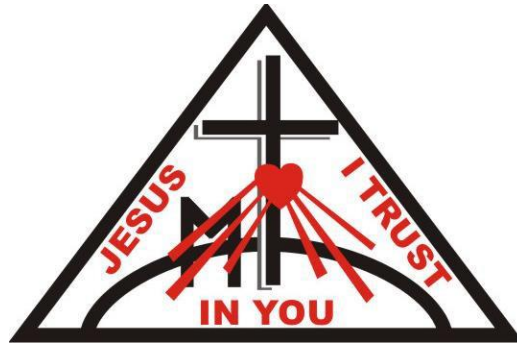


DIVINE MERCY COLLEGE



Student and Parent Policies and Procedures 2023



VISION

Divine Mercy College strives to provide a well - balanced curriculum focusing on academic, spiritual, physical and moral values. We are passionate about following our call from God to provide affordable Catholic Education for our community and to build a stronger dynamic Australia through raising academic excellence and opportunity.

Priority is given to systematic and structured education following West Australian Curriculum. At Divine Mercy, we believe every child is a valued member of the school's community and deserves the very best in all areas of human development.

The ambience of our school projects a small Australian community where diversity is celebrated. Our inclusivity is demonstrated through our strong academic programs, significant population of students whom English is an additional language and substantial intensive English support available as well as a multicultural and internationally experienced staff group.

Divine Mercy College is proud to follow and promote our Catholic values and traditions. Christ is the beginning and the end in all of our endeavours. The prime focus of the school is to give all students the best possible opportunities in their further education and to provide a solid moral/spiritual base before they enter the wider community as young adults.

“Divine Mercy College is committed to safeguarding and promoting the safety, welfare and wellbeing of children and young people and expects all staff and volunteers to share this commitment”

CONTACTING STAFF

Parents are always encouraged to contact the school to discuss their child's progress and development. Please ring or email the school to arrange a time suitable to yourself and staff members.

If there are any issues please follow the following process – Contact the class / subject teacher and make an appointment to discuss the issue, if you are happy with the outcome the issue does not need to go further. If the issue remains unresolved meet with the teacher and year Coordinator. If the issue remains unresolved meet with the teacher, year Coordinator and Principal. For a copy of the Complaints Policy for DMC please refer to our website or contact administration.

Phone: (08) 9417 3267

Email: admin@divinemercycollege.wa.edu.au

Web: www.dmc.wa.edu.au

Please ring this number for Student Absentees. This number can be contacted at any time as it has a message-machine

ATTENDANCE & PUNCTUALITY

Daily Routine

School gates open at 7:30am

Primary classrooms open at 8.15am

Classes commence at 8:20am (some year 11 & 12 classes may commence earlier)

The school day finishes at 2.45pm (although year 11 & 12's may have after school classes)

Supervision ending at 3:15pm



The student (or parent in the case of children in the Primary School) must sign the Student Late Entry Register in the front office and take the Late Slip to their classroom. Note that any student who arrives on campus after 8.45am must sign in late.

Please note that there is no formal supervision of the School grounds before 7:30am and after 3.15pm. Furthermore, parents are requested not to drop the children off at the School before 8.00am and to collect them sharply at the end of the day and no later than 3.15pm.

Homeroom teachers will review students' attendance at the end of each term and parents will be notified if their child is at risk.

SIREN TIMES

8.20am	Homeroom / Chapel
8.50am-9.35am	Period 1
9.35am-10.15am	Period 2
10.15am-10.55am	Period 3
10.55am-11.15am	Recess
11.15am-12.00pm	Period 4
12.00pm-12.45pm	Period 5
12.45pm-1.15pm	Lunch
1.15pm-2.00pm	Period 6
2.00pm-2.45pm	Period 7

Student Absence

Parents/Legal Guardians are requested to email admin@divinemercycollege.wa.edu.au before 8.30am to notify the College if their child will be absent or late on that day. The message should include the student's name, Connect, date and reason for absence/late arrival. If notification is not received, the parent/legal guardian's nominated mobile phone will be contacted either by SMS, requesting a reason to explain the absence or late arrival.

Student Illness during the School day

If a child feels ill during school time the teacher will send him or her to Reception for assessment. If necessary the School Receptionist will contact the parents and arrange for the child to be sent home. If a child is injured during school time the same arrangements will apply. The School reserves the right to seek immediate medical treatment for an injured child if the parents cannot be contacted.

Student Absences for holidays during term time

Holidays/Overseas trips are never a valid reason for missing school, especially assessments or exams. The school does not permit and asks that families make travelling arrangements during holiday periods to avoid any disruption to the learning and homework routines of their children. It is the students' responsibility to catch up on any missed work. Exams will only be rescheduled once medical certificate has been provided.

All parental requests for extended leave for their child/children during the school term for any reason whatsoever must be made in writing to the Principal at least one month (30 days) before the requested leave time.

The Principal has the authority to approve or disapprove the requested leave depending upon circumstance, age of the child and the effect that the leave may have on the child's educational attainment. For example, Year 12 students will not be granted leave for any reason other than genuine illness if the leave is requested during an examination period. The school has final determination as to what is considered a 'valid' reason for absence. Exceptions can only be made in cases of severe illness in which case SCSA will make final grading decisions.

Students leaving the School grounds during school hours

Students are not allowed to leave the School premises during the school day unless they have parental permission. If the school believes the reason for the student leaving the grounds is inadequate or is not satisfied that the student will be safe, permission will be refused.

If a parent needs to collect a student during school hours, they will need to be signed out through the Administration Office, with the sign out note going to the homeroom teacher so the register can be altered as needed.

Arriving late to college

Students arriving late to College must sign in at Administration Office. The lateness must be explained by the student's parent/legal guardian, either via email or a note to be presented upon arrival, signed and dated by the parent/legal guardian. If the student develops a pattern of lateness, they will be a meeting arranged between homeroom teacher, Principal and parents to devise a plan. Excessive lateness could result in a lack of course hours and non-completion.

BEHAVIOUR MANAGEMENT POLICY

The behaviour of students must be of the highest standard while wearing their uniform at College events and when out in the wider community. When parents/legal guardians enrol their children at Divine Mercy College they sign an agreement that they will support their child in complying with the policies, procedures, rules and expectations of the College, as communicated in meetings, the Student Planner, the Charter of Goodwill, handbooks, eNewsletters and other publications and documents.

When enrolling their child at DMC, parents/legal guardians also agree that the Principal or the Principal's delegate has authority to apply whatever consequences are deemed necessary in relation to the conduct of the student, both inside and outside the College precincts, or to suspend or exclude the student for any cause judged by the College as sufficient.

Where a student has repeatedly misbehaved in class, the homeroom teacher will, after intervention, communicate with the parent to keep them informed of their child's behaviour. Year Coordinators monitor patterns of student behaviour and may request a conference with the student and their parents/ legal guardians to resolve issues relating to poor choice of behaviour.

Every student has the right to learn and feel safe and every teacher has the right to feel safe in a cooperative school environment.

