Lake Grace District High School

Citizenship | Scholarship | Responsibility | Respect | Commitment

Parent Information Handbook 2026

At Lake Grace District High School, we aim for all students to be successful lifelong learners who feel valued and safe.

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Contact Details

Lake Grace District High School
1 School Place
Lake Grace WA 6353

Phone: 9865 4500
Email: lakegrace.dhs@education.wa.edu.au

Principal: Mrs Kerrianne Mills
Deputy Principal: Mrs Tor Desmond
Manager Corporate Services: Mrs Michelle Lay

Term Dates 2026

Semester 1	
Term 1	Monday 2nd February- Thursday 2nd April
Break	Friday 3rd April- Sunday 19th April
Term 2	Monday 20th April- Friday 3rd July
Break	Saturday 4th July- Sunday 19th July
Semester 2	
Term 3	Monday 20th July- Friday 25th September
Break	Saturday 26th September- Sunday 11th October
Term 4	Monday 12th October- Friday 18th December

There are seven (7) **School Development Days** where students do not attend:

Term 1	Term 2	Term 3	Term 4
Thursday 29th January Friday 30th January	Thursday 7th May	Monday 20th July Wednesday 2nd September	Monday 12th October Friday 18th December

Hours of Instruction

Monday, Tuesday, Thursday, Friday		Wednesday	
Period	Time	Period	Time
School Opens	8.30am – 8.45am First Siren		
1	8.50am – 9.45am	1	
2	9.45am – 10.40am	2	
RECESS		**10.40am – 11.00am**	
3	11.00am – 11.55am	3	
4	11.55am – 12.50pm	4	
LUNCH		**12.50pm – 1.20pm**	
5	1.20pm – 2.10pm	5	2.10pm – 2.30pm
6	2.10pm – 3.00pm	**EARLY CLOSE**	

Welcome

Principal's Foreword | Mrs Kerrianne Mills

Dear Parents, Families and Community,

Welcome to LGDHS where I am sure you will find yourself immersed in the high-quality teaching and high expectations we hold not only of your child/ren but also ourselves. Lake Grace District High School is an inclusive, supportive environment, where all students are encouraged to reach their full potential. Behaviour is exemplary, our culture is positive and academic standards and expectations are high of all of our students from Kindergarten through to Year 12. There are opportunities for students to study Year 11 & 12 via SIDE, which is a great opportunity for those not ready to move away. Students benefit from low class sizes with a strong focus on supporting the social-emotional development of every child. Lake Grace is a vibrant, energetic and optimistic place to be, striving to be inspirational and aspirational every day.

We regard you, the parents/carers, as your child's first and most important teacher. From you they learn things that will be vital to their success in school. Qualities such as resilience, perseverance, goal setting and the belief in themselves they can reach those goals. They learn manners, respect and trust, not only in others but in themselves. Given the opportunity to work alongside you and by supporting each other we can bring the best version of your child through their schooling years and into the bigger brighter world with conviction, dedication and a commitment to be the best version of themselves.

Parent and community involvement in our school is greatly valued and forms the foundation of our commitment to providing a school which is reflective to the needs of its students, staff, families and wider community.

When your children start their journey at LGDHS, their education becomes a partnership between our school and you. By working harmoniously, we hope to build on the foundations you have provided to enable your children to achieve their potential.

I look forward to a collaborative and conducive partnership that benefits us all.

Kind regards,
Kerrianne Mills
Principal

Our Vision

To support and guide our students to succeed through high quality teaching and enriched community partnerships.

Our Pledge to Community

- We listen to our students, staff and community to reflect their changing needs.
- We are proactive to change, embracing innovation and leadership in all that we do.
- We embrace and celebrate excellence.

Our Values

At Lake Grace District High School our beliefs and values guide our actions.

We build understandings, skills and values which allow students to function successfully at school, in the local community and wider environment.

We build mutually supportive and collaborative relationships.

We respect and respond to the range of cultural characteristics of our school community.

Citizenship

Students and educators at Lake Grace District High School place their ongoing learning and improvement as a central facet of school life.

Scholarship is valued for its contribution to the individual and community.

