



Girraween High School

Student Handbook 2017

As at Thursday 20 October 2016

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Student Handbook 2017

Aims of this handbook

There are lots of things to learn about how a high school runs and what is expected of you. There are new teachers and fellow students to meet, new subjects to learn and a very different routine. At the beginning it may seem daunting for you, but gradually you will get to know your way around.

This Handbook is designed to help you become familiar with Girraween High School and its organisation. It is a great source of information and hopefully it will answer many questions you may have.

Don't forget, there is always someone to help if you have a problem, and enjoy your time at Girraween High School!

Student Handbook 2017

Girraween High School

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01

welcome to parents and students

In this chapter:

- **As a student...**
- **As a member of the school**
- **As a person...**
- **As a parent...**
- **Parents and Citizens' Association**
- **Canteen**
- **Reports, Parent-Teacher Afternoons**
- **Parent Information Evenings**
- **School Contact People**

An opportunity to begin a new school! When you make a fresh start, you should consider what you must do to make the venture successful. We all have particular strengths and abilities that can make a positive contribution to the life of the school as a whole. Our school will only be as good as the people in it – after all, that’s what any school is about.

As a student...

Set yourself the aim of taking full advantage of opportunities in a selective school that provides for your academic, physical, social and cultural needs.

As a member of the school...

We should be working and supporting each other across the entire school community to ensure it is a pleasant environment for everyone.

As a person...

Starting a new school is a good time to reflect on your strengths and how you can best use them. Can you be proud of all you say and do? Do you have a positive influence on others?

You may arrive at this school not knowing anyone else, or you may arrive knowing a few people. There will be others like you. Make your friendships inclusive so that the circle grows wider. Be tolerant of the differences between people. To have a friend, you must be a friend.

Most people look back on high school as some of their best times. The more you participate in the activities provided, the more you will enjoy your stay. Best wishes in all you attempt and welcome to our school!

As a parent...

Parents & Citizens' (P & C) Association

We are fortunate in having the help of an active and committed P & C Association. We would welcome your support in the coming year. Meetings are held at the school on the fourth Wednesday of each month at 6:30pm in the Staff Common Room.

Canteen

The school canteen is open each day before school, at recess and during lunch. Lunches should be ordered from the canteen *before school or at recess*. The canteen caters for a variety of dietary requirements (such as halal and gluten-free diets). Students with other dietary requirements should talk to Mr Raj Sharma, the Canteen Manager. There is a range of food items available, including bread rolls, sandwiches, chicken / fish / beef burgers, pies, sausage rolls, salads, sushi, vegetarian hot food, wraps, baguettes, drinks, juices, bottled water and ice creams.

The school canteen is a major source of income and to continually provide the resources necessary to complement your child's education, we also need your help. Mr Sharma and the school would be grateful if a member of your family could assist in the canteen one day a month or as an emergency helper. Even if you feel hesitant about serving the children at recess and lunch, why not come and help with the food preparation, share some coffee and companionship and ease yourself into High School life.

Please ring Mr Sharma on 9636 7293 or 9636 7303 if you can help.

Reports, Parent-Teacher Afternoons

- ▶ School reports on student progress will be issued twice a year (Semester 1 and Semester 2 reports) based on both assessment and non–assessment tasks.
- ▶ Every student receives an Assessment Booklet for their Year group. This booklet outlines school assessment procedures, assessment weightings used for reports and a summary of assessment tasks (see School Assessment page 13).
- ▶ A Parent-Teacher afternoon for each Year group is held once a year in either Term 2 or Term 3.

Parent Information Evenings

- ▶ At least one Parent Information Evening is conducted for each Year group with the assistance and support of the P & C.
- ▶ Dates and topics are advertised well in advance.
- ▶ Past topics have included: Helping your Child Succeed in a Selective School, Transition Issues, Adolescent Issues + Cyber Crime, HSC Assessment, Surviving the Stress of being the Parent of a HSC Student and The Importance of Sleep.

School Contact People

SCHOOL TELEPHONE NUMBERS

02 9636 7293

02 9636 7303

The list below outlines staff members who may be able to assist you with a particular enquiry:

- | | |
|--|--|
| ▶▶ <i>Student progress in a subject</i> | HEAD TEACHER |
| ▶▶ <i>Student conduct and general progress</i> | HEAD TEACHER WELLBEING
YEAR ADVISER |
| ▶▶ <i>Assistance with your child's behavioural or adjustment issues
(Monday, Wednesday and Thursday)</i> | SCHOOL COUNSELLOR |
| ▶▶ <i>A question regarding school organisation</i> | YEAR ADVISER
DEPUTY PRINCIPAL |

When you ring the school, please tell the administration staff member the nature of your enquiry and to whom you wish to speak.

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conduct

In this chapter:

- **Core Values**
- **The School Motto**
- **Positive Expectations Framework**
- **BYOD (Bring Your Own Device)**
- **Computer and Internet Code of Behaviour**

Girraween High School



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Core Values

ASPIRE: *to endeavour for the highest personal achievement with accordance to morals and ethics.*

Looks like: always striving for excellence and fulfilling responsibilities

Sounds like: commitment to hard work through cooperative and productive learning

Feels like: resilience through dedication and determination.

RESPECT: *to be considerate and accepting of oneself and others.*

Looks like: an encouraging environment typified by being harmonious, inviting and without prejudice

Sounds like: listening to others

Feels like: being considerate, belonging, caring and appreciative.

UNITE: *to embrace diversity under one identity.*

Looks like: acceptance, cooperation and teamwork

Sounds like: friendliness, positive discussion and respecting others opinions

Feels like: compassion, inclusion, belonging and warmth.

Positive Expectations Framework

Girraween High School caters for the educational needs of all students. Staff, students and parents work together to ensure that our school is a safe and happy place for all students to learn and grow into contributing members of our society.

Students are expected to:

- respect the school and uphold the school motto by promoting the school image by wearing the school and sports uniform
- be punctual to school and class
- be responsible for their own actions by behaving safely and considerately
- maintain and contribute to a positive learning environment by listening, cooperating and communicating effectively
- be aware of the impact of their words on others before they speak
- follow Work, Health and Safety procedures
- keep all school property clean and tidy including buildings, grounds, equipment and furniture
- apply themselves to the fullest potential in all aspects of school
- respect all members of the school community, their property and opinions
- appreciate, acknowledge and accept the diversity and cultures of others
- actively discourage harassment and victimisation of others with disabilities, and of those who experience discrimination on the grounds of gender, race, religion, sexuality, ethnicity, socio-economic status, age or education.

BYOD (Bring Your Own Device)

The BYOD (Bring Your Own Device) initiative enables students to use their own personal technological device at school to access the NSW Department of Education (DoE) Wi-Fi internet network.

Three important documents are issued to students:

- **BYOD Checklist:** details the specifications required of technological devices that can be used at Girraween High School
- **BYOD Student Responsibilities:** details the student (and parent) responsibilities in regards to any technological device used at the school
- **BYOD Student Agreement:** students and parents must read, sign and submit this document to the TSO (Technical Support Officer) before they can use their technological device at school.

Computer and Internet Code of Behaviour

Rights...

