

IMPORTANT PARENT INFORMATION**END OF TERM 2 Friday 26 June - 2.30pm Finish****REPORT DISTRIBUTION**

Reports will be distributed to students during a special **Period 6** form assembly on the last day of Term 2, **Friday 26 June**. School will be **DISMISSED** at **2.30pm**.

*** REPORTS WILL NOT BE AVAILABLE PRIOR TO THIS TIME ***

A reminder that this a normal school day and students are expected to attend in full school uniform. Reports will **NOT** be given to students who have been **absent during the day** and arrive at the **General Office after school**, UNLESS they are accompanied by a parent or guardian.

BUS DEPARTURES

On Friday 26 June, **Martyrs, McKenzies** and **Invicta Buses** (school runs only) will commence departure from the school from **2.30pm** onwards, with the **exception** of **public buses** (Mt Dandenong and Invicta), which will follow their normal timetable.

IMPORTANT BUS INFORMATION**Morning bus travel - Martyrs**

The morning bus runs for Martyrs M06 and M12 now arrive **5 minutes earlier** to collect students. The earlier time is to ensure students are delivered to their respective schools prior to 8.45am each morning.

Afternoon bus travel

Students need to ensure that they are making their way straight to the **bus bays** after school to wait for their bus to arrive. Many Lilydale High School buses pick up students at other schools, so it is vital that the buses leave our school on time. Also, students are reminded that they are only permitted to travel on their allocated bus and they must carry a valid bus pass at all times.

Brooke Addison, School Bus Coordinator

TECHNOLOGY HOME ECONOMICS FOOD FEE SEMESTER 2, 2009

As has been the case in the past semesters, the Home Economics food fee is payable in advance. A cheque or payment can be made at the General Office and a receipt will be issued.

The food fees are as follows for Semester 2, 2009 and payable by **Friday 31st July, 2009**.

Year 7 and 8	(7.48, 7.53, 7.57, 8.27, 8.31, 8.44)	\$ 45.00
Year 9 TH1, TH2		\$ 50.00
Year 10 TH1, TH2		\$ 50.00
VCE Food Technology Units 1 & 2 (Year 10 & 11)	Payable at start of year	\$120.00
VCE Food Technology Units 3 & 4	Payable at start of year	\$140.00

Home Economics fees are used for the purchase of food items, etc for practical classes. Fees not paid by the due date will result in non-participation in practical classes for the relevant students until fees are paid.

For any further enquiries, please contact Mrs Southall, Mrs Dowsett, Ms Lloyd and Ms Legg on 9735 5644.

FOOD ALLERGIES – Home Economics and Food Technology

Students with food allergies need to inform their Home Economics teacher and obtain an information form to be completed. This will help to ensure that those foods are avoided or recipes modified.

SCHOOL CALENDAR**TERM 2**

Monday 22 June
Airbrushing Course

Tuesday 23 June
VCE PE visit to RMIT

Wednesday 24 June
Year 7 Soccer/Netball/Badminton Reserve Day

Friday 26 June
Last Day Term 2 – 2.30pm Finish
Reports Distributed – Period 6 assembly

TERM 3

Monday 13 July
Start of Term 3

Tuesday 14 July
VCE Art John Brack Excursion

Thursday 16 July
Business Management Queen Vic Excursion

UNIFORM SHOP

The Uniform Shop located in **Room 53** is **OPEN** during the following times;

- **Tuesdays** 12.30pm to 5.00pm
- **Saturdays** 9.00am to 11.30am

The Uniform Shop will be **CLOSED** over the **School Holiday period**. It will reopen on the last Saturday of the holidays, **11 July** between the hours of **9.00am to 11.30am**.

For enquires please ring the Blackburn store on 9877 8388.

SCHOOL WEBSITE

www.lilydale.hs.vic.edu.au

A reminder, our school website is updated regularly with information relating to school excursions, camps, notices, newsletters, Curriculum Happenings, Junior, Middle, Senior School, Principal Page and much more. We encourage all parents and guardians to check the website for up to date information.

