



# WELCOME TO LYNDALE SECONDARY COLLEGE

## International Students Handbook

14 Halton Road, Dandenong North VIC 3175

PO Box 2684, Dunearn 3175

Ph (03) 9795 2366

Fax (03) 9790 1466

[www.lyndale.vic.edu.au](http://www.lyndale.vic.edu.au)

[lyndale.sc@education.vic.gov.au](mailto:lyndale.sc@education.vic.gov.au)



## Principal's Message

Dear New Lyndale Student,

At Lyndale Secondary College we recognise that every student is an individual and *'treat every child as our own.'* We set high standards, encourage hard work and support our students to achieve their very best. This is what make us such an engaging learning community.

Lyndale has a proud history of serving the Dandenong and broader community and the Principal team are committed to leading a school community that builds on the strong culture already established. We aim to see all our students flourish and complete Year 12 with the knowledge, skills and attributes needed to achieve their ambitions in the future.

As a community we are very proud of our students and staff. Our students are challenged in each and every class to continue their learning journey, by not only learning more information and skills but by applying their knowledge to deepen their understanding. Our staff are professional, hardworking and understanding. They know their students as learners and as people. Our teachers are skilled in developing their lessons to meet the needs of our diverse student population and ensure that student learning growth occurs and be the best learner and person they can be.

Lyndale is a student-centred College environment, and our students are encouraged to take up some of the many opportunities offered to participate in extra-curricular activities. Our College community have high expectations of our students in performance, attendance and behaviour and our excellent results in all these areas are a reflection of our commitment. To ensure that our students reach their full potential we provide extensive student support services that focus on course and careers planning and student welfare support.

Our College has an enrolment of approximately 900 students and our students enjoy the benefits and opportunities that flow from a large size school. The College offers great advantages in the breadth of curriculum offerings. There is provision for specialist learning areas and facilities, extensive staff professional development and a wide range of co-curricula programs which contribute so much to the fullest development of the student's academic, cultural, artistic, social and sporting achievements, while still maintaining a sense of belonging essential in all great schools. This is an exciting time at Lyndale Secondary College as we are about to complete our building project that has developed new facilities to support our students in their learning.

Whilst the teacher and school play a major role in preparing students for life after College, students and parents also have a major part to play. If we are to ensure that each child has the opportunity to reach their full potential, parents need to support and reinforce the work of the College.

This handbook provides you with an overview of the learning program that we offer all students at Lyndale Secondary College. It also provides you with an understanding of the vision, values and philosophy of our school.

We welcome your interest in our College and I warmly invite you to contact the school on 9795 2366 to book a tour. For more information visit [Lyndale.vic.edu.au](http://Lyndale.vic.edu.au)



Pam Robinson – Principal



## STRENGTH | PRIDE | SUCCESS



**Lyndale Secondary College seeks to provide its students with:**

- Opportunities to demonstrate 'strength' physically, emotionally and intellectually
- Opportunities to experience 'pride' in their endeavours and achievements
- Opportunities to attain 'success' in all areas of school life

**At Lyndale we value: Respect, Integrity, Honesty, Responsibility, and Resilience**

**The learning community at Lyndale Secondary College is committed to supporting young people by:**

- Offering students opportunities to become life-long learners and effective, successful and happy participants in the global community
- Developing resilience and confidence which result in a sense of self-worth and personal growth for each learner
- Providing a positive, caring learning environment
- Encouraging students to adopt responsibilities as local, national and global citizens
- Providing students with opportunities and support to develop skills in Literacy, Numeracy and Information Technology



## Support Staff at Lyndale Secondary College



**Chuc Hua**

*International Students' Coordinator*

Chuc will be able to support you with all of your school and home based needs.

[Chuc.Hua@education.vic.gov.au](mailto:Chuc.Hua@education.vic.gov.au)

Mobile: +61407303399

WeChat ID: hua300994

### Front Office Staff

The **Front Office** is an important part of the school. If you are lost, need information or cannot find somebody the office is a good place to go. You will find the staff very friendly and helpful. In the front office you will also find the **Bursars office** where all payments are made for excursions and or school camps.

### IT Staff

New students arriving at the school must bring their own devices to support their learning in the classroom. The IT staff will connect devices to the college's network and install the Microsoft Office suite. The department's "Terms of Service" is provided for you in your student diary and outlines what you can and cannot do online and on your device. **The IT office is located in the B building next to the library if you require extra support with your device.**

### Student Wellbeing Staff

Lyndale Secondary College has a Student Wellbeing Team. The whole team works together to help and support students, and run group programs.