Scholarship

Our school is a learning community where learning is the responsibility of all, based on the belief that everyone has the capacity to learn.

Responsibility

Our relationships are based on care, mutual respect, trust and acceptance of personal responsibility. We believe in having high expectations for all.

Respect

We are committed to achieving the best possible outcomes for all. We believe in striving to achieve excellence.

Commitment

Our school is represented by the factions of: **Hawks**, **Eagles** and **Falcons**.

The School Board

The School Board plays an integral role in setting the direction for the school, providing an opportunity for parents, community members and school staff to work together in the development of the school and its objectives. The School Board primarily assists with the implementation and monitoring of the school Business Plan, whilst also reviewing and noting key policies, plans and documents used to support the ongoing improvement of the school.

By including all parties in the decision-making process, broad consensus can be achieved and policies put in place to best address the needs of Lake Grace DHS students.

Our P&C Association

The Parents & Citizens Association (P&C) is a dedicated group of people committed to involving the whole school community in the continual advancement in the quality of the students' education.

The P&C Association is open to all parents of children at school, to staff and any interested citizens. They aim to support the day-to-day activities of the school as well as being heavily involved in fundraising for major school requirements.

Meetings are usually held twice per term. Dates and times are advised through the school newsletter.

The AGM is usually held within the first month of the start of the school year. Everyone is welcome.

Services

School Bus Services

Three buses service our school: North, South/East and Tarin Rock. School Bus Services are responsible for the modification of bus routes.

A nominated representative of each bus route can request a meeting for parents of children travelling on that route to discuss issues directly relating to safety and behaviour on the bus. Application for the use of an existing school bus route is made via the School Bus Services website: **www.schoolbuses.wa.gov.au**.

The front office staff and bus drivers should be notified of any changes to normal routine. Please contact your bus driver if your child will not be travelling. If your child wishes a friend to travel on the bus, a pass must be obtained from the front office, completed and returned prior to the date/s of travel.

A high standard of behaviour is expected of all students whilst travelling on buses and while waiting for the bus. Any concerns about student behaviour should be reported to your school bus contractor.

Lockers

Lockers are issued at the beginning of the year to each secondary student. Students are to provide their own lock if they wish to lock their locker. A combination locker is encouraged therefore we don't have to manage keys. Lockers and locks are the responsibility of the student.

Canteen

The school canteen is operated by the P&C. It is run by parent volunteers and operates every Monday. In the case of long weekends and School Development Days, the canteen will operate on Tuesday.

Volunteers are always appreciated at the canteen. Please contact our P&C to find out how you can assist.

Contributions and Charges

Voluntary Contributions

To assist with the running of programs in the school and to supplement the grant provided by the Department of Education, parents are asked to support the school by paying a voluntary contribution of $60.00 per Primary student (K-6) and $235.00 per Secondary student (7-10). Contribution amounts are set and ratified by the School Board each year.

Contributions collected at LGDHS are used to purchase reading and library resources, curriculum resources, ICT, and a variety of services and facilities which support our programs.

Voluntary contributions are payable at the front office or via direct debit. A payment plan may be organised with our Manager Corporate Services, Mrs Michelle Lay. Although these contributions are voluntary, they are **greatly valued** by the school and we appreciate payment at the beginning of the year where possible.

Charges

Charges refer to the anticipated cost of extra activities throughout the school year such as school camps, excursions, incursions, or swimming lessons. Participation in activities that incur a charge is optional. Parents are required to pay for the activity before the deadline or enter into a payment plan in order for their child to participate. These activities are incorporated into the school's educational program and it is highly recommended students participate.

Each year the school provides a list of approximate costs parents may expect to pay in additional charges for the following year.

Communications

Please Notify Staff If...

- Your child is ill - keep him/her home and notify the school.
- Your child has an infectious illness, or any medical condition or allergy we may need to know about.
- You wish for anyone other than yourself to collect your child. If this is to be a regular arrangement, please inform us so that we can record it in our student information system.
- You change your address or telephone number throughout the year. This is very important, especially in emergency situations. The school contact number is 9865 4500 or email lakegrace.dhs@education.wa.edu.au.
- There is any change in your child's normal routine, health etc. Often things such as a parent in hospital, death in the family, or grandparents visiting can affect children's behaviour.

