



# Parent Handbook

2025

Website: [dmc.wa.edu.au](http://dmc.wa.edu.au)

Email:  
[admin@divinemercycollege.wa.edu.au](mailto:admin@divinemercycollege.wa.edu.au)

Tel: 08 9417 3267

## **Welcome to Divine Mercy College Community**

Dear Parents and Guardians,

Welcome to Divine Mercy College! We are delighted to have you and your child as part of our vibrant educational community. This handbook is designed to guide you through our school's policies and expectations, ensuring a strong partnership to support your child's academic, spiritual, and personal growth.

As valued members of our community, we encourage you to engage with our staff, attend school events, and stay informed about your child's progress. Our commitment to quality Catholic education, rooted in faith and service, relies on your collaboration. Please take the time to familiarise yourself with the information in this handbook. If you have any questions or need assistance, our administration team and teaching staff are here to help.

We look forward to working together to nurture your child's potential and create a positive, inclusive learning environment.

Warm regards,

Divine Mercy College

## Purpose of the Handbook

This handbook provides parents and guardians with essential information about Divine Mercy College's policies, procedures, and expectations. It outlines how we deliver a quality Catholic education, comply with laws and regulations, and foster a safe, inclusive environment for your child. It also guides you on how to engage with the school and address concerns.

## Vision, Mission and Motto

**Motto:** "Jesus, I Trust in You."

**Mission:** Divine Mercy College aims to unite education and faith, in partnership with family, church, and the school community. We provide a quality Catholic education focused on faith, academics, service, and personal development from preschool through high school to influence a rapidly changing world.

### Vision:

#### Faith

- Encourage students to attain beliefs, values, attitudes, knowledge, skills, and practices to achieve their full potential as human persons, growing as responsible, inner-directed individuals of Catholic virtue.
- Ensure care and development within the Catholic faith community, where students experience values in sincere relationships.
- Empower students to achieve their potential, as our gift to God, with opportunities to take responsibility for their learning and respect others' rights.

#### Education

- Deliver a well-balanced curriculum focusing on academic, spiritual, physical, and moral values.

## School Contact Details

Phone: (08) 9417 3267

Email: [admin@divinemercycollege.wa.edu.au](mailto:admin@divinemercycollege.wa.edu.au)

Web: [www.dmc.wa.edu.au](http://www.dmc.wa.edu.au)

## Office Opening Hours

8:00 am – 4:00 pm

<p><b>Daily Routine</b></p> <p>School gates open at 7:30am  Primary classrooms open at 8.15am  Classes commence at 8.25am (some year 11 &amp; 12 classes may commence earlier)  The school day finishes at 2.45pm (although year 11 &amp; 12's may have after school classes)</p> <p><b>Please remember to sign in and out at the administration office for arrival and departure.</b></p>	<p><b>Siren Times</b></p> <table> <tr> <td>8.15am</td><td>Homeroom / Chapel</td></tr> <tr> <td>8.55am-9.35am</td><td>Period 1</td></tr> <tr> <td>9.35am-10.15am</td><td>Period 2</td></tr> <tr> <td>10.15am-10.55am</td><td>Period 3</td></tr> <tr> <td>10.55am-11.15am</td><td>Recess</td></tr> <tr> <td>11.15am-12.00pm</td><td>Period 4</td></tr> <tr> <td>12.00pm-12.45pm</td><td>Period 5</td></tr> <tr> <td>12.45pm-1.15pm</td><td>Lunch</td></tr> <tr> <td>1.15pm-2.00pm</td><td>Period 6</td></tr> <tr> <td>2.00pm-2.45pm</td><td>Period 7</td></tr> </table>	8.15am	Homeroom / Chapel	8.55am-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
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## Importance of Compliance with Laws and Regulations

Divine Mercy College adheres to relevant laws to maintain a safe, inclusive learning environment. Parents/guardians are encouraged to understand key policies, such as those in the Complaints and Disputes Policy, to support student wellbeing and address concerns effectively.

## Absence

If your child is unwell or unable to attend school, please notify the administration office before 8:00 AM via phone (08) 9417 3267 or email ([admin@divinemercycollege.wa.edu.au](mailto:admin@divinemercycollege.wa.edu.au)). Timely communication ensures we can support your child's well-being and academic continuity.

## Primary Communication Channels:

- **Email:** This is our main method for sending official school communications, important updates, and individual messages from staff. Please ensure your email address is always up to date with the administration office.
- **XUNO Parent Portal:** This is our central, secure online platform for parents. Through XUNO you can access:
  - Your child's academic reports and attendance records.
  - The school calendar and event details.
  - News and announcements.
  - Permission forms and consent requests.
  - Important wellbeing alerts (on a need-to-know basis).
- **School Website ([www.dmc.wa.edu.au](http://www.dmc.wa.edu.au)):** Our website is your hub for general information, key policies, staff contacts, and news. Please check it regularly.
- **School Newsletter:** Published regularly and distributed electronically via email and XUNO. It celebrates student achievements, shares important dates, and provides updates from across the College.

