“When Jesus returned to Capernaum, word went round that he was back; and so many collected that there was no room left, even in front of the door. He was preaching the word to them.”

Mt 5:42

The Gospel continues with the story of the paralytic being lowered through the roof so that he could get near Jesus. Jesus tells him that his sins are forgiven and some people raise objections about Jesus making that statement. To prove his authority to forgive sins, Jesus then heals the man. All were astounded!

In the ancient world people believed that physical illness such as paralysis was a result of sin. Jesus challenged this understanding by forgiving the man any sin and by healing him also. God’s power and goodness are revealed through the saving action of Christ but not all those present then and now recognise that.

Lent is a time of reflection and examination of our lives. Reflective prayer helps us do this and actions to help others is an outward sign, like the healing of the paralytic, of our commitment to reconciliation and the message that Jesus preached and lived.

Congratulations to the student leaders on their fundraising effort on Valentine’s Day in support of Caritas. During Lent we will be supporting Caritas through Project Compassion so please be generous with your donations. We are called to be the compassionate heart and the giving hands of Christ and donations to Caritas are one way to support those in need.

Prayer

Now is the favourable time; this is the day of salvation.

Amen

Dear Parents/Guardians, Students, Staff and Friends

Thank you to those parents and guardians who attended the Community Mass to celebrate the Opening of the School Year.

ASH WEDNESDAY AND LENT:
This Wednesday is Ash Wednesday, the first day of the Lenten Season, the 40 days leading up to the Death and Resurrection of Jesus. This season is a time of preparation. We prepare for the Resurrection by prayer, acts of self-denial, penitence, and acts of charity to support people in need. Ash Wednesday and Good Friday are days of Fast and Abstinence when adults do not eat between meals and all the faithful abstain from eating meat. To assist students to observe this practice meat will not be available from the Canteen on Ash Wednesday. We will gather for Mass at the College and ashes will be blessed and applied to the foreheads of the faithful as a sign of penance and reconciliation.

We are asked to turn from sin and live the gospel.

YEARS 10, 11 & 12 INFORMATION NIGHT:
Tonight parents/guardians of students in Year 10, 11 and 12 have the opportunity to continue your participation in your child’s education by attending an Information Night. I invite you to be fully involved in your child’s education. Ask your daughters and sons to explain aspects of their work to you so that they increase their understanding by having to logically explain it to you. I extend my invitation to you to join one of the Advisory Groups mentioned in last week’s Newsletter.

MARK PREST AWARD:
The Mark Prest Award is awarded annually to an outstanding educator at the College’s Night of Excellence. Last year the award was presented to Mr. Mark Johnson. Mark is an outstanding educator and we are very pleased that he is a member of the teaching staff at the College teaching Design Technology, Building & Construction and Visual Arts.
**College Privacy Policy:**
With the increasing use of digital devices available to enhance the learning environment we have made changes to our Privacy Policy and our Collection Notice. This Notice is usually distributed with the Enrolment Information package and you accept this when you accept the offer of a place for your child. Having made a change by adding a section (Point 9) to enable images and words about your child to be used in learning activities I ask you to read the document and if you have concerns to make contact with me. If you do not make contact it will be presumed that you are accepting the Policy and the Collection Notice.

**Year 7 Camps:**
Best wishes to all students and staff involved in this week’s Year 7 Camps.

**Year 12 Retreats:**
Year 12 Retreats are scheduled from 28 February to 2 March. These are an essential part of our programme.

**College Swimming Carnival:**
Please keep the late afternoon and early evening free for the College Swimming Carnival to be held at the Croydon Pool on March 5.

**Special Persons’ Day:**
Each student is encouraged to invite a special person, grandparent, aunt & uncle or other person who is very significant in their lives, to join them on Special Persons’ Day on March 13.

**Staff News:**
We wish Mrs Amy Bartlett the best as she commences Family Leave and awaits the birth of her first child. Ms Louise Brealey and Ms Tina Tasiopoulos will be replacing Amy whilst she is on leave.

---

**Catholic Parents’ Message to Canberra on Fair Funding for Your Child**
The Gonski Review of Funding for Schooling will be released on Monday 20 February 2012. The Australian Government is expected to provide its initial response at the same time.

Our school, along with other Catholic schools around the country, have pushed a number of core principles for funding, including:

- Additional funding for Catholic schools to close the gap between Catholic schools and government schools
- Government funding that keeps pace with the cost of educating a child in a government school
- Fair funding for students with a disability and special needs so that all students, regardless of the school they attend, receive funding to meet their needs.

For every dollar in funding that a student in a government school receives, Catholic students receive on average just 80 cents. Any cut or freeze in funding for Catholic schools could mean higher school fees, Catholic students transferring to government schools and added pressure on state government education budgets.

