



LYNEHAM HIGH SCHOOL

Care Quality Creativity



**Years 8, 9, 10
2021**

INFORMATION BOOKLET



Welcome

Welcome to the Lyneham High School community. We look forward to working with you and your family over the time you spend with us.

Contents

Welcome	2
Important Dates	3
Overview	3
School Leadership Team	3
Student Support Team	4
Enquiries before 2021 school year starts	4
Enquiries in 2021	4
Family Contact Details	4
Office Hours	4
School Contact Details	4
Checklists for Getting Ready	5
Common Questions and Answers	6
Attendance and Absence	9
Excursions and Notes	10
Lockers	11
Liability for the Loss, Damage or Theft of Students' Personal Property at School	12
Lost Property	12
School Uniform	13
Uniform Shop	14
Second Hand Uniforms	16
Known Medical Conditions	17
Do you want to join the Band Program?	18
Lyneham High School P&C	19
The Lyneham High School Song	20
School Timetables	21
School Map	22

Important Dates

1 February	Years 8, 9, 10 new students' first day. Arrive at the Hall by 9:00am.
5 February	Years 7 & 8 School photos being taken.
12 February	Years 9 & 10 School photos being taken.
19 February	Catch up School photos being taken.
8 March	Canberra Day Public Holiday.
12/13 March	Group photos (SEAL, LEAP, Band, etc) being taken.

2021 SCHOOL TERM DATES

Term 1	Monday 1 February	to	Thursday 1 April
Term 2	Monday 19 April	to	Friday 25 June
Term 3	Monday 12 July	to	Friday 17 September
Term 4	Monday 5 October	to	Friday 17 December

Overview

School Leadership Team

Principal	Rob Emanuel
Deputy Principal (Students)	Julie Collins
Deputy Principal (Staff)	Robin Morrell

Year 8 2021 Year Coordinator	Bronwyn Darragh	Bronwyn.Darragh@ed.act.edu.au
Year 8 2021 Ass't Coordinator	Fran Nagy	Franceska.Nagy@ed.act.edu.au

Year 9 2021 Year Coordinator	Manisha Sharma	Manisha.Sharma@ed.act.edu.au
Year 9 2021 Ass't Coordinator	Ryan Nakkan	Ryan.Nakkan@ed.act.edu.au

Year 10 2021 Year Coordinator	Tim Bowyer	Timothy.Bowyer@ed.act.edu.au
Year 10 2021 Ass't Coordinator	Galen Ashley	Galen.Ashley@ed.act.edu.au

Student Support Team

Student Wellbeing Executive	Amanda Murtagh
Student Support Executives	Margie McMahon and TBA
School Psychologists	Liz Hanley and Jo Burke
Youth Support Worker	Trevor Preston
School Health Nurse	TBA

Enquiries before School starts

Should you have any queries before the start of the 2021 school year please contact the relevant year coordinator.

Enquiries in 2021

You will meet with your Home Group teacher on your first day of school in 2021, 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 29 January 2021.

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.

Cash and EFTPOS payments are only accepted until 2:00pm each day.

School Contact Details

General enquiries: 6142 1176 or lynehamhs@ed.act.edu.au

Student absences: 6142 1174 or lynehamhs.absences@ed.act.edu.au

Teachers: Phone/email contact details are in the **Teaching Staff Contact List** on http://www.lynehamhs.act.edu.au/contact_us

Checklists for Getting Ready

Documents for Parents to Submit

In your 2021 enrollment package, there are several important documents that parents/carers must complete and return to the school:

Document	Due Date
<input checked="" type="checkbox"/> Chromebook acceptance(if you want the school to provide a device)	As soon as possible
<input checked="" type="checkbox"/> ICT Permissions	
<input checked="" type="checkbox"/> Dress Code Agreement	
<input checked="" type="checkbox"/> Electives Preferences	Via pre-enrollment 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
- ☒ device (Chromebook or equivalent), 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 times?

A warning bell rings at 8:50 to let you know you need to start moving to your Home Group room. **All students are expected to be at school by 8.50am.**

Home Group starts at 8.53am. Students who arrive after 8.53am are recorded as being late to school and parents are notified.

School finishes at 3:05pm.

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 seven subjects in years 8 to 10:

All students study English, Mathematics, Science, HaSS (Humanities and Social Studies) and HPE (Health & Physical Education), as well as two elective lines.

What is Home Group?

This is when the roll is marked. You will need to arrive in Home Group on time at 8:53am.

