

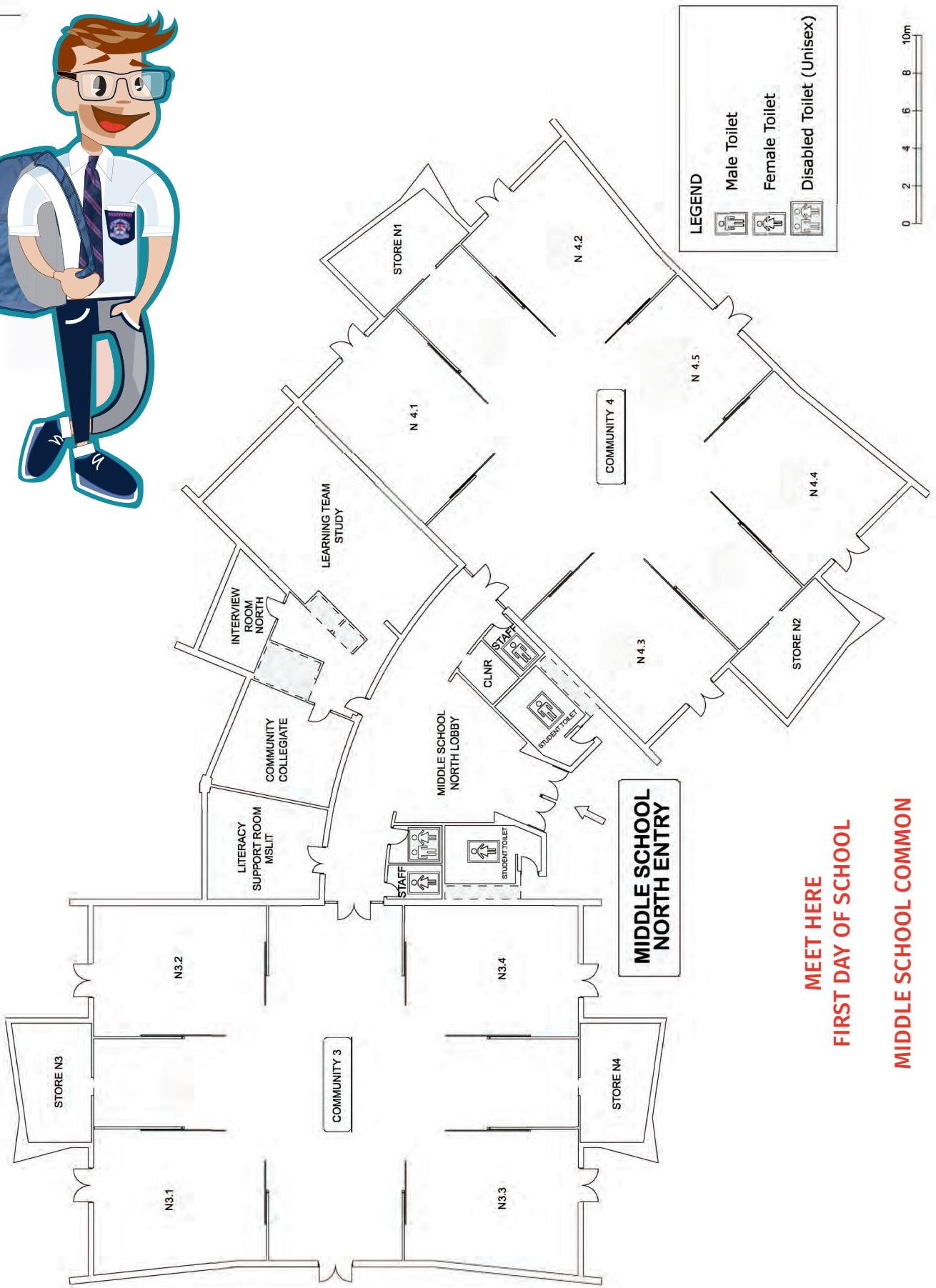
**MOUNT LAWLEY SENIOR HIGH SCHOOL**

**DEDICATED TO STUDENT LEARNING**



# Middle School Orientation for 2024

Name \_\_\_\_\_



**MEET HERE**  
**FIRST DAY OF SCHOOL**  
**MIDDLE SCHOOL COMMON**

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# Welcome to Mount Lawley SHS Middle School

**It gives me great pleasure to welcome you and your son or daughter to the Middle School at Mount Lawley Senior High School. The Year 7 students of 2024 are the 22nd cohort to enter the Middle School since its inception in the old buildings in 2003.**

Our middle schooling model was designed during the re-development of the old school from 2001 onwards with lots of input from parents, and our focus has always been firmly on what is best for students during the vulnerable early years of adolescence. The necessary changes in curriculum, teaching and learning strategies, staffing, organisation and above all building positive relationships with both students and parents were implemented steadily over several years. This culminated with Mount Lawley Senior High School being recognised in 2009 as the Middle School of the Year.

Orientation Day is the first step of a new stage in your child's life. Moving to secondary school is a great adventure for students, as the range of opportunities and challenges available to them increases enormously. During this time the nurturing environment of the Middle School Community ensures that the transition from primary to secondary school is accomplished smoothly and with a minimum of stress. Every year we get so much positive feedback from parents who were apprehensive about the move to secondary school and are amazed at how easy it was for their child. However, if your son or daughter does encounter any problems please do not hesitate to contact us – there is always something that we can do to help.

## MIDDLE SCHOOL

Our middle schooling approach is aimed at addressing the developmental and educational needs of young adolescent students. We endeavour to empower students by offering them meaningful curriculum, teams of teachers who focus entirely on their needs, a strong sense of community and a technology-rich environment in which to learn.

Quality relationships, academic rigour and a safe learning environment are the key components of our middle schooling philosophy at Mount Lawley. Parents are regarded as part of the learning community and we value their partnership in the education of their children.

Our curriculum is based on the School Curriculum and Standards Authority's (SCASA) Western Australian Curriculum. Students are encouraged to make connections with their community in order to increase their confidence



and self-awareness. The Middle School at Mount Lawley Senior High School is a vibrant Learning Community where the focus is on providing an interesting, challenging and rewarding experience for all students. As part of this program we conduct a Year 7 induction program that runs for 5 or 6 weeks so students can settle into high school and maximise their potential.

## INTRODUCTION

This booklet contains the essential information needed by incoming Year 7 students and their parents to help get the new school year at Mount Lawley Senior High School off to a good start. By the end of Orientation Day students should feel very comfortable about starting school next year. Further information will be provided at the beginning of the school year in the School Diary, and we urge parents as well as students to read these documents.

Research confirms that a middle school setting provides the best possible learning environment for young adolescent students. It also eliminates many of the concerns that traditionally beset parents whose children are about to move into secondary school. The Middle School buildings are uniquely constructed with the Middle Schooling principles of a community teacher located within their own community office along with the other Learning Area teachers of that community, rather than in the Upper/Senior offices, as is typical in other schools focus is on learning area offices. This makes the student the focus of the community enabling greater pastoral care opportunities for teachers.

For about three-quarters of the time Year 7 lessons will be located in their Middle School community. When students do need to move to the specialist facilities for classes in Design & Technology, Physical Education, Art, Drama, Home Economics, Media and Music students will be part of a group who are all going to the same place at the same time, so there is very little chance of their getting lost. The whole team of teachers very quickly gets to know each student in the Community, and the Form Teacher or Community Leader is a very easy point of contact for parents.

TERM DATES 2024		
Term 1	Students Start	31 January
	Student Finish	28 March
Term 2	Students Start	15 April
	Student Finish	28 June
Term 3	Students Start	15 July
	Student Finish	20 September
Term 4	Students Start	7 October
	Student Finish	12 December

## BOOKSHOP & UNIFORMS

School uniforms will be available from 832/834 Beaufort Street, Inglewood. This store operates 6 days a week for parents/guardians providing greater accessibility. Monday, Tuesday, Wednesday & Friday 9am - 5pm. Thursday 9am - 6pm. Saturday 9am-1pm. Tel: 9270 4658 Email: [inglewood@uc.nellgray.com.au](mailto:inglewood@uc.nellgray.com.au) Please note: Book List/Personal Items and Contributions & Charges sheets are now available on the website [www.lawley.wa.edu.au](http://www.lawley.wa.edu.au) Go to Finance and Booklists section under the Information tab on our website. Information regarding uniforms has already been posted to parents and a uniform list is included in this booklet. Second hand clothing is available from the school chaplain during certain times

## First Day of Term Next Year

### WHAT TO BRING

Students will need to come equipped to start work on the first day of school, but this does not mean bringing with you every single item that you purchased on the booklist. Students bring their folder and exercise books. All items including **clothing should be clearly marked with the student's name**. Do not feel compelled to carry every book and piece of equipment that you purchased for the year – keep the load light to begin with, familiarise yourself with your timetable, and ask your teachers what you will need to bring to class on a daily basis. Students should also bring either a healthy lunch or some money to buy lunch from the café, and if the weather is hot it is a good idea to bring a water bottle.

There are bag racks in each Community where students can store their bags for the day. Valuables should either be left at home or carried on the child's person at all times to ensure that they are kept secure.

### WHAT TO WEAR

Make sure that you wear correct school uniform, purchased from the school's Uniform Shop, and black lace-up shoes. Refer to Uniform section further in this booklet for more information.

## WHAT TO DO / WHERE TO GO

Students should arrive at school around 8.15am on Wednesday 31 January, and go directly to the Middle School Common (the grassed area in the middle of the semi-circle created by the Middle School building.) At 8.25 all students will move into their form rooms, located in their home Communities – the same room where they spent most of the Orientation Day. Rolls will be checked, timetables will be distributed, and some other administrative tasks will be completed while the students are in form rooms. At the start of Period 2 students will start following their normal timetable of lessons .