Code of Conduct

1. Be respectful to the Catholic Religion
2. Behave in a safe, sensible manner
3. Respect the rights of others
4. Treat others as you would like to be treated
5. Respect all property and the school environment
6. Follow staff directions without question

Principles

The following principles will guide Divine Mercy College and their staff in the management of all student behaviour:

- Student wellbeing and the prevention of inappropriate behaviour will be enhanced through a focus on early intervention and prevention.
- The use of appropriate curriculum and learning programs will encourage engagement by students.
- Student behaviour is best managed in ways that promote restorative practices and are educative in nature.
- All decisions relating to the management of student behaviour and the implementation of policy are made according to the principles of procedural fairness.
- Teacher's behaviour management processes will acknowledge the duty to take reasonable care for the safety of staff and students.
- Student behaviour must not be viewed in isolation but as part of an interaction between the student, staff and the school community.
- School staff will demonstrate accountability for evidence-based decision making, reporting and referral to appropriate support, and record keeping.

General Rules

- Be courteous and respectful to staff
- Always dress in correct school uniform – see Uniform Dress Code
- No running on the verandah
- No student to be inside a class room without a teacher
- No vandalism
- **Ensure the school grounds are free of rubbish – zero tolerance**
- **No chewing gum on school premises – zero tolerance**
- No eating and drinking in class rooms.
- Absentee note is required to be submitted on first day of child's return to school.
- All students are required to eat their recess & lunch (first ten minutes) in their designated areas.
- Smoking, consumption of alcohol and the use of non-prescription drugs are not permitted and will result in expulsion.
- No student may leave the school grounds during school time without following the early departure procedures
- Parents who keep their children home should notify the school office by telephone before 9am that morning. An absentee note is required upon re attendance.
- Students to arrive at between 8:15 and 8:30 am, except for a purpose which has been approved by the principal

- School gates don't open until 8.00am and students are therefore the responsibility
- of the parents until this time
- Staff are on duty until 3.30pm only therefore all parents must have collected their child by this time or have alternative arrangements
- Students to ADHERE to Bullying Policy and ICT Policy

Playground Rules

- Students only enter a classroom only if a teacher is present in the room
- Students walk on the verandah
- Students walk my bike, scooter, skateboard or rip stick in the school grounds
- Students will not deliberately disrupt other people's games
- Students are not allowed to play on any equipment before or after school
- If students borrow sports equipment only at lunchtime they must return it to either the sports room or their classroom
- Students are to follow the Sun Smart Policy when outdoors
- Students are not to play in the toilet block, throw items at students, fight or be involved in rough play
- Students are not to participate in Bullying of any kind
 - Verbal: name calling, using put downs, racist or sexist comments, insulting, intimidation etc
 - Psychological: threats and implied threats, emotional blackmail, manipulation, unwanted messages, threats to an individual's reputation and/or safety etc
- Relational: ostracising by excluding or rejecting a individual or group, spreading rumours and untruths, threatening to share personal information

Rewarding Positive Behaviour

A range of rewards are used within the College to encourage high standards of conduct.

All classroom teachers have their own reward system. In addition to this there are two positive behavior reward programs at DMC.

Whole School Approach – when students are behaving well the teacher can reward them with a coloured token. This token is the same colour as their faction, the token is placed in a container and the faction with the most tokens at the end of each term is rewarded as a group. This program is promoting community spirit and working together as a team.

Individual Recognition – Green Cards

To reward individual behaviour students are given Green Cards when they behaviour exceptionally. Once they have received 10 cards these can be cashed in for a prize.

Poor Behaviour

When a student's behaviour does not meet the standards expected of them, consequences may include detentions, withdrawal from class, a Student Agreement or other actions which may include suspension or exclusion. Patterns of poor choice of behaviour in Learning Area's will be followed up by the respective Coordinator. Parents/Legal Guardians will be contacted by their child's homeroom teacher for patterns of poor behaviour in class. DMC is a gum free College, those chewing gum will receive the appropriate consequences. If a pattern of poor behaviour occurs in more than one subject, parents/legal guardians will be contacted by their child's homeroom teacher.

Discipline Policy

Students are required to adhere to the Code of Conduct and General Rules of the School. This is paramount not only in providing an atmosphere of order and peace conducive to a positive learning environment, but in fostering a sense of responsibility and in the provision of a sound pastoral care.

The staff will endeavour at all times to encourage and promote the best behaviour from all students through positive reinforcement and a system of reward points which values achievements in all areas, academic or otherwise.

Failure to adhere to the College's strict code of conduct will result in the implementation of the following process.

Primary School:

In the Primary School the following steps will apply for minor breaches.

(Serious breaches of conduct will result in consequences commensurate with the breach. In such cases parents will be notified immediately).

1. A variety of in-class consequences are enacted at the class / subject teacher's discretion for any minor infringements, these may include rubbish duty, sitting on the bench at recess and / or lunch, removal of privileges, exemption of excursions / incursions
2. Should step one be repeated three times or commits a major infringement a Year Form (by the way of Red Card) will be issued with an accompanying punishment these may include rubbish duty, sitting on the bench at recess and / or lunch, removal of privileges, exemption of excursions / incursions and writing lines.
3. If a lunchtime detention is missed, a double detention will be incurred. The class teacher (along with specialist teacher if applicable) will contact the parent to inform them of the child's behavior.
4. Should a student persist in his/her misconduct a meeting will be arranged with the teacher and Year Coordinator and parents will be notified.
5. Serious breaches, which continue despite discussion with parents, may result in the student being suspended.
6. In extreme cases expulsion will be considered.

Secondary School:

In the Secondary School the following steps will apply unless the gravity of the breach requires a more immediate remediation and parent notification.

1. A variety of in-class consequences are administered.
2. Students receive a Red Card, which is recorded with an accompanying punishment these may include rubbish duty, sitting on the bench at recess and / or lunch, removal of privileges, exemption of excursions / incursions and writing lines.
3. If a student receives two Discipline Forms he/she will be issued with an after-school detention. Parents will be notified a week in advance and will be required to acknowledge receipt of the detention letter.
4. If two detentions are received within the same term a meeting will be arranged between Discipline Coordinator or Principal, parent and student.
5. Failure to demonstrate an adequate improvement will result in further detentions, and/or school suspension depending on the gravity of the breach.
6. After receiving the 3rd after school detention the principal and staff will consider the future of the student at the College.

7. Suspension / Expulsions will be considered in serious cases, even if it is a first offence.

BULLYING

Divine Mercy College prohibits bullying, harassment and other forms of peer-to-peer abuse and requires respect for the privacy and human dignity of other students.

Bullying: is a repeated behaviour that may be physical, verbal, written and/or psychological; where there is intent to cause fear, distress or harm to another; that is conducted by a more powerful individual or group; against a less powerful individual or group of individuals who is /are unable to stop this from happening.

