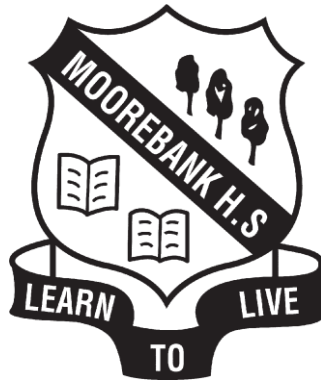


Moorebank High School



SCHOOL INFORMATION

Address: Bangalow Ave, Moorebank 2170

Phone: 9601 3999

Fax: 9822 5096

Email: moorebank-h.school@det.nsw.edu.au

Web Site: www.moorebank-h.schools.nsw.edu.au

SCHOOL EXECUTIVE STAFF

Principal:

V. Grego

Deputy Principals:

C. O'Connor C. Roberts

G. Horsley T. Sanson

C. Debreczeni

Head Teacher of:

Administration:

Mr D. Clark

English:

Ms A. Baghdadi & K. Carney (Relieving)

HSIE:

Ms A. Skelton

TAS:

Mr S. Clark

Mathematics:

Ms N. Richards & Mr A. Tsaousis (Rel)

PD/H/PE:

Ms C. Xenakis

School Administrative Manager:

Ms J. Nicholls

Science:

Ms C. O'Connor

Student Welfare:

Ms M. Rombi & Mr D. Ghossain (Relieving)

Teaching and Learning:

Ms P. Paring

Creative and Performing Arts:

Mr A. Cardillo-Zallo

Secondary Studies:

Ms W. Cooper

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SCHOOL MESSAGE

This information booklet, although issued to each student, remains the property of Moorebank High School.

Students are directed not to damage, vandalise or graffiti the cover or any pages in any way. Further, students must not remove any pages or delete any information provided.

If this information booklet is lost or damaged (beyond repair) the student will be required to pay full price for its replacement.

Students are to keep this booklet with them at all times.

BELL TIMES

Monday, Thursday, Friday	
Period	Time
Warning	8:40
1	8:45 - 10:05
Recess	10:05 - 10:25
2	10:25 - 11:45
3	11:45 - 1:05
Lunch	1:05 - 1:45
4	1:45 - 3:05*

Tuesday	
Period	Time
Warning	8:40
1	8:45 - 10:00
Recess	10:00 - 10:20
2	10:20 - 11:35
3	11:35 - 12:15#
Lunch	12:15 - 12:55
Year 7-10 Sport	12:55 - 2:25*

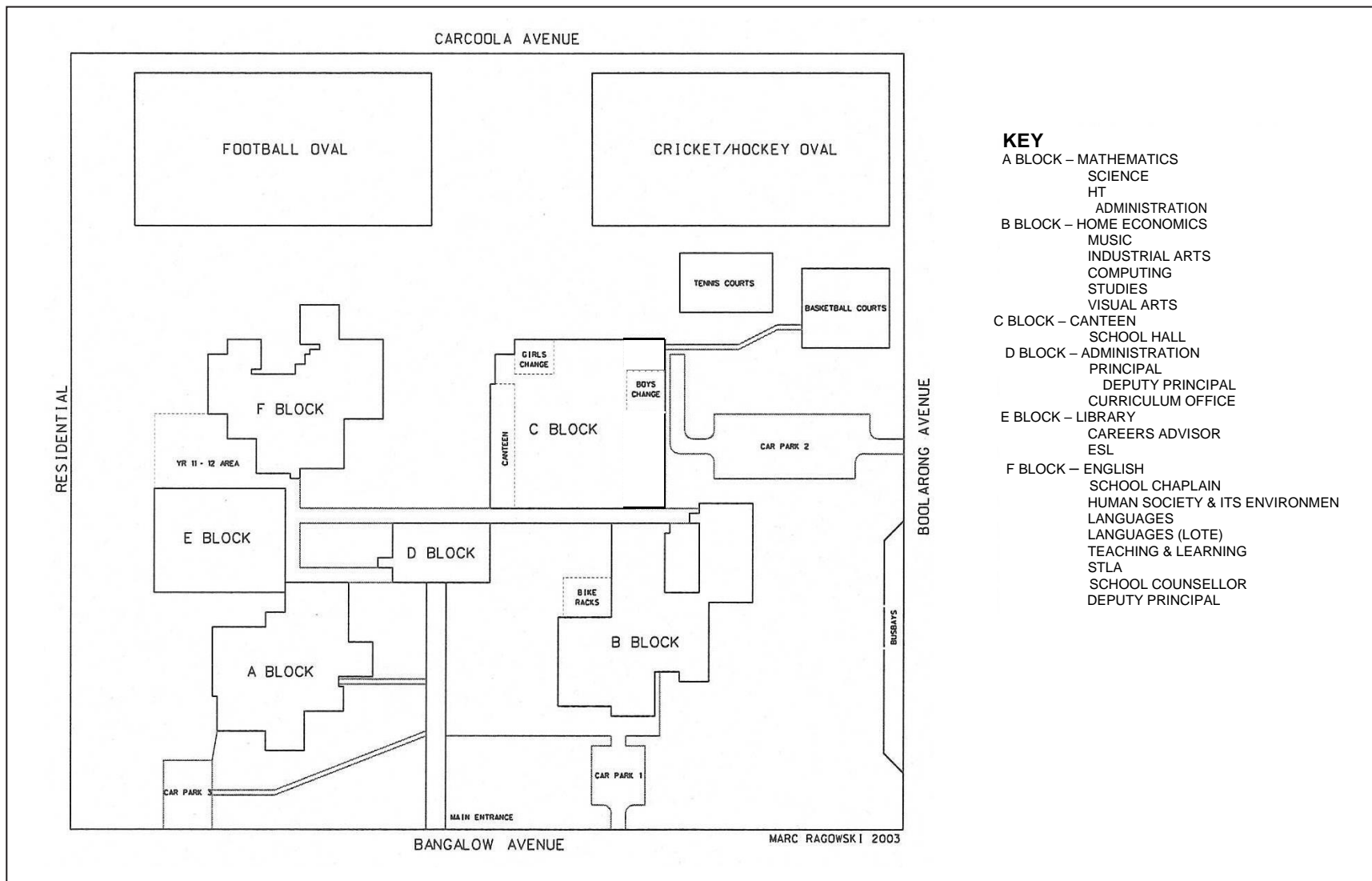
Wednesday	
Period	Time
Warning	8:40
1	8:45 - 10:05
Recess	10:05 - 10:25
2	10:25 - 11:45
3	11:45 - 1:05
Lunch	1:05 - 1:45
4	1:45 - 2:30*

* - indicates time students finish school each day

- indicates time Year 11 & 12 finish on Tuesday

BELL PATTERNS

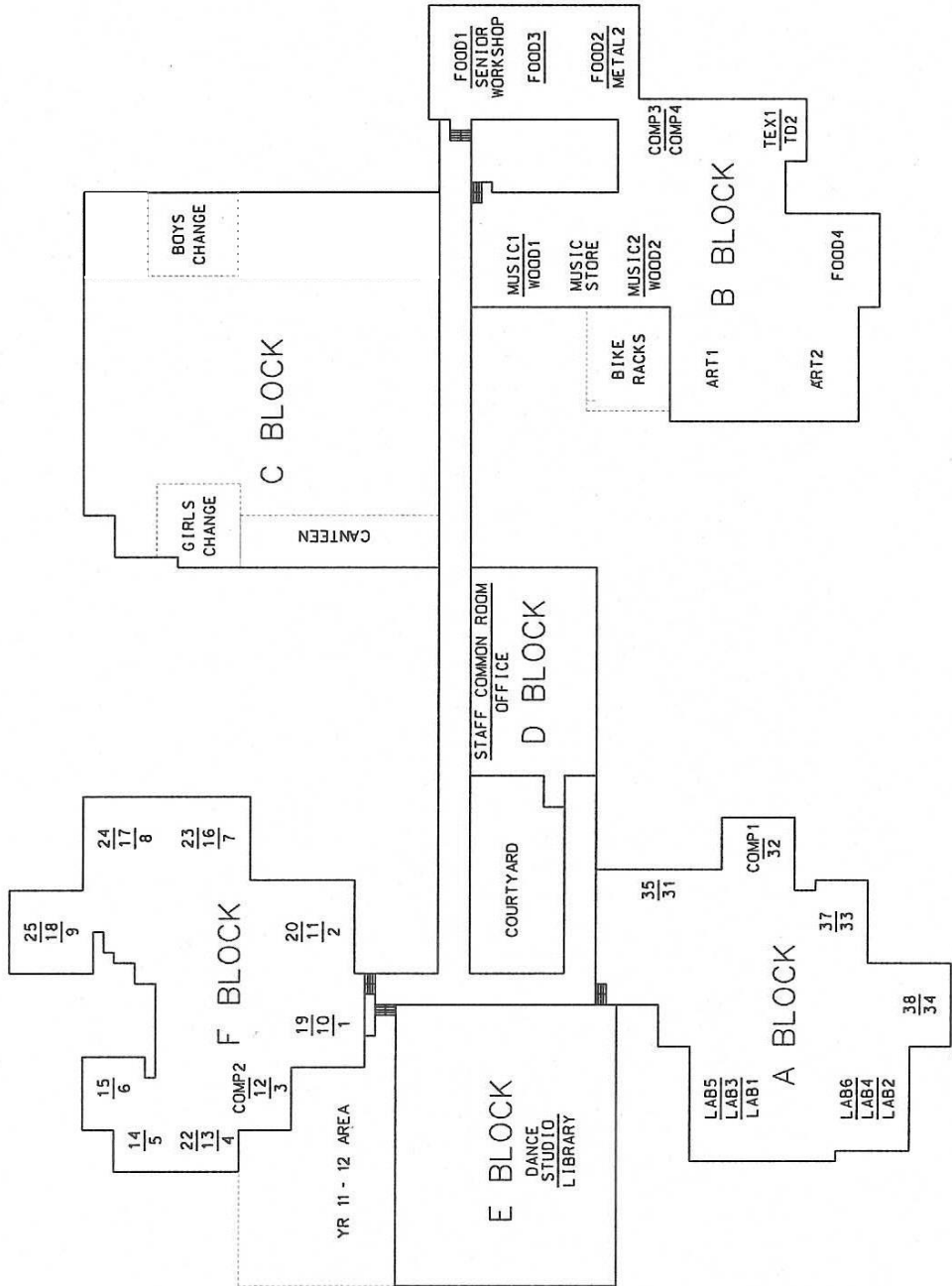
Emergency evacuation	Bell (pause) bell (pause) bell etc.
Lockdown	One long continuous bell
Assembly	Three bells
Wet Weather	Six short bells



