



LYNDHURST
SECONDARY
COLLEGE

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TRANSITION
BOOKLET
2021

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From The Principal



Welcome to Lyndhurst Secondary College. We are looking forward to you being part of our learning community.

The move to a Secondary College is an exciting stage in your life. Our highly skilled staff will provide you with the appropriate support to make a successful transition into our Secondary College.

At Lyndhurst Secondary College, the staff team that will guide you includes your classroom teachers, the Year 7 Team Leader and the Sub School Leader. These people will provide you with a strong support base for your entry into secondary education.

We believe it is highly important to have a strong relationship between students, teachers and parents as this allows for more effective learning to take place. Whilst we have an emphasis on academic development, we also foster your personal development and we encourage you to take advantage of the many activities and events that we have on offer. Participation in College events will assist you socially and give you a stronger connection with your school.

This booklet provides you with some important information to assist you in this transition to Secondary College. Make sure you read it thoroughly and if you have any questions please ask one of our staff on Orientation Day or call us on 5996 0144.

This is an exciting time in your life. Enjoy meeting new friends and making the most of the excellent opportunities we provide as we help you grow into a successful young adult.

Konnie Prades
Principal

What Is Important At Lyndhurst?

Our Vision:

The Lyndhurst Secondary College community is committed to empowering students for learning and life, through our core values of commitment, excellence, integrity, respect and having high expectations of ourselves and each other.

Our Core Values:

Commitment

This means that I provide 100% effort to my achievements. I show commitment when I:

- Do what I say I will do
- Dedicate myself to my learning
- See things through from beginning to end

Excellence

This means that I strive to achieve my absolute best in all that I do. I show excellence when I:

- Set myself challenging goals for learning
- Involve myself in the learning in the classroom
- Put my hand up to be involved in areas outside the classroom
- Seek help when I need to

Integrity

This means being true to your own values and morals. I show integrity when I:

- Am honest
- Think about myself in a positive manner
- Treat others that way I wish to be treated
- Honour my commitments

Respect

This means that I recognise the value in myself and those around me and share the responsibility for maintaining this level of value. I show respect when I:

- Am tolerant of different views
- Listen to others with empathy and understanding
- Encourage others, with behaviour as well as words
- Ensure my surroundings are fit for others to use
- Understand the impact of my actions on the environment

High expectations

This means that I seek to push myself and others to our absolute best effort. I show I have high expectations when I:

- Complete quality work that exceeds minimum requirements
- Meet all deadlines
- Aspire to great things
- Follow all policies and rules at all times
- Seek opportunities to extend and enhance my learning

Our College Commitment

Lyndhurst Secondary College is committed to ensuring:

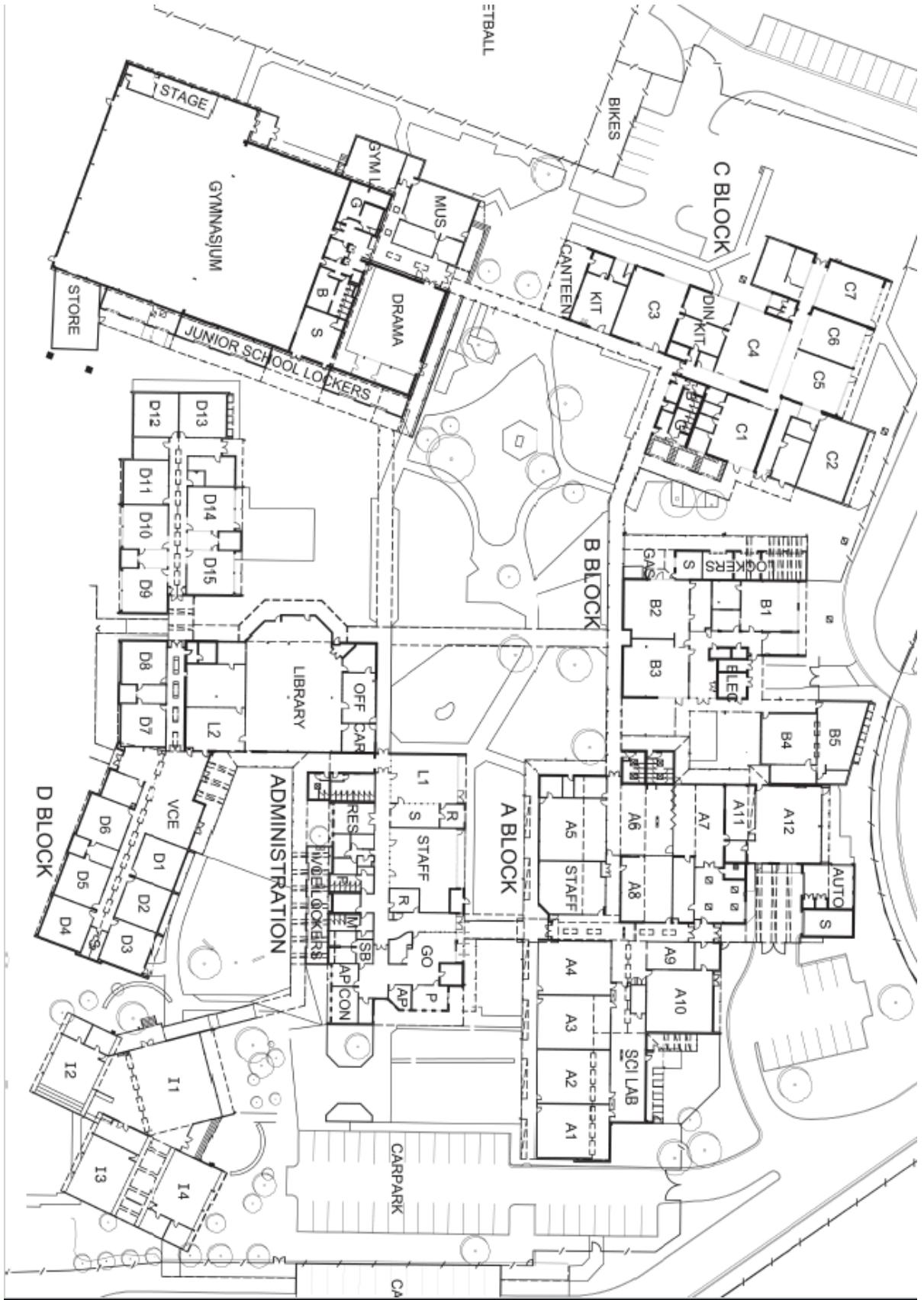
- That all students strive for their personal best in the academic, civic, sporting and artistic spheres.
- That all students are prepared to become active and responsible citizens for the twenty-first century.
- That the college caters for the whole person through a strong pastoral care structure.

Communication with the School

We believe that learning is at its best when students, their families and staff have open channels of communication. To support this, all families are encouraged to login to our online portal – Compass School Manager – so that all members of our learning community can connect. Upon enrolment at the College, students and their families are issued with a login for the portal, which will allow you to do the following:

- View up-to-date class and school attendance information
- Enter upcoming or past absences (and late arrivals) for your son/daughter
- Book your Parent/Student/Teacher conferences
- Update your registered email and mobile number (used for SMS alerts) details
- Access information regarding upcoming events and news including the fortnightly College newsletter
- Provide consent and payment information for excursions/incursions/events
- Direct email communication with your student's teachers
- Access information about the learning tasks set for your child
- View and print your child's reports

