



LYNEHAM HIGH SCHOOL
Care Quality Creativity



**Years 8, 9 and 10
2019**

INFORMATION BOOKLET



Welcome

Welcome, and congratulations! You are about to join the Lyneham High School community!

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Important Dates

By 2 December 2018	Submission of Office Max stationery orders. Visit www.officemaxschools.com.au , follow the prompts and use the access key 3XR9V to place your order. Orders placed after this date will attract a delivery fee. Payments are not accepted at school.
4 February	New students' first day. Arrive at the Hall by 9:00am.
8 February	School photos being taken.
14 February	Swimming Carnival.
11 March	Canberra Day Public Holiday.
15 March	Group photos (LEAP, SEAL, Band etc) being taken.

2019 SCHOOL TERM DATES

TERM 1	Monday 04 February	to	Friday 12 April
TERM 2	Monday 29 April	to	Friday 05 July
TERM 3	Monday 22 July	to	Friday 27 September
TERM 4	Monday 14 October	to	Thursday 19 December

Overview

School Leadership Team

Principal	Rob Emmanuel	
Deputy Principal (Students)	Julie Collins	
Deputy Principal (Staff)	Robin Morrell	
Student Wellbeing Executive	Amanda Murtagh	
Student Support Executive	Margie McMahon	
School Psychologists	Jo Burke	
Year 8 2019 Year Coordinator	Tim Bowyer	tim.bowyer@ed.act.edu.au
Year 8 2019 Assistant Coordinator	Galen Ashley	galen.ashley@ed.act.edu.au
Year 8 2019 Executive Teacher	Brendan Magee	
Year 9 2019 Year Coordinator	Jason Peters	jason.peters@ed.act.edu.au
Year 9 2019 Assistant Coordinator	Bhavya Bhalla	Bhavya.Bhalla@ed.act.edu.au
Year 9 2019 Executive Teacher	Aisling Murtagh	
Year 10 2019 Year Coordinator	Luke Coleman	luke.coleman@ed.act.edu.au
Year 10 2019 Assistant Coordinator	Heather McDonald	Heather.McDonald@ed.act.edu.au
Year 10 2019 Executive Teacher	Sharon Hayes	

Enquiries before 2019 starts

Should you have any queries before the start of the 2019 school year please contact the relevant year coordinator.

Please refer to our Web page for further information and updates throughout the year
www.lynehamhs.act.edu.au

Enquiries in 2019

You will meet with your Home Group teacher on your first day of school in 2019, and then at the start of each morning. It is here where you are read the daily notices and are told of events that are occurring around the school. Your Home Group teacher should be your first point of contact if you have any questions if/when an issue arises.

Family Contact Details

Please remember to inform the school with any change of contact details: mobile phone numbers and email addresses are very important at Lyneham High School as these are our main form of communication with parents/carers.

Office Hours

The School's Front Office is open from 8:30am to 3:30pm, Monday to Friday, during school term; with an additional day being Friday 1 February 2019.

Students cannot make payments or drop off excursion notes etc to the Front Office during class time. They can only do these things before school, at recess, at lunch or after school.

Payments at the office are only accepted until 2:00pm each day.

Checklists for Getting Ready

Documents for Parents to Submit

In your enrolment package, there are several important documents that parents/carers must complete and return to the school:

Document	Due Date
<input type="checkbox"/> Chromebook acceptance (if you want the school to provide a device)	As soon as possible
<input type="checkbox"/> ICT Permissions	
<input type="checkbox"/> Dress Code Agreement	
<input type="checkbox"/> Elective Choices	via pre-enrolment meeting with the Deputy Principal

The student will need...

To get ready for arriving at school, here's a quick list of things that you need to have:

- ☐ school uniform/dress code
- ☐ P.E. shirt and correct sporting footwear
- ☐ school bag
- ☐ stationery and books
- ☐ a travel pass if using public transport
- ☐ recess/lunch and water bottle

Don't forget to label everything!!

Common Questions and Answers

What are the school lesson and times?

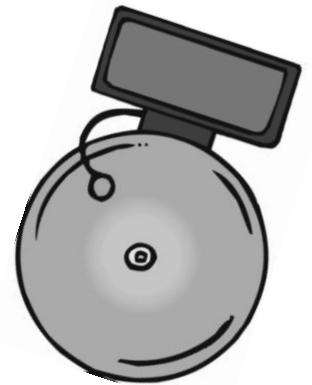
School starts at 8.53 am.

A warning bell rings at 8.50 to let you know you need to start moving to your Home Group room.

School finishes at 3.05 pm.

