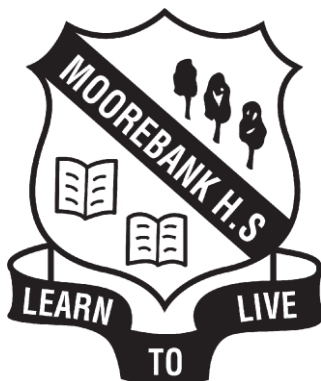


# Moorebank High School



## 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:**

Ms V. Grego

**Deputy Principals:**

Dr S. Griffin

Mr T. Sansom

Ms A. Baghdadi (M-W) & Ms A. Skelton (T-F)

**Head Teacher of:**

Administration:

Mr D. Clark

Business Manager:

Ms T. Hiliare

Diverse Learning Unit:

Ms R. Glen

English:

Ms K. Carney (Relieving)

HSIE:

Ms A. Skelton

Technology:

Mr S. Clark

Mathematics:

Ms N. Richards (W - F) & Miss D. Nguyen (M-T)

PD/H/PE:

Ms C. Xenakis

School Administrative Manager:

Ms J. Nicholls

Science:

Mr J. Vickers

Student Wellbeing:

Ms M. Rombi

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

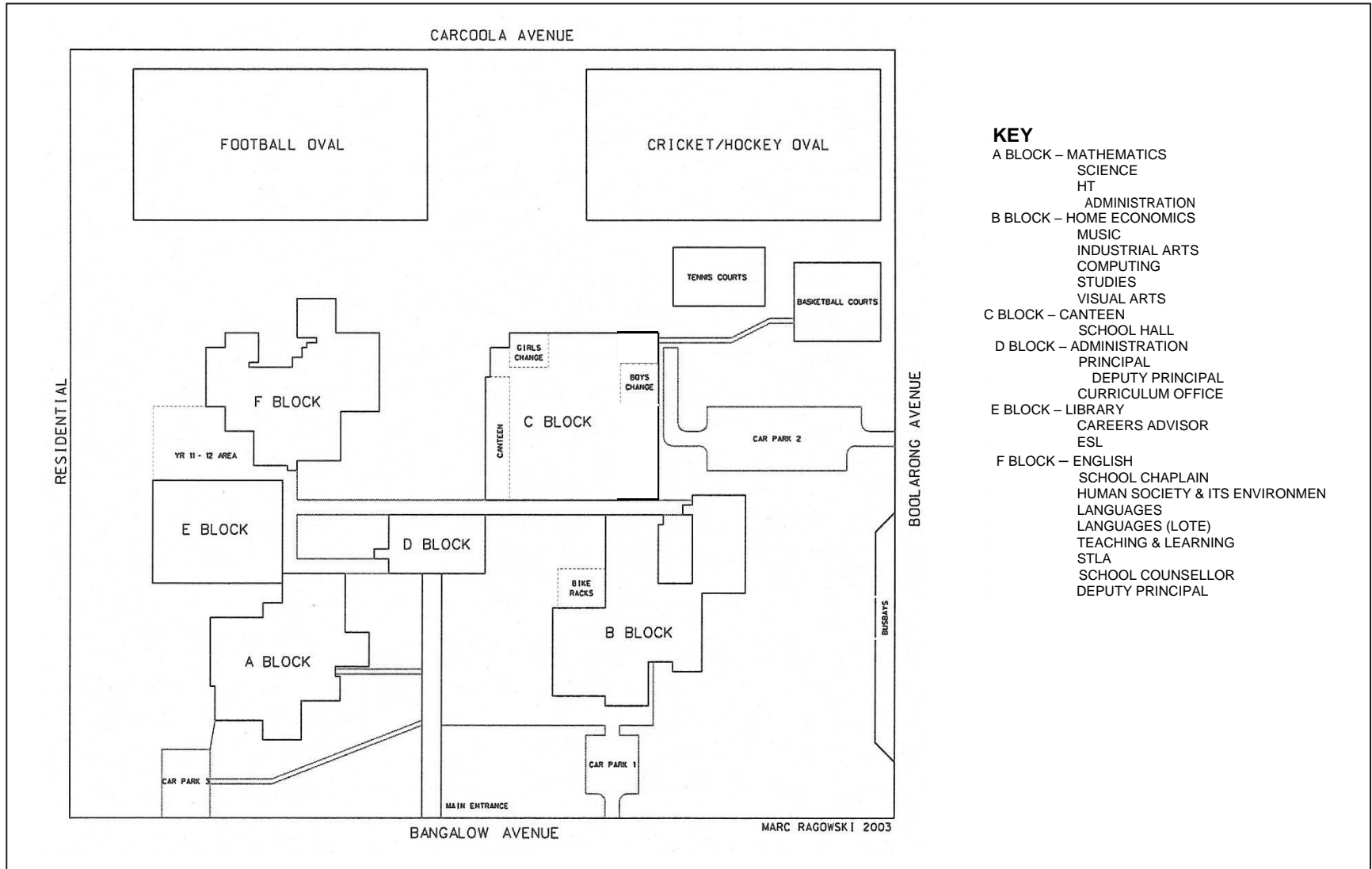
<b>Monday, Thursday, Friday</b>		<b>Tuesday</b>		<b>Wednesday</b>	
Period	Time	Period	Time	Period	Time
<b>Warning</b>	8:40	<b>Warning</b>	8:40	<b>Warning</b>	8:40
<b>1</b>	8:45 - 10:05	<b>1</b>	8:45 - 10:00	<b>1</b>	8:45 - 10:05
<b>Recess</b>	10:05 - 10:25	<b>Recess</b>	10:00 - 10:20	<b>Recess</b>	10:05 - 10:25
<b>2</b>	10:25 - 11:45	<b>2</b>	10:20 - 11:35	<b>2</b>	10:25 - 11:45
<b>3</b>	11:45 - 1:05	<b>3</b>	11:35 - 12:15#	<b>3</b>	11:45 - 1:05
<b>Lunch</b>	1:05 - 1:45	<b>Lunch</b>	12:15 - 12:55	<b>Lunch</b>	1:05 - 1:45
<b>4</b>	1:45 - 3:05*	<b>Year 7-10 Sport</b>	12:55 - 2:25*	<b>4</b>	1:45 - 2:30*