**The Wellbeing Office is located in the Front Office.**





## Operating Hours and Dates

### TIMES

School Opens: 8:10am

Start Time: 8:40am (9:10am on Tuesday)

School Finishes: 3:00pm

### BELL TIMES

#### MON, WED, THU & FRI

8:35am	Warning Bell
<b>8:40am-9:55am</b>	<b>Period 1</b>
9:55am-10:17am	Recess
10:17am	Locker Bell
<b>10:24am-11:39am</b>	<b>Period 2</b>
<b>11:39am-12:54pm</b>	<b>Period 3</b>
12:54pm-1:38pm	Lunch
1:38pm	Locker Bell
<b>1:45pm-3:00pm</b>	<b>Period 4</b>
<b>3:00pm</b>	<b>DISMISSAL</b>

#### TUESDAY ONLY

9:05am	Warning Bell
<b>9:10am-10:20am</b>	<b>Period 1</b>
10:20am-10:40am	Recess
10:40am	Locker Bell
<b>10:45am-11:55am</b>	<b>Period 2</b>
<b>11:55am-1:05pm</b>	<b>Period 3</b>
1:05pm-1:45pm	Lunch
1:45pm	Locker Bell
<b>1:50pm-3:00pm</b>	<b>Period 4</b>
<b>3:00pm</b>	<b>DISMISSAL</b>

### 2023 TERM DATES

**Term 1:** 30 January to 6 April

**Term 2:** 24 April to 23 June

**Term 3:** 10 July to 15 September

**Term 4:** 2 October to 20 December

Parents will be notified of the four School Council Approved Student Free days.






# Uniform Policy

To assist with providing a safe environment for students both within the school as well as on excursions, all students must wear the approved college uniform. The reason for this is that it makes it possible to readily identify our students as well as those who are not part of our community and to enable them to safely participate in college activities.

The correct wearing of uniform also adds to the student's sense of belonging to the college community and encourages the students to develop a sense of pride in the school.

When all students wear the college uniform it promotes the development of a sense of egalitarianism, so that all students can feel equal within the college. The provision of a college uniform also makes it cheaper for parents to provide appropriate and durable clothing for their children to wear to school.

<b>Summer (Terms 1 &amp; 4) Girls</b> <ul style="list-style-type: none"> <li>Lyndale SC summer dress</li> <li>Shorts or grey stretch trousers with white cotton school shirt with logo or white cotton long sleeve shirt and school tie</li> <li>Lyndale SC blazer</li> <li>Lyndale SC jumper</li> <li>White knee high/ankle socks (stockings are not to be worn with the summer dress)</li> <li>Female students wearing a hi-jab may wear black tights/stockings under their summer dress</li> </ul>  	<b>Winter (Terms 2 &amp; 3) Girls</b> <ul style="list-style-type: none"> <li>Lyndale SC winter skirt, or grey stretch trousers with,</li> <li>White cotton school shirt with logo or white cotton long sleeve shirt and school tie</li> <li>Lyndale SC blazer</li> <li>Lyndale SC jumper</li> <li>Black knee high socks or black stockings</li> </ul> 
<b>Summer (Terms 1 &amp; 4) Boys</b> <ul style="list-style-type: none"> <li>Grey school trousers or grey school shorts with</li> <li>White cotton short sleeve shirt with logo or white cotton long sleeve shirt and school tie</li> <li>Lyndale SC blazer</li> <li>Lyndale SC jumper</li> <li>Grey ankle socks or short plain grey socks</li> </ul>  	<b>Winter (Terms 2 &amp; 3) Boys</b> <ul style="list-style-type: none"> <li>Grey school trousers or grey school long grey school trousers with</li> <li>White long sleeve shirt and school tie</li> <li>College blazer, college jumper</li> <li>Short plain grey or white socks</li> </ul> 
<b>Both Girls &amp; Boys – PE Uniform</b> <ul style="list-style-type: none"> <li>Lyndale SC v-neck polo</li> <li>Black sports shorts</li> <li>Black tracksuit pants with the college name</li> <li>White socks</li> <li>Runners must be worn in the stadium at all times</li> </ul>  <p>When students have PE in Period 1, the complete PE uniform may be worn to school, students must then change into their school uniform for the remainder of the day. When students have PE in Period 4, the complete PE uniform may be worn home.</p>	<b>Both Girls &amp; Boys – Outer uniform</b> <ul style="list-style-type: none"> <li>The college blazer is the required outer garment</li> <li>If a student is wearing the college jumper they must also wear a college blazer</li> <li>A college blazer may be worn without a jumper</li> <li>Plain black leather lace up shoes for boys &amp; girls or t-bars for the girls.</li> </ul> 





## Uniform Policy (Continued)

### What is NOT acceptable dress at Lyndale Secondary College:

- Wearing non – LSC jumpers, jackets or coats, caps in the classroom or corridors
- Jeans or leggings
- Boots, Basketball style shoes, thongs, platform or high-heeled shoes
- Hairstyles should not be extreme and must be of a naturally occurring colour. No facial hair is permitted. Students are to be clean shaven
- Make up, if worn, should be subtle to the point of being unnoticeable. Nail polish must be clear only
- No visible jewellery may be worn with the exception of a watch and a pair of sleepers or studs in the ears only
- No other facial/body piercing is permitted
- Tattoos must not be visible at any time
- Mobile phones and ear phones are to be kept in lockers at all times

### Safeguarding your property

All students are expected to have uniform items clearly and permanently labelled. All books and requisites must be named and kept in lockers, not in school bags.

**The approved Supplier of Lyndale Secondary College Uniform is PSW School**

**Uniforms, Hampton Park.**

Visit <https://www.psw.com.au/schools/lyndale-secondary-college.html> for more information.





## Locker, Student Diary and Canteen

### Lockers

Every student at Lyndale Secondary College has a locker to keep your school books, equipment and bags. Each student is required to purchase a combination lock from the school. It is important that you do not share your code with anyone else and keep your locker locked and organised at all times. You must store and bring all the relevant equipment, textbooks, device and pencil case for each class.

