuley**

*Motto: “Not for us but for all”*

The vision of Catherine McAuley is carried on today throughout the world by Sisters of Mercy who belong to the Congregation she began in Dublin, Ireland in 1831. Catherine McAuley’s influence is among us here at OLMC as we strive to be women of love, justice and mercy. Catherine McAuley had a great love of the poor and desire to provide quality education for all women.

**Stanley**

*Motto: “The crown to the one who tries”*

Sister M. Gonzaga Stanley was Principal of OLMC for 19 years from 1946. She was a gifted student herself and gained a University Medal in Geography. Sr M. Gonzaga Stanley had enormous influence on students at OLMC and on the quality of education provided for the young women of the forties and fifties.

Her sister, Sister Mary Alphonsus Stanley was also Principal of OLMC from 1934-1945. She was a gifted educator who maintained interest in her students beyond school and into their chosen profession.
**The Mercy Ideals**

“We might often repeat the words of the Psalmist saying
Teach me goodness, discipline and knowledge,
Goodness . . . . to incline our hearts to pity;
Discipline . . . . to regulate our time and actions;
Knowledge . . . . to impart such instruction as will lead children to God.”

Catherine McAuley

**The Suscipe:**

*Catherine McAuley’s Prayer*

*(The word ‘suscipe’ comes from the Latin word, suscipio, which means to take up, support, raise, accept, receive and undertake).*

My God,
I am yours for time and eternity.
Teach me to cast myself entirely into the arms of your loving providence with the most lively, unlimited confidence in your compassionate, tender pity.

Grant,
O most merciful Redeemer,
That whatever you ordain or permit may be acceptable to me.
Take from my heart all painful anxiety;
Suffer nothing to sadden me but sin;
Nothing to delight me but the hope of coming to the possession of you, my God and my all, in your everlasting kingdom.

Amen.

**Alma Mater**

*Chorus*

Come let us in joyous strain hail our Alma Mater;
Stand and give the cheer once again, let ev’ry loyal student sing.

Think of all the happy hours, the gay and the carefree days;
Hail the name of Alma Mater, the College of our hearts always.

Come today, don’t delay, let us sing of our glorious heritage.
Let us stand, hand in hand, ever pledging our hearts to the faith we love.

When we meet, let us greet all the dear ones who guided our girlhood days;
Ere we go, let us show how we love and we cherish them all. Repeat Chorus.

**Sub Tuum Praesidium:**

Under your protection, we take refuge, O Holy Mary Mother of God,
Despise not our prayers in our necessities but deliver us from all dangers, O ever glorious and blessed Virgin.

**The Corporal Works of Mercy are:**

- to feed the hungry;
- to give drink to the thirsty;
- to clothe the naked;
- to shelter the homeless;
- to visit the sick;
- to visit the imprisoned;
- to bury the dead.

**The Spiritual Works of Mercy are:**

- to instruct the ignorant;
- to counsel the doubtful;
- to warn the sinner;
- to bear wrongs patiently;
- to forgive all injuries;
- to comfort the sorrowful;
- to pray for the living and the dead.
DARE TO REACH OUR 2017 MERCY DREAM
# STAFF LIST

## COLLEGE LEADERSHIP TEAM

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principal</td>
<td>Mr Stephen Walsh</td>
</tr>
<tr>
<td>Deputy Principal</td>
<td>Mrs Marie Wood</td>
</tr>
<tr>
<td>Principal Deputy</td>
<td>Mr Stephen Walsh</td>
</tr>
<tr>
<td>Deputy Principal</td>
<td>Mrs Marie Wood</td>
</tr>
<tr>
<td>Director of Teaching &amp; Learning</td>
<td>Mrs Gemma VandePeer</td>
</tr>
<tr>
<td>Director of Staff Services</td>
<td>Mrs Kathleen Polo</td>
</tr>
<tr>
<td>Director of Business Services</td>
<td>Mrs Danielle Dwyer</td>
</tr>
<tr>
<td>Director of Pastoral Care</td>
<td>Mrs Anne-Maree Donnelly</td>
</tr>
<tr>
<td>Director of Operations</td>
<td>Mr James Mason</td>
</tr>
<tr>
<td>Director of Mission</td>
<td>Mrs Claire Thomas</td>
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</tbody>
</table>

## CURRICULUM LEADERSHIP TEAM

<table>
<thead>
<tr>
<th>Subject</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Religious Education</td>
<td>Miss Natalie White</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Mr Piv Huot</td>
</tr>
<tr>
<td>History</td>
<td>Mr Anthony Llewellyn-Evans</td>
</tr>
<tr>
<td>PD/H/PE</td>
<td>Mrs Jennifer McIntosh</td>
</tr>
<tr>
<td>Acting VET</td>
<td>Mrs Louise Weihen</td>
</tr>
<tr>
<td>Music &amp; Dance</td>
<td>Mrs Sharon Eldridge</td>
</tr>
<tr>
<td>Drama</td>
<td>Mr Sean Travers</td>
</tr>
<tr>
<td>Library</td>
<td>Mrs Christine Hackett</td>
</tr>
<tr>
<td>Liturgy and Retreats Coordinator</td>
<td>Mrs Gabrielle Scanlon</td>
</tr>
<tr>
<td>Careers Advisor</td>
<td>Ms Elizabeth Dolphin</td>
</tr>
<tr>
<td>Social Justice Coordinator</td>
<td>Ms Danielle Rodrigues</td>
</tr>
<tr>
<td>Director of Music Performance</td>
<td>Mr Paul Witney</td>
</tr>
<tr>
<td>Assistant Leader of Teaching &amp; Learning</td>
<td>Mrs Elizabeth Moore</td>
</tr>
</tbody>
</table>

## PASTORAL LEADERSHIP TEAM

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Year 7</td>
<td>Ms Ann-Marie Herd</td>
</tr>
<tr>
<td>Year 8</td>
<td>Ms Catherine McNulty</td>
</tr>
<tr>
<td>Year 9</td>
<td>Mr Kevin Brooks</td>
</tr>
<tr>
<td>Year 10</td>
<td>Mrs Gemma Brooks</td>
</tr>
<tr>
<td>Acting Year 11</td>
<td>Ms Sharlyn Teo</td>
</tr>
<tr>
<td>Year 12</td>
<td>Mrs Antonija Mustac</td>
</tr>
<tr>
<td>Assistant Leader of Pastoral Care</td>
<td>Dr Margaret Donnelly</td>
</tr>
<tr>
<td>College Counsellors</td>
<td>Mrs Alia Palethorpe</td>
</tr>
<tr>
<td></td>
<td>Ms Emily Montuori</td>
</tr>
</tbody>
</table>