The lesson and break times are:

Home group	8.53 - 9.05
Lesson 1	9.05 - 10.03
Lesson 2	10.03 - 11.01
Recess	11.01 - 11.26
Lesson 3	11.26 - 12.24
Lesson 4	12.24 - 1.22
Lunch	1.22 - 2.07
Lesson 5	2.07 - 3.05



What Subjects will I do?

You will do subjects, with a teacher for each, as well as having a Home Group teacher.

All students study English, Mathematics, Science, HaSS (Humanities and Social Studies) and PE, as well as two elective lines

What is Home Group?

This is when the roll is marked. You will need to arrive to Home Group on time at 8.53am.

If you are late, you will need to sign in at the Front Office. If you do not have an explanation from your parent/carer, an SMS message is sent home.

Daily Notices are read. Student Forum representatives discuss issues, give and receive feedback about student concerns which have been/will be raised in the Forum meetings.

On your first day you will be given a timetable with the Home Group name, room and teacher on it. Home Groups are named after Lyneham High School House teams, which are:

Blaxland	Hume
Mitchell	Sturt

These Houses compete against each other in a range of activities, such as at sporting carnivals, competitions and fun days – to earn points to try and become the champion house for the year.

How do I know where to go?

You will be given a printed timetable on your first day at school. If you have a phone or similar device, we strongly encourage you to take a photo of your timetable in case you lose it. Replacement timetables are always available from the Front Office.

What do I do with my bag during a normal school day?

You take your bag with you from class to class. During assemblies your bag is locked in your Home Group room. During PE your bag is locked in the change rooms. If you get a locker, you don't have to carry as much in your bag.

What books and other equipment do I need?

You are encouraged to buy any specialised stationery items which are listed on our website or visit www.officemaxschools.com.au, follow the prompts for Lyneham High School and use the access key 3XR9V.

A range of general items, and items for each subject, are listed. Decide which new items you need – it is okay to keep using pens, pencils, etc that you already own. If you have trouble purchasing any of these items, let your teachers and Year co-ordinators know.

For Maths, you will borrow a textbook from the library which you keep for your use and then return at the end of the year.

When will I get my Chromebook?

Chromebooks will usually be issued on the day of commencement. In some cases, due to higher than expected demand, there may be a short delay in issuing.

What do I do if I need support?

First point of contact would be your Year Coordinators or Home Group teacher.

Lyneham High School also has Psychologists available if you require extra support. The Student Support team can also be found near the Front Office (in the orange/Technology corridor).

Lockers

Lockers will be available for hire from the first day of school on Monday 4 February 2018, in the front foyer. Payments for 2019 lockers **WILL NOT BE ACCEPTED IN 2018**.

There is no shortage of lockers – experience in recent years is that there have always been spares.

Larger ‘band’ lockers will only be issued to students with a need for more storage space. This may include SEAL students who have gained the consent of the SEAL coordinator to have a larger locker. For band students, this will include those who play the trumpet, alto saxophone, bass, clarinet, French horn or tenor saxophone. Band lockers are not issued to students with large instruments such as bass guitar; or those with small instruments such as flute, oboe or clarinet, as these instruments fit in a normal size locker.

Locker hire is \$20 per year and should be paid in cash. *Payments made by any other method will likely cause a delay in the locker being issued particularly on the first few days of 2019.*

Students are required to adhere to the following conditions of hire.

They:

- **WILL NOT** swap their designated padlock with any other student
- **WILL NOT** use their other padlock on my locker
- **WILL NOT** share their locker with any other student
- **WILL NOT** share their padlock combination with any other student
- will keep their locker clean and will not wilfully damage it
- will pay a replacement fee of \$20 if they damage or lose their padlock



Liability for the Loss, Damage or Theft of Students' Personal Property at School

Parents and students are advised that Lyneham High School staff will take all reasonable steps to keep personal property safe. However, Lyneham High School does not provide insurance cover to automatically compensate for the loss, damage or theft of bicycles or any other personal property and nor will they be legally liable for their loss.

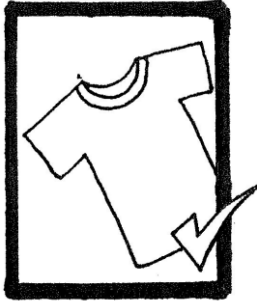
Parents and students are advised:

- to avoid bringing valuable property to school,
- to take steps to insure all valuable items for loss, theft or damage,
- to use a good quality chain or bar lock to secure bicycles when left at school,
- that valuable items are brought to school at the personal risk of the owner and that schools decline any responsibility for the damage, loss or theft of students' personal property, and
- to report any suspicious activity to school staff.