- I have the right to use the school computer network and internet facilities for educational purposes
- I have the right to privacy of my password and my work, however, I understand that staff will supervise me to ensure that I am on task
- I have the right to use a workstation that is well maintained and not vandalised
- I have the right to use portable storage media with teacher's permission
- I have the right to be safe and not confronted by rude, obscene or dangerous material.

Responsibilities...

- I have the responsibility to maintain the computer facilities as they have been set-up for use by the school community and I must report any problems with hardware or set-up immediately to a supervisor
- I have the responsibility to respect the privacy of other people's passwords and under no conditions reveal my password to other students
- I have the responsibility to observe all copyright laws with respect to software and the internet. I will not plagiarise and I will always acknowledge my sources.
- I have the responsibility to use appropriate language (netiquette)
- I have the responsibility to report any sites containing offensive or inappropriate material
- I have the responsibility to ensure my own personal safety and that of others by not revealing the personal details of myself or any other person on the internet
- I have the responsibility to publish or send/receive appropriate material [ie. neither rude nor obscene nor dangerous]
- I have the responsibility not to drink or eat in Computer Rooms
- I have the responsibility to use school computers for educational purposes only, for example no games are to be played on school computers.

Consequences...

Breaches of the Code of Behaviour will result in loss of access to the School Computer Network and Internet. Other actions may be required as specified in the school's Positive Expectations Framework.

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people who can help...

In this chapter:

- Support Network
- Your Year Adviser
- School Counsellor
- Girls' Student Adviser
- Peer Support
- Careers Adviser
- Head Teachers
- Subject Teachers
- Front Office Staff and Services

Support Network

The support network for students includes the Principal (Mrs Kennedy) and the Deputy Principals (Ms Burgess and Mr Murty). The Deputy Principals have responsibility for particular Year groups. In 2017, Ms Burgess is responsible for Years 7, 9 and 11, while Mr Murty is responsible for Years 8, 10 and 12. The Head Teacher Wellbeing, (Mr Henretty) (Wellbeing Office near Mathematics Staff Room and in the Science Staff Room), or the Year Adviser / Assistant Year Adviser, are available to assist students with any wellbeing concerns they may have.

Head Teacher Wellbeing Mr S. Henretty Wellbeing Office (near Maths Staff Room)

Year 7	Adviser Assistant	Ms W. Quarmby	Teacher Librarian TAS
Year 8	Adviser Assistant	Dr C. Masens Ms A. Saki	Science TAS
Year 9	Advisers Assistant	Ms J. Mani Ms J. Vilcins	TAS Creative Arts
Year 10	Advisers	Dr K. Ayer Mr D. Starrett	History Social Sciences
Year 11	Adviser Assistant	Ms M. Kaur Ms K. Drury	Science English
Year 12	Adviser Assistant	Mr J. Mikhael Ms M. Thoms	Science English

Your Year Adviser

Your Year Adviser is available to help you whenever you think you need assistance. If you have any question about anything happening at school, or if you have a concern at school that you are having difficulty dealing with, or for ANY other reason, you can visit your Year Adviser in their staffroom.

The Year Adviser and Assistant Year Adviser are responsible for:

- the distribution of your timetable
- interviewing you if you or the school has concerns
- conducting interviews with your parents regarding any matters they wish to discuss. If such an interview is required, your parent should phone the school to make an appointment in advance.
- organising interviews with you and/or your parents about your school work and your progress
- the distribution of all reports at the end of each report period
- collecting work from your teachers if you are absent due to illness for a period of time
- implementing support strategies if the need arises.

School Counsellor

What is a School Counsellor?

A School Counsellor is an experienced teacher and registered psychologist who is specially trained to provide a service to students, staff and parents. This service ranges from assessment and counselling with individual students to involvement in school and community programs.

Students might see the School Counsellor, Ms Campos, about:

- academic concerns – for example how to make a study plan
- personal difficulties – for example bad temper, feeling depressed etc.
- interpersonal problems – for example not getting on with friends, parents or teachers.

When is the Counsellor at Girraween High School?

Individual appointments can be made directly with the Counsellor every Monday, Wednesday and Thursday, or through the Front Office at other times.

School Counsellor Appointment

When the School Counsellor, Ms Campos, is not in the school, students can make an appointment to see her at the Front Office, with their Year Adviser, or with the Head Teacher Wellbeing.

Girls' Student Adviser

The Student Adviser (Girls), Ms Kularajendran, takes a special interest in the wellbeing of girls at the school. Students are encouraged to see her at any time the need arises, either before, during, or after school hours if they have personal, financial, health, uniform or other concerns. Ms Kularajendran can be found in the Mathematics Staff Room.

Peer Support

Each Year 7 student is assigned Year 10 Peer Support leaders who they can approach at any time with concerns. Peer Support sessions are conducted in Term 1.

Head Teachers

The Head Teacher is the person to go to for any enquiries relating to a specific subject area and your progress, or any problem you may have with your school work.

	Head Teacher	Location
English / Drama	Ms F. Minty	Staff Room 3
Mathematics / Careers	Ms S. Venkataya	Staff Room 1
Science	Dr M. Iverach	Staff Room 2
History / Social Sciences	Ms L. Trott	Staff Room 4
Technological and Applied Studies (TAS) / Languages	Mr C. Albanese	Staff Room 6
PD/Health/PE / Creative Arts / Music	Mr D. Wheatley	Staff Room 5
Administration	Ms D. Jackaman	Administration Area in Front Office
Wellbeing	Mr S. Henretty	Office near Staff Room 1

Careers Adviser

The Careers Adviser, Mrs E. Youhanna, takes a special interest in the vocational and educational training of the students and is available for assisting you with any questions you may have in this area. The Careers Adviser's office can be found in Room 41 (Senior Study).

Subject Teachers

All staff members (particularly your subject teachers) are here to assist you. You are encouraged to approach your teachers if you feel that additional assistance is required – this may be during or outside class time.

Each subject has its own peculiarities, and the way in which you study for your examinations will vary from one subject to another. Your subject teacher can help you develop a good study technique.

Many additional study guides and reference materials are available from the Library.

Administration Staff and Services

Office Hours: 8:30 am – 3:15 pm

Change of Contact Information

If you change your residential address you should notify the Front Office immediately. Please keep our records up-to-date with any changes to phone numbers at home or work or emergency contacts.

Bus and Train Passes

The School Opal card gives eligible school students free travel on public transport between home and school on trains and buses within the Opal Network. Eligibility details and online application form:

<https://ssts-apply.transport.nsw.gov.au/ApplySSTS/ApplySSTS.html>

Transport Help Line – 131 500

Payments

Payments can be made in the **Make a Payment** section on the school website (www.girraween-h.schools.nsw.edu.au) or at the Front Office. Payments at the Front Office can be made before school, at recess and at lunch. No money is accepted after 1:30 pm each day. The following items are paid for at the Front Office:

- ▶ **Excursions**
- ▶ **Calculators**
- ▶ **Subject fees and school contributions.**

Office Duty

During the second semester of Year 7 and the first Semester of Year 8, you will be asked to be involved in school service for a day. By this time, you should be more familiar with the names of staff and the locations of rooms and be able to assist the Principal, Deputy Principals and other staff who may need assistance to complete certain tasks throughout the day. When there is no job to be done, you are expected to have school books and continue working. You will generally know in advance and be able to ask teachers for the work the class will be doing. If your class has a test on the day, that test takes priority and you are to be in class.