## NON-TEACHING STAFF

<table>
<thead>
<tr>
<th>Department</th>
<th>Name</th>
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</thead>
<tbody>
<tr>
<td>Student Centre</td>
<td>Mrs Ann Corr</td>
</tr>
<tr>
<td></td>
<td>Mrs Tanya Brangwin</td>
</tr>
<tr>
<td>Business Office</td>
<td>Mrs Joanna Wong</td>
</tr>
<tr>
<td>Learning Enrichment</td>
<td>Mrs Terri Wilson</td>
</tr>
<tr>
<td></td>
<td>Ms Nicole Knezevic</td>
</tr>
<tr>
<td>Principal’s PA</td>
<td>Mrs Sallyann Guthrie</td>
</tr>
<tr>
<td>Executive Assistant Education Services</td>
<td>Mrs Jennifer Felkin</td>
</tr>
<tr>
<td>Executive Assistant Student Services</td>
<td>Mrs Kylie Luksic</td>
</tr>
<tr>
<td>Library</td>
<td>Mrs Rosemary McGann</td>
</tr>
<tr>
<td></td>
<td>Ms Gabrielle Meares</td>
</tr>
<tr>
<td>Technology Resource Officer</td>
<td>Mrs Anna-Marie O’Keeffe</td>
</tr>
<tr>
<td>Uniform Shop</td>
<td>Mr Paul Bourke</td>
</tr>
<tr>
<td>Canteen</td>
<td>Mrs Janna Mastrofilippo</td>
</tr>
<tr>
<td>Registrar</td>
<td>Mrs Rosalba Sorgiovanni Yee</td>
</tr>
</tbody>
</table>
COLLEGE STUDENT LEADERS

SRC PRESIDENT
Christie Nassif

HEAD GIRL
Dunya Vasic

ASSISTANT HEAD GIRL
Emily Dwyer

SRC VICE PRESIDENT
Frances Giglio

CREATIVE & PERFORMING ARTS LEADER
Tamara Kort

CREATIVE & PERFORMING ARTS LEADER
Lakareber Odonga

SRC LIAISON LEADER
Sophie D’Silva

SRC LIAISON LEADER
Amishi Handoo

SPORT LEADER
Jessica Grubba

SPORT LEADER
Mikayla Mestousis

LITURGY LEADER
Samantha Joy Mesia

LITURGY LEADER
Jemma Sarmiento

MERCY ACTION LEADER
Shani Tarrant

MERCY ACTION LEADER
Taliya Jayasinghe

EXECUTIVE SUPPORT
Shehnaya Foran

EXECUTIVE SUPPORT
Gabrielle Scollard

HOUSE LEADER – Clare
Senayon Amosu

HOUSE LEADER – McAuley
Helaina Dagher

HOUSE LEADER – Mercedes
Linda Massoud

HOUSE LEADER – Stanley
Jade Quisumbing

SRC VICE PRESIDENT
Thelma Banza

SRC VICE PRESIDENT
Jamie-Lee Halwe

SRC VICE PRESIDENT
Annabelle Lamb

SRC VICE PRESIDENT
Monica Zeaait
<table>
<thead>
<tr>
<th>If this happens:</th>
<th>Do this:</th>
</tr>
</thead>
<tbody>
<tr>
<td>If you have been away from school</td>
<td>parents/carers will be notified and asked to respond via SMS or email to explain absences or bring a written note from your parent/carer of explanation to your Pastoral Teacher on the day you return to school. A note is also required for partial absences. Notes must give a full explanation of the reason for the absence and be in your parent/carer own hand writing, signed and dated.</td>
</tr>
<tr>
<td>If you are late to school</td>
<td>report to Student Centre, swipe your College ID card to register your arrival and have your Diary stamped and take this to your lesson.</td>
</tr>
<tr>
<td>When you arrive at school</td>
<td>8.00am - 8.30am stay in the playground area or the Catherine McAuley Library, not the classrooms, or go to the lockers on Levels 1 and 2 of buildings.</td>
</tr>
<tr>
<td>If you become ill at school</td>
<td>in class – inform your teacher, have them sign your out of class log and then report to Student Centre. outside the class – report to Student Centre. <strong>Student Centre will make contact with your parent/carer should you need to go home. Students are asked NOT to call parent/carer before going to Student Centre.</strong></td>
</tr>
<tr>
<td>If you lose property</td>
<td>check for lost property at Student Centre. All personal items must be labelled.</td>
</tr>
<tr>
<td>If you find property</td>
<td>return it to Student Centre.</td>
</tr>
<tr>
<td>If you forget your locker combination</td>
<td>see Student Centre.</td>
</tr>
<tr>
<td>If you lose your lock</td>
<td>see Student Centre.</td>
</tr>
<tr>
<td>If you wish to find out about a career or tertiary study</td>
<td>contact the Careers Adviser in the Catherine McAuley Library located on level 2 of the Janet Woods Building.</td>
</tr>
<tr>
<td>If you have money to hand in</td>
<td>if the money is for school payments (e.g. fees or raffle tickets), take this to the Student Centre.</td>
</tr>
<tr>
<td>If you are absent for an assessment task</td>
<td>your parent/carer must ring before 8.30am on the day and explain your circumstances to the Leader of Learning. Please provide supporting evidence (e.g. medical certificate) when you return to school.</td>
</tr>
<tr>
<td>If you are requesting to leave the College during school</td>
<td>you must present a note from your parent/carer to your Pastoral Leader requesting and detailing the leave. When leaving report to the Student Centre, swipe your College ID Card to register your departure.</td>
</tr>
<tr>
<td>If you are going to be absent from school time (less than 5 days)</td>
<td>your parent/carer must ring the College to inform your Pastoral Leader of your anticipated absence.</td>
</tr>
<tr>
<td>If you have lost your Library ID Card</td>
<td>apply for a new card at the Catherine McAuley Library.</td>
</tr>
<tr>
<td>If you have left your Diary at home</td>
<td>see the Student Centre before school. You will be issued with a replacement page.</td>
</tr>
<tr>
<td>If you lose your Diary</td>
<td>see your Pastoral Leader.</td>
</tr>
<tr>
<td>If you have personal problems</td>
<td>talk to your Pastoral Teacher, Pastoral Leader or College Counsellor.</td>
</tr>
<tr>
<td>If you are out of uniform</td>
<td>bring a note from your parent/carer detailing the reason you are out of uniform, and give it to your Pastoral Leader. If you have a foot injury that prevents you from wearing school shoes you must wear the Sports Uniform and runners. If the injury is such that no shoes can be worn a sock is to be worn to cover the injured foot. Thongs are not acceptable footwear due to WH&amp;S issues.</td>
</tr>
<tr>
<td>If you can’t participate in designated activities</td>
<td>bring a note from your parent/carer.</td>
</tr>
<tr>
<td>If you require medication in school times</td>
<td>you must bring a signed note giving full details from your parent/carer if it is necessary for medication to be brought to school. Should you require long-term medication, your parent/carer must contact Student Centre to organise details for dispensing.</td>
</tr>
</tbody>
</table>
It is important that parents/carers and staff work closely together – in partnership. If there are any concerns or problems, then a solution can most often be reached if members of the community work on it together. If there are disruptions or stress within families, then it is very helpful for OLMC to know so that further support can be provided to a student at school.