Over the next few weeks, our school will receive materials to support fair funding for Catholic schools. The strength of these efforts will be based on your commitment to ensuring fair funding for your child.

---

**FROM THE REGISTRAR - Mary Ryan**

I would like to warmly welcome everyone to 2012 and I hope the year is productive and enjoyable for all. The Year 7 students are enjoying the new facilities and appear happy and are settling in well.

Interviews for Year 7, 2013 are coming to an end and offers of a place at Mount Lilydale Mercy College will be posted on April 20.

To help students who forget to buy batteries for their calculator, pens, pencils, glue sticks and erasers, Mrs Cassidy has these for sale at her office for the first 10 minutes of lunch-time every day.

The Annual General Meeting of the Parents and Friends Association will be held in the Staff Dining room on Tuesday February 28 at 7.30pm. The meeting will be preceded by a coffee and chat at 7pm. All families are invited to be part of the Association. I would especially encourage any new families to come along on the 28th as it is a great way to meet other parents and also help the school. I look forward to meeting as many new parents as possible.

Wishing everyone a year filled with good health, success and happy times.

Mary Ryan
Registrar
This week we will gather as a school community for an Ash Wednesday Eucharist to mark the beginning of Lent. It will be another reminder of the fact that we share many experiences in our life as a school community. In early January an article appeared in the national press that questioned why we should celebrate the New Year given that more and more people felt a lack of belonging to their community and as a result to not have a great deal to aspire to. It reminded me that as a school we have a responsibility to demonstrate the benefits of fostering a sense of community and the belonging that flows from that. Two key words come to mind - tolerance and acceptance. We will not always get things the way we want them in life. A selfish and intolerant outlook on life will breed attitudes that do not enhance positive relationships. As the ‘adult’ in the relationship we have with our children, teachers and parents have a responsibility to lead the way. I believe that as a school community we have much to celebrate and much to look forward to.

I would ask that parents do not at any time use the bus bay areas for pick up or drop off. There is a clear safety issue here especially for pedestrian traffic. Staff on duty have responsibility to see that students board the buses in a safe manner. They cannot be watching out for students getting in and out of cars. The main driveway off Anderson Street is the pick up and drop off area. In the early part of the year it can be quite congested but usually settles down as the term progresses.

Nominations for Student Council are taking place at Years 8, 9, 10 & 11. Please encourage your child to consider nominating. It is just another way of promoting a greater level of engagement by students in the school.

Best wishes to all involved in the Year 7 camp this week. Special thanks to the staff who will be in attendance and the Year 10 Peer Support Leaders who will spend an evening at the camp.

A further reminder that the blazer will not be required to be worn by students during February. On cooler days students are not permitted to wear the jumper as the outer garment to or from school. Under these circumstances the blazer must be the outer garment.

We would hope that such a fundamental issue as uniform need not be an issue at the very beginning of the school year. The expectations are clear and all students are expected to wear the full uniform in the correct manner.

We have been notified of an incident involving a student from a local secondary school who was followed by an unknown male person on her way to school. The girl was not harmed but it is a timely reminder for students. The following actions should be observed by any student who suspects suspicious activity from an individual on their way to or from school:

- If the incident occurs on the way to school, report to Dublin House Student Reception and ask to see Mr Johnston.
- Always be vigilant. Avoid walking to and from school alone, especially to and from Lilydale Station.
- Should you be approached, do not engage in conversation. Just keep walking and look for the nearest adult person to seek assistance.
- If the person is in a car, make a note of the type and colour of car and the registration details if possible plus some basic details about the appearance of the person.
- Report the matter immediately you get to school or home.

Michael Johnston
Deputy Principal - Director of Students
At Mount Lilydale Mercy College we encourage all students to strive for excellence in all endeavours. On Tuesday 14 February a full College Assembly was held to celebrate and acknowledge our top achievers of 2011. Our College Dux provided some valuable insight into her achievement. A copy of this speech is attached to this newsletter.

I congratulate our 2011 Year 12 VCE and VCAL students on their achievements that have laid a solid foundation for their future.