KEY

- A BLOCK – MATHEMATICS
SCIENCE
HT
ADMINISTRATION
- B BLOCK – HOME ECONOMICS
MUSIC
INDUSTRIAL ARTS
COMPUTING
STUDIES
VISUAL ARTS
- C BLOCK – CANTEEN
SCHOOL HALL
- D BLOCK – ADMINISTRATION
PRINCIPAL
DEPUTY PRINCIPAL
CURRICULUM OFFICE
- E BLOCK – LIBRARY
CAREERS ADVISOR
ESL
- F BLOCK – ENGLISH
SCHOOL CHAPLAIN
HUMAN SOCIETY & ITS ENVIRONMEN
LANGUAGES
LANGUAGES (LOTE)
TEACHING & LEARNING
STLA
SCHOOL COUNSELLOR
DEPUTY PRINCIPAL

ROOM LOCATION PLAN



PARENT/TEACHER/STUDENT INTERVIEWS

Parent/Teacher/Student interviews will be as follows in 2020:

Year 7 : Tuesday 31st March

Year 12: Monday 4th May

Years 8 & 9: Tuesday 30th June

Years 10 & 11: Monday 3rd August

The sessions will be from 3.30pm – 8.00pm.

You can book interviews online at times that suit your family best. These can be booked through the Parent Portal on Sentral. You will have received information about the Portal and the “key” required to access information about your child.

Once in the Portal you click communication and select interviews. You can then follow the prompts to book appointments with your child’s teachers.

After the closing date parents wishing to change their interview times should call the school directly on 96013999.

On the night, the Learning and Support staff will host a stall in the Library Annex with helpful guides for parents and students on how to develop better study habits and learn more effectively. Please come and see them in the Library to discuss how we can support your child in improving their approach to learning and studying.

THE LEARNING ENVIRONMENT

MOOREBANK HIGH SCHOOL'S TEACHING AND LEARNING BELIEFS AND VALUES

- MHS encourages parents, carers, families, the broader community and young people themselves to hold high expectations for their educational outcomes
- Classrooms at MHS are quality learning environments where positive relationships are developed between teachers and students and among students
- Education at MHS contributes to a socially cohesive society that respects and appreciates cultural, social and religious diversity
- The curriculum at MHS provides opportunities that enable all students to explore and build on their gifts and talents
- The curriculum at MHS equips young people with the knowledge, understanding, skills and capabilities to take advantage of opportunity and face future challenges with confidence

FACTORS WHICH INFLUENCE THE LEARNING ENVIRONMENT

- effective communication;
- high expectations of achievement;
- correcting student behaviour in a positive way;
- developing classroom pride and
- demonstrating care for students.

STUDENT BEHAVIOUR

If a student's behaviour is unsatisfactory in the classroom it is important that his / her teacher implement a consistent set of behaviour management procedures that draw their attention to the behaviour in terms of the classroom expectations

OUR CLASSROOM EXPECTATIONS

At Moorebank High School we are

BRAVE: Be Generous
Respectful and Responsible
Act Safely
Value Learning and
Excellence

These expectations have been expanded in our behaviour expectations which have been placed in various settings around the school.

MANAGEMENT STRATEGIES

Teachers will establish expectations of student behaviour for their classroom and articulate these clearly to students. Appropriate classroom behaviour will be acknowledged using Brave Awards. Where a student's behaviour does not meet these expectations, correction strategies will be used that adhere to the following guidelines:

The management strategy employed will equate to the level of non-compliance.

Corrections should be as least intrusive to the lesson as necessary.

Corrections should be aimed to deescalate a situation and return students to their learning.

Where correction strategies used by the classroom teacher are not effective, the student may be referred to the Head Teacher or if the behaviour is of a serious nature, to a Deputy Principal.

CODE OF BEHAVIOUR

"LEARN TO LIVE" is the school motto. The behaviour below is expected of you so you can ensure Moorebank High School will be a place to learn effectively and live happily.

Learning in the School:

1. Attention to classwork – neatness, accuracy and completeness of work are expected at all times.
2. Attention to homework – as well as set homework, provide time for home study.
3. Active participation in all activities – e.g. classroom, sport and drama.
4. Conduct in class – follow BRAVE expectations.

Living in the School:

1. Regular attendance and punctuality – at school, each lesson, assemblies and sport. If absent, a parent / carer explanation is required.
2. Staying within the bounds of the school at all times.
3. Students are not permitted in the classrooms, the classroom blocks or their entrances before 8.30 a.m., at recess or lunch unless they are reporting directly to a teacher and have their diary ready to be signed.
4. Neat appearance – school uniform is to be worn. Students must be appropriately equipped for all lessons.
5. Promotion of a pleasant school atmosphere – no littering, no eating in buildings, no rowdiness.
6. Courtesy to teachers and visitors – this involves good manners, appropriate speech, carrying out instructions without argument, putting a point of view politely.
7. Respect for school property and equipment. No writing on walls, desks or school texts.

Living with Each Other:

1. Courtesy to others – no tormenting, fighting. Considerate behaviour at all times. Courtesy on the buses.
2. Respect for the property of other students. No interference with that property.
3. Acceptable language at all times – no swearing or offensive comments.
4. Behaviour contributing to the safety of all. Orderly movement, no fighting or dangerous games, no throwing or flicking objects.
5. Behaviour contributing to the health of all – no smoking, drugs or alcohol.
6. Behaviour contributing to the positive well-being of other students. No teasing, bullying, harassment or inappropriate physical contact.
7. Behaviour contributing to a positive school climate. No anti-social or inappropriate behaviour, and no promoting or encouraging aggressive behaviour.

THE STUDENT'S ROLE IN SCHOOL DISCIPLINE

Students' responsibilities are:

**BE POSITIVE AND BE PREPARED TO LEARN
BE POLITE
RESPECT YOURSELF AND ALL OTHERS**

At Moorebank High School,

**TEACHERS HAVE THE RIGHT TO TEACH
STUDENTS HAVE THE RESPONSIBILITY TO LEARN**

The following responsibilities are to be followed by all students. By doing so all students may learn in a meaningful and safe environment.

Responsibilities:

As a student of Moorebank High School, I have the responsibility to:-

1. Respect my teachers and SASS

- I need to be honest, courteous and polite and
- be co-operative and follow the classroom and subject rules.

2. Respect my fellow students

- respect the rights of others to learn;
- avoid anything which may cause injury or hurt. This means total avoidance of violence, harassment, bullying or intimidation;
- resolve conflict in peaceful ways;
- appreciate the beliefs of others and
- exercise self control.

3. Respect other people's property

- don't steal and
- don't abuse equipment / property.

4. Earn my school a good reputation

- be neatly and correctly attired, wear the school uniform with distinction and pride;
- be courteous to those whom I come in contact with – speak politely and appropriately to all staff, visitors and community members;
- participate positively in all school activities;
- do not bring any illegal substance, weapon or implement to school and
- by caring for the school environment;
- Using social media in a respectful & responsible manner.

5. Learn all I can

- by being determined to improve myself;
- by progressing and improving my grades / levels;
- co-operating / listening to parents / teachers / students;
- completing all work set to the best of my ability;
- being where I should be at all times;
- bringing the necessary equipment to each lesson and
- by embracing opportunities offered.