| WHO TO CONTACT | 
|---|---|
| If a student has problems with a particular subject or co-curricular area | THEN the parent/carer should contact the teacher for that subject or co-curricular activity FIRST. |
| If a student has problems with a particular assessment task, due date and so on | THEN the parent/carer should contact the relevant Leader of Learning or the Director of Teaching and Learning. |
| If a parent/carer has any concerns about a student’s work progress over a number of subjects, her lack of focus or motivation, peer relationships and so on | THEN the parent/carer should contact their daughter’s Pastoral Leader. |
| If a parent/carer has any concerns regarding fee charges or is having fee difficulties | THEN the parent/carer should contact the Finance Manager. |
| If a parent/carer has concerns about train and bus passes or applications | THEN the parent/carer should contact the Student Centre. |
| If a parent/carer has concerns about train or bus travel incidents | THEN the parent/carer should contact the Assistant Leader of Pastoral Care. It is also very effective to take complaints to the bus or train authorities. |
| If planning an extended absence of more than 5 days for a holiday, during term time, for a student | THEN apply at least 14 days prior to travel to have your daughter’s leave approved by the College Principal. Access the College website to complete the appropriate form ‘Parental Application for Leave form’, print, sign and return the form to the College. [http://www.olmc.nsw.edu.au/school/about/policies-and-forms](http://www.olmc.nsw.edu.au/school/about/policies-and-forms) |
| If planning an extended absence of more than 5 days for attendance at an elite sporting event or entertainment employment for a student | THEN apply at least 14 days prior to the activity to have your daughter exempt from attending the College you are required, by law, to complete the appropriate form on the College website, print, sign and send to the College. ‘Parental Application for Exemption from Attendance at Elite Sport’. ‘Parental Application for Exemption from Attendance at Entertainment Employment’. [http://www.olmc.nsw.edu.au/school/about/policies-and-forms](http://www.olmc.nsw.edu.au/school/about/policies-and-forms) Please note: students are required to carry the Certificate for Exemption (signed by the College Principal) at all times when they are on leave from school. |
| If a student is leaving the College | THEN the parent/carer should contact the College Principal giving one (1) term’s written notification of intent to withdraw. An interview with the College Principal may be arranged. Students must then see their Pastoral Leader to complete the sign out process. |

For matters of a serious concern, the College Principal, and members of the College Leadership Team are available. Parents are encouraged to ring to make an appointment.
Our Lady of Mercy College Parramatta organises many individual and team sporting activities during the course of a year. Some of these are organised in conjunction with the Association of Heads of Independent Girls' Schools NSW (AHIGS). Students participating in these sporting activities take part in practice and in competitions.

Our Lady of Mercy College Parramatta and AHIGS expect students to take responsibility for their own safety by wearing compulsory safety equipment, by thinking carefully about the use of safety equipment that is highly recommended and by behaving in a safe and responsible manner towards team members, opponents, spectators, officials, property and grounds.

While Our Lady of Mercy College Parramatta and AHIGS take measures to make the sporting activities as safe as reasonably possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these sporting activities, whether at training or in actual events.

Such injury can occur while the student is engaging in or watching a sporting activity, or travelling to and from the event. The injury may result from a student's actions, the actions of others, the state of the premises or equipment failure.

On some occasions, an injury can be serious (such as torn ligaments, dislocations, back injuries, concussion or broken bones). In very rare cases an injury can be life threatening or result in permanent disability. If a student has a pre-existing injury, participating in a sporting activity could result in an exacerbation of that injury.

Students could also suffer loss as a result of their personal property being lost, stolen, damaged or destroyed.

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RISK WARNING
(Under Section 5M of Civil Liability Act 2002)
On Behalf of Our Lady of Mercy College Parramatta and AHIGS:

**SPORTING ACTIVITIES 2017**

Our Lady of Mercy College Parramatta and AHIGS expect students to take responsibility for their own safety by wearing compulsory safety equipment, by thinking carefully about the use of safety equipment that is highly recommended and by behaving in a safe and responsible manner towards team members, opponents, spectators, officials, property and grounds.

While Our Lady of Mercy College Parramatta and AHIGS take measures to make the sporting activities as safe as reasonably possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these sporting activities, whether at training or in actual events.

Such injury can occur while the student is engaging in or watching a sporting activity, or travelling to and from the event. The injury may result from a student's actions, the actions of others, the state of the premises or equipment failure.

On some occasions, an injury can be serious (such as torn ligaments, dislocations, back injuries, concussion or broken bones). In very rare cases an injury can be life threatening or result in permanent disability. If a student has a pre-existing injury, participating in a sporting activity could result in an exacerbation of that injury.

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RISK WARNING
(Under Section 5M of Civil Liability Act 2002)
On Behalf of Our Lady of Mercy College Parramatta and AHIGS:

**NON SPORTING ACTIVITIES 2017**

Our Lady of Mercy College Parramatta organises many activities such as debating, mock trial, orchestra, choir, drama groups, clubs eg. science and chess, and social justice programs during the course of a year. Students participating in these activities take part in practice and in competitions.

The Association of Heads of Independent Girls' Schools NSW (AHIGS) administers and convenes inter-school activities (such as Archdale Debating and Festival of Speech) in which many students, including students of this school, participate.

While Our Lady of Mercy College Parramatta and AHIGS take measures to make the activities as safe as reasonably possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these activities, whether at practice or in actual events.

Such injury can occur while the student is engaging in or watching a non-sporting activity, or travelling to and from the event. The injury may result from a student's actions, the actions of others, the state of the premises or equipment failure (e.g. a collapsed stage during a debating competition).

On some occasions, an injury can be serious (such as torn ligaments, dislocations, back injuries, concussion or broken bones). In very rare cases an injury can be life threatening or result in permanent disability.

Students could also suffer loss as a result of their personal property being lost, stolen, damaged or destroyed.
Counselling at Our Lady of Mercy College Parramatta
Things You Should Know

The College provides counselling services for its students as part of its pastoral care program. These are provided through counsellors employed by the College.

Students are encouraged to make use of these services if they need assistance. There are however a number of things that students and their parents should know before using the counselling service.

1. Records will be made of counselling sessions and because the counsellor is an employee, those records belong to the school, not the counsellor.

2. The College is very conscious of the need for confidentiality between counsellor and student. However, at times it may be necessary for the Counsellor to divulge the contents of discussions or records to the Principal. If the Principal or the Counsellor considers it necessary for the student’s welfare to discharge the school's duty of care to the student.

3. It is also possible that the Principal may need to disclose aspects of discussions with counsellors to others in order to assist the student.

4. Where a disclosure is made it would be limited to those who need to know, unless the student consents to some wider disclosure.

We emphasise that disclosures (if any) would be very limited. However, if a student is not prepared to use the counselling services on the basis set out above the student will need to obtain counselling services from outside the College.

DISCLOSURE STATEMENT TO STUDENTS

COLLECTION NOTICE

1. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil’s enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to provide schooling to the pupil and to enable them to take part in all the activities of the College.

2. Some of the information we collect is to satisfy the College’s legal obligations, particularly to enable the College to discharge its duty of care.

3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.

4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.

5. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors.

6. Personal information collected from pupils is regularly disclosed to their parents or guardians.

7. The College may store personal information in the ‘cloud’ which may mean that it resides on servers which are situated outside Australia.

8. The College’s Privacy Policy sets out how parents or pupils may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College’s duty of care to the pupil, or where pupils have provided information in confidence.

9. The College’s Privacy Policy also sets out how you may complain about a breach of privacy and how the College will deal with such a complaint.