## TIMETABLE

We always start at 8.30am and finish at 2.50pm, with six classes each day. We do not have bells or sirens to signal the beginning or end of a period, so it is advisable for all students to wear a watch, as they need to be responsible for getting to class on time. **Incidentally, an 8.30 am start means that is the time that students should be sitting in their classrooms, ready to start work – not just walking in through the gate at that time.**

Most of each student's timetable remains the same for the whole year, but in the learning areas of the Arts and Technologies there will be a change each semester. In Technologies students study Design & Technology, Home Economics and Computing. Music students study Art in Year 7 and Media in Year 8. So do not be alarmed if your favourite subject does not appear on your initial timetable, as you will be taking it later in the year.

## MIDDLE SCHOOL TIMETABLE

Period	Start	End
0	7 : 40	8.30
Form	8 : 30	8:45
1	8 : 45	9 : 38
2	9 : 38	10 : 25
Lunch 1	10 : 25	10 : 50
3	10 : 50	11 : 35
4	11 : 35	12 : 30
Lunch 2	12 : 30	1 : 05
5	1 : 05	1 : 55
6	1 : 55	2 : 50





# School Communication



## EMAIL SCHOOL

Because of our commitment to involving parents as much as possible in the education of their children, we welcome parent contact. The best way to contact us is via email. Telephone contact is difficult because teachers are usually in class, and voicemail messages may not be picked up on the same day. As you can see, our standard email address for teachers is *Firstname.Surname@education.wa.edu.au*. It may be worthwhile to contact Middle School Reception to check the spelling of a teacher's name prior to sending an email or check the school's website under the Contact tab.

## WEBSITE

Ensure that you regularly check our school website [www.lawley.wa.edu.au](http://www.lawley.wa.edu.au) as this is the location where current information is obtained. **The School Calendar lists all the school events and these can change over time so it is advisable to check on a regular basis.** News and school updates are also posted on the website or can sent via the phone app.

## CONNECT (WEB)



When you login to 'Connect' online you will be able to see information specific to your own child/ren including details about their classes, attendance information, course & assessment outlines and notices from the school. It is recommended that you use your computer to access the website/app.

## SCHOOL PHONE APP (AUDIRI)

Mount Lawley SHS has a mobile phone application which is used to keep the school community informed of school activities and events with push notifications. It also has a provision for parents to notify the school of their child's absence.

Step 1 Download Audiri App (Apple/Android)

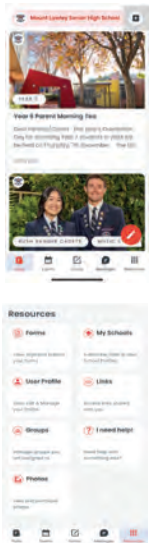
Step 2 Add + school Mount Lawley

Step 3 Click at bottom of screen

Step 4 Go to Resources>Groups. Select which group/s you wish to receive.

For further information go to

<https://help.audiri.com.au/en/articles/4221409-download-the-latest-version-of-audiri>



## PUBLICATIONS

The school produces a 'e'newsletter 'Lawely Update' which provides highlights of each term. This is available online via the phone app & the school website. The Year Book provides an excellent record of students and activities during the year and is usually a very thick colour publication over 200 pages. The Year Book is purchased from the Contributions & Charges list or can be ordered from the School Finance Officer.

## SCHOOL CONTACT DETAILS

General Enquiries		Middle School Yr 7 & 8 Enquiries	
Phone 9265 1500		Phone 9265 1573	
mountlawley.shs.enquiries@education.wa.edu.au		mountlawley.shs.middleschooladmin@education.wa.edu.au	
ABSENTEE CONTACT INFORMATION			
	<b>Phone</b>	92651507	This number is for all Year Groups, and you are able to leave a message.
	<b>Email</b>	mountlawley.shs.absentees@education.wa.edu.au	
	<b>Online Form</b>	<a href="http://www.lawley.wa.edu.au/view/contact/absentee-form">http://www.lawley.wa.edu.au/view/contact/absentee-form</a>	
	<b>Online Form</b>	Audiri App : Form section : Absentee/Change personal details/	
	<b>SMS</b>	0407 447 500	SMS ONLY
	<b>MOBILE PHONE APP</b>	This app (Audiri) has easy push buttons for all of above.	



## Absentees

To alert the school of any absences from school, please contact the Absentee Officer providing the following information: full student name, form class, duration and reason for absence. Schools have a legal responsibility to monitor and report the attendance of students.



QR Code for Online Absentee Form

# Student Attendance and Punctuality

Schools have a legal responsibility to monitor and report the attendance of students.



## LATE ARRIVAL

Any student who is late is to report to the Student Attendance Officer in the Main Administration Office. They need to provide a note (or use school mobile phone app /email [mountlawley.shs.absentees@education.wa.edu.au](mailto:mountlawley.shs.absentees@education.wa.edu.au) / telephone call 9265 1507/sms 0407 447 500/ school website, [www.lawley.wa.edu.au](http://www.lawley.wa.edu.au) located underneath Events Calendar - Light blue tab 'My child is absent'). Once students report to the Student Attendance Officer, they will be marked '**late to school**' on the online attendance system. Only when this occurs, will they be permitted to go to their timetabled class. **If you are unsure as to what information is required for an absentee note, there is a blank template available at the back section of the student diary which can be used by parents/guardians.**

If students do not have a note from home explaining their lateness they may be placed on school detention either at lunchtime or after school. SMS Messaging will be sent to parents/guardians for students who arrive late to school and DO NOT HAVE A NOTE. Please reply to the SMS outlining the reason for the absence/lateness.

## It's NOT OK to miss school if your child:

- Is celebrating a birthday
- Is going on a family holiday
- Is visiting a family or friends
- Has slept in or had a big weekend
- Is looking after other children
- Has sport or other recreational activities that have not been approved by the school
- Has appointments such as haircuts, driving lessons and minor check ups
- Has a pet who is sick
- Attended after hours school activities
- Didn't complete homework or assignments

**If possible, routine medical and other health appointments should be made either before or after school, or during school holidays.**

## PERMISSION TO LEAVE SCHOOL DURING THE DAY

**It is the responsibility of the student to remember when their appointment time is.**

If a student has an appointment (eg Doctor, Dentist) during the day, the procedure is as follows:

- Before school the student reports to Student Attendance Officer in the Main Admin Office to collect a '**GREEN EARLY LEAVE PASS**' to show the class teacher otherwise they are unable to leave the class. Parents are requested to notify the school **BEFORE** the event.
- Use one of the following :school mobile phone app/ email [mountlawley.shs.absentees@education.wa.edu.au](mailto:mountlawley.shs.absentees@education.wa.edu.au) telephone 9265 1507/sms 0407 447 500/school website, [www.lawley.wa.edu.au](http://www.lawley.wa.edu.au) located on the right hand side of screen Quick Links: **brown tab** ('Absentee Form').
- Before leaving school the student signs the Student Attendance Officer's daybook and receives an official 'Leave Pass' to exit the school. Upon returning, the student must come back to the Student Attendance Officer and sign in.
- If going away for an extended period of time please notify the Student Attendance Officer by letter or school mobile phone app/ email [mountlawley.shs.absentees@education.wa.edu.au](mailto:mountlawley.shs.absentees@education.wa.edu.au)/telephone 9265 1507/sms 0407 447 500/school website, [www.lawley.wa.edu.au](http://www.lawley.wa.edu.au) located on the right hand side of screen Quick Links: **brown tab** ('Absentee Form').
- If a student is not feeling well in class, they must visit the Health Centre (**with their diary, signed by class teacher**). The First Aid Officer will contact parents/guardian if necessary.

## When is it OK NOT to go to school?

An OK reason is one that prevents your child from getting to school. This could include:

- When your child is sick or unwell
- Attending cultural or religious observances such as Eid and funerals
- An unavoidable natural event such as flood waters, fire or a cyclone
- An unavoidable medical appointment

**The Principal decides if the reason given for your child's absence is acceptable.**

### COLLECTING STUDENTS FOR APPOINTMENT FROM SCHOOL.

If you are coming to the Main Administration Office to collect your child for an appointment please ensure you have called the office **prior** to arrival as there may be a waiting period due to the location of your child within the school grounds.



### EXPLANATION OF ABSENCE

Any student who is away must bring a note to the Student Attendance Officer in the Main Administration Office from a parent/guardian, explaining the absence. Parents/carers will be notified by SMS of any absences. If the school has not been notified of the reason for the student's absence within three days, the student's Form Teacher sends an official Absentee Note to parents or the parents will be contacted by telephone. A letter outlining outstanding absences is sent out to parents/carers. ***EACH absence needs to be explained and the letter returned to Student Attendance Officer in the Main Administration Office as soon as possible.***

Some points to note:

- For any absence ( e.g. 1 period or more), a parent is legally obliged to advise the school of the reason.

This may be done via note, ( or use school mobile phone app /email [mountlawley.shs.absentees@education.wa.edu.au](mailto:mountlawley.shs.absentees@education.wa.edu.au) /telephone call 9265 1507/ sms 0407 447 500/ school website, [www.lawley.wa.edu.au](http://www.lawley.wa.edu.au) located underneath Events Calendar - Light blue tab 'My child is absent')

- SMS messaging will immediately be sent to parents detailing any student absence by 11.00 am – 4.00pm each day.
- A student's unverified verbal explanation of an absence will NOT be accepted as a valid excuse.
- Consistent attendance at school is one of the key factors in ensuring that students achieve the best educational outcomes of which they are capable.

**NOTE: The Department of Education may take court action against students for truancy.**



**Photograph Inside the Middle School Quad Grassed Area between South & North Buildings.** On your first day, this is the area where you come when you first arrive at the school and wait for the start of the first day of high school. To get there walk through the red arch, go past the Middle School office and turn sharply right and walk along the brick pathway until you enter the Middle School Common.



## ATTENDANCE AT SECONDARY SCHOOL

**At Mount Lawley Senior High School, we want your child to do their absolute best. To get the best education, they need to go to school every day.**

The teenage years are a time for young people to develop independence and find their place in the world, including how they take part in their school life. We know that some children may need extra encouragement to attend school regularly. By working together, our school community can address some of the reasons why children may not want to go to school.