**Classroom-Specific****Platforms:**

To support day-to-day learning and provide a window into your child's classroom, teachers may also use:

- **ClassDojo** (Primary Years) or **SeeSaw**: For sharing photos, videos of class activities, and individual student portfolios.
- **Education Perfect**: For homework, revision, and subject-specific learning tasks, particularly in the secondary years.

We encourage you to stay connected through these platforms to build a strong and positive partnership in your child's education.

## **LEGISLATIVE FRAMEWORK**

### **Overview of Relevant Legislation**

#### **Education Act 1999 (WA)**

Ensures access to quality education for all students, with compliance monitored by the Director General.

#### **Working with Children (Criminal Record Checking) Act 2004 (WA)**

This legislation mandates background checks for individuals working with children to promote a safe environment in schools.

## **IMPLICATIONS FOR PARENTS/ GUARDIANS**

These laws ensure a safe, high-quality education. Parents can escalate unresolved concerns to the Department of Education if needed, with details in the Complaints and Disputes Policy

## **CHILD PROTECTION AND SAFEGUARDING**

We prioritise child safety under the Children and Community Services Act 2004 (WA). Parents must report concerns of abuse or neglect to the Principal or Child Protection Officer. Our Child Protection Policy, accessible via the website, outlines procedures.

## **DUTY OF CARE**

Staff maintain a duty of care to ensure student safety and well-being, per the Duty of Care Policy and School Education Act 1999 (WA) (Section 64). Parents are required to ensure their child attends school regularly, as mandated by Section 23 of the Act, unless the child is unwell, has an approved exemption, or faces exceptional circumstances. Parents must notify the school of absences before 8:00 AM and provide relevant medical or emergency information to support student safety. This includes updating health records for excursions, camps, or medical needs, ensuring compliance with the Student Health Care Policy.

## **PROFESSIONAL BOUNDARIES AND CODE OF CONDUCT**

Staff adhere to a Code of Conduct, ensuring professional interactions, per TRBWA guidelines. Parents should report any concerns to the administration.

## **CONFIDENTIALITY AND PRIVACY**

We protect student and family information under the Privacy Act 1988 (Cth). Parents must inform the school of changes to personal details to maintain accurate records.

## **HEALTH AND SAFETY PROCEDURES**

Parents/ Guardians must comply with the Health and Safety Policy, providing health information for excursions and emergencies. Report hazards to the administration.



## **ASSESSMENT AND REPORTING**

Parents/ Guardians receive regular reports on student progress, aligned with SCSA guidelines.  
Contact teachers for assessment details for concerns.

# Fees and Financial Arrangements

Divine Mercy College is committed to providing a high-quality Catholic education. The fees charged are essential for covering the operational costs of the school, including teaching resources, specialist programs, maintenance, and utilities. We strive to ensure our fee structure is transparent and fair.

## Fee Structure

School fees are set annually by the School Board and are invoiced at the start of each calendar year. Fees are comprised of:

- **Tuition Fees:** These cover the core costs of delivering the educational program.
- **Capital Levy:** A separate levy that contributes directly to the ongoing development, maintenance, and improvement of the school's buildings and facilities.
- **Other Charges:** Additional costs may be applied for specific items such as:
  - Textbooks and essential learning resources.
  - Voluntary charges for incursions, excursions, and camps.
  - Participation in certain co-curricular activities.
  - Vocational Education and Training (VET) course fees (where applicable).

A detailed fee schedule for the current year is published on the school website and is available from the administration office.

## Payment Options and Terms

We offer flexible payment options to assist families:

- **Payment in Full:** Payment of the annual account is due within 30 days of the invoice issue date.
- **Periodic Payment Plans:** We encourage families to set up a regular payment plan (e.g., monthly, fortnightly, or quarterly) via direct debit or BPAY. This helps



to manage the cost over the school year. Please contact the Finance Officer to arrange a suitable plan.

All fee payments are to be made via the methods specified on your invoice (e.g., BPAY, direct debit).

### **Concessions**

A discount is available for full-time secondary students who are children of eligible means-tested Concession Card holders (e.g., Health Care Card, Pensioner Concession Card). Proof of the current card must be provided to the administration office to qualify. Please enquire for specific details.

### **Financial Hardship**

Divine Mercy College understands that families may sometimes experience financial difficulty. We are committed to supporting families in such circumstances to ensure a student's education is not disrupted.