INAPPROPRIATE USE OF PERSONAL ELECTRONIC DEVICES (PEDS)

PEDs may include: mobile phones, IPODS; IPDS, MP3.

The school does not accept responsibility for the loss or damage of PEDs that are brought to school. Students are advised never to leave their PEDs unattended in a school bag.

- In some learning environments PEDs may be used as a learning tool under the teacher's direction.
- In most cases, PEDs are not to be used in classrooms, as they can distract the learner from the learning task.
- Misuse of and failure to comply with warnings to remove PEDs as a learning distraction becomes an issue of misbehaviour and/or disobedience. This behaviour will be considered contrary to the school's "classroom rules" and will be dealt with as part of the school's behaviour management plan.
- Note that blue tooth speakers are banned at MHS.

CONFISCATED ITEMS

Items should ONLY be confiscated when they become a danger to a student, others or property.

- Students who have items confiscated will be dealt with by the teacher under the school's code of behaviour.
- Confiscated items must be returned to the student no later than after school on the day that the item was confiscated.
- Illegal or prohibited items that are confiscated will not be returned to the student, but given to the correct authorities.
- Students who repeatedly endanger themselves, others or property will be deemed as behaving in a manner contrary to the school's "Code of Behaviour" and will be dealt with as part of the school's welfare and discipline procedures.

RECORDING DEVICES/APPROPRIATE USE OF SOCIAL NETWORK SITES

Unless authorised by the school, the use of any device to capture pictures, video footage or other types of images or the recording of any form of audio / conversation is strictly prohibited while on the school premises.

Specifically, students must never use a mobile phone or other device to record images or video from a class. Further, the recording of aggressive or violent behaviour will be viewed by the school as promoting violence.

Students who share or publish such images / video in any form including the internet will have contravened Department of Education regulations.

Any behaviour contrary to these directions will be considered an infringement of the school "Code of Behaviour" and dealt with formally via the school's welfare and discipline procedures.

SCHOOL SECURITY

A number of security cameras that help in the provision of a safe environment for all operate within the school. The main approaches to school buildings, building corridors, as well as the school car park are monitored on school days, weekends and holidays. The use of cameras is to deter intruders from entering the school, particularly outside of normal school hours. Signs are displayed to notify students, staff and visitors that they may be under video surveillance.

HANDS-OFF POLICY

At Moorebank High School we value the safety and well-being of all. There is a strong expectation that students do not engage in inappropriate behaviour of a physical nature.

The inappropriate touching of others at any time is not permitted.

This may include (but is not limited to) rough games, pushing, “mucking” around, hitting, grabbing, bumping into others or other inappropriate touching. Invariably, this type of physical contact may be dangerous and often leads to aggressive behaviour.

This behaviour will be considered contrary to the school “Code of Behaviour” and dealt with formally via the school’s welfare and discipline procedures.

APPROPRIATE LANGUAGE

At Moorebank High School we value being polite and respecting each other. This includes the use appropriate communication at all times.

Therefore students are not to use language which may offend or upset others.

Verbal abuse of others, including the use of foul language, is unacceptable behaviour and is viewed very seriously by the school.

Swearing and the use of unacceptable language in the presence of a teacher is highly inappropriate and viewed as an attempt to intimidate. This behaviour is unacceptable and is taken seriously by the school.

This type of inappropriate behaviour will be dealt with formally via the school's welfare and discipline procedures.

SCHOOL EXPECTATIONS AND RULES

Accidents

All accidents should be reported immediately to the nearest teacher or the Administration Office. These are usually caused by careless and dangerous acts. Fighting, rough and dangerous play are prohibited in all areas of the school.

In the classroom, no student is to touch windows, blinds, heaters or other equipment, unless instructed by a teacher. Do not lean on chairs so the back legs support all the weight.

Aerosol

Aerosol (spray) cans are not permitted to be bought to school for safety reasons. This includes any form of spray deodorant.

Assembly

From time to time there may be the need for additional assemblies during lesson time. Generally for these, bags are to be left in the class room, after students have their name marked off by their classroom teacher. Only valuables are to be taken and hats should not be worn to an indoor assembly.

Attendance

Attendance at school is **compulsory** and any absence must be explained by an SMS message, phone contact or a note, **written** and signed by a parent or caregiver. This note **must** contain the **date of the absence**, the **reason for absence**, the **Student's Name** and the **roll class** and should be returned to the Roll Call teacher on the next day of attendance. If required this note may be written in another language.

Students are required to remain within the school grounds at all times unless permission to leave has been granted, in writing by the Deputy Principal.

Students are not permitted to visit shops during school hours.

Students are not to order or accept items ordered externally to the school including food delivery services eg. UBER Eats, as this poses a safety risk.

Bags

Do not leave money, bus passes or valuables unattended in bags. If bags are left outside rooms, they should be arranged neatly against the wall. Bags should be taken to the playground area at recess or lunch. Bags should not be left unattended in the playground at recess or lunch.

Behaviour

- be considerate of others at all times and act with common sense.
- buildings and grounds should be kept tidy and free from litter.
- chewing gum, aerosol cans are **NOT** to be brought to school.
- dangerous implements or prohibited substances are **NOT** to be brought onto the school premises.
- on the way to and from school, respect should be shown to other people and their property.
- there will be no defacing of any part of the school with graffiti.
- swearing, obscene and racist language is not acceptable.

Bikes/Scooters

The bike racks are out of bounds at all times unless you are leaving or picking up your bike/

scooter. All bikes/ scooters must be secured with a lock to minimise the risk of theft. The school does not take any responsibility for theft, loss or damage to bikes/scooters.

Students must not ride their bikes within the school grounds and should walk beside their bike/ scooter when arriving and leaving school. Students are not permitted to ride a bike/scooter to and from school unless they wear a helmet at all times when riding.

Skateboards are to be secured in the nominated area.

Buses

Behaviour on school buses must be the best at all times. Those who misbehave may have their opal cards confiscated or may forfeit the card altogether. The school liaises closely with the bus company. Application for OPAL cards are made by parents directly to transportnsw.info/school-students. Further information can be obtained at the school administration office. To ensure the safe movement of students on to buses, students who travel by bus need to follow the directions of teachers on duty. Students who are not catching a bus are not permitted in the bus bay area after school.

Canteen

- Games, other than handball, are not to be played in the canteen area.
- Students must use the queues at the canteen.
- Only one student is to be at the counter at one time, and is to be buying only for him / herself.
- Students are not to loiter in the canteen selling area.
- Purchases close when the bell rings.
- Be courteous to those serving you, when purchasing at the canteen.
- Follow the directions of staff and the prefects on duty.

Car Parks

Students are not permitted to enter a car park area at any time (these are considered out-of-bounds). Students are to use the pedestrian entrances and paths when entering and leaving the school grounds. Students are not permitted to park their cars / motorbikes in school car parks.

Clinic/ First Aid

No student is to be in the clinic without permission of the classroom teacher, the School Administration Officer in charge of First Aid or the Deputy Principal.

No visitors to the clinic are permitted.

If you feel ill, report to a teacher who will give you a note to take to the Administration Office. If you have to bring medicine to school, it must be left at the office where it will be dispensed when required.

Dangerous Behaviour

The indiscriminate throwing of any object either in the classroom or playground is extremely dangerous. The safety of students and staff is paramount and this type of behaviour places at risk this safety. There is never an appropriate reason for students to throw any object at others. Dangerous behaviour of this nature is viewed very seriously by the school.

Detention

Students may be placed on detention for a breach of class or school rules. Detention is of two types. In school detention and after school detention. In school detentions are to be completed during class breaks. These are normally carried out near a Staffroom or Deputy Principal's office. Students may be also detained after school. Parents will be given written notice if this is to occur.

After School Detentions occur as arranged with the Faculty issuing the detention. After School Detention is generally held between 3.05 p.m. – 4.00 p.m. outside the staff room or in a room arranged with the Faculty issuing the detention.

During detention, students are to complete set tasks as directed by the supervising Head Teacher and then, when permitted, they may complete **private written study**. Talking is not permitted at any time within the detention area or room.

Sport Detention

Students who are in sport detention three times in one term will be viewed as behaving contrary to the schools behaviour expectations. Students will be suspended if this occurs for continued disobedience.

Emergency Drill

From time to time an emergency drill will be held. This may include evacuation or lockdown drills etc. The ringing pattern **continuous ringing of the bell** indicates a lockdown. On this signal, students in a classroom must obey the instructions of their class teacher. Students outside the classroom (on a message or using the toilet etc) are to make their way **immediately** to the **nearest** classroom and remain there for the duration of the drill.

Students in outdoor lessons are to make their way to the Hall with their teacher and remain there for the duration of the drill.

Classroom/Hall doors are to be locked, blinds (if fitted) are to be drawn, and as far as possible, lessons are to continue.

Once the doors are locked they are **NOT TO BE OPENED UNDER ANY CIRCUMSTANCE** until the evacuation signal is sounded.

