



MITCHAM GIRLS
HIGH SCHOOL



Parent Handbook 2023

Equity Starts Here

Belong | Grow | Achieve

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Principal's Welcome



A Principal's Welcome to Mitcham Girls High School.

Welcome to Mitcham Girls High School

As the only all-girls' school within the Department for Education, we are driven to provide educational opportunities for all girls, empowering them for their future.

We are a mid-sized school (of approximately 800 students) and are unzoned, with a growing international program ensuring that students from all over Adelaide, and indeed the world, can study at our school and be part of our community.

Our diverse learning programs across Years 7 - 12 are designed to support, challenge and extend all students. Our students excel beyond our classrooms, and enrich their educational experiences by participating in competitions, programs, seminars and performances. Through focus on inquiry, research, innovation and student leadership, Mitcham Girls High School aspires to develop independent, resilient, and globally responsive citizens.

We foster an inclusive community, to connect our students to one another and to their learning. We value an extensive wellbeing for learning program, offered across all year levels that supports our students to develop lifelong skills to build resilience and overcome challenges in high school and beyond.

Lastly, I am delighted that your family has chosen Mitcham Girls High School. Our school has a proud history, and we welcome your child and family to be part of our next chapter.

Warm Regards
Nathan Cini
Principal

Why a Girls' School?

Research from the National Foundation for Education Research in the UK confirms that girls achieve greater success in single sex schools, are more likely to pursue pathways that meet their interests, become leaders and have positive attitudes about themselves and others.

Moving to secondary school is a very important step in your daughter's life. Moving to an all girls' school may be a very difficult decision to make. To assist you in your decision you may wish to consider that in a single sex environment:

- girls achieve significantly stronger academic results than any other group in Australia;
- girl-centered learning leaves no doubt as to who receives the teacher's full attention, or who will be participating in maths, science and technology classes;
- there is a greater sense of connectedness - listening, helping and accepting others' points of view;
- leadership roles do not need to be shared between boys and girls. All the leadership roles are filled by girls: from the captain of the football team to the head of the student body; from the first violin in the school String Ensemble to the main part in the school play and from all the student committee chairs in every organisation to the leaders of every school club;
- girls see strong female role models and understand that they too can achieve successful outcomes from their own efforts;
- all activities are open to girls: they participate, influence and lead;
- girls take on all the roles in the group, providing an atmosphere where students take the risks necessary for genuine achievement;
- girls thrive and excel in collaborative teams;
- teachers can match their teaching to the way girls learn and develop their courses to suit girls' needs;
- girls can work through the challenges of adolescence without fear of embarrassment or harassment;
- there is no obstacle preventing girls from exploring a career in any area;
- girls' achievements are celebrated.

We know that, generally, girls outperform boys consistently in terms of academic progress. Significantly, however, more and more research is showing that both girls and boys in single sex settings perform better than their counterparts in co-educational schools.

In an Australian study of 270,000 students, Dr Ken Rowe (Principal Research Fellow, Australian Council for Educational Research), found that both boys and girls performed between 15 and 22 percentile points higher on standardised tests when they went to separate schools.

The latest brain research confirms that there are large differences in cognitive, social and developmental growth rates of girls and boys between the ages of 12 and 16. The sequence in which each part of the brain develops in boys and girls is also different. It is a lot easier, therefore, for single sex schools to accommodate the specific developmental needs of students.

Current neurological research has also provided important insights into the workings of the human brain and how gender impacts on learning. At Mitcham Girls High School our teaching and learning programs are tailored to girls' learning styles.

ALLIANCE OF GIRLS
SCHOOLS AUSTRALASIA

<https://www.agsa.org.au/>

How do I enrol my child?

Year 6 students currently enrolled in government primary schools, will apply for high school through the statewide transition process which commences in Term 1 of Year 6. Families will have the opportunity to nominate three high schools in order of preference. If your child is currently enrolled in a non-government primary school, and you wish to be included in the process for entry to government high schools, you will need to register your interest by contacting: Education.startingsecondaryschool.sa.gov.au

More information regarding these processes can be found here:

<https://www.education.sa.gov.au/parents-and-families/enrol-school-or-preschool/school-enrolment>

Enrolment at Mitcham Girls High School outside of the year 7 transition process is managed on site via Registration of Interest. Please submit your registration together with recent school reports to be considered for enrolment. Applications will be considered based on siblings at the school, the distance of the child's residence from the school, transportation/location convenience, social/family links and any other personal needs such as curriculum. Mitcham Girls High School accepts enrolments as capacity allows.

If you have any further questions regarding enrolment, please contact: Stacey Gardner (Enrolments Officer)
Tel -08 82728233 or email stacey.gardner818@schools.sa.edu.au



Care Group

The new student development program has been designed to empower our students in their journey at Mitcham Girls High School and beyond.

INTENDED OUTCOMES

Students completing the new program will develop the following outcomes. All activities and learning will be aligned to achieving these outcomes through quality girls education.

RESILIENCE

To develop resilience to confidently take on and overcome challenges.

FUTURE READINESS

To develop skills, knowledge and confidence to be successful beyond school.

IDENTITY

To develop a strong sense of identity, with the confidence to be yourself.

CONNECTIONS

To develop the ability to form positive connections and relationships with others and the community.

LEARNER ATTRIBUTES

To develop an understanding and awareness of yourself as a learner.

BELONGING

To develop a strong sense of belonging, understanding your place in the world and celebrating the contribution of women in our world.

STRANDS

Learning throughout the new program will be divided into the following four strands, which will be sequenced and delivered throughout all year levels.

FUTURE READY

Learning related to preparing students for their future pathways and careers, and life beyond school.

COMMUNITY CONNECTIONS

Learning related to forming connections with peers, staff, the school and broader community.

SELF & WELLBEING

Learning related to strengthening wellbeing, relationships, safety and identity.

LEARNING HABITS

Learning related to improving study habits and school performance.

TOPICS

Topics will be age-specific and relate to the needs of adolescents and young women, ensuring the outcomes are achieved.