If you are experiencing financial hardship and are unable to meet your fee obligations, we strongly encourage you to contact the **Principal or the Business Manager** in confidence at the earliest opportunity. We can discuss flexible payment arrangements or, in certain cases, apply fee remissions based on individual circumstances.

### **Overseas and Temporary Residents**

Students holding a temporary visa are required to pay full tuition fees as set for non-Australian citizens. Fees must be paid in advance for the duration of the visa or for the academic year. Please contact the administration office for detailed information regarding fees for overseas and temporary residents.

### **Non-Payment of Fees**

While the school will always seek to work with families experiencing genuine hardship, consistent non-payment of fees without prior arrangement may result in the withholding

of student reports, exclusion from excursions and formal events, and ultimately may jeopardise the student's continued enrolment at the College.

### **Contact Information**

For any queries regarding fees, payment plans, or concessions, please contact our administration office during business hours.

## Medication and Health Management

The health and safety of your child is our priority. This policy outlines the procedures for managing medication and health conditions at school to ensure every student's wellbeing is supported in a safe and consistent manner.

### Our Policy

Divine Mercy College will assist in the administration of medication to students during school hours only when necessary and in strict accordance with this policy. We encourage parents to arrange for medications to be given outside of school hours wherever possible.

### Parent Responsibilities

To ensure your child's health needs are met safely at school, parents/guardians are required to:

1. **Inform the School:** Keep the school updated on your child's current medical conditions, emergency contact details, and any changes to their health status.
2. **Provide a Management Plan:** For students with a known medical condition (e.g., asthma, allergies, diabetes), an individual Medical Management Plan must be provided. This plan should detail:
  - The usual treatment needed at school.
  - Emergency procedures if the condition deteriorates.
  - Emergency contact information.

### Administering Medication at School

If your child requires medication during school hours, the following strict procedures must be followed:

- **Written Permission is Mandatory:** School staff **cannot** administer any medication without a completed and signed **Medication Administration**

**Permission Form.** This form is available on the school website and from the administration office.

- **Medication Must Be Labelled Correctly:** All medication must be provided in its original pharmacy container, clearly labelled with:
  - Student's name
  - Medication name
  - Dosage
  - Time(s) for administration

### **Storage of Medication**

- All medication (except for certain emergency medications like asthma inhalers, as pre-arranged) must be handed in to the administration office.
- Medication is stored securely in the sick bay, away from other students and in accordance with storage instructions (e.g., refrigerated if required).
- In certain circumstances, and in consultation with parents and a medical practitioner, a student may be permitted to carry their own medication (e.g., an asthma puffer).

### **Self-Administration of Medication**

- **Years K-6:** All medication is administered by a staff member.
- **Years 7-12:** Students may be permitted to self-administer certain medications (e.g., pain relief) if prior written permission has been granted by parents and the Principal.

### **What Happens in an Emergency?**

In the event of a medication error or a health emergency, school staff will:

1. Follow the student's Medical Management Plan and provide first aid.
2. Contact the Poisons Information Centre (13 11 26) or emergency services (000) if advised.
3. Contact parents/guardians or the listed emergency contact immediately.

## How to Get Started

1. Download the **Medication Administration Permission Form** from the school website or collect one from the office.
2. Complete the form with all required details and sign it.
3. Deliver the form along with the correctly labelled medication to the administration office.

**Please Note:** School staff are not permitted to administer non-prescribed medication without prior written parental consent.

# Technology Use and Cyber Safety

Divine Mercy College provides Information and Communication Technology (ICT) resources to enhance and support student learning. This policy outlines the acceptable use of these resources and our commitment to cyber safety, ensuring a secure and productive digital environment for all students.

## Purpose of School Technology

All ICT equipment, internet access, and networks are provided strictly for **educational purposes**. This includes research, completing assignments, and developing digital literacy skills under teacher supervision.

## Student Responsibilities & Acceptable Use

Students are expected to be responsible digital citizens. Acceptable use includes:

- Following teacher instructions at all times.
- Using technology only for approved educational activities.
- Treating all equipment with care and respect.
- Seeking teacher permission before sending emails or downloading files.
- Immediately informing a teacher if they encounter inappropriate or concerning content online.

## Unacceptable Use & Cyber Safety Rules

To ensure safety and security, the following actions are strictly prohibited:

- **Sharing passwords** or personal information online.
- Accessing websites or material that is not approved by a teacher.
- Using another person's account or interfering with their files or emails.
- **Cyberbullying**—sending messages or emails to bully, frighten, annoy, or upset anyone (this is a serious breach and will be handled under the Bullying Policy).
- Downloading or installing software without permission.
- Changing any settings on school devices.

- **Sexting** (sending or receiving nude or sexually explicit images)—this is illegal and will result in immediate suspension or expulsion and be reported to police.
- Using personal email services (e.g., Hotmail) or unauthorised chat/social media sites on the school network.