Medical Conditions

Please notify the front office if your child has any medical conditions and/or allergies. Office staff will provide you with relevant forms to complete in relation to your child's condition and if any medication needs to be administered throughout the day. Medication that needs to be administered throughout the day are to be held in a locked medical cabinet in the front office and logged by office staff as it is administered.

Assemblies

Assemblies are held twice per term - generally in Weeks 4 and 8, at 2:10pm in the Undercover Area.

Newsletters

The school newsletter is sent home every fortnight via email and Connect. It can also be found on the school website. Please ensure the office has your current email address on file.

Reporting

Parents are provided with a formal report at the end of Semesters 1 and 2. Open classrooms will be held after your child's assembly and parents are invited to attend. These are a great opportunity to see your child's work and chat to staff. Interviews may also be requested by staff throughout the year. As a parent, you are welcome to ask for an interview at any time, should you wish to discuss your child's progress and any concerns you may have.

Absentees

Please notify the front office if your child is absent from school, for any reason. This may be done in writing, via Connect or by phoning the school. We also have a SMS service which will send you a message when your child is absent. You may reply to this message as your notification.

Bus Students

All bus students will be sent home on the bus unless the school is notified by a parent.

Visitors to the School

Please sign in at the front office when visiting the school. This includes times when you are a parent helper or volunteering at canteen.

Attendance

Regular attendance is vital to student progress. It is essential that students attend school every day. Statistics show that attendance below 90% places a child AT RISK of not achieving their educational potential.

- 90-100% Attendance is regarded as REGULAR
- 80-89% Attendance is regarded as at RISK
- 60-79% Attendance is regarded as at HIGH RISK
- 0-59% Attendance is regarded as at SEVERE RISK

Absences

On returning to school, every child must bring an explanatory note from a parent/guardian providing an acceptable reason for the absence. If an absence is known in advance, parents are asked to advise their child's teacher. Verbal communication is also acceptable. Parents/carers are recommended to complete an absence notification via Connect.

Leaving School Grounds

Students who need to leave the school grounds for any reason must have written notification from their parent or guardian. Students will need to sign out from the office. If leaving the grounds without a parent, students will need to obtain a leave pass.

Punctuality

It is essential that students arrive to school on time each day to maintain routines and engage positively with the teaching and learning programs. Students **are not** to be onsite prior to 8.30am with the school day commences at 8.45am.

Dress Code for Students (Kindergarten – Year 12)

Rationale:
The school's dress code is important in promoting a positive image of the school and in creating a sense of identity. There are also positive safety aspects in being able to readily identify students both at school and on excursions.

The School Board has a responsibility in determining what is appropriate for the school's circumstances. School management of the dress code is a delicate balance between establishing school standards, allowing reasonable opportunity for student self-expression and taking into account diverse cultural backgrounds. The school dress code therefore reflects the unique circumstances of our school community.

Holders of pension and health care cards are eligible for clothing assistance; generally this applies for students between 13-16 years of age. Details of the assistance scheme are available from the school office.

All new students enrolling at LGDHS will be supplied with a complimentary school hat.

Standards:
For the health and well-being of all students it is necessary that all students are clean and well-groomed including clipped fingernails and long hair tied back.

Permitted Exceptions	Not Permitted (unless listed in permitted exceptions list)
• Studs or sleepers for pierced ears • Small studs only for noses • Watches • Cultural/religious/medical jewellery	• Jewellery • Body piercings • Cosmetics (make up) • Nail polish and extensions

Students **must** wear the blue school bucket hat (Primary) and the black school bucket hat (High). The school has a policy of **"No Hat – No Play"** which applies all year round as an endorsed SunSmart School.

School Uniform | Primary & Secondary (K-12):

- School polo shirt.
- Faction polo shirt.
- Skirt or skort, black.
- Shorts, black. Plain shorts only - no logos or stripes (mid-thigh length).
- No leggings, bike shorts or active wear **without** skirts or shorts (mid-thigh length) worn over the top.
- Track suit pants, black. Plain pants only - no logos or stripes.
- School polar fleece jumper.
- School windproof jacket. (High School)

Faction shirts can be worn on Team Tuesday and Faction Friday.