### Student Diary

Each student will receive a student diary at the beginning of the year. You must bring your school diary to every class as it can help you plan and manage your work, record your achievements, communicate between parents and teachers and provides useful information about the school.

### Canteen

The school canteen and cafeteria is open during morning recess and lunchtime. To view the latest menu and how to order food visit <https://lyndale.vic.edu.au/canteen-menu/>





## Library

Reading is a wonderful pastime. If you are an ESL student it will be very important to read as much as possible to improve your English. So use the library as much as you can! You may work quietly when you are in the library and ensure you are tidy & take care of all equipment.

### Borrowing Conditions

Students can borrow up to 4 items and should present their student card as proof of identity. You can borrow books, magazines, journals, class sets, talking books, charts and maps. Loans are either 7 or 14 days depending upon what you have borrowed.

Students with overdue books will not be allowed to borrow other items until the overdue books are returned or paid for.

Never ever borrow books for your friends under your name ! You will have to pay if they lose the books.





## Laptop Program (BYOD)



Lyndale Secondary College is dedicated to ensuring students develop the skills and knowledge to be a successful member of the 21st Century Digital Age. Individual access to personal laptop will assist in providing the best contemporary education for all students at Lyndale. By facilitating a Bring Your Own Device (BYOD) program, we empower our students and give them direct involvement in the way they use technology in their learning. **The IT office is located in the B building next to the library if you require extra support with your device.**

### How does it work?

At Lyndale Secondary College students are expected to bring their own computing device to the College every day.

### BYOD Parent Managed

Parents must provide a laptop of their own choice. Tablets such as iPads and phones are not permitted as the primary device a student uses at school, and will not be connected to the school's WiFi.



## Laptop Program (Continued)

### Minimum Netbook requirements:

For the purpose of BYOD use in class, iPads, smartphones and tablets are not a suitable replacement for a laptop.

The device used by the student must have:

- a physical keyboard
- a USB port
- 6 hours battery life or more.
- a minimum 10" viewable screen
- Support provided by your retail outlet
- Minimum 4 gigabytes (Gb) installed RAM
- Minimum 64Gb storage capacity
- Chromebooks are NOT recommended for use by students of any year level.
- Apple brand laptops are NOT recommended for students in years 7, 8, 9 or 10. Students may elect to obtain an Apple laptop in Year 11 and 12 depending on the subjects chosen (such as Media, or Visual Communications).
- Windows 10 running in 'S Mode' cannot be used. The student will be asked to switch the device out of 'S Mode' to revert the device to Windows 10 Home. 'S-Mode' devices cannot connect to the school's WiFi, and cannot install the superior version of Microsoft Office provided by DET. 'S-Mode' installations of Office cannot be activated using the student's EduPass credentials.

### Support for ICT devices by school technicians

Lyndale SC technicians will support your child's ICT device where possible and practical to do so. Lyndale SC *cannot* provide support for devices under warranty by the manufacturer. You must contact the manufacturer (through the retailer) to obtain support for your in-warranty device.

For devices verified to be out of warranty, the Lyndale SC technicians will assess the device's problem and provide to the student recommendations. In the case of physical failure or damage – such as a broken screen or faulty keyboard – the technicians will research the cost of replacement parts and advise accordingly. The technicians may not be able to assist due to complexity or fragility and will also advise accordingly. Replacement parts may not be available.

Where the installed operating system is confirmed to be corrupt to the point the device will not boot or programs no longer run, the technicians might be able to reset the device, or re-install the operating system entirely. Loss of files might result.

DET provides ALL students the free use of the Microsoft Office product (Word, Excel, Powerpoint, etc) and the Adobe Creative Cloud software suite, for both Mac and Windows devices. Do NOT sign up for a Microsoft Office subscription at the time you purchase your device. You should also resist pressure to buy an anti-virus software subscription because the Windows 'Defender' antivirus software built into Windows is adequate. Apple devices so very rarely get viruses antivirus software.





## Laptop Program (Continued)

DET provides students with a free 'OneDrive' cloud file storage solution with practically unlimited space. DET provides all students with an 'EduPass' email account. This account will be the default used to receive Compass communications.

For information on how to join your device to the College network, printing and installing software please visit the BYOD section here <https://lyndale.vic.edu.au/laptop-program>. Our ICT Technicians are available to answer questions and to give assistance.

### I'm concerned about the costs

The purchase of a device is a major decision and a significant expense. A good quality device may last up to four years and viewed over this timeframe the expense is considerably less. Lyndale Secondary College is integrating use of devices into many aspects of teaching and learning. Your investment allows the College to maximize learning outcomes for all students.

### I'm concerned about device security

Experience from the previous Commonwealth-funded scheme indicates that students who took good care of their device and considered themselves the device's owner rarely had device security issues. If you are concerned the device is going to be broken, lost or stolen, you may wish to consider specific accidental loss and breakage insurance for the device. You can specifically list the item on your home contents insurance, or you might be able to purchase an Accidental Damage Protection plan for your device. Internet access on the device will be filtered by DET and students are prohibited from connecting to other networks while at school.