### EVERY DAY COUNTS

1 or 2 days a week doesn't seem much but ...			
If you miss ...	That equals ...	Which is ...	And over 13 years of schooling that's ...
1 day a fortnight	20 days per year	4 weeks per year	Nearly 1½ years
1 day a week	40 days a year	8 weeks a year	Over 2½ years
2 days a week	80 days a year	16 weeks a year	Over 5 years
4 days a week	160 days a year	32 weeks a year	Nearly 10 years

How about 10 minutes late a day? Surely that won't affect my attendance			
I only miss ...	That equals to	Which is ...	And over 13 years of Schooling that is ...
10 minutes a day	50 minutes a week	Nearly 1½ weeks a year	Nearly ½ a year
20 minutes a day	1 hour 40 minutes a week	Over 2¼ weeks a year	Nearly 1 full year
30 minutes a day	Half a day a week	4 weeks a year	Nearly 1½ years
1 hour a day	1 day a month	8 weeks a year	Over 2½ years

**Remember there are 40 weeks of school a year**

#### Some common problems you may have getting your child to school:

- They won't get out of bed in the morning
- They go to bed late at night
- They take a long time to get ready in the morning
- They haven't done their homework or are avoiding a test or assignment
- They are using their phone or computer in their rooms during the night
- They are playing video games late at night

#### What can staff at Mount Lawley Senior High School do to help?

- Offer relevant and culturally responsive learning opportunities
- Monitor every student's attendance and work with you to overcome problems affecting your child's attendance
- Talk with you about involving support staff such as school psychologist, chaplain, mentors and relevant staff
- Talk with you about local services they may also be able to help such as Headspace, Mercy Care and other organisations

#### You may also have concerns that your child:

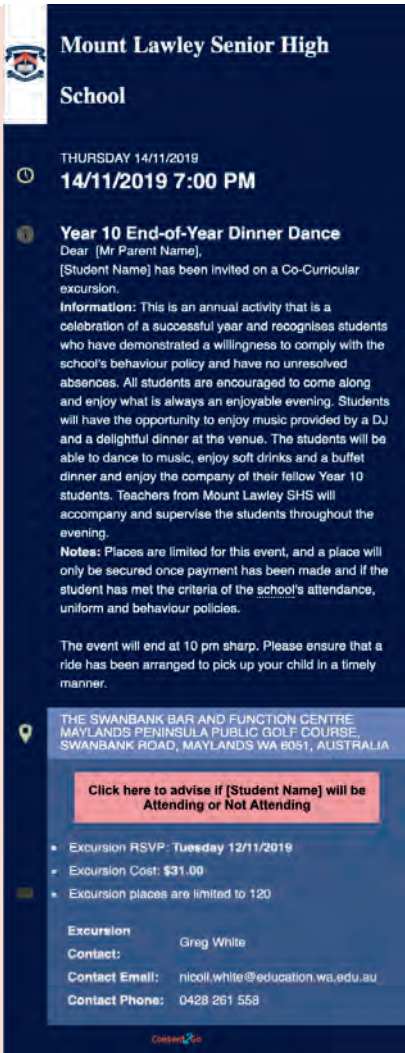
- May not have friends or is not fitting in
- May be feeling lost at school
- Fears being a failure
- Is not feeling academically challenged
- May have learning difficulties
- May not get along with a teacher
- Just not wanting to be at school



QR Code  
Department of Education  
Attendance Information

### WHAT CAN PARENTS/CARERS DO TO HELP ?

- Act early. It is important to understand and work on the underlying reasons why your child is not going to school.
- On average, teenagers need eight to nine hours sleep a night to be healthy and alert. Maintaining a daily routine helps. This may include monitoring internet, mobile phone, computer games and television use at night to ensure sleep is not disturbed.
- Try not to make appointments or take holidays during school time. This can make it difficult to catch up on missed schoolwork, and cause anxiety about attending school.
- Don't let your child stay home unless they are genuinely sick.
- Don't let your child stay home to finish an assignment that is due. Make attendance the number one priority.
- Set a good example - how you meet your commitments impacts on how they will meet theirs. Teach them that 'showing up' is normal and expected behaviour.
- Have clear expectations about after school jobs. Make sure work does not impact on their ability to get to school each day or interfere with study.
- Encourage extracurricular activities such as sport and creative activities. They can help your child develop positive relationships and experience success, helping them feel more motivated.
- Monitor your child's attendance and learning at school. Periodically check with their teachers or the Year Coordinator to find out how things are going.
- Avoid taking over or giving your child the impression you are fighting their battles for them. Improving attendance requires the school, parent and student to work together.
- If your child delays getting ready for school so they are late, encourage them to still go to school with a note.
- Ask school staff such as the Student Support Coordinator or Student Support Officer for help if you are struggling to get your child to school.



## CONSENT2GO THE WAY TO PROVIDE INFORMATION FOR SCHOOL EXCURSIONS

Mount Lawley Senior High School partners with Consent2Go for all of our excursion documentation. This email-based system replaced the old paper process for obtaining parent permission and consent for school incursions and excursions. It is important that you have provided the school with the correct email addresses to enable this process to work efficiently. It is also important to notify us on any changes to your email address.

This picture shows an example of the content of the email you will receive. By simply clicking on the blue box you will be automatically connected to the system.

There is no username or password required to use the system. All information is stored in accordance with the Australian privacy requirements.

At the beginning of the school year the school will send out an invitation to parents to enter their child's details prior to the start of school. You will be asked to update your contact details and your child's medical and allergy information. This only needs completing once, **parents can then easily update and change details if required through the system.** The school will also use the system to collect payments from parents for excursions.

Parents may also attend the school and pay in person if they prefer.

Consent2Go was introduced to improve the process for parents by providing the school with the most up to date information regarding their child's medical or other related information.

This greatly improves the school's ability to manage school excursions and events. Please contact the school on 9265 1500 if you require more information.

## EATING AT THE DEE CAF (CAFE)

The Dee Caf is a privately run cafe on the campus of Mount Lawley Senior High School. Students are able to order their lunch before school or purchase food and drink during lunch times. Breakfast (yoghurt, muesli fresh fruit, cereal etc) is also available from 8 a.m. Our aim is to provide healthy and reasonably priced items to students. All our fresh chicken products are Halal as are our Lean Beef Burgers. We have on offer a wide range of fresh salads, salad wraps and sandwiches. Our DEE CAF menu follows the Department of Education's 'Healthy Food and Drink Policy'. This uses a traffic light colour coding system.



**GREEN FOOD & DRINKS:** are good sources of nutrients, contain less saturated fat and/or sugar and/or salt and help to avoid an intake of excess energy (kj).

**AMBER FOOD & DRINKS:** have some nutritional value, contain moderate levels of saturated fat and/or added sugar and/or salt and can, in large serves, contribute to excess energy (kj).

**RED FOOD & DRINKS:** lack adequate nutritional value, are high in saturated fat and/or added sugar and/or salt and can contribute excess energy (kj).



# Safe School Policy

At Mount Lawley Senior High School every student has the right to a safe and supportive learning environment; therefore bullying will not be tolerated at this school.



## A DEFINITION OF BULLYING

- **Repeated** and unjustifiable behaviour.
- Intended to cause fear, distress or harm to another.
- Physical, verbal or relational.
- By a more powerful individual or group against a less powerful individual who is unable to effectively resist.

This policy highlights that bullying occurs in various formats:

- Overt Bullying - “in your face” behaviours.
- Covert Bullying - “behind your back” behaviours.
- Cyber bullying - when an individual, or group, use the internet, mobile phones or other technology to cause harm another person or group of people.

## TYPES OF BULLYING BEHAVIOUR

### Physical bullying

- Deliberately bumping, pulling, shoving or tripping someone again and again.
- Throwing things at someone to hurt, annoy or upset them.
- Hitting, punching or slapping, pinching, biting or scratching someone repeatedly.
- Repeatedly touching someone who doesn't want to be.

### Verbal bullying

- Calling people names or offensive nicknames.
- Making racial comments about someone and their family.
- Rude comments or jokes about someone's religion.
- Teasing someone or being sarcastic in a way that is hurtful and upsetting.
- Comments about the way someone may look or behave that are hurtful.

## THREATENING

- Making someone feel afraid that they are going to be hurt.
- Pressuring someone to do things they don't want to do.
- Aggressive gestures or looks that make someone afraid.
- Forcing students to do hurtful or embarrassing things.
- Forcing someone to give you money, food or belongings.

### Property Abuse

- Damaging someone's belongings.
- Repeatedly stealing someone's money.
- Taking things away from someone.
- Repeatedly taking or hiding someone's belongs.

### Emotional bullying

- Ignoring someone or keeping them out of group conversations (known as exclusion). • Leaving someone out by encouraging others not to have anything to do with them.
- Spreading lies or stories about someone to try to get others to dislike someone.
- Making things up to get someone into trouble.
- Stalking someone, by continually following them or giving unwanted attention e.g. staring.

### Cyber bullying

- Sending harassing, abusive or offensive emails, phone messages or SMS phone texts or prank phone calls. • Making silent or abusive phone calls.
- Spreading rumours via social networking sites .
- Uploading or sharing harmful or hurtful content or comments on the internet or mobile phones.
- “Slam books” (websites or negative lists).
- Impersonation – Using person's screen name or password eg: message to hate group with personal details.
- Outlining or trickery sharing private personal information, messages, pictures with others.
- Posting “set up” images/video eg “happy slapping”.
- Ostracism – intentionally excluding others from an online group eg: knocked off buddy lists. • Sexting – sharing explicit material by mobile phone.



**More information about Cybersafety :**

<https://esafety.gov.au>

<https://www.cyber.gov.au/report-and-recover/report>  
[www.staysmartonline.gov.au](http://www.staysmartonline.gov.au)

<https://www.esafety.gov.au/young-people/cyberbullying>

**Students: see how cybersmart are you.**

Check out the following games <https://www.esafety.gov.au/access/>

**BYSTANDERS TO BULLYING**

A bystander is someone who sees the bullying or knows that it is happening to someone else. Bystanders can be identified in the following categories:

**Supporters**

- Support the person engaging in the bullying, either by helping the child to bully the other person or by encouraging the person engaging in the bullying.