Emotional bullying includes:

- being excluded from group conversations and activities
- making up or spreading rumours to facilitate dislike for someone
- being ignored repeatedly and intentionally
- purposeful misleading or being lied to
- making stories up to get others into trouble
- making rude gestures

Physical bullying:

- hitting, kicking, pinching, pushing, bumping, shoving, scratching, slapping, biting, punching or tripping someone repeatedly
- unwanted touching
- throwing objects with the intent to injure or annoy

Threatening/Psychological bullying:

- stalking, threats or implied threats
- dirty looks and aggressive body language
- manipulation – pressuring others to do things they don't want to do
- intimidation – forcing students to do demeaning or embarrassing acts
- extortion – forcing someone to give you money or material items

Verbal bullying:

- constant teasing in a sarcastic and offensive manner
- name-calling and offensive nicknames
- swearing to unsettle or upset others
- verbal threats
- spreading rumours
- verbal harassment or vilification on the grounds of (but not limited to) race, gender, disability, religion with intent to cause distress

Property Abuse:

- Stealing money repeatedly
- Interfering with someone's belongings
- Damaging other personal items
- Repeatedly hiding someone's possessions

Cyber/ ICT bullying :

- Texting derogatory messages or images on mobile phones
- Sending threatening emails or messages on social media
- Forwarding a confidential email on to several other people
- Ganging up on one student and bombarding him/her with emails
- Setting up a derogatory web site dedicated to a targeted student and inviting others to comment
- Participants in a chat room saying derogatory comments about or excluding someone.
- Spreading rumours on social media

Conflict or fights between equals and single incidents are not defined as bullying. Bullying behaviour is not:

- children not getting along well
- a situation of mutual conflict
- single episodes of nastiness or random acts of aggression, teasing, intimidation or fighting

These types of behaviour will be dealt with according to our Behaviour Management Plan.

Responsibility of parents/ legal guardians

If your child discloses that they have been mistreated, or that another child is being mistreated, it is important that you contact your child's homeroom teacher regarding the situation as soon as possible. The homeroom teacher with assisting with the Year Coordinator will discuss a planned response with you and your child before taking any action.

It is not advisable for a parent/legal guardian to contact the parents/legal guardians of other students, as this often results in extending the conflict to a family level. Additional information on how to help your child if they have been bullied can be located at: www.cybersmart.gov.au
www.parentingideas.com.au

Parent Interviews

Behavioural issues can be managed more effectively when students, staff and parents/legal guardians work together towards a positive resolution. Parents/Legal Guardians may be asked to attend a meeting in order to help develop strategies for improvement in their child's behaviour. Parent/Legal Guardian interviews are a key part of our early intervention approach. It is preferable that whenever possible, both parents/legal guardians and the student attend the meeting.

Off Campus incidents

If the harmony between students is affected by off campus incidents, such as disputes between students, online harassment, physical altercations, inappropriate use of social networking, mobile phones, SMS etc, the College reserves the right to take steps necessary to restore harmony and goodwill. Should the learning environment, goodwill and harmony between students continue to be disrupted, despite intervention from College staff, or student(s) enrolment privileges may be withdrawn.

Physical contact

Physical disputes will not be tolerated and any form of assault on any member of the College community, or inciting an assault on any member of the College community, may result in serious disciplinary action being taken. This may include conditional enrolment or the termination of a student's enrolment.

Confidentiality

The College cannot provide personal information about other students due to privacy laws, therefore, parents are expected to focus on supporting their own child. The College is also unable to provide specific information about disciplinary measures, as each incident is independently assessed on a case-by-case basis taking the individual students into consideration.

College staff will deal with the student who is bullying, which will include meeting and discussing the issue with that student's parents/legal guardians and implementing consequences.

College staff are able to tell you generally the range of behaviour management strategies and discipline measures that may be applied. They will also tell you how your child appears to be responding at College.

Graffiti, Vandalism and Theft

Any theft of property and any form of deliberate vandalism to College property, or the property of others, will be treated seriously and may lead to withdrawal of enrolment, even for a first offence. If a student accidentally damages College property or another person's property, they should report it immediately to a member of staff.

The College may seek restitution from students and/or parents/legal guardians in cases where the student's deliberate or mischievous actions result in loss or damage to College property, or that of a third party.

Illicit Substances

Students may not bring alcohol, cigarettes or other drugs, or associated implements, onto the College site. They may not have possession of them at any College function, while representing the College, or while in College uniform, nor be involved in any situation in which these items are present.

All violations by students on or off campus will be treated seriously and may lead to withdrawal of enrolment, even for a first offence.

Personal Belongings

Students should respect their own belongings and the property of others. Students may be asked to replace items such as bags, books, uniform items and the Student Planner if they have been mistreated, outgrown or have graffiti on them.

All belongings, including books and clothing, should be clearly labelled with the student's name. This increases the likelihood of the recovery of lost property.

Money and other valuables, including mobile phones, should not be left unattended in school bags, classrooms or change rooms.

The school does not accept any liability for damage or loss of any personal device or loss of data stored on the personal device while the personal device is at school or during a school-related activity, absolutely, in negligence or otherwise. The school does not accept any responsibility for any personal belongings of any description being lost, missing or damaged.

Suspension and exclusion from School

When a student receive an off campus suspension for inappropriate behaviour, students will be placed into the care of parent/ legal guardian. During a period of suspension, students will forfeit all College rights, including attendance at College functions. Student will be expected to complete all assessments missed whilst on suspension.

After two suspensions, a student's enrolment may be withdrawn for inappropriate, negative or oppositional attitude and conduct on the part of a parent/ legal guardian or the students. For extremely misbehavioural, School has a right to withdrawn student's enrolment immediately.

SmartRider Card

A new card will be issued to all students at the beginning of Year 7 and Year 12 or order by request from Kindy to Year 6.

When a card becomes damaged, lost, or the photograph on it is dated, then a replacement card will be required. The cost of replacing a card is \$10, which is payable at the Admin Office. Generally, replacement cards will take around five days to arrive at the admin office for issuing.

ICT AND MOBILE PHONES

1. Students understand that the use of Divine Mercy College ICT is done in the accordance of school policy and will be supervised at all times.

2. The acceptable and unacceptable use by students of the ICT are listed below.

2.1 Acceptable use includes:

- follow instructions
- accessing only the information the teacher has agreed to
- seeking the teacher's permission before sending an email
- research use for an assignment or task
- show respect of others
- informing the teacher if you are concerned about any content
- handling all equipment with care

2.2 Unacceptable use includes:

-
- don't share any password information
- don't share any private information via email or internet
- using ICT without permission or without supervision by a teacher
- visiting any site that has not been approved by the teacher
- using the Internet to access offensive or inappropriate information
- interfering with emails or files belonging to others

- downloading anything without the teacher's permission
- sending a personal photograph without the written permission of a parent
- sending anything without the teacher's permission
- sending or receiving a message which has a false name or has used another's name without permission
- sending an email to bully, frighten, annoy or upset a person.
- Cyber bullying – please refer to the Bullying Policy
- should not change any settings on any school computer or laptop devices

Consequences of Misuse

The use of inappropriate use of the internet or any equipment will result in a temporary or permanent cancellation of use.

Additional disciplinary action will be at the discretion of the Principal or their delegate.