### Actions required by Students and Parents/Guardians

All students in Years 7 - 12 are expected to bring their netbook to school each day. Prior to bringing a personal device for the first time, students and their parents must read and sign the Acceptable Use Agreement which sets out the responsibilities and expectations for use of all electronic devices at Lyndale Secondary College. Students must use their device in accordance with the College's Cyber Safety Policy and the Acceptable Use Agreement. Students must follow teachers' directions as to appropriate use of their devices in class. Each student is absolutely and solely responsible for the care and conduct of his/her own personal device whilst at school or at other school activities, travelling to and from school or to and from other school activities. Students must present their device to the ICT technicians to have it connected to the school's wireless network.

Students must not connect to any other network, wired, wireless or cellular whilst at school. iPads and other tablets, and phones, will not be connected to the wireless network.

### Actions by Lyndale Secondary College

Maintain a BYOD Equity Policy to ensure all students, no matter their family's financial means, have access to the computing resources, inside and outside of class time, that are required by their coursework.

Provide an Acceptable Use Agreement to list the responsibilities and expectations of each student and their families.

Ensure a copy of the Acceptable Use Agreement is signed by each student and their parents prior to allowing the student's device to be brought to school. A copy of the signed Agreement will be held by the College.

Provide a wireless network with filtered Internet connection to which students can connect their device.

Install software which is appropriate for the College's teaching and learning. Provide support to assist students with establishing network connectivity with the device.

Accept no responsibility for loss or damage to, or for maintenance or repair required on a student's device through any act or omission resulting from the negligence or otherwise of the College, a member of the College staff or of another student.

If you have questions or feedback on the Lyndale Secondary College 'Managed Bring Your Own Device' Program you can contact the ICT Technicians at [byod@lyndale.vic.edu.au](mailto:byod@lyndale.vic.edu.au)

### Financial Hardship

The College is sensitive to parents and guardians who may be experiencing financial hardship. For further information on how the College may be able to assist you please contact [byod@lyndale.vic.edu.au](mailto:byod@lyndale.vic.edu.au)



## School Website

We have an interactive website [Lyndale.vic.edu.au](http://Lyndale.vic.edu.au) that we update regularly with the news and events that are going on at the school at any given time. It is loaded with important information about our school.

### Make it your home page

Once you have visited the site, we ask that you make it your home page so you can stay up to date with what's going on at the school on a day-to-day level.

**Our Newsletters are available online** - When you visit the site, you can scroll down to the newsletter links and download Lyndale's newsletter **The Falcon**. You can also find links to our **Careers website**, **Student email** and **Compass**.

**Event Calendar** - On the website, you will find our Event Calendar that gives you all the details of what events are coming up in the coming week/month/ year.

We have also uploaded many of our forms and notices to the site, such as the uniform order list and booklists. Details about each year level's curriculums and programs are on the site, as is information on any special programs we run.

**If you are looking for information about our school, our contact details or where to find us, it's all on our website.**





# Compass School Manager

All parents, guardians, students and teachers in the Lyndale Secondary College community have a personal secure online Lyndale COMPASS account. By regularly logging in to COMPASS you will be kept well

informed about what is happening at Lyndale including information specific to your child.

To access the secure COMPASS portal go to

<https://lyndale-vic.compass.education/>

The school will provide parents with their personal login details. On their first login parents are required to verify their details and to change the password provided. Parents should not share their login details with

anyone. This includes their own children, who are issued with their own login.

By logging in to their portal parents will be able to:

- Monitor your child's attendance, and enter an explanation for absence of lateness
- Communicate with your child's teachers, and update your family contact details
- View your child's timetable and the school calendar
- Monitor your child's homework and assessment tasks
- Download and view your child's progress and semester reports
- Book parent—teacher conferences
- Pay and provide consent for events and school fees.

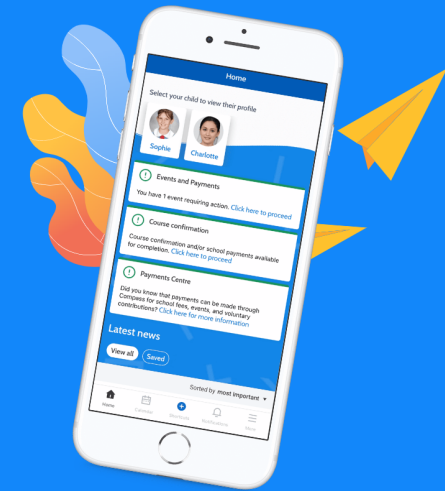
**For a comprehensive guide to Compass for parents & families, visit <https://www.compass.education/guide#section-01>**

## How do I access Compass?

Compass is accessible on any modern web browser (Internet Explorer, Firefox, Chrome, Safari) or by using the Compass iOS or Android apps (continue reading to learn more about the app including how to use it).

To access the parent portal, you can go to your school's website and click the Compass link on their homepage. Alternatively, you can go to [schools.compass.education](https://schools.compass.education) where you can search for our school's direct URL.

To log in you will require your unique family username and password. These details will be provided to you by our school. Upon first login, you will be required to change your password and confirm your email address and mobile phone number. These details may be used by our school for SMS, password recovery and email communication throughout the year.