\* - indicates time students finish school each day

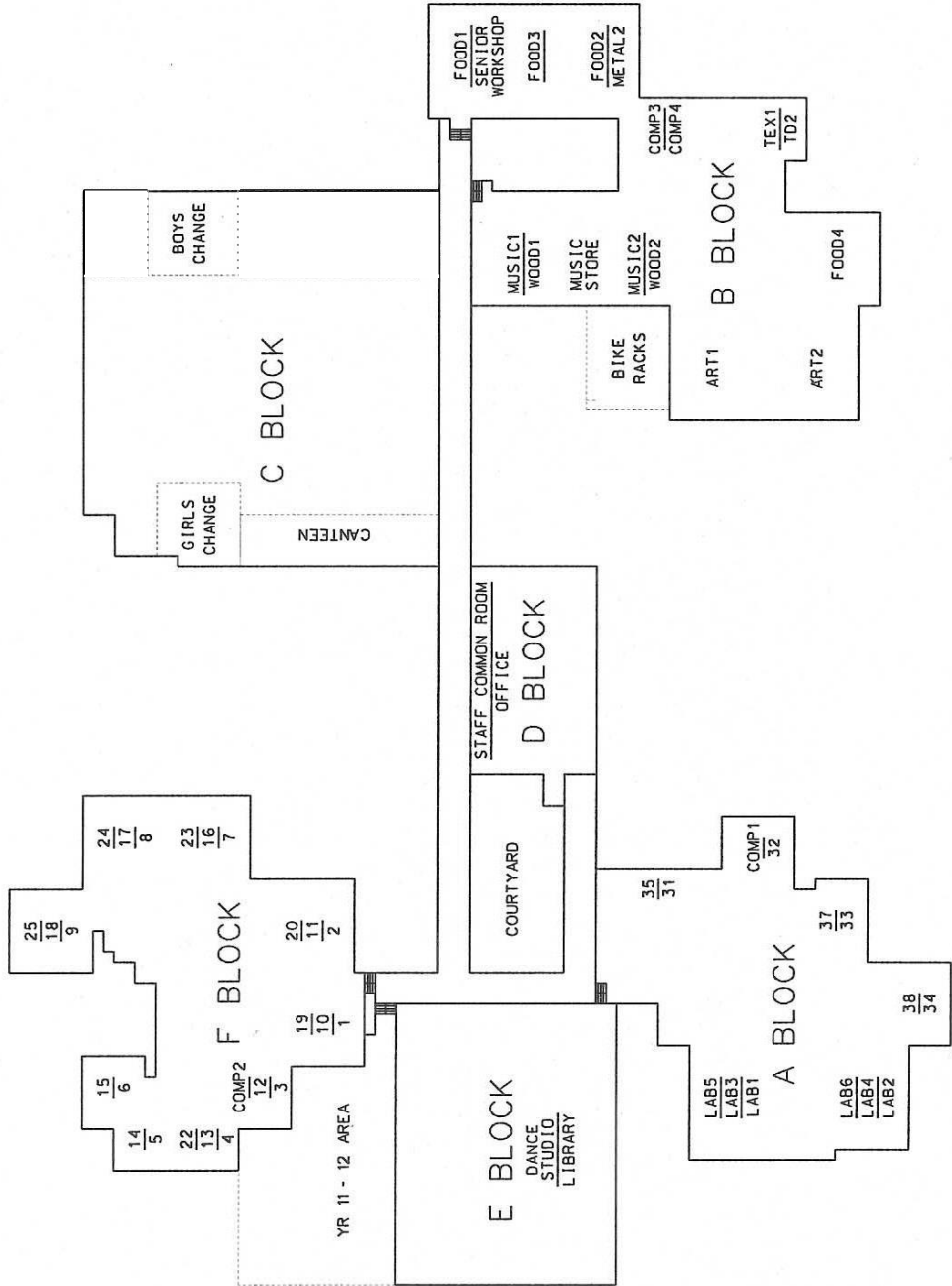
# - indicates time Year 11 & 12 finish on Tuesday

## BELL PATTERNS

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



# ROOM LOCATION PLAN



# PARENT/TEACHER/STUDENT INTERVIEWS

Parent interviews will run according to the guidelines set by the Department of Education and NSW Health

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.

# 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.

## **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.



# POSITIVE RELATIONSHIPS, POSITIVE OUTCOMES (PRPO)

PRPO is the MHS' guiding principle that has been developed in line with evidence from the What Works Best document. The initiative was developed in consultation with teachers, non-teaching staff, parents and students. Further it aims to support staff to enhance effective, evidence-based practices in teaching and learning. Through enabling positive relationships, all students are provided with opportunities to become empowered, responsible, active and generous citizens.

Moorebank High School staff build positive relationships with all students and parents/carers to achieve the best possible social and academic outcomes. To allow students to achieve positive outcomes, the school runs many PRPO programs such as

- ***The MyResilience Program***

- ***The MyStrengths Program***

- ***The MyFutures Program***

- ***The Care. Respect. Support. Program*** creates opportunities for students to discuss, prevent and address student bullying. The program is led by our student leaders in Peer Support and Prefect teams, focusing on building positive relationships and being an 'Upstander'.

- ***The Links to Learning Program*** allows participants to engage with group learning, learn life skills and build social confidence. Group sessions allow students to learn in a supportive environment and discuss real-life issues covering a wide range of topics whilst also building knowledge and strategies to overcome barriers that they identify.