CURRICULUM

MATHS

NAPLAN Testing

All students in Year 7 and 9 took part in the National testing for Numeracy in May. These results will be available later in the year.

Logsheets and Summary Notebooks

Logsheets for Semester 2 are now available for students in Year 8 to 10 on Studywiz. Students will be able to print these out in class with their teachers or at home, should they so choose. The logsheets for Year 7 students are available on the school server in my folder. Staff will assist the Year 7 students to access these and print them in class. All students are to use their logsheets as a record of their completed class work. Please check your child's logsheet on a regular basis to ensure that they have sought their teacher's signature on completed work and to follow their progress. Logsheets are to accompany all students to every Maths class.

VCE students have their log sheets for the year and will be working through these. We would expect that Year 12 Maths students will complete the required course work during Term 3 so as to be able to start revision during the next term break and into Term 4 in preparation for their final examinations.

Lunch time catch up classes

The Maths Faculty continues to offer bi-weekly lunchtime extra assistance classes in Room 31 on Tuesdays and Thursdays. The roster is advertised in the Daily Bulletin. Please suggest to your student(s) that they attend these if they would like some extra help. Students who are availing themselves of this service are noticing an improvement in their results.

An additional Year 10 and 11 Maths support lunchtime catch up class is now being offered to students on Mondays in Room 68.

Education Week

On Friday 22 May, as part of Education Week, the comedian Rod Quantock delivered a scintillating presentation on 'A Brief History of Maths' to students in Year 7 and 8. Attending staff and students were enjoyably entertained for an hour of humour and Maths. We had a number of eager students volunteer to assist Rod – one made a particularly cute raptor dinosaur.

Year 10 and 11 Math Methods Students

TI has just released a new update for the CAS TI-Nspire calculator. Students can upload operating system version 1.7 from their teachers' calculators in class or directly from the website. As students currently have operating system version 1.4, it is recommended that they obtain the latest version by the end of term in preparation for Term 3.

Amanda Legg, Head of Mathematics

ENGLISH

VCE News

Thursday 18th June saw the Year 12 students head off to ACMI in Federation Square to see the film 'Look Both Ways', the text currently being studied as part of the Unit 4 syllabus. The students were fortunate enough to hear from Gary Simmons, esteemed author and former teacher as he gave an erudite lecture on the intricacies of this wonderful film.

Just prior to the recent exams, a large number of Year 12 students were privileged to hear from three Vietnam Veterans and WWII POW Charles Edwards. This was a wonderful opportunity for students to explore with the war veterans the effect their involvement in conflict

had on them and those closest to them. This most certainly added depth and understanding to their writing on 'Encountering Conflict.'

Furthermore, approximately eighty students took advantage of an after school class that explored and elaborated on their class work regarding 'Encountering Conflict' held the week before the final SAC for Unit 3. This voluntary class was attended by numerous VCE English teachers; the students were most appreciative of the opportunity to expand and discuss the work done in class. All students are encouraged to keep an eye on the Daily Bulletin for the next after school class to be held early next term.

We wish all of our VCE students a safe and restful break, but remind them that all reading and homework must be completed by the first lesson back. It is imperative that students give themselves the best possible start to the third term.

Year 7 to 10 students

Short story Competition Winners

Following their outstanding success in the Lilydale High Short story completion, Haley Davies (Year 10), Katrina Bird (Year 9), Luke Weavell (Year 8) and Bayley Peters (Year 7) will now have their winning stories entered into the Harold Savery Short Story competition. Students were given the opening line 'The window was shut to keep out the cold' and then needed to use their imaginations to complete the story. And what amazingly diverse narratives they created! These fine writers must be heartily congratulated on their wonderful stories and we wish them well in the wider competition.

