



S M Y L
Community College

2022 HANDBOOK

Information for students and families



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Welcome to S M Y L Community College



Values

The Positive Behaviour Support Team have collectively constructed the SMYL Community College Values, with input from all College stakeholders. The core Values of SMYL CC are:

Community
Achievement
Respect
Empowerment
Safety

SMYL Community College CARES about our purpose, our people and our places.

When students enrol at SMYL Community College they agree to:

1. Be a positive part of the **community**;
2. Strive to **achieve** their personal best;
3. Show **respect** to people and the College environment;
4. **Empower** others and accept support when offered; and
5. Display **safe** and legal behaviour at all times.

SMYL CC is more than just a school, it's an inclusive and safe learning community that supports each young person to make positive changes in their lives. We are an independent school that is specifically designed to help students develop their personal and social capabilities within an education setting, so that they are able to fully participate in the workplace and in the community

Educational Philosophy

The College is an alternative educational provider that:

- provides hope and opportunity for young people who have disengaged or who are at-risk of disengaging from mainstream education;
- provides a secure, safe and supportive environment;
- Offers individualised educational pathways focusing on project-based learning approaches; and
- Empowers young people by giving them the skills, knowledge and self-belief to be able to make a positive contribution to the community, such as through gaining employment or engaging in further education.

General Contacts

Contact SMYL Community College HQ on (08) 9550 9181

General College email: college@smyl.com.au

College Website: www.smylcollege.wa.edu.au

Our office hours are **8:00 am to 4:00 pm**, Monday to Friday (excluding School and Public Holidays).

Our Campuses

Malayin Miya Aboriginal Support Team

7 Crompton Road

Rockingham

Ph: 9550 9181

Cockburn Campus

862 North Lake
Road

Cockburn Central

Ph: 6499 2227

Fremantle Campus

56 Marine Terrace
Fremantle

Ph: 6215 0312

Medina

18 Seabrook Way

Medina

Ph: 6499 2228

Beale Campus

21 Beale Way

Rockingham

Ph: 9550 9400

Crompton Campus

3 Crompton Road

Rockingham

Ph: 9529 1552

Mandurah Campus

1 Davey St

Mandurah,

Ph: 9587 0150

Tesla Campus

32 Tesla Road

Rockingham

Ph: 9550 9400

About Us

SMYL Community College (the College) is a referral only 'Curriculum and Re-engagement in Education' (CARE) School that caters specifically for students who have disengaged from mainstream education. The College offers a full-time alternative education programme under the *School Education Act 1999 (WA)* for students in Years 9 to 12.

At SMYL we identify, acknowledge and seek to understand each student's particular barriers to education. We make significant adjustments to teaching and learning, and provide a range of support services, to meet students' needs. We follow a case management model in which every member of staff works in a team to find the right learning pathway for every student and support them in their efforts.

As a CARE school the College provides a programme of study meeting the needs of an individual student delivered through an Individual Education Plan. The measure of our success is the progress we make to empower students to engage in learning and participate in the workplace and the wider community.

As part of achieving an inclusive and safe learning community we ask our students to accept our College Values and adopt them as guidelines for their interaction with all members of the College community.



Value	Behaviour Expectations
Community	<p>I make choices to appreciate the differences in others and contribute positively to the College community.</p> <p>This means I:</p> <ul style="list-style-type: none"> • Support staff and students in engaging and learning • I am an active participant in my educational pathway • I contribute towards making a safe and comfortable environment • Appreciate all contributions by supporting every member of the community and celebrating their diversity • Respect people for their differences
Achievement	<p>I strive to be my best, take responsibility for my learning and achieve to my highest ability.</p> <p>This means I:</p> <ul style="list-style-type: none"> • Attend school and my assigned classes • Remain at school for the entire day where possible • Join all aspects of the program appropriately • Ask for support when I need it • Engage with learning activities • Understand that activities will be varied in nature and avoid frustration • Connect with my teachers and trainers, to strive for the best personal outcomes
Respect	<p>I treat the people, places and things at SMYL Community College with care and respect.</p> <p>This means I:</p> <ul style="list-style-type: none"> • Come to school on time - ready to learn • Remain in the class or training room and behave appropriately • Follow all reasonable instructions • Treat others as I wish to be treated • Speak in a calm and polite manner • Address concerns in a restorative fashion (with support where needed)
Empowerment	<p>I set clear goals and make positive life choices.</p> <p>This means I:</p> <ul style="list-style-type: none"> • Allow others to learn at all times • Behave in a manner that allows teachers and trainers to instruct and conduct classroom activities • Actively encourage peers in their endeavors • Avoid all forms of bullying and harassment • Seek to communicate in a positive manner
Safety	<p>I make choices to ensure my physical and emotional safety as well as the safety of others. I speak to trusted adults when I feel unsafe.</p> <p>This means I:</p> <ul style="list-style-type: none"> • Discuss any concerns with a responsible adult • Use all resources in the manner which they are intended • I make choices that ensure the physical and emotional wellbeing of others are always considered • I report unsafe situations at school as soon as I notice them • I understand my responsibility using electronics during school hours and in the broader community