Mobile Phones at School – High School

Students who bring their mobile phones or similar to school (iPad, iPod) must hand these into the collection box during homeroom. If the student is late to school then they must hand their phone in when reporting to the office on arrival (inclusive of year 11 & 12 students). All students handing phones into the phone box will be required to sign their phones in and out APPENDIX 5. These forms are to be kept in the phone box.

This box will be stored safely in school administration until the end of the day, where it is collected by two students and handed out during the last two minutes of class by the class teacher.

In addition, mobile phones are NOT to be in use on school grounds and must be turned off at all times when on school grounds.

Any student who is found with a phone during the course of the school day will have to adhere to the following consequences, with all incidences reported to the Discipline Coordinator for that year group to keep record:

Incident	Consequence
1 st Incident	Phone confiscated until the end of the day in school administration office
2 nd Incident	Phone confiscated until the end of the day in school administration office
3 rd Incident	Parents contacted and the parent must collect the phone from administration office <ul style="list-style-type: none"> • All phones will be kept in the Administration Office in the safe • The phone must be signed in and out using the Sign in / out sheet (APPENDIX 4)
4 th Incident	<ul style="list-style-type: none"> • If behavior is continued the student will be suspended for severe insolence towards the policy

- Primary school – teachers store phones in lockable cupboards in the classroom

Students are also to be aware that:

- 1 All communication and information accessible via the network should be assumed to be private property.
- 2 Computer problems including security problems must be brought immediately to the attention of the attending teacher. The problem must not be demonstrated to anyone else.
- 3 Students may only use those Internet services to which they have been given legitimate access.
- 4 Chat and social media access is not provided. Students may access Hotmail and other similar e-mail programs nor should these sites be accessed at school in any way.
- 5 From time to time, student work may be selected to be published on the Internet.
- 6 Any form of sexting (nude or sexy pictures or videos) is not permitted and is illegal. If an incident is to occur at school then it will be referred to the police for investigation.
- 7 If any incident of sexting is to occur between students at DMC and is brought to the attention of the school then the students involved may be suspended or expelled.

UNIFORM POLICY

Summer uniform is worn in Term 1 and Term 4; Winter uniform is worn in Term 2 and Term 3.

Girls Uniform

Girls Summer uniform

- Black Skirt
- Short sleeve white blouse with school crest
- White school socks with red and black stripe.
- Black-lace up or Velcro school shoes
- Red Dress (year Pre – Primary to year 3)

Girls Winter uniform

- Black Skirt
- Short sleeve white blouse with school crest
- Black-lace up or Velcro school shoes
- Black tights / White school socks with red and black stripe
- Black scarf (optional)
- Red school knitted jumper
- Blazer (Year 7 to 12 only)
- Tie – all years

Boys Uniform

Summer uniform additions

- Short sleeve white shirt with school crest
- Grey shorts
- Grey school socks with red and black stripe
- Black-lace up or Velcro school shoes

Winter uniform additions

- Short sleeve white shirt with school crest
- Grey school socks with red and black stripe
- Black-lace up or Velcro school shoes
- Black scarf (optional)
- Red school knitted jumper
- Blazer (Year 7 to 12 only)
- Tie – all years

Girls and Boys Sport Uniform

- Sports shirt with school logo
 - Primary School – White Sports Shirt
 - High School – Black and White Shirt
- Faction shirt with school logo - to be worn on carnival days and as instructed
- Black shorts (loose fitting) with DMC logo
- White sports socks with red and black stripes
- Sports shoes with NON-MARKING SOLES. Fluro coloured shoes are not suitable, nor are Dunlop volley, canvas design shoes or high tops.

Winter uniform additions

- School tracksuit
 - Primary School Track Suit – black zip up jacket with DMC logo and black tracksuit pants with DMC logo
 - High School Track Suit – Black and red pants and zip up jacket

All Uniforms

- Black school hat with red 'DMC' logo is compulsory all year for recess, lunch (Term 1 & 4) and during PE classes
- DMC School Bag is compulsory. Bags must be kept in good condition and should be free from graffiti or decoration. Unsatisfactory bags will need to be replaced. All bags must have a name tag.

Presentation of appearance

Nails must be of a conservative length, and students may only wear clear nail polish. No false nails or nail applications are permitted (E.g Shellac, SNS, Acrylics etc.).

All boys are to be clean shaven during the school day and at all College events. Sideburns should not extend down past the tragus, be trimmed and well groomed. Unshaven boys will be requested to shave for the following day. If still unshaven, uniform infringement will be applied and parents/legal guardians will be informed as they may be withdrawn from class.

Uniform changeover (For Year 7 to 12 ONLY)

During a summer periods, students are required to bring their sport uniform and changeover to their formal uniform before and after their sport periods.

Free dress days

On days designated as Uniform Free days, or days where students are permitted to attend an excursion wearing casual clothes, appropriate clothing and footwear must be worn. Even on Uniform Free days, correct Physical Education attire is required for Physical Education lessons and appropriate footwear is required for practical areas such as Science. Any clothing with graphics and/or words that are contrary to the Catholic ethos of the College may not be worn.

Students who do not conform to these standards will be referred to the Year Coordinator. An alternative item of clothing may be requested from home, or the student may be withdrawn from class.

Examples of inappropriate clothing include: graphics depicting satanic/cult/'dark' images, sexual references or racist values, skimpy or see-through clothing, collars or wrist bands with spikes or chains. Bare feet are not acceptable. Roller shoes are not permitted

General Uniform standards

Whenever wearing the College uniform, students are representatives of the College. The uniform is to be worn with pride at all times enhancing the reputation of the College. In addition to wearing the appropriate items of clothing and conforming to all of the requirements for make-up, hair and grooming, students are expected to keep their uniform in good condition and wear it properly. All students should comply with the following:

- 1) Boys shirts should be fully tucked in anytime except recess and lunch.
- 2) The top button of the shirt should be done up at all times when wearing a tie.
- 3) Shoes should be clean and polished.
- 4) Shorts should be worn neatly with the belt above the hip and the hem above the knee.
- 5) Skirts may not be rolled at any time.
- 6) All items of uniform must be maintained in good condition and replaced if they cannot be repaired or they do not fit correctly.
- 7) Under garments should not be visible at any time.

For clarification:

SHOES

Black "School Shoes" (lace up) leather or leather type. Suede or canvas type shoes are not classified as "school shoes" and are not suitable. School shoes heel is to be no more than 2cm in height. Sports shoes are to have NON-MARKING SOLE, please note Dunlop volley or canvas design shoes are not suitable and are not classified as sports shoes.