10. As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College’s fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

11. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in College newsletters and magazines and on our website. Photographs of pupil activities such as sporting events, school camps and school excursions may be taken for and published in College newsletters and magazines and on our intranet. The College will obtain separate permissions from the pupils’ parents or guardians if we wish to include photographs or other identifying material in promotional material for the College or otherwise make it available to the public such as on the internet.

12. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose this information to third parties.
GENERAL DAILY EXPECTATIONS AND REGULATIONS

MEDICATION

The College will no longer issue any medication to students whose parents have not made prior arrangement with the Student Centre. If your daughter will require headache or other non-prescription medication, then she is permitted to bring one dose with her and keep this secure on her person or in her locker. Under no circumstances is she permitted to share this medication with another student.

PROHIBITED ITEMS

- Caffeine Drinks e.g. Red Bull, Mother, V
- Liquid paper and permanent marker pens
- Chewing/bubble gum
- Aerosol sprays (including deodorant)
- Alcohol, tobacco and drugs
- Any item which may harm other students or College property
- Take-away food is not to be consumed on College grounds during school hours.
- Glass water bottles.

STUDENT DRIVERS

Only Year 12 students with a driver’s licence are permitted to drive to school. Parking is not available inside the College grounds and the College takes no responsibility for the safety or security of any cars driven by students. Students should not drive other students to and from school.

SUNSMART

All students are advised to wear hats and sunscreen when in the sun, in Terms 1 and 4 and must do so while playing sport.

TRANSPORT

When travelling between home and school, students must adhere to various regulations regarding passenger behaviour and the codes of conduct for travel by bus and or rail.

Code of Conduct

- You must respect the needs and comfort of other passengers, such as no use of offensive or racist language, placing feet on seats, throwing things in or from the bus/train, eating or drinking - except water - unless the operator gives written permission.
- You must give up seats to all adults and disabled passengers.
- You must obey reasonable directions from the driver, such as where to sit or to remain in the bus/train.
- You must keep arms, legs and heads inside the bus/train.
- You must refrain from attracting the attention of the driver except in the case of emergency.
- You should not loiter at bus stops, train stations or shops.
- When travelling on public transport you are expected to move between home and school directly, catching the first available train or bus, not waiting for friends or breaking your journey.
- You should allow members of the public to board the bus or train before you.
- You must tap on and off using your Opal Card.
- You must show your Opal Card to the driver when requested.

Disobeying these rules may lead to the withdrawal of school Opal Card and/or prosecution.

In the case of students travelling under the School Student Transport Scheme, this code of conduct is available to view online. You are reminded that when agreeing to the terms and conditions online or signing the application form the parent/carer explicitly declares that they support the code and that it has been explained to their child.

For further information please visit the NSW Transport website https://www.transport.nsw.gov.au/ssts/studentCodesOfConduct
GENERAL INFORMATION

BARBARA MCDONOUGH STUDENT CENTRE

Opening Times:
Monday – Friday 7.30am – 4pm

CANTEEN

- Canteen staff are to be treated with politeness and respect at all times.
- Students are not permitted to congregate near the Canteen unless making a purchase.
- The Canteen is not available for use during lesson times.
- Students are to use cash to make purchases.

Opening Times:
Monday, Wednesday, Thursday, Friday
Breakfast 8.00am – 8.30am
Recess 11:00am – 11:20am
Lunch 1:20pm – 2:00pm
Tuesday
Breakfast 8.00am – 8.30am
Recess 10.40am – 11.00am
Lunch 12.40pm – 1.20pm

CATHERINE MCAULEY LIBRARY

The Catherine McAuley Library is open on school days. Students are welcome to use the Library’s stimulating collection of fiction, non-fiction and electronic resources. Each student has password access to an electronic printing account and photocopying.

Opening Times:
Monday – Thursday 8.00am – 5.30pm
Friday 8.00am – 4.00pm

COMMUNICATION

Newsletter: The Parragraph is emailed to parents/carers every week and can also be accessed via the College Website. It contains important dates, news and reports.

Notices: Students receive daily notices in Parramatters during morning Homeroom. Students are able to access Parramatters via CANVAS. From time to time, other notices informing parents/carers about particular events and issues are distributed.

Student Conferences are held twice a year. These are reflective opportunities to find out about each student’s progress and to ask questions.

Information Evenings are held annually to explore student learning.

Reports are available for downloading via the Parent Portal at the end of each semester or year of study.

College Calendar: A calendar is issued to each student at the beginning of the year.

Change of Address: It is essential that if you change your email, address, mobile, home or work phone number you contact the Student Centre immediately who will issue you with a Family Information Sheet for updating.

Student Centre Staff may be contacted by parents/carers between 7.30am and 4pm.

Visiting the College: Parents/carers are most welcome to visit the College. Appointments can be made by ringing the College.
EXPECTATIONS OF STUDENTS AT OLMC

The students at OLMC make a commitment to show respect for themselves, other members of the College community and their property. Students are expected to always conduct themselves in a manner befitting the ethos of the College, to take an active role in the College, and to uphold its good reputation.

Your Goal

Ways to help you achieve your goal

1. Learn all that you can
   ✓ Come to school keen to learn.
   ✓ Bring all the necessary equipment for every class.
   ✓ Pay attention in class and complete all set work.
   ✓ Try to develop your skills with the help of your peers and teachers.
   ✓ Ask questions to help your learning.

2. Enjoy school
   ✓ Come to school with a positive attitude.
   ✓ Be involved in school activities.
   ✓ Ensure your behaviour allows others to also enjoy school.

3. Look after our environment
   ✓ Help keep the school clean and tidy.
   ✓ Take care of the buildings, furniture and all our resources.
   ✓ Let a teacher know if there is any damage anywhere.

4. Enhance the good reputation of our school
   ✓ Wear your uniform correctly and with pride.
   ✓ Behave appropriately while travelling to and from school and while on excursions.
   ✓ Be polite and courteous to visitors.
   ✓ Play sport fairly.

5. Be in the right place at the right time
   ✓ Never miss school or any lesson without permission.
   ✓ Be on time to school, class and other activities.
   ✓ Always be within bounds in the play ground – ask permission to enter buildings during breaks.
   ✓ Never to be in the classroom at any time unless accompanied by a teacher.

6. Respect all members of the OLMC Community
   ✓ Listen to and follow teachers’ instructions.
   ✓ Speak to teachers and other students politely.
   ✓ Be courteous and considerate of other students.
   ✓ Be sensitive to the differences and needs of others.
   ✓ Leave other people’s property alone.

7. Be honest
   ✓ Always be honest and truthful.
   ✓ Accept responsibility for your behaviour.
   ✓ Be sure to hand in all lost property.

EXPECTATIONS OF STAFF AT OLMC

The staff at OLMC make a commitment to promote the Mercy values of the College in their interaction with students. They recognise that each student is an individual and each class is a special community.

They endeavour to:
✓ create an environment in which teaching and learning can take place;

They undertake to:
✓ treat students with justice and consideration;
✓ allow students the opportunity to express themselves in a fair and just manner;
✓ listen to students and try to understand their viewpoint;
✓ involve students, where possible and appropriate, in decision-making situations;
✓ manage student behaviour in a way that endeavours to avoid embarrassment to the individual;
✓ keep order in the class by creating a firm and caring atmosphere that supports a positive learning environment;
✓ start lessons and Homeroom punctually;
✓ provide lessons that are well prepared, appropriate and challenging to the group;
✓ support the different learning needs of each individual student;
✓ mark and return student work received by the due date within a reasonable time and provide meaningful feedback;
✓ manage student behaviour appropriately;
✓ comply with College student welfare policies and procedures.
THE COLLEGE DRESS CODE

It is expected that all students will be neat and tidy in appearance at all times and dressed in full school uniform as described below.