## Mobile Phones and Personal Devices

The College has a strict policy regarding mobile phones and personal devices to minimise distraction and promote wellbeing.

- **Years 7-10:** Phones and similar devices (e.g., iPads, iPods) **must be switched off and handed in** to the designated collection box during Homeroom each morning. They can be collected at the end of the school day.
- **Years 11-12:** Students are provided with individual lockers with a school-approved combination lock. All mobile devices **must be stored in these lockers** upon arrival at school and remain there for the duration of the day.
- **Consequences for Misuse:** If a student is found with a phone during the school day, it will be confiscated. Repeated incidents will result in further disciplinary action, including detention, parent meetings, and potential suspension.

**Note:** The school accepts **no responsibility** for the loss, theft, or damage of any personal device brought to school.

## Monitoring and Privacy

Students should have **no expectation of privacy** when using school ICT resources. The school reserves the right to monitor, review, and check the history and content of all use on its network and devices to ensure compliance with this policy and student safety.

## Consequences for Misuse

Inappropriate use of ICT resources will result in consequences, which may include:

- Temporary or permanent loss of computer/internet access privileges.
- Disciplinary action such as detention or suspension.



- In cases of illegal activity (e.g., sexting), matters will be referred to the police.

## **Partnership with Parents**

We encourage parents to discuss responsible technology use with their children at home. For resources on cyber safety, we recommend visiting the Office of the eSafety Commissioner: [www.esafety.gov.au](http://www.esafety.gov.au)

By working together, we can help our students become safe, respectful, and responsible users of technology.

## **Wellbeing Services Referral Process**

At Divine Mercy College, we take the wellbeing of every student seriously. We have a clear and supportive process in place to ensure students who need extra emotional or social support can access it easily and confidentially. This section explains how you or your child can seek help.

### **Our Commitment**

We are committed to providing accessible, confidential support to help students develop resilience, cope with challenges, and thrive. Our process is designed to be simple and responsive, ensuring concerns are addressed by the right people at the right time.

### **Who Can Make a Referral?**

- **Students** in Year 6 and above can refer themselves.
- **Parents/Guardians.**
- **School Staff** (teachers, coordinators).

## **How to Raise a Concern: A Step-by-Step Guide**

### **Step 1: First Point of Contact – The Homeroom Teacher**

For all initial wellbeing concerns, your first point of contact should always be your child's **Homeroom Teacher**. They know your child well in the school context and are

trained to assess and manage minor issues through mentoring, conflict resolution, and classroom strategies.

### **Step 2: If Concerns Continue or Are More Serious**

If the issue is not resolved or is identified as a major concern, the Homeroom Teacher will escalate it to the **Year Coordinator**. At this stage, you will be contacted to discuss the situation and plan the next steps, which may include internal or external support.

### **Step 3: Accessing the School Counsellor**

A referral to our qualified **School Counsellor** is made when more specialised support is beneficial. This can be initiated by the Homeroom Teacher, Year Coordinator, or by you. Students in Year 6 and above can also self-refer using the online **Counselling Service Referral Form**.

### **For Major or Emergency Situations:**

If there is a **significant risk to your child's safety** (e.g., severe mental health crisis, suicidal behaviour), the school will act immediately. In these critical situations, the Counsellor will be contacted directly without delay, and parents/guardians will be notified as soon as possible.

### **Annual Consent for Counselling**

To ensure we can provide timely support:

- An **annual consent form** is distributed at the start of each school year via Consent2Go.
- This consent allows the school to provide counselling services to your child and promotes a transparent, collaborative approach.
- You have the right to **opt-out** of these services via the form.
- **Even without consent, in an emergency**, the school will always contact you immediately to discuss the situation and ensure your child's safety.

### **Confidentiality**

What your child discusses with the Counsellor is kept **confidential**. However, please be aware that staff have a mandatory legal and ethical duty to break confidentiality if:

- There is a risk of harm to the student themselves.
- There is a risk of harm to others.
- There is a risk of harm from others (e.g., abuse or neglect).

In such cases, parents/guardians will be notified, and appropriate external agencies may be contacted as required by law.

### **How We Keep Everyone Informed**

To ensure a coordinated safety net for your child, relevant wellbeing alerts are recorded on the student's profile in **XUNO**. This allows all staff who teach your child (including relief teachers) to be aware of any general concerns, ensuring consistent support and understanding. Detailed, sensitive information is only shared with staff on a strict need-to-know basis.

### **Need to Make a Referral or Have Questions?**

- **To discuss a concern:** Start by contacting your child's **Homeroom Teacher**.
- **For questions about counselling services:** Contact **Miss Claire Marriott** at [cmarriott@divinemercycollege.wa.edu.au](mailto:cmarriott@divinemercycollege.wa.edu.au) (Working Mondays and Tuesdays).
- **To access the online referral form:** Please visit the school website or contact the administration office for the direct link.