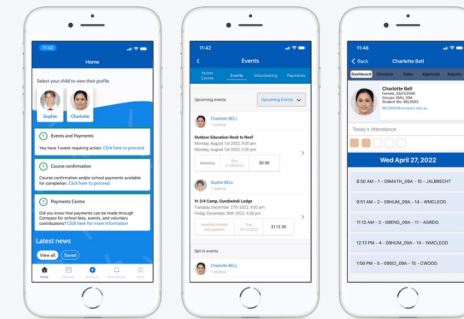


## Compass Apps

You can download the Compass App on iOS and Android devices, simply search for Compass School Manager in the store.

Using the app you can:

- View the school news feed
- Receive messages from the school
- View your child's timetable and the school calendar
- View Learning Tasks
- Book parent-teacher conferences
- Add Attendance Notes
- View academic reports



## The Compass home screen

The home screen provides you with relevant alerts and news, as well as quick access to your child's profile.

### School Calendar

The tools you need to keep track of your students journey through the school gate each day

### Your Children

Provides you with a quick summary of available options and highlights a summary of upcoming and overdue tasks.

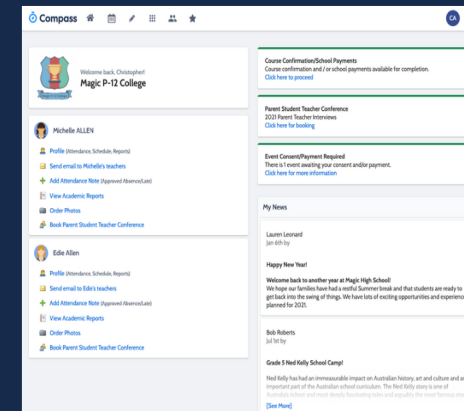
To access more information click on the relevant quick link or select Profile to access detailed information about your child.

### News

Recent school news items and information relevant to you. This may include newsletters, details of upcoming events.

### Alerts

Custom notifications for items that require your action or attention. These may include excursion notifications, ordering options for school photos, absence notifications, survey, and student report availability.



## Assessment and Reporting

Assessment and Reporting are essential elements of the Teaching and Learning Cycle. Assessment is an ongoing process of gathering information, analysing and reflecting on results which supports consistent improvement in student learning and indicates future directions. Assessment, both formative and summative is an integral part of learning. Students' progress is regularly communicated to parents/carers in both written reports and through Parent/Student/Teacher Interviews. In Years 7 to 10 the College will report against the Victorian Curriculum Standards.

The assessment is based on the student's performance against the state-wide standards. There are currently **four reporting cycles** within the school year. These are as follows:

### Interim Reports (end of Term 1 and end of Term 3):

- These reports indicate your child's progress in regards to the standard of classwork, work ethic, self-management and behaviour in each of their classes.

### End of Semester Reports (End of term 2 and End of term 4):

- These comprehensive written reports are published at the end of Semester 1 and 2
- Letter grades will be awarded in these reports for each Common Assessment Task
- Students will receive feedback for each CAT to allow for improvement and growth

Common Assessment Tasks - Reporting Scale	
Student demonstration of skills	
A	Achieved 3 <sup>rd</sup> level of skill <b>within the standard</b>
B	Achieved 2 <sup>nd</sup> level of skill <b>within the standard</b>
C	Achieved 1 <sup>st</sup> level of skill <b>within the standard</b>
D	Approaching the 1 <sup>st</sup> level of skill <b>within the standard</b>
E	Emerging skills relative to the 1 <sup>st</sup> level of skill <b>within the standard</b>

### Ongoing Reporting

Feedback is provided on Compass for each Common Assessment Task. This is accessible to students and parents by opening the Learning Task. Feedback for each Common Assessment Task is compiled and uploaded for reporting purposes.





# Curriculum Overview

## Year 7 and 8 Curriculum

Years 7 and 8 we provide each student with a comprehensive and balanced education. Students are encouraged to think critically and creatively, making links in their learning across classes, subjects and beyond. We have a strong focus on literacy and numeracy with students having eight x 75 minute periods of Mathematics and English each fortnight.

Lyndale Secondary College Year 7 and 8 curriculum is divided into eight domains: The Arts, English, Language (French and Japanese), Health & Physical Education,

Mathematics, Science, Humanities and Technology. Throughout Year 7 and 8, all students will have the opportunity to learn and study a variety of subjects within these domains.

The curriculum is in line with the Victorian Curriculum, which describes what students are expected to know and be able to do at different levels.

## Year 9 Curriculum

Consolidating learning from Years 7-8, Lyndale Secondary College provides engaging learning experiences and strong preparation leading to the independence and

responsibility of Years 10-12.

Lyndale Secondary College's Year 9 Curriculum Program provides students with a core curriculum of studies, along with significant choice of subjects to suit their individual

preferences. Students undertake core studies in Mathematics, English, Languages,

Humanities, Sciences, Health and Physical Education. Students also select from a wide variety of Semester-based electives where they pursue their interests within the areas of Technology and The Arts, so to increase their engagement at school.

## Year 10 Curriculum

We are a school who prides ourselves in offering our students with a diverse range of innovative programs that cater for individual needs and aspirations of all students. These programs also support personal growth, encourage self-discipline and promote social responsibility. As students enter Year 10, the senior pathways available to them increase significantly. The students may choose a course designed to prepare them for the Victorian Certificate of Education (VCE), Victorian Certificate of Applied Learning (VCAL) or Apprenticeship/ Traineeships (VET). It is therefore important that students are provided with a course that meets their specific educational needs and that challenges them to produce their personal best.