- PATHWAYS
- CAREER EDUCATION
- LIFE SKILLS

- COMMUNITY PROJECTS
- HOUSE COMPETITIONS
- IN-SCHOOL CONNECTIONS:
 - ASSEMBLIES
 - MIX AND MINGLE
 - MENTORING

- RELATIONSHIPS
- E-SAFETY
- SOCIAL & EMOTIONAL
- CHILD PROTECTION CURRICULUM

- LEARNER DEVELOPMENT
- STUDY SKILLS
- GOAL SETTING
- STUDY SUPPORT

STRUCTURE

TUESDAY
30 Minutes

COMMUNITY CONNECTIONS

Tuesday will be dedicated to activities and events building community connections. This can include:

- House Activities
- Year Level Assemblies & gatherings
- Mentoring
- Student Meetings

WEDNESDAY + THURSDAY
60 Minutes + 30 Minutes

PROGRAM DELIVERY

Program delivery aligned to the four strands. An outline will be provided for each term.

Year 12 Mentoring
Thursday lesson is group mentoring. Care Group divided into 4 and teacher meets with each group on a rotation.

TEACHER ROLE

- Delivering program
- Monitoring attendance & achievement
- Supporting student wellbeing
- Goal setting and monitoring

Sport

Sporting and fitness activities are encouraged at Mitcham Girls High School. We are proud of the high level of participation and achievement in sport.

The following sports are available in a range of activity environments: running, swimming, track & field, AFL, fitness, volleyball, netball, badminton, soccer, basketball, cricket and softball.

Physical activity is encouraged through such activities as the dance program, house sport, team sports and lunch time programs.

All students participate in the annual Swimming Carnival and Sports Day. Both days offer fun activities as well as competitive events.

During Terms 1 and 4, the pool is open, and supervised, at lunch times for students to swim. However, parents/caregivers will need to complete and sign a swimming consent form before their daughter will be allowed in the pool. Swimming consent forms can be collected from the PE office.

Zone Sport

Over the year, Mitcham Girls High School enters many teams in the Southern Zone After School Sport Competition. In this competition, our students play against girls from other schools in Southern Adelaide. The matches are held after school weekly from 3:30-4:30pm, on a home and away basis. Students are transported to away venues but must make their own arrangements for getting home. Practices are held at lunch times and each team is supported by a teacher/coach.



The following sports are generally offered:

Term 1

Week 4 – Week 10

7/8 Volleyball
Year 7/8 Basketball
Year 10-12 7-a-side Soccer
Year 9/10 Basketball

Term 2/3

Week 4 (T2) - Week 4 (T3)

Year 7-9 Soccer
7/8 Badminton
Year 11/12 Badminton
Year 11/12 Basketball
Year 7/8 Netball - Mile End
Year 9/10 Netball - Mile End
Year 11/12 Netball-Mile End
Year 9/10 Volleyball
Year 11/12 Volleyball

Term 3/4

Week 7 (T3) - Week 6 (T4)

Year 7/8 Volleyball
Year 9/10 Badminton
Year 7/8 Basketball
Year 9/10 Basketball

Nominations for these sports are generally open at the beginning of each term. To nominate for a sport, students must sign-up to their choice of sport/s and attend a meeting at recess time at the beginning of each term to receive information about their selected sport/s. All information regarding sign-up, meetings and training are advertised in the Student Bulletin.

Training will take place throughout the week with all students expected to attend these training sessions. A fee of \$100 is charged to students playing in the Zone Sport Competition which is to be paid before the commencement of the competition. This fee covers the cost of the school entering the team, transport, equipment and venue hire.

Other Sports

In addition to the After School Zone Sport competitions, students are given the opportunity to play in School Sport SA Knockout Competitions, Carnivals and other competitions.

Any questions, please contact the PE Coordinator on 8272 8233.



Premier's Reading Challenge

The Premier's Reading Challenge encourages children and students to read a set number of books over the year and record their efforts online.

The benefits of the PRC are:

- raises the profile of reading and literacy in schools
- gives students a focus for their reading
- encourages students to enjoy reading and read more books
- encourages students to participate by being challenged
- offers incentives for reluctant readers
- builds self-esteem, pride, school unity and a sense of achievement among
- students increases the involvement of parents in their child's reading
- increases the number of library books borrowed
- contributes to increased literacy level.

Contact Library staff for more information.



<https://premiersreadingchallenge.sa.edu.au/>

Supporting Your Child at Mitcham Girls High School

Your child learns every day and everywhere, at home, at school and in the community.

The following advice is also available as a [download for printing \(DOCX 868KB\)](#).

The difference you can make

How you support your child's learning matters. You have a key role in shaping their values, attitudes and approaches to learning at home and at school.

It's important that you continue to stay engaged with your child's learning in secondary school. There are simple things you can do to help your child thrive and become an independent learner.

Why it matters

There are real benefits when you stay involved in your child's secondary school education. The benefits include:

- improved academic achievement
- higher completion rates
- young people have stronger aspirations for post-school learning and employment
- positive student attitudes and behaviour at school
- increased self-esteem and healthy relationships
- reduced mental health issues
- improved attendance rates.

Why secondary school can be challenging for parents

Young people are more independent in secondary school. They are more active in their own education. This means the way you support your child's learning could change.

Secondary schools are different to primary schools. They have different structures. How they communicate student progress is different too. As your child grows older, being involved in their education may require additional planning.

What matters most

Research shows that a young person's development in secondary school is strongly influenced by how a family values school and their education. This includes a family's expectations and aspirations for their child's future.

If your home is a place that encourages and supports learning, it affects how your child learns. Research shows this has more influence than your direct involvement with the subjects your child is studying.

What you can do

Be sensitive and give structure

Be sensitive. Young people want to be more independent. Give them structure and support.

- Think about your parenting style. Be supportive, warm and responsive.
- Encourage your child to do their own or joint decision-making.
- Help your child make their own schedules to manage school and homework.
- Let your child solve their own problems.
- Maintain a consistent level of support and supervision.

Discuss aspirations and expectations for your child's learning

- Talk about why and how you value education for your child's future.
- Set high but realistic educational goals for your child.
- Have aspirations for your child.
- Talk about post-school education options, courses and careers.
- Be positive. Talk with your child about the things they are good at.
- Encourage your child to learn from their mistakes.