**Spectators**

- Gather or deliberately stay to watch the incident (sometimes from concern and sometimes for enjoyment).

**Witnesses**

- Are aware that the incident is occurring (know about the bullying or see it from a distance).

Within each group there may be potential victims who are afraid they could be bullied next and this may influence their decision-making when deciding.



**COMMON EXCUSES USED BY PEOPLE WHO BULLY:**

- “I was only joking”
- “I didn’t mean anything by it”
- “It was just a bit of fun”
- “It’s ok – they know I didn’t mean it”

Bullying happens when a group of people or an individual consider themselves more powerful and targets another person. Bullying occurs when this type of harassment is repeated over and over again.

Bullying and harassment are totally unacceptable in our society and the school will do all it can to counter this behaviour.

Standing by and watching or encouraging bullying by others is also unacceptable. Such action indicates that you accept bullying. Instead, you should say something or simply walk away. This shows that you recognise the behaviour is unacceptable and that you will not support “picking on” others. This school does not accept that it is OK to stand by and watch a fight or intimidation of others.

**FILMING BULLYING WILL RESULT IN AN IMMEDIATE SUSPENSION.**

**SOLVING THE PROBLEM**

In most situations, the problem will be dealt with by students being helped to resolve the issue themselves. Where necessary, trained staff will work with students in a collaborative, problem solving process which usually resolves the situation.

If the situation cannot be resolved in this way, further action will be taken. The bullying student will be dealt with through the Student Behaviour System, which might involve parent contact, in-school withdrawal, suspension from school, or referral to outside agencies.

If the bullying takes the form of physical assault, it will be dealt directly by either Student Services or the Associate Principal. The school’s policy is for automatic suspension of students who assault others.

If you bully, then some things you can do to stop are:

- Avoid people who encourage you to bully others – make different friends and don’t encourage others.
- Learn to say and do what you want without making people unhappy.
- Talk to someone you trust and get help.

QR Code: Helping your child stop bullying: A guide for parents. by Australian Government: Australian Institute of Family Studies



## Safe School Policy cont.

### SOME HELPFUL TIPS (IF YOU ARE BEING BULLIED)

- Don't put up with it.
- Tell someone you trust. This is not "dobbing".
- Don't react. Just walk away with your head held high.
- Use a strong, confident voice. Be assertive – don't let them put you down.
- Avoid the person harassing you.
- Stay away from places where you might be bullied.
- Don't show you are scared even though you might be.
- Don't try to swap insults.

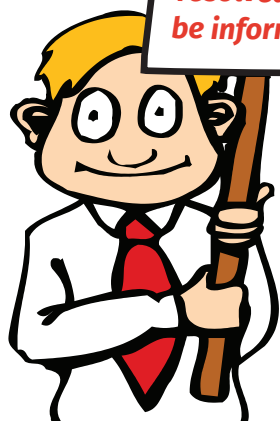


### WHO CAN I TALK TO?

The first step is to tell somebody. People who bully often rely on a "Code of Silence". They think you are too weak or too scared to say anything. Prove them wrong!

- Seeking help is not "dobbing"; the two things are vastly different: Seeking help is trying to solve the problem whereas dobbing is deliberately trying to get someone into trouble.
- Talk to friends and discuss non-violent solutions.
- Tell a **teacher, the School Psychologist, School Nurse, Chaplain, Year Coordinator, Community Leader, favourite teacher, Healthy Active Coordinator or your parents.**

***It cannot be emphasised too much that in order for the problem to be resolved, the school staff need to be informed about the bullying.***



### WHO ELSE CAN I TALK TO ? STUDENT SERVICES TEAM

Where students have any issue which is likely to affect their performance at school, advice and assistance on these matters can be directed to the Student Services Team. Student Services Team is a large one, consisting of a number of staff including the Community Team Leaders, Year Coordinators, School Nurse, School Psychologist, Chaplain, Healthy Active Coordinator, Student Support/ Workplace Learning Coordinator, Learning Support Coordinator; and the Student Services Coordinator who manages the entire team. The Student Services Team is an active member of the school community and has many years of experience and a wide cross-section of expertise.

The Student Services Team also has many links with specialist outside agencies that can initiate referrals and provide support for individual student needs. Additional support material can be found in the school diary page 148 (Health Contacts) and <https://studentwellbeinghub.edu.au/>

### HEALTHY ACTIVE PROGRAM

This program is designed to offer alternative opportunities for activity and promote and encourage a whole school approach to improved health, both physical and mental for students. Our aim is to offer activities, which will engage many students, and particularly, the less physically active. Some activities are after school and some cross curricular, in school programs and health promotion activities. This program ties in well with the message taught through "Act Belong Commit" as we are officially a mentally healthy school.

Also please refer to the **School's Student Diary** as there is a comprehensive **resilient student wellbeing program** for the year and supported by various online activities. There is also an online parent newsletter which supports the School's Student Diary.

- ➔ **DON'T TAKE IT:**  
Remind yourself that you have the right to feel safe and happy
- ➔ **DON'T DO IT:**  
You have the responsibility to make others feel safe and happy.
- ➔ **DON'T SUPPORT IT:**  
Support the person being bullied.  
Show that you and your friends disapprove of bullying.

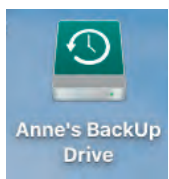


# COMPUTERS

All students will be bringing their own MacBook/Air Notebooks to school for classroom use only. The MacBook/ Air has all the software programs that are needed for use in class, such as Pages (similar to Word/Publisher), Keynote (similar to PowerPoint), Numbers (similar to Excel ). If you want to download other programs such as Microsoft Office, go to the school Self Service app (school crest icon ) which will update these. This school crest icon on your computer will direct you for update and downloads.



It is the student's responsibility to bring their MacBook/ Air Notebooks to school **FULLY charged EACH day**. They will not be able to bring their chargers to school to recharge. The MacBook Air Notebook should have a protective cover/ case to protect the Notebook. The school also has limited support for Windows machines. Please refer to Parent Owned Notebook User Policy for further information.



Ensure that students have **an external drive** to back up their work using the 'Time Machine' application which is on the MacBook Air. This external drive should **ONLY** be used for this purpose. Make sure that this external drive is kept at home and

**NOT** brought to school. Also ensure that **back up is done daily**. So at the end of the day the student comes home, recharges their MacBook Air and backs up their work on the external drive using *Time Machine* EVERY school day.

All the information relating to MacBook Air Notebooks usage for students/ parents can be found in the Parent Owned Notebook policy on the school website and in the booklet that was sent to all parents/carers. **Students will not be able to access the school Internet or any other ICT at the school until the Acceptable Use Agreement is signed and returned to the Main Administration Office.**

The booklet and the agreement can be downloaded from: <http://www.lawley.wa.edu.au/view/20141112121802>

# Information Technology

## PERSONAL RESPONSIBILITY

Use of the Internet is seen as a privilege (not a right) and students must accept personal responsibility for high standards of behaviour when using it. Any misuse should be reported to staff. Examples of misuse: *messages suggesting illegal or unethical behaviour, inappropriate racist, sexist, or pornographic material*. When enrolling students & parents sign a contract which is valid for the duration of their enrolment. **Students will be expected to abide by all these conditions when using the Internet at school and any inappropriate use will result in cancellation of the privilege with disciplinary action taken by the school administration and possible legal consequences.**



## ACCEPTABLE USE

Research on the Internet is to support and enhance the curriculum needs of students, staff and the educational goals of the school. Use of information from internet sources must comply with copyright laws and any other rules related to transmission of on-line information. Illegal activities are forbidden. <https://www.lawley.wa.edu.au/view/pon#acceptable>

## ETIQUETTE AND PRIVACY

Students must abide by the generally accepted rules of internet etiquette. Always be polite. Never send or encourage others to send messages which could offend others. Use appropriate language. Your message goes to a worldwide audience, therefore no swearing, vulgar or inappropriate language is NOT to be used.

- **Privacy:** Do not reveal personal addresses or phone numbers.
- **E-mail:** Electronic mail is not guaranteed to be private. Messages can be read by a wide variety of people. Disruption to the network. Do not use the network in a way that could disrupt other users.

## SECURITY

Where a system has many users, security of the system is important. Any students identifying breaches of security should notify staff immediately, and never demonstrate the problem to other users. Use of system invasive software is illegal, as is access without authority to data stored in a computer. It is not necessary to prove damage has occurred. Legal and disciplinary action will be taken where violations occur.

## VANDALISM

Any actions which damage data or equipment in the system is seen as vandalism and will result in loss of computer services, disciplinary and possible legal action.



## FAMILY RESPONSIBILITIES

Whilst the Internet offers a wealth of information, it is important for families to recognise the ethical issues related to its use. Parental monitoring where these facilities are available at home is essential. Students need to develop discrimination with regard to the accuracy, validity and bias of information available. We suggest a good starting point is the government website <https://esafety.gov.au> which is a very valuable resource for all. There are more suggested websites on page 12.

## Computer And Internet Policy

This policy is outlined in detail in the *Mount Lawley SHS Parent Owned Notebook* booklet which was sent to every parent/ guardian. A copy can be viewed on the school website as mentioned on the previous page. Below are some of the important points that students need to take into consideration.