Brian Hawthorne
Deputy Principal – Director of Studies

**TOP VCE ACHIEVERS**

**Vanessa Ciccotelli** - 99.8  
Bachelor of Law/Bachelor of Arts  
Monash University

**Georgia Farquer** - 97.2  
Bachelor of Psychology  
Deakin University

**Courtney Chapman** - 96.9  
Bachelor of Communication  
RMIT

**Courtney Morley** - 95.9  
Bachelor of Medicine/Bachelor of Surgery  
Monash University

**Jacqueline Wright** - 95.9  
Bachelor of Exercise Science & Sport Science  
Deakin University

**Tegan Evans** - 95.85  
Bachelor of Physiotherapy  
Latrobe University

**Sean Clarke** - 95.05  
Bachelor of Physiotherapy  
Monash University

**Rachael Bresnan** - 93.3  
Bachelor of Science (Psychology)  
Swinburne

**Hans Dharma** - 91.5  
Bachelor of Science  
Melbourne University

**Elisha Donkin** - 91.25  
Bachelor of Arts  
Melbourne University

**DUX OF THE COLLEGE & CATHERINE MCAULEY AWARD RECIPIENT**

**Vanessa Ciccotelli**
achieved a study score of 99.8

**TOP VCAL ACHIEVER**

**Tristan Denby**
achieved a high distinction  
Specialist Furniture Making Apprenticeship

**HIGH SUBJECT ACHIEVERS**

**Emily Graham & Vanessa Ciccotelli**
gained a study score of 50 in Business Management and

**Georgia Farquer**
gained a study score of 50 in Psychology

**OVERALL RESULTS**

6% of VCE students received an ATAR score over 90  
25% of VCE students received an ATAR score over 80  
79% of VCE students received an ATAR score over 50  
100% of VCE students completed VCE  
100% of VCAL students completed VCAL

157 students applied for Tertiary Offers of which 150 students received a first round offer. Of these 91 students received their first preference.
Good morning staff and students

I’d like to say thank you to you all for having me here. Neither as a little year seven cherub or a big old year 12 did I anticipate I’d be standing before you as either Dux or recipient of the Catherine McAuley Award. So I feel really honoured to be invited to speak to you as both and would like to thank whoever it was at VTAC and school that was in a happy mood on results day.

A common theme that you’ll hear more and more of as you progress throughout high school is balance, and the need for you to achieve it. So I thought it was only fitting to balance my speech between a bit of study talk related to Dux and something about community, teamwork, leadership and social justice – all areas recognised by the Catherine McAuley Award.

When I first arrived at Mount Lilydale in Year Seven, brimming with excitement, a bit frizzy haired with my top button done up, I was in store for the best six years of my life. I loved school, I loved learning. I know I’m revealing myself to be a massive nerd, but I did and I do, and I think you all should too as an education is a massive privilege. Despite that, there are times when tests and surds and acronyms without a vowel that you can’t even pronounce do your head in. Lucky for me, and now lucky for you, there is so much more to love here at our school.

From the very first, the message that was echoed in every school speech and address was ‘get involved, get involved, get involved’. So, what did I do? I got involved. Now, having had the rich high school experience that I have, I can honestly say that trying a bit of everything at school was so rewarding. Even if, like me, you can’t sing, audition for the musical anyway. It taught me to get out of my comfort zone and I made so many friends. And who knew debating could be so much fun? I wouldn’t have if I hadn’t tried. But there I had some of the funniest discussions of my life. I love how I would say, “Yay! I did it!”

At the same time, don’t let study be the only thing you schedule in time for. You want to conquer Year 12, but you don’t want it to conquer you. As well as Year 12, I concentrated on my role as College Vice Captain, my part-time job and my role writing for the local paper. Look at any of the Top 10 students here; they all had part-time jobs, were prefects and many played sports. If you study, study, study you run a really high risk of burning out. If you’ve got other things to get done and look forward to, you’ll make yourself get that essay done. You’ll make your study count. This way you will have more time to enjoy the many social activities such as the weekly 18ths which do indeed make Year 12 the best year. But at the same time learn to prioritise. For example, last year when exam timetables came out the boy next to me cried out, and the poor fellow was seriously distressed, saying, “Oh no! The English Exam is on the same day as Oaks Day! What do I do?” Be determined enough not to give yourself the option. Likewise, in both Year Seven and Year 12, if you’re not strong willed enough, doing your prac write up is always going to lose out to watching ‘Beauty and the Geek’ and this becomes the nightly pattern, come the night before it’s due, you’ll be scrambling to finish. Sound familiar? In turn, if you put in the work, don’t be afraid to indulge in your weekly viewing. You see school is all about finding that middle road, that balance which, if mastered, can bring the colour back into the face of a homeless person as you offer them some food from soup van on a cold winter night, or brighten the face of a younger student as you help them with algebra at lunchtime maths tutoring. That’s what it’s about.