04

learning all you can...

In this chapter:

- The Library
- Homework / Study
- Home Study Environment
- School Diary
- School Assessment
- Passport to Excellence

The Library

Opening hours: Monday – Thursday: 8:00am – 4:00pm; Friday: 8:00am – 3:15pm.

Note: Closed Recess on Fridays. The Library is a learning centre where students are encouraged to take full advantage of the resources and services available to facilitate their research needs.

Students should extend courtesy and consideration to other Library users by working quietly. The loan period on books is 2 weeks with the option of one extension and students are encouraged to respect the needs of others by returning resources on time. The Library offers computing facilities for both class and individual needs.

Homework / Study

For students to be able to consistently perform to the best of their ability, it is critical that there is a balance between recreational time and school work. A balanced lifestyle ensures that there is quality time set aside for family and recreational activities, as well as time to complete study and set homework.

Students should plan to give themselves some afternoons / nights off each week, and ensure that they get a minimum of 8 – 10 hours sleep each night. **Junior students should not be doing more than 2 hours of homework/study per day.**

It is very likely that homework will be given each school day and, at various times, assignments will also need to be completed.

Organisation is the key to avoiding the last minute ‘night before’ panic. Being organised will give students the time to do not only all the appropriate research, but also to put effort into the presentation of their work. To assist students, the school diary has notes on Learning Styles and Study Suggestions.

What is the difference between homework and study?

Put simply, the difference is that homework is teacher directed whereas study is student directed.

Home Study Environment

You need somewhere at home to work. Students should have a desk or table, away from distractions, large enough on which to spread out reference books etc. Seating should be comfortable. Lighting is extremely important. A flexible desk lamp with a 60 watt globe is ideal. It should be positioned so as not to cast shadows on books. You may have to try different things before you find your ‘optimum study environment’.

School Diary

At the beginning of each year, Year 7 students will be issued with a school diary that includes school rules and procedures. Other students must organise to have their own printed or electronic diary. You are expected to record all assignments, tests, examinations, excursions and homework for each day in your diary. These entries will help you with organisation and time management.

Parents of Years 7, 8 and 9 students are asked to review the diary on a weekly basis to ensure that work is being recorded and completed. Parents of Year 7 students are required to sign in the space provided (in the *Parent/Guardian Signature* section of the school diary). Checking your child's diary will help you keep track of what is being done at school.

Parents of Year 7 students are asked to sign the section on the front page of the school diary to note that they have read the diary guidelines and have discussed the use of the diary with their child.

School Assessment

Every student will receive an Assessment Booklet for their Year group. This Assessment Booklet contains three sections.

The first section of each Assessment Booklet contains information about school assessment procedures and, where necessary, information about the Record of School Achievement (in the Years 10 and 11 booklets) and the Higher School Certificate (in the Years 11 and 12 booklets).

Assessment Schedules are included for every subject in each Assessment Booklet. Each assessment schedule lists for each task: type of task, approximate date (Term, Week), anticipated syllabus components and outcomes (Years 11–12) or anticipated Areas of Learning (in Years 7–10), as well as the school assessment weightings to be used for school reports.

At the conclusion of each booklet is a Summary of Assessment Tasks, which allows students to draw up their own diary of assessment tasks to assist them in managing and completing their assessment tasks.

Some of the tasks that students will be given in a subject will not be assessment tasks. Students are required to complete all set tasks not only those for assessment.

Passport to Excellence

The Passport to Excellence scheme is designed to reward students who participate in the full and rich life of the school, gaining experience and confidence as challenges are posed and met. All students are encouraged to participate in this award scheme, which is designed to recognise student effort, service, achievement, initiative and leadership.

There are two compulsory categories of recognition and four other areas by which students may qualify for awards. The categories are:

1. Academic Achievement: Compulsory
2. Sports Carnivals: Compulsory
3. Elite Representation
4. Leadership
5. School and Community Service
6. Enrichment.

The highest award that can be gained in this scheme is the Principal's Award. This is a prestigious award which recognises students who have participated and achieved in a wide range of activities. There are six levels of Principal's Award: Blue, Bronze, Silver, Gold, Platinum and Magna Cum Laude.

On enrolling at Girraween High School, all students are issued with a Passport to Excellence book in which to keep a record of their merit awards and other achievements. Students are responsible for tracking their own progress and presenting their book to Ms Pilz / Ms Kaur when they have met the requirements to reach a Principal's Award.

A proven record of leadership and achievement across a variety of areas is required for students to be selected in later years as a Prefect. School Captains, Vice Captains, House Captains and House Vice Captains are then elected from these Prefects. Full details are contained in the Passport to Excellence book issued to students.

OS

**being there...
looking the part...**

In this chapter:

- **Attendance Policy**
- **Punctuality**
- **Part Day Leave**
- **School Uniform**

Attendance Policy

Regular attendance is essential for success. Students should only be absent for legitimate and unavoidable reasons. Students are expected to be at school each day and to be present for every lesson or activity. Rolls are checked each day and for each class. Students must bring their school ID Card with them every day as it is linked to the school's computerised attendance system.

SMS absence/late alerts are sent to parents at approximately 11am each day; please ensure the school has up-to-date contact details at all times.

As part of the Department of Education's *School Attendance Policy* (implementation date 25/03/2015), parents are required to explain the absences of their child from school promptly and within seven school days to the school (Section 4.1.2). At Girraween High School, this may be done through ONE of the following options:

- contacting the school by telephone
- replying to an SMS alert sent to the parent / caregiver's mobile phone

Please note that you cannot text the school with your child's absence (lateness or sickness) until you have received a message from the school first. This is due to the fact that the messages come from a different telephone number generated by our service provider each day and we do not receive the notifications unless they are a response to the message that we have sent.

- giving a note to the student to take to school.

Any note from the parent / caregiver must be given to the Roll Patron or Front Office on the first day the student returns from an absence and must contain the following items, which are shown on the sample Student Absence Note (see inside back cover – please photocopy this proforma as required):

- Student's name
- Student's Roll Call class
- Days and dates absent
- The reason for absence
- Signature of parent/caregiver.

If a reason is not received seven days after a return from absence, then the absence will be recorded as unauthorised. School reports, issued at the end of each semester, show authorised and unauthorised absences.

Students may be given a detention if they do not follow school attendance procedures.

Cases where students require extended leave:

Principals, Directors, Public Schools and Executive Directors (Schools) may grant exemptions / approved leave due to:

- exceptional circumstances (including the health of the student where sick leave or alternative enrolment is not appropriate)
- the child being prevented from attending school because of a direction under the Public Health Act 2010 (The parent is not required to complete an application for exemption.)
- employment in the entertainment industry – refer to children's employment
- participation in elite arts or elite sporting events.

Circumstances including travel or holidays outside of the assigned vacation periods will not be considered for approved leave/ exemption. Students absent for extended periods of time for these reasons risk having their attendance fall below the demanded standard.