1. Users will not locate, access and download any material that would be offensive to any other students, teachers and parents/ guardian. This would include pornography, unethical or illegal solicitation, racism, sexism, offensive language or engaging in behaviour that contravenes the Mount Lawley SHS Behaviour Policy. Users need to abide by this policy. Section 82E of the Commonwealth Crimes Act states that a person shall not knowingly or recklessly
  - Use a telecommunications service supplied by a carrier to menace or harass another person, or
  - Use a telecommunications service supplied by a carrier in such a way as would be regarded by reasonable persons as being, in all circumstances, offensive, pornographic or, in the school's opinion is in "bad taste."
2. The computers within this school are a resource for students and staff. Users need to:
  - Use the hardware and software appropriately
  - Respect each others' work space
  - Observe accepted etiquette
  - Focus on the educational task
  - Avoid and report any objectionable web sites
  - Acknowledge sources of information
  - Keep all passwords private. Passwords are not to be shared with other students



3. All material placed onto the school's shared drives or web site will;
  - Be checked for appropriateness
  - Not violate copyright
  - Not contain the home address or home phone numbers of any individual
  - Not contain the e-mail or web address of a student
4. Users will be respectful of others and use appropriate written expression
5. Users will not forward an e-mail to another person without the permission of the sender.
6. Users will not harass other users with any unsolicited material (jokes, pictures) or use their school based e-mail for purposes unrelated to school business or work. Storage of information on the school's servers will be of an appropriate type as identified by school rules.
7. Users' sites are monitored at all times.
8. Vandalism: Any actions which damage data or equipment in the system are seen as vandalism and will result in loss of computer services, disciplinary and possible legal action.



**Students are expected to abide by all the conditions as outlined within the Parents Owned Notebook Use Policy Handbook when using the internet at school. Any inappropriate use will result in cancellation of the privilege with disciplinary action taken by the school administration and possible legal consequences.**



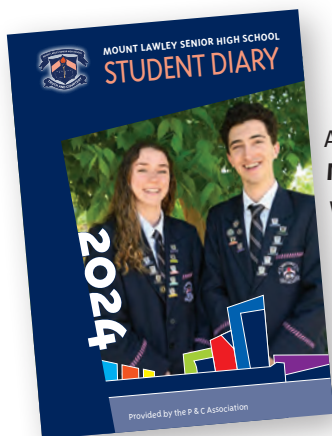


## How To Be Organised!

In your school report, you are assessed by ALL of your teachers on the following aspects:

- Meets Deadlines
- Sets goals and works toward them with perseverance

The School's Student Diary provides some guidelines and ideas that will assist.



## Homework Diary

All students at our school receive a **Mount Lawley SHS Student Diary** which is supported by the Mount Lawley SHS P & C Association . The **Student Diary** is designed especially for Middle School students with ONLINE strategies within six resilient wellbeing areas : *Positive Emotions & Gratitude, Engagement & Mindfulness, Relationships &*

*Empathy, Meaning & Purpose, Accomplishments & Optimism, Health & Strengths.* This diary program is supported with weekly focus topics for students and parent to access online. These parts of the diary will also be reinforced during the weekly Community Time periods throughout the year by access to the online resilience wellbeing program.

Parents/Carers will receive 'Parent Focus' articles within the school electronic newsletter 'Lawley Update' which links the diary weekly focus with strategies parents can use to support their child . These will also be available online in the 'Wellbeing Program' available for both parents and students.



Please use following log-in details.  
<http://www.learningcurve.com.au>

**Username: MLSHS Password: MLSHS6050** The user name & password is case sensitive. Remember this is only for Mount Lawley SHS parents to access the online wellbeing program.

## CLASSWORK AND HOMEWORK, MANAGEMENT AND STORAGE

All students are required to maintain a file(s) where they store 'day to day' class work and homework tasks. Their subject teacher will advise you accordingly. Use the checklist below to confirm that responsibilities are been met.

FILE ORGANISATION	
All work is complete	Spare A4 lined and reinforced paper is stored.
All work is dated and in order	Plastic sleeves are used to store important sheets.
Previous term's work has been stored in the appropriate portfolio.	File(s)/diary are free from graffiti and inappropriate images.
Well organised files with dividers for each subject area	File(s) is regularly maintained and cared for.

Note; Students may prefer to store their material in exercise books and/or files. This is also acceptable.

The diary is to be taken to all classes. If students lose their diary another copy can be purchased from the Main Administration Office. Use the checklist below to confirm that you are using your homework diary well

SAMPLE:

School Events	Subject	Homework/ Assignments	Time
MONDAY 2		Super 8's Cricket Meeting – Lunch 1	
	English	Poetry Assignment	10 mins
	Maths	No Homework	
	Science	Finish Exercise	20 mins
	HASS	1 Current Events Article, Study Vocab List	20 mins
	DUE	Maths Homework	
		Excursion Permission Letter	

I complete my homework diary after each class.	My diary is free from graffiti and inappropriate images.
All Due Dates are recorded	I have completed the daily well being activities in the diary.
My parents see my diary regularly and sign it	I have an accurate timetable. each week.



## STUDENT MOBILE PHONES POLICY

### “OFF AND AWAY ALL DAY”

The Department of Education does not permit student use of mobile phones in public schools unless for medical or teacher directed educational purpose.

It is not a requirement at Mount Lawley Senior High School for students to have a mobile phone at school. The School has duty of care for all students when they are attending the school. All communication between parents and students, during school hours, should occur via the School's Administration

This policy details the conditions under which mobile phones are permitted at Mount Lawley Senior High School.

### CONDITIONS OF USE

Mount Lawley Senior High School recognises that parents/ carers who for safety, security and/or emergency purposes wish to provide their children with mobile phones. Students are permitted to bring a mobile phone to school for use when in transit to and from school.

**• 1. The use of mobile phones for all students will be banned from the time they arrive on school grounds until the time they leave school grounds. This includes before school and at break times. Therefore, once a student enters the school grounds they must turn off their mobile phone and put it away and out of sight until they leave the school grounds at the end of the school day.**

#### OFF AND AWAY ALL DAY

• 2. The device is the responsibility of the student. The school takes no responsibility for loss, theft or damage to any device in any circumstance, even if confiscated at time of loss. Smart watches must be in 'aeroplane mode' so phone calls and messages cannot be sent or received during the school day.

### EXEMPTIONS TO THIS POLICY INCLUDE WHERE A STUDENT REQUIRES A DEVICE

• 1. to monitor a health condition as part of a school approved documented health care plan (students who are exempt will carry a card).

• 2. under the direct instruction of a teacher for educational purposes; or with permission of a teacher for a specified purpose.

### Definitions for the purpose of this policy

*Mobile Phones* - includes smart watches and associated listening accessories, such as, but not limited to, headphones and ear pods/buds.

*School grounds* - includes camps, excursions and/or any venue where students are under the supervision of teachers.



**NO  
EARBUDS**



**NO  
HEADPHONES**

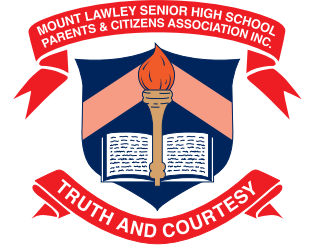


**NO  
PHONES**

### BREACHES OF THIS POLICY

- 1. For the first breach, confiscation of the device by any staff member, stored at the Middle School Office and returned to the student at the end of the day.
- 2. For the second breach, confiscation of the device by any staff member, stored at Middle School Office and a parent/care giver will be required to attend to claim the device.
- 3. For repeated breaches, and for refusal to follow the instructions of a staff member, students will be dealt with in accordance with the School's Behaviour Management Policy and lose their Good Standing.





## Join Us and Join In

### YOU being informed is good, You being involved is better Parents and Citizens Association:

The Mount Lawley Senior High School P&C Association creates a welcoming, respectful and inclusive environment that fosters a sense of community. We invite you to bring your experience as parents and carers and become part of our school community.

Multiple sources say that one of the best ways to support children's learning, development and well-being is for their parents or carers to be involved in their school. For example, it may help them;

- perform better at school
- settle better into school programs
- feel valued and important because their parents/carers are taking an interest in their lives
- develop positive social skills by watching parents/carers and school staff
- settle better into school programs and,
- have better social, physical and emotional wellbeing.

The Mount Lawley Senior High School P&C provides a wonderful opportunity to meet people and collaborate towards a common goal and have fun along the way. We encourage you to take some time to get involved to help your family. The General P&C committee meet for a one-hour meeting only twice a term to catch up on the general goings on of the school and its six sub-committees.

Choose your level of involvement; We have many options; supporter, occasional helper or committee member. You'll get support from current members and we will be grateful for you to contribute some of your valuable time. You can be part of any of our seven committees:

- General Committee (oversees the following 6 sub-committees)
  - Music
  - SVAPA (Specialist Visual And Performing Arts)
  - Languages
  - GAT (Gifted and Talented Students)
  - Lawley Art Auction (run in June each year)
  - Parent Engagement

Consider this... If everybody thinks somebody else will do it, nobody will. Not experienced? Not enough time? Whatever the excuse, put it aside and step up. Your involvement will make a difference and will be greatly appreciated.

Being involved, you get to know the teachers and the systems better. The personal connections will help you have a better understanding of our school community. Also, for you personally, the networking you gain helps you out many times.

We continually need invigoration through new Parents and Carers. As students leave school, so do their Parents. **So don't YOU hold back. We need YOU, YOUR children need YOU.**

For further information contact the president via email: [president@mlshpc.org](mailto:president@mlshpc.org) or please visit our web site: [www.mlshpc.org.au](http://www.mlshpc.org.au)

If you wish to subscribe to the P & C Email List please go to <https://www.mlshpc.org.au/subscribe>



Lawley Art Auction



Orientation Day for Year 6 Parents/Carers



Various benches and tables around the school grounds are funded by the P & C Association



P & C Association funds the School Diary which is given to every student each year.

## Road Safety

Parents/Carers need to be aware of various traffic issues around the school that have resulted in near misses to both cars and persons. Due to the number of students and cars all moving within a small area there is a need to follow the parking requirements of the school to prevent accidents and personal injuries. The following map identifies the appropriate parking locations and movement of traffic using the kiss and drop area in Woodsome Street.