The study side of things is and isn’t so simple. As I was going through exams last year, walking around school and stalking teachers to hand them your prac write up is always going to lose out to watching ‘Beauty and the Geek’ and this becomes the nightly pattern, come the night before it’s due, you’ll be scrambling to finish. Sound familiar? In turn, if you put in the work, don’t be afraid to indulge in your weekly viewing. You see school is all about finding that middle road, that balance which, if mastered, can bring the colour back into the face of a homeless person as you offer them some food from soup van on a cold winter night, or brighten the face of a younger student as you help them with algebra at lunchtime maths tutoring. That’s what it’s about.

There’s a common misconception that doing well in VCE or VCAL means simply knuckling down in Year 11 or Year 12. Whilst I’m by no means saying if you’re in Year 12 and haven’t tried before… give up, in the younger years, all the way down to Year 7, you’ve got a wonderful opportunity which you can and must seize to set yourself up for success in Year 12. Read more widely and you’ll improve your vocabulary for Year 12 essays. Train yourself to write an essay in a couple of hours instead of a day because in Year 12 you’ll only have 55 minutes. Be nice to the nerds when you’re in the lower years, you’ll never know when you’ll need them. By the time you get to Year 12 there isn’t time to learn the basics such as spelling and grammar because you’ll be concentrating on writing complex essays. Simple as it seems, many year 12s do not know the difference between ‘your’ and ‘you’re’ and ‘their’, ‘there’ and ‘they’re’, automatically putting themselves on the English examiners’ hit list. So even in Year 7, if you don’t understand something, no matter how simple it seems, ask your teacher and make them explain it. That little piece of knowledge could be the vital rung on the ladder, without which you might slip on the climb to success.

In this way school is like sport, each year you learn new skills, building on them and improving to advance to the next level or division. Year 12 is like a sport too, only replacing bats and balls for pens and paper, (so in that sense slightly less intense). For those of you who play a sport, your ultimate goal is to get to and win the grand final. But you can’t just train hard at the end, because to get there each week you’ve got to get through matches and preliminary rounds. In Year 12 these are your SACs. As well as requiring endurance, this means you have to master something much harder than any essay or equation…time management. Whilst you may want to concentrate purely on exams from the get go, often you’ll be occupied with three or four SACs a week (lucky you). So my advice would be please don’t worry about exams now, but bear that ultimate goal in mind by reading past exams and typing up your notes at each SAC, so that, come November, all you’ve got to do is package the finished product, so to speak. Speaking of time management, as for that other evil, Facebook, when I find a cure I’ll let you know.

At the same time, don’t let study be the only thing you schedule in time for. You want to conquer Year 12, but you don’t want it to conquer you. As well as Year 12, I concentrated on my role as College Vice Captain, my part-time job and my role writing for the local paper. Look at any of the Top 10 students here; they all had part-time jobs, were prefects and many played sports. If you study, study, study you run a really high risk of burning out. If you’ve got other things to get done and look forward to, you’ll make yourself get that essay done. You’ll make your study count. This way you will have more time to enjoy the many social activities such as the weekly 18ths which do indeed make Year 12 the best year. But at the same time learn to prioritise. For example, last year when exam timetables came out the boy next to me cried out, and the poor fellow was seriously distressed, saying, “Oh no! The English Exam is on the same day as Oaks Day! What do I do?” Be determined enough not to give yourself the option. Likewise, in both Year Seven and Year 12, if you’re not strong-willed enough, doing your prac write up is always going to lose out to watching ‘Beauty and the Geek’ and this becomes the nightly pattern, come the night before it’s due, you’ll be scrambling to finish. Sound familiar? In turn, if you put in the work, don’t be afraid to indulge in your weekly viewing. You see school is all about finding that middle road, that balance which, if mastered, can bring the colour back into the face of a homeless person as you offer them some food from soup van on a cold winter night, or brighten the face of a younger student as you help them with algebra at lunchtime maths tutoring. That’s what it’s about.

The study side of things is and isn’t so simple. As I was going through exams last year, walking around school and stalking teachers to hand them practice exams, younger students would come up to me and ask, “Is Year 12 really as bad as they say it is?”. And I would say, “Yes it is”. But that’s only because exam study had turned me into an evil minion and I got a secret kick out of seeing the horror on their faces. So after I had enjoyed my little moment, I reassured them of the truth, that Year 12, like most things that become built up in people’s minds, is not that bad at all. Year 12 is simply the next rung on the ladder you’ve been climbing since the days of spring chickenhood in prep.

There’s a common misconception that doing well in VCE or VCAL means simply knuckling down in Year 11 or Year 12. Whilst I’m by no means saying if you’re in Year 12 and haven’t tried before… give up, in the younger years, all the way down to Year 7, you’ve got a wonderful opportunity which you can and must seize to set yourself up for success in
Welcome to the 2012 school year. We hope you all had a wonderful holiday with your family and friends. We want to welcome all new students to the McAuley Campus but in particular the 259 Year 7 students.

