

INFORMATION HANDBOOK FOR STUDENTS AND PARENTS 2024



SEFTON HIGH SCHOOL

Sincerity, Scholarship, Service

INFORMATION HANDBOOK FOR STUDENTS AND PARENTS 2024

AIMS

The aims of this Handbook are

- To **give students and parents information** which will help students throughout the year to achieve their best and be successful at Sefton High School.
- To inform students and their parents of **procedures and rules** that are essential for the organization and functioning of Sefton High School.

SEFTON HIGH SCHOOL

Sincerity, Scholarship, Service

VISION STATEMENT

Sefton High School aims to continually improve its vision of excellence in education for all of our students. Sefton High School consistently insists upon high expectations of the whole school community, providing a structured, disciplined and high quality teaching and learning environment which fosters excellent standards of academic achievement and student wellbeing. This provides opportunities for students to become as confident, successful learners ready to engage in lifelong learning and meaningful employment and to contribute to our society as informed, responsible and productive citizens who display the values of integrity, responsibility and respect for all.

SCHOOL CONTEXT

Sefton High School, established in 1961, is a co-educational partially selective (50/50) school in South Western Sydney. Presently there are 1099 students, balanced evenly between the genders. In 1989 the school became academically selective, so, in addition to community students, each new Year 7 cohort includes 88 students selected on the basis of academic performance as determined by the Department of Education High Performing Students Unit's testing. Sefton High School is characterised by a traditional school structure within which there is dynamic and responsive teaching and learning. At this school most students complete the HSC. Students who wish to take up an earlier vocational and/or further education pathway are given individual support to do so.

Students come from diverse cultural, linguistic and socio-economic backgrounds to form an harmonious and vibrant student body. Families are highly aspirational in terms of their children's education and futures and strongly supportive of the school's ethos and directions as articulated in the Sefton High School Vision Statement. This school is characterised by a focus on high expectations of all and quality teaching and learning in a highly structured and disciplined learning environment. This results in excellent standards of attendance, academic achievement, conduct and personal development.

Sefton High School students consistently demonstrate significant growth in literacy and numeracy skills and excellent levels of achievement in the HSC. Over 90% of students completing the HSC at this school subsequently take up tertiary studies in a wide range of courses.

While at this school, students successfully engage in a range of sports and demonstrate enthusiasm in their participation in Swimming, Athletics and Cross Country Carnivals at House, Zone, Regional and State levels. There are also knockout teams and House Competitions held throughout the year in a number of sports.

Leadership opportunities are available through Prefects, SRC, House Leadership positions and Year Group activities. A range of co-curricular activities is available and many students enjoy engagement in student-generated initiatives throughout the year which develop their social awareness while raising funds for charities of their choice. Participation in course-related external competitions is encouraged. Camps are held for students in Years 7, 9 and 11 to enhance social skills and school cohesion through group activities. Commitment, achievement and service by students in all aspects of school life are acknowledged during the year through an award system accessible to all students. This school has a strong overall focus on enacting the core values reflected in its motto of *Sincerity, Scholarship, Service*.

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Information about Sefton High School

School Emblem



Address

41-43 Hector Street, Sefton NSW 2162
PO Box 416
Chester Hill NSW 2162

Telephone Number

9644 4800

School Motto

Sincerity, Scholarship, Service

Email

sefton-h.school@det.nsw.edu.au

Website

<http://www.seftonhigh.nsw.edu.au>

Facebook

<https://www.facebook.com/SeftonHSOfficial/>

Instagram

seftonhsofficial

School Hours for Students

School hours for all Year groups are as follows:

Monday and Tuesday 8.45am to 2.30pm

Wednesday, Thursday and Friday 8.45am to 3.10pm

Key Personnel

Principal

Mr K Humphreys

Deputy Principals

Mr T Mortimer
Mr B Dimopoulos

Head Teachers

English

Mr T Robinson

Mathematics

Ms Z Najem

Science

Mr G Miller

PDHPE / Sport

Vacant

History / LOTE

Ms M Konstantaras

Social Sciences / Music

Mrs U Chandra

TAS / Visual Arts

Mr J Siu

Student Welfare

Mr M Beggs

Teaching and Learning

Ms C Irvine

Administration

Ms M Simic

Secondary Studies

Mr B Atton

Secondary Studies

Ms K Holt

School Operations

Mr B Atkinson

Year Advisers

Year 7 Ms E Brown

Year 10 Mr S Holt

Year 8 Ms J Truong

Year 11 Ms S Alali

Year 9 Ms L Madrajat

Year 12 Ms L Wood

School Psychologists

Ms H Roberts, Ms B Nocera

School Administrative Manager

Ms A Hope

School Administrative Officers

Ms T Donovan

Ms D Smith

Ms Y Lai

Ms J Stone

Ms K McManus

Ms C Sullivan

Ms S Parker

Ms J Wilbers

Ms D Saveski

Ms H Zafirovska

First Aid Officers

Ms K McManus

Ms J Wilbers

General Assistants

Mr P Coghlan, Mr J Wolter

Curriculum

In Years 7 and 8 every student studies the same courses. These courses are listed below with the number of periods in our two week cycle (10 days).