Dashboard	Schedule	Personal	Learning Tasks	Attendance	Analytics	Insights	Week	Month
Today	Jump to: 31/07/2018	Go						
	Jul 29, 2018	Mon 30	Tue 31 8:44am		Aug 1		Thu 2	
							Fri 3	
							Sat 4	
8am								
9am	E:50 - 1 - 07LOTD - D11 - LWR	E:50 - 1 - 07APFD - ORA - CND	E:50 - 1 - 07PEH2D - GYM - AVE	E:50 - 1 - 07APFD - DRA - CND	E:50 - 1 - 07ENG2D - B3 - KCA			
10am	E:51 - 2 - 07SC12D - A2 - NMA	E:51 - 2 - 07LOTD - C11 - LWR	E:51 - 2 - 07APFD - MUS - FVI	E:51 - 2 - 07SC12D - A3 - NMA	E:51 - 2 - 07PEH2D - C10 - AVE			
11am	E:43 - 3 - 07ENG2D - B3 - KCA	E:43 - 3 - 07HUM2D - C5 - CTE	E:43 - 3 - 07MAT2B - D7 - IVG	E:43 - 3 - 07ENG2D - B3 - KCA	E:43 - 3 - 07HUM2D - C5 - CTE			
12pm								
1pm								
2pm	E:48 - 4 - 07APFD - MUS - SVI	E:48 - 4 - 07MAT2B - D7 - HPO	E:48 - 4 - 07MAT2B - D7 - HPO	E:48 - 4 - 07ENG2D - B3 - KCA	E:48 - 4 - 07HUM2D - C9 - CTE			
3pm								



Student Services & Facilities

Reception Hours

College Reception hours are from 8.00 am to 4.00 pm. Our friendly office staff provide assistance and support to staff, students, parents and administration of the College.

Canteen

Our extensively stocked canteen is available for students. The canteen is open each day before school, at recess and lunchtime. Hot food is available. Students may order their lunch at the beginning of the day and skip the queues at lunchtime.

Computers

Lyndhurst Secondary College operates a Bring Your Own Device (BYOD) Program. This program ensures every student has 'anywhere, anytime' access to innovative learning resources. It will also allow teachers to engage students in quality e-learning activities in class, and ensure they are prepared to enter a technology-rich world. Additionally, with the combination of DET's eduPass solution and Microsoft Office 365 initiative, students will have free access to a catalogue of software to download and install on their personal machines.



Students who do not wish to participate in the BYOD program can borrow a laptop for the day from the Library Resource Centre before school and must return it by the end of the day. These netbooks are not permitted to be taken home.

Lockers

All students are provided with a locker in a secured area. Students are expected to keep their valuables, including books, sports gear etc in this locker. Combination locks are available for purchase from Reception.

Bicycles

Students are encouraged to ride their bicycles to College along the cycle paths provided by the City of Casey. *Helmets must be worn.* Bicycles are kept in a secure compound. Helmets are stored in students' lockers. All bike riders have to wear helmets by law. Students who wish to ride their bicycles to school will not be permitted to do so unless they comply with this state law.

Lunchtime Activities

A wide variety of activities are available at the college. This includes :

- Organised Lunchtime Activities programs
- Round Robin sports competitions
- Computers
- Rehearsals for a range of performing arts activities
- Practice - Interschool sport
- Library Resource Centre
- Use of College grounds and sports facilities



What Do I Do If I...

Become ill or injured?

Students must report to Reception. Parents will be contacted in most cases and will be required to pick up their child. The College does not have the capacity to care for children who are ill, injured or unable to participate in classes due to sickness. See Page 10 for further details.

Arrive to school late?

All students who are late need to report to Reception to register their attendance.

Remember: punctuality is important! Students who are late without a parent/carer note will receive a lunchtime detention. Late notes can also be entered directly onto Compass.

Need to leave early?

Bring a note from your parent/carer and show this to your teacher when you need to leave. This note should then be taken to Reception at the designated time, where you will be signed out. *You must not leave the College without permission.*

Am absent?

Your parent/carer must either enter the absence on Compass or you must bring a note signed by your parent/carer on the day you return, explaining the reason for your absence. Give this note to Reception.

Lose something?