The ringing pattern **bell (pause) bell (pause) bell (pause) bell (pause) etc.** indicates an emergency evacuation. On this signal, work must cease immediately and directions from the class teacher followed.

Students will bring their bags and should proceed by the indicated route to the **Basketball Courts**. Students will be required to line up in English classes in a marked area, where rolls will be marked. At the conclusion of the evacuation drill, classes will return to the appropriate rooms in an orderly manner.

Equipment

Students are not to touch or operate equipment without the permission of a teacher. Students are not to operate the video recorders or projectors at any time. Chairs and other furniture must be kept well away from the heaters at all times. School equipment must always be handled carefully. All school equipment used during class time must be returned at the conclusion of the lesson. Chairs are not to be removed from rooms or the Hall except under direct instruction of a staff member.

Excursions

Excursions are an important part of school routine. Dress for excursions will depend on the nature of the excursion.

School uniform must be worn for visits to the city, plays, cinemas, etc. For some excursions, appropriate clothing may be worn but students will be notified in writing if this is the case. Conduct on excursions must always be exemplary. Payment for excursions must be made by the required date. No refunds for excursions will be given without a medical certificate. Payment is to be made at the Administration office.

If the required payment is not made by the due date, students may not be permitted to attend the excursion.

Food

With the exception of plain still water in unbreakable containers, students are not to consume food or drinks inside buildings, except in wet weather. When it is raining, food may be eaten in the building corridors. Drink stored in bags should be carefully packed to avoid damage to books. Food or drinks must never be stored in lockers.

Hats

Hats are **NOT** to be worn inside buildings, corridors or during class time. Hats should only be worn on the school playground.

Head phones

Head phones used with mobile phones or electronic devices must be out of sight when students enter buildings / corridors or during class time.

Homework

Homework is an important part of school work. It is to be done regularly, in a neat and tidy manner and handed in punctually. In most subjects, the quality of the homework forms a part of assessments.

Leavers

Students leaving school or transferring to another school should bring a note from a parent/ caregiver indicating the new address, where applicable, and the occupation in the case of school leavers. School Leavers' forms are obtained from the Administration office, and these must be completed and checked by each Head Teacher, Sports Organiser and Librarian before a transfer certificate or reference will be issued. All textbooks, library books and items of school equipment are to be returned at this time.

Library

Students must be quiet when they are visiting the library. All library rules must be followed at all times. Students whose conduct in the library is unsatisfactory will be barred from using it. Students who fail to return books on time will not be allowed to borrow from the Library until the overdue items are returned.

Lockers

Students may only go to the lockers after 8.30 a.m., during the first five minutes of recess and lunchtime, the last five minutes of lunchtime and after school. No food is to be left in lockers. Lockers are available for hire for a fee – inquire at the Administration office for details. Lockers must be thoroughly cleared out before the end of the year. **Note: although students have a locker a school bag is still required every day.**

Movement in and around the school

- there is to be no running in the buildings, or on walkways.
- students should move promptly to the next class when the bell rings.
- toilets should not be visited between periods. Students **must** have a written note from a teacher to access the toilet during class time.
- you **must** have an out-of-class pass or written note from a teacher if you leave your classroom.
- if a class teacher is absent and no substitute teacher arrives, then **ONE** student is to report to the Head Teacher Administration's Office.
- when moving to assembly, move under teacher direction and in an orderly fashion.

Playground

Rough games (chasing, tackling, pushing etc) are prohibited at all times. Ball games are to be played in the designated areas.

Years 7 and 8 can use the tennis courts during recess and lunch in Term 1. In Term 2, 3 and 4 students in Years 7 to 10 are permitted to use the tennis courts as a passive area.

Years 10 - 12 can use the basketball courts during recess and lunch for basketball only.

The playing fields are to be used for team practice or at lunch for organised ball games and must only be used under the supervision of a teacher.

Only students from Years 11 and 12 are to use the designated senior area beside the library.

All bush areas and the front of the school are out-of-bounds at all times. The cleanliness of the playground and buildings is the responsibility of all students. Students are not to engage in behaviour that may endanger themselves or others. Safety is to be observed at all times.

Out of Bounds

Students should not be in areas indicated as out-of-bounds (indicated by yellow lines marked on the ground). Specifically, all car park and bush areas (including the back of the school hall near the tennis court) are designated out-of-bounds at all times. Stair landings, inside buildings, B-Block and the area outside the front of the hall are out of bounds.

The main walkway to the entrance of the school from Bangalow Avenue is only to be used when entering and leaving the school and students are not permitted to congregate in this area before school. Students need to adhere to all out of bounds signs.

Punctuality

Be punctual to school and to each lesson. If late to school students must report to the Administration Office. A late note will be issued to late students. This note ***must be given to the teacher of the first class you attend.***

If there is no reason provided for the lateness, you will be issued with a second late note when you attend the Office. The second late note must be signed by your parents that night and brought in to roll call the following day. This allows the reason for the absence to be recorded. If the late note is not returned, the partial absence remains unjustified.

An SMS mobile phone message is automatically sent to parents / caregivers where an explanation is not provided for student lateness to school.

Lateness to classes – If you are late to class you **must** have a note from a teacher or another member of staff. Otherwise, a lunch detention will be issued and you will be required to make up the lost class time.

Roll Marking

Electronic roll marking using the Sentral program occurs each period. Student attendance for the day is taken from the period 1 roll and monitored subsequently during the day in every period. If you have been absent from school, a completed note signed by parent / caregiver explaining your absence should be placed in the labelled box in the office.

Smoking

Students are not permitted to smoke at school, on the way to and from school and at school functions. Students must not bring cigarettes, matches or lighters to school.

Electronic cigarettes are considered to be the same as real cigarettes and will be dealt with in the same way.

Students who are caught associating with others who are smoking are behaving contrary to the school "Code of Behaviour" and dealt with formally via the school's welfare and discipline procedures.

Supervision before School

Students should not be at school before 8:30a.m. When they arrive, students should remain in the area near the library (Courtyard) and the area between 'F' Block and the Canteen. In an emergency, students should see the Head Teacher Administration or Deputy Principal.

Students are not permitted in the classrooms, the classroom blocks or their entrances before 8.30 a.m. unless they have a class before school. Teachers may be available in staffrooms between 8.30 a.m. and 8.45 a.m.

All out-of-bounds areas apply especially at this time.

Textbooks Work books

Books, whether belonging to the school or the student, should always be carefully looked after. Books should be covered and clearly marked with the student's name and class. All textbooks are to be returned before leaving school, or before the end of the year. If textbooks are damaged, or unreasonably worn, a charge will be made for them. No textbooks will be handed out at the beginning of the year unless all books from the previous year have been returned.

Uniform

Uniform must be worn at all times and on excursions unless you are notified in writing that casual clothing is permitted. Properly constructed black leather shoes must be worn at all times, especially in laboratories and technics rooms.

If you are out of uniform you will be sent to the dance room to change. You will change back in period 4. Refusal to change will result in removal from class and the playground. Continued refusal to wear uniform will result in disciplinary action. Please see School Uniform Policy.

Physical Education uniform should be worn only during PE lessons. For years 7 – 10, Sports uniform should be worn on Tuesday.

Valuables

All valuables such as cameras, iPods, video games, mp3 players and other expensive items should not be brought to school. These items are unfortunately often the target of theft. Students who bring such items contrary to the school's direction do so at their own risk.

Visitors to the School

Students are expected to treat visitors to the school with courtesy and direct them to the Administration office. All visitors are required to sign-in at the office and are issued with an official visitor's pass. Students must never approach or talk to intruders to the school even if they know them. Students should immediately notify the nearest teacher if an intruder comes onto the school premises.

Wet Sport Afternoon

Where possible sport will continue as normal. On wet sport days undercover recreation sports will proceed as normal. Grade sports and house sports will be directed to classrooms and remain under the supervision of their sports teachers. The final bell will ring at 2.25 p.m.

Wet Weather

When it is raining, students will be informed of wet weather Recess or Lunch by the ringing of six short bells. When this occurs students are to go to the areas allocated with supervision. During wet weather Recess and Lunch, the Basketball and Tennis courts, the Oval and the back of F Block are **out of bounds** to all students.

Allocated areas with supervision are: F Block, levels 1,2,3; A block; COLA outside the canteen; Senior area (Seniors only)

INFORMATION FOR PARENTS

Visiting the School

Please enter through the main entrance from Bangalow Avenue and enquire at the Administration Office in D Block. Except in an emergency, so as to ensure that the person you wish to see is available, please make an appointment.

Community Focus Group (Previously P & C)

The Community Focus Group meets at 7.00 p.m. on the second Monday of each month. Times and dates of these meetings are published in the school newsletter and the calendar on our website.

ALL parents are cordially invited to attend Community Focus Group Meetings.

School Newsletter

This is produced by staff and students to inform you of school activities and coming events. It is published on the school's website during the week prior to the Community Focus Group Meeting.