Our Curriculum

Project based learning and individualized instruction are at the heart of the curriculum at SMYL CC. Opportunities for cross-curricular, real-life learning experiences are embedded into a student's learning journey, alongside the explicit teaching of values and life skills.

All students in Year 9 -10 will be enrolled in:

- English
- Mathematics
- Health
- Physical Education

Other options may be possible depending on the campus they are attending.

Additional courses for Year 10 include:

- Certificate I in Leadership
- Bushrangers (Endorsed program)
- Career and Enterprise (Foundation)

In Year 11 & 12 students will continue to build their portfolio of skills. The option to achieve WACE is a pathway that is provided, but it is the aim that all students exit SMYL CC with a rich and diverse WASSA.

Year 11 & 12 subject options include (options dependent on the campus):

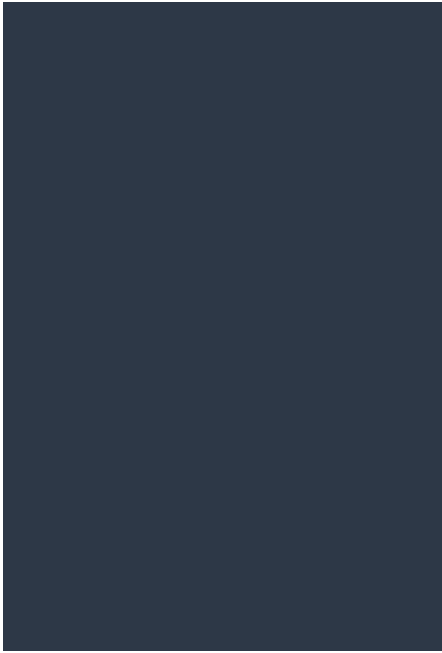
- English (General)
- Food Science Technology (General)
- Health Studies (General)
- Career and Enterprise (General)
- Visual Arts (General)
- Certificate courses in Automotive Servicing, Beauty, CGEA, Community Services, Construction, Hairdressing, Horticulture, Hospitality, Retail / Retail Cosmetic.

Depending on their chosen pathway, students will also have the opportunity for:

- Workplace Learning (WPL)
- School Based Traineeships (SBT)

Through providing a curriculum that is of personal interest, within a caring and supportive environment, SMYL students will leave the College feeling knowledgeable and confident about their abilities as well as empowered individuals.





A - Z of College Practices

Administering Medication

If your child requires prescribed medication to be taken during school hours, an Administration of Medication Request Form will need to be completed. Written notification must be received from your doctor stating the medical condition and the prescribed dosage for your child. The medication must be clearly labelled with student's name; it is kept at their campus reception where it will be administered under supervision and a register kept.

Staff members will not administer Panadol, Aspirin or other pain relievers without it being supplied through the process above, as a prescribed medication. Ventolin and EPI-Pens may be self-administered by the student as required, with parents/caregivers informing the College of the medical condition in writing.

Assessment

At the start of their enrolment and at key points through the year all students are assessed for literacy and numeracy, using the BKSB assessment tool. This assists in the creation and updating of the Individual Education Plans and informs the support provided by teachers and trainers. Students will participate in ongoing classroom assessments and practical VET assessments. We report on subjects and courses at the end of each Semester.

Absences

Absences for part of, all day, or for several days, must be covered by a written explanation, SMS, or via a phone call from the parent/caregiver.