Talk about learning

- Talk about school, learning and education. Talk often and listen.
- Discuss big ideas around politics, society, science and culture. Link these to schoolwork if you can.
- Talk about books, movies, documentaries, television and online media. Talk about what your child is reading or watching.
- Ask questions in a way that encourages a discussion. Try to avoid questions that only need a 'yes' or 'no' answer. Use example open-ended questions.
 - What did you enjoy...?
 - What do you think about...?
 - Why did you like...?
- Give encouragement.
- Develop influence through questioning. Helping your child to develop their views and opinions by exploring different aspects of a topic.

Keep connected

Stay in contact with school. Have discussions with teachers in formal and informal ways. It could be at a parent-teacher interview, through an email conversation or over the phone. Be present for conversations about your child's future. Together, talk with the school about your child's education and career opportunities. Attend course counselling sessions with your child.

Make contact with as many of your child's teachers as possible. Find out the best ways to keep in contact. Some secondary schools use apps that help parents to see their child's learning and communicate with teachers.

Find out who the key contact person is for your child. It might be the care group teacher or home group teacher. This teacher will have an overview of your child's wellbeing. They will keep track of their progress and achievements.

Give your child appropriate homework support

Support your child with their homework. Help them develop their own schedules for doing homework. You can also help them to manage other activities like sport or work.

If you can, make sure your child has a quiet and organised space for doing their homework. Your local library might work if there isn't space at home.

Avoid direct involvement in doing your child's homework if they are struggling. Help them problem-solve the issue, and work out what they will do next. This is more important as your child grows older.

Show interest in what your child is learning and doing at school. Ask about what homework they have. Follow your child's schedule through the school.

The difference you can make

When parents and schools work together children and young people are more likely to do better at school.

You can help your child to be a confident and enthusiastic learner. You can encourage them to believe they will do well at school. You can let them know that trying hard and doing their best is what matters.

Get to know your child's teachers

Teachers work hard to make sure you are kept up to date with what your child is learning.

They can offer ways for you to connect with them so you can get to know each other and create a shared vision for your child's learning success.

There are many ways for you to get to know and stay connected to your child's teachers. Here are some ideas of how you can get to know your child's teachers at Mitcham Girls High School:



Get to know your child's teachers continued...

- At MGHS, your child will have more than one teacher. So, the approach is a bit different.
- Attend welcome nights and parent information nights.
- Come to Learning Conversations (parent-teacher interviews)
- Ask about the best way to get in contact if you have questions and let them know how you prefer to be contacted.
- Stay in touch – read the Parent Update, access our website and the Parent Handbook
- Go to performances, concerts and sporting events your child is involved in. If you can, go along even if your child is only thinking about getting involved.

Find out what's happening in the classroom

Secondary school — in the classroom

At Mitcham Girls High School, a lot of information about your child's learner progression is accessible on Daymap.

- Login to Daymap to view information regarding attendance, academic achievement and teacher feedback
- Ask your child about their learning goals.
- Keep in contact, don't wait for a parent-teacher interview if you have a question or concern
- Contact the Care Group teacher as they have an overview of your child's learning, or contact the subject teacher for information specific to a learning area.
- Get to know our Leadership structure – you might need to contact the Year Level Leader or the Assistant Principal.

Be part of your school community

Being part of your child's school community is one way to show your child you value their education.

There are many other ways to contribute. Attending a couple of events at the school each year can mean a lot. It shows your child that you value their education and successes. Consider bringing along grandparents, aunts, uncles and other important family and friends to share in these events.



Australian Curriculum

It is parents, families and carers who have the most influence on their children. When families are actively involved in their children's education, children usually enjoy school and achieve better results.

This section of the website provides information for families and carers about their children and the Australian Curriculum.

The Australian Curriculum sets the goal for what all students should learn as they progress through their school life – wherever they live in Australia and whichever school they attend.

Download The Australian Curriculum: an overview for parents to learn about how the Australian Curriculum is organised, including information about the learning areas, general capabilities and cross-curriculum priorities. There is also information about how schools can use the Australian Curriculum to support students' needs and interests, and links to further information.

SACE

The South Australian Certificate of Education (SACE) is an internationally recognised qualification for life. The SACE is designed to help your child develop capabilities and provide skills and knowledge to live, work, and participate successfully in an ever-changing society. It will offer your child the flexibility to choose their subjects and complete the qualification in a timeframe that suits them and their lifestyle. Your child will become a successful learner, a confident and creative individual who is an active and informed citizen ready to succeed in further education, training, or the workforce.

<https://www.sace.sa.edu.au/documents/652891/91fb0639-30cf-a26>



Communication Procedures

At MGHS, our aim is to create a thriving and inclusive learning community through developing positive partnerships between our school, our families, and the wider community.

These partnerships will be supported by highly effective communication channels between school and home that help support the presence, participation, and progress of students at MGHS.

MGHS will:

- Create a culture of open, kind, and respectful communication that promotes stronger collaboration.
- Foster close communication between parents and the teachers of their children. We all work in partnership to support our children.
- Keep parents regularly informed about our expectations, and their children's activities and progress at school.
- Ensure there is well structured formal program of communication with parents, with both school and family responsible for ensuring there is effective communication outside these formal opportunities.
- Be inclusive in providing accessible information for all our families. We aim to provide materials in families first languages where possible and facilitate interpretation services when required.
- Uphold our obligations to consult with parents and students about learning adjustments and support.

We expect our parents/caregivers will:

- Provide up to date contact details such as email address, phone, postal address and living / custody arrangements.
- Provide us with any information that is critical for us to know to best support their child, for example, student wellbeing issues, sickness, family concerns or bereavement. All information shared will be handled with sensitivity and confidentiality.
- Connect with the Parent Portal through Daymap.
- Read the Parent Update and other communication from the school.
- Participate within our school community by attending events at school and connecting with teachers regularly.
- Work in partnership with the school to improve the progress of their children through open communication.
- Check social media or website for regular updates.

Quick Guide – Who should I contact?