- ***Effective classroom practice through PRPO*** – allows teachers to use our principle to deliver effective teaching and learning so that all students have positive social, academic and wellbeing outcomes while in the classroom. This includes using evidence based teaching and learning practices to ensure that every student can achieve positive outcomes.

# 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

## **Student Mobile Phone Policy - Yondr**

Mobile devices are not to be used during school hours. At the beginning of the school year, every student will be assigned a personal Yondr pouch, similar to being assigned a textbook. While the Yondr pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day.

### **Process**

**Entering the School Gates:** As students enter the school, they will:

- 1) Turn their phone off.
- 2) Unlock their empty Yondr pouch using an unlocking base at one of the school gates on either Caroola Ave, Bangalow Ave or Boolarong Ave.
- 3) Place their phone inside the pouch, securely close it and store in their backpack or pocket.

Each student will maintain possession of their mobile phone inside their Yondr pouch for the duration of the school day. Students arriving late are expected to follow the same policy.

**Exiting the School Gates:** As students exit the school at the end of the school day, they will:

- 1) Unlock their pouch using an unlocking base.
- 2) Remove their phone from their pouch.
- 3) Securely close their empty pouch and place it in their backpack for the next day.

### **Actions that Contravene our BRAVE Values**



#### **POUCH**

As a student enters school, they place their phone in their assigned Yondr pouch.



#### **SECURE**

The pouch is closed and secured. Each student keeps their pouch throughout the day.



#### **EXIT**

When leaving school, the student taps their pouch to an unlocking base to release their phone.

Below is a list of ways that student behaviour may contravene our BRAVE values. Each of these actions will result in the student's phone and/or pouch being confiscated by the school.

- 1) Physical damage to the pouch in an attempt to open the pouch or prevent its intended purpose. (For example, discoloration, pen marks, bent pin or stripped lock inside the pouch)
- 2) Forgetting or losing the pouch.
- 3) Being caught with a mobile phone that has not been placed into a pouch.
- 4) Using a phone during school hours.

## Disciplinary Action

### **Forgetting a Pouch:**

- If a student has forgotten their pouch they are to hand their phone to the front office for the duration of the school day.
- Multiple offenses will result in consequences in line with the school behaviour management policy.
- Students should leave their pouches in their bags.

### **Damage:**

- If a student has damaged their pouch their mobile device and pouch will be confiscated immediately. Failure to abide by this instruction may result in a suspension.
- Parents will be contacted to inform them of the breach of school rules.
- **First Occasion:** the student will be allowed to take the phone home at the end of the day and a pouch replacement fee of \$15 will be invoiced. The student will not be able to have their phone at school until their replacement pouch has been paid for and issued.
- **Second Occasion:** On the second occasion, the student will not be allowed to collect their phone until a meeting between the deputy principal, the student and a parent/caregiver occurs. The student may be suspended for continued disobedience.

### **Failure to Place Phone in Pouch:**

- The phone and pouch will be confiscated immediately. Failure to abide by this instruction may result in a suspension.
- **First Occasion:** The student will be issued with a formal caution and be allowed to take their phone home at the end of the school day.
- **Second Occasion:** The student's parents/caregiver will need to attend the school to collect the phone and their child. The student will not be allowed to return to school until a meeting with the deputy principal has taken place. This may result in a suspension for continued disobedience.

## Monitoring

A member of the executive staff will undertake spot checks of student pouches and bags throughout the year to ensure compliance with the Student Mobile Phone Policy - Yondr.

### **Process:**

1. A member of the executive will enter the classroom and ask all students to put their pouched phones on the table.
2. The staff member will unlock the pouches with a portable unlocking base to check them for damage.
3. The staff member will request to search the bag of any student who indicates that they do not have a phone on them and/or who are suspected of having an additional device that is not pouched.
4. Students found with a mobile device that is not pouched will face disciplinary action.
5. Students who refuse a bag check will be escorted from the class to the front office and parents will be called.