### **Emergency Contacts**

In a crisis outside of school hours, please contact:

- **Kids Helpline:** 1800 55 1800
- **Lifeline:** 13 11 14
- **Emergency Services:** 000

- **Child and Adolescent Mental Health Service (CAMHS) Crisis Connect:** 1800 048 636

## Our Curriculum

At Divine Mercy College, we are committed to providing a dynamic, inclusive, and high-quality education that prepares your child for the future. Our curriculum is carefully designed to nurture academic excellence, faith, and personal development from Pre-Primary through to Year 12.

### A Comprehensive and Aligned Education

Our teaching and learning programs are fully aligned with the Western Australian Curriculum and Assessment Outline, set by the School Curriculum and Standards Authority (SCSA). This ensures a consistent and rigorous education across all core learning areas:

- English
- Mathematics
- Science
- Humanities and Social Sciences (HASS)
- Health and Physical Education
- The Arts (Music, Visual Art, Media, Dance)
- Technologies
- Languages (Japanese)

We enrich this foundation with our school-specific programs in **Religion Education** (Pre-Primary to Year 8) and **Personal Development** (Years 9-12), which are central to our Catholic identity and mission.

### Pathways for Every Student

We recognise that every student has unique gifts and aspirations. Our curriculum offers diverse pathways to success:

- **Primary Years (Pre-Primary - Year 6):** We focus on building strong foundational literacy and numeracy skills within a supportive, engaging environment that encourages curiosity and a love for learning.
- **Middle Years (Years 7 - 10):** Students engage with a broad curriculum that allows them to explore their interests and strengths, preparing them for senior school choices.
- **Senior Years (Years 11 & 12):** Students can choose from a range of pathways tailored to their post-school goals, including:
  - **ATAR Courses:** For students aiming for university entrance.
  - **General Courses:** For students seeking a broad, practical senior secondary education.
  - **Vocational Education and Training (VET):** Hands-on qualifications (e.g., Certificates in Business, Sports and Recreation, ICT) that provide industry skills and can contribute to the WACE.
  - **Alternative Academic Pathways (AAP):** A supported program to ensure all students can meet graduation requirements and transition successfully to further training or employment.

## **A Focus on Safety and Wellbeing**

The safety and wellbeing of our students is our highest priority. We actively teach protective behaviours through the **Keeping Safe: Child Protection Curriculum**, which is integrated into subjects like HASS and Health. We also have a strong focus on **cyber safety**, using resources from the eSafety Commissioner to educate students on responsible online behaviour.

## **Inclusive Education for All**

We are committed to providing an inclusive learning environment where every student is supported to reach their full potential. Our teachers differentiate lessons to cater for a wide range of learning styles and needs. We offer targeted support for:

- Students with disabilities, in line with the Disability Standards for Education.

- Students who are learning English as an Additional Language or Dialect (EALD).
- Gifted and Talented students, through streamed classes and opportunities for academic extension.
- Students identified as being at educational risk, with Individual Education Plans (IEPs) and learning support.

## **Tracking Progress and Reporting**

We use a variety of assessments, including NAPLAN and PAT testing, to gather accurate data on your child's progress. This information helps our teachers tailor their instruction to meet individual needs.

We believe in strong partnerships with parents and provide regular feedback through:

- **Interim Reports** (Term 1)
- **Formal Semester Reports** (Terms 2 & 4)
- **Parent-Teacher Evenings**
- Ongoing communication via email, phone, and the student diary.

For more detailed information on our curriculum, subject offerings, or assessment policies, please visit our school website or contact the administration office.



# Student Wellbeing and Pastoral Care

At Divine Mercy College, we believe that a child's wellbeing is the foundation for their academic, social, and spiritual growth. Our commitment to pastoral care means we actively work to create a safe, supportive, and nurturing environment where every student feels valued, respected, and empowered to thrive.

## Our Approach to Wellbeing

Our pastoral care is guided by our Catholic faith and values, and is built on strong, positive relationships between students, staff, and families. We aim to:

- Foster each student's holistic development.
- Create a child-safe environment where students feel physically and emotionally secure.
- Empower students to be responsible for their learning and to respect the rights of others.
- Actively listen to student voices and involve them in decisions that affect them.
- Promote equity and celebrate the diversity of our school community.