The Year 10 course is designed to effectively prepare students with the skills and knowledge to successfully complete the applied and academic learning pathways that will be available in the VCE, VCAL and on and off-site Vocational Education and Training (VET) programs. Similar to Year 9, there is a variety of core subjects and electives/ programs students select as part of their studies.

## VCAL

The Victorian Certificate of Applied Learning is an alternative Senior School qualification that allows students to complete practical work-related experience, as well as literacy and numeracy skills and the opportunity to build personal skills that are important for life and work. If students choose to study the VCAL, they will gain practical experience and 'employability' skills as well as the skills they will need to go onto further training in the workplace or at a TAFE institute.

As part of students enrolment, they are required to complete work placement and enrol in a VET course. The students who have been enrolled in VCAL have been able to greatly

benefit from being able to network with potential employers and/or try out an industry to see whether they are interested in going on to an apprenticeship or traineeship.

## VCE

We are a school who prides ourselves in offering our students a diverse range of innovative programs that cater for the individual needs and aspirations of all students.

These programs also support personal growth, encourage self-discipline and promote social responsibility. With these opportunities comes an expectation of performance. Our expectation as a College is that each student will perform to the best of their ability in their chosen program.

To ensure all students select and undertake appropriate and relevant programs, students receive extensive course and careers counselling together with rigorous academic support. Relationships between students and staff are based on mutual respect and cooperation as they work towards a common goal of achievement.

## Challenge and Extension

Learning in each classroom is differentiated and personalised. All students are supported to develop their leadership skills, problem-solving abilities and to challenge themselves to reach their full potential.

The College encourages students to extend their abilities and knowledge through participation in public speaking and debating, literacy events, school governance, robotics, performing arts, sport and a variety of clubs and leadership positions.

# Student Engagement and Wellbeing

## Student Wellbeing

Lyndale Secondary College is committed to providing a safe and caring learning environment for all members of its community. Students are encouraged and supported to take responsibilities for their wellbeing and all teachers have a duty of care in this area. Students' first point of call for any issues relating to their wellbeing is their classroom teacher. Year Level Coordinators oversee the engagement and management of students ensuring their safety and a positive school culture.

## The Wellbeing Team

At Lyndale, the Wellbeing Team consists of a Leading Teacher who is also a qualified counsellor, two school based and one external psychologist from the Regional Student Services, a Wellbeing Officer and qualified counsellor and a school community nurse. This team is available to support students with counselling, guidance, advocacy, psycho-educational assessments and referrals where required. They act as a liaison between staff members, parents and external agencies to support students with various aspects of their educational and school life. It guides the Program for Students with Disabilities and provides parents and teachers with strategies to address specific physical, socio emotional and academic student needs.

## Wellbeing Services

The Student Wellbeing Department is a more specialised student support service. It provides a range of services to support students who experience serious challenges in their lives. Challenges which negatively impact on their resiliency and their education. These may include, poor academic performance, social emotional problems, difficult peer relationships, financial difficulties, conflict resolution, health concerns and those related to learning and study. The Wellbeing Team provides a number of services to support both individual and groups (class, year levels, whole school) of students

### Wellbeing Services Include:

- Counselling
- Absenteeism tracking and follow up for individual and groups
- Home visits
- Psycho-educational assessment
- Building a positive school culture
- Health information
- Staff support and professional learning to create:
  - safe & supportive learning environments;
  - restorative practises and approaches;
  - behaviour management planning &
  - adjustments and modifications to curriculum delivery
- Agency Partnerships to facilitate specific programs eg. Migrant Resource Centre: Career Mentoring
- Student Individual & Group Personal Development Workshops
- Peer Support Program

## Student Engagement Team

All student engagement based extra curricular programs in the college are overseen by the Student Engagement Team (SET). This team:

- Oversees the developments of all policies, services & programs that support the socio-emotional educational development of students at each year level and that specifically address issues of resiliency, transition & pathways and student voice.
- Monitors and profiles all school services and programs and their relevancy to our school community.
- It makes recommendations for programs & resources based on school data which identifies student needs and emerging trends.
- It develops strategies for the development of services and programs that address the gaps in our profile and ensure their smooth implementation and promotion.
- It ensures this services/programs further build on each year levels' sense of community, build resiliency and engage 'Student Voice' in their delivery.

The Student Engagement Team is a subcommittee of the school council 'Student Service' Team. It incorporates a range of perspectives through representation from the following areas of the college:

- Student Engagement Wellbeing
- Curriculum
- Principal Class
- Middle Sub-school
- Senior Sub-school
- VCAL
- Careers
- Student Leadership/SRC/Scholarships Coordinator
- House Teams Coordinator
- Student support and intervention programs

The SET meets twice a term and the assigned dates are reflected in the school calendar.

## Referrals to Wellbeing

Students can be referred to this department through: Year Level Coordinators, classroom teachers, parents, students and through self referrals. Students and parents can make their referrals directly to the members of the wellbeing Team.

## The SSSO Service

The Region Student Services program provides a range of services to schools, including psychological, speech pathology, and social work support. Referrals to this service must go through the Wellbeing Team.