UNIFORM

• Uniform is to be worn at the correct length (at least 2 cm below the bottom of the knee cap).
• The summer uniform bow is to be worn correctly at all times.
• Blazers are to be worn to and from school, at Chapel Assembly and at full College Assembly during Terms 2 and 3 and at any other formal College occasions.
• College scarves may not be worn at formal occasions e.g. Assemblies, Chapel Assemblies.
• The regulation jumper/cardigan is not to be worn to or from school unless under the blazer.
• College socks are to be worn with the summer uniform and sports uniform.
• Full length black 70 denier pantyhose are to be worn with the winter uniform (no knee-highs). There should be no ladders or holes in the pantyhose. Socks are not to be worn under the pantyhose.
• Shoes should be black, leather, low heeled and lace up (there should be no coloured stitching; laces are to be worn). Shoes should be polished regularly.
• All items of the uniform should be clearly labelled with the student’s name.
• All items should to be cleaned and pressed regularly (this includes Dry Cleaning).
• Undergarments should not be visible through the uniform.

JEWELLERY

• A small, plain watch and band can be worn.
• One gold or silver necklace with a small Christian Symbol may be worn.
• One small plain gold/silver earring can be worn in each lower earlobe, eg. a sleeper or round stud.
• One small and simple gold/silver ring may be worn eg. signet ring.
• No other jewellery is acceptable (this includes bracelets and plastic studs).

HAIR

• Hair must be clean, tidy and of natural colour. Balayage (dip-dyeing) is not acceptable.
• Hair longer than shoulder length must be tied back at all times with natural coloured accessories or College green, red, white or black ribbons, headbands, elastics or scrunchies.
• Styles known as undercuts, dreadlocks, multiple braids (with or without beads) or hair extensions are all unacceptable.
• The suitability of any hair style is at the discretion of the Principal, Deputy Principal or Director of Pastoral Care.

MAKE-UP

• Make-up is not to be worn to school at any time.

NAILS

• Artificial acrylic/gel nails are not permitted.
• Nail polish is not permitted.
• Nails are to be kept to a suitable length.

GENERAL

• The College bag is to be used when travelling to and from school.
• In the case of injury, students are to wear full sports uniform. For foot injuries, place a sock over the injured foot (no thongs are to be worn).
• College bags, hats, socks and stockings are available from the Uniform Shop.
• Year 12 Jerseys are not to be worn outside school with any uniform.
• For excursions and examination periods, students may carry a small plain black bag. No other bags are permissible.
### The College Dress Code

<table>
<thead>
<tr>
<th></th>
<th>Summer: Terms 1 and 4</th>
<th>Winter: Terms 2 and 3</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Junior</strong></td>
<td>College dress</td>
<td>Blouse</td>
</tr>
<tr>
<td></td>
<td>Bow</td>
<td>Pinatare</td>
</tr>
<tr>
<td></td>
<td>College socks</td>
<td>Black opaque stockings – 70 denier</td>
</tr>
<tr>
<td></td>
<td>Blazer in cooler weather</td>
<td>Jumper</td>
</tr>
<tr>
<td></td>
<td>Black, leather, low heeled, lace up shoes</td>
<td>Blazer</td>
</tr>
<tr>
<td></td>
<td>Black College Hat (optional)</td>
<td>Black, leather, low heeled, lace up shoes</td>
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<tr>
<td></td>
<td></td>
<td>College scarf (optional, however no other scarf may be worn at the College during winter)</td>
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<tr>
<td></td>
<td></td>
<td>Black full finger gloves (optional)</td>
</tr>
<tr>
<td><strong>Senior</strong></td>
<td>College dress</td>
<td>Blouse</td>
</tr>
<tr>
<td></td>
<td>Bow</td>
<td>Skirt</td>
</tr>
<tr>
<td></td>
<td>College socks</td>
<td>Black opaque stockings – 70 denier</td>
</tr>
<tr>
<td></td>
<td>Blazer in cooler weather</td>
<td>Cardigan</td>
</tr>
<tr>
<td></td>
<td>Black, leather, low heeled, lace up shoes</td>
<td>Vest</td>
</tr>
<tr>
<td></td>
<td>Black College Hat (optional)</td>
<td>Blazer</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Black, leather, low heeled, lace up shoes</td>
</tr>
<tr>
<td></td>
<td></td>
<td>College scarf (optional)</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Black full finger gloves (optional)</td>
</tr>
<tr>
<td><strong>Sports Uniform</strong></td>
<td>College PDHPE sport shirt</td>
<td>College PDHPE sport shirt</td>
</tr>
<tr>
<td></td>
<td>College PDHPE sport shorts</td>
<td>College PDHPE sport cap</td>
</tr>
<tr>
<td></td>
<td>College PDHPE sport cap</td>
<td>College PDHPE sport tracksuit</td>
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<tr>
<td></td>
<td>College socks</td>
<td>College socks</td>
</tr>
<tr>
<td></td>
<td>White lace up sport shoe (please note the majority of the sport shoe should be white)</td>
<td>White lace up sport shoe (please note the majority of the sport shoe should be white)</td>
</tr>
<tr>
<td></td>
<td>College swimming costume (compulsory)</td>
<td>College swimming costume (compulsory)</td>
</tr>
<tr>
<td></td>
<td>College rash shirt (compulsory)</td>
<td>College rash shirt (compulsory)</td>
</tr>
<tr>
<td><strong>Drama Uniform</strong></td>
<td>Loose fitting black t-shirt. V-neck t-shirts or t-shirts with printed logos are not acceptable.</td>
<td>Loose fitting black t-shirt. V-neck t-shirts or t-shirts with printed logos are not acceptable.</td>
</tr>
<tr>
<td></td>
<td>Loose fitting black tracksuit pants.</td>
<td>Loose fitting black tracksuit pants.</td>
</tr>
<tr>
<td></td>
<td>During winter, plain grip socks may be worn.</td>
<td>During winter, plain grip socks may be worn.</td>
</tr>
<tr>
<td></td>
<td>Students work barefoot in summer. Stockings are not to be worn with the Drama uniform.</td>
<td>Students work barefoot in summer. Stockings are not to be worn with the Drama uniform.</td>
</tr>
<tr>
<td></td>
<td>Due to the high level of regular physical work in the subject, the Drama uniform is to be laundered regularly.</td>
<td>Due to the high level of regular physical work in the subject, the Drama uniform is to be laundered regularly.</td>
</tr>
</tbody>
</table>

**Correct School Shoe**

**Correct Sports Shoe**
STUDENT LEADERSHIP

At OLMC we seek to be a community which challenges individuals to develop their potential through service to others and be prepared to take their place in the community as active and responsible citizens. This can be facilitated through the provision of leadership opportunities for students. In their roles, leaders at OLMC are called upon to follow the example of Jesus and Catherine McAuley.