Footwear

- Footwear must be worn at all times.
- Footwear should be well-fitting and firmly secured to the foot. Thongs, crocs, step-in shoes, boots and platform shoes are deemed inappropriate.
- Closed-in shoes must be worn in Home Economics and Design & Technology.
- Sports shoes are required in Physical Education.

All clothing items can be ordered through the uniform shop. **All clothing must be marked with your child's name.** The school will not accept responsibility for losses.

Cadets

Secondary students participating in Cadets (Years 7-9) will be provided with a full Cadet uniform to be worn on ceremonial occasions and other times outlined by the Cadet Leader. Cadet polo shirts only to be worn on Cadet days.

Compliance with the Dress Code

A student may be unable to participate in a school activity when the activity would constitute, or would be likely to constitute, a hazard to the student, or to other students or members of the staff of the school.

Leavers shirts and jumpers are only to be worn the year that the student is a 'leaver' (Year 6 and Year 10).

- Leavers shirts and jumpers are not to be worn at whole school excursions or events.
- Year 6 students will receive a polo shirt and year 10 students a jumper only.

Students wearing inappropriate jewellery will be spoken to and given one warning before being issued with an infringement notice. Students wearing nail polish and/or make up will be provided with remover immediately. Students with 'fake' nails' will be given one warning before being issued with an infringement notice.

Where a child is not following the school dress code:

- The matter will be discussed with their parent/carer.
- The child will be encouraged to meet the requirements of the dress code (in a positive way) and a second-hand uniform loaned to them for the day or as required to change into.
- Assistance will be provided (as applicable) to assist the child to meet any specific requirements.

Endorsed by the LGDHS School Board

Personal Technologies

The use of mobile phones, iPads/tablets etc, is **not permitted** at school. If students have these items at school they must hand them into the office at the beginning of the school day for safe keeping.

Students who are found using personal technologies during the day will have these confiscated for the remainder of the day. They will need to collect these items from the office at the end of the day.

Repeated offences will result in consultation with parents about further consequences.

Personal Property

Students are strongly encouraged not to bring personal items/valuables to school, such as toys, electronics and jewellery.

No responsibility is accepted by the school for the loss and/or damage to personal items.

Curriculum

Lake Grace DHS provides a quality, robust curriculum for all students (the Western Australian Curriculum). This sets out guiding principles for teaching, learning and assessment, and support for teachers in their assessment and reporting of student achievement from Kindergarten to Year 10. The expected standard for student achievement is consistent across the state.

Our school has many great facilities, including a purpose built Arts and Music room, Science laboratory, Home Economics room and Manual Arts room. We have sets of student laptops and iPads in each room to enable a high level of ICT use for students.

Students benefit from receiving two hours of Physical Education per week from a specialist Sports Teacher. As a part of the Physical Education program, all students from Pre-Primary to Year 6 are involved in a two-week intensive swimming program in Term 1.

Students in Years 7-9 participate in the Cadets WA Program (Emergency Services Cadets Corps). This provides an interesting and challenging program which provides practical life skills, develops leadership, teamwork and initiative and fosters the qualities of community responsibility and service. This program has **compulsory** camps that students are expected to attend as part of their assessment.

Homework

Homework is directly related to the teaching and learning program from the classroom. It should be appropriate to the needs of the student and focus on the consolidation of skills and concepts learned at school. In some classes or Learning Areas, homework may be deemed as not useful or appropriate. There is an expectation of secondary students to increasingly self-manage their home study and revision programs.

Assessment

Assessment and reporting are vital processes which provide information about what students know and can do and guide future planning for learning. Teachers constantly assess student progress and provide feedback about what they are doing well and what they need to do to improve.

Formal Reports

Formal reports are issued to parents at the end of each Semester. These include information about a student's achievement and progress, request for parent-teacher interviews and attendance data. Please note requests for an interview with your child's teacher/s can be made at any time throughout the year.

NAPLAN

The National Assessment Program – Literacy and Numeracy (NAPLAN) is a mandated system assessment that occurs in Term 1 of each year. Students in Years 3, 5, 7, and 9 sit assessments to provide parents and schools with data about achievement. Schools are provided with detailed data and use this to determine focus areas and implementation strategies for improvement for individual students and cohorts.