Unexplained absences will generate an SMS to a designated parent mobile phone. Parents/guardians are strongly urged to contact their child's campus administration before 9.00 am when they are aware their child will be absent. Youth Workers will make contact and offer support where required.

Behavior Support

All students at the College have the right to learn and staff have the right to teach in a safe, supportive and inclusive learning environment that promotes the health, safety and well-being of students and staff. Our environment should be free from disruptions, abuse, threats, or violence. All students who are enrolled are expected to abide by the Student Code of Conduct. Whilst we understand that our students may have difficulty from time to time with some aspects of how to behave or interact appropriately in our community, we ask that students, with the support of a staff member, be willing to reflect on these occasions in order to restore relationships with individuals and the school community.

In extreme cases of inappropriate behaviour or continual misbehaviour the student will be immediately sent home. Cessation of enrolment may be the outcome, if deemed appropriate after full investigation. For any student suspended, a re-entry meeting is required at which the student accompanied by their parents/caregiver are requested to undertake a restorative process and review their application of the College Values. Following consultation between the Principal and the Campus Coordinator, students may be asked to create a formalized behaviour agreement.

SMYL CC reserves the right to send students home and to cease enrolment for students who refuse to follow reasonable instructions or who pose a safety risk to themselves, staff and/or other students with/without prior warning. This policy is discussed with students and caregivers on enrolment.

SMYL CC explicitly forbids the use of any form of child abuse, corporal punishment or other degrading punishment.

Bullying

Bullying refers to deliberate and repeated acts which intimidate others (i.e., threaten, frighten, coerce, etc.), or which are likely to disturb the sense of security and well-being of members of our community. The College's policy regarding bullying states that every student has the right to feel safe and free from harm while at school. The College expects students to respect College employees (and volunteers) and fellow students. If a student is feeling unsafe or a parent/ caregiver feels any student is unsafe, please contact the Campus Coordinator or trusted staff member immediately. Parents/ caregivers and students may request to see the College's policy regarding bullying prevention at any time.

Bus Services

These services are provided free of charge to the students. College buses are available to pick students up each morning and drop them off each afternoon from some campuses. This should be discussed at enrolment.

With regards to general bus use for College activities, all students will travel in College vehicles as part of daily life at the College. Students travel in College vehicles in order to attend off-site activities. There are no costs associated with general bus use, however, students must by the directions given by the College staff and driver including:

- No smoking, drinking or consuming food products on the buses;
- Keeping all their body parts inside the vehicle;
- Not call, spit or yell out of the window; and
- Not throw or propel any object inside or outside the vehicle.

Case Management

SMYL practices a case management model that requires staff, including teachers and trainers, to work as part of a collaborative and multi-disciplinary team whose objective is to engage at-risk students in learning. The College has a team of qualified youth workers and psychologists, who keep up-to-date with relevant information relating to each student's identified barriers to education so that a detailed and strategic Individual Wellbeing and Education Plan can be developed, monitored and amended, informing the specific delivery of education by teachers and trainers.

Child Protection

SMYL is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students and as such implements the National Child Safe Organisation Principles through its Child Safe Organisation (CSO) Framework. This underpins all of its policies, procedures, practices and strategies to ensure the provision of an environment where children feel respected, valued, supported and safe from harm. The College expects all school community members including staff, volunteers, students, visitors and contractors to share this commitment and operate within this framework.

College Hours

Students are encouraged to be on site at 8.30am where they can have a light breakfast and/or catch up with their peers. **All students should be at the College by 8.45 am.** Classes commence at 9:00am and finish at 2.30 pm Monday to Thursday and 12:30 pm Friday.

Court Orders / Change of Guardian Details

If the guardianship changes for your child (court order or parent order). A copy must be supplied to the College. This is especially important if the child moves into a care agency, or with the Department for Child Protection and Family Services. The College cannot accept verbal agreements concerning residence or contact details of children.

Confidentiality and Privacy

The College is required to collect personal details in relation to the student's identification, contact details, previous education and anything that may affect the young person's education. When students enrol in a vocational education and training (VET) course or certificate we are required to collect additional data.

We believe that students' privacy should be respected, and personal information treated confidentially; however, there may be times when details of the young person's information/circumstances may need to be conveyed to some staff and the Campus Coordinator e.g., in order to support the student or keep them safe. When enrolling at the College you agree for us to share relevant information which helps us to support our students to the highest possible standard.