It is important that you develop morning routines to ensure you are on time to school every day.

If you are late, you must sign in at the front office. Your parents will be notified by text.

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 the specialised stationery items which are recommended by the school. Details are on the school website.

A range of general items, and items for each subject, will be 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 coordinators know.

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

When will I get my Chromebook?

Chromebooks are usually issued on the day of commencement (to those students whose parent/carer requested one). In some cases, due to higher than expected demand, there may be a short delay in issuing.

You are responsible for ensuring that you bring your fully charged Chromebook to school every day.

What happens if I feel unwell when I'm at school?

Ask your teacher to go to the sick bay at the front office. The front office will provide first aid and generally look after you, and call a parent/carer to collect you if necessary. Don't call or text your parents from class.

What do I do if I need support?

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

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).

Where do I go for information?

- The school website (www.lynehamhs.act.edu.au). This provides basic information about the school and its programs.
- LENNI (access via the school website). This is a dynamic on-line platform with specific information on curriculum areas and other aspects of the school such as student support. <https://sites.google.com/ed.act.edu.au/lhslenni/home>
- Google Classroom. Most of the learning from your classes will be accessible anywhere and anytime on the Google Classroom pages.
 - Parents can request [email summaries](#) from their child's Google Classroom by emailing their home group teacher.

Attendance and Absence

Notifications

If you are not going to come to school, or will be late, our preference is for your parent/carer to advise the school in advance via a phone call on 6142 1176 or email to LynehamHS.Absences@ed.act.edu.au.

On any day that you have not arrived by approximately 9:30am, a parent/carer will be sent an SMS message advising your absence and seek an explanation. They can reply to the SMS with their explanation.

School starts at 8:53am. If you are late, you must sign-in at the front office. If you do not have an explanation for your late arrival from your parent/carer, an SMS message will be sent home on Friday afternoon to advise them of all your late arrivals to school for that week and seek an explanation. Again, explanations can be provided by return SMS.

Leaving During the Day

If you need to leave during the day (eg for an appointment), you will need a note to get out of class. The options for this are:

- Your parent/carer can give you a note at home, and you show it to the teacher.
- Your parent/carer can ask the front office (email, in person or over the phone) to send a 'pink note' via runner to your classroom. This approach can sometimes cause delay if, for example, you're in a PE class or your class has temporarily gone to another location.

In either case, you will need to come to the front office to sign out.

Absence Explanations

Explanations for absences must provide a reasonable excuse, and can be provided via return SMS, phone call, email, written note, or in person. Examples of a 'reasonable excuse' may include:

- illness, including recovery from major illness, injury or medical condition
- medical or dental treatment
- bereavement
- religious or cultural observation
- sanctioned extended absence in relation to children of travelling families
- attendance at court or other legal hearings or meetings associated with hearings
- participation in sanctioned debates, sports, musical or theatrical productions not directly arranged by the school, or
- participation in interstate, national, or international academic or sporting events or equivalent.

Sleeping in or traffic delays, particularly if these become regular occurrences, are not generally considered reasonable excuses.

Excursions and Notes

Lyneham High offers a wide range of enrichment opportunities for our students. For example, each year, approximately 200 excursions are conducted in a wide range of fields: sporting, musical, cultural, wellbeing and various curriculum areas. Some of these are for whole-school or other large cohorts, and some are for small niche groups.

For these opportunities to run smoothly, we're heavily dependent on students returning permission / medical notes by the due dates.

Late notes are not accepted.

Students must hand notes in at the Front Office. Incomplete (including without the medical note) or unsigned notes are not accepted.

Past experience indicates that many students forget to hand in notes, or leave them until the last minute. This results in disappointment if they are off sick, or otherwise unable to submit, on the due date. We are therefore seeking the cooperation of parents and carers to ensure that **students are accountable for their actions, by submitting notes early, and avoid these potential disappointments.**



LYNEHAM HIGH SCHOOL
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ACT School Bands Festival 2019

Group 2 (Intermediate Jazz Band, 7 Concert Band, 7 Beginner Concert Band)

Date of Excursion: Thursday 12 September 2019	Destination: Llewellyn Hall, Australian National University
Organising teacher: Jennifer Tabur	Students will travel by: Own transport to venue. Action charter bus from venue back to school.
Cost per student: \$10	Payment/permission notes will be accepted until: Monday 9 September 2019 (Late payments/permission notes cannot be accepted)
Depart school at: Students are to make their own way to the venue by 8:30am for Year 8	Return to school at: 12:30pm

Lockers

Lockers will be available for hire from the first day of school in 2021, in the front foyer. Payments for 2021 lockers **WILL NOT BE ACCEPTED IN 2020.**

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

Larger ‘band’ lockers will only be issued if you have 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 can not be pre-paid.