School Uniform

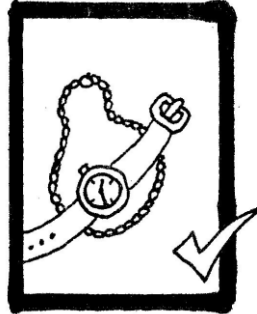
Acceptable Clothing

Clothes must follow the school colour code: either as an item purchased from the school uniform shop or plain BLUE or plain MAROON.



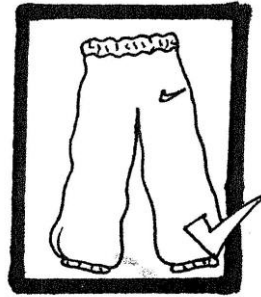
Tops must be long enough to cover the midriff and have sleeves.

Tank tops, singlets, muscle tops are not to be worn.



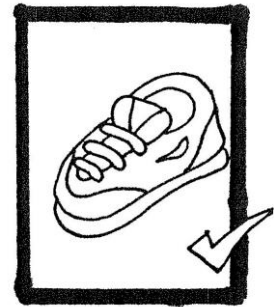
Make-up and jewellery must be kept to minimum.

Spike/stud jewellery or any other item that could be used as a weapon are not to be worn.



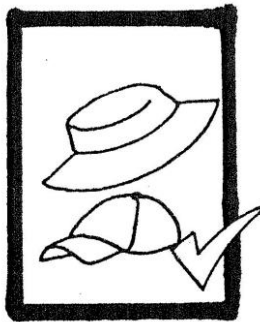
Logos/pictures should be no larger than a 10cm circle.

Pants, shorts & skirts should be dark coloured.



Closed in shoes must be worn.

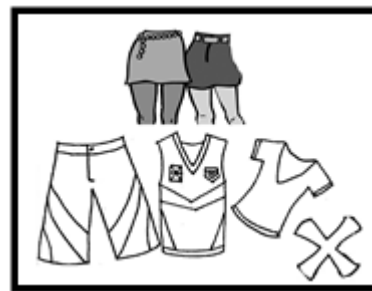
Moccasins, Ugg boots, thongs or sandals are not to be worn.



Hats should be worn outside, but not in class.



Ideally students should wear a school top or jumper.



Skirts & shorts should come to mid-thigh.

Multi-coloured clothes wear including short skirts/shorts, low-cut tops and pants are not to be worn.

Special requirements:

- PE – white PE t-shirt, blue or black sport shorts/track pants & joggers.
- Science & Technology – long hair must be tied back.
- The SEAL polo shirt is compulsory for all SEAL students to wear to SEAL classes.
- The BAND polo shirt and cap are compulsory for all Band students to wear for performances.
- Students may wear the Band or SEAL polo shirts as an everyday uniform item if they wish.
- Students on the oval or basketball courts must wear the above colour code or they will be required to move to the quad or indoor areas. This policy is to make it easier for staff and students to identify intruders.

Clothing with racist, sexist, anti-social or inappropriate images or slogans are not to be worn at any time.

Available Uniforms

The following uniform items are available for sale through the School's Uniform Shop:



School polo (blue)



School polo (maroon)



PE polo



Band polo



Band hoodie



School hoodie



SEAL polo



LEAP polo



School jacket

Uniform Shop

Lyneham High School uniforms are only available through our uniform shop, which is located in the school canteen.

Purchases can be made from the shop; or by using an order form, which is available from the Front Office or the school website.

All items are available in children's sizes 10, 12, 14 and adult sizes S, M, L, XL.

Uniform Shop Additional and Ongoing Opening Hours

The Uniform Shop will be open for the following **additional hours** in late 2018 and early 2019:

Mon	17 Dec	8:30 – 11:00
Tues	18 Dec	8:30 – 11:00
Wed	19 Dec	8:30 – 11:00
Thu	20 Dec	8:30 – 11:00

Fri	1 Feb	8:30 – 13:30
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Mon	4 Feb	8:30 – 12:30
Tue	5 Feb	8:30 – 10:30
Wed	6 Feb	8:30 – 10:30
Thu	7 Feb	8:30 – 12:30

Ongoing opening hours during 2019 will be:

Tue	8:30 – 10:30	students until 8:53, and parents until close
Wed	11:05 – 11:26	at recess, students only
Thu	8:30 – 10:30	students until 8:53, and parents until close

Known Medical Conditions

Parents/Carers of students with a known medical condition, short or long term, that:

- requires intervention i.e. the administration of medication or other support; and/or
- could lead to a medical emergency

must provide the school with a completed **Known Medical Condition Response Plan** form. This form is in addition to any Emergency Treatment Plan (or similar) form that you may have already provided to the school.