Concerns and Grievances Procedure

The College is committed to encouraging feedback from the School community including students, parents/ caregivers and external agencies and responding to concerns and issues about management and education. A full copy of the College's Complaints Policy is available on the College website. A copy may also be requested from the main office. In keeping with our Child Safe Organisation (CSO) Framework, the College recognises that empowering students to understand their rights, report their problems and effectively support them to address the issue is critical and as such has created a child friendly complaints process. Complaint forms are available on our website and from College Administration. We also have QR codes located at campuses, to lodge complaints or feedback. The College employs the rules of procedural fairness when dealing with all concerns or complaints and recognises that every student in the College has the right to speak up about how they feel about something that is affecting them, the right to tell someone if they feel worried, afraid and/or if they do not feel safe. The College will take what they have to say seriously and wants to help.

Drugs and Illegal/Dangerous Items or Substances

Smoking: In accordance with WA Government Regulations, the College is a smoke-free zone for students, staff, and visitors at all times. No smoking is allowed by any person (students, staff or visitors) on the premises, in the grounds, in the carparks or in any College vehicles or private vehicles carrying students for

College purposes. We expect everyone to show respect for the health and wellbeing of others and the good of the environment.

Drugs and Alcohol: The College has a zero-tolerance policy towards student use, possession, sale and distribution of alcohol, tobacco and illicit drugs and related instruments whilst attending school or at school-related activities.

Where College personnel become aware that illicit drug use/possession/sale/distribution by students is occurring or is likely to take place, there is a clear 'Duty of Care' to pass on this information via the defined school channels as outlined in the College Drug's policy. The College is legally required to contact the Police.

Weapons: Students are not to be in the possession of weapons on school site or at any school activity. A student who is aware of a weapon being on school site or at a school activity is obliged to communicate this information to a staff member. A weapon on site may be considered a severe breach of behaviour policy. If the weapon is deemed to be prohibited or controlled the Police will be contacted.

Food Items

The College promotes healthy eating and aims to provide an educational environment that supports a healthy lifestyle.

Breakfast items are available between 8.15 am and 8.35 am. Campuses with staffed kitchens offer home cooked food healthy recess and lunch items. At all other campuses, students are encouraged to participate in the making and serving of food through Food Science & Technology classes or enrolment in the Certificate II in Hospitality where it is available. High sugar soft drinks and energy drinks are not allowed on the campuses. Students are encouraged to drink water and bring in their own bottles to refill during the day.

Illness or Injury at School

Students who become ill or who suffer an accident at College have access to members of staff qualified in first aid. Where medical attention is required, every effort will be made to contact a parent/ caregiver, or the emergency medical contact person listed on the student's enrolment form. If this is not possible, or in case of emergency, the College will take whatever steps are necessary to ensure the student's wellbeing.

Where students feel sufficiently ill (in a situation that is not deemed as an emergency) and need to go home, they must report to their campus administration and staff will contact parents. Students must follow this process and not make phone calls or arrangements for themselves in order for College staff to maintain their duty of care. Students who are already showing symptoms of sickness or illness should be kept at home for the day.

Infectious Diseases

The following ailments require a period of exclusion from school unless a doctor is prepared to issue a medical certificate indicating that the child is free from infection and well enough to return to normal school activities.

ILLNESS	RE-ADMISSION
Coronavirus (COVID-19)	Self-isolate at home if experiencing flu or cold-like symptoms – do not come to school. Return to school is by medical certificate/negative test only. Report results directly to the Campus Coordinator as soon as known.
Chicken Pox	When sufficiently recovered (Usually once all sores have healed and redness fades.)
Conjunctivitis	Once effective treatment has been commenced.
Diphtheria	Medical certificate only
Viral Hepatitis	Medical certificate only
Impetigo (School Sores)	Must be under treatment Inc. use of occlusive dressings.
Influenza	See Coronavirus above.
Measles	Seven days from onset
Mumps	On medical certificate of recovery
Headlice -Pediculosis (Nits)	Once treated (see following)
Ringworm	Once all signs have subsided.
Rubella (German Measles)	Medical certificate
Scabies	Once effective treatment has been instituted.
Whooping Cough	Medical certificate only

Late to School / Leaving Early

Students arriving late must sign-in at their campus front desk. The College has legal responsibility for the safety and wellbeing of all students (this is called "duty of care"). Staff are responsible for ensuring that students are under proper supervision during class time and break times. It is unacceptable to leave the College grounds at any time during the school day without written parent/caregiver permission or where parents/caregivers have phoned and informed campus Administration.