Student Reports

Student Reports are written each semester and are issued electronically via the Parent Portal on Sentral in preparation for Parent / Teacher Nights. Please make use of this opportunity to talk to your child's teachers.

Detentions

Students may be placed on After School Detention as a disciplinary measure. Detentions are run by the school executive. Parents/Caregivers will be notified in writing prior to the day of the detention. Parents/ Caregivers may also receive an SMS mobile phone message to remind them of the detention.

Records

Please inform the school of any change of address, telephone, etc. It is essential that we have an emergency contact telephone number.

SMS MESSAGING SYSTEM

The school has an SMS mobile phone messaging system aimed at improving safety for students and the efficiency of communication with parents / caregivers.

The SMS messaging system is used to communicate information regarding student attendance issues, school detention, distribution of academic reports, parent-teacher interviews and to publicise other key events on the school calendar.

Parents / caregivers need to ensure that they provide accurate mobile phone details for school records and inform the school promptly when a change in these details occurs. A change of details form is provided with each school Newsletter.

SMS messages are sent daily for a variety of reasons and parents / caregivers may respond via a return SMS message, phone the school directly or provide a written response if necessary.

This SMS messaging system is extremely effective for providing parents / caregivers with early notification regarding unexplained student absenteeism and lateness to school.

If you know in advance that your child will be absent from school or late arriving on a certain day, parents / caregivers may send an SMS message prior to this time or ring the school and leave a message on the voice mail (in the attendance mailbox).

It is important that parents / caregivers notify the school urgently if an error is detected regarding the attendance record of their child so that the situation may be corrected immediately.

YEARLY / TERM PLANNER 1

Term 1	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Jan 27	Jan 28	Jan 29	Jan 30	Jan 31
		Staff Development Day	Yr 7 first day Peer Support return	Yrs 8 – 12 return My Resilience Program Yr 7	My Resilience Program Yr 7
Week 2	Feb 03	Feb 04	Feb 05	Feb 06	Feb 07
	My Future Program Yr 11	Zone Trial Day My Future Program Yr 11			
Week 3	Feb 10	Feb 11	Feb 12	Feb 13	Feb 14
	School Swimming Carnival Birrong MHS Community Focus Group Meeting				
Week 4	Feb 17	Feb 18	Feb 19	Feb 20	Feb 21
		Zone Trial Day			School Photo Day
Week 5	Feb 24	Feb 25	Feb 26	Feb 27	Feb 28
	6 into 7 information night 7-9 pm		Year 7 Camp Zone Swimming Carnival	Year 7 Camp	Year 7 Camp
Week 6	Mar 01	Mar 03	Mar 04	Mar 05	Mar 06
				School Photo Catch Up Day	
Week 7	Mar 09	Mar 10	Mar 11	Mar 12	Mar 13
	Regional Swimming Carnival MHS Community Focus Group Meeting			Selective High School/ Opportunity Class Tests	
Week 8	Mar 16	Mar 17	Mar 18	Mar 19	Mar 20
					Harmony Day
Week 9	Mar 23	Mar 24	Mar 25	Mar 26	Mar 27
	Year 7 Vaccinations				
Week 10	Mar 30	Mar 31	Apr 01	Apr 02	Apr 03
	Athletics carnival – Crest	Parent/Teacher Night Yr 7	CHS Swimming Carnival	CHS Swimming Carnival	CHS Swimming Carnival
Week 11	Apr 06	Apr 07	Apr 08	Apr 09	Apr 10
					ANZAC Day Ceremony Last Day Term 1

YEARLY / TERM PLANNER 2

Term 2	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Apr 27	Apr 28	Apr 29	Apr 30	May 01
	Staff Development Day 2	Student's Return	Yr 7 Vaccinations		
Week 2	May 04	May 05	May 06	May 07	May 08
	Parent/Teacher Night Yr 12				
Week 3	May 11	May 12	May 13	May 14	May 15
	MHS Community Focus Group Meeting	NAPLAN	NAPLAN	NAPLAN	NAPLAN Catch Up
Week 4	May 18	May 19	May 20	May 21	May 22
				CAPPA Night/ MADD Night	
Week 5	May 25	May 26	May 27	May 28	May 29
	Zone Cross Country				
Week 6	Jun 01	Jun 02	Jun 03	Jun 04	Jun 05
Week 7	Jun 08	Jun 09	Jun 10	Jun 11	Jun 12
	Queen's Birthday Holiday		SWW Cross Country	My Strengths Program Yr 10	My Strengths Program Yr 10
Week 8	Jun 15	Jun 16	Jun 17	Jun 18	Jun 19
	MHS Community Focus Group Meeting				
Week 9	Jun 22	Jun 23	Jun 24	Jun 25	Jun 26
Week 10	Jun 29	Jun 30	Jul 01	Jul 02	Jul 03
	Yr 10 Vaccinations	Parent/Teacher Night – Years 8 & 9	Zone Athletics Carnival – The Crest Day 1	Zone Athletics Carnival – The Crest Day 2	Last Day Term 2

YEARLY / TERM PLANNER 3

Term 3	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Jul 20 Staff Development Day 3	Jul 21 First Day of Term 3. All students return	Jul 22 Year 8 into 9 subject selection evening	Jul 23	Jul 24 CHS Cross Country
	Jul 27 Year 10 Work Experience	Jul 28 Year 10 Work Experience SSW Athletics	Jul 29 Selective HS & OC Placement Test Year 10 Work Experience SSW Athletics	Jul 30 Year 10 Work Experience	Jul 31 Year 10 Work Experience
Week 2	Aug 03 Year 12 Non-assessment week Parent/Teacher Night- Years 10 & 11	Aug 04 MCOS Concert Rehearsal	Aug 05 MCOS Concert	Aug 06	Aug 07
	Aug 10 MHS Community Focus Group Meeting Yr 12 Formal Assessment Period	Aug 11 Yr 12 Formal Assessment Period	Aug 12 Yr 12 Formal Assessment Period	Aug 13 Yr 12 Formal Assessment Period	Aug 14 Yr 12 Formal Assessment Period
Week 3	Aug 17 Yr 12 Formal Assessment Period	Aug 18 Yr 12 Formal Assessment Period	Aug 19 Yr 12 Formal Assessment Period	Aug 20 Yr 12 Formal Assessment Period	Aug 21 Yr 12 Formal Assessment Period
	Aug 24	Aug 25	Aug 26 Yr 10-11 Decision Time	Aug 27 HSC Showcase Evening	Aug 28
Week 4	Aug 31 Yr 11 Non Assessment Week	Sep 01 CHS Athletics	Sep 02 CHS Athletics	Sep 03 CHS Athletics	Sep 04 CHS Athletics
	Sep 07 Yr 11 Yearly Exams commence MHS Community Focus Group Meeting Year 7 Swim School	Sep 08	Sep 09 Year 7 Swim School	Sep 10 Year 7 Swim School	Sep 11
Week 5	Sep 14 Year 11 Yearly Exams continue	Sep 15	Sep 16	Sep 17	Sep 18 Year 11 Exams conclude
	Sep 21 Yr 11 Cross Roads	Sep 22 Yr 11 Cross Roads	Sep 23 Year 12 Graduation rehearsal & BBQ lunch Yr 11 Cross Roads	Sep 24 Yr 12 Graduation Yr 11 Cross Roads	Sep 25 Last day Term 3 Yr 11 Cross Roads

YEARLY / TERM PLANNER 4

Term 4	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Oct 12	Oct 13	Oct 14	Oct 15	Oct 16
	First Day of Term 4. Staff and students return Year 10 Assessment Period commence			HSC Exams Commence	Year 10 Assessment Period concludes
Week 2	Oct 19	Oct 20	Oct 21	Oct 22	Oct 23
	Years 7-9 Assessment period commences Yr 7 vaccinations				
Week 3	Oct 26	Oct 27	Oct 28	Oct 29	Oct 30
	Years 7-9 Assessment Period Continues			Yr 7 Vaccinations	
Week 4	Nov 02	Nov 03	Nov 04	Nov 05	Nov 06
	Years 7-9 Assessment Period continues				Years 7-9 Assessment Period Concludes HSC Exams conclude
Week 5	Nov 09	Nov 10	Nov 11	Nov 12	Nov 13
	MHS Community Focus Group Meets			Yr 12 Formal	
Week 6	Nov 16	Nov 17	Nov 18	Nov 19	Nov 20
Week 7	Nov 23	Nov 24	Nov 25	Nov 26	Nov 27
				CAPA Performance night & Art Exhibition	
Week 8	Nov 30	Dec 01	Dec 02	Dec 03	Dec 04
	Yr 10 Camp	Yr 6 Orientation Day Yr 10 Camp	Yr 10 Camp		
Week 9	Dec 07	Dec 08	Dec 09	Dec 10	Dec 11
			Presentation Evening Rehearsal	Presentation Evening	
Week 10	Dec 14	Dec 15	Dec 16	Dec 17	Dec 18
			Last day students		