Premier's Reading Challenge

The Premier's Reading challenge is well underway. And with the holidays approaching what better time is there to relax and read? Students are being reminded that they need to read fifteen books by the end of August. A pizza lunch will be the reward for the form group reading the most books. Happy reading.

Janine Sayers, Head of English

LOTE

Semester 2

The new semester in LOTE has started and students should be busy working on new units of work in French and Indonesian.

All students are expected to revise grammar and vocabulary regularly, after each lesson, in order to prepare well for future lessons, and in the case of the VCE students, for their SACs and future exams.

Students should make sure that they come to their lessons fully equipped with their textbook, workbook, notebook or folder and writing materials. Those who have a laptop should ensure that they are brought to every lesson and fully charged. Any student who has lost either their text book or their work book will need to purchase a replacement before the end of the holidays.

French Activities

During the holidays, on July 12 Mont de Lancey Historic Homestead and Museum will be celebrating *Bastille Day*. Last year several students helped Mrs Hastie with face painting, a treasure hunt and making peasant hats. Any students who would like to help this year should see Mrs Hastie as soon as possible. There will also be re-enactment of the storming of the Bastille and many other French activities.

Families wishing to attend should contact Mont de Lancey Homestead directly for more information on 5964 2088.

Frances Hastie, Head of LOTE

HUMANITIES

Semester 2 has commenced and students have begun their new subjects. By the end of the year the Junior School and Middle School students will have studied History, Geography and Economics. This range of subjects will enable our students to make informed choices when choosing their VCE subjects. The school website has detailed information as to the variety of subjects offered by the Humanities faculty for our students to choose from.

Semester 2 Excursions and Incursions

Year 8 students will take part in the Medieval Festival later in the semester. They will also have the opportunity to experience the 'Days of Knights' incursion.

Year 7 History students will visit the IMAX theatre as well as the Museum.

Middle School History classes will have the opportunity to experience the visit by the Vietnam Veterans.

Our VCE Business Management classes will be visiting the Victoria Market on 16th July as part of their course and in preparation for their exciting Market Day on 28th August. Teachers and students are busily preparing for this huge event.

Year 8 Medieval Festival

On 20 May, the Year 8's and the Year 7 SEALP held a Medieval Festival. There were about 138 primary school students and about ten primary school teachers and around ten helpers.

Our class (7.37A) were on food. We presented apple brew, short bread, ginger beer and saffron rice. The other stalls were on crime and punishment, games and entertainment, sword making and marriage, castles and heraldry. At the end of the festival Mr Price and Mr Le Rossignol put on a sword fighting display.

There were queens, princesses many peasants as well as laborers also tradesman. Everyone made a great effort to dress up.

The primary school students said that it was the best excursion that they ever had and that they had lots of fun tasting food, making swords, throwing things at criminals, playing games, getting married and making family crests.

The most popular activity at the festival was most likely the sword making.

The general atmosphere was also very energetic and everyone was having a great time. In my opinion the best costume was by one of the Year 7 students, by rolling around in the mud to look more like a peasant.

This festival has been running for 4 years and will probably be going far into the future.

Jay Clarke 7.37

End of Term 2

It has been a very eventful and busy term therefore I would like to take this opportunity to wish everybody, staff and our hard working students, a good holiday.

Henri Mouratidis, Head of Humanities

MEDIA FILM PRODUCTION CAMP

We are pleased to announce that this year's Media Film Production Camp will be take place on Wednesday July 22nd to Friday July 24th at Oasis Christian Camp in Mt Evelyn.

This exciting camp will offer students the opportunity to develop their production skills in a supportive and inspiring environment.

Media students will be involved in a number of workshops including script writing, storyboarding, lighting, sound, cinematography, directing and acting. In small groups, they will have the opportunity to produce their own short film.

Interested students should see Mrs Hemmings in the Junior School Office as soon as possible as places are restricted to the first 40 students.