## A Network of Support

Your child's wellbeing is supported by a dedicated team:

- **Classroom Teachers & Homeroom Teachers:** Your first point of contact, they build strong relationships with students and monitor their daily wellbeing.
- **Year Coordinators:** Provide additional support and guidance for academic and pastoral matters.
- **School Counsellor:** A qualified professional is available to provide confidential support to students. A referral can be made by staff, parents, or the student themselves (with parent consent).
- **Principal and Leadership Team:** Provide oversight and ensure our pastoral care policies are effectively implemented.

## How We Support Your Child

Our comprehensive approach includes:

- **Proactive Programs:** Wellbeing themes are integrated into daily Homeroom and Health classes, teaching students coping strategies, resilience, and emotional literacy.
- **Child Protection Curriculum:** We teach students how to recognise unsafe situations and how to seek help through the mandated *Keeping Safe* curriculum.
- **Open Communication:** We maintain open lines of communication with parents through XUNO, school diaries, phone calls, and meetings to partner with you in supporting your child.
- **A Safe School Environment:** We conduct regular risk assessments of both our physical and online environments to prevent issues like bullying and ensure safety.

## How Students Can Seek Help

We have simple, child-friendly processes for students to raise concerns:

- They can talk to any trusted staff member.
- They can email a concern or use the anonymous **Suggestion Box** located in the library.
- **House Captains** represent the student voice, meeting termly with staff to discuss ideas and concerns.

## Partnership with Parents

We believe that parents are essential partners in their child's wellbeing. We encourage you to:

- Keep us informed of any changes or concerns that might affect your child at school.
- Read communications sent via XUNO and the school diary.

- Participate in annual surveys to provide feedback on our pastoral care and safety practices.
- Contact your child's teacher or Year Coordinator if you have any wellbeing concerns.

### **Critical Incidents and Confidentiality**

The safety of your child is our utmost priority. In the event of a critical incident or if a student is identified as being at risk, our staff are trained to act immediately following strict protocols. This includes contacting parents/guardians directly and seeking appropriate medical assistance if necessary. While counselling sessions are confidential, please note that our staff have a mandatory legal duty to report any suspected risk of harm to a child.

# **Parents' and Visitors' Code of Conduct (Abridged Version)**

## **Background**

Divine Mercy College partners with families, the church, and the community to provide a quality Catholic education focused on faith, academics, service, and personal development. This code promotes a safe, respectful environment that upholds our Catholic ethos and ensures positive contributions from parents and visitors.

## **Aim**

To create a supportive school community where parents and visitors respect the school's values, promote safety, and cooperate with staff to enhance student learning and well-being.

## **Scope**

This code applies to all parents and visitors at all times, including on school premises, during school events, off-site activities, and in any context that could affect the school's reputation.

## **Code of Conduct**

### **When Visiting School:**

- Sign in at the office during school hours for safety.
- Comply with safety/emergency procedures.
- Treat everyone with courtesy and respect.
- Uphold the school's Catholic values and reputation.
- Ensure your child attends school regularly.
- Maintain confidentiality about school matters.
- Support all curriculum activities, including camps.

### **When Communicating with Staff, Parents, and Students:**

- Interact courteously; avoid abusive language, raised voices, or violence.
- Use appropriate channels (e.g., email, meetings) for concerns.
- Raise issues calmly and constructively.
- Allow reasonable time for responses.

### **When Communicating Online:**

- Avoid derogatory or harmful posts about the school community.
- Respect privacy; do not share unauthorized photos/videos.
- Use official channels for school-related discussions.

### **When Driving or Parking Near School:**

- Obey speed limits and road rules.

- Avoid mobile phone use while driving.
- Park courteously; do not block access.

**When Attending School Events:**

- Behave positively and respectfully.
- No alcohol, drugs, or inappropriate behavior.
- Respect decisions by staff or officials.

**Breach of Code**

Breaches may lead to informal/formal discussions, restrictions on access, or, in severe cases, termination of enrollment. Serious matters (e.g., threats) will be reported to authorities.

**Related Policies**

- Complaints and Disputes Policy
- Child Protection Policy
- Privacy Policy
- Work Health and Safety Policy

This is an abridged version only; the full version can be accessed via our school website or by requesting a copy from the administration.

## UNIFORM POLICY

- The correct uniform must be worn to and from school, whether travelling by public transport, car and bicycle or on foot.
- Sports uniform items cannot be worn with the daily uniform (this includes full black male leather sport shoes)

### Girls Uniform

#### Girls Summer uniform

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

#### Girls Winter uniform

- Black Skirt
- Long/Short sleeve white shirt with school crest (size of shirt note: top button must be done)
- Black-lace up or **Velcro leather school shoes (for Kindy to Year 3 ONLY)**
- Black tights
- Black scarf (optional)
- Red school knitted jumper
- Blazer (Year 7 to12 only)
- Tie – Year 4 to Year 12 ONLY