WHAT SHOULD I DO IF I AM

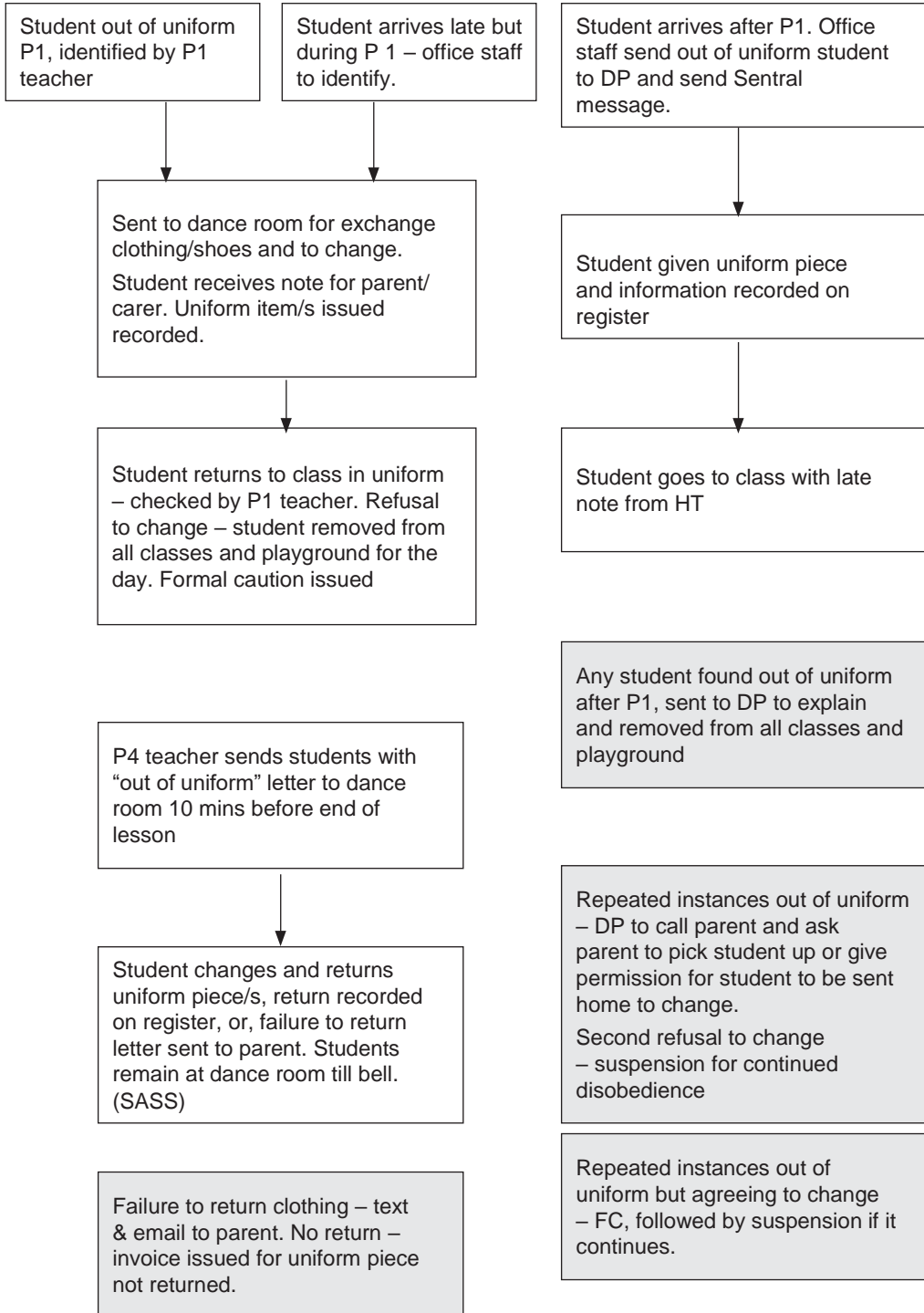
Late to school?	Report to the Front Office; obtain a computer generated "Late Note"; report to class and hand your "Late Note" to your class teacher; have the second "Late Note" signed by your parent / caregiver; and return the "Late Note" to your Roll Call teacher the next day.
Late to class?	Have a "Late Note" signed by the teacher or person with whom you were delayed.
Out of class?	Have an out-of-class-pass or a note written in your school diary explaining reason, e.g. message for teacher, toilet, sick or on way to Sick Bay. No other reason is acceptable.
Sick or had an accident?	Teacher writes a note to allow you to go to the front office who may phone your parent / caregiver. <i>Under no circumstances can students leave the school or go home without permission. Students must not phone their parent / caregiver themselves using a mobile phone.</i>
To leave early?	Report to the front office (except for Tuesday where you report to the Sport Co-ordinator) before school. Have a note explaining the reason for requesting to leave early. Include the following details: date, time of departure, year, roll class and contact phone number. <i>Leave should not be requested on any afternoon where you are involved in sport. Medical and other appointments need to be organised for another time.</i>
Out of uniform?	You will be sent to the dance room to change and leave your 'out of uniform' clothing. At the end of P4 you will be sent back to the dance room to return the uniform item and change into your clothes. Refusal to change will mean you are withdrawn from class and the playground for the day.
Absent?	1. Parent/caregiver sends an SMS message to explain your absence (in advance or during the day). <p style="text-align: center;">OR</p> 2. Parent / caregiver rings to notify the school of your absence and explain the reason <p style="text-align: center;">OR</p> 3. On the first day back, bring a note, written and signed by a parent/ caregiver explaining the reason (this may be in the parent's language). Put the note into the labelled box in the office. Get your parent / caregiver to contact the school if you will be absent for more than 2 days. Catch up on the work missed.
Unable to play sport?	Bring a note from home to explain. Have this note signed before school by the Sport Coordinator. Students will be required to sign out and go home if they cannot do sport.
Absent for an assessment task?	Ring the school and notify your Year Adviser and the appropriate Head Teacher. Provide a Doctor's Certificate (if appropriate) to the Head Teacher on the day you return to school. Complete or hand-in the assessment task the day you return to school.

STUDENT SUPPORT AT MOOREBANK

Who do I see if:

<p><i>I have family relationship problems, (including conflict at home), or if I am depressed, extremely stressed or anxious about life?</i></p> <p>You may choose to see either your:</p> <ul style="list-style-type: none"> • Year Adviser • Year Adviser Girls • School Counsellor • School Chaplin • Welfare Coordinator 	<p><i>Where do I find help?</i></p> <p>School Counsellor: Ms Katselas, Ms Cooper Location: Next to room 22 in F Block. Days: Monday, Tuesday, Wednesday, Thursday and Friday morning & every second Friday. See the School Counsellor personally or the Administration office staff to make an appointment.</p>
<p><i>I am having conflict with people at school?</i></p> <p>You may choose to see either:</p> <ul style="list-style-type: none"> • Year Adviser • Year Adviser Girls • School Counsellor • School Chaplin • Welfare Coordinator • Deputy Principal 	<p>Careers Adviser: Mr Lewis</p> <p>Year Adviser Girls: Ms K. Carney</p> <p>Year Advisers: Year 7: Mr Chan Year 8: Ms Matic Year 9: Mr Lewis Year 10: Ms Bratic Year 11: Ms Serisier Year 12: Ms Edwards</p>
<p><i>I have been threatened and feel unsafe at school?</i></p> <p>You may choose to see either your:</p> <ul style="list-style-type: none"> • Year Adviser • Classroom Teacher • Teacher / Head Teacher on duty • Year Adviser Girls • Welfare Coordinator • Deputy Principal 	<p>English as a Second Language: Ms Paring (Library)</p> <p>Anti-Racist Contact Officer: Ms Paring (Library)</p> <p>Head Teacher – Teaching and Learning Ms Paring (Library)</p>
<p><i>I am being bullied or harassed (including name calling or racial discrimination)?</i></p> <p>You may choose to see either:</p> <ul style="list-style-type: none"> • Anti-Discrimination Officer • Classroom Teacher • Teacher / Head Teacher on duty • Peer Mediation Coordinator • Year Adviser • Year Adviser Girls • Deputy Principal 	<p>Head Teacher – Secondary Studies Ms Cooper</p> <p>Head Teacher – Welfare: Ms Rombi & Mr Ghossain</p> <p>Deputy Principals Year 8 & 10– Ms Roberts (Bottom F Block) Year 7 & 11 – Ms Leong (O’Connor) (Top F block) Year 9 & 12 – Mr Sanson (Level 1, Administration)</p>
	<p>Learning and Support Teachers: Ms S. Slater (Rm 12) & Ms Edwards (CAPA)</p> <p>Bully Box & SRC Suggestion Box Located in the school library Students may anonymously provide details about bullying behaviour or suggestion to improve the school</p>

UNIFORM CHECKING PROCEDURES



MOOREBANK HIGH SCHOOL ANTI-BULLYING PLAN

Policy Statement

This plan has been developed in consultation with students, parents and teachers and includes:

- What bullying is;
- How we manage incidences of bullying; and
- How we promote positive relationships and understanding

Full details of the Moorebank High School Anti-Bullying Plan are available on the school website.