Mrs Hemmings

MANAGED INDIVIDUAL PATHWAYS PROGRAM

Lilydale High School is committed to ensuring every student has a successful and positive transition from school to the world beyond. The MIPs program ensures that all students 15 years and older have current individual pathway plans and associated support to enable a successful transition through the post-compulsory years to further education, training or full-time employment.

These plans detail each student's educational and employment goals and contain a two year Individual Pathway Plan.

What are pathways?

After leaving school, our students can choose between:

- continuing further education and training through TAFE or University
- undertaking an apprenticeship or traineeship
- finding employment
- taking a gap year where they may participate in employment, community or volunteer work and/or travel

As a MIPs counsellor our role is to help our students identify their educational goals, employment goals and the pathways they can travel along to achieve these goals. Information is an important tool when it comes to making choices and decisions.

For more information on the Managed Individual Pathways (MIPs) Program at Lilydale High School please contact **Kath Rudd** MIPs Coordinator on **9735 5644**.

* ATTENTION - YEAR 10 AND 11 STUDENTS *

▪ AUGUST INTERVIEWS

Year 10 and 11 Managed Individual Pathways (MIPs) interviews will be conducted at the Lutheran Church, Lilydale on **Thursday 6th** and **Friday 7th August**.

All students will have a 15 minute interview with a MIPs Counsellor present on the day. Parents and Guardians are encouraged and welcome to attend these interviews with their son/daughter.

An interview letter will be posted home early in Term 3 (July) to all parents/guardians informing them of their son's/daughter's interview time. The letter will also explain in detail the purpose of the interview process.

PLEASE NOTE it is compulsory for all students to attend their MIPs interview.

Kath Rudd, MIPs Coordinator

IMPORTANT PARENT/GUARDIAN INFORMATION

STUDENTS ABSENT FROM SCHOOL

Parents/Guardians are asked to ring either the Junior, Middle or Senior School **Absence Line** between **8.30am** and **9.30am** when a student is absent from school and advise the student name, form group and reason for absence (illness, holiday, family reasons etc).

The school should also be advised if a student is expected to be absent for more than two days.

LATE ARRIVALS

Students are expected to be punctual for the start of school (form assembly 8.40am) and each lesson. A student who is late for school must sign the latecomer's book in the Junior, Middle or Senior School Office and provide a satisfactory written note of explanation.

A lunchtime detention will be given if such a note is not provided.

EARLY LEAVER PASSES

If it is necessary to leave before the end of a school day, a signed note written by a parent or guardian must be given to the Junior, Middle or Senior Office Assistants before the start of school and a pass will be issued.

SCHOOL UNIFORM

With the cold weather at present, students would be expected to wear appropriate jackets to keep warm. Please be aware that jackets, if worn, need to be plain black or the LHS waterproof jacket. Logos, stripes and hoods with fur fall outside School Council guidelines.

A reminder that the only acceptable shoes are plain black, polishable hard leather lace up school shoes for boys/girls or leather T-bar school shoes for girls.

CROSSING THE ROAD

Lilydale High School requests that parents/guardians discuss with their children that extreme care needs to be taken when **crossing** John Street and Main Street Lilydale both on the way to and from school. Students are reminded of the need to cross either at the designated school crossing in John Street, or at the pedestrian crossing in Main Street, Lilydale. We thank you for your cooperation in this regard.

LILYDALE ENVIRONS/OUT OF BOUNDS

The **Market Place Shopping Centre, Olive Tree Shopping Centre and NQR** are out-of-bounds to students **before, during** and **after school**. **Exception:** if students are in the company of a parent/guardian or with a specific pass and note validated by the school's Year Level Coordinator in conjunction with a parent/guardian. Students are expected to remain within the school grounds during each school day.

CARPARK ARRANGEMENTS

Parents/Guardians delivering and collecting students by car are reminded that safety considerations are paramount for all of us.