HAIR

- hair must be of a conservative style, blended, well groomed, neat, clean (ie regularly washed) and tidy at all times. Extreme difference in hair length is unacceptable
- boys hair is to kept short, above collar and out of eyes at all time. Styles not permitted at the college, these may include but not limited to mohawks, mullets, or undercuts of any kind, nor may they wear their hair with extreme differences in length but rather a blended cut
- girls hair must be tidy or tied back – all hair that can be tied back must be tied back at the nape of the neck, including hair that falls below the collar, in addition, fringes longer than the eyebrows must be clipped back at all times

- if girls' hair that cannot be tied back must be held securely in place with clips, not fall in front of the face at any time
- hair accessories must be plain red, white and black and should not be decorated or patterned
- moderate hair products, styles and a number two haircut are acceptable. Only natural looking tints may be used; stark contrasting colours, as well as block colours or wide sections of colours, are unacceptable, as are brightly coloured tints

JEWELLERY & MAKE UP

Jewelry is limited to a watch and, if parents permit, earrings and a necklace. For girls only, if earrings are worn they are limited to plain gold or silver studs or sleepers and only one pair may be worn at a time – one in each ear, or not at all. Earrings are not permitted to be worn by male students. If parents permit a necklace, then only one necklace is to be worn with a cross. Bracelets are not to be worn as they pose a hazard in school and sport activities. Children also get upset if they go missing or are broken.

Body piercing and tattoos

Visible body piercing (other than one piercing on the lower earlobe) and tattoos are not permitted. Students who have existing tattoos must ensure that they cover the tattoos at all times, including at School carnivals, camps and during other College activities and events where the student is required to wear the College uniform or sports uniform.

SPORT UNIFORM – all years

Sports clothes are to be worn correctly on the days set aside.

During term 1 & 4 – High School Students will need to wear summer uniform to school and change into PE uniform prior to class and change back at the end of class.

During term 2 & 3 - Full tracksuit, with sports shirt to be worn to and from school with sports shorts underneath their track pants. Students will wear sports shorts during PE lessons and when required faction t-shirt.

HATS

School hats are worn by all year groups during physical education classes and all year during recess and lunch breaks – term 1 & 4 only

INFRINGEMENTS

Students will be warned, but if a pattern of uniform infringements develops, the student will receive the appropriate consequence.

After three (3) infringements students will receive a Red Card and a Parent letter will be sent home requesting that the student conforms to College guidelines. If the student received two Red Card then the student will receive an after-school detention. If the student still continues not to wear correct school uniform then the students will not be able to attend classes and will be sent home. This will be continued until the situation is resolved.

The final decision in matters pertaining to uniform rests with the Year Coordinator and Principal.

ASSESSMENT AND REPORTING – YEAR 7 to YEAR 12

Divine Mercy College has adopted this policy for the assessment of Senior School work. At the beginning of the year all students will be notified of assessment guidelines for each subject outlining the following:

- The details of the course assessment structure
- The type of assessments that will be used
- The timing and nature of each assessment
- The work that will be covered by each assessment

Reporting Policy Schedule

Information Meetings	These are held at the beginning of each year. Teachers explain class routines and provide general information about the year's programme.
Parent/Teacher Interviews	These are conducted in Terms 1 & 2 with all families at the invitation of the class teacher. Parent/carers can request interviews at any time throughout the year.
Formal Written Reports	An interim report is provided at the end of Term 1. A summative report is issued at the end of First and Second semesters which provides information on student achievement and progress.
NAPLAN years 7 & 9	September

Reporting Grade Descriptors

Statutory Requirements

For all WACE courses, assessment requirements are published by the School Curriculum and Standards Authority (SCSA) and are included in the SCSA syllabus statements. These provide a common basis against which schools can justify their grades, assessment ratings or marks if called to do so by parents or students. Adherence to the course objectives, assessment and other guidelines described in the syllabus statements is mandatory.

Grading

Grades are assigned following the completion of a Subject/ Course and must be made with reference to a pre-determined set of standards.

Letter Grade	Descriptor
A Excellent	The student demonstrates excellent achievement of what is expected for this year level.
B High	The student demonstrates high achievement of what is expected for this year level.
C Satisfactory	The student demonstrates satisfactory achievement of what is expected for this year level.
D Limited	The student demonstrates limited achievement of what is expected for this year level.
E Very Low	The student demonstrates very low achievement of what is expected for this year level.

Modification of the Assessment Outline

The A – E grade scale summarises the standard of achievement associated with each learning area. This scale describes the depth of knowledge, understanding and skills that students working at the standard typically show.

If your child receives a 'C' grade, they are achieving at the required level for their year level. Maintaining a grade in a learning area from one semester to the next is an indication of positive achievement and expected development.

Divine Mercy College delivers differentiated learning through modified programs in subject areas where required. A student that is on an Individual Education Plan (IEP) or on a Curriculum Adjustment Plan (CAP) will have a separate report attached to this report. Their progress is reported against the learning outcomes outlined in their Individual Education Plan – not using the A – E grade scale.

Students who are unable to complete an assessment task because of their special education needs are provided with alternative opportunities to demonstrate their knowledge, skills and understandings.

In Year 10 to 12 students with a special education need who require additional assistance to complete an assessment task are provided with considerations and/or arrangements which are consistent with those provided in the WACE examinations conducted by the SCSA. This may apply to practical and/or written assessments including school examinations.

Absences from Tests and Examinations

A student who knows that he/she is going to be absent has the responsibility to inform his class teacher well in advance, so that suitable arrangements can be made.

Students who miss a test or examination without giving prior notification or for a valid reason such as medical, will be given zero (The teacher has final determination as to what is considered a 'valid' reason for absence). This result may be amended if documentation outlining the appropriate medical / misadventure circumstances is provided and special consideration is granted. The result is determined as an estimate or by sitting a supplementary test or exam.

Failure to submit Assignments/Projects/Fieldwork

General Procedures

If a student fails to submit work on time, without a valid reason, parents will be notified. Students who are absent when work is due must submit the work on return to school or as soon thereafter as possible, however a penalty of 10% per day, for each day late will be applied up to a total of 30%, at which point the mark will be reduced to zero.

NOTE: A weekend is considered as being the equivalent of one (1) day.

A student may gain an extension of time without penalty provided a valid reason is given at least three days in advance of the due date. A note or medical certificate may be required in appropriate cases. For example, Students who are absent from class work and assessments due to genuine sickness, injury, on compassionate grounds or in other accepted extenuating circumstances, will not be disadvantaged. Upon the student's return to school, and the provision of written evidence to the class teacher explaining the valid reasons why the assessment was missed, the student may sit for a similar assessment task. School will not provide individual programs of work for students who are absent due to holiday commitments. It is the student's responsibility to ensure that they complete the necessary work they will be absent for. This work should be completed before they resume attendance at school.

Chronic or Frequent Absence

Where a student sustains chronic absence due to illness or injury, the College will liaise with the parents to discuss alternative completion requirements for assessment tasks, and the provision of alternative opportunities to complete the requirements of the educational program. Please note that in subjects and WACE Courses if a student is absent from class, their ability to achieve to their potential is diminished. Extended absence frequently results in lower levels of achievement, which may have WACE implications. In Year 7 to 10, frequent absence from class diminishes the student's ability to demonstrate achievement for that subject.

Tests/ In-Class Assessments

If a student is absent on the day of an in-class assessment then it is student's responsibility to provide written notification of their absence to the teacher upon their return in order for the student to complete the assessment immediately. If the student is absent for a longer period of time, parents will need to notify the College through email to class teacher and arrangements will then be negotiated.