Speak to Reception and you will be directed to lost property. To help recover lost property quickly, make certain that all your possessions are clearly labelled.

Am out of uniform?

Before school, report to your Sub School office with a note from your parent/carer and you will be given a uniform pass. Notes should contain both the reason for being out of uniform and the date by which you will be back in correct school uniform. Where appropriate and possible, students will be provided correct uniform to wear for the day.

Have a problem?

Speak to any of your classroom teachers, Sub School Team or the Wellbeing Team.

Need to bring a valuable item?

If there is an essential need for a particular item at school, take the item to your teacher for safe-keeping until you require it. As a general rule, however, valuable items **SHOULD NOT BE BROUGHT TO THE COLLEGE**. This includes unnecessary technology and large amounts of money. The College does not accept any responsibility for valuables that are brought to school and then lost.

Bring a mobile phone?

Students may have their phones with them for the journey to and from school, but they must not use them during the school day. Phones must remain in a student's locker, or a purpose built mobile phone locker, which can be accessed by speaking to your Sub School Leader.

Your Sub School Team

The two people that make up your Sub School Team are:

Mr Harry Potter (yes, that is his real name!)

Year 7 Sub School Leader

Ms Lisa Williams

Year 7 Team Leader



Illness and First Aid

Lyndhurst Secondary College is committed to providing the best possible care for students, staff and visitors to the College. We believe that the college community has the right to feel safe and well and know that they will be attended to with due care when in need of first aid.

The College employs a First Aid trained person to manage illnesses and injuries. However, we ask that if your child is ill, that you please make arrangements for them to stay at home, or in a relative or friend's care. The College does understand that parents/carers do go to work, but it is unfair on the child to be put in a learning environment if they can't cope due to feeling unwell.

The college does not provide or hold analgesics (pain relief medication) for students, i.e. Panadol, Nurofen, Aspirin and Naproxen.

It is vital that Reception is made aware of any changes to telephone numbers/addresses for home or business and those names and phone numbers of emergency contacts are kept up to date, so should the need arise, you or a relevant family liaison person can be contacted. Details can be updated via Compass.

Mandatory Withdrawal Periods for common infections

Remember that infections spread quickly in a school setting, so a student must be excluded if suffering from any of the following infectious diseases and the College notified of the illness.

Note that the Department of Health and Human Services can alter these periods at any time.

<u>Conditions</u>	<u>Exclusion</u>
Chicken Pox	Until fully recovered or 6-8 days after eruption first appears
Covid-19	Please contact the College upon diagnosis
Glandular Fever	Not necessary
Influenza (Flu)	Until well
Hepatitis	Until a medical certificate of recovery is received
Impetigo (School sores)	Until sores have fully healed – the child may be allowed to return provided the appropriate treatment is being applied and the sores are covered with a waterproof dressing
Measles	Until at least 5 days after onset of rash
Meningococcal	Until medical certificate of recovery is produced
Mumps	Until fully recovered
Rubella (German Measles)	Until fully recovered – at least 4 days after the onset of rash

For any other infectious disease, please contact the College Principal for withdrawal periods.

Bus Transport

Cranbourne Transit – Queries contact 5996 7333

Route descriptions can be viewed at <http://www.cranbournetransit.com.au/lyndhurst-secondary>

Cranbourne to Lyndhurst Secondary College (School Route 4161) School Bus 10 School Bus 12	Dandenong, Hallam, Hampton Park to Lyndhurst Secondary College Route 893 School bus 29
Frankston – Cranbourne - Lyndhurst Secondary College Route 791 School Bus 12 Route 790	Berwick/Narre Warren/Hampton Park/ Lyndhurst School Bus 14 School Bus 5 Cranbourne North to Berwick School route #4166 School Bus 11
Cannons Creek, Warneet, Tooradin Route 795 School Bus 12 Route 796	Cranbourne Shopping Centre School Bus 12 Route 796
Devon Meadows/Five Ways/Clyde/ Pearcedale, Cranbourne South (School Route 4155) School Bus 8	

Cardinia Transit – Queries contact 5940 2922

Route description can be viewed at www.grenda.com.au/buses/cardinia-transit

Fountain Gate – Narre Warren Station – Casey Central – Thompsons Road/South Gippsland Highway
RUN 841

TICKETING

MYKI can be purchased online at www.myki.com.au or 7 Eleven Stores.