PLEASE DO NOT DRIVE THROUGH THE STAFF CAR PARK (MELBA AVE) TO DROP OFF/COLLECT STUDENTS – THIS IS A STAFF AND SERVICE VEHICLE PARKING ONLY FACILITY.

There have been a number of near accidents with cars stopping near the school entrance and banking up other vehicles out into Melba Ave as well as blocking vehicles mid-way through parking. Students are weaving through cars parking. **The car park is out of bounds for students.**

The **STADIUM CARPARK** is designated for drop off/collection of students. There is room to park or drive through and students can walk/wait under cover for their transport. Thank you for your understanding and cooperation regarding this matter.

CONTACT DETAILS

Would parents/guardians please ensure that **ALL** address and telephone contact details including Home/Work/Mobile and Emergency contacts are up to date. Thank you.

STUDENT MONEY

Would parents/guardians please ensure that their child has a **small amount of cash** with them **at all times** to cover any phone calls, lunch or travel arrangements (bus/train) they have. The School Office is not in the position to devote the considerable time and resources needed to lend money to students.

SICK BAY PROCEDURES

If a **student is feeling unwell** or has **been injured** in any way they **MUST** report to the **SCHOOL'S SICK BAY**.

Students are **NOT PERMITTED** to **RING** their parents/guardians (via a mobile telephone) themselves **OR** leave the school **without permission**.

If the student feels they are too unwell to remain in class, the First Aid staff will contact their Parents or Guardians to collect them from school. To this end it is vital that student contact details are up to date.

There are times when a student will need a Panadol tablet or other medication. These must be supplied to Sick Bay by parents/guardians and will be named and stored in a locked cupboard. This medication can then be given and monitored by Sick Bay staff when needed.

If your child has another medical condition needing medication please supply Sick Bay as soon as possible. Students with Asthma and Allergies are required to have a management plan.

Each student who is at risk of anaphylaxis is required to have a management plan that has been developed in consultation with the parents/guardians and medical practitioner. Prevention strategies for each student at risk of anaphylaxis must be developed for both in school and out of school settings.

FIRST AID SUPPLIES

First aid medical supplies are only issued for injuries/incidents that occur at school.

A reminder, that band aids **ARE NOT ISSUED** to students to cover facial jewellery. Students wearing such jewellery must keep a supply of band aids in their locker/bag for this. Any student requiring strapping tape etc must also provide their own supplies. Thank you.

Sick Bay, Staff

STUDENT WELLBEING

Thank you to all those families who have made uniform and book donations to Student Wellbeing during Terms 1 and 2 this year. We are able to pass these on to many grateful families.

If you would like to donate any books and/or uniform please place items in a plastic bag and label it with 'donation'.

Shirley Watson and David Bromilow have the responsibility of Student Wellbeing Coordination. If you have any concerns about your child's social development or Educational Maintenance, please feel free to give them a call on 9735 5644.

Shirley Watson and David Bromilow



- 20th July – 24th July 9.17, 9.19, 9.21, 9.66
- 27th July – 31st July 9.18, 9.20, 9.64, 9.65
- 3rd August – 7th August 9.16, 9.22, 9.67, 10.15

Friday 19 June Issue Number 10

JUNIOR SCHOOL

Semester 2

Students have been settling into new classes with their new teachers. They are reminded once again that with the new semester starting they should ensure they have all of the correct books for each subject. It's also a good time to remove last semester's books, if they haven't done so already, and to do a general tidy up of lockers.

Reports will be handed out next Friday (special Period 6 form assembly) and those students with outstanding Library books will need to return them in order to receive their report.

We encourage parents to take the time to sit down and read through and discuss the report with their child. The holidays would also be a good time to assist and support them in implementing any recommendations for improvement for Semester 2.

Lockers

Students should ensure they don't leave behind any belongings i.e. PE uniform, books etc outside their locker over the holidays.