Medical Information and Emergency Contacts

The College requires current medical details and contact numbers at all times. If these change during the year, please notify the **Office via Ph: (08) 9550 9181 or email: college@smyl.com.au**

Change of details forms are periodically sent out and it is greatly appreciated if they are returned with any alterations in a timely fashion.

Mobile Phones, iPods & Other Electronic Devices

To minimise bullying, harassment and disruption to learning, students' personal mobile phones, iPad/tablets **are not permitted** at the College. If a device is brought to the College, it must be handed over to staff who will store it securely until the end of the day. A device will only be allowed to be accessed during the school day for the following reasons only:

- it is necessary as a noted support regarding a student's mental health condition;
- a student requires it due to a medical condition, of which the College has been previously notified about in writing;
- written parental/caregiver permission has been received by the school and the Campus Coordinator and/or campus psychologist agrees.

Nationally Consistent Collection of Data on Students with a Disability (NCCD)

All schools are required to collect information about the numbers of students that they provide adjustments to under the Disability Discrimination Act (1992) and Disability Standards of Education (2005). From 2018, this data will be used as the basis for national funding.

The Nationally Consistent Collection of Data on School Students with Disability (NCCD) involves the collection of:

- the number of students receiving adjustments to enable them to participate in education on the same basis as other students
- the level of adjustment provided to students
- student's type of disability if known

Under the model the definition of disability is broad and includes learning difficulties, health and mental health conditions. The student does not need to have a formal diagnosis, however teachers/trainers, with the professional support of the student support services team, are required to make **professional judgements** about the functional impact of the student's disability on their education and requires the College to actively address their needs.

If you have any questions about the data collection, please the College. Further information can be found at: <http://www.education.gov.au/nationally-consistent-collection-data-school-students-disability>

Note that all student data is anonymous for the purposes of NCCD.

Positive Behaviour Support (PBS) and Therapeutic Crissis

Positive Behaviour Support is a trauma-informed framework that brings the College campus communities together to develop a positive, safe and supportive learning culture.

PBS assists the College to improve social, emotional, behavioural and academic outcomes for young people facilitated by emotionally competent school staff. The successful implementation of PBS ensures teachers and students have more time to focus on relationships and classroom instruction.

Students and staff benefit from:

- increased respectful and positive behaviour
- increased time focused on instruction
- improved social-emotional wellbeing
- positive and respectful relationships among students and staff
- increased adoption of evidence-based instructional practices
- a predictable learning environment with improved perceptions of safety, and
- increased attendance.

The College is committed to the successful implementation of PBS and is led by the Principal and focus group. They will:

- Establish a common philosophy and purpose: staff and students use a common language to discuss behaviour. College philosophy emphasises the need to teach appropriate behaviour much like academic learning.
- Establish leadership and college-wide support: College leaders publicly endorse and support PBS-SW. A team at the college leads implementation by creating, reviewing and monitoring an action plan. The work is done in collaboration by the whole staff with input from parents, students and the community.
- Clearly define a set of expected behaviours: the college has identified 5 essential behavioural expectations. Clear, positively stated examples are identified and displayed in different college settings.
- Establish procedures for teaching and practising expected behaviours: a college-wide plan is developed to ensure behavioural expectations are taught to all students by all staff.
- Implement a continuum of procedures to encourage expected behaviours: college-wide systems are developed to acknowledge expected behaviour and promote commitment from all members of the college community.
- Develop a continuum of procedures to discourage inappropriate behaviour: the college clearly defines problem behaviours and identifies specific strategies and responses to minor and major behavioural infractions.

Use procedures for record-keeping, decision making and ongoing monitoring: the college reviews data on repeated behaviour issues, the settings in which they occur, and the consequences most likely to be applied for inappropriate behaviours.

- correlate these with other sources of data such as academic progress and analyse this data to make necessary adjustments to college operations to increase positive engagement.

- Support staff to use effective classroom practices: schools establish systems to support staff to adopt evidence-based instructional practices associated with reductions in inappropriate behaviour.