CURRICULUM ISSUES	WELLBEING ISSUES
<p>SUBJECT / CLASS TEACHER</p> <p>Individual student issues occurring within a class.</p>	<p>ADMIN STAFF</p> <p>Illness, injury, family matter, courtesy – no follow up needed.</p> <p>CARE GROUP TEACHER</p> <p>Low-risk health and wellbeing issues:</p> <ul style="list-style-type: none"> • Friendships • Time management • Homework • Overwhelmed • Injury / illness
<p>FACULTY LEADER</p> <p>When a subject teacher may need support in dealing a parent/student concern.</p> <p>When there are multiple concerns / issues within a faculty's subject.</p>	<p>YEAR LEVEL LEADER</p> <p>Attendance</p> <p>Bullying</p> <p>Long term planned absence</p> <p>Low level behaviour support (Take 5 Cards, Lesson Checks etc)</p> <p>WELLBEING LEADER</p> <p>Student/family support</p>
<p>ASSISTANT PRINCIPAL</p> <p>When a Faculty Leader may need support in dealing with a student/parent concern.</p>	<p>ASSISTANT PRINCIPAL</p> <p>Response to serious behaviour incidents, including suspensions</p> <p>Truancy</p> <p>Subject Counselling</p> <p>WELLBEING LEADER</p> <p>Critical incidents</p>

How do I contact the school?

Daymap

Our school's student management system is called Daymap. It is one of the most widely used platforms across South Australia with a proven track-record of success.

Daymap holds your student's attendance, assessment, reports, and any other information recorded by staff. Daymap enables communication between the school and families, teachers and students, and teachers and parents/caregivers. This communication can occur through the internal messaging service built within Daymap, or you may receive text messages from the school or staff. Text messages can be replied to, but in the case of urgent messages, please call the school directly.

Daymap can be accessed through the Daymap parent app or through the Daymap parent portal on an internet browser. All parents/caregivers will be provided a username and password to log on to Daymap. Please contact the school for help if you need it.

[Access the Parent Portal here](#)

[Daymap Parent Portal Instruction Card](#)



Child Protection Curriculum

Keeping Safe: Child Protection Curriculum

The Keeping Safe: Child Protection Curriculum (KS:CPC) has been developed by child protection experts and experienced educators from South Australian schools and preschools.

Aims

The KS:CPC teaches all children from a young age, in an age appropriate way to:

- recognise abuse and tell a trusted adult about it; understand what is appropriate and inappropriate touching; understand ways of keeping themselves safe.

Themes

It is predicated on two main themes which are presented through topics and activities of increasing complexity.

- we all have the right to be safe
- we can help ourselves to be safe by talking to people we trust.

Focus Areas

These two themes are explored through four Focus Areas, which are examined in growing complexity in accordance with the age of the learners.

- right to be safe relationships
- recognising and reporting abuse protective strategies.

Educator's responsibilities

All children and young people in Department for Education preschools and schools will access the approved child protection curriculum each year. The approved child protection curriculum will be taught by staff who have received training.

Parent Participation / Volunteers

MGHS encourages parents to be actively involved in their child's education. Opportunities for parent volunteers are often available in our Canteen, Library and our Sports Activities.

For more information please contact Chris Stone, Business Manager, on 08 82728233 or email chris.stone283@schools.sa.edu

Governing Council

The MGHS Governing Council complies with relevant legislation and established constitution to provide advice to school leaders and to drive and sustain good governance. The Governing Council provides a forum for parent and community involvement with the school regarding local policies, strategic planning, ensuring educational, cultural, and social diversity of the community is considered.

Number	Representative
1	School Principal
1	Business Leader
6	Elected parent members
2	Staff members, nominated by school staff

The Governing Council meets twice per term, with the Annual General Meeting (AGM) held during term 1 each year. Prior to the AGM parents/caregivers will have the opportunity to nominate for the school's Governing Council. Nonmembers may attend and all parents are welcome.

From the Chair

Welcome; you've made a great choice!

Mitcham provides a diversity of opportunities to all its community members – want to be involved? We would welcome you to be a Governing Council member. What do we do? All things pertaining to school are discussed – improvement plans, finance, physical resources, ICT, Canteen and Uniform. It's great to have a voice and be part of conversations that impact your child during their time high school years.

Want to know more? Contact Chris Stone (chris.stone283@schools.sa.edu.au) or call 08 82728233

Lesley Parker

Chair Person



What do I do if my child is sick or can't attend school?

Late Arrivals

If students arrive late to school, they must ensure they are marked present by signing in at Student Services. They will need to provide a reason for their lateness and this can be in the form of a DayMap absence message, telephone call or a note from a parent.

Absences

When a student is absent from school parents/caregivers are asked to contact the school via one of the following options:

- access your **Daymap Parent Portal** and select the 'Absence Notification' button on the homepage
- phone the school on **08 8272 8233** and select the Student Services extension to report directly to a member of the Student Services team

If an explanation has not been received by 11:30am a message will be sent, via SMS, to those parents who have registered their mobile phone number with the school. The absence will also require explanation from a parent and this can be via, DayMap, email, telephone or written note.

Leaving the School Grounds

If a student needs to leave the school grounds for an appointment, they may present a note to their subject teacher and then report to Student Services. Using the Student ID card, the Student Services Officer signs the student out using Daymap and the departure time is recorded. Students will also need to report back to Student Services when they return to school to sign back in.

Sickness

Students who feel unwell during the school day report to Student Services for attention. In the event of an accident or illness that requires medical attention, parents will be contacted. No student is sent home unless a parent or nominated emergency contact person is contacted.



School times and timetable

Please note in the approved timetable for 2023 the school day begins at 8:45am and ends at 3:15pm (except for an early dismissal on Wednesdays at 2:15pm).

Our timetable committee will continue to look for improvements within the line structure. The committee will engage with staff, students and parents / caregivers to ensure this structure continues to meet the needs of our community and provide opportunities to achieve success.

We will now commence working on a successful transition from our current timetable to the new model. We understand that change affects everyone differently, and we are committed to supporting the members of our community to make this transition successful.

We would like to thank our community members for actively engaging in a thorough consultation process. We received responses from over 500 community members exploring how to modify our timetable to improve student conditions for learning and their academic outcomes.