### 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

- Long/ Short sleeve **white shirt** with school crest (size of shirt note: top button must be done)
- Grey school socks with red and black stripe
- Black-lace up or **Velcro leather school shoes (for Kindy to Year 3 ONLY)**
- Black scarf (optional)
- Red school knitted jumper
- Blazer (Year 7 to12 only)
- Tie – Year 4 to Year 12 ONLY

### Girls and Boys Sport Uniform

- Sports shirt with school logo to be worn weekly for school sport periods
  - Primary School – White Sports Shirt
  - High School – Black and White Shirt
- Faction shirt with school logo - to be worn on carnival days and or special school events ONLY
- Black shorts (loose fitting) with DMC logo
- Sports socks
  - Girls: white school socks with red and black stripe
  - Boys: grey school socks with red and black stripe
- Plain white sports shoes with NON-MARKING SOLES. Fluro coloured

#### Winter uniform additions

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

shoes are not suitable, nor are Dunlop volley, canvas design shoes or high tops.	
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## All Uniforms

- DMC back packs and student diary are COMPULSORY
- 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

## For clarification:

### SHOES

Black lace-up leather school shoes are required for students. **Kindy to Year 3 students have the option of Velcro leather school shoes.** 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**. White 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 neat and styled according to school standards. Girls with hair longer than collar length are required to tie it back using school-colored hair ties (the acceptable colors are white, red, or black; other colors are not permitted). All hair must be clean, with fringes kept above eyebrow length. Hair color should remain natural; changing hair color is not allowed.

Boys are expected to have short hair. Styles such as shaven heads, shaved areas, or hair standing up inappropriately (e.g., Mohawk or 'horns') are not acceptable.

Braids are permitted for girls as long as they fit the head firmly and neatly, and are tied back in a ponytail. They must be kept neat, clean, and well-groomed. No beads or colored bands are allowed.

### JEWELLERY & MAKE UP

Jewellery is limited to a watch and, if parents permit, earrings and a necklace. 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. If parents permit a necklace, then only one necklace is to be worn with a cross or a religious item. Bracelets and rings are not to be worn as they pose a hazard in school and sport activities. Boys are not allowed to wear earrings of any kind. **No students are permitted to wear make-up or fake/acrylic nails at school. If students have make up on at school they will be provided with makeup removal to remove makeup immediately.**

### 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**

After three (3) infringements a Parent letter will be sent home requesting that the student conforms to College guidelines. If the student continues not to wear correct school uniform 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.

# BEHAVIOUR MANAGEMENT POLICY

## 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

## General Rules

- Be courteous and respectful to staff and other students
- 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

### Positive Behaviour

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

### 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.

# 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.

## **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

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

# 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, while acknowledging the oversight role of the WA Department of Education's Director General in monitoring compliance with registration standards. Parents, students and other school community members must be confident that staff will listen and respond to their needs and concerns, and that serious or unresolved matters may inform the Department's compliance monitoring processes. The policy sets out the process for students, parents and members of the Divine Mercy community to have enquiries, concerns and complaints addressed by the School. Please direct all complaints to the school administration at [admin@divinemercycollege.wa.edu.au](mailto:admin@divinemercycollege.wa.edu.au) or 9417 3267.

## STEPS FOR PARENTS COMPLAINTS AND DISPUTES

### Step 1. Teacher or relevant staff member

- Discuss the concern directly with the staff member involved.
- **If the complaint is about the Principal**, proceed to **Step 3**.

### Step 2. Principal

- If unresolved, request a meeting with the Principal.
- The Principal will investigate and document the complaint in the school's complaints register. If no resolution is found, continue to Step 3.

### Step 3: Board Chairman

Please write to:

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

### Conciliation Committee

The Chairman may call a meeting of all concern and act as a mediator or take the issue to 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.

### Step 5 Notify External Agencies

In situations where external agencies such as Teachers Registration Board or Police need to be notified the Principal will act to fulfill Registration and Legal obligations.

## The Director General

The Director General of the Department of Education oversees the School's compliance with registration standards, including the effectiveness of its complaints handling system. Students, parents, or community members may reach out to the Director General with concerns about the School's complaint management process, and further details can be found on the Department of Education website. However, while the

Director General can assess potential breaches of registration standards, they lack the authority to directly intervene in a complaint or alter the School's decisions.

# Complaint Process for Students

Tips for making a complaint for student (Taken from WA CCYP website you will find 'Child-safe Organisations WA – Top tips for making a complaint

## 1. Get Support

Talk to a parent, teacher or friend, they can even be with you when you complain. You can also use an interpreter

## 2. Find out how

Sometimes its tricky to know how to make a complaint, but here all you need to do...

- Talk to anyone you feel comfortable with
- You can make the complaint by email, letter or in person
- You can places anonymous complaints in our suggestion box located in the library.