# 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.

# UNIFORM CHECKING PROCEDURES

1. Every period, your teacher will check uniform. Students out of uniform will be marked down on Sentral.
2. Students not wearing school uniform will be issued TWO warnings. Warning 1 (yellow slip) for the first time out of uniform, warning 2 (orange slip) for the second time.
3. Students who continue to not wear school uniform, after the second warning, will receive an after-school detention (red slip)
4. Students who do not report to after school detention will receive a formal caution.
5. Students who continue to not wear the correct school uniform after being issued a formal caution, will be suspended for *continued disobedience*.

# 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 brought 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](http://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 given a coloured slip. If you received 2 slips, the this one will be a lip notifying you of an after school detention. Should you continue to not wear school uniform, further disciplinary actions such as formal cautions and suspensions will be issued.

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. During the COVID 19 pandemic, all parents are not permitted on school ground, unless notified by executive. 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. During the CPVID 19 Pandemic, no parents or carers are permitted on school grounds, unless they have been notified to do so by a member of the executive team.

## **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. Newsletters will be published one a term. Parents and are carers are encouraged to regularly check their email as this one of our main sources of communication with parents and carers.

## **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 25	Jan 26	Jan 27	Jan 28	Jan 29
			Staff Development Day	Staff Development Day	Yr 7 first day
Week 2	Feb 01	Feb 02	Feb 03	Feb 04	Feb 05
	My Strengths year 7		My Strengths year 7		Year 7 Peer Support Day
Week 3	Feb 08	Feb 09	Feb 10	Feb 11	Feb 12
	School Carnival	Swimming Birrong			
Week 4	Feb 15	Feb 16	Feb 17	Feb 18	Feb 19
					School Photo Day
Week 5	Feb 22	Feb 23	Feb 24	Feb 25	Feb 26
		Year 10 Vaccinations	Year 7 Camp	Year 7 Camp	Year 7 Camp
Week 6	Mar 01	Mar 02	Mar 03	Mar 04	Mar 05
Week 7	Mar 08	Mar 09	Mar 10	Mar 11	Mar 12
				Selective High School/ Opportunity Class Tests	
Week 8	Mar 15	Mar 16	Mar 17	Mar 18	Mar 19
					Harmony Day
Week 9	Mar 22	Mar 23	Mar 24	Mar 25	Mar 26
				Year 7 Vaccinations	
Week 10	Mar 29	Mar 30	Apr 21	Apr 01	Apr 02
				Last Day Term 1	Good Friday

# YEARLY / TERM PLANNER 2

Term 2	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Apr 19	Apr 20	Apr 21	Apr 22	Apr 23
	Staff Development Day Term 2	Student's Return			
Week 2	Apr 26	Apr 25	Apr 28	Apr 29	Apr 30
Week 3	May 03	May 04	May 05	May 06	May 07
		NAPLAN	NAPLAN	NAPLAN	NAPLAN Catch Up
Week 4	May 10	May 11	May 12	May 13	May 14
		NAPLAN	NAPLAN	NAPLAN	
Week 5	May 17	May 18	May 19	May 20	May 21
Week 6	May 24	May 25	May 26	May 27	May 28
Week 7	May 31	Jun 01	Jun 02	Jun 03	Jun 04
Week 8	Jun 07	Jun 08	Jun 09	Jun 10	Jun 11
Week 9	Jun 14	Jun 15	Jun 16	Jun 17	Jun 18
	Queen's Birthday Holiday				
Week 10	Jun 21	Jun 22	Jun 23	Jun 24	Jun 25
					Last Day Term 2