Note: Students are dismissed at 2:25pm on the last day of each term.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
	BEFORE SCHOOL				
8:45AM	(90)	(60)	(60)	(60)	(90)
10:15AM	CG (30)	(60)	CG (60)	(60)	CG (30)
10:45AM	RECESS				
11:05AM	(90)	(90)	(90)	(90)	(90)
12:35PM	LUNCH				
1:15PM	(60)	(60)	(60)	(60)	(60)
2:15PM	(60)	(60)	2:15 DISMISSAL	(60)	(60)
3:15PM	DISMISSAL		PROFESSIONAL LEARNING 2:30PM – 4:00PM	DISMISSAL	

Yard duty / before and after school supervision

Staff will be on duty to supervise students from 8.15am until 3.30pm.

School drop off/pickup

Car Parking – Drop off and pick up

Car parking at school is limited and the school is serviced by the Mitcham Council owned car park on Kyre Avenue. Some parking is available in the roads surrounding the school with parking restrictions from 2.30pm weekdays in most roads surrounding the schools.

Bus information

Mitcham Girls High School does not run any private school buses. However, Adelaide Metro provides several school buses that drop off and pick up at Mitcham Girls, as well as other local schools. For information on school buses, please refer to the list at the end of the page or go to [Special School Services](#).

As well as these special services, many girls come to Mitcham Girls High on general public transport. For further information on regular bus and train routes, as well as school bus routes, please refer to the Adelaide Metro website: www.adelaidemetro.com.au.

Adelaide Metro also have an Info Centre on the corner of King William and Currie Streets in the city which can be contacted on 1300 311 108. For assistance in understanding the available routes, or for any other enquiries, please call the Adelaide Metro Info Line on 1800 182 160. Adelaide Metro staff will be able to provide more detailed assistance than the school staff.



Metro Recommended Transport Apps



Pupil Free Days

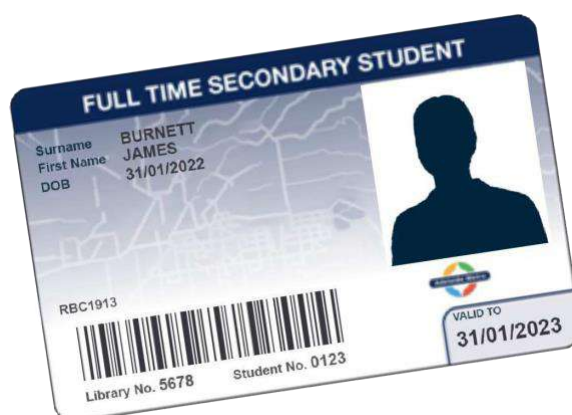
The Department for Education recommends three pupil free days and one school closure day each year. The school's Governing Council approves the date of these days later in term 4 or early term 1 of each school year.

At the end of each school term, students will be dismissed from school at 2.25pm (Bus times change accordingly and supervision is provided in the school library for students that need to remain until the usual departure time).

Student ID Cards

ID cards can be used in the Library, Student Services, on public transport and as a general proof of identification to obtain student concession. The initial cost of ID cards is covered in the Materials and Services Charge, but replacement cards will cost \$8.00 each.

ID cards are arranged by the school and the 2023 Year 7 student photos are taken on Transition Day held on 9 December 2022. For students who do not attend Transition Day, their ID photo will be taken in term 1 2023 on the whole school photo day. For those students who start school later in the year ID photos are arranged through the Library.



School Photos

'The School Photographer' have been approved by Governing Council as the professional photographers engaged by the school. Photos will be taken of all students, and parents have the option to purchase photographs directly from <https://www.theschoolphotographer.com.au/>.

Payment of school photographs will be via a payment envelope on the day the photographs are taken. The payment envelopes will be issued to students on the first day of school.

The school does not handle any money. All arrangements are between families and The School Photographer.

2022/2023 Photo Dates

Year 7 Transition Day: 9 December 2023

Whole School Photo Day: TBC

Catch-up Day TBC



Emergency Procedure

All incidents are managed by the school and regular practice drills will occur. In the event of an incident or emergency, staff and students will be alerted by siren tones and directions from emergency wardens. The community will be notified before we run emergency drills and be advised about any necessary actions in the case of a real emergency.



ICT & Student Laptops

About the use of laptops to support student learning

Students use a range of technologies every day to enrich their lives and support their learning. They are used to access information immediately and from any location, and to support teaching and learning. Use of technology allows students to:

- Work collaboratively, sharing ideas and interacting with their peers, both at home and at school
- Improve their research skills
- Become independent learners
- Become responsible digital citizens

Effective use of technology can enhance student learning and is used frequently throughout the MGHS curriculum. Both the SACE and the Australian Curriculum require students to have highly developed independent learning skills, research skills and the ability to present their work using a range of media. Daymap is an online application used regularly by students and teachers to view timetables, access class resources, and view assessment tasks. A laptop or iPad is required to effectively use this application.

Laptop Requirements

The school requires all students to bring a device to school, which has the capacity to access the digital content and learning programs provided by their teachers. To support this, we have a set of minimum requirements a device must meet and recommended devices. Due to this, the school network does not support Chromebooks or android devices without consultation with ICT Support. If you choose to provide your own device, please see the below minimum device specifications and be aware that the school will be unable to support repairs and maintenance.

Minimum Specifications:

- **Operating System:** macOS, Windows 10 or 11, iOS
- **Laptop Hard Drive:** 256GB SSD or above
- **Wireless compatibility:** Wifi 5 (802.11ac) or above
- **Memory:** 8GB RAM

MGHS is able to support iPads on our network. It is recommended the student have a Keyboard case and Apple Pencil.

When students attend MGHS they are provided with access to Office 365 and the Adobe Suite. These software packages are compatible with the three operating system listed above including iOS.

How to Order a laptop

The school has partnered with Learning with Technologies (LWT) to provide up-to-date and reliable devices at educational pricing. Click here to order online: [SRD Portal](#) Please note, the SRD portal does not currently list iPads for purchase.

If you are purchasing a laptop from elsewhere or have any difficulties in acquiring a device, please contact ICT Support by phone 8272 8233 or email dl.0903.ictadmin@schools.sa.edu.au.