MYKI top ups currently available online, 7 Eleven Stores or Train Stations.

Settling in

At Lyndhurst Secondary College, we want to make sure that you feel at home very quickly. You will have lots of opportunities to participate in a range of activities designed to help you get to know other students and staff.

Peer Support

Each Year Seven student is placed into a Peer Support group, lead by Year 10 students, who undergo training to help them relate to their younger peers, to help you make the transition between Primary School and Secondary School. It is likely that you will not be with your friends in this group, so that you have the opportunity to make new friends.

Peer Support runs throughout Term One and part of Term Two, and then in Terms Three and Four you will participate in a catch-up session, to reconnect with your leaders and share your experiences.

The Peer Support sessions comprise a range of games and activities that can be lots of fun, but also address some serious issues that are part of growing up and being a teenager.

Organised Activities/Clubs

Throughout the week, students are invited to participate in a range of organised activities to allow them to mingle with students outside of their own classroom. Students can join in on lunchtime activity groups, breakfast and lunch clubs, along with various other activities and clubs.



Wellbeing Activities

The College Wellbeing Team organise several events, including the breakfast and lunch clubs mentioned above. Students will also participate in a range of whole school days, including R U OK Day and White Ribbon Day, to celebrate our community and raise awareness of key issues.

Student Voice

The College has a strong emphasis on ensuring that our students have a strong say in their experiences at Lyndhurst Secondary College. There are many opportunities for individuals to help shape their school, from extra-curricula activity planning, policy and curriculum planning and within the physical environment. Students are encouraged to join any of our student voice/leadership groups. Students can join the Student Representative Council, College Council and Mutlipride, amongst others.

Outside the classroom

The Lyndhurst Academy

The Lyndhurst Academy is a special elective program for students in Years 7-9, where students select a project to work collaboratively to connect with others within the both the College and wider communities. Students select from a range of programs, including sporting, technology and even fashion options.

Sport

Sport is an integral part of the College organisation. All students are placed in one of four Houses; Kettner, Sayers, Flintoff and Hale.

Lyndhurst Secondary College offers its students the opportunity to participate in House carnivals for swimming, cross-country and athletics, and Inter school sporting activities, covering a wide range of team sports. Students have the opportunity to further represent the College in regional and district sporting events. Some of the sports for which students can sign up for include:



- Netball
- Basketball
- Tennis
- Golf
- Football
- Cricket
- Volleyball
- Rugby
- Badminton
- Soccer

Performing Arts

The performing arts have a strong history at Lyndhurst Secondary College. Students can sign up to participate in a range of options, including the Performing Arts Showcase and the College Choir.



Camp

Year 7 students have the opportunity to attend Year 7 Camp, which is scheduled to take place later in Term One at Kinglake Forest Adventures camp. Year 7 camp is a fantastic chance for students and staff to get to know each other better in a relaxed environment.

Daily Routine

The Timetable below is a sample of how your day might look and explains how to read the subject codes, room numbers and teacher codes.