These plans must be reviewed annually. Parents/carers must inform the school immediately if there are any changes to the plan.

Blank copies of this form are available from the
Front Office, or from the school website.

Do you want to join the Band Program?



We offer an inclusive program that is available to all students, whether they have prior musical experience or not. There is a band for beginners, as well as a band for students continuing to play a concert band instrument.

Band at Lyneham is a timetabled class so there are no rehearsals outside of school hours, nor are students withdrawn from other classes for rehearsals. Band is a highly valued program in our school community and a wonderful environment for students to make lasting friendships.

If you would like to apply for the program, or would like more information, please email the school at lynehamhs@ed.act.edu.au.

Points to note:

- The Band Program is highly valued in our school community
- It is entirely inclusive and available to beginners as well as continuing musicians
- Band is an Australian Curriculum: Music timetabled elective class
- Students are not withdrawn from other classes for rehearsals
- Band students are often members of one or more of the school's other major programs
- Band is the ideal place for students to build lasting friendships

Lyneham High School P&C

WELCOME TO OUR SCHOOL

The Parents' and Citizens' (P&C) is made up of parents/carers of students. People who live or work in the local community may also attend the school P&C meeting. The P&C meets twice a term.

The P&C represents the voice of parents in the school and is often used as a forum to air the opinions of parents. It can also be involved in fundraising and in volunteering in the school. The P&C is a forum through which the school can pass information and educate parents about the school and issues of educational importance.

We would love you to join our meeting in weeks 3 and 8 of each term, Tuesday evenings at 7:30pm in the School Library.

Prior to P&C meetings, the P&C often hosts a parents' forum on matters of interest about the school or adolescents generally.

Please email the P&C on lynehamhighpc@gmail.com to find out upcoming forums.

The Lyneham High School Song

Rise up and sing the praise of Lyneham High
And pledge a fellowship of friends.
We'll work and make our hope of progress be
A bond that never ends

Walk the pathway that the studious choose
Play the game but win or lose
Our emblem blazoned in maroon and blue
Will foster all things true

Come sing again the song of Lyneham High
Her name forever be renowned;
And when we leave to choose a path of life
Her lessons we shall find sound

Youthful friendships with the years will grow
As the years roll on we'll know
Our emblem blazoned in maroon and blue
Will foster all things true