Road safety for students remains a concern for school staff. We are seeking the cooperation of parents, especially during the busy start and end of the school day. To improve traffic flow on Woodsome Street parents reminded that the car park at the Bowling Club is to be used to drop children off and **NOT Woodsome Street NOR the visitors bays within the school car park.**

The local council have designed a kiss and drop area outside Middle School in Woodsome Street. The Middle School kiss-and- drop area allows a left hand exit **ONLY**. Parents should use this service and exit the kiss-and-drop and drive down Woodsome Street to the Stancliffe Street round-a-bout and then proceed. Parents are not to drop off their children at the round-a-bout as this is creating a dangerous situation. Some are seeking to enter the car park of the bowling club and then reversing back into Woodsome Street, which is creating a dangerous situation. **Some parents are also stopping their car in Woodsome Street while their child exits onto the road in front of their car and then crosses the lane into oncoming traffic exiting kiss & drive, this creates a back up of traffic and endangers the child in a busy street.** Please assist by driving safely – in the end it will be quicker.

Parking on the verge of Woodsome Street next to Hamer Park also

contravenes the City of Stirling parking by-laws and should be discontinued. The City of Stirling has been requested to assist with managing Woodsome Street.

We would also repeat the request that the Main staff car park should **NOT** be used as a drop-off and pick-up point during these busy times. Students walk in this area at these times and parent assistance is requested to ensure there are no accidents. We would ask for your support to assist road safety around the school.

### BIKES

Bikes should be parked in the bike racks provided outside the Student Services building. Bikes must not be ridden on the school grounds. Students should also provide a security lock for bike and helmet. Bikes left in areas of the school other than the bike compound will be removed. Bike racks are locked at approximately 9.00 am each morning and are unlocked each afternoon at approximately 2.30 pm. Students

needing to access the racks between those times are required to obtain a key from Middle School or Main Admin Office.

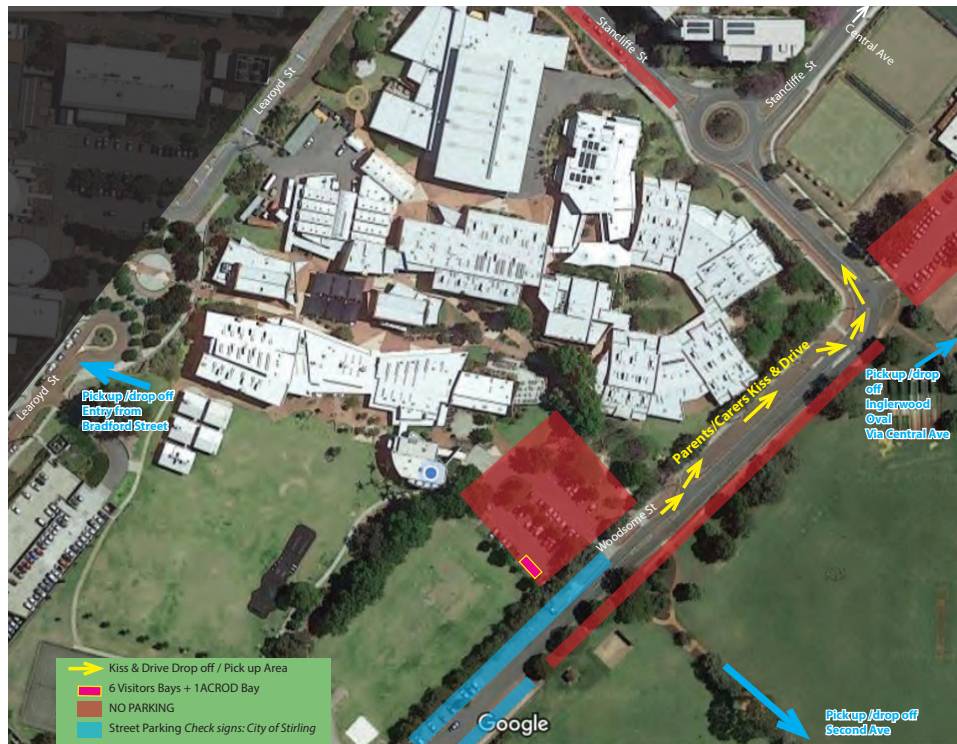
### SKATEBOARDS/SCOOTERS

if skateboards and scooters are bought to school they cannot be used on the school grounds and must be stored in the bike compound. There are special rack where they can be secured.

### SMART RIDER

A bus/rail concession card is available to all students. This entitles the student to a Student Concession rate. All students are given a SmartRider, **if this is lost/stolen/broken a replacement can be ordered at the Main Administration Office at a fee of \$10.** A student's formal name and photograph is used for the SmartRider. New students will be photographed on photoday at the beginning of the school year. SmartRiders will be distributed by the school a few weeks later.

Check [www.transperth.wa.gov.au](http://www.transperth.wa.gov.au)



**School Parking : Location of Kiss & Drive for student drop off/pickup.**



# School Uniform 2024

The School's colours are navy blue, white and salmon. The uniform type and style will carry the school crest or school letters so that they are clearly identifiable as Mount Lawley SHS students. **Enrolment to Mount Lawley Senior High School constitutes an awareness and acceptance of the school uniform code.**

All clothes must be in good state of repair and be clean and neat. Immodest clothing is not acceptable. All items can only be purchased from the Uniform Shop which is a private organisation. They are located at 832 Beaufort St, Inglewood. The store is open 6 days a week providing greater accessibility to the uniform and convenience to the school community.

- Mondays, Tuesdays, Wednesdays & Fridays 9am – 5pm
- Thursdays 9am – 6pm
- Saturdays 9am – 1pm

It is suggested that All new students make an appointment for a fitting. Or scan QR code to book. Or contact Julie at the uniform shop on 9270 4658 or emailing [nellgray.com.au/appointments](mailto:nellgray.com.au/appointments)



The School Chaplain also offers parents the opportunity to purchase second hand clothing through Student Services. Please refer to the flier on the following pages.



General Uniform	
Shirt	Short/Long Sleeve White shirt with School Crest
Polo Shirts	Navy Blue with School Crest for Middle School. White only with School Crest for Upper/Senior School
Trousers	Trousers in plain navy blue with identifying school letters visible.
Shorts	Plain navy blue, identifying school letters/crest visible.
Skirts	To be plain navy blue inverted pleated and of appropriate length with identifying school letters visible. Black plain opaque tights.
Dress	Navy blue dress with identifying School Crest
Jumpers & Windcheaters	V-neck Navy blue Jumper with School Crest We also have (poly/cotton for wool allergic students) C-Neck Navy Blue Windcheater with School Crest
Jacket	Weatherproof zip jacket. Navy blue with white and salmon trim plus School Crest.
Socks	White socks with school colours
Shoes	<b>Black shoes.</b> Must be lace up and fully covered (This is a safety requirement for several subject areas in the school) They may be used for sport with suitable non marking soles
Hat	School cap/bucket hat or wide brim with identifying School Crest. (Bandanna or beanies are not allowed)
Blazer	Students may purchase and wear a school blazer
Tie	School tie only
Scarf/Headwear	School scarf in navy or white or salmon. NO durags, beanies or other non approved head gear
School Bag	Chiropak II with ergonomic support.
Sports Uniform	
Sport Shorts	Navy Blue with School Crest. Students are expected to change for Sport and Physical Education.
Sport Shirt	Navy blue and white sport shirt with School Crest visible with side panels in House Colours
<b>SPORTS UNIFORM IS ONLY TO BE WORN DURING SPORT LESSON. STUDENTS MUST CHANGE AFTER SPORTS LESSON</b>	
Other	
Make-up Hair Jewellery Piercings	Excessive facial piercing, excessive makeup or jewellery and inappropriate (unnatural) coloured hair, as determined by the Principal or their representative will not be permitted. Make up and jewellery will be appropriate to the learning environment. Any tattoo should not be visible.
Free Dress Day	Clothing is to be modest, clean, in good repair, have no offensive slogans, words, not advertise alcohol, cigarettes etc. Enclosed shoes (NO thongs/sandles/clogs)

**SUMMER UNIFORM**  
MIDDLE SCHOOL GIRLS



Middle School Polo Shirt (blue)

Girls Shorts

**2ND HAND UNIFORM & BOOKS**

Friends of the Coastians

**SUMMER UNIFORM**  
MIDDLE SCHOOL GIRLS



Middle School Polo Shirt (blue)

Girls Skirt

**2ND HAND UNIFORM & BOOKS**

Friends of the Coastians

**SUMMER UNIFORM**  
MIDDLE SCHOOL GIRLS



School Dress

**2ND HAND UNIFORM & BOOKS**

Friends of the Coastians

**SUMMER UNIFORM**  
MIDDLE SCHOOL BOYS



Middle School Polo Shirt (blue)

Boys Shorts

**2ND HAND UNIFORM & BOOKS**

Friends of the Coastians

**PHYS ED UNIFORM**  
BOYS & GIRLS WEAR THE SAME



Phys Ed Shirt

Phys Ed Uniform can not be worn to regular classes

Phys Ed Shorts

Sandshoes

**2ND HAND UNIFORM & BOOKS**

Friends of the Coastians

**SCHOOL UNIFORM**  
FORMAL OCCASIONS



Senior School Blouse (white)

School Tie

School Blazer

Girls Skirt

The school loans Blazers & Ties to students who require them for functions

Boys would wear a white school shirt and long pants

**2ND HAND UNIFORM & BOOKS**

Friends of the Coastians

**WINTER UNIFORM**  
MIDDLE SCHOOL GIRLS



School Jacket

School Scarf

Middle School Polo Shirt (blue)

School Skirt

Black Tights

**2ND HAND UNIFORM & BOOKS**

Friends of the Coastians

**WINTER UNIFORM**  
MIDDLE SCHOOL GIRLS



Middle School Polo Shirt (blue)

School Jacket

Long Trousers

**2ND HAND UNIFORM & BOOKS**

Friends of the Coastians

**WINTER UNIFORM**  
MIDDLE SCHOOL BOYS



Middle School Polo Shirt (blue)

School Jacket

Long Trousers

**2ND HAND UNIFORM & BOOKS**

Friends of the Coastians



# 2<sup>nd</sup> Hand Uniform & Books




Raising Money for Our School Chaplain

[www.lawley.wa.edu.au/chaplain](http://www.lawley.wa.edu.au/chaplain)

pastoral care  
listener  
grief & loss  
encourager  
emotional support  
crisis care  
positive outlook  
resource  
personal development  
community link  
... and more!