You are required to adhere to the following conditions of hire.
You:

- **WILL NOT** swap your designated padlock with any other student
- **WILL NOT** use a padlock brought from home on your locker
- **WILL NOT** share your locker with any other student
- **WILL NOT** share your padlock combination with any other student
- **WILL** keep your locker clean and will not wilfully damage it
- **WILL** pay a replacement fee of \$20 if they damage or lose your 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 within the bike compound 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
- to report any suspicious activity to school staff

Lost Property

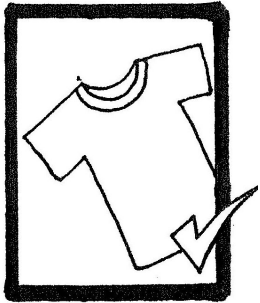
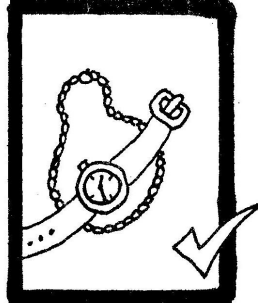
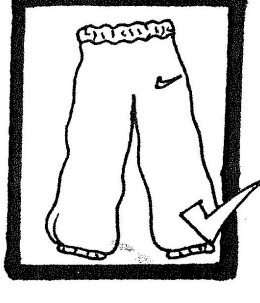
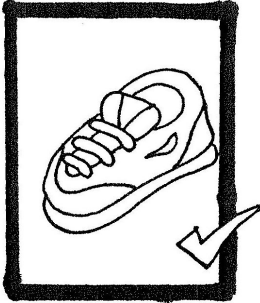
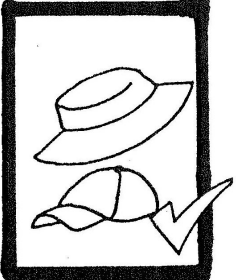


Items of lost property are taken to the Student Youth Workers' office. The school will endeavour to return labelled items to students. At the end of each term, uncollected uniform items are placed in the second hand clothing pool, and other clothing items are donated to local charities.

The school encourages students who have lost valuables (such as phones) to make several attempts to locate the item. At a minimum, they should check classrooms, staff rooms, the front office and the lost property pool.

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.

 <p>Tops must be long enough to cover the midriff and have sleeves.</p> <p>Tank tops, singlets, muscle tops are not to be worn.</p>	 <p>Make-up and jewellery must be kept to a minimum.</p> <p>Spike/stud jewellery or any other item that could be used as a weapon are not to be worn.</p>	 <p>Logos/pictures should be no larger than a 10cm circle.</p> <p>Pants, shorts & skirts should be dark coloured.</p>	 <p>Closed in shoes must be worn.</p> <p>Moccasins, Ugg boots, thongs or sandals are not to be worn.</p>
 <p>Hats should be worn outside, but not in class.</p>	 <p>Ideally students should wear a school top or jumper.</p>	 <p>Skirts & shorts should come to mid-thigh.</p> <p>Multi-coloured clothes wear including short skirts/shorts, low-cut tops and pants are not to be worn.</p>	






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.
- Black pants, black shoes, Band polo shirt and cap are compulsory for all Band students to wear for performances. Band hoodies are also available.
- 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:

		
Polo Shirt Sky Blue	Polo Shirt Navy and Sky	Polo Shirt Maroon and white
		
Hoodie Navy Blue	Bucket Hat or Cap Navy Blue	Jacket - Fleecey Navy Blue
		
Jacket - Waterproof Adult Navy Blue	Jacket - Waterproof Child Navy Blue	PE Polo Shirt White

		
<p>Band Polo Shirt Royal Blue</p>	<p>Band Hoodie Royal Blue</p>	<p>Band Cap Royal Blue</p>
		
<p>SEAL Polo Shirt Maroon</p>	<p>SEAL T-shirt Navy Blue</p>	<p>SEAL Hoodie Navy Blue</p>
		
<p>SEAL Track Pants Navy Blue</p>	<p>SEAL Shorts Navy Blue</p>	<p>LEAP Polo Shirt Navy Blue</p>

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.