The start of the school year once again has been hectic with milder temperatures making the conditions more comfortable. The students however are to be congratulated on looking smart, proud and bright in their uniform. We were very pleased to see all students return to school with correct uniform. The expectation is that the uniform is to be worn with pride. The uniform is a symbol of belonging and connecting to the Mount Llyldale Mercy College community and it is a visual symbol to the wider community at large.

In the student planner on pages 10 – 11 information has been included to clarify a variety of issues, such as jewellery, make-up and all other aspects of appearance and grooming.

Please pay particular attention to the following:
- Dress length - on the knee or longer
- Earrings – ONE small sleeper /stud to be worn in the LOWER lobe of each ear.
- Only a watch and a necklace with a small Christian symbol to be worn.
- NO bracelets or rings.
- Plastic earrings or bandaids covering earrings are NOT permitted.
- NO visible body piercings permitted.
- Makeup – NOT PERMITTED.
- Low-heeled black leather lace up shoes required. Mary-Jane and T-Bar shoes are NOT permitted.

Refer to page 9 in the Planner for Regulations and Procedures for students such as student management issues, the use of electronic equipment and more.

Mobile phones and MP3 players are NOT to be used at school. It is the responsibility of each student to ensure that these items are kept in their lockers during school time. The College does not accept any responsibility for lost or stolen electronic equipment.

The expectation is that you also become familiar with the information so that you can DISCUSS these matters with your son/daughter, thus ensuring that they understand the dress code of the College and other policies and protocols.

**SUNSMART**
Mount Llyldale Mercy College promotes sun safety and has included HATS for both the boys and girls as part of the PE/ Sports Uniform. Students need to wear their Hats during any outdoor practical PE/Sport lesson. Staff have been asked to be vigilant and consistent with the treatment of students without hats and that is they must remain under the shade or in the injury/incorrect uniform room if they do not have the correct uniform-“NO HAT NO PLAY”. Please help us promote the wearing of hats and at the same time educate your child about the hazards of the sun.

**SPECIAL PERSONS DAY**
Tuesday March 13 promises to be one of great celebrations as students welcome special people in their lives to an Assembly, Tour and Morning Tea in the Centennial Hall foyer. We look forward to seeing you on this day.

**THE YEAR AHEAD**
Our aspirations for the year ahead are based on a foundation of **MUTUAL RESPECT**, treating others with care and fairness and the need to follow Jesus’ call to “**LOVE ONE ANOTHER AS I HAVE LOVED YOU**”. Students should strive to develop their personal best in all of their learning opportunities and endeavours both in and out of the classroom. With the assistance of their subject teachers they will discover their personal BEST and strive to achieve it. Learning takes time and effort, and so there is a real need to develop a sound work ethic in these formative years. Our approach is working as a TEAM so that Together Everyone Achieves More and individual goals and dreams can be realised. If you have any concerns please do not hesitate to contact us at the College on our direct numbers.

**YEAR 7 HOMEWORK POLICY TERM ONE**
Over the last few years we have endeavoured to consult parents regarding the nature and extent of homework at Year 7 and have trialled limited homework for Term One.

Term One is particularly difficult for some families as both parents and children are becoming acclimatised with their transition into secondary school, extended travel, camps, etc., and all affect students to different degrees.

What we have sometimes experienced as the students begin Year 7 is a cohort of excited and conscientious students wishing to do their very best. In their eagerness this can lead to many students spending excessive hours on activities that were designed to take but a few minutes. Interpretation of homework activities can be subjective due to the open-endedness of some questions and students level of understanding or skill. Some students also spend a lot of time on presentation beyond what is needed.

After extensive consultation with parents in a survey and from homeroom teachers’ past experience a decision has been made that we adopt a NO Homework Policy in February (4 weeks) and in the last 4 weeks of Term One we introduce Maths and English homework only ie: spelling, reading, tables etc.

**PARENT INFORMATION EVENINGS 2012**
Thank you to all parents who attended the McAuley Campus Years 7 - 9 Level Information Evenings which were held on Wednesday 8th February. It was a great opportunity to share information and meet the staff, especially the Homeroom teachers at each year level. A Parent Information Booklet was distributed on the night with general and specific information pertaining to each year level. Parents who could not attend the evening please ask your son/daughter for a copy of the booklet which was given to them to take home - - they are clearly labelled with family name. Any issues/concerns with the booklet please notify us directly.
As we will commence the season of Lent on Wednesday, the Church asks us all to take a journey to review the past, look forward to the future and 'journey into the desert' to meet others as we travel to our final destiny.