## 2<sup>nd</sup> Hand Uniform & Books

Prices are roughly half that of new uniform or books.  
We may sell individual items cheaper depending on condition.

Cash, EFTPOS and Credit Card facilities available.

Your donations of money or uniform & books are very welcome and greatly appreciated. Please drop off at one of the school offices or Student Services.



- \$15 Polo Shirt Navy (Yr 7 & 8 only)
- \$15 Polo Shirt White (Yr 9, 10, 11 & 12)
- \$15 House Sports Shirt
- \$15 Sport Shorts
- \$20 Navy Shorts
- \$25 Long Pants
- \$30 Jacket
- \$15 Formal Shirt
- \$25 Skirt
- \$30 Dress
- \$20 School Bag
- \$15 Music Shirt
- \$20 Music Pants
- \$20 Music Skirt



Andrew Paul has been the Chaplain at Mount Lawley Senior High School since 1992. He is married to Robyn and has 9 children. He has qualifications as a teacher, Pastoral Critical Incident Response Chaplaincy, as well as in outdoor pursuits. Passions aside from family and work include Rallying, where he works in Results as a key motorsport official, and photography.

[www.lawley.wa.edu.au](http://www.lawley.wa.edu.au)

### School Chaplain

Mount Lawley Senior High School

Available from the Student Services building - speak to Andrew the Chaplain to arrange a time (0419 048 310), or [chaplain@lawley.wa.edu.au](mailto:chaplain@lawley.wa.edu.au).

We open a stall at major parent functions during the year. Times will be advertised on the school website.



Funds raised by our Second Hand Uniform & Books go towards supporting the work of our School Chaplain.

Donations of your old uniform are welcome at any of the school offices, or the Student Services building.



[www.lawley.wa.edu.au](http://www.lawley.wa.edu.au)

[youthcare.org.au](http://youthcare.org.au)

# School Policy On Student Backpacks

The following advice is offered to students and parents to minimise the contents of a student's backpack. Parents are asked to reinforce these expectations with their children.

Careful monitoring of the contents of backpacks is required to ensure that students do not carry unnecessary items. In particular, students should make a habit of putting their completed work into separate files at home each week, as by the end of term the weight of accumulated paper can be quite significant. At the same time each week students should clear any accumulated "junk" from their bag, as this can also add up to a surprising amount of weight to be carried. Keeping the contents of the backpack to the items below will ensure that when selected texts, one-off items and library books are added these do not result in an overly heavy backpack.



## WHAT SHOULD GO INTO A SCHOOL BACKPACK

### Daily

- One file, with dividers, and/or exercise book into which current work for all subjects is placed
- One pencil case
- One school diary
- One lunch box – if bringing lunch from home
- 600ml water bottle, carry to school empty and fill from water coolers at school

### As needed

- Sport uniform on days when Physical Education is timetabled
- Languages Work Book, if used, on days when your Language is timetabled
- Music Journal (Music students only) on days when Music is timetabled
- Textbooks & materials for subjects timetabled on that day, excluding subjects where a class textbook is provided.

## WHAT IS THE SCHOOL DOING ABOUT HEAVY BACKPACKS?

Mount Lawley Senior High School acknowledges the concerns of parents regarding this issue and is fully committed to providing information to students on appropriate use of backpacks.

The school has committed significant resources to investigate possible strategies and develop appropriate school policies. The school has also:

- Identified "heavy book" subjects which significantly add to the weight of textbooks students are carrying to and from school and have commenced a plan to purchase class sets of books to reduce this problem
- Committed thousands of dollars to further rollout of class sets of books over the next three years
- Educated students as to what needs to be carried to school each day, and students are being encouraged to clear their bags of unwanted material frequently. This also encourages the development of the student's organisational skills
- Acknowledged the role of parents in the education process and provides an education sheet to assist parents, and encourages parents to ring if they are unsure what needs to be carried to school on a daily basis
- Included back care information in the Health Education program

## BACKPACKS AND BACK CARE

The school feels it is important to address the issue by decreasing the amount carried in the backpack and providing education as to the correct way to wear it. This approach will provide benefits to students for the full time they wear the backpack, not just the time they are at school.



## HOW TO WEAR A BACKPACK TO PREVENT BACK/NECK STRESS

It is essential that a backpack is worn correctly to obtain the full benefits – even a great backpack will lose its effectiveness if it is not worn correctly.

- The backpack should always be worn on both shoulders to help distribute the weight evenly
- Always ensure zips are closed
- The shoulder straps should be adjusted so that the bag hangs just below the shoulders and the bottom of the bag rests on the pelvis
- The waist strap should be fitted firmly around the waist – the heavier the load or the greater the distance to travel, the more important this is
- Items should be stored in the backpack to distribute the weight evenly
- Heavier items should be stored in the compartment closest to the back, lighter items in the front or outer compartment
- Pointy or bulky items should not be stored against the back (even with padding)
- The adjustable side straps should be used to pull the load in tight, to prevent sagging of the backpack
- The amount carried in a backpack should be no more than 10% of the body weight
- All unnecessary items should be removed from the bag frequently to decrease the load carried
- The backpack should be lifted with a straight back, using the thigh muscles. The backpack should be lifted with both hands and held close to the body. Slip an arm through one shoulder strap, and then the other
- A school backpack meeting these requirements is available for purchase from the school uniform shop



## WHAT TO LOOK FOR IN A GOOD BACKPACK

Research conducted by the Centre for Allied Health Research at the University of South Australia identified a link between heavily loaded backpacks and postural change which may lead on to neck and back pain. The design of a backpack can play a significant part in lessening the stress on the back, and needs to include the following features:

- Wide, padded shoulder straps for maximum comfort
- Adjustable shoulder straps which allow the bag to be carried at the optimal height
- A buckle closure mechanism that eliminates the “sag factor”
- Two compartments to help distribute the weight of the contents
- A waist strap that allows the load to be kept close to the body
- Side straps which draw the load towards the back and stabilize the contents when the bag is not fully loaded





# Chaplain

The School Chaplain is a member of the School's Student Services Team. The Chaplain's role involves support of all members of the School community including counselling and support of students, staff and families. This role is supported financially by fund raising, donations and voluntary parent contributions. The Chaplain coordinates the Bush Ranger Cadet Unit, Leadership Training, and the House System as well as camps and many other activities. The Chaplain works closely with youth workers from a number of local churches to facilitate their involvement in the school. Employed by an organisation called YouthCARE and at the local level; the Chaplain's support committee is called Mount Lawley YouthCARE. The group is made up of representatives from the local Christian churches, the School and the P&C.

**We are fundraising with**  




Your purchase of an Entertainment Membership helps to fundraise for our Chaplain.

20% of every membership purchased goes to support the school chaplain@Mount Lawley SHS

[https://subscribe.entertainment.com.au/fundraiser/876e90?utm\\_source=braze](https://subscribe.entertainment.com.au/fundraiser/876e90?utm_source=braze)

# ChapChat



**Thanks for your support of our School Chaplain, Andrew Paul, through the 2024 Voluntary Parent Contribution**

Andrew Paul has been our School Chaplain since 1992. At the start of 2024 he celebrates 32 years as our School Chaplain.

He is available to all students, staff and families as a support person, and is involved in a number of school programs, including the Bush Ranger Cadets, Girls Soccer, our inter-House Championship, our Lawley Alumni programs and leadership training.

As a State School Chaplain in Western Australia, he is employed and supported by YouthCARE.

The funds raised for his position come from a variety of sources, including:

- Contributions from the school and local churches.
- Fundraising activities (like the 2nd Hand Uniform); and
- The Voluntary Parent Contribution.

The **Voluntary Parent Contribution to the Chaplaincy is a significant and important part of our funding**, and enables us to keep Andrew at Mount Lawley Senior High School.

We greatly appreciate your support and your contributions.

www.lawley.wa.edu.au/chaplain

**pastoral care**  
**listener**  
**grief & loss**  
**encourager**  
 emotional support  
**crisis care**  
 positive outlook  
**resource**  
 personal development  
 community link  
 ... and more!

**School Chaplain**  
 Mount Lawley Senior High School



**Helping students to achieve independence, self worth, respect & a positive outlook on life ...**



[www.lawley.wa.edu.au/chaplain](http://www.lawley.wa.edu.au/chaplain)

[youthcare.org.au](http://youthcare.org.au)



### SCHOOL COLOURS

These awards are gained by students who participate in school based activities over a minimum of 3 years. Students who participate regularly over this period are eligible for colours and obtain a school badge according to the activity. Refer to the School Handbook for further details of the award. There are 5 categories for which students can earn Colours, *The Arts, Service, Sport, Academic and House*. They can earn any of these categories and therefore can have multiple badges. There are four levels of participation over the six years of a students enrolment. (Colours, Colours with one bar, Colours with two bars, Colours Gold)

### THE SCHOOL HOUSE SYSTEM

All students at Mount Lawley Senior High School are allocated to a House. If there is a sibling at the school, or a family connection with a House, then they will be allocated to that House.

Throughout the year, each House competes for our coveted House Champion Trophies: Overall Champion House, Middle School Champion House, Upper School Champion House and Senior School Champion House.

The 4 houses are:

- Hackett (Green)
- Forrest (Red)
- O'Connor (Yellow)
- Murdoch (Blue)

The House Swimming Carnival and the House Athletics Carnival are both hotly contested each year, and these results, along with a range of other activities, go together to determine the overall Champion House. These other activities include competitions in academic areas, lunchtime activities, Inter-House debates and so on.

Two House Captains are appointed for each House in each year group at the end of each year for the following 12 month period. Year 7 House Captains will be appointed at the start of Term 2.