Opening Hours

The Uniform Shop will be open for the following **additional hours** in late 2020 and early 2021:

Tue	8 Dec	8:30 – 11:00
Wed	9 Dec	8:30 – 11:00
Thu	10 Dec	8:30 – 11:00
Mon	14 Dec	8:30 – 11:30
Tues	15 Dec	8:30 – 11:30
Wed	16 Dec	8:30 – 11:30
Thur	17 Dec	8:30 -- 11:30
Fri	29 Jan	8:30 – 13:30
Mon	1 Feb	8:30 – 12:30
Tue	2 Feb	8:30 – 11:00
Wed	3 Feb	8:30 – 11:00
Thu	4 Feb	8:30 – 11:00

Ongoing opening hours during 2021 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

Second Hand Uniforms

Pre-loved school uniforms are frequently donated to the school, and available for sale through the Student Youth Worker. Drop in to the front office, at any time during office hours, to be escorted across.

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 or relevant condition specific management plan. Medical conditions for which specific plans can be provided include diabetes, asthma, anaphylaxis and epilepsy.



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

Blank copies of the Known Medical Condition Response Plan are available from the Front Office, or from the [school website](#).

Band Program



Lyneham High is proud of its strong Band Program. Opportunities exist for new students to the school to apply to join the program. For students interested in participating, please refer to the [Band Program Handbook](#), which contains a wealth of information about the daily operation of the Band Program. To express interest in the program, please discuss this with the school staff through the enrolments process. If you are interested in applying we encourage you to submit an [application using this form](#).

You may also wish to check out these videos which showcase the talents of our students:

- [Year 6 \(year 7 2021\) Promotional Video](#) performed by the Year 8, 9 and 10 Concert Bands
- [Locked Out of Heaven](#) (Bruno Mars) performed by the Year 10 Concert Band
- [Andrew Lloyd Webber in Concert](#) performed by the Year 10 Concert Band
- [Instant Concert](#) performed by the Year 10 Concert Band
- [LHS School Song](#) performed by the Year 10 Concert Band
- [Saturday Night Fever Medley](#) performed by the Year 9 Concert Band
- [Twittering Machine](#) performed by the Year 8 Concert Band
- [Happy](#) performed by the Year 7 Concert Band

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



School Timetables

Our school timetables are based on seven 'lines' which repeat seven times through a fortnight. Each line matches up with one of your subjects (usually, except we sometimes also have 'split' lines). You can see how that works in this **generic timetable**:

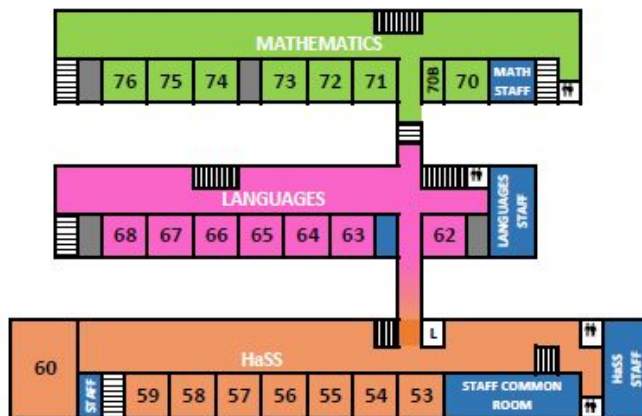
SCHOOL TIMETABLE										
NAME: _____ HOME GROUP: _____										
WEEK A										
Day	1	2	3	4	5	6	7	8	9	10
	Home Group 8.53-9.05									
Period 1 9.05-10.03	1	6	4	2	7	Assembly	2	7	5	3
Period 2 10.03-11.01	2	7	5	3	1	5	3	1	6	4
Recess 11.01-11.26										
Period 3 11.26-12.24	3	1	6	4	2	6	4	2	7	5
Period 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										

School Map

LOWER FLOOR



UPPER FLOOR



CW	Careers / Work Experience	LSU	Learning Support Unit	SS	Student Services
DP	Deputy Principal	P	Principal	SW	Student Wellbeing
ITO	Information Technology Officer	SB/FA	Sick Bay / First Aid	TOR	Time Out Room
L	Lift	SEN	Sentral / Classes / Timetables	U	Uniform Shop
LPAC	Lyneham Performing Arts Centre	SP	School Psychologists		

	Female Toilet / Changeroom		Unisex Toilet		Accessible Toilet / Shower
	Male Toilet / Changeroom		Gender Neutral Toilet		Stairs

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