**The Wellbeing Office is found in the Front Office.**



## Supportive Relationships Policy

Lyndale Secondary College is committed to providing a supportive and safe environment for members of the College community. The College will respond quickly and effectively in the event of a bullying incident. Supportive relationships see our community cooperate to provide and enjoy a safe, caring environment. Supportive relationships promote respect for self and for others. Appreciation of differences and the need to cooperate are essential ingredients of a working, supportive and harmonious community. Individuals within such a community feel valued and understand how they actively contribute to the happiness and wellbeing of others.

***Lyndale Secondary College values staff, students and parents working together to create a supportive environment for all.***

### Rights and Responsibilities

The College community, students and staff of Lyndale Secondary College have a right to a safe and caring environment that promoted learning, personal growth and positive self-esteem. The College is committed to providing such an environment and all members of the College community have the responsibility to ensure this occurs.

### What is bullying?

"Bullying is when someone, or a group of people, upset or create risk to another person's health and safety—either psychologically or physically—their property, reputation or social acceptance, on more than one occasion." *Safe Schools are Effective School.*

Bullying is a form of aggressive behaviour and can be differentiated from teasing and violence in three ways:

- Bullying is a deliberate hurtful action directed towards another person or persons, by one or more persons
- Bullying is often repetitious in nature, where incidents occur more than once and are not random acts. However, severe "one-off" bullying also occurs and is recognised as potential very harmful
- Bullying usually involves a person having more power or strength at the time. As distinct from playful teasing, bullying is a mean action intended to hurt the victim and create subordination as well as a feeling of superiority for the bully.



## Supportive Relationships Policy (Continued)

### Types of bullying

**There are a variety of categories and examples of bullying behaviour including:**

*Direct Physical Bullying:* hits, trips, pushes, pokes, damages property, physically threatens, gives intimidating looks, steals property, touching and brushing up against (sexual in nature).

*Direct Verbal Bullying:* calls names, insults, makes homophobic remarks, makes racist remarks, verbally abuses name, family, religion, disability, or other individual characteristic of “victim”, laughs at, puts down, threatens, sexual joking and innuendo.

*Indirect Bullying:* (sometimes referred to as “Social Bullying”; this form of bullying is harder to recognise and is often carried out behind the bullied student’s back. It is designed to harm someone’s social reputation and/or cause humiliation): lies and spreads rumours, plays nasty jokes to embarrass and humiliate, mimics, deliberately leaves “victim” out of activities, encourages others to socially exclude someone, damages someone’s social reputation and social acceptance.

*Cyberbullying:* this involves being cruel to others by sending or posting harmful material or engaging in other forms of social aggression using the internet or other digital technologies.

### Lyndale Secondary College’s prevention and response plan

Lyndale Secondary College staff are committed to:

- Modelling supportive behaviour in words and actions at all times.
- Being vigilant for signs of distress or suspected incidents of bullying.
- Assisting the person being bullied by removing sources of distress, without increasing any risk to their wellbeing. Victims of bullying behaviour are encouraged to practise assertive behaviours and offered ongoing support whenever necessary. Eg. Classroom Support Program, Student Workshops.
- Referring suspected incidents to the appropriate staff member (Form Teacher, Coordinators, Sub-School Leaders, Student Wellbeing Leader, Principal Class) who will follow the College’s procedures to deal with the behaviour.
- Year Level Coordinators & Wellbeing staff complete the Response to Bullying templates and procedures.

- Assist those who exhibit bullying behaviour by:
  - ◆ Applying Restorative Justice practises
  - ◆ Consistently applying the College’s Supportive Relationship Policy
  - ◆ Providing ongoing counselling, whenever necessary, to reinforce the value of supportive relationships

***In cases where a student has been identified as engaging in bullying behaviours, the procedures listed below will be acted on. Student Managers may also invoke detention consequences or suspension (in accordance with the Department of Education and Early Childhood Development’s Student Engagement Guidelines) whenever they believe that individual cases warrant these actions.***

**First Offence:** A formal warning is issued by a Form Teacher, Coordinator, Wellbeing Leader, Assistant Principal, Principal, in which it is made clear that the bullying behaviour must cease. An attempt to resolve the situation via mediation and conferencing with the parties involved is undertaken.

**Second Offence:** The offending student is issued with a Bullying/Harassment Notice that informs parents of the College’s concerns and forewarns of the consequences should the behaviour continue. A Student Support Group Meeting may also be undertaken at this stage.

**Third Offence:** Suspension procedures will be instigated. Repeated bullying behaviour may lead to exclusion from the College.

### Lyndale Secondary College students are expected to:

- Refuse to be involved in any form of bullying, either alone or as part of a group,
- Report the incident or any suspected incident to a trusted adult at the College (eg Pastoral Teacher, Teacher, Coordinator, Student Wellbeing staff),
- Take some form of preventative or supportive action (eg speak up on that person’s behalf) if they feel safe to do so.



## Supportive Relationships Policy (Continued)

### What parents and family members can do to help:

- Watch for signs of distress in your child (eg unwillingness to attend school, a pattern of headaches, missing personal belongings, requests for extra money, damaged clothes or bruising).
- Take an active interest in your child's social life and acquaintances, encouraging out of school social contact.
- Encourage your child to take the initiative by immediately telling a staff member about any bullying incident.
- Keep a written record of what is happening (who, what, when, why, how).
- Discourage retaliation.
- Be willing to attend interviews at the College if your child is involved in any bullying incident.
- Be willing to inform a Teacher, Coordinator, Student Wellbeing staff or

Principal class of any cases of suspected bullying, even if your own child is not directly affected.