CLASS	PERIOD 1	RECESS	PERIOD 2	PERIOD 3	LUNCH	PERIOD 4
7A	MATH GAT D2		ENG RLI E2	PE AVE GYM		HUMS SSA D5
7B	HEALTH MKI D13		PERF ARTS SVI DRA	ENG KCA E3		MATH RSW D2

If you are in 7A, your timetable for this day would be:

Period 1: Maths with Mr Atkin in room D2

Recess

Period 2 : English with Ms Little in room E2

Period 3: PE with Mr Verrell in the Gym

Lunch

*Period 4 : Humanities with Mrs Samuel in
room D5*



BELL TIMES

Monday

Warning Bell	8:43 am
Period 1	8:50 am
Recess	9:56 am
Warning Bell	10:16am
Engage	10:21 am
Period 2	10:51 am
Period 3	11:57 am
Lunch	1:03 pm
Warning Bell	1:49 pm
Period 4	1:54 pm
End of Classes	3:00 pm

Tuesday - Friday

Warning Bell	8:43 am
Period 1	8:50 am
Recess	10:00 am
Warning Bell	10:24 am
Period 2	10:29 am
Period 3	11:39 am
Lunch	12:49 pm
Warning Bell	1:45 pm
Period 4	1:50 pm
End of Classes	3:00 pm

Students' Perspectives

At Lyndhurst, we think the best way to tell you about Year 7 at our school is through the eyes of our students. The following extracts are from previous Year 7 students who would like to share their experiences with you. (Please note that these perspectives are from 2019, as this is a better indicator of what 2021 students will experience.

Starting Year 7 was made me really nervous. This is because when starting something new, I am shy; I don't speak to anyone new. But I saw some old faces, so I hung out with them until I gained enough confidence to ask someone to be my friend. Something else I was nervous about was older kids. Would they be mean or nice? I avoided them for a while, until a cool Year 10 student helped me get to class and showed me around.

A couple of weeks after starting Year 7, events started popping up like inter-school sports and the swimming carnival, that we could be a part of.

Something else that has amazed me is the ACE class. It is for people believe in themselves and love learning like my friends and I.

Lots of people are nervous about how different it will be from Primary School. Well, it isn't that different, except for moving to different classrooms and using lockers.

How I feel now about this school is amazing. I'm almost friends with everyone (teachers and students). I'm also in the SRC (student representative council). I'm lucky that I was able to come to Lyndhurst and be involved in so many things.

Jarryd

At the beginning of my high school experience, I was excited to learn new things, because there were so many new subjects (Humanities, Woodwork, Hindi etc) and topics we studied last year too (Maths, English, Digital Technologies etc.). I didn't feel stressed, for many people from my primary school were coming here, yet I have made so many friends from other primary schools. I must admit I was nervous about being late to classes and using a locker, but now Lyndhurst is my second home.

Being in the ACE class opens a door to many opportunities. For example, we are visiting the Grade 4 students at Courtenay Gardens PS to help them with their research about the famous people of the past. We also went to Melbourne Zoo, as we were studying biology. We learn something new and fascinating every day. I can't wait to learn more as I go through high school. Academies is also something I was eager for. Spending 2 periods on something I love? I'm in! There's footy, baking, coding, netball and a lot more. I'm doing Performing Arts and this year, we will be participating in Wakakirri, an Australian Performing Arts competition.

It is halfway through Year 7 and I feel like I've been attending this school for several years. Students and teachers are always there to support, help and make you laugh when you need it most. Lyndhurst Secondary College is the place to be!

Hannah

Parents/Carers – How Can You Help?

The vital role of a parent/carer in a child's education is recognised universally. Research indicates that the more the parent/carer supports the school and makes a positive contribution to its program, the more positive the child's attitude and the greater the likelihood of success.

We want you involved in your college!

There is a wide variety of activities offered at Lyndhurst Secondary College where your contribution is welcomed.

We need your ASSISTANCE:

- in monitoring homework
- in enforcing College rules (especially uniform)
- in ensuring punctual, regular attendance

Make certain that you ATTEND:

- Parent / Teacher nights of various types
- Sports days
- Students' performances
- Award ceremonies

We need you to PARTICIPATE:

- as a member of our College community and a partner in the educational growth and development of your child and College.
- in the many decision making and active groups that help us to keep our College looking ahead and providing the best possible educational programs, such as the *College Council*.

REMINDER! If your child is ill and going to be away from school, please record the absence on Compass.