Let us pray that this LENT we will emerge with a much deeper understanding of ourselves and of our dependence on God. We ask you to please support CARITAS AUSTRALIA through Project Compassion and encourage your daughter/son to contribute by donating generously to this wonderful project in the homeroom.

Donation Hotline: 1800 024 413
Website: www.caritas.org.au
NB: Donations of $2 and over are tax deductible.

Mount Lilydale Mercy College this year will be participating in the Reading Challenge. The VPRC is open to students in Prep to Year 10. To complete the challenge students must read a minimum of 15 novels of which 10 must be from the Challenge Booklist. The booklist can be found on the following website: http://www.education.vic.gov.au/prc/books/default.htm

Reading is strongly recommended at Mount Lilydale Mercy College and all Year 7, 8 and 9 students will be enrolled in the challenge with great individual and class prizes. Ms Katie Stanley will be the contact person with the McAuley Library Staff support. The Challenge will be a wonderful experience for all the students. More information regarding passwords and login details will be disclosed by letter in the next few weeks.

Peter Molinari
9237 1362
John Rodgers
9237 1386

Please make contact if you have any concerns/queries throughout the term.

Wishing you all a very happy, enjoyable and successful 2012 academic year!

A reminder that Sports uniforms should only be worn to and from school on the days your year level has sport. These days are: Year 8 Tuesday, Year 10 Wednesday and Year 9 Thursdays. The Spray Jacket is the blazer for your sports uniform and should be the outer garment when travelling to and from school. To ensure you are in the correct sports uniform make sure of the following 5 points:

- You have shoes designed for sport on your feet. This does not include any slip on shoe, any shoe without laces or any canvas shoe. High top shoes are designed for skating and not running so they are also unacceptable.
- You should have school sport tracksuit pants or shorts on when in a sports uniform. These have the college logo on them.
- A yellow sports polo shirt must be worn at all times
- The spray jacket should be worn as the outer garment to and from school when in sports uniform.
- The College’s SunSmart policy states that hats are compulsory for all Sport classes in Term 1.

EISM competition starts next week. Details of each week’s fixture, venues and results can be found at http://www.eism.org/
EDUCATION TAX REFUND

The Australian Government is helping you with the costs of educating your children. The Education Tax Refund (ETR) provides parents and guardians up to 50% back on a range of children’s educational expenses. Refunds may be as much $397 for each child at primary school, and up to $794 for every child at secondary school (2010-2011 Year). The amount of the refund increases each year by the Consumer Price Index.

Making the claim is simple. If you need to lodge a tax return, you can complete an ETR in your return or let your tax agent know you want to claim the refund. If you don’t need to lodge a tax return, you can complete an ETR for an individual 2011 claim, which you can get from the Tax Office Website or by calling 1300 720 092.

Who is eligible? A person who is entitled to receive Family Tax Benefit (FTB) Part A for a child undertaking primary or secondary school studies. Independent students in primary or secondary school. People on other allowances may also be eligible. So check your eligibility and the full list of what can be claimed on the Website. I urge you to keep eligible item receipts and take advantage of the refund. Parents and guardians can claim for expense such as school textbooks, study guides, stationery, computers, internet connections and educational software. You can also claim for prescribed trade tools for

EDUCATION MAINTENANCE ALLOWANCE INFORMATION FOR 2012

Application Forms for the Education Maintenance Allowance are available from the Finance Department

The Education Maintenance Allowance (EMA) is provided to assist eligible families with the costs associated with the education of their children.

To be eligible for receipt of the EMA you must:

be either a parent or guardian of a primary or secondary school student up to the age of sixteen; and

be an eligible beneficiary of a Centrelink pension, allowance or benefit within the meaning of the State Concessions Act 2004 or be a Veterans Affairs (TP) pensioner or be a foster parent.

Consequently parents/guardians are able to access the EMA if they have a valid Health Care Card or valid Pension Card. The eligibility criteria must be met as at the first day of Term 1 (1 February 2012) which is the first day for teaching staff) and Term 3 (16 July 2012).

The EMA application must be submitted to the school by 29 February 2012 for the first instalment and 3 August 2012 for the second instalment. The EMA provides an annual amount of $470 for secondary students and is paid in two instalments.

Students turning 16 years in 2012 will be paid on a pro rata basis. Eligible parents have the option to receive the 50% ‘parent portion’ of the EMA payment directly into the parent’s nominated bank account, or as a cheque payment. The application form includes a section for you to nominate whether you would like your EMA payment to be made to your own bank account or to receive your payment as a cheque. The banking details required will include the BSB code and the Account number.