Frequently Asked Questions

- 1. Will the device purchased from LWT be configured by the company ready for use by our child?**
No, the company who provides the device will deliver it to your chosen address. You are encouraged to turn it on once received and go through the initial set-up. ICT Support will be working with classes in the first week of Term 1 to help student get connected to the internet, install Office 365 and printing
- 2. Will there be an option to pay upfront or over a period of time?**
Families may pay upfront via credit card. Unfortunately, we cannot offer a payment plan option.
- 3. How long will the students be able to use the same device?**
It is anticipated that the device will be appropriate for school use for a minimum of three years. Depending on subjects chosen by your student in senior school, the student may require a higher specification device. Please talk to ICT Support before purchasing a new device in the future.
- 4. Will our child be able to access personal email accounts?**
Students are provided with a school email account which they can access from school and from home. Private email accounts may be blocked by the Department for Education when at school.
- 5. Will our child be able to access the Internet wirelessly outside the school with a device purchased from LWT?**
Yes, students will be able to search for other wireless networks and connect to them if access is allowed. This includes home Internet connections.
- 6. Can a device purchased from LWT be used by us/our child to download other software, music, movies, etc.?**
Yes, the device belongs to you and not the school. However, these downloads may be lost if the device requires re-formatting to fix any errors. You must ensure that any downloads do not infringe copyright. Good backup practices are also recommended.
- 7. Will our child be able to print while at school?**
Yes, students with a device will have access to the network and its printers. Students may also print from any school owned device.
- 8. What happens if my child's device purchased from LWT needs repairing?**
The Lenovo devices have a 3-year warranty. MGHS ICT Help Desk will be able to assess the device. Minor faults will be managed by the school's ICT Support. Lenovo is responsible for all major faults. The school will manage this process. We anticipate that all repairs will be completed within three days.

The Apple MacBook Air has a 1 year warranty as standard. If AppleCare+ is purchased this will be longer. Minor faults will be managed by the school's ICT Support. For major hardware faults the device will need to be taken to an Apple Authorised Repairer by the parent or MGHS is able to send the device to an Apple Authorised Repairer on the family's behalf. Damaged devices will incur a fee which will be communicated to you from the company
- 9. What does my child use while her device is being repaired?**
Students will have access to the current school's computers whenever ICT Support deem necessary. Short-term, replacement devices are available so your child will not be without a device to use in class.
- 10. What happens if the device is damaged as a result of an accident, drop or loss?**
You own the computer and not the school. The warranty does not cover accidental damage or loss. We strongly recommend that parents insure the device, either through an existing policy that will cover the device at home and school, or by taking out insurance at the time of purchase.
- 11. Can my child charge their laptop at school?**
Students are expected to charge their laptop at home and it is expected to last the school day with normal use. However, students that do require recharging during the school day will be able to do so at one of the school's approved charging locations. Their device will need to be tested for safety and be displaying a current safety tag. Devices will need to be tested every 12 months. This can be arranged with ICT support.

What stationery does my child need?

The school will provide textbooks on loan as part of the Material and Services Charge. At the start of each year, students will also have a school account established that allows them to access internet, email and printing facilities. Supplementary printing access can be purchased, as required, from the Finance Office.

Booklists

For 2023, MGHS has worked with Campion Education to produce booklists specific to each year level. Please see below for your appropriate year level(s) and instructions for how to order.

[Year 7 2023 Booklist](#)

[Year 8 2023 Booklist](#)

[Year 9 2023 Booklist](#)

[Year 10 2023 Booklist](#)

[SACE Stage 1 2023 Booklist](#)

[SACE Stage 2 2023 Booklist](#)

Click here - [Instructions for how to order](#)

Purchasing from Campion Education is not compulsory. Families may use the booklists as a guide and purchase their materials elsewhere.

<https://order.campion.com.au/#resourceListListView?code=9732DB74>



How much will the uniform cost?

Our school dress code has been approved by Governing Council. It is the documented standard of acceptable clothing worn by students while attending school, travelling to and from school, on excursions and when representing the school at events. The uniform meets the needs of our students to year 12, and is inclusive, comfortable, high quality, affordable and similarly priced to other schools.



MCM Polo Top
\$28.70



MCM Winter Skirt
\$56.80



MCM Rugby Top
\$69.85



MCM Summer Dress
\$52.50



MCM Fleecy Jacket
\$55.00



MCM Shirt S/s
\$26.50



MCM Sports Polo
\$27.50



**MCM Dress Pants
Ladies Navy**
\$37.95



MCM Sport Shorts
\$23.80



MCM V Neck Jumper
\$83.10 – \$88.20



MCM Bonded Jacket
\$75.00



MCM School Bag
\$65.60



**MCM Tights Cotton
Ladies**



**MCM Socks Straight
Anklet 3pk**
\$14.95



MCM Dress Shorts
\$31.25



MCM Sock Knee Hi
2pk

2023 MGHS Uniform Policy

Students and families understand that enrolling at Mitcham Girls High School means a requirement to wear our school uniform correctly and proudly. Wearing our uniform plays an important role in creating a sense of belonging and helping students to connect with our community.

Rationale

Wearing the school uniform provides a sense of belonging to the school community, assists in the provision of a safe school environment, promotes equality and provides cost effective, durable clothing.

Exemptions

The school recognises the diversity of its community and respects the cultural and religious beliefs of its members. At times, therefore, special allowances can be made in relation to the school uniform to support the beliefs of students and their families. Allowances can also be made for new students, for reasons of financial hardship and for genuine medical reasons. In instances where the uniform does not meet individual requirements, parents/caregivers are asked to discuss the matter with the Care Group teacher. The Care Group teacher will then refer it along with the information about the grounds and time frame for the exemption to the appropriate Senior Leader for consideration.

Mitcham Girls High School Uniform Items

View approved uniform combinations in attached document.