There are a number of opportunities for students to exercise formal leadership at OLMC. These include being Homeroom Leader, Peer Support Leader, Mercy Action Representative, a member of the Student Representative Council (SRC), House Leader and in Year 12 membership of the Senior Leadership Team.

To be appointed in one of these roles, students are given the opportunity of nominating themselves.

For nominations to be included in the voting system, a number of criteria are taken into consideration:

- Observation of College regulations and expectations
- Personal presentation of a high standard
- Merit Certificates gained
- Previous Leadership Positions held
- Satisfactory attendance and punctuality
- Co-curricular involvement
- External Community Service
- Participation in and support for College activities
- It is understood that some students may not have fulfilled all of the above criteria. Allowing for this, staff will determine whether individual students have the potential to develop in areas of deficiency and allow the nomination to be placed in the voting.

Nominees are asked to sign the following pledge “I have and will continue to uphold in word and deed the expectations of the College, including, attendance, uniform, respect for all members of the OLMC community”.

All students in these roles who are elected/selected for a leadership position will be given training to assist them to understand and grow in the role. Ongoing support and mentoring will also be provided to assist the student in carrying out their duties.

It is expected that Leaders will take the role seriously and be role models for the College Community. Continuation in the role is dependent on the consistent fulfilment of these expectations.
How to fix your body – Physiocise©

1. Be straight
2. Breathe in slowly through your nose, widening your lower ribs while keeping your shoulders down and neck soft
3. Breathe out slowly through your nose and gently lift your pelvic floor up – feel your lower tummy draw in
4. Hold pelvic floor up and lower tummy in as you slowly breathe in
5. Breathe out slowly through your nose

Repeat 5 x

*Make sure you keep your body soft and relaxed.

1. Roll your shoulders
2. Clasp hands and push them out in front with palms facing toward you then away
3. Clasp hands above head and lean chest forward
4. Clasp hands behind your back and push them behind you

Standing

1. Stand evenly on both feet
2. Soften your knees
3. Keep your weight closer to your heels than toes
4. Imagine a piece of string pulling you taller from the back of your skull

Every hour – if you have back or neck pain

1. Lift your Dots
2. Balance your Bottom Bones
3. Sit on the Edge
4. Keep your weight closer to your heels

Sitting

1. Sit on the Edge
2. Balance your Bottom Bones
3. Sit on the Edge
4. Lift your Dots

Stretch Tight Muscles

1. Be straight
2. Reboot your Core
3. Stretch Tight Muscles
4. Repeat 2 x each side (where appropriate)

Hold the stretches below for 10 seconds once lying – once sitting, once standing and 3x/day – if you have back or neck pain

Repeat 5 x

*Make sure you keep your body soft and relaxed.
SUPPORT NETWORKS

If you are experiencing difficulty in your life it is OK to talk to

- your mum/dad/carer
- your teacher
- your Pastoral Leader
- the College Counsellor
- your friends
- an adult you can trust

OR RING

KIDS HELPLINE ................................................................. 1800 551 800
DOCS HELPLINE ................................................................. 132 111
LIFE LINE ................................................................. 131 114
MENTAL HEALTH LINE ......................................................... 1800 011 511
CATHOLICARE PARRAMATTA ............................................. 9307 8100
FPA HEALTH (Sexual Health) ............................................. 1300 658 886
HIGH ST. YOUTH HEALTH SERVICES .................................. 1300 122 144
PARRAMATTA COMMUNITY HEALTH CENTRE ............... 9843 3222
ADOLESCENT MEDIATION & FAMILY THERAPY SERVICE (RAPS) PARRAMATTA ................................................................. 1300 364 277
UNIFAM (Adolescent/Family Counselling) ........................................ 8830 0700
LEGAL AID YOUTH HOTLINE ............................................. 1800 101 810
CENTRELINK ......................................................... 132 468
PARRAHOUSE CRISIS REFUGE ............................................ 9633 5429
HEADSPACE PARRAMATTA .................................................. 1300 737 616 / 8624 1348
OFFICE OF THE CHILDREN'S ESAFETY COMMISSIONER ....... 1800 880 176

USEFUL WEB SITES:

www.depressioNet.org.au
www.beyondblue.org.au
www.reachout.com.au
www.eheadspace.org.au
www.esafety.gov.au
Spirit Cup

Each girl in the College has the opportunity to contribute points to the Spirit Cup through her achievements, generous nature and willingness to be involved in College activities. This cup recognises the wonderful spirit that abounds in the College and that has as its inspiration the model of Catherine McAuley. It is awarded at the end of each year to the House with the highest number of points for the year.

<table>
<thead>
<tr>
<th>Points</th>
<th>Criteria</th>
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| 1 point | • Participation in co-curricular activity  
• Voluntary work for community during school hours e.g. reading/writing for exams, Daffodil Day – selling flowers in Parramatta Mall  
• Attendance at OLMC whole school events - Opening Mass, Swimming Carnival, Athletics Carnival, Mercy Day, Cross Country |
| 5 points | • Receipt of a Bronze Merit Certificate  
• Receipt of an Outstanding Effort Award at the annual Celebration of Achievement Ceremony  
• Voluntary work or representing the school outside school hours. Examples include participation in music ensemble, assistance at Blues Awards, assistance at external carnivals, chairing debates, involvement in St Vincent de Paul Door Knock Appeal  
• Reaching elimination/quarter/semi final at any level of a competition  
• Representing the College at CGSSSA, IGSSA, PDSSSC  
• Maintaining perfect attendance record (awarded each term) |
| 10 points | • Receipt of a Silver Merit Certificate  
• Receipt of an Academic Achievement Award at the annual Celebration of Achievement Ceremony  
• Achieving age champion at school carnival, PDSSSC or higher  
• Umpiring at a competition for a season/term or longer |
| 20 points | • Receipt of a Gold Merit Certificate  
• Receipt of a First Place Award in a subject/course at the annual Celebration of Achievement Ceremony  
• Selection to represent College in an external competition or significant event e.g. All Schools, CCC, Summer Science School, Rotary Youth of the Year Award  
• Coaching a team for a competition/season  
• Winning an individual event at CCC or higher |

When points earned by each student based on the criteria above are combined with points from the Swimming and Athletics Carnival, the House with the most points will be awarded the Spirit Cup at the annual Celebration of Achievement Ceremony.
YEAR 8 VISUAL ARTS
Computer equipment, software and data resources at OLMC are provided for educational use by the OLMC Community. It is an expectation that computer-based equipment is used in a responsible educational manner. IT usage at OLMC is logged and from time to time resources such as internet files, emails and other miscellaneous files will be audited to ensure appropriate usage. The College reserves the right to apply graded sanctions, to deny access, or terminate use if students are deemed to be making inappropriate use of the technology. The following points outline the requirements of Technology usage at OLMC. It is your responsibility to follow these guidelines in all aspects:

**DO**
- Follow instructions given by staff
- Login correctly and logout when finished
- Keep your login confidential
- Use secure passwords, i.e. more than 8 characters with at least 1 numeral and at least 1 non-alphabetic character
- Refrain from intentionally wasting limited resources, like paper
- Be conscious that others need to use the same resources as you
- Report equipment faults or suspected virus activity
- Always check files, including files downloaded from the internet for malware and viruses
- Make regular backups of your saved data
- Use Technology resources for legitimate educational activities, such as research and communication
- Always check for, and adhere to, licensing and copyright agreements
- Keep personal information secure as nothing is private on the internet
- Insert your name on the bottom of any email messages you post
- Remember that information (text, video, audio, images) uploaded to the internet by you can be altered and manipulated
- Charge your Notebook at home every night