Defining Bullying Behaviour

- Bullying can be defined as intentional, repeated behaviour by an individual or group of individuals that causes distress, hurt or undue pressure. Bullying involves the abuse of power in relationships.
- Cyber bullying refers to bullying that is carried out through information and communication technologies (such as social networking websites & mobile phones).
- Bullying often involves harassment based on difference (sex, race, disability, sexuality or perceived sexuality and gender identity)

Bullying behaviour can be

- verbal e.g. name calling, teasing, abuse, putdowns, sarcasm, insults, threats
- physical e.g. hitting, punching, kicking, scratching, tripping, spitting
- social e.g. ignoring, excluding, ostracising, alienating, making inappropriate gestures
- psychological e.g. spreading rumours, dirty looks, hiding or damaging possessions, malicious SMS and email messages, inappropriate use of camera phones.

Students, teachers, parents, caregivers and members of the wider school community can expect:

- that students will be safe at school, free from fear of bullying, harassment and intimidation
- to be involved in the collaborative development of the school Anti-bullying Plan
- to know what is expected of them and others in relation to the Anti-bullying Plan
- that all students will be provided with appropriate support when bullying occurs.

Students, teachers, parents, caregivers and members of the wider school community have a responsibility to:

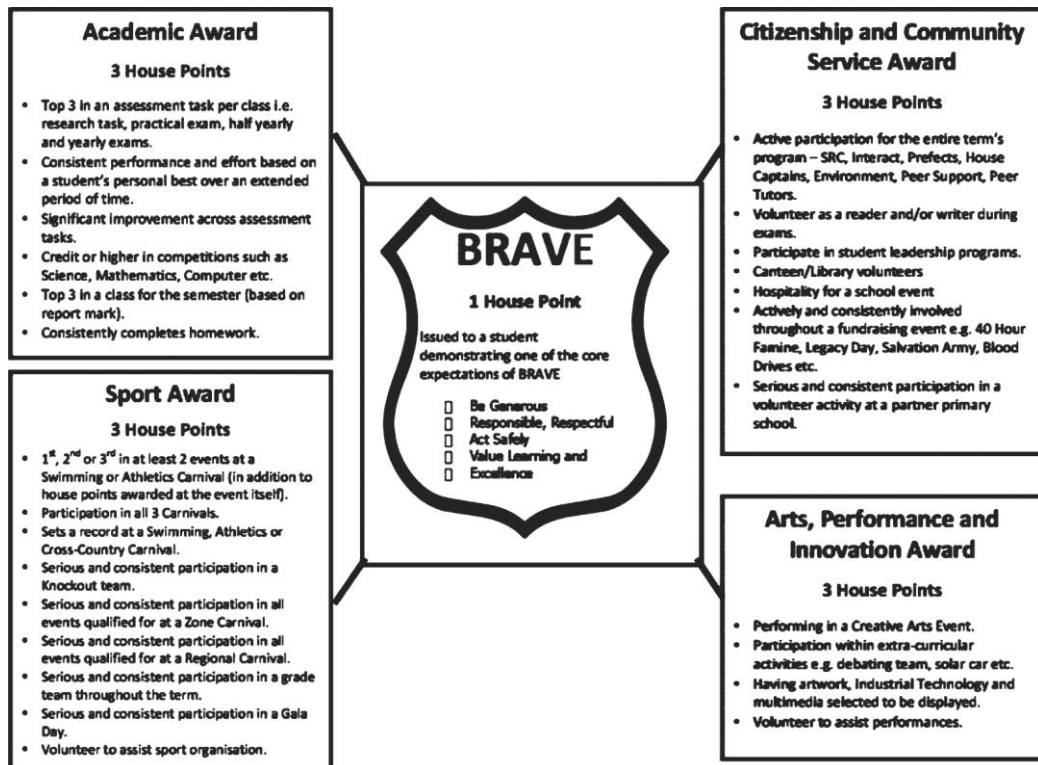
- promote positive relationships that respect and accept individual differences and diversity within the whole school community
- contribute to the development of the Anti-bullying Plan and support it through words and actions
- actively work together to resolve incidents of bullying behaviour when they occur.

What will the school do if bullying is reported?

- Assure the student that the problem can be solved and provide ongoing support
- Investigate the problems raised
- Treat everyone involved with fairness
- Take action that is appropriate to the particular circumstances – this may be;
 - Peer Mediation
 - Teacher supported mediation
 - Parental involvement
 - Counseling or mentoring
 - Programs to develop positive behaviour, resilience and social skills
 - Warnings
 - Disciplinary action

MERIT AWARDS

The Merit Award System at Moorebank High School promotes positive behaviour and achievement. Linked to the House points system, students are issued merit cards and House points as shown in the diagram below. The Brave Awards also have a small slip at the bottom of the award, enabling the student to enter regular prize draws, which take place during school assemblies.



Upon the collection of merit awards totalling 20 points in at least two areas of achievement, students are eligible to submit their awards to their Year Adviser and receive a Bronze Award. Students who have earned 2 Bronze Awards will be eligible to receive a Silver Award and can continue to work up to a Principal's Award. Students in the Senior School have the opportunity to submit a portfolio of their schooling achievement to a committee in Term 3 of each year, for consideration of the award of a Diamond Award for Student Excellence – the highest accolade at Moorebank High School.

SCHOOL UNIFORM

SCHOOL UNIFORM IS COMPULSORY

Students will be excluded from certain school and school-linked activities:

- if their clothing compromises agreed upon school community standards articulated in the school uniform requirements, and might be considered damaging to the image of the school in the larger community context;
- where the health and safety of the student or of other students, particularly as defined by occupational health and safety legislation, would otherwise be compromised.

While a student won't be suspended solely for not wearing school uniform, ongoing non-compliance will be regarded as an infringement of the school's student discipline policy.

SCHOOL COLOURS: MAROON AND WHITE

JUNIOR UNIFORM

BOYS	GIRLS
<p>SHIRT White collared - NO PRINTS except school logo. (White undershirts that have no prints on them).</p>	<p>SHIRT White collared - NO PRINTS except school logo. (White undershirts that have no prints on them).</p>
<p>TROUSERS School grey trousers/cargo pants (as per supplier only). No corduroy, baggies, army or tracksuit pants.</p>	<p>SLACKS Tailored school maroon pants only. SKIRT Maroon (A-line pleated as per supplier only) SHORTS Tailored school maroon shorts only (as per supplier)</p>
<p>SHORTS Grey shorts / cargo shorts (as per supplier only).</p>	<p>STOCKINGS Plain flesh or black coloured only. No designs or patterns. <i>Note: Stockings ARE NOT to be worn with shorts.</i></p>

SENIOR UNIFORM

YOUNG MEN	YOUNG WOMEN
<p>SHIRT White collared polo or business shirt. NO PRINTS except school logo. (White undershirts that have no prints on them).</p>	<p>SHIRT White collared polo or blouse. NO PRINTS except school logo. (White undershirts that have no prints on them).</p>
<p>TROUSERS School grey trousers / cargo pants (as per supplier only). No corduroy, baggies, army or tracksuit pants.</p>	<p>SLACKS Tailored school light grey pants (as per supplier only). SKIRT Light grey skirt (A-line pleated as per supplier only) SHORTS Tailored school light grey shorts only (as per supplier)</p>
<p>SHORTS Grey shorts / cargo shorts (as per supplier only).</p>	<p>STOCKINGS Plain flesh or black coloured only. No designs or patterns. <i>Note: Stockings ARE NOT to be worn with shorts</i></p>
<p>BLAZER Maroon School Blazer (optional).</p>	<p>BLAZER Maroon School Blazer (optional).</p>

GENERAL	SPORT UNIFORM
JUMPER / SLOPPY JOE Maroon v-neck - plain, no prints, logos, brand names (as per supplier only – must have school logo).	<i>Compulsory for all students and all PDHPE elective classes.</i>
JACKET Maroon School Jacket (as per supplier only).	SHORTS Monogrammed maroon shorts (as per supplier).
SOCKS White – ankle length (no stripes or logos)	SHIRT Maroon shirt – with school logo (as per supplier).
SHOES Sturdy ALL Black Leather which cover the whole foot (no white or other colours)	SHOES Sports shoes / runners / joggers NOTE: only to be worn during sport or the PE lesson.
BELTS Narrow black belt (no other colours, no studs, no tassels)	TRACK SUIT PANTS Maroon track suit pants (as per supplier only).
TIES The only tie that may be worn with the school uni- form is the school tie. School ties may only be worn with white business (male and female) shirts. Ties when worn should be appropriately knotted. Ties when worn, must be “fully up” and not part way down the shirt.	