- Mitcham check cotton dress (appropriate length for school)
- Pleated MacKenzie tartan skirt (appropriate length for school)
- Mitcham navy dress shorts
- Navy pants (not track pants)
- White long or short sleeve shirt with MGHS logo
- White or navy long or short sleeve polo shirt with MGHS logo
- Mitcham navy V-neck woollen jumper with MGHS logo
- Mitcham navy bonded jacket with MGHS logo
- Mitcham navy fleece jacket with MGHS logo
- Mitcham rugby top
- Mitcham water resistant jacket with MGHS logo
- Navy jacket (no denim)
- White, black or navy short socks
- Navy or black opaque tights
- Black fully enclosed school shoes (refer to posters around the school and in the Uniform shop or view in document) or black enclosed-toe sandals
- Plain navy or white headband (optional)
- Mitcham tie, plain navy (optional)
- Plain navy scarf (optional)
- Hat (optional)
- School blazer (supplied by the school for official functions)

Jewellery

Jewellery should be appropriate for school and practical classes.

PE and Sport

- Mitcham rugby top
- Mitcham navy sports shirt with MGHS logo
- Navy sport shorts/leggings
- Netball skirt, navy
- Track pants, navy
- Track shoes or sneakers
- Hats are recommended
- Rashie for swimming

PE uniform can be worn to and from school if student has PE in Lesson 1 or Lesson 6. Students are required to change into full uniform for the rest of the day.

How do I get a uniform for my child?

School uniform is available from our uniform supplier UMS and you can visit their store without a booking:

UNIFORM MANAGEMENT SERVICES

Address: 985 South Road, Melrose Park

Hours: Mon – Fri 9am-5pm

Sat - 9am – 12pm

Ph: 0431 776 713

If you would like to book a fitting please visit <https://umspl.com.au/pages/mitcham-girls-high-school> where it will display the dates available.

Online Ordering – www.umspl.com.au

Step 1

Click on Shop/Schools and select "Mitcham Girls High School." Select "Enter Mitcham Girls High School Store."

Step 2

Scroll to browse all products or select "Shop by Category" on the left hand side.

Step 3

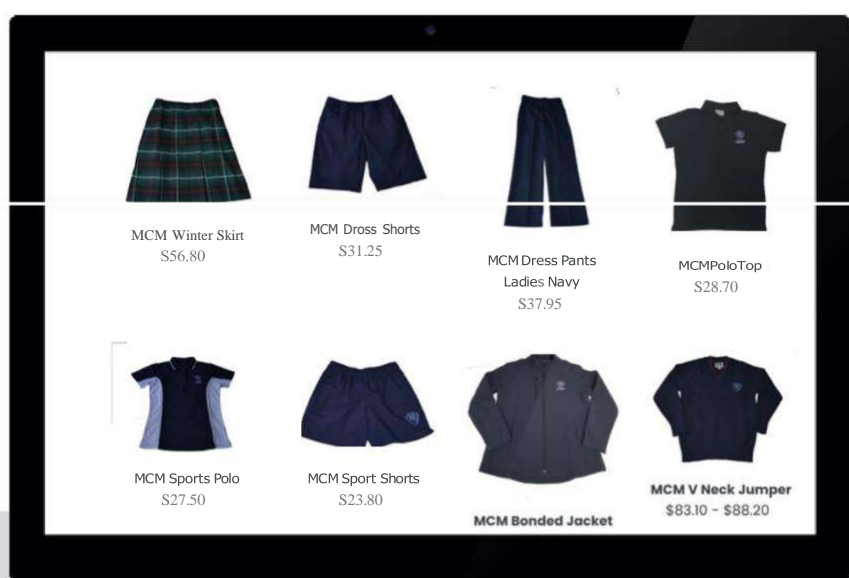
Click on product picture to make a selection. Choose your size and quantity, then click "Add to Cart."

Step 4

You can click to "Continue Shopping" or if you're finished your order, please enter your details and "Check Out."



Scan the QR to order online.
If you need any assistance
please let us know.



Canteen

The MGHS canteen is open from 7:30AM for breakfast which includes fruit salad, yoghurt cups, croissants and bacon and egg rolls.

The canteen supplies a range of hot and cold house-made recess and lunch options.

In the fridge can be found a selection of sandwiches, wraps, sushi, cold rolls, fruit salads and yoghurts. Hot options include a range of pastas, fried rice, curries, meatballs and enchiladas.

Lunch orders can be placed using the Qkr! app or by visiting the canteen before school or at recess time.



Most dietary requirements are catered for and please call the canteen to discuss any special orders.

EFTPOS facilities are available and we accept cash.

Contact Details:

Telephone: 08 82725575

Email: Canteen.MGHS850@schools.sa.edu.au



How much are school fees?

Materials and Services

The approved in principle Materials and Services Charge for 2023 is \$815.00.

Families of all known 2023 students are polled in accordance with *Education Act 2019 (section 129)* and the Materials and Services Charges Administrative Instructions and Guidelines.

[Notice of Charges Years 7-9](#)

[Notice of Charges Years 10-13](#)

[Notice of Charges Years 10-13 Subject Levies](#)

If you have a payment query or wish to notify us of payment details, email the Finance Office at dl.0903.finance@schools.sa.edu.au.

Other Costs

Parents are required to pay for student ID cards, all stationery, some student workbooks, camps and excursions and the school year book (optional). Some subjects may include additional costs that are not covered by the Material and Services Charge. This information is available in the Curriculum Guide or the year level booklists on page 11. Payment by instalment plans available. Contact the Finance Office on 08 8272 8233 (option 2) for details.



School card

The school card allowance for 2023 is \$355.00 for secondary students. Government eligibility criteria is available online at www.sa.gov.au.

If you are eligible for school card there are no Materials and Services Charges payable. However the school encourages parents to pay the prescribed balance of \$460.00 if they are able to do so. All parents/caregivers wishing to be considered for school card assistance must apply each year to receive the allowance. The Department for Education has made the application process easier by having all school card applications online at www.sa.gov.au.

School card online applications

All students from the same family, reception to year 12 who attend any government school should be included on one application. You can do this by listing individual students and schools attended.

Please visit the Department for Education website, www.education.sa.gov.au/department to lodge your application. The Department for Education automatically informs the school of your application and will inform you of your eligibility. Finance and Reception staff can help you apply for school card if you need assistance.

Abstudy

Aboriginal parents of secondary students may apply for Abstudy plus school card every year. Abstudy is applied for through Centrelink only. Contact finance staff or click below if you need more information.

For more information click [here](#) .



How can I pay?

The Finance Manager is available to discuss individual requirements in person, by email, dl.0903.finance@schools.sa.edu.au or by calling 8272 8233.