**DO NOT**
- Use an account owned by another user
- Share your account details or password with any other person
- Have food or drink near computer equipment
- Bring your charger to school
- Attempt to make unauthorised access to resources or entities. It is a violation of the law to access any network files, documents, application, etc without the express permission of the owner
- Divulge personal information such as name, address, phone number, images, audio or video that identify you or you in a school context over the internet
- Post communications about others without consent and/or post anonymous messages
- Use technology to harass or personally attack another person
- Use vulgar, offensive or inappropriate language when communicating electronically
- Send an email to multiple recipients or to OLMC groups without the prior permission of the relevant pastoral leader
- Play computer games at any time and/or visit chat rooms or sites that are of a non-educational nature
- Access sites that contain inappropriate or offensive material
- Upload inappropriate content to the internet
- Upload any content involving the OLMC Community without the prior permission of the Director of Pastoral Care or Director of Teaching and Learning
- Download and/or store executable (program) files via the network or internet
- Install any software on the school computer systems, including downloads from the internet
- Engage in any illegal activity, including violation of copyright or other contracts. This includes copying any software or program files from the College computer system.
- Plagiarise from electronic media. Any material used must be noted and suitably acknowledged.
- Tamper either physically or electronically with either hardware or software settings.
- Use the College’s IT resources for personal, financial, political or commercial gain.

**Personal Digital Equipment**

At specified times, personal digital equipment may be permitted at school. The College does not accept responsibility for loss or damage to student’s personal equipment. Students should adhere to the guiding principles for the use of all technology within the School.

Recording devices may be used ONLY in an educational context and with College permission.

Digital recordings, including sanctioned educational recordings, MUST NOT be published publically or posted on any internet site without the written permission of the College and those appearing in the recording.

**Reminders:**
- Make regular backups of your data
- Carry your laptop in its carry-case at all times
- Make sure the laptop is fully charged overnight
- Do not bring your charger to school
- Use the charging stations in the library at recess and lunch to charge your notebook

**Disclaimer**

The College does not take responsibility for the loss of data across the network.

OLMC makes no warranties with respect to internal computer access and/or internet access.

OLMC is not responsible for:
- Any costs, liabilities and damages arising from careless handing of computer equipment
- The privacy of electronic mail. Users must assume privacy cannot be guaranteed.

IT usage at OLMC is monitored using security software which alerts staff to misuse. The College reserves the right to apply graded sanctions, to deny access or to terminate use, if students are deemed to be making inappropriate use of technology.

From time to times, specific conditions and services being offered, may vary at OLMC.

**Student Notebook Program**

Every student at OLMC will be issued with a copy of the Student Notebook Program and is expected to abide by its content and requirements.
PERSONAL ELECTRONIC DEVICES POLICY

The increased ownership of personal devices, such as mobile phones, requires that OLMC students and parents/carers take steps to ensure that personal electronic devices are used responsibly.

Personal electronic devices include, but are not restricted to mobile phones, iPods, iPads and cameras.

This policy for personal electronic devices applies to students at school, during school excursions, camps, co-curricular activities and all other school related activities.

Responsibility

- Students should have their parent/carers permission to bring personal electronic devices to school.
- No responsibility or care for personal electronic devices will be taken by the College.
- IN CASE OF EMERGENCY students may use their mobile phone with permission of a teacher at school, such as their Pastoral Leader, Pastoral Teacher or Class Teacher.
- If a parent/carer needs to contact their daughter, they are asked to go through the normal channels by phoning the school with a message. If it is an emergency the student will be contacted by the Student Centre.
- If a student is sick, then she is to go directly to the Student Centre, rather than contact her parent/carers.
- At no time will a student use a personal electronic device, or allow her personal electronic device to be used for purpose of bullying or harassing another student. It is against College rules to have offensive material on personal electronic devices.
- Due to the Privacy Act, personal electronic devices may not be used to take and/or transmit still or video images.

Inside the Classroom and During College Events:

- Personal electronic devices must be switched OFF.
- Unless express permission is granted to the contrary by a member of staff, personal electronic devices must not be used in any capacity to make calls, send SMS messages, access the internet, take photos, video or any other application.
- Personal electronic devices are not to be brought into any examinations or assessment tasks.
- Teachers will confiscate a student’s personal electronic device for the day it is seen or rings.

Outside the Classroom:

- Recess and lunch time are opportunities for students to socialise with their peers and they are strongly encouraged to refrain from using personal electronic devices during these times.
- Students are not permitted to have earphones in their ears as they walk around the College.
- Under no circumstances are personal electronic devices to be used or left in change rooms.

Non-observance or breach of these rules may result in the following:

If it is a first offence, the phone or personal electronic device will be given to the teacher who will return it to the student at the conclusion of the lesson, with discussion about the proper use of phones in class. The teacher will also note the confiscation on the College Data System.

If it is a second offence the phone will be collected by the teacher and taken at the end of the class to the Student Centre. The student can collect the phone at the end of the school day and collect a written notification addressed to their parent/carer; a signed acknowledgement slip must be returned to the Student Centre.

If it is a third or subsequent offence, the phone will need to be collected by the parent/carer of the student from the Student Centre during office hours (7.30am – 4pm) and the student will be issued with an afternoon detention.

More serious breaches of this policy will be dealt with according to the Student Management Policy.
SOCIAL MEDIA POLICY

Social media refers to all social networking sites such as Facebook, Twitter, Blogs, YouTube, My Space, Tumblr, Instagram, Snapchat and any new or upcoming social media accounts where the internet is used to connect socially.

It is acknowledged that social media is an important medium through which people connect with each other and the world. To promote the wellbeing and safety of all, students are reminded of their responsibility as ethical digital citizens to ensure they apply strong privacy settings, to use appropriate language and to be aware of their own and others' safety.

Social media should not be used by students in class unless directed to do so by a teacher for educational purposes. As members of the OLMC community, whether at home or at school, students are expected to adhere to this policy at all times.

When using social media all students are expected to adhere to the following:

**DO:**
- When online demonstrate a respect for the dignity of each person and the privacy of all members of the College community
- Behave in an ethical manner
- Observe the relevant age limits for students using social media platforms
- Students must have the necessary parental permissions before they engage in the use of social media
- Use appropriate language at all times
- Only post images or content that the student would be prepared to make public
- Only accept friends or followers that the student knows well enough to speak to
- Remember that information (text, video, images, audio) uploaded to the Internet can be altered and manipulated by others
- Keep your personal information secure as nothing is private on the Internet

**DO NOT:**
- Impersonate or falsely represent another person
- Share your account details or password with anyone
- Have any private information publicly visible
- Divulge any personal information, images, audio or video material that identifies you, or you in a school context, over the Internet
- Use social media to bully, harass, abuse, threaten or intimidate others
- Make defamatory comments or say anything that is misleading, malicious or untrue
- Use obscene or offensive language towards others
- Post content that is pornographic or incites violence against others
- Harm the reputation of the College and those within its community – students, teachers, parents/carers, community members, the College itself
- Post any images about the College or its Staff
- Post anonymous messages
- Use any digital or analogue device (for example webcams, digital cameras, video cameras, computer input devices, media players/ recorders or mobile phones) to record others or to publish these recordings publicly or to post them to any Internet site without their knowledge and the written permission of the College and those appearing in the recording

There may be consequences if a student does not follow the College's protocols with regard to social media usage. Any breach of the policy will be dealt with by the Principal or delegate on a case by case basis.