- Teach your child the value of supportive relationships.
- If the problem continues to occur please re-contact the school.



## Sports at Lyndale Secondary College

### Inter-school sport

Lyndale offers a wide range of sports for interschool competition involving students at all year levels. We offer a wide range of sports and we encourage students to be involved as much as possible. The sports that the school currently participate in includes: Softball, Baseball, Badminton, Cricket, Tennis, Volleyball, Netball, AFL, Soccer, Table Tennis, Basketball, Hockey and Futsal. Students have an excellent opportunity to improve their skills in a variety of sports and at the same time to participate in a team atmosphere.

### The House system

The House system and striving to be the annual House cup winner brings out the best in all of us, not only with Sport, but also the Arts & Technology through their creative awards night, music and theatre productions, and Science, Mathematics and English Competitions.

Our students and teaching staff are distributed between four houses:

- Gladstone (Blue)
- Oakwood (Green)
- Halton (Yellow)
- Munro (Red).





## Instrumental Music Program

Our music program attracts some of the brightest, most high achieving students in the school and we see many of our students rewarded with both academic and music success.

The Lyndale College Instrumental Program is the most successful music program the school has seen for many years. The bands have performed at a number of school events and formal school presentations, with a busy performance calendar of events scheduled for the year. Lyndale Secondary College is extremely fortunate to have Instrumental Music Staff who are amongst the most talented musicians and expert teachers in the Victorian education system. As a result, we are able to offer student tuition on a wide range of instruments:

### Available Instruments

*Other instruments are also possible upon request.*

<b>Woodwind</b>	Flute	Oboe	Clarinet	Saxophone	Voice
<b>Brass</b>	Trumpet	French Horn	Euphonium	Trombone	Tuba
<b>Rhythm Section</b>	Bass	Guitar	Drum kit	Keyboard	

Lessons are half an hour per week during school hours, and students are expected to maintain a regular practise routine at home during the week or at school where possible. The timetable for lessons during school hours is structured on a rotating basis to ensure minimal disruption to classes.

Band rehearsal is once a week either before school, after school or at lunch time and attendance is compulsory. A rehearsal schedule will be arranged at the beginning of the school year.

### Fees

Tuition Fees are \$100 per year.  
Instrument Hire is \$140 per year.

**Enrolment forms for the Instrumental Music Program are available from the Front Office.** If you have any questions regarding the Junior Concert Band or the wider Music and Performing Arts program, please contact Steve Rault on 9795 2366.





## Free Homework and Tutoring Support Program and Lunchtime Clubs



### The Free Tutoring & Homework Support Program will help students who:

- may need assistance in completing class work, assessment and other learning tasks
- catch up on work missed
- want a quiet place to study or collaborate with a group of friends
- assists in the student's transition into Secondary College by connecting to other students and staff

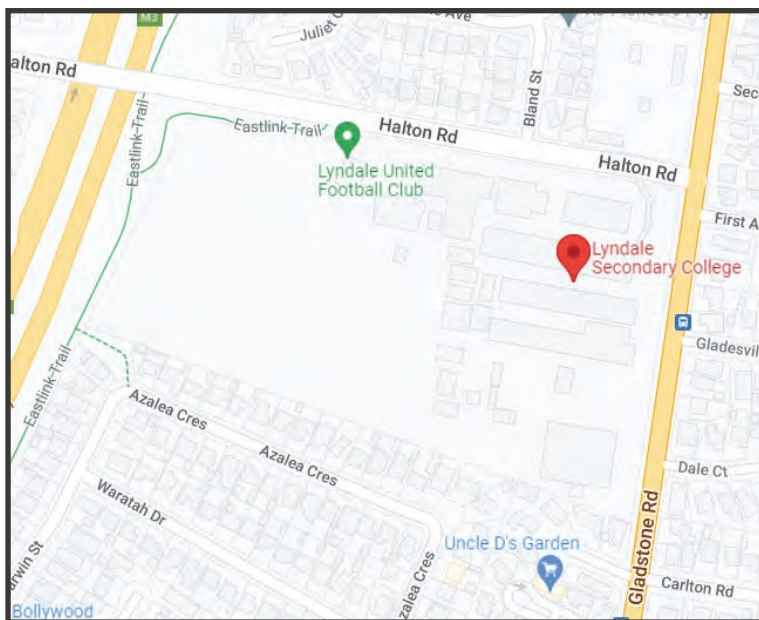
All students and their families are required to sign a permission form.

Attendance at the program may be the result of student choice and/or teacher/parent referral.

### Lunchtime Clubs

There are a variety of lunchtime clubs for students to participate in at Lyndale Secondary College. These include activities for those interested in sports, the arts, literacy, numeracy, STEM and any other special interests students within the College have. These programs provide great opportunities for students to build relationships with like-minded peers.





14 Halton Road, Dandenong North VIC 3175

PO Box 2684, Dunearn 3175

Ph (03) 9795 2366

Fax (03) 9790 1466

[www.lyndale.vic.edu.au](http://www.lyndale.vic.edu.au)

[lyndale.sc@education.vic.gov.au](mailto:lyndale.sc@education.vic.gov.au)



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