No matter the circumstance, any period of extended leave must be communicated to the school:

- *for 0–5 school days (in a 12 month period):* a note from parents must be handed in to the Front Office well in advance of the leave
- *for 6–100 school days (in a 12 month period):* a note from parents must be handed in to the Front Office well in advance of the leave, then a special application for leave form must be completed by the parents and signed and approved by the Principal
- *for over 100 school days (in a 12 month period):* a note from parents must be handed in to the Front Office well in advance of the leave, then a special application for leave form must be completed by the parents and signed and approved by the School Education Director.

Whenever students are absent from school, it is **their responsibility** to ensure that they know what work has been missed and to catch up with that work. Year Advisers will only organise work for students on extended leave due to illness or injury (*not* for students on holidays).

Punctuality

Punctuality is an important personal quality both at school and in the workplace. School reports and the school reference give details of days late. Sometimes, unavoidable circumstances can make even the most organised person late but this should be a rare occurrence.

Students must be at school by the warning bell at 8:45am. Rolls are marked electronically at 8:50am. Any student that arrives at school after 8:55am must report to the Front Office to record their lateness and be issued with a late pass for admission to class. Students swipe their student ID Card to record their arrival time and their reason for lateness. A docket is printed with a section for their class teacher. Lateness will be recorded as a partial unauthorised absence unless the student supplies a doctor or dentist certificate, the parent accompanies the student to the school Front Office or the student arrives with a letter of justification. The only exception will be if students are late because they were on an official school bus.

Likewise, punctuality to class is an important issue and students are to move quickly to each class and prepare for their lesson on arriving at the classroom.

Part Day Leave

An application for part day leave should be made **at least 24 hours in advance** of the day for which leave is sought. In unforeseen circumstances, part day leave applications for later in that day must be submitted to the Front Office **before school** so the required information can be entered into the school attendance system. Notes written and signed by the parent or caregiver should be brought to the Front Office. If leave is approved, a leave pass will be available from the Front Office. If leave is not approved, contact will be made by telephone with the parent or caregiver. Students should avoid making medical or dental appointments during school hours.

School Uniform

Full school uniform is the only form of dress acceptable at Girraween High School. Our school uniform was designed by a representative committee of students, staff and parents. The Uniform Committee meets as needed to review and monitor issues in this area. Parents are asked to cooperate with us to ensure that students wear their uniform to school each day. Students whose families may have difficulty in purchasing full uniform should contact the Head Teacher Wellbeing, Principal or a Deputy Principal.

All items of school uniform are available at the school's Uniform Shop (except for sports shoes). The Uniform Shop, situated between the Library and the staff car park, is open between 8am – 12noon on Tuesdays and Fridays.

Girls

- Girraween tartan skirt
- overblouse (pin tucks, narrow Peter Pan collar, short or long sleeves)
- Junior blouse – white, Senior blouse – lemon
- black leather lace up enclosed school shoes – *not boots, not sports shoes*
- black or natural stockings or white ankle length socks
- optional Girraween black slacks may be worn.

Boys

- mid grey school shorts or mid grey school trousers (Standex grey serge or Yakka melange grey serge) – *not corduroy, not casual wear such as Billabongs or cargo pants etc.*
- white school shirt (short or long sleeve) with School Crest – *not interlock cotton, not polo shirt*
- School tie, to be worn in Terms 2 and 3, optional in Terms 1 and 4:
 - ◆ Junior tie: black with thin gold stripes
 - ◆ Senior tie: black with School Crest
- white ankle length socks
- black leather lace up enclosed school shoes – *not boots, not sports shoes.*

Girls and Boys

- school woollen jumper or cotton interlock jumper (black V-neck with School Crest)
- blazer – to be worn in Terms 2 and 3 (except in extreme heat). School blazer must be worn while travelling to and from school, attending official school functions (such as formal Assemblies, Presentation Day), while representing the school (such as inter-school debating or public speaking competitions) and while on school excursions.
- plain black scarf permitted on cold days in Terms 2 and 3
- plain black cap or PE uniform hat permitted – *no beanies*
- school shirts and ties **MUST** be tucked-in during lessons in TAS practical rooms (Rooms 35T, 36T and 37T) to ensure safety at all times
- make-up or jewellery do not form part of the school uniform. However, the following may be worn:
 - ◆ one fine chain
 - ◆ one watch
 - ◆ one signet ring
 - ◆ one small pair of plain earrings, sleepers or studs only.

No other form of body jewellery is permitted.

Note: No additions or alterations to uniform are permitted.

On those occasions when a student is out of uniform, they must bring a parental note and present it to a Deputy Principal or the Principal. The student will then be issued with an 'Out of Uniform' pass. In certain circumstances, item(s) of correct uniform will be supplied for the day.

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joining in...

In this chapter:

- **Extra-Curricular Activities**
- **Student Representative Council (SRC)**
- **School website**
- **School App**
- **Student and Parent Portal**
- **Excursions**
- **House System**
- **Sport**

Co-Curricular Activities

The following is a list of co-curricular activities at Girraween High School. The best way to meet new friends in all years and classes *and* to improve your grades in regular class is to get involved in any of the following activities!

Music Faculty	
Stage Band Concert Band Intermediate Band Beginner Band String Ensemble Vocal Group Percussion Group	See Ms Klepetko or Mr Wajzer in the Music Staffroom for more details

Other School Activities

Student Representative Council	Ms Brown (Social Sciences)
Regional Drama Ensemble Shakespeare Day and Shakespeare Night School Dramatic Production Public Speaking / Debating (Years 8–12) Sydney Morning Herald Young Writers' Competition	See members of the English Staff for more details
Newsletter Team	Ms Quarmby (Library)
Duke of Edinburgh's Award Scheme (Years 9–12)	Ms Harrison (Social Sciences) Mr Aylett (Social Sciences)
Chess Club	Ms Antony (Mathematics)

Student Representative Council (SRC)

The school has a Student Representative Council (SRC) with student representatives from each year. The SRC raises money and initiates school improvement projects.

SRC representatives learn about the benefits of leadership in a variety of ways, from organised training sessions to speaking at school, Year assemblies and P & C meetings.

Representatives also lead and participate in school committees and then report back relevant information from these committees at SRC meetings.

Specially selected and nominated SRC representatives attend Regional and State SRC meetings that provide them with ideas and initiatives to further consolidate their leadership skills.

SRC representatives work with and amongst their peers to discuss issues and initiatives that effect student life at Girraween High School, and then work with the school executive to initiate and implement changes to improve the school environment.

Girraween High School Website

www.girraween-h.schools.nsw.edu.au

Please keep yourself abreast of developments at our school by regularly checking our website. The *Home Page* is updated with a list of events each week, and the *School Newsletter* can be downloaded monthly.

Girraween High School App

School events, notices and reminders are published on the school App, which is available for both Apple and Android smartphones. The App also provides the ability for parents to write absent notes and to notify the school of any changes to their contact details. Other functions available include access to the school newsletters, bell times, canteen price list, enrolment information, excursion and activity notes, uniform shop and P&C Association information.

Student and Parent Portal

The Student and Parent Portal provides discreet information about each student's progress in our school. The Portal allows students to access daily notices, timetables and school resources. Parents have access to everything available on the Student Portal, as well as Reports, Absences and Parent Teacher Interview schedules.