On-Entry Testing

Pre-Primary, Year 1 and Year 2 students are assessed in Literacy and Numeracy using the On-Entry program developed by the Department of Education. This data is used to develop informed and intentional teaching programs, and to track individual progress in the areas of speaking and listening, writing, reading and mathematics.

OLNA

The Online Literacy and Numeracy Assessment (OLNA) is a computer-based test to assess students for a minimum standard required for higher education and achievement of a Western Australian Certificate of Education (WACE). Students are given set opportunities from Years 10 to 12 to sit the assessments and demonstrate the required standard. Some students may meet the required standard in their Year 9 NAPLAN. Once a student has met the minimum standard in one area, they do not have to sit the test in that area again.

Other Assessments

The school utilises a variety of professionally developed assessments to inform the teaching programs. These sit along-side teacher assessments to provide a comprehensive and educative view of every student's achievement and process.

Student Health and Well-Being

Bullying

When staff and students are at Lake Grace DHS they have a right to teach and learn in a safe environment. A school cannot afford to tolerate bullying in any form. We have a moral obligation to act on bullying and educate in order to change the behaviour.

Bullying is defined as any repeated behaviour that is designed to hurt, intimidate or threaten another person. Elements of bullying may appear as wanting to hurt someone and where the bully gets pleasure from hurting the victim or maybe wanting to feel a sense of power over another person (imbalance of power).

Bullying usually fits into three distinct categories:

1. **Physical bullying** – hitting, pushing, kicking or taking or damaging someone else's property, etc.
2. **Verbal bullying** – name calling, teasing, swearing, threatening, discriminating about race, colour, appearance, religion, etc.
3. **Social bullying** – spreading lies and rumours, exclusion from groups or games, cyber bullying (text messaging, chat forums, social media such as Facebook, etc).

Students, staff and parents all have responsibilities in dealing with bullying. These are outlined in the table below:

Who	What
Students	Report if they are being bullied or see someone else being bullied.
	Support other students who are being bullied.
	Not be involved in bullying behaviour.
Staff	Model appropriate behaviour at all times.
	Deal with all reported and observed incidences of bullying behaviour.
	Teach students strategies to improve self-esteem and empower themselves.
Parents	Watch for indications that your child may be being bullied. These indications may include: physical injuries like unexplained bruises and scratches, reluctance to go to school, lower academic performance, moodiness, withdrawal, tension and tears after school, talk of hating school, refusal to discuss what's happening at school, bed wetting, altered sleep patterns or having nightmares, changes in eating habits (such as loss of appetite or overeating), major changes in relationships and friendships with others, getting into trouble more often, and acting out. Watch for indications that your child is a bully. These indications may include: aggressive behaviour, cyber bullying on the computer, long phone calls, moodiness, a need for extra money, need to be popular, powerful and in control, rumpled or stained clothing, narcissistic behaviour, low self-esteem, lack of empathy for people or animals, scratches, scrapes and injuries.
	Report to staff (preferably your child's class teacher initially) if your child is being bullied, or if you suspect your child is being bullied or is a bully.
	Instruct your child to report to teachers if they are being bullied.

Chaplain

The Chaplain supports the social, and emotional wellbeing of our students. School chaplains also have a key role in supporting the spiritual wellbeing of their students, regardless of faith or beliefs. School chaplains provide support for a range of day-to-day matters affecting the school community and communicate effectively with a diverse group of people. They can become involved in a wide variety of issues including health, social and values education, and emotional support.

School Nurse

Our School Nurse visits the school on a regular basis to conduct sight and hearing screenings in the early years and assists staff in implementing strategies to support students and families. The School Nurse can be contacted via the school office and usually visits on a Thursday.

School Psychologist

Currently our School Psychologist visits our school once per week. The Psychologist is available to assist students with educational, emotional or behavioural difficulties. Referrals are managed by the school administration team in coordination with class teachers. Your initial contact is to speak with class teachers about a referral.