Premiers Reading Challenge

Students should use the holidays to update their reading log online and read some books for pleasure.

Congratulations

Congratulations to Liam Hayes of 8.62 who was a member of the team that won the Victorian Hockey Championship and has been selected in the Victorian State Squad. Well Done Liam!

Year 7 Sport

On Monday 15th June many year 7 teams competed in interschool sport. The boys Football A, Girls Netball A and B and Girls Soccer teams were winners on the day. Well done to all of the other students who competed on the day.

Eastern Zone Cross Country

The next round of Cross Country was held on Wednesday 17th June. Congratulations to the Under 13 girls team which won; Sam Butler who finished 7th in the Under 14 girls, the Under 14 girls team who finished 3rd and Zak Patterson who won the Under 14 boys.

Junior School Coordinators

MIDDLE SCHOOL

YEAR 9

Semester 2

Students have jumped into Semester 2 with enthusiasm. We would encourage all students to approach their new and old subjects with a renewed energy and willingness to try their best. We are encouraging all students to ensure that they have the correct materials for their new electives.

Year 9 Meeting Melbourne City Experience

A reminder to parents/guardians, all Year 9 students (including Year 10 Accelerated students) will take part in a week long 'City Experience' around the city of Melbourne during the following dates;

The cost of the program is **\$115.00** and must be paid to the General Office by **Monday 22nd June**. Please enclose the payment in an envelope clearly labelled with the student's name, form group and 'Year 9 Meeting Melbourne City Experience'.

The **Student Confidential Medical/Permission Form** enclosed in the 'Student Information Booklet' (distributed to students in form assembly on Monday 1 June) must be completed and also returned to school by **Monday 22nd June**.

Please contact the Middle School Office on 9735 5644 if you have any questions or would like further information.

Absence Letters

On Friday 12 June, outstanding absence letters were posted home to Year 9 parents/guardians to sign and return to school via students to their form teachers. We ask that these letters be returned promptly to school. Thank you.

Long term Absences

If you know that your child is going to be away for more than a day or two, please let us know so that we can organise work to be sent home if required.

Planners

Parents/Guardians should be checking their children's school planner on a regular basis and expect entries to be made each day. If you are concerned that your child is not using their planner properly you can contact teachers to ask if they are up to date with their work or speak with a Coordinator. The planner can also be used for you to communicate with teachers.

School Holidays

We wish all Year 9 students a very safe and relaxing holiday and look forward to seeing them back and refreshed after a two week break.

YEAR 10

Semester 2

New classes have started for the semester and everybody is getting used to the new timetable.

Student materials

Year 10 students are reminded that class texts, materials, planners and laptops need to be taken to each class. Lack of preparation with regard to this makes it hard to achieve success in class.

Outstanding Absence Letters

During the first week of June, outstanding absence letters were posted home to parents/guardians to sign and return to school via students to their form teachers. We ask that these letters be returned promptly to school for updating. Thank you.

Year 10 Confidential Details Forms

Recently the Administration Office posted home confidential details forms for all Year 10 students for parents/guardians to amend/update records for their students. Thank you to the parents/guardians who have already returned these forms.

If you have not received a form would you please contact the office, as it may be that we have an incorrect address for the family. Would you please return the forms even if there are no changes so we can verify our records accordingly. Thank you Office Staff.

Middle School Coordinators

SENIOR SCHOOL

IMPORTANT VCE DATES

Airbrushing Course

Monday 22nd June

Physical Education RMIT Visit

Tuesday 23rd June

Last Day of Term 2

Friday 26th June

Term 3 Begins

Monday 13th July

Media Film Production Camp

Wednesday 22nd July to Friday 24th July

VCE Ski Camp

Wednesday 29th July to Friday 31st July

Year 12 Biology Excursion

Monday 10th August

The VCE team consists of the following teachers:

Head of VCE and Year 12	Mr Chris Cogan
Head of Year 11	Mrs Cathy Drury
Year 12 Coordinator	Miss Brooke Addison
Year 12 Coordinator	Mr Craig Harris
Year 11 Coordinator	Mr Tim Kogelman
Year 11 Coordinator	Miss Laura Barbuto

Important VCE Information

We encourage all students who have any concerns or are experiencing any difficulties to come to the VCE Office and speak with the VCE Coordinators. It is important that students are aware that assistance is always available to them and that the sooner they come and discuss their issue with a VCE Coordinator; the sooner things can be resolved.