Students can access the portal using their DoE Internet Portal Username and Password at the following link:

<http://web3.girraween-h.schools.nsw.edu.au/portal>

Parents will receive a letter with their family access key to register. Once the letter is received, parents need to go the following link to register:

<http://web3.girraween-h.schools.nsw.edu.au/portal/register>

Excursions

When an excursion is approved and organised, parents will receive a note outlining:

- a brief description of the excursion
- cost involved and payment details
- time of departure
- estimated time of return
- dress requirements
- method of travel
- teachers accompanying the students.

The parent/caregiver must sign the permission note, and where necessary, indicate any medical conditions or dietary requirements relating to their child, then return it with the money to the school before the student may attend.

House System

Students are divided into Houses for Roll Call, as well as for Inter-House Competitions and sporting functions, such as the Swimming, Athletics and Cross Country carnivals.

There are four school Houses named after famous Australian sporting personalities:

CHAPPELL	(green)	Ian Chappell
FRASER	(blue)	Dawn Fraser
McKAY	(yellow)	Heather McKay
NEWCOMBE	(red)	John Newcombe

Sport

In addition to the regular Physical Education lessons that are timetabled, all students should have the opportunity to participate in a variety of sporting activities. Students in Years 7–11 must complete their mandatory Sport requirements. Sport fees for carnivals are included in the school fees. Sport fees for weekly sport are paid to the Front Office on a semester or yearly basis.

Year 7 do Integrated Sport during PE lessons on Tuesday. Sport for Years 8 – 11 is held on Tuesday afternoon concluding at 3:10pm. Years 8 – 11 students move to Sport as directed at the end of the Sport Assembly, which is held at the start of Lunch on Tuesday to mark rolls.

The sports uniform must be worn at school sport and the correct team uniform is to be worn when representing the school or when involved in Inter-House Competitions. It is advisable that students in Years 7–11 wear their sports uniform to school on Tuesday.

It is recommended that students bring their own water bottle to Sport and PE lessons.

While at Sport, students will be involved in active participation in a wide variety of sports. Students who are unable to participate in Sport due to sickness or injury must have a dated note written and signed by a parent or caregiver explaining the reason. Sick and injured students will attend non-Sport. Students in Years 8–11 who cannot attend Sport spend Tuesday afternoon in a non-Sport room and are dismissed at 3:10pm.

Medical appointments should not be made during Sport time. Any applications for Part Day Leave during Sport time must be authorised by a Sport Coordinator before following the usual procedures. It is expected that a student who is well enough to attend school should be well enough to participate in Sport.

Sports Carnivals (Years 7–12)

There are three major sporting carnivals in the school calendar:

Swimming Carnival	(held early Term 1)
Cross Country Carnival	(held late Term 1)
Athletics Carnival	(held early Term 2).

At these carnivals the teams to represent Girraween High School at the corresponding Blacktown Zone Carnivals are chosen.

Knockout Teams (Years 7–12)

During the year teams are selected in several different sports to participate in statewide knockout competitions. Interested students should listen carefully on assemblies and keep a close eye on the Sports Noticeboard for the time and location of selections for these teams. Matches are usually held outside school time.

Sport / PE Uniform

All items are available at the school's Uniform Shop (except for sports shoes).

The following uniform is to be worn for Sport and PE lessons:

- sports shoes
- wide brimmed hat (*Cancer Council recommended*)
- Girraween High PE / sports shirt
- black Girraween High shorts.

Note: For Inter-House Competitions, the House Sport shirt must be worn.

In hot weather students should wear sunscreen for outside lessons. In cold weather students may wear the following over their uniform:

- Girraween High School Jumper
- Girraween High School Tracksuit.

NO JEWELLERY IS TO BE WORN IN SPORT OR PE.

07

promoting safety...

In this chapter:

- **The Roles of Teachers**
- **The Roles of Students and Parents**

How we Share in Promoting Safety

These procedures have been established to assist in the smooth running of the school, to enhance the school image, and to promote the safety of all students, parents and staff members.

The Roles of Teachers

Supervision During the School Day

Teachers are required to take measures to protect students against risks of injury which reasonably could have been foreseen. Teachers exercise this responsibility both in the classroom and in the playground. Teachers supervise the playground during each Recess and Lunch break. Each day a Head Teacher has the responsibility for the general supervision of the playground. The five areas where active supervision is maintained are listed below. Students must stay within these areas during Recess and Lunch (except in wet weather, or when instructed otherwise):

- A MPC Courtyard, lawn adjacent to Top COLA pathway
- B Top COLA / Basketball courts, Music quadrangle and Top lawn
- C Canteen
- D Top oval
- Q Art Quadrangle, Bottom COLA (Covered Outdoor Learning Area).

Students should take any concern in the first instance to the teacher or the Head Teacher on duty on that day.

Supervision Before School

Students must be at school no later than the warning bell at 8:45am. Note that some senior extension classes may begin at 8:00am. Teacher supervision before school is indirect supervision. Accidents or injury before school are extremely rare, however, teachers are available if help is needed. Any student with a concern before school should see a Deputy Principal or one of the Head Teachers.

Supervision After School

Lessons do not normally continue after 3:10pm on Monday, Tuesday, Wednesday and Friday. On Thursday afternoons, timetabled classes finish at approximately 2:30pm. Students who choose to remain at school on Thursday afternoons from 2:30pm to 3:10pm are allowed in the following areas: the Library, the basketball courts, the bottom oval and at the front of the school. Teachers are assigned to actively supervise the departure of students from the school. Students must follow the instructions of the supervising teacher(s) while leaving the school grounds and crossing Gilba Road at the pedestrian crossing. Students should not remain in the school grounds after school unless they are waiting for transport or are involved in an organised activity, eg. extension classes, sports training, Music or Drama groups. Should students need further assistance after school they should contact the Principal or a Deputy Principal.

Excursions and Sports Visits

Appropriate supervision arrangements will vary according to the venue. With some excursions, students meet at the venue and will be dismissed at the venue, as students come from so many different suburbs. Arrangements will be stated on the permission note. All students must wear their school blazer while on school excursions and while representing the school (except in extreme heat).

Work Health and Safety Committee

This committee monitors the physical conditions in the school to promote a safe environment for staff and students. It also coordinates student practice in evacuation and 'lock down' procedures. A copy of this information is displayed near the door in each classroom. Emergency evacuation is denoted by a long continuous bell, while a 'lock down' is denoted by short continuous bursts of the bell. In any emergency situation, students must follow the instructions given by teachers.

The Roles of Students and Parents

Safety Routines

Students and parents should note the following procedures that are designed to increase safety for all.

Entering and Leaving the School During School Hours

For the safety of all students, students should enter the school and go to a designated playground area as soon as they arrive at school. Under no circumstances are students to leave the school grounds during school hours (including Recess and Lunch) without a leave pass (see page 16).

Presence in Classrooms

No students are to be in classrooms before or after school, or during recess or lunch, without the permission of the teacher in charge of the room.

Movement about the School

Students are to move in an orderly manner and keep to the left side of the corridors and stairways.