Parents with continuing eligibility, who are paid the first instalment of 2012 through this school will not be required to complete a new application for the second instalment. Parents who transfer children to another school after 29 February 2012 and prior to or on 3 August 2012, must reapply at the new school for the second instalment.

Contact: If you have any questions please contact Mrs Margaret Kirkwood on 9237 1315.

Applications for the 1st Instalment must be submitted to the school with a PHOTOCOPY of your valid Health Care Card or valid Pension Card by 29 FEBRUARY 2012.

NO LATE APPLICATION FORMS CAN BE ACCEPTED.

PRIVATE CAR CONVEYANCE ALLOWANCE

Families residing more than 4.8km’s from Mount Lilydale Mercy College may be eligible to receive a Conveyance Allowance for use of their private car to transport students to and from the College.

Applications can only be made from parents and guardians of students:

✦ Who reside more than 4.8km’s from Mount Lilydale Mercy College via the shortest most practicable route.
✦ Where a free school bus or public transport system bus stop is more than 4.8km from your residential address via the shortest most practicable route.
✦ Who do not have an appropriate school closer to their residential address.

If you believe that you may be eligible, please contact Cathy Pote in the Finance Office, 9739 2209, prior to February 17 to receive an application form. Families who have previously received this allowance, must contact Cathy Pote by the above date to confirm eligibility so the College can reapply on their behalf.
Privacy Policy (January 2012)

Privacy is important
This statement outlines the College’s policy on how the College uses and manages personal information provided to or collected by it.

The College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act.

In the course of providing our services, personal information is collected, held and maintained by the College. We are committed to protecting the information we collect, monitoring its use and maintaining its integrity.

The primary purpose of collecting this information is to enable the College to provide Schooling for students attending the College.

The College may, from time to time, review and update this Privacy Policy to take account of new laws and technology, changes to College’s operations and practices and to make sure it remains appropriate to the changing College environment.

What kind of personal information does the College collect and how does the College collect it?
The type of information the College collects and holds includes (but is not limited to) personal information, including sensitive information, about:

- pupils and parents and/or guardians before, during and after the course of a pupil’s enrolment at the College;
- job applicants, staff members, volunteers and contractors; and
- other people who come into contact with the College.

Personal Information you provide
The College will generally collect personal information held about an individual by way of forms filled out by parents or pupils, face-to-face meetings and interviews, and telephone calls. On occasions, people other than parents and pupils provide personal information.

Personal Information provided by other people
In some circumstances, the College may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another College.

Exception in relation to employee records
Under the Privacy Act, the National Privacy Principles do not apply to an employee record. As a result, this Privacy Policy does not apply to the College’s treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the College and employee.

How will the College use the personal information provided?
The College will use personal information it collects from individuals for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which the person has consented.

Pupils and Parents
In relation to personal information of pupils and parents, the College’s primary purpose of collection is to enable the College to provide Schooling for the pupil. This includes satisfying both the needs of parents and the needs of the pupil throughout the whole period the pupil is enrolled at the College.

The purposes for which the College uses personal information of pupils and parents include:
- to keep parents informed about matters related to their child’s Schooling, through correspondence, newsletters, the College webpage and magazines;
- day-to-day administration;
- looking after pupils' educational, social and medical wellbeing;
- seeking donations and marketing for the College;
- publicity associated with Mercy Education and the Mercy Education Limited Board;
- to satisfy the College's legal obligations and allow the College to discharge its duty of care.
In some cases where the College requests personal information about a pupil or parent, if the information requested is not obtained, the College may not be able to enrol or continue the enrolment of the pupil.

**Job applicants, staff members and contractors**

In relation to personal information of job applicants, staff members and contractors, the College's primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor, as the case may be.

The purposes for which the College uses personal information of job applicants, staff members and contractors include:
- in administering the individual's employment or contract, as the case may be;
- for insurance purposes;
- seeking funds and marketing for the College;
- to satisfy the College's legal obligations, for example, in relation to child protection and Working With Children legislation.

**Volunteers**

The College also obtains personal information about volunteers who assist the College in its functions or conduct associated activities, such as alumni associations, to enable the College and the volunteers to work together.

**Marketing and fundraising**

The College treats marketing and seeking donations for the future growth and development of the College as an important part of ensuring that the College continues to be a quality learning environment in which both pupils and staff thrive.

Personal information held by the College may be disclosed to an organisation that assists in the College's fundraising, for example, the College's Foundation or alumni organisation.

Parents, staff, contractors and other members of the wider College community may from time to time receive fundraising information. College publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

**Who might the College disclose personal information to?**

The College may disclose personal information, including sensitive information, held about an individual to:
- another College or School;
- government departments;
- medical practitioners;
- people providing services to the College, including specialist visiting teachers and sports coaches;
- recipients of College publications, like newsletters and magazines;
- Mercy Education Limited Board;
- Catholic Education Office Melbourne and Catholic Education Commission of Victoria Inc.
- Parents;
- anyone an informant authorises the College to disclose information to.