Generic School Timetable

SCHOOL TIMETABLE

NAME: _____

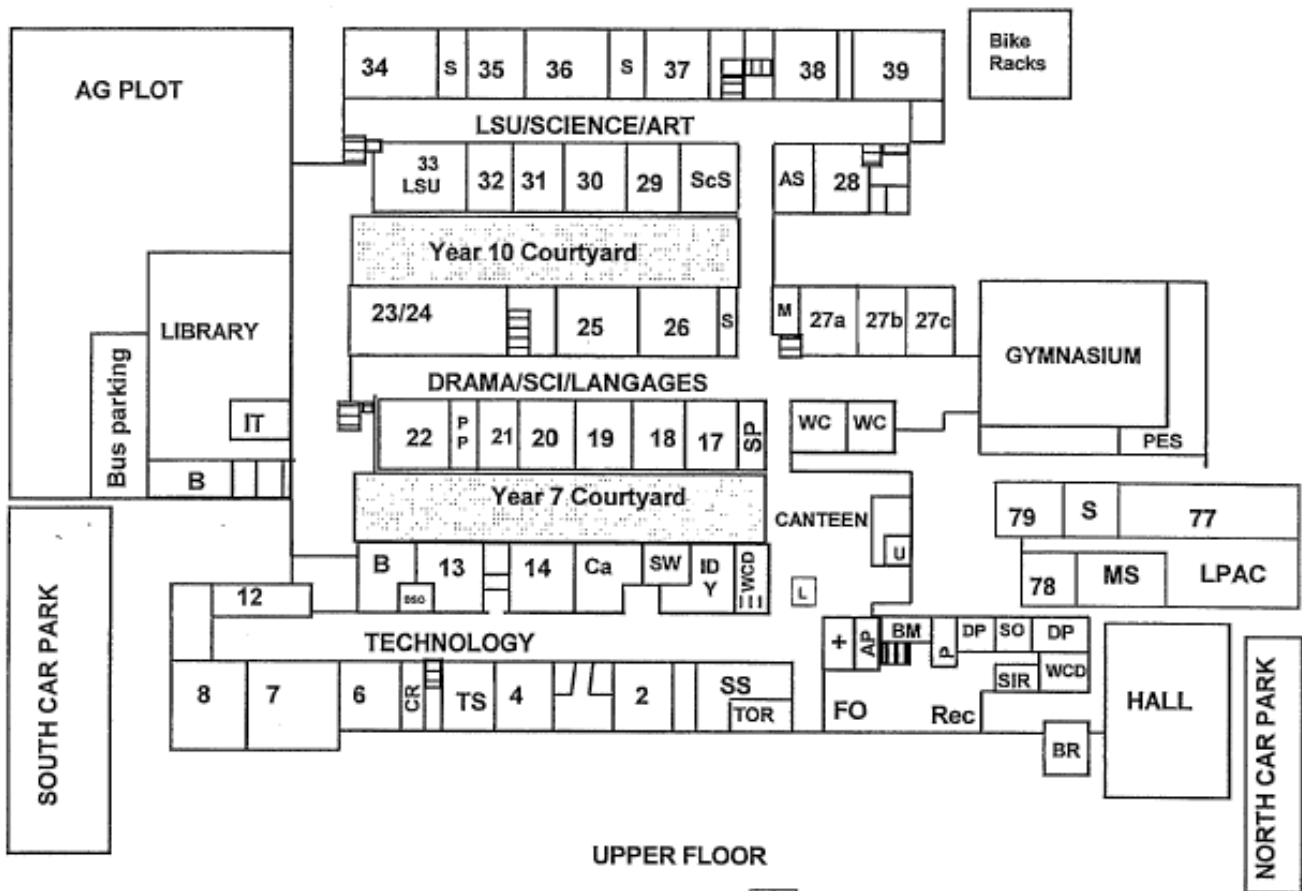
HOME GROUP: _____

WEEK A										WEEK B									
Day	1	2	3	4	5	6	7	8	9	10									
Period 1 9.05-10.03	1	6	4	2	7	Assembly	2	7	5	3									
Period 2 10.03-11.01	2	7	5	3	1	5	3	1	6	4									
Recess 11.01-11.26																			
Period 3 11.26-12.24	3	1	6	4	2	6	4	2	7	5									
Period 4 12.24-1.22	4	2	7	5	3	7	5	3	1	6									
Lunch 1.22-2.07																			
Period 5 2.07-3.05	5	3	1	6	4	1	6	4	2	7									
Bus Duty																			

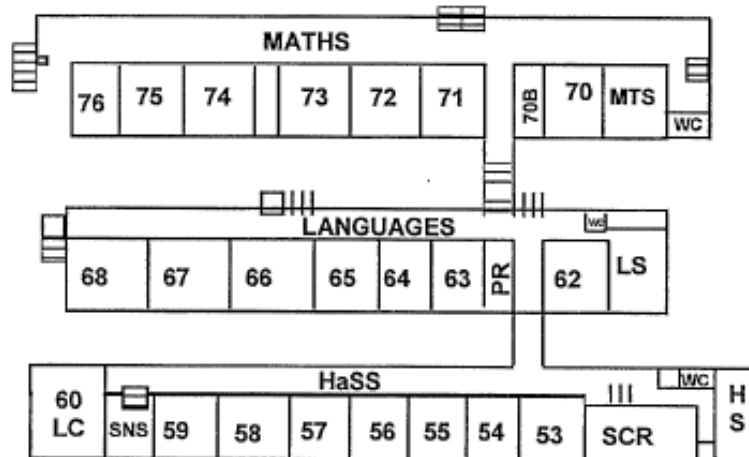
Home Group 8.53-9.05

Lyneham High School Map

LOWER FLOOR



UPPER FLOOR



AP	Admin Print Room	LC	Learning Centre	SCR	Staff Common Room
AS	Art Staffroom	LPAC	Performing Arts Centre	SO	Staffing Office
B	Boilers	LS	Languages Staffroom	ScS	Science Staffroom
BM	Business Manager	LSU	Learning Support Unit	SIR	Small Interview Room
BR	Board Room	M	Maze Room	SNS	Special Needs Staffroom
BSO	Building Service Officer	MS	Music Staffroom	SP	School Psychologist
Ca	Café	MTS	Maths Staffroom	SS	Student Support
CR	Careers/WEX	P	Principal	SW	Student Wellbeing
DP	Deputy Principal	PES	PE Staffroom	TOR	Time Out Room
FO	Front Office	PP	Professional Practice	TS	Tech Staffroom
HS	HaSS Staffroom	PR	Print Room	U	Uniform Shop
ID	Indigenous Room	Rec	Reception	WC	Toilets
IT	IT Office	+	Sick Bay	WCD	Toilet - Disabled
L	Lift	S	Store	Y	Youth Worker