Change of Lessons

Students are responsible for the tidiness of rooms and for the orderly arrangement of furniture. Students should move quickly and quietly between lessons.

Inappropriate Behaviour

Students should not run in buildings, on stairs, around corners or on paved areas. Illegal drugs, alcohol, tobacco, fireworks, laser pointers, knives and other weapons are prohibited at all schools. Violence, aggressive and abusive behaviour will not be tolerated.

Travelling to and from School

Students are expected to follow the school's Positive Expectations Framework when travelling to and from school. Whether travelling by public transport or making their own way to and from school, students are expected to obey all safety rules and to conduct themselves in a manner that brings credit to them, their parents and the school. The same expectations apply when students are on a school excursion or sporting visit. No student is to drive to school, or be a passenger in a car driven by a fellow school student, without having completed the Driver / Passenger Parental Permission Form(s), which are available from the Front Office.

Parents who drive students to or from school are requested to set down and pick up students in Gilba Road, rather than driving into the school premises and causing unnecessary congestion. Students should only cross Gilba Road at the pedestrian crossing. Once at school, students must go to the normal playground areas and should not stand at the front of the school.

08

What happens about...

In this chapter:

- **Uniform Breaches**
- **Mobile Phones and Technological Devices**
- **Equipment**
- **School Lockers**
- **Security of Property**
- **Lost Property**
- **Teacher Absence**
- **Becoming Sick at School**
- **Scripture**

Uniform Breaches

On those occasions when a student is out of uniform, they must bring a parental note and present it to a Deputy Principal or the Principal. The student will then be issued with an 'Out of Uniform' pass. In certain circumstances, item(s) of correct uniform will be supplied for the day.

Mobile Phones and Technological Devices

Students at Girraween High School are encouraged to bring technological devices to school for the purpose of learning. During lessons, mobile phones and technological devices (including programmable watches such as Apple watches) should be set to silent (or switched off as per teacher instructions) and should only be used for educational purposes.

No student may have a mobile phone or technological device (including a programmable watch such as an Apple watch) with them during an in-class assessment task or major examination (such as an Half Yearly or Yearly Examination). In this case, students must follow teacher instructions as to what they are required to do with their mobile phones and technological devices.

Equipment

Students should be ready to begin lessons on their first day and be equipped with a pen, ruler, pencil case and note pad. Students must follow teacher instructions in regards to the equipment needed for subsequent lessons.

School Lockers

School lockers, subject to availability, are located in the corridor outside Room 36T, for students to store their equipment. A deposit of \$15, for a combination padlock (which is fully refundable when the locker is no longer needed and the padlock has been returned), and an annual locker fee of \$40 (ie \$10 per term), must be paid to the Front Office. Once payment has been made and a receipt is given to the student, Mr Chand (Art teacher, Room 27A) is available to assist with padlocks and any problems.

Security of Property

Students are expected to look after their own property. Items such as mobile phones and technological devices are brought to school at the **STUDENT'S OWN RISK**.

Every article of clothing and equipment should be labelled. At all times, and especially during recess and lunch breaks, students should have their bags in their view and keep valuable items on their person. During P.E. lessons, wallets, mobile phones and technological devices, as well as any other valuables, should be left in students' bags in the change room and the P.E. teacher will lock the change room during the lesson.

Lost Property

Lost property should be handed in to Ms Young or the Front Office. If it is not claimed that day, it is placed in Lost Property which is located in the Print Room near the Front Office. If you have lost items, it is your responsibility to enquire at the Print Room. Labelled items can be more easily identified and promptly returned.

Teacher Absence

When a teacher is absent, a relief teacher or regular teacher may be scheduled to take your class. If your class teacher or a replacement teacher does not arrive after three minutes, the class is to remain outside the classroom and a representative should locate the Head Teacher of the subject or a Deputy Principal to check on arrangements.

Becoming Sick at School

Medical information should be detailed on the Enrolment Form and Health Card. Any extra information which may become known at a later date should be notified to the Front Office or sent via the Year Adviser or Head Teacher Wellbeing.

Parents are requested NOT to send sick children to school as there is no school nurse or medical officer. No medicines are issued to students. Students who have sustained an injury and require crutches must inform their Year Adviser and supply a medical certificate stating that the student is fit to return to school. The Year Adviser will then liaise with the Head Teacher Wellbeing and Deputy Principal to ensure that a risk assessment is carried out before the student returns to school.

If a student becomes sick during the day, a note must be obtained from the supervising teacher seeking admission to the Sick Bay. This note must be handed in by the student at the Front Office where the visit is recorded. Students are NOT permitted to go to the Sick Bay without first reporting and swiping out of class at the Front Office. Parents will then be informed by phone and requested to make arrangements to take the child home.

PLEASE MAKE SURE THAT OUR RECORD OF YOUR CONTACT TELEPHONE NUMBERS IS UP-TO-DATE.

If an accident occurs at school, then the parents are required to have their own health insurance. The Department of Education (DoE) does NOT provide accident or medical insurance for students enrolled in government schools. Parents are notified when an ambulance is called, with the cost of the Ambulance Service being covered by the school.

Scripture

Special Religious Education (SRE), sometimes known as Scripture, is an integral part of the curriculum in government schools including Girraween High. The content of SRE classes is specific to each religion or denomination. The teachers who provide SRE have been authorised by their religious persuasion and many have completed special training.

Each student from Years 7, 8, 9 and 10 has the opportunity to attend SRE classes for one lesson per week, for one term each year. A form is sent home annually to parents asking them to indicate which SRE class they wish their child to attend. Those not attending SRE are supervised in a non-scripture class.

For students in Years 11 and 12, Scripture Seminars are held for students in place of classroom time. These seminars may occur once or twice a year and could run for one or two periods. The purpose of these seminars is to equip students with information and skills to make positive choices in their life.