Allergies and Anaphylaxis

As with all schools, we aim to be allergy aware and educate staff and students on good hygiene habits and a 'no sharing food' policy. Students with allergies are required to have a medical intervention plan (available from front office).

Important note: All staff are trained in the use of an Epi-Pen each year.

Administration of Medication

Schools require written information to assist and/or supervise students taking any long-term or short-term medication.

Parents should see our staff in the front office to obtain the appropriate paperwork.

Dental Health Service

A mobile dental therapy centre visits the school annually. Parents/guardians will be advised of the date this visit is scheduled to occur via the newsletter and correspondence home. All K-10 students are provided with free examinations and service of a minor nature.

Infectious Diseases

The Health Department has strict guidelines for the management of infectious diseases. Students who contract such a disease may be excluded from school for a period of time. All parents will be notified if such a disease is evident at school.

Disease	Exclusion Time Period
Chicken Pox	Exclude for at least 5 days after vesicles (rash) appear and until vesicles have formed crusts.
Conjunctivitis	Exclude until discharge from eyes has ceased.
Hand, Foot and Mouth	Exclude until all vesicles have formed crusts that are dry.
Impetigo (School Sores)	Exclude for 24 hours after antibiotic treatment has commenced. Lesions on skin surfaces should be covered with a waterproof dressing. Young children unable to comply with good hygiene practices should be excluded until after the sores are dry.
Measles	Exclude for 4 days after the onset of rash, in consultation with public health unit staff.
Mumps	Exclude for 5 days after onset of symptoms. Consult with your public health unit staff.
Pertussis (Whooping Cough)	Exclude for 5 days after an appropriate antibiotic treatment, or for 21 days from the onset of coughing.
Ringworm (Tinea)	Exclude until the person has received anti-fungal treatment for 24 hours.
Rubella (German Measles)	Exclude for 4 days after onset of rash.
COVID-19 (Corona Virus)	Exclude for 14 days.

Head Lice

Under the *School Education Act 1999*, if your child has head lice the Principal may ask you to keep him or her away from school until treatment has started.

Your child may return to school when all live head lice have been removed. There is no need to stay away from school if there are only a few remaining eggs, but you must continue treatment over the following 10 days to ensure that all eggs and hatchlings have been removed.

Emergency Procedures

The school has clear procedures for staff to follow should there be an emergency which causes either an evacuation or lock-down.

If such an event occurs, parents will be notified as soon as it is safe to do so.

Throughout the year, staff and students practice these procedures during planned drills.

Lake Grace DHS is on the Bushfire Prone Register. Inclusion on this register means that the school may be required to invoke a pre-emptive closure on a day which a Catastrophic Fire Danger Rating (FDR) has been declared for the Shire of Lake Grace. A Catastrophic FDR means that if a fire starts, it is likely to be uncontrollable, unpredictable and fast-moving.

As soon as we receive advice of this warning, we need to contact you, so please have all your contact details up to date - we have an SMS system for emergency notifications.

SIDE

The SIDE (Schools of Isolated Distance Education) Program is offered at LGDHS to students in Year 11 and 12. The program is delivered as a student driven independent program. Students are in a classroom unsupervised where they engage with their off-site teachers through several Webex's per week.
The criteria for students to be considered to partake in this program is;

- Students must have a good behaviour record (maintaining their good standing)
- Their attendance must be at 90% or above (excluding exceptional circumstances)
- Maintain a 'C' Grade throughout high school
- Students and parents are to sit in an interview with the Administration Team at LGDHS.
- Students will meet with the SIDE Co-Ordinator and deputy Principal to discuss subject selection.
- Parents, students, deputy principal and SIDE Co-ordinator will all meet to discuss expectations.

LGDHS Administration Team have the wright to exclude students from participating in the SIDE program on the school grounds should they drop in attendance, grades or not follow the school behaviour plan and lose their good standing.
It is expected that families pay their SIDE fees at the beginning of each year.

Lake Grace District High School Creed

This is our District High school
Country education Lake Grace
We grow together as one
Knowledge we embrace
We strive to succeed always
To the best of our ability
Take the chance presented
In every day opportunity
To share to dare to lift ourselves
To work to understand
Our school our path our entry key
To walk this Southern Land

Lake Grace District High School

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