**Consequences include but are not limited to:**
- Detention/ community service
- Loss of computer privileges
- A compulsory education session on privacy settings and appropriate social media usage
- Suspension or expulsion from the College

Parents/carers will be informed of any reported/ identified social media misconduct by a student and the matter will be investigated according to procedural fairness.

All reports of cyberbullying and other technology misuses will be investigated fully and may result in notification to the Police where the College is legally obliged to do so.
## STUDENT BEHAVIOUR PLAN

<table>
<thead>
<tr>
<th>LEVELS</th>
<th>TYPES OF BEHAVIOUR (examples of but not limited to)</th>
<th>STAFF MEMBERS INVOLVED</th>
<th>POSSIBLE CONSEQUENCES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptable behaviour</td>
<td>• Every student begins at this level and remains here until a matter of concern makes it appropriate to move beyond this point.</td>
<td>• All staff</td>
<td>• Affirmation through the Merit System</td>
</tr>
</tbody>
</table>
| LEVEL 1              | • Non-completion of homework, classwork  
• Not bringing equipment; including laptop, College Diary  
• Failure to charge/maintain and secure laptop  
• Out of class/out of bounds  
• Not following directions; and lack of regard for others  
• Chewing gum  
• Littering  
• Dishonesty  
• Deliberate exclusion of others  
• Inappropriate language  
• Inappropriate use of electronic devices  
• Lateness to school or class  
• Uniform infringement  
• Misuse of College Diary | • Subject Teacher  
• Pastoral Teacher  
• Student Centre Staff | These behaviours may warrant one or more of the following:  
• Conversation with student to identify the reason/s for poor behaviour and strategies to prevent poor behaviour  
• Note to parent/carer in College Diary  
• Lunchtime detention  
• Confiscation of mobile phone during lesson/activity; recorded by teacher |
| LEVEL 2              | • No positive response to previous step  
• Offensive language/rudeness/anti-social behaviour/disobedience  
• Continued bullying after intervention  
• Inappropriate use of social media  
• Pattern of lateness  
• Inappropriate behaviour at Mass/Liturgy/Assembly  
• Consistent uniform infringements  
• Consistent lack of work completed  
• Repeated dishonesty  
• Defacing College property  
• Continued inappropriate use of electronic devices | • Subject Teacher  
• Pastoral Teacher  
• Student Centre Staff  
• Pastoral Leader  
• Assistant Pastoral Leader  
• Leader of Learning  
• Assistant Pastoral Care Coordinator | These repeated behaviours may warrant one or more of the following:  
• Conversation with student to identify the underlying problem/s & clarify College expectations  
• Second confiscation of mobile phone; parent/carer required to collect phone from Student Centre  
• Monday afternoon student detention from 3.15-4.15pm; parent/carer required to sign detention notification  
• Student meeting with College Counsellor  
• Phone call with parent/carer to discuss learning strategies and management  
• Meeting with parent/carer, student, Pastoral Leader & Police School Liaison Officer |

**Note:** after 2 detentions students automatically move to Level 3
<table>
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<tr>
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<tr>
<td>LEVEL 3</td>
<td>• No positive response to previous step&lt;br&gt;• Failure to complete a detention without a valid excuse&lt;br&gt;• Truancy from class&lt;br&gt;• Continued serious bullying/anti-social behaviour, including social media after intervention&lt;br&gt;• Inappropriate behaviour on excursions, camp, retreat</td>
<td>• Leader of Learning&lt;br&gt;• Director of Teaching &amp; Learning&lt;br&gt;• Pastoral Leader&lt;br&gt;• Assistant Pastoral Care Coordinator&lt;br&gt;• Director of Pastoral Care</td>
<td>These behaviours may warrant one or more of the following:&lt;br&gt;• Leader and teacher speak to student to identify the underlying problem/s &amp; clarify College expectations&lt;br&gt;• Friday afternoon detention from 3.15-4.45pm supervised by the Director of Pastoral Care&lt;br&gt;• Third confiscation of mobile phone; parent/carer required to collect phone from Student Centre&lt;br&gt;• Student meeting with College Counsellor&lt;br&gt;• Phone call and interview with student and parent/carer to discuss learning strategies and management&lt;br&gt;• Student Care Plan&lt;br&gt;• Internal Suspension</td>
</tr>
<tr>
<td>LEVEL 4</td>
<td>• No positive response to previous step&lt;br&gt;• Breach of Student Care Plan&lt;br&gt;• Cyberbullying&lt;br&gt;• Truancy from school&lt;br&gt;• Presentation of fraudulent permission note</td>
<td>• Pastoral Leader&lt;br&gt;• Director of Pastoral Care&lt;br&gt;• Director of Teaching and Learning&lt;br&gt;• Deputy Principal</td>
<td>These behaviours may warrant one or more of the following:&lt;br&gt;• Student and parent/carer interviewed in an attempt to identify the area causing concern, clarify College expectations &amp; discuss learning strategies and management&lt;br&gt;• Student meeting with College Counsellor&lt;br&gt;• Exclusion from school activity&lt;br&gt;• Withdrawal from classes or Internal Suspension&lt;br&gt;• Involvement of outside agency/agencies</td>
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<td>LEVEL 5</td>
<td>• No positive response to previous step&lt;br&gt;• Serious misuse of internet&lt;br&gt;• Possession of inappropriate digital images of a serious nature&lt;br&gt;• Major incident e.g. bullying, cyberbullying or physical assault&lt;br&gt;• Serious graffiti, vandalism&lt;br&gt;• Smoking&lt;br&gt;• Possession of alcohol at school event/activity&lt;br&gt;• Theft of property</td>
<td>• Pastoral Leader&lt;br&gt;• Director of Pastoral Care&lt;br&gt;• Deputy Principal&lt;br&gt;• Principal</td>
<td>These behaviours may warrant one or more of the following:&lt;br&gt;• Student and parent/carer interviewed&lt;br&gt;• Suspension (Internal/External)&lt;br&gt;• Student risk assessment&lt;br&gt;• Counselling; referral to outside agency/agencies&lt;br&gt;• Police contacted in special circumstances</td>
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<tr>
<td>LEVEL 6</td>
<td>• No positive response to previous step&lt;br&gt;• Prohibited weapons&lt;br&gt;• Possession/sale or use of illegal drugs&lt;br&gt;• Serious anti-social behaviour</td>
<td>• Deputy Principal&lt;br&gt;• Principal</td>
<td>• Student and parent/carer interviewed&lt;br&gt;• Outside agencies contacted&lt;br&gt;• Chair of College Board contacted&lt;br&gt;• Review of the student’s educational history and future at the College; external suspension, possible expulsion</td>
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</tbody>
</table>