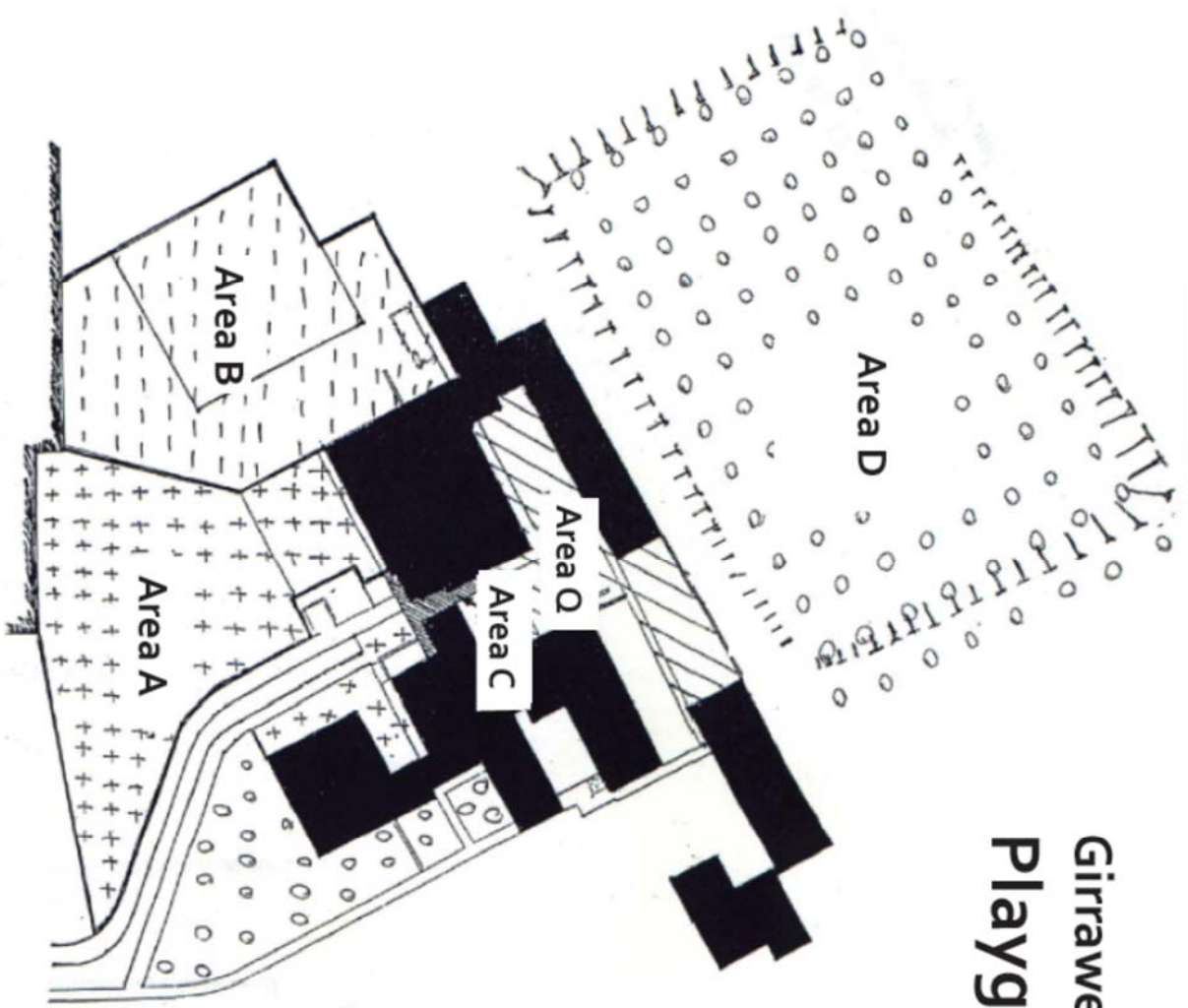
69

**where to
be when...**

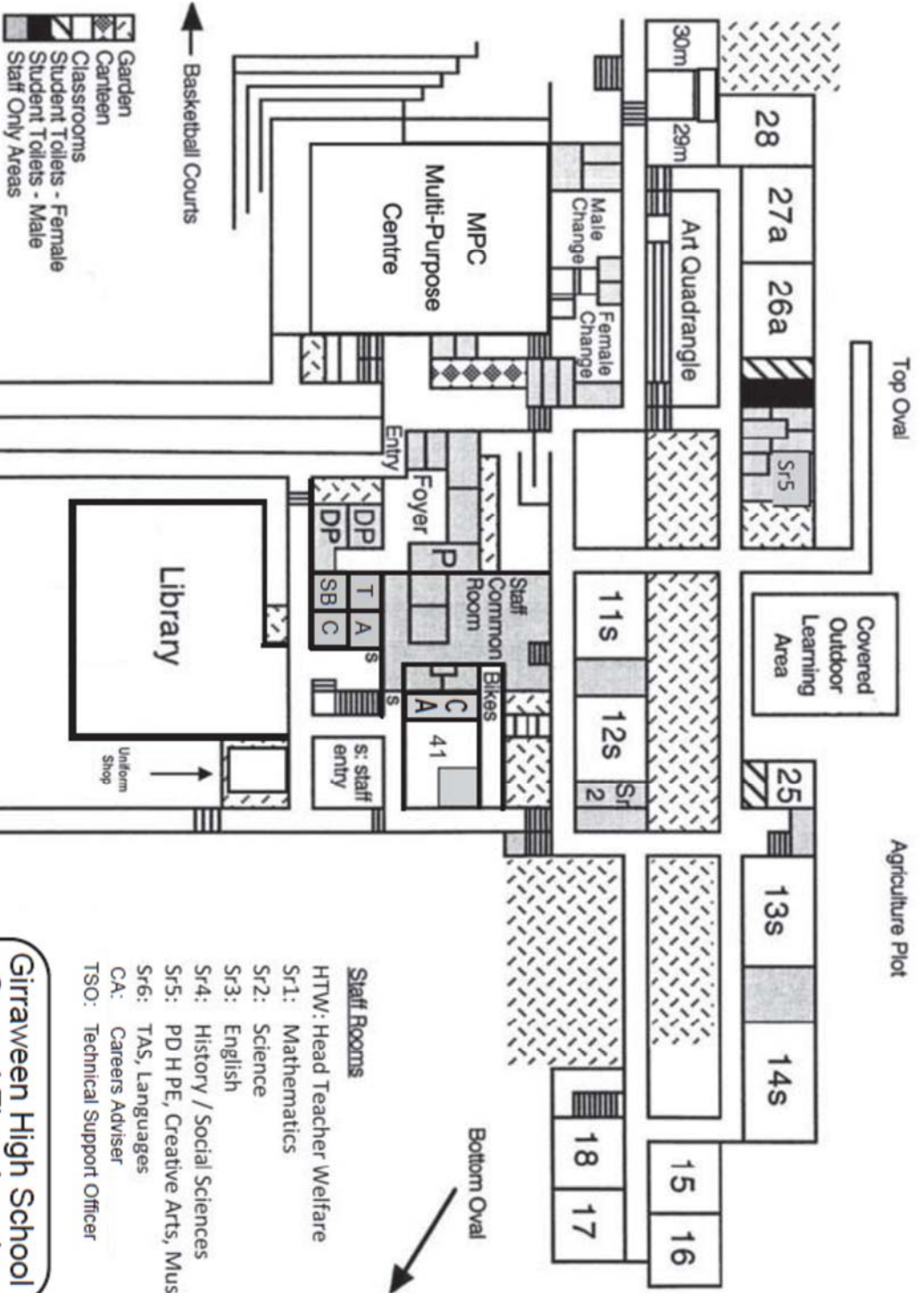
In this chapter:

- **Playground areas**
- **School Floor Plans**
- **Bell Times**

Girraween High School Playground Areas

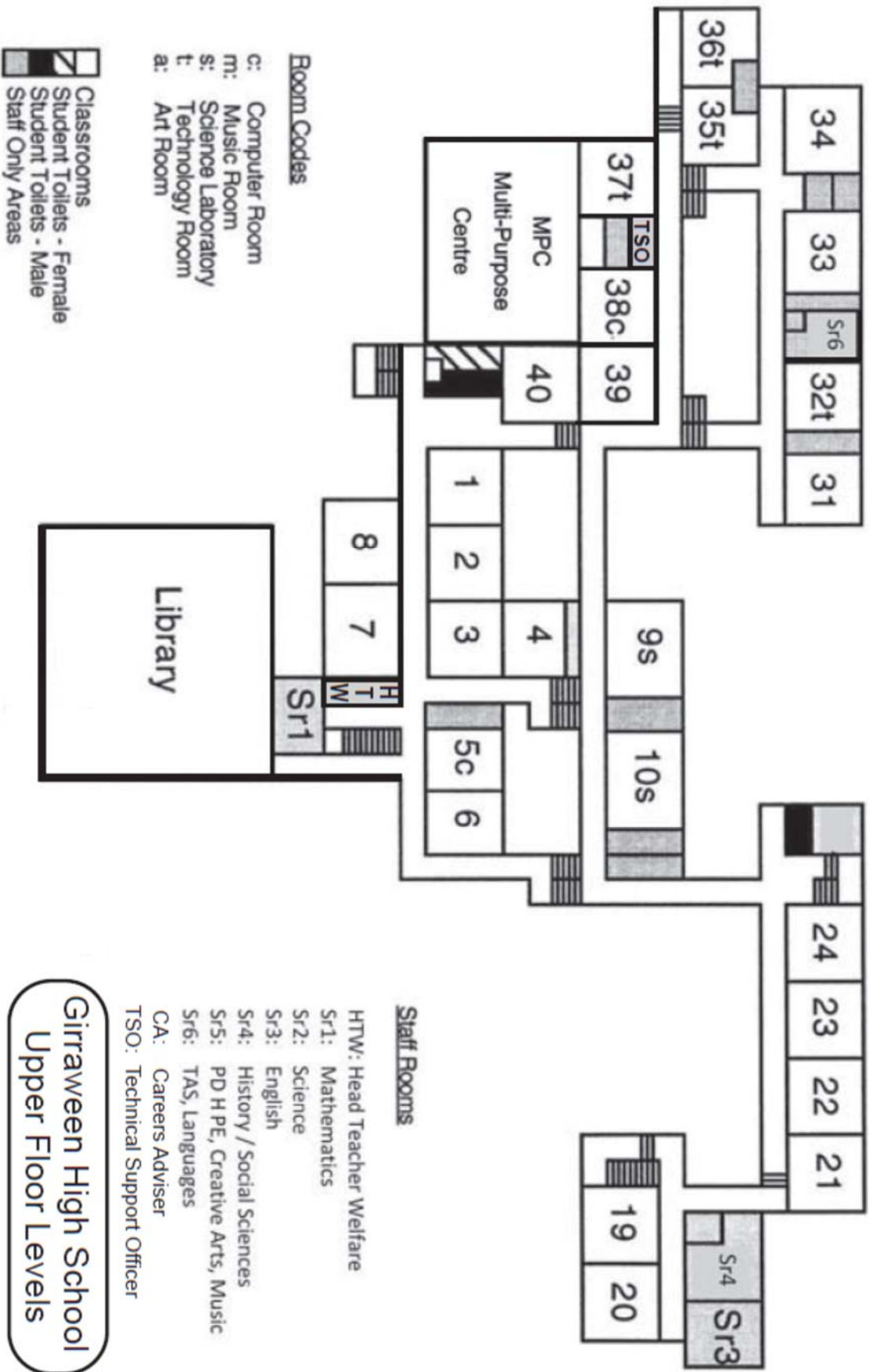


Gilba Road



**Girraween High School
Ground Floor Levels**

33 where to **60**
be when...



- Room Codes**
- c: Computer Room
 - m: Music Room
 - s: Science Laboratory
 - t: Technology Room
 - a: Art Room

- Classrooms
- Student Toilets - Female
- Student Toilets - Male
- Staff Only Areas

- Staff Rooms**
- HTW: Head Teacher Welfare
 - Sr1: Mathematics
 - Sr2: Science
 - Sr3: English
 - Sr4: History / Social Sciences
 - Sr5: PD H PE, Creative Arts, Music
 - Sr6: TAS, Languages
 - CA: Careers Adviser
 - TSO: Technical Support Officer

Girraween High School
Upper Floor Levels

Bell Times

Note: On occasions, some senior classes may be held before and / or after school.

	Monday Assembly Top COLA	Monday Formal Assembly MPC	Tuesday 'Sport Day'	Wednesday	Thursday Year Meetings	Friday
Warning Bell	8:45	8:45	8:45	8:45	8:45	8:45
Roll Call	Roll Call in House Groups	8:50 – 8:56 Roll Call in Rooms in House Groups	8:50 – 8:56 Roll Call in Period 1	8:50 – 8:56 Roll Call in Period 1	Roll Call in House Groups	8:50 – 8:56 Roll Call in Period 1
Assembly or Year Meetings	8:50 – 9:08 Assembly 18 minutes	8:56 – 9:32 MPC Assembly 36 minutes			8:50 – 9:02 Year Meetings 12 minutes	
Period 1	9:08 – 9:59	9:32 – 10:19	8:56 – 9:47	8:56 – 9:49	9:02 – 9:54	8:56 – 9:48
Period 2	9:59 – 10:50	10:19 – 11:06	9:47 – 10:38	9:49 – 10:42	9:54 – 10:46	9:48 – 10:40
Recess	10:50 – 11:06 16 minutes	11:06 – 11:22 16 minutes	10:38 – 10:54 16 minutes	10:42 – 10:58 16 minutes	10:46 – 11:02 16 minutes	10:40 – 11:02 22 minutes
Period 3	11:06 – 11:57	11:22 – 12:09	10:54 – 11:45	10:58 – 11:51	11:02 – 11:54	11:02 – 11:54
Period 4	11:57 – 12:48	12:09 – 12:56	11:45 – 12:36	11:51 – 12:44	11:54 – 12:46	11:54 – 12:46
Lunch 1	12:48 – 1:08 20 minutes	12:56 – 1:16 20 minutes	12:36 – 12:59 23 minutes	12:44 – 1:04 20 minutes	12:46 – 1:06 20 minutes	12:46 – 1:06 20 minutes
Lunch 2	1:08 – 1:28 20 minutes	1:16 – 1:36 20 minutes	12:59 – 1:22 23 minutes	1:04 – 1:24 20 minutes	1:06 – 1:26 20 minutes	1:06 – 1:26 20 minutes
Tuesday Sports Assembly Years 8 – 11			12:36 – 12:46 <i>Sports Assembly</i> <i>Years 8–11</i> <i>Top COLA</i>			
Period 5	1:28 – 2:19	1:36 – 2:23	1:22 – 2:16	1:24 – 2:17	1:26 – 2:18 End of Day	1:26 – 2:18
Period 6	2:19 – 3:10	2:23 – 3:10	2:16 – 3:10	2:17 – 3:10	<i>Senior School</i> <i>Mentoring</i> <i>2:18 – 2:28</i>	2:18 – 3:10

Student Absence Note

Please use the following format when writing notes explaining student absences. Feel free to photocopy this page or reproduce it in writing.

The note should then be given to the Front Office.

Today's date: _____

Student's name: _____

Roll Class: _____

Dear Mrs Kennedy,

Please excuse my son's / daughter's

absence

lateness

on the following date(s):

He / she was absent / late for the following reason: _____

Yours sincerely,

Parent / Caregiver signature: _____

Parent / Caregiver name: _____

Girraween High School

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