Cheating, Collusion and Plagiarism

Students shown to have cheated, colluded or plagiarised in assessed work or in examinations will receive a mark of zero (0) for that task.

Cheating is when a student uses unauthorised materials or does not adhere to the guidelines outlined in the instructions for the conduct of in-class assessments/examinations.

- Cheating will be assumed if a student communicates with others during the assessment.
- During an in-class assessment students should only have on their desk any items required to complete the task. Failure to comply with this may result in cheating being assumed by the supervising teacher.
- Mobile phones (and other smart devices such as watches) are to be left in lockers or handed to teachers prior to the commencement of the in-class assessment/examination. Failure to comply with this will result in the student being awarded a mark of zero (0) for that task as cheating is assumed. Collusion is when students submit work that is not their own for assessment. Plagiarism is when a student uses someone else's words or ideas without acknowledging that they have done so i.e. copied work.

Examinations

Examinations are considered to be an appropriate assessment technique in a range of subjects across Years 9, 10, 11 and 12. They encourage retention of knowledge and provide an opportunity for measuring student performance in mastering course objectives. There is a need to train students in examination technique and it is necessary that a standard approach to setting out examination papers and to the conduct of examinations be adopted to reduce problems due to unfamiliarity of students with the examination process. At the Year 9 to 12 level examination papers and conditions should model the formats as set by the SCSA.

Year 9 and 10 Examinations

These are held at the discretion of the Head of Learning Area and generally will be one and a half hours' duration with additional reading time. Examination papers may cover a semester or year's work as designated by the class teachers. These examinations are held in Terms 2 and 4. Students with educational risk will receive a modified paper which designated by the class teachers.

Year 11 Examinations

These are held in Terms 2 and 4. Examinations will be of two and a half hours to three hours duration with an additional 10 minutes reading time.

Year 12 Examinations

These will be held in Term 2 and Term 3 holidays (Mock Exam). The timing of external WACE examinations is set by SCSA. Most examinations will be of three hours duration with an additional 10-minute reading time.

WACE Examinations

These are arranged by external agencies – SCSA.

Submission of Assessment Tasks

- Due dates are to be clearly outlined and published. Where adjustments are made to these dates, it should be done in consultation with students and teachers.
- Students may be able to negotiate an extension (if class time has been used effectively), however the onus is on the student to make the approach and articulate the circumstances behind the request, before the date on which the assignment is due. The request for an extension must articulate, in writing, the circumstances behind the delay. The granting of an extension is at the discretion of the class teacher.
- Assessment tasks submitted late are subject to penalty where extensions have not been requested and granted. This penalty will be commensurate with that given when an assessment task has not been submitted without satisfactory explanation for nonsubmission. Parents will be notified when assessment tasks are not submitted or frequently not submitted on time.
- Students who leave early for holidays will be expected to hand assignments in before leaving if they wish for them to be included as part of their assessment. Group-work may be negotiated with the class teacher. In class assessments will receive a zero mark.
- Students who take holidays during term time must complete the necessary documentation to advise the College of their intended absence.

Completion of a WACE Course

In order to complete a WACE Course and be eligible to receive a grade, a student must complete the structured educational program and assessment program for that Course. A student is required to be present and maintaining at least 90% of attendance for the duration of the school year.

In the context of ATAR courses in the WACE, the term 'complete' requires that a student sits the ATAR course examination or has an approved sickness/ misadventure application for not sitting the examination in that course. Students who do not sit the ATAR course examination will not have a course mark or grade recorded on their WASSA, nor will they receive an ATAR course report.

VET Certificate Courses (Only for Year 10 to 12)

Assessment

Assessment takes place as Units of Competency. All Elements and Performance Criteria must be deemed competent by the assessor to a unit being completed. All Units of Competency must be completed to a competent standard for the student to achieve the Certificate qualification.

Grading

Grading for units are by competency: Competent or Not Competent. Students are advised to work to the best of their ability in all assessments as there are opportunities for external awards.

Declaration of Authenticity

All students are required to sign a declaration of authenticity at the completion of each task/assessment.

This declaration states that the work is your own and correct referencing of all work has taken place when required. Work submitted that is plagiarised will be deemed incompetent and student's placement in the course will be at risk.

ASSESSMENT AND REPORTING – PRIMARY SCHOOL

Information Meetings	These are held at the beginning of each year. Teachers explain class routines and provide general information about the year's programme.
Parent/Teacher Interviews	These are conducted in Term 2 with all families at the invitation of the class teacher. Parent/carers can request interviews at any time throughout the year.
Formal Written Reports	An interim report is provided at the end of Term 1. A summative report is issued at the end of First and Second semesters which provides information on student achievement and progress.

Reporting Grade Descriptors

State Grade	Descriptor	Student Performance
A	The student demonstrates excellent achievement of what is expected for this year level.	Grade 'A' indicate the highest level of achievement in a course. A's in this section would suggest that the student is likely to be working to the best of his/her ability. The student has an advanced understanding of concept taught.
B	The student demonstrates high achievement of what is expected for this year level	Grade 'B' indicate a high level of achievement in a course. 'B' grade may indicate that an improvement in particular attitudes and habits may result in better grades.
C	The student demonstrates satisfactory achievement of what is expected for this year level.	Grade 'C' indicates satisfactory achievement but should viewed in the light of grades awarded for work attitudes and habits
D	The student demonstrates limited achievement of what is expected for this year level.	Grade 'D' and 'E' indicate that there is cause for concern. Please discuss the reasons for such poor progress with the student.
E	The student demonstrates very low achievement of what is expected for this year level.	Grade 'D' and 'E' indicate that there is cause for concern. Please discuss the reasons for such poor progress with the student.

Reporting of Alternative Curriculum (Individual Education Plan)

The A – E grade scale summarises the standard of achievement associated with each learning area. This scale describes the depth of knowledge, understanding and skills that students working at the standard typically show.

If your child receives a 'C' grade, they are achieving at the required level for their year level.

Maintaining a grade in a learning area from one semester to the next is an indication of positive achievement and expected development.

Divine Mercy College delivers differentiated learning through modified programs in subject areas where required. A student that is on an Individual Education Plan (IEP) or on a Curriculum Adjustment Plan (CAP) will have a separate report attached to this report. Their progress is reported against the learning outcomes outlined in their Individual Education Plan – not using the A – E grade scale.

At DMC, we believe that offering alternative grading system fosters a positive performance appraisal for students with disabilities, fostering a positive and inclusive school environment where everyone can achieve success and feel motivated to learn.