# YEARLY / TERM PLANNER 3

Term 3	Monday	Tuesday	Wednesday	Thursday	Friday
<b>Week 1</b>	<b>Jul 12</b>	<b>Jul 13</b>	<b>Jul 14</b>	<b>Jul 15</b>	<b>Jul 16</b>
	Staff Development Day 3	First Day of Term 3. All students return			
<b>Week 2</b>	<b>Jul 19</b>	<b>Jul 20</b>	<b>Jul 21</b>	<b>Jul 22</b>	<b>Jul 23</b>
	Year 10 Work Experience	Year 10 Work Experience SSW Athletics	OC Placement Test Year 10 Work Experience SSW Athletics	Year 10 Work Experience	Year 10 Work Experience
<b>Week 3</b>	<b>Jul 26</b>	<b>Jul 27</b>	<b>Jul 28</b>	<b>Jul 29</b>	<b>Jul 30</b>
	Year 12 Non-assessment week			Year 10 My Strengths	Year 10 My Strengths
<b>Week 4</b>	<b>Aug 02</b>	<b>Aug 03</b>	<b>Aug 04</b>	<b>Aug 05</b>	<b>Aug 06</b>
	Yr 12 Formal Assessment Period	Yr 12 Formal Assessment Period	Yr 12 Formal Assessment Period	Yr 12 Formal Assessment Period	Yr 12 Formal Assessment Period
<b>Week 5</b>	<b>Aug 09</b>	<b>Aug 10</b>	<b>Aug 11</b>	<b>Aug 12</b>	<b>Aug 13</b>
	Yr 12 Formal Assessment Period	Yr 12 Formal Assessment Period	Yr 12 Formal Assessment Period	Yr 12 Formal Assessment Period	Yr 12 Formal Assessment Period
<b>Week 6</b>	<b>Aug 16</b>	<b>Aug 17</b>	<b>Aug 18</b>	<b>Aug 19</b>	<b>Aug 20</b>
<b>Week 7</b>	<b>Aug 23</b>	<b>Aug 24</b>	<b>Aug 25</b>	<b>Aug 26</b>	<b>Aug 27</b>
	Yr 11 Non Assessment Week				
<b>Week 8</b>	<b>Aug 30</b>	<b>Aug 31</b>	<b>Sep 01</b>	<b>Sep 02</b>	<b>Sep 03</b>
	Year 11 Yearly Exams Week				
<b>Week 9</b>	<b>Sep 06</b>	<b>Sep 07</b>	<b>Sep 08</b>	<b>Sep 09</b>	<b>Sep 10</b>
	Year 11 Yearly Exams Week				Year 11 Exams conclude
<b>Week 10</b>	<b>Sep 13</b>	<b>Sep 14</b>	<b>Sep 15</b>	<b>Sep 16</b>	<b>Sep 17</b>
	Yr 11 Cross Roads	Yr 11 Cross Roads	Year 12 Graduation rehearsal & BBQ lunch Yr 11 Cross Roads	Yr 12 Graduation Yr 11 Cross Roads	Last day Term 3 Yr 11 Cross Roads

# YEARLY / TERM PLANNER 4

Term 4	Monday	Tuesday	Wednesday	Thursday	Friday
Week 1	Oct 04	Oct 05	Oct 06	Oct 07	Oct 08
	Labour Day	First Day of Term 4. Staff and students return Year 10 Assessment Period commence			Year 10 Assessment Period concludes
Week 2	Oct 11	Oct 12	Oct 13	Oct 14	Oct 15
Week 3	Oct 18	Oct 19	Oct 20	Oct 21	Oct 22
Week 4	Oct 25	Oct 26	Oct 27	Oct 28	Oct 28
Week 5	Nov 01	Nov 02	Nov 03	Nov 04	Nov 05
Week 6	Nov 08	Nov 09	Nov 10	Nov 11	Nov 12
		Year 12 Formal			
Week 7	Nov 15	Nov 16	Nov 17	Nov 18	Nov 19
Week 8	Nov 22	Nov 23	Nov 24	Nov 25	Nov 26
	Yr 10 Camp	Yr 10 Camp 6-7 Orientation Day	Yr 10 Camp		
Week 9	Nov 29	Nov 30	Dec 01	Dec 02	Dec 03
Week 10	Dec 06	Dec 07	Dec 08	Dec 09	Dec 10
Week 11	Dec 13	Dec 14	Dec 15	Dec 16	Dec 17
				Last day students	