PBS uses a multi-tiered intervention framework which invests in:

- Primary prevention (Tier 1): supports for all students, staff and settings
- Secondary prevention (Tier 2): additional specialised group systems for students with at-risk behaviour
- Tertiary prevention (Tier 3): specialised, individualised systems for students with high-risk behaviour, provided in addition to primary and secondary prevention.

As an integrated part of PBS, Therapeutic Crisis Intervention (TCI) is practiced by all staff across the College. It is system that is used to teach staff how to help students handle stress in constructive ways. Through this approach, students can learn constructive and adaptive ways to deal with frustration, failure, anger, rejection, hurt and depression when they see their carers manage crisis constructively. **Through TCI staff learn to:**

- Prevent a crisis from occurring
- De-escalate a potential crisis
- Safely and therapeutically manage crisis situations
- Constructively handle stressful situations
- Support children to improve their coping strategies.

By applying the principles of both PBS and TCI, we create safe and nurturing environments for students that promote growth, development and self-regulation.

Protective Behaviours Education

SMYL Community College has adopted the Keeping Safe Child Protection Curriculum (KS:CPC) which has specific lessons designed for each age group. This is a respectful relationships and child safety curriculum that teaches all children and young people they have the right to be safe and they can help themselves to be safe by talking to people they trust. The KS:CPC is divided into four Focus Areas:

- The right to be safe (feelings, being safe, warning signs, risk taking and emergencies)
- Relationships (rights and responsibilities, identity and relationships, power in relationships, trust and networks)
- Recognising and reporting abuse (privacy and the body, recognising abuse, secrets)
- Protective strategies (strategies for keeping safe, persistence)

All teachers and education assistants undertake professional learning in the Keeping Safe curriculum.

Reports

A report will be sent home at the end of each semester (at the end of terms 2 and 4). Parents/ caregivers are welcome to make an appointment with the appropriate teacher at any time throughout the year to discuss their child's progress.

Smart Riders

Students can obtain Smart rider applications from reception at each site. Students can choose to have photo on their card. There is a cost of \$2.00 per card.

Student Drivers

Students should not drive to school. Students should use public transport to come to school or at campuses where there is no public transport we provide a shuttle bus service. Any student driving to school will not be allowed to park on school property.

Suspensions & Exclusions

The College is a Curriculum and Re-engagement in Education (CARE) School and will therefore take all reasonable steps to engage and keep engaged all referred students.

However, if a student refuses to follow directions they will be asked to participate in a restorative process which may result in them being sent home in the company of a parent/caregiver.

Also, if a student commits an act of violence, threatens violence, bullies others, or breaks the law they may be suspended or have their enrolment ceased.

Suspensions can be for:

- An act of violence against others;
- Threats of violence against others;
- Bullying;
- Deliberately damaging or destroying property;
- Possession of weapons or illegal drugs; or
- Being under the influence of alcohol or illegal drugs.

Exclusions can be for:

- An act of violence against others;
- Threats of violence against others;
- Bullying;
- Repeatedly and deliberately damaging or destroying property;
- Repeated possession of weapons or illegal drugs;
- Repeatedly being under the influence of alcohol or illegal drugs; or
- Breaking the law.

Term Dates

Term dates are published on the College's website
www.smylcollege.wa.edu.au

Unifrom/ Dress

Clean, neat and 'school/workplace appropriate' jeans/pants/shorts or skirts can be worn at the College.

Shoes or sandals with straps must be worn for OHS (occupational health and safety) reasons. Off-site activities may require a specific dress code be followed. Students will be advised of these prior to the activity. Closed in shoes must be worn in any kitchen or workshop area. Staff have the right to prohibit students from taking part in learning activities unless safely dressed.

Visitors

All visitors must report to the main reception on arrival. No students will be permitted to leave the school grounds with a visitor unless parent/ caregiver permission has been given to staff or to the Principal.

Wellbeing Support

The focus of the College is on the individual student and how best to engage them in learning. Our whole team strives to provide a professional focus to the College's efforts to keep students engaged and provides behavioural and mental health interventions. If you want to talk to someone, please contact your child's youth worker at their campus.



S M Y L
Community College

SMYL C.A.R.E.S

34 Tesla Road
Rockingham
6168

08 9550 9400

college@smyl.com.au

<https://www.smylcollege.wa.edu.au/>