TRAFFIC MANAGEMENT

Rules and Guidelines

1. All drivers must strictly adhere to the 5km/h speed limit within the school car-parks and drive-through area
2. All drivers must give way to pedestrians at all times.
3. All pedestrians must ensure they utilise crosswalks and footpaths to minimise the impact on traffic flow and to ensure children safety
4. All pedestrians are to leave school grounds using the allocated gate
5. All drivers must strictly adhere to the one-way traffic flow signage within the school car park.
6. All drivers dropping off or collecting children from their vehicles MUST do so via the drive through drop off/pick up service only. Parents/Guardians are not permitted to drop off/collect their children from any other location on the school grounds.
7. Cars are only to be parked in car park areas and within allocated bays and NOT in the school drive through area. If overflow is needed please use verge parking at the front of the school.
8. Vehicles are not permitted to park within the Day Care Car park
9. Vehicles must not stop or park their vehicles on or adjacent to a “NO STANDING” sign painted on the road surface.
10. Vehicles must not park either wholly or partially on ANY footpath within the school grounds.
11. No Driver shall drive their vehicle on school grounds or where students are present in a willful manner (which includes speed), that is inherently dangerous, or given regard to the circumstances, considered to be dangerous to the public or to any person. SCHOOL ACTION - Incidents will be referred to the WA Police.
12. All parents/guardians must explain the Divine Mercy College Traffic Guidelines and Rules to ANY person who will be attending the school to collect their child in a motor vehicle.
13. All drivers queuing for the Divine Mercy drive through pick up/drop off service shall not leave their vehicle unattended at any time. A licensed driver must remain with the vehicle at all times.
14. All drivers shall obey the directions of a Staff Member, Parking Official or Traffic Warden so appointed by the school to carry out traffic control or car park duties.
15. Students who travel to and from school on school bus and public transport must at all time behave in manner which reflects the values of Divine Mercy College.

If any of the above Traffic Rules and Guidelines are not adhered to vehicle registration will be recorded and continual incidents will be met with penalties being imposed by the school.

ILLNESS PROCEDURE

If a child is not well enough to be in class their parents are contacted and the child needs to rest, there is a sick room in the Admin Office where the child can rest, being monitored at regular intervals.

ADMISTRATION OF MEDICATION

Divine Mercy College will administer medication under the following guidelines:

1. Prescription medication for short-term illness, which is left at the Administration Office (first aid room) together with a note from parents requesting the College hold the medication and allow the child to administer the recommended dosage in the office area e.g. Antibiotics for viral infection.
2. Prescription medication for diagnosed conditions such as ADHD where the child is required to take a dosage during the school day and the child may be prone to forget or there is a concern regarding the possibility of medication being removed from their bag or belongings. The homeroom teacher will be in charge of organizing correct storage of medication and sending the child to the office at the appropriate time with a buddy student. This medication will be administered by office staff according to the Medicine Administration Request form, the child/ren will then be sent back to the class teacher with the "medicine card" so the classroom teacher knows the medicine has been administered.
3. The administration of paracetamol or any other over the counter medication where the child has e.g. a headache and the parent give permission (via medical form) for the child to take the recommended dosage. This needs to be logged as per, and parent needs to be notified of the dosage, time and medicine over the phone / or in school diary.
4. Prescription medication for migraines, where the parent has provided written permission for the College to hold the medication on an ongoing basis, in order to attempt to relieve the symptoms of the migraine before severe affects are felt. In this case the parent would still be contacted to be made aware that medication was given, as the child may need to go home.
5. In the case of diabetic emergency – emergency kit held in the office. Emergency protocols followed in this case.

It is not recommended that students keep medication in their College bags as there is a risk of tampering or theft.

SEVERE ALLERGIES

Parents are to notify the school if their child has a severe allergy and provide an Action Plan in case of emergency. Please note that Divine Mercy College do currently have a students enrolled with severe nut allergies and therefore in an effort to provide a safe environment for students with allergies to nuts, Divine Mercy College is seeking the support of the whole school community to help make our school nut free by ensuring sandwiches, cakes, slices, biscuits, muesli bars, chocolate bars, dips and dried fruit and nuts are not bought to school.

COMPLAINTS AND DISPUTES

Divine Mercy College welcomes suggestions and comments from students and parents and takes seriously complaints and concerns that may need to be raised. This policy is designed to create a strong and reliable partnership between students, parents and the school. Parents, students and other school community members must be confident that staff will listen and respond to their needs and concerns. The policy sets out the process for students, parents, members of the Divine Mercy community, to have enquires, concerns and complaints addressed by the School. Please direct all complaints to the school administration dmcadmin@arach.net.au or 9417 3267.

General Principles

The following principals apply to all complaints and disputes

1. The school welcomes complaints and the complaint policy is accessible to the school community via the Student and Parent Handbook as well as school website and posters around the school, Parent information nights. Students are directed to the policy (and how to make a complaint) in the handbook at the beginning of the year and via the KS-CPC when appropriate.
2. All complaints are taken seriously
3. Staff are aware of the process and how to respond to a complaint and are aware that parents and children may respond in a different manner
4. All staff are enabled either to resolve or refer a complaint
5. Complaints are acknowledged promptly
6. Confidentiality is maintained by all parties unless the school staff deem it appropriate for the student complaint to be disclosed to the parent
7. If students are making the complaint then the student needs to be made aware of the limits of confidentiality as the process progresses
8. Responses to complaints will be within a reasonable time and in a courteous and efficient way
9. Students are given a choice on how they wish to be kept updated on the progress of their complaint.
10. All complaints need to be reported to in the Complaints register, this is included in the annual risk assessment audit completed by the Governing Body. In all matters the education and wellbeing of the students are the first priority
11. For continual improvement reflect and review the process of the complaint making recommendations for future improvement in either the process or the complaint outcome
12. The office of the WA Commissioner for Children and Young People (WA CCYP) have published: [Are you Listening – Complaints guidelines](#). An Audit of the DMC Policy should be conducted before the end of 2018 against these guidelines to aid in improvement of having a more Child Friendly Policy.
13. Procedural fairness is afforded to all parties
 - a. Each party has an opportunity to be heard (in writing or in person)
 - b. Issues for facts which are disputed are investigated
 - c. The investigate is free from bias
 - d. Any complaint outcome is supported by the evidence, necessitating a finding on the balance of probabilities in the event of a dispute of fact
 - e. The complaint outcome is finalized by an adjudicator / investigator who is free from bias

- f. The outcome is consistent with established school policy

Complaint Process for Parents

Any person who has a complaint or dispute should firstly clearly identify the problem, decide if this is a query or a complaint and determine the appropriate procedure to be followed so that the right people are approached. At all stages, staff will work with you to establish an agreed plan of action and timeline

Step 1 - DISCUSSION WITH STAFF MEMBER

Make an appointment to talk with the teacher or relevant staff member at a mutually convenient time to discuss your complaint. The staff will work with you to resolve the problem.

Step 2 - INVESTIGATION BY PRINCIPAL

If you are not satisfied, contact the Principal, request an appointment to discuss the issue. The Principal will arrange to meet with all parties either separately and/or together as they deem appropriate, to consider the issue. Detailed records, including agreements made, will be kept and signed by all parties and a future appointment made if need be to follow up on the agreements made. You should be aware that when a complaint is made in writing about an individual staff member, that staff member will receive documentation of the substance of the complaint. The principal can reject a complaint that in their opinion is vexatious, or without substance, or does not warrant further action taking into account the priorities and principals of the policy. All complaints need to be reported to in the Complaints register, this is included in the annual risk assessment audit completed by the Governing Body.