## WHAT SHOULD I DO IF I AM .....

<b>Late to school?</b>	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.
<b>Late to class?</b>	Have a "Late Note" signed by the teacher or person with whom you were delayed.
<b>Out of class?</b>	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. <b>No other reason is acceptable.</b>
<b>Sick or had an accident?</b>	Teacher writes a note to allow you to go to the front office who may phone your parent / caregiver. <b><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></b>
<b>To leave early?</b>	Report to the front office (except for Tuesday where you report to the Sport Coordinator) <b>before</b> 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. <b><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></b>
<b>Absent?</b>	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 <b>first</b> 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.
<b>Unable to play sport?</b>	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.
<b>Absent for an assessment task?</b>	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:*

***I have family relationship problems, (including conflict at home), or if I am depressed, extremely stressed or anxious about life?***

You may choose to see either your:

- Year Adviser
- School Counsellor
- Student Support Officer
- Head Teacher Wellbeing

***Where do I find help?***

**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.

**Careers Adviser:**

Mr Lewis

**Year Advisers:**

Year 7 Mr Theodorou

Year 8 Mr Chan

Year 9: Ms Matic

Year 10: Mr Lewis

Year 11: Ms Bratic

Year 12: Ms Matos

***I am having conflict with people at school?***

You may choose to see either:

- Year Adviser
- Year Adviser Girls
- Student Support Officer
- Head Teacher Wellbeing
- Deputy Principal

**Student Support Officer**

Stacey Hurst (Dance room)

**English as a Second Language:**

Ms Paring (Library)

**Anti-Racist Contact Officer:**

Ms Paring (Library)

**Head Teacher – Teaching and Learning**

Ms Paring (Library)

**Head Teacher – Secondary Studies**

Ms Cooper (Rm 12)

**Head Teacher – Student Wellbeing:**

Ms Rombi

**Deputy Principals**

Year 9 & 11– Miss Baghdadi & Miss Skelton (Bottom F Block)

Year 8 & 12 – Miss Griffin (Top F block)

Year 7 & 10 – Mr Sansom (Level 1, Administration)

**Learning and Support Teachers:**

Ms S. Slater (Rm 12) & Ms Edwards (CAPA)

**Stage 6 Support**

Lisa Tierney (Library)

**Bully Box & SRC Suggestion Box**

Located in the school library

Students may anonymously provide details about bullying behaviour or suggestion to improve the school

***I am being bullied or harassed (including name calling or racial discrimination)?***

You may choose to see either:

- Anti-Discrimination Officer
- Classroom Teacher
- Teacher / Head Teacher on duty
- Peer Mediation Coordinator
- Year Adviser
- Deputy Principal

# The Wellbeing Team

## **Below is an outline of who you should contact for wellbeing matters**

When to go to your Year Adviser:

- You are having friendship issues and need help to resolve them
- You believe you or a peer are being bullied
- You would like to talk to someone about personal/family issues
- You would like a referral to the Counsellor/Student Support Officer/other support services
- You are feeling overwhelmed and need assistance with time management, organisation, etc.
- You are concerned about your school work and need someone to advocate for you

When to see the Head Teacher Student Wellbeing:

- You have serious concerns about the safety of yourself or a peer
- You have a health condition that requires emergency care
- You have already seen your Year Adviser about an issue above and were not happy with the response.
- You could not find your Year Adviser for the above issues and need assistance immediately
- You would like a referral to the counsellor

When to see the Student Support Officer (SSO)