Sports shoes must not be worn in practical classes where there is the possibility of injury through spillage of hot or corrosive liquids

WEARING OF THE PE UNIFORM

Only to be worn during PE lessons and on every Tuesday (sport days)

Jewellery – the following pieces of jewellery are acceptable:-

- Signet ring
- Gold or silver earrings – rounded stud or small sleeper, no larger than a 10c piece
- Watch or small gold or silver wrist chain
- Gold or silver necklace with pendant, no larger than a 10c piece

Hair may be tied back with plain hair bands or maroon or white coloured scrunchies/ribbons.

Hats & sunglasses are NOT to be worn inside buildings, corridors or in any under cover area.

Hats and sunglasses must be kept in school bags (out of sight) during class time.

Makeup – minimal or discreet makeup may be worn.

Beach type pants are not part of the school uniform for boys and girls.

Running/sports shoes/joggers are not to be worn other than during sport or PE lessons, and on Tuesday for Years 9, 10 and 11 as part of full sport uniform.

Chains or other objects are not permitted to be hanging from or connected to clothing.

Shoes must be entirely black i.e. no white or other colours on any part of the shoe or laces, and cover the whole foot.

SCHOOL UNIFORM ONLY AVAILABLE AT

Moorebank Uniforms and Embroidery. Shop 30, Moorebank Shopping Village
Stockton Avenue Moorebank 2170 Phone: 9602 4387

PLAYGROUND

The following are a summary of the approved activities permitted in each area of the playground.

<p>A-Block Access permitted:</p> <ul style="list-style-type: none"> • To see a teacher • To use lockers during permitted times • During wet weather (Years 11 & 12) 	<p>F-Block Courtyard</p> <ul style="list-style-type: none"> • Passive area • No ball games permitted
<p>Area at back of hall (next to the small “bush area”)</p> <ul style="list-style-type: none"> • Passive area • No ball games 	<p>Hall</p> <ul style="list-style-type: none"> • Out of bounds at all times except for supervised PE lessons • During wet weather – Year 9/10 Students are required to assist with cleaning the hall as instructed by staff
<p>Back of F-Block</p> <ul style="list-style-type: none"> • Only handball and basketball permitted • No other ball games or contact sports 	<p>Library Courtyard</p> <ul style="list-style-type: none"> • Passive area • Only handball permitted
<p>Basketball Court</p> <ul style="list-style-type: none"> • Years 9, 10, 11 & 12 • Only basketball games permitted • If not actively involved in a basketball game students must leave the court and use the seating provided • The school bus shelter is out-of-bounds before school, at recess and lunch time 	<p>Oval</p> <ul style="list-style-type: none"> • Soccer & touch football only • No tackling or grabbing permitted • Is closed on Tuesday recess and lunch
<p>Canteen</p> <ul style="list-style-type: none"> • Single file • Wait behind the line • One person per window 	<p>Paved area near the back of the Canteen</p> <ul style="list-style-type: none"> • This area is bounded by the grate along the path at the back of the Canteen, the back of B Block and the Yellow painted line joining the garden and the back of B Block. • It does not extend to the path at the back of the Canteen • It does not extend up the path alongside the Administration Block • Is a passive area • Ball games are not permitted.
<p>Cricket Nets</p> <ul style="list-style-type: none"> • Year 7 – 12 • Cricket practice only – batting & bowling • Tennis balls only and correct cricket equipment to be used • If not actively involved in batting or bowling students must leave and return to other supervised areas of the playground 	<p>Senior Area</p> <ul style="list-style-type: none"> • Comprises of: the area between F Block and the Library • are for Years 11 & 12 students only • Passive area
<p>Cricket Oval</p> <ul style="list-style-type: none"> • Organised training with direct teacher supervision 	<p>Tennis Court</p> <ul style="list-style-type: none"> • Years 7 & 8 during Term One and Two • Passive area • Handball is the only game permitted
<p>F-Block Access permitted to see a teacher</p> <ul style="list-style-type: none"> • Internal stairs are out of bounds before school and during all breaks • During wet weather: Year 7 – top floor Year 8 – middle floor 	<p>Out of Bounds</p> <ul style="list-style-type: none"> • No entry to area

OUTDOOR SCHOOL ASSEMBLIES & EMERGENCY EVACUATIONS

If the school hall is unavailable or there is a need to hold a whole school assembly or an emergency evacuation (including all year groups) an outdoor assembly will be held.

The ringing of **three bells** indicates a school assembly.

The ringing pattern **bell (pause) bell (pause) bell (pause) bell (pause) etc.** indicates an emergency evacuation.

Students are to leave their bags in their classroom.

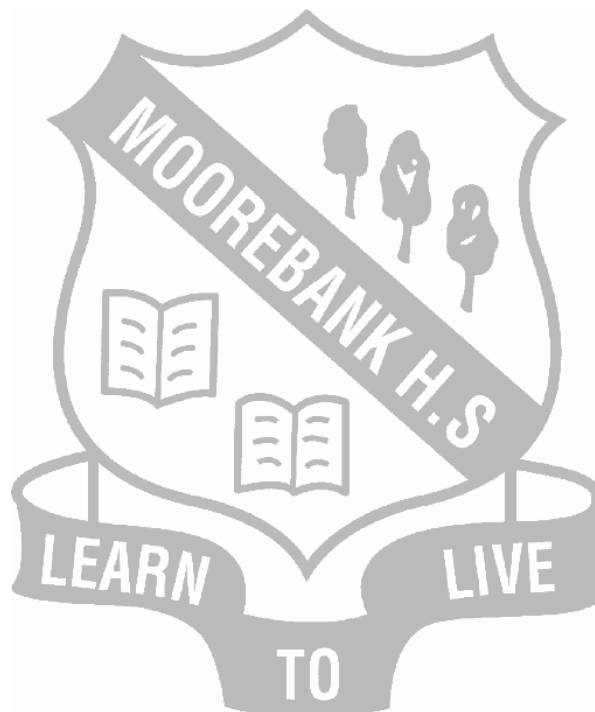
Staff will lock their classroom and supervise their class as they make their way to the tennis court area.

Outdoor school assemblies are to be held in the Covered Outdoor Learning Area (COLA) unless directed otherwise by staff.

Students are to sit in their year group as directed by staff.

Emergency Evacuations are held in the Basketball Courts.

Students are to sit in their English classes as shown by the painted class names on the sides of the courts or on the “witches hats”.



BRING YOUR OWN DEVICE AND INTERNET USE PARENT AND STUDENT AGREEMENT

Students must read and sign the BYOD Student Agreement in the company of a parent or caregiver unless otherwise directed by the principal.

I agree that I will abide by the school's BYOD policy and that:

- I will use the department's Wi-Fi network for learning.
- I will bring my device to school every day fully charged.
- I will bring a USB drive to school every day for backup and file submission.
- I will use my device during school activities at the direction of the teacher.
- I will not attach any school-owned equipment to my mobile device without the permission of the school.
- I will use my own portal/internet log-in details and will never share them with others.
- I will stay safe by not giving my personal information to strangers.
- I will not hack or bypass any hardware and software security implemented by the department or my school.
- I will not use my own device to knowingly search for, link to, access or send anything that is:
 - offensive
 - pornographic
 - threatening
 - abusive or
 - defamatory
 - considered to be bullying.
- I will report inappropriate behaviour and inappropriate material to my teacher.
- I understand that inappropriate use of my device may lead to confiscation.
- I understand that my activity on the internet is recorded and that these records may be used in investigations, court proceedings or for other legal reasons.
- I acknowledge that the school generally cannot be held responsible for any damage to, and/or theft of my device; however, the school will investigate the damage and/or theft of devices and advise parents of the outcome of the investigation.
- I understand and have read the limitations of the manufacturer's warranty on my device, both in duration and in coverage.
- I have reviewed the BYOD Information Sheet and Device Requirements documents and have ensured my device meets the minimum outlined specifications.
- I have read the BYOD Student Responsibilities document and agree to comply with the requirements.

Date: ___ / ___ / ___

Student name

in the presence of: _____
Parent/caregiver name

Student signature

Parent/caregiver signature

NOTE: Students will receive a loose copy of this agreement to complete and return.

BRING YOUR OWN DEVICE PROGRAM DEVICE SPECIFICATIONS

Hardware Specifications

The BYO device must meet all the following requirements

Device Type	Laptop; netbook or convertible laptop/tablet
Screen Size	Minimum screen size of 10 inches
System RAM installed	4GB
Ports	USB 2.0 or higher
Wireless Compatibility	Device MUST have 5 GHz wireless capability (or the latest IEEE 802.11ac)
Battery Life	Minimum battery life of 6 hours
Software Requirements (access to...)	<ul style="list-style-type: none"> • Word Processor • Graphics • Presentation • Spreadsheet • HTML5 web browser installed e.g.: <ul style="list-style-type: none"> – Chrome 22 or later – Internet Explorer 9 or later – Safari 5.1.7 or later – Firefox 16 or later • Up to date Antivirus Software

In addition to the BYO Device students should also have

USB drive	For backup and file submission.
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