Step 3 - WRITE TO SCHOOL GOVERNING BODY

If resolution is not reached or if the Principal is the subject of the complaint, then write to the School Board again outlining all facts. The School Board will assist reaching a resolution and may act as a mediator.

Chairperson
Mr Darius Kwiatkowski
Divine Mercy College
326 Yangebup Road
Yangebup WA 6164
Email: darpol1@tpg.com.au

If the complaint is about the Principal then the Chairman of the Board will appoint an independent mediator to resolve the conflict as the Principal is a member of the School Board.

Step 4 - INDEPENDENT ARBITER

If the matter is still not resolved then, if both parties agree, a mutually agreed Independent Arbiter may be engaged to assist with resolution. This person is normally a person appointed by AISWA or is a nonbiased legal representative .

Complaint Process for Students

Student complaints are to follow the principals that apply to parents, however Divine Mercy College notes that students should be able to raise concerns with ANY member of staff with whom they feel comfortable and that students are able to bring in an advocate or support person when making a complaint.

STEPS TAKEN BY THE COLLEGE TO ENHANCE STUDENTS ACCESS TO INFORMATION ABOUT MAKING A COMPLAINT;

- All Staff members welcome and listen to student complaints
- DMC advertises the process in the student and parent handbooks / parent code of conduct
- Posters located around the school to provide a visual publication for a more welcoming, developmentally suitable and more appealing approach these can be found at WA CCYP website you will also find [‘Child-safe Organisations WA – Top tips for making a complaint’](#)
- Students complete the annual satisfaction survey – which welcomes anonymous comments
- Students can have a support person or advocate with them

It is important that staff be mindful that there are a variety of reasons why children and young people may not report concerns, e.g.:

- not believing their problem is big enough to warrant an ‘official’ complaint;
- not understanding they are allowed to make a complaint or how to go about it;
- concern about not being believed;
- fear of getting into trouble or getting others into trouble;
- embarrassment or shame;
- worry about confidentiality and privacy;
- fear of repercussions and that things will get worse (especially about bullying).

Step 1 - DISCUSSION WITH ANY STAFF MEMBER

Ask to talk with a teacher or relevant staff member who you feel comfortable talking with. The teacher will make at time to meet to discuss your complaint and will work with you to resolve the problem. Complaints that appear trivial still need to be handled seriously. Young people may test the complaints procedures on relatively minor issues before finding the confidence to raise something painful, such as bullying. The school needs to be responsive, by promptly acknowledging the complaint and treating the student with understanding and helpfulness.

Step 2 – INVESTIGATION OF COMPLAINT

Complaint will be investigated by the teacher and possibly other staff with the aim of resolving your complaint. Once the matter is resolved, the outcome should be discussed with the student by a member of staff. To make sure that it is fully understood, a written record may be shared. Monitoring by the school is recommended to ensure that steps put in place to rectify/assist are having the desired effect.

Step 3 – NOTIFYING THE PRINCIPAL OR EXTERNAL AUTHORITY

If the complaint is not resolved or deemed major then the Principal will be notified with confidentiality in mind, although parents may be contacted at this point (or at any point deemed appropriate by the teacher). The Principal will arrange to meet with all parties including parents if required either separately and/or together as they deem appropriate, to consider the issue. Detailed records, including agreements made, will be kept and signed by all parties and a future appointment made if need be to follow up on the agreements made. All complaints need to be reported to in the Complaints register, this is included in the annual risk assessment audit completed by the Governing Body.

In situations where it is believed that the matter needs to be referred on to an external authority it is essential that, at an appropriate time, the staff member explains this to the student, from the

perspective of being in the best interests of the student's welfare and safety. It is very important that this sort of situation is handled sensitively and in a supportive manner and that the staff member follows the school's policy and fulfils all applicable legal obligations.

Emergency Lockdown Procedure

If a lockdown code is sounded at the College, follow these procedures to lockdown all rooms:

- 1) Stop all the activities. If the activity are outside (E.g. PE class), go to the closest classroom or gym hall.
- 2) Lock all doors
- 3) Close all blinds
- 4) Keep quiet and away from any doors and windows – consider the ‘line of sight’
- 5) Everyone is to stay near the floor and shielded under or behind furniture as much as possible
- 6) No one should leave a building or secure area while under lockdown. If you find yourself in the toilet or if you arrive at the College during a lockdown, hide wherever you are and make sure that you are out of the line of sight
- 7) Remain calm and stay with others
- 8) A lockdown will remain in effect until the notification announces through the PA system

Evacuate Procedure (Fire Drill)

On hearing the Emergency Signal, follow these procedures to carry out the evacuate procedure

- 1) Stop all the activities
- 2) Be calm and move to the allocated assembly area
- 3) Evacuate procedure remain in effect until the notification announces through the PA system

COVID-19 Policy and Response Plan

This policy and response plan has been prepared on the basis of current public health advice and will continue to be updated throughout the years as further public advice is received.

Note: The plan is a live working document and may be reviewed and amended to take into account new guidance from www.Gov.ie, www.dbei.ie www.hse.ie, www.hpsc.ie, www.hsa.ie; www.education.ie;

Divine Mercy College COVID-19 Policy Statement

Divine Mercy College is committed to providing a safe and health workplace for all our staff and a safe learning environment for all our students. To ensure that, we have developed and updated the following COVID-19 Response Plan. All school staff are responsible for the implementation of this plan and a combined effort will help contain the spread of the virus. We will:

- Continue to monitor our COVID-19 response and amend this plan in consultation with our staff
- Provide up to date information to our staff and students on the Public Health advice issued by the HSE and Gov.ie

- Display information on the signs and symptoms of COVID-19 and correct hand-washing techniques
- Agree with staff, a worker representative who is easily identifiable to carry out the role outlined in this plan
- Inform all staff and students of essential hygiene and respiratory etiquette and physical distancing requirements
- Adapt the school to facilitate physical distancing as appropriate in line with the public health guidance and direction of the Department of Education
- Keep a contact log to help with contact tracing
- Ensure staff and student engage with the induction/ familiarisation briefing provided by the Department of Education
- Implement the agreed procedures to be followed in the event of someone showing symptoms of COVID-19 while at school
- Provide instructions for staff and students to follow if they develop signs and symptoms of COVID-19 during school time
- Implement cleaning in line with Department of Education advice

All school staff will be consulted on an ongoing basis and feedback is encouraged on any concerns, issues or suggestions.

This can be done through the Lead Worker Representative(s), who will be supported in line with the agreement between the Department and education partners.

School lockdown due to COVID-19

During the lockdown periods, education activities will continue with Seesaw and Educational Perfect online learning system.

Staying home when sick and testing

Students must remain home when they are sick and displaying any potential symptoms while at school. If students being showing symptoms while at school, they will be sent home as well.

ABSENTEE NOTES



It is a legal requirement that we note all absentees from school and these absences are explained in writing. Please provide date/s and a written explanation for your child's absence.

Child's Name: _____ Class: _____

Absent Date[s]:

Details of Absence:

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____

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Child's Name: _____ Class: _____

Absent Date[s]:

Details of Absence:

Parent/Guardian Name: _____

Parent/Guardian Signature: _____

Date: _____