Student Attendance

Lilydale High School believes that there is a direct correlation between attendance and achievement. At both Year 11 and 12 we are running monthly attendance competitions. At the end of each month the form with the highest attendance rate will receive a prize. The winning forms for May were 11.81 and 12.06. Congratulations to all the students in these forms on making attendance at school a priority.

For all VCE students, attendance at morning form assembly is compulsory. Students receive many important messages and copious amounts of information during form assembly, making their presence essential. Students who have study periods during Periods 1 and 2 are still expected to be at school and in form assembly by 8.40am.

Study Periods

VCE students are reminded that they are not to leave the school grounds during study periods, unless their study period is during a Period 5 and 6 double study or a Period 6 single study. Study periods are to be used productively completing work, either in the Study Hall or in the Library. Under no circumstances are students to leave the school grounds prior to their Period 5 and 6 study periods. When a student has a double study during Periods 5 and 6 they are able to leave, once they have signed out, at the beginning of lunch time.

When the study is Period 6 only, students are only permitted to leave the school grounds at the beginning of period six and once they have signed out. The sign out book is located outside the VCE Office. It is imperative that students sign out prior to leaving the school grounds, so the VCE team know that they have left.

Exams

We commend all of our VCE students for their mature approach during the VCE exam period. Almost 3000 exams were sat during the 5 day exam period and we would like to extend a big thank you to all staff and students who made the process a smooth one.

Year 12 Badges

Year 12 badges can now be picked up from the VCE coordinators office.

VCE Coordinators

CAREERS

Work Experience

Students can choose to commence Work Experience in Year 9, 10, 11 or 12. Students must be 15 years of age.

At Lilydale High School Work Experience is usually undertaken during the school holidays or towards the end of the school year, after exams have finished and students are not required at school. Students research their own Work Experience contacts to show they are committed to the task and want to perform this activity.

As part of the Work Experience Program, students are required to show some understanding of Occupational Health and Safety issues.

[Safe@work](#) is a web-based Occupational Health and Safety Program developed by the Department of Education that all Work Experience students have to complete before placement. This program will assist students in their preparation for Work Experience and increase their awareness of Occupational Health and Safety in the workplace.

Students can practise the multiple choice test at home and then undertake the test at school, so it can be verified that the student is able to complete it successfully. There are two tests to undertake: The 'General Test' which all potential Work Experience students have to undertake, and an 'Industry Specific' one. This is determined where the student is to work, be it in retail, automotive or hairdressing, etc.

The Safe@work tests must be supervised. To book a time to complete a Safe@work test please see Miss Hack in the Careers Office.

Students have to complete a preliminary form with the Work Experience details and then the official form is generated using this information. The official Work Experience form needs to be signed by the student, parent or guardian, the employer and finally returned to Lilydale High School for the Principal to sign.

Copies are made and given to the student, employer and the original is kept for the school records. Usually Work Experience is undertaken for one or two weeks depending on the dates specified by the employer. At the end of the Work Experience placement, the employer fills out an evaluation form for the student and this is a useful addition in the student's resume.

Some large companies have specified dates when Work Experience is able to be undertaken and some companies do not participate in the program. The Victorian Police only allows one student per school year to be involved in their Work Experience Program. Some companies have minimum age restrictions so may not allow students Under 16 years to participate. For further information please see Miss Hack in the Careers Office.