## 3. Plan what to say

Write down what you are not happy about and how it has affected you. Also decide what you think should be done. This will help **you** when you are talking to the teacher about your issue.

## 4. Be Calm and ask questions

Ask as many questions as you like. You may want to know:

- How they will keep your complaint private?
- What will happen next?
- Who will get back to you and your support person?
- When will they get back to you?

## 5. Keep notes

Write down who you meet and what is said so you know what is going to happen from here and you don't have to remember it.

## 6. Keep at it

Don't be afraid to complain further if you feel you are not safe or it the issue hasn't been resolved fairly.



# STUDENT CODE OF CONDUCT

Students are a central focus at Divine Mercy College. All that we do is motivated by a commitment to provide the best possible learning, pastoral and social environment for students. This will assist them to develop into strong thinkers, purposeful doers, powerful self-activators and positive connectors. Each student has a reciprocal duty, in partnership with all members of the school community, to actively contribute to this undertaking. The Student Code of Conduct sets out the responsibilities and expectations for every student at Divine Mercy College. It also informs key policies and procedures that outline important College's principles, approaches and day-to-day operations.

## What is Expected of Students

All students at Divine Mercy College are expected to:

- a) Uphold and actively demonstrate the right of every individual to be free from harassment, bullying, intimidation, discrimination or aggressive behavior and follow policies that relate to this; ie Bullying Policy & Behaviour Management Policy
- b) Achieve to his or her full academic potential by cooperating with staff in diligent preparation and thorough completion of all tasks;
- c) Refrain from interfering with or inhibiting the learning of others;
- d) If you choose or are chosen to be a part of co-curricular commitments, full participation in training, practice, performance, matches, competitions and in the support of others is expected;
- e) Represent Divine Mercy College in a manner that upholds the core values, ethos and reputation of the College;
- f) Maintain a full involvement in the College community through service, House activities, Chapel, assemblies and other school activities;
- g) Be in attendance on all school days and at all scheduled, timetabled and co-curricular obligations, except in cases of illness, accident or approved leave;
- h) Follow the prescribed approval and registration procedures if arriving late or needing to leave the campus during the school day;
- i) Take pride in their personal appearance and in the wearing of the correct school uniform and sporting attire;
- j) Demonstrate respect for the local community using courtesy and appropriate language when with other members of the College and when in the broader community;
- k) Show respect for College buildings, contents and grounds and the possessions of other students, staff and the College;
- l) Demonstrate appropriate ICT and internet usage and follow the school ICT Policy. In particular students should practice appropriate personal, legal and ethical use of social media and digital communications; and
- m) Not partake in the use of non-medically prescribed substances (including tobacco, alcohol and other illicit substances) on the campus of the College, whilst wearing any item of school uniform or whilst participating in any College activity off the campus.

## What happens if the Code is Breached

As a member of Divine Mercy College, students hold a representative position of trust and are accountable for their actions. The consequences for a student breaching this Code of Conduct will be determined at the discretion of the Principal and/or Coordinator for that year group. This may result in a student receiving a sanction such as a red card, detention, suspension, exclusion (i.e., activity, program, excursion, trip, camp, tour) and/or termination of enrolment. Other relevant policies may be referred to in such cases.

## Reporting Breaches

If a breach of the Student Code of Conduct is deemed to be of a serious criminal nature, Divine Mercy College reserves the right to seek legal advice, report the matter to police and/or other external agencies. Please note that teachers and some other employees have mandatory reporting obligations under the Children and Community Services Act 2004 (WA) where they have reasonable grounds to suspect a child is at risk of sexual harm and have current concerns about the wellbeing of the child. These obligations are fully detailed in the College's Child Protection Policy.

## Complaints

Students with a complaint or grievance are expected to follow the procedures and processes outlined in the Complaint Policy.

## Acknowledgement of the Code

Acknowledgment of this Code of Conduct forms a condition of a student's enrolment.

## Parent and Visitors Code of Conduct

Parents and visitors are also obligated to follow a Code of Conduct, please refer to the School website for more information regarding this Code.

## Staff Code of Conduct

Staff at Divine Mercy College also have a Code of Conduct they must adhere to. You can access a copy of this Code on the College website <https://www.dmc.wa.edu.au/policies-1>

If another staff member, parent or student has a complaint about an employee **not** following the Code of Conduct, have concerns about **grooming, child abuse or other behaviour which is not permitted by the Code of Conduct** then the Complaints and Disputes Policy will be implemented and therefore referred to the Principal and/or School Board. Victimisation of staff, students, visitors, parents or guardians for making an allegation in accordance with the schools policy, is forbidden, including where the allegation is unfounded.

## School Policies

Please note that all school policies will be emailed out to all parents and can be found on our school website or by contacting administration.