Forms of payment include:

- Cash or credit card,
- Bank Transfer

Account Name: Mitcham Girls High School
BSB: 105 - 084
Account No: 323070240
(Please include Family Code for all online payments)

- Cheque payment by credit card over the telephone
- Payment using the Qkr! Website or mobile phone app.
- Payment plans can be arranged directly with the Finance Manager.



[Mitcham Girls HS Qkr! Site](#)

When can I pay?

Parents and caregivers can make payments in person at Reception during office hours (8am – 4pm), and students can make payments at Reception before school, at recess and lunch time or after school. Phone payments can be made during office hours.



Visitors

All visitors must report to reception (access via Rugby Street – see map on p37) and sign in on the school's visitor management system.

What are the office hours?

The usual term time office hours are:

Day	Date
Monday	8am – 4pm
Tuesday	8am – 4pm
Wednesday	8am – 3.15pm
Thursday	8am – 4pm
Friday	8am – 4pm

Prior to school starting, Mitcham Girls High School is open as per below:

Day	Date	Time
Thursday	20 January 2023	8.30am – 3.00pm
Friday	21 January 2023	8.30am - 3.00pm
Monday	23 January 2023	8.30am - 3.00pm
Tuesday	24 January 2023	8.30am - 3.00pm
Wednesday	25 January 2023	8.30am - 3.00pm
Thursday	26 January 2023	CLOSED - Australia Day
Friday	27 January 2023	TBA
Monday	30 January 2023	Usual office hours resume

Administration staff will be available between 8.00am and 4.00pm to assist families with enquiries and payments. All families and visitors must report to Reception on arrival. Messages can be left outside these hours, or school staff can be contacted via email on dl.0903.info@schools.sa.edu.au.

School Contact Details

Explore our [Staff Directory](#) to meet all of our wonderful staff.

Address: Mitcham Girls High School, Kyre Avenue, Kingswood, SA 5062

Telephone: 08 82728233

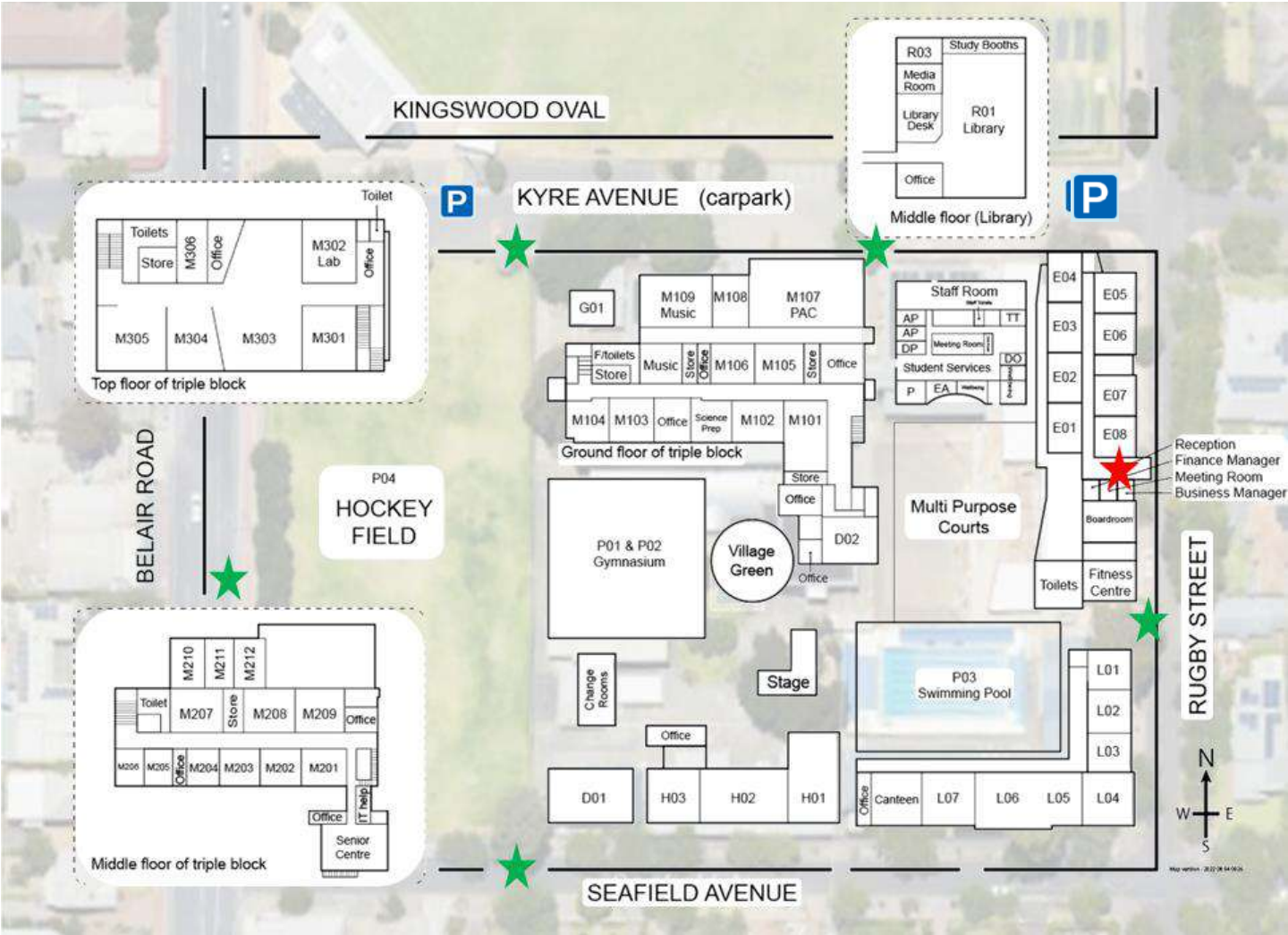
Email: dl0903.info@schools.sa.edu.au

Website: <https://www.mitchamgirlshs.sa.edu.au/>

Socials: https://www.instagram.com/mitcham_girls_high_school/?hl=en &
<https://www.facebook.com/mitchamgirlshighschool>



School Map



Key	
Reception	★
Student Entrance	★
Parking	P