- You have tried to contact your year advisor and have been unsuccessful
- You have already seen your Year Adviser about an issue above and were not happy with the response.
- You would like a referral to the counsellor
- Your year advisor has referred you to the SSO

# 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:

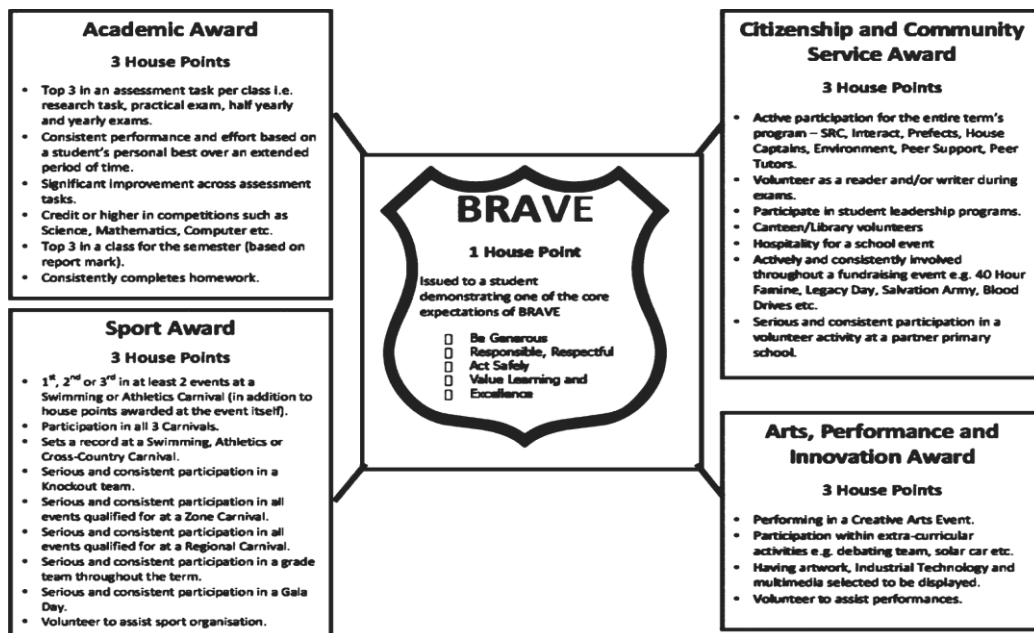
- promote positive relationships that respect and accept individual differences and diversity within the whole school community
- contribute to the development of the Anti-bullying Plan and support it through words and actions
- actively work together to resolve incidents of bullying behaviour when they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

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



GENERAL	SPORT UNIFORM
<p align="center"><b>JUMPER / SLOPPY JOE</b></p> <p>Maroon v-neck - plain, no prints, logos, brand names (as per supplier only – must have school logo).</p>	<p align="center"><i>Compulsory for all students and all PDHPE elective classes.</i></p>
<p><b>JACKET</b></p> <p>Maroon School Jacket (as per supplier only).</p>	<p><b>SHORTS</b></p> <p>Monogrammed maroon shorts (as per supplier).</p>
<p><b>SOCKS</b></p> <p>White – ankle length (no stripes or logos)</p>	<p><b>SHIRT</b></p> <p>Maroon shirt – with school logo (as per supplier).</p>
<p><b>SHOES</b></p> <p>Sturdy ALL Black Leather which cover the whole foot (no white or other colours)</p>	<p><b>SHOES</b></p> <p>Sports shoes / runners / joggers NOTE: only to be worn during sport or the PE lesson.</p>
<p><b>BELTS</b></p> <p>Narrow black belt (no other colours, no studs, no tassels)</p>	<p><b>TRACK SUIT PANTS</b></p> <p>Maroon track suit pants (as per supplier only).</p>
<p><b>TIES</b></p> <p>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.</p>	

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

# 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

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

In addition to the BYO Device students should also have

<b>USB drive</b>	For backup and file submission.
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