**Sending information overseas**

The College will not send personal information about an individual outside Australia without:
- obtaining the consent of the individual (in some cases this consent will be implied); or
- otherwise complying with the National Privacy Principles.

**How does the College treat sensitive information?**

In referring to 'sensitive information', the College means: information relating to a person's racial or ethnic origin, political opinions, religion, trade union or other professional or trade association membership, sexual preferences or criminal record, that is also personal information; and health information about an individual.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless the person providing the information agrees otherwise, or the use or disclosure of the sensitive information is allowed by law.

**Management and security of personal information**

The College staff are required to respect the confidentiality of pupils' and parents' personal information and the privacy of individuals.
The College has in place steps to protect the personal information the College holds from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass worded access rights to computerised records.

**Updating personal information**

The College endeavours to ensure that the personal information it holds is accurate, complete and up-to-date. A person may seek to update their personal information held by the College by contacting the Registrar of the College at any time.

The National Privacy Principles require the College not to store personal information longer than necessary.

**Access to personal information the College holds**

Under the Commonwealth Privacy Act, an individual may seek access to personal information which the College holds about them. There are some exceptions to this set out in the Act. Pupils will generally have access to their personal information through their parents, but older pupils may seek access themselves.

To make a request to access any information the College holds about a parent or child, please contact the College Principal in writing.

The College may require individuals to verify their identity and specify what information is required. The College may charge a fee for access and will advise the likely cost in advance.

**Consent and rights of access to the personal information of pupils**

The College respects every Parent's right to make decisions concerning their child's education.

Generally, the College will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's parents. The College will treat consent given by parents as consent given on behalf of the pupil, and notice to parents will act as notice given to the pupil.

Parents may seek access to personal information held by the College about them or their child by contacting the College Principal. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the College's duty of care to the pupil.

The College may, at its discretion, on the request of a pupil grant that pupil access to information held by the College about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances so warrant.

**Enquiries**

If you would like further information about the way the College manages the personal information it holds, please contact the College Principal.

**Policy Development and Review**

This policy was developed by the College Executive in 2002. It has been developed in response to legislation in 2001 and relies on the Privacy Compliance Manual from the Catholic Education Office – 1 November 2001. The policy was written by the Principal in consultation with the Executive, was reviewed in 2007 and January 2012 and will be reviewed as the need arises or no later than December 2012.
STANDARD COLLECTION NOTICE

Privacy Statement

1. Mount Lilydale Mercy College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil’s enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter. If we do not obtain this personal information we may not be able to enrol or continue the enrolment of individual pupils.

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

3. In the course of providing our services, personal information is collected, held and maintained by the College. Each individual’s privacy is important and we are committed to protecting the information we collect, monitoring its use and maintaining its integrity.

4. All information collected by the College will be used only for the primary purpose intended.

5. Certain laws governing or relating to the operation of Colleges require that certain information is collected. These include Public Health and Child Protection laws.

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

7. The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes providing information to other Colleges and Schools, government departments, Catholic Education Office, the Catholic Education Commission, Mercy Education Limited Board, the Archdiocese and the Parish, medical practitioners, and people providing services to the College, including specialist visiting teachers, coaches and volunteers.

8. Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news is published in College newsletters, magazines, on our website and noticeboards. In addition this information may be published in newspapers, the electronic media, in publications from Mercy Education Limited Board, Catholic Education Office Melbourne (CEOM), the Catholic Education Commission of Victoria Ltd (CECV) and the Eastern Independent Schools Melbourne Association (EISM). Such information can be in the form of the written word or photographs.

9. Personal student information in photographs, video images, audio recordings and written form may be used in learning activities including art work, photograph displays, class projects, poems, articles, blogs, podcasts, video or digital stories. Teachers intending to use images, sound recordings or written comments relating to students must obtain prior permission for the learning activity from the Deputy Principal – Director of Studies.

10. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College’s duty of care to the pupil, or where pupils have provided information in confidence.

11. The College from time to time engages in fundraising activities. Information received from individuals may be used to make an appeal to them. It may also be disclosed to organisations that assist in the College’s fundraising activities solely for that purpose. We will not disclose any individual’s personal information to third parties for their own marketing purposes without the consent of the informant.

12. We may include contact details of parents/guardians in a class list and College directory.

13. If individuals provide the College with the personal information of others, such as doctors or emergency contacts, we encourage the informants to inform them that you are disclosing that information to the College and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.