### ATTENDANCE AWARD

This award is given to the students, at the end of each semester who have achieved a 100% record. This is available in each year group and given out at assemblies. This record is to encourage student attendance at school



### SCHOOL BADGES

Students can also receive school badges for special group programs and participation.

These badges identify the student who is involved in these activities, such as Music Program, SVAPA Program, Languages e Program, Debating Team, Volleyball Program, Cadet Bush Ranger, Athletics/Swimming Champion, Youth Mentor, Mock Trials Program.

## Mount Lawley Bush Ranger Cadets

The school's Bush Ranger Cadet Unit was established in 1998, and each year takes between 90 and 150 cadets from Year's 7 to 12.

Applications are accepted at the start of Terms One and Three. The Unit meets on Monday afternoons between 3:00pm and 5:00pm, and all Cadets are expected to attend. Training ranges from camp craft and survival through to first aid, conservation and the ecosystems and environments of Western Australia.

#### Our Camping Program

Each year we undertake an ambitious camping program, with at least one camp per term, which has become one of the great strengths of our Unit. It is roughly based on a two year cycle (meaning it is unlikely that we will camp in the same place in consecutive years), with plenty of adjustments to provide variety and to take advantage of opportunities. We also have a few additional experiences, which run about every 2-3 years - it means that most Cadets will get at least one opportunity to attend each of these trips during their time with the Unit. They are by invitation, and easily the most amazing experiences we offer.

See Andrew Paul, the Coordinator of this exciting extra curricular program or go to the school website.



**Application Packages**  
 Application Packages will be available from outside Andrew the Chaplain's Office in Student Services at the start of Term One and Term Three each year

Thinking about joining our Bush Ranger Cadet Unit?



Preparing dinner at House Creek in the Pilbara (2023)



**Who Are The Cadets?** Our Bush Ranger Cadet Unit is made up of students from Year 7 all the way through to Year 11 (we kick them out at the end of Year 11 due to the nature and busyness of Year 12). All they have to do is sign up, participate and attend regularly and they can get involved in all of the activities and camps we engage in over the year.

**Funding** Our funding comes from the Department of Communities through Cadets WA, and as a result, we do not charge the Cadets for participation in any of our activities - it's free!

**When Can The Cadets Join?** We intake new Cadets at the start of Term 1 and Term 3 only. We do not let people join mid-way through a semester. This is mostly because we want the groups to get to know each other as well as possible, and because we work the Cadets progressively towards their camping experiences. We also don't want to take 'un-prepared' people away into the wilderness.

**Who Are The Instructors?** Our Instructors are usually (but not always) teachers who volunteer their time after school on Mondays and at camps. They need to have a Working With Children Card, be signed off by the Principal and be registered with Cadets WA as Instructors. Instructors have also included local youth workers, parents and past Cadets.



Brushing project at Big Lagoon (Shark Bay Experience 2022)

There are three main parts to our Cadet Program

**Mondays**  
 The Cadets meet after school each Monday during Term from 3:00pm to 5:00pm. During these sessions we work on team building, leadership and get-to-know-you activities, show them how to use our equipment and look at various aspects of the Western Australian environment and the work of the Parks & Wildlife Service.

**Camps**  
 Each term the whole Unit undertakes a camp. These run for 3 or 4 days and are usually between 1 and 7 hours drive from Perth. During camp we try to engage the Cadets in the local area they are visiting and to participate in community service activities.



**Expeditions**  
 Our expeditions are offered to senior Cadets, and are the pinnacle of our camping program. Usually 7-10 days long they travel long distances or stay in a particular region for an extended period of time. Our 'Trips' take us on an extended journey and our 'Experiences' give the Cadets the opportunity to work intensively with the local Rangers in a particular region.

[www.lawley.wa.edu.au/cadets](http://www.lawley.wa.edu.au/cadets)

# HUMAN BINGO



FIND...

- \_\_\_\_\_ Someone born in the same month as you
- \_\_\_\_\_ Someone with same favourite food as you
- \_\_\_\_\_ Someone with the same number of brothers and sisters as you
- \_\_\_\_\_ Someone who likes ice-cream
- \_\_\_\_\_ Someone who has been to another state or territory
- \_\_\_\_\_ Someone who has been to another country
- \_\_\_\_\_ Someone who likes music
- \_\_\_\_\_ The person in here you have known the longest
- \_\_\_\_\_ Someone who does not like cabbage
- \_\_\_\_\_ Someone about the same height as you
- \_\_\_\_\_ Someone with the same hair length as you
- \_\_\_\_\_ Someone who gets to school the same way as you
- \_\_\_\_\_ Someone who is older than you
- \_\_\_\_\_ Someone who has a dog
- \_\_\_\_\_ Someone who had the same breakfast as you
- \_\_\_\_\_ Someone who has the same favourite sport as you
- \_\_\_\_\_ Someone who is born in the same month as you
- \_\_\_\_\_ Someone who can sing the National Anthem of Australia





# FOUR THINGS IN COMMON

Find someone for each square who has four (4) things in common with you.

NAME
Four things in common
1.
2.
3.
4.

NAME
Four things in common
1.
2.
3.
4.

NAME
Four things in common
1.
2.
3.
4.

NAME
Four things in common
1.
2.
3.
4.

## Warming Up

Complete this chart for yourself, and then interview your partners. How are you all alike???

	SELF	PARTNER	PARTNER
1. Your birthplace			
2. Country you would like to visit			
3. Favourite holiday spot			
4. Favourite ice-cream flavour			
5. Best school memory			
6. Favourite time of the day			
7. Favourite season of the year			
8. Favourite recreational activity			
9. Your hero/heroine			
10. Favourite subject			
11. A special friend			
12. Favourite book			
13. Most respected world leader			
14. Favourite food			
15. Most important world issue			
16. Favourite local place to visit			
17. Favourite movie seen			
18. Favourite colour			
19. Favourite animal			

TEACHERS NAMES are:

English \_\_\_\_\_

Humanities & Social Science (HASS)

\_\_\_\_\_

Health & Phys Ed \_\_\_\_\_

The Arts \_\_\_\_\_

Other \_\_\_\_\_

Maths \_\_\_\_\_

Science \_\_\_\_\_

Languages \_\_\_\_\_

Technologies \_\_\_\_\_





# UNIFORM CONCEPTS

Supplying uniform for MOUNT LAWLEY SENIOR HIGH SCHOOL

2023/2024 UNIFORM PRICE LIST & ORDER FORM (effective from 1.10.23)

Student Name:	Year:	Date:
Parent / Guardian Name:		
Phone Number: Mobile		
Email Address		

DAY WEAR	4	6	8	10	12	14	16	18	20	22	24	26	28	QTY	PRICE*	TOTAL \$
Navy Cuff Shorts															\$ 42.00	
Pleated Skirt															\$ 55.00	
Navy Dress															\$ 76.00	
Navy Trousers															\$ 58.00	
White Blouse - Short Sleeve															\$ 38.00	
Music Black Blouse															\$ 43.00	
Music Black Skirt															\$ 54.00	
V-Neck Jumper - Poly Wool															\$ 95.00	
V-Neck Jumper Poly Cotton															\$ 95.00	
DAY WEAR	Y8	Y10/4XS	Y12/3XS	Y14/2XS	Y16/XS	S	M	L	XL	2XL	3XL	4XL		QTY	PRICE*	TOTAL \$
Shorts - microfibre - Navy															\$ 39.00	
Music Black Shirt															\$ 46.00	
DAY WEAR	62	67	72	77	82	87	92	97	102	107	112	117		QTY	PRICE*	TOTAL \$
Navy Trousers															\$ 59.50	
Music Black Pant															\$ 58.50	
DAY WEAR	33/13	34/13.5	36/14	37/14.5	38/15	39/15.5	41/16	42/16.5	43/17	44/17.5	46/18		QTY	PRICE*	TOTAL \$	
White Shirt - Short Sleeve															\$ 38.00	
DAY WEAR	10Y/12Y	10/4XS	12/3XS	14/2XS	16/XS	S	M	L	XL	2XL	3XL	4XL	5XL	QTY	PRICE*	TOTAL \$
Navy Polo (yrs 7 - 8)															\$ 36.00	
White Polo (yrs 9 - 12)															\$ 36.00	
Track Pants - Navy	/														\$ 49.00	
School Jacket - Soft Shell															\$ 78.00	
Windcheater - Navy															\$ 45.00	
Undershirt - Navy or White (circle colour)															\$ 24.00	
SPORTS GARMENTS	4XS	3XS	2XS	XS	S	M	L	XL	2XL	3XL	4XL		QTY	PRICE*	TOTAL \$	
Faction Polo (circle colour) Blue, Green, Gold, Red,															\$ 41.00	
Sports Shorts - reg length															\$ 35.00	
Sports Shorts - shorter length															\$ 35.00	
ACCESSORIES													QTY	PRICE*	TOTAL \$	
Stockings	SML		AVG		TALL		XL		XX TALL						\$ 9.00	
Tie	ONE SIZE														\$ 24.00	
School Bag	ONE SIZE														\$ 59.00	

\* All Prices Are Subject To Change Without Notice \*\* A 50% Surcharge Applies To All Made To Measure Garments

**GRAND TOTAL**

PAYMENT TYPE:	\$		DINERS, AMEX & CHEQUES ARE NOT ACCEPTED
CARD NUMBER (16 DIGITS):			
EXPIRY DATE:	3 DIGIT CCV NUMBER:		
CARD HOLDER FULL NAME:			
CARD HOLDER SIGNATURE:			

ADDRESS: 832 Beaufort St, Inglewood WA 6052 TEL: 9270 4658 EMAIL: [inglewood@uc.nellgray.com.au](mailto:inglewood@uc.nellgray.com.au)

Opening Times: Monday - Friday 9am - 5pm, Thursday 9am - 6pm, Saturday 9am - 1pm



**FOR FURTHER INFORMATION CONTACT**

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T: +61 (08 9265 1500)

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