➤ English 6	➤ English 5	➤ English 6	➤ English 6
➤ Mathematics 6	➤ Mathematics 5	➤ Mathematics 6	➤ Mathematics 6
➤ Science 5	➤ Science 5	➤ Science 6	➤ Science 6
➤ History 3	➤ History 3	➤ History 2	➤ History 3
➤ Geography 3	➤ Geography 3	➤ Geography 2	➤ Geography 3
➤ PD/H/PE/Sport 5	➤ PD/H/PE/Sport 5	➤ PD/H/PE/Sport 6	➤ PD/H/PE/Sport 4
➤ Study Skills 2	➤ Technology 4	➤ Elective 1 5	➤ Elective 1 5
➤ Technology 4	➤ Language 4	➤ Elective 2 5	➤ Elective 2 5
➤ Music 2	➤ Visual Arts 2		
➤ Visual Arts 2	➤ Music 2		

- In Years 9 and 10, two of the subjects studied are elective subjects.
- In Years 11 and 12, English is compulsory and all other subjects are elective subjects.
- The times of the timetable are set out below. Times are the same for both Weeks A and B.
- A transition bell will sound at the start of each period.
- A late bell will be rung 3 minutes into each period.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	ASSEMBLY
Pd 1	8.45 – 10.10	8.45 – 10.10	8.45 – 10.10	8.45 – 10.10	8.45 – 10.10	8.45 – 10.00
						10.00 – 10.40
Break 1	10.10 – 10.25	10.10 – 10.25	10.10 – 10.25	10.10 – 10.25	10.10 – 10.25	10.40 – 10.55
Pd 2	10.25 – 11.45	10.25 – 11.45	10.25 – 11.45	10.25 – 11.45	10.25 – 11.45	10.55 – 12.05
Break 2A	11.45 – 12.00	11.45 – 12.00	11.45 – 12.00	11.45 – 12.00	11.45 – 12.00	12.05 – 12.20
Break 2B	12.00 – 12.15	12.00 – 12.15	12.00 – 12.15	12.00 – 12.15	12.00 – 12.15	12.20 – 12.35
Pd 3	12.15 – 12.55	12.15 – 12.55	12.15 – 1.35	12.15 – 1.35	12.15 – 1.35	12.35 – 1.45
Break 3	12.55 – 1.10	12.55 – 1.10	1.35 – 1.50	1.35 – 1.50	1.35 – 1.50	1.45 – 2.00
Pd 4	1.10 – 2.30	1.10 – 2.30	1.50 – 3.10	1.50 – 3.10	1.50 – 3.10	2.00 – 3.10

Summary of Annual School Charges 2024

Year	General Service Charge	Course Charges	IT Access Charge	Workshops	Overnight Camp
7	\$110	\$50 Mandatory Technology \$15 PDHPE \$30 Music Program Stage 4 Visual Arts \$15 Sport \$25	\$30	\$10 Wellbeing Workshop	\$365 approx
8	\$110	\$50 Mandatory Technology \$30 Visual Arts	\$30	\$10 Wellbeing Workshop	
9	\$110	By elective subject	\$30	\$10 Wellbeing Workshop	\$300 approx
10	\$110	By elective subject	\$30	\$10 Wellbeing Workshop	
11	\$110*	By elective subject	\$30	\$12 Study Skills	\$205 approx
12	\$110	By elective subject	\$30		

*In Year 11, there is an **additional \$140 Text Book Charge** which is refundable at the end of Year 12 when the text books are returned in good condition.

Attendance and Punctuality

Registering Attendance

Attendance is recorded for Years 7-10 for the school's attendance register at the start of Period 1. Attendance is marked in all periods.

Senior Flexible Start

If students have an authorised late start (ie after Period 1) he/she must register their attendance **by 10.20 am**. Failure to sign in will result in **a record of absence for the day**.

If students arrive at school **during Period 1 but before 10.00 am, he/she must sign in the Library** before commencing their private study work.

Lateness

If students are late he/she must line up outside the administration block, when called enter then log in to record attendance then **report to a Deputy Principal**. Students must not attend classes without registering. Punctuality matters in life both at school and beyond school and any lateness is recorded on a student's attendance record. Consequences apply for students who are persistently late for school.

Persistent Lateness

- Students will be placed on After School Detention for an unjustified lateness on the third occasion.
- This process will be repeated for continuous unjustified lateness, and include further consequences including Parent Interview and a Formal Caution (Pre Suspension Warning).

Truancy

It is **every student's responsibility to attend each and every lesson**. If students do not, the fractional (period) truancy will be recorded on his/her attendance record. This includes private study periods. Students who leave the school grounds without permission will be marked as truant.

Early Leave

- **Students must take a note** requesting permission to leave school early **to the Deputy Principal / Principal before school**. Please note that medical and dental appointments and driving tests should be scheduled outside school time.
- The student will be issued an **Early Leaver's Pass** to show teachers when leaving. Students must **keep** this pass to show to bus drivers or police or anyone else who has a right to know why the student is not in school until 3:10 pm.
- An application for early leave **on an excursion or alternate departure point** must be in writing from a parent and discussed with the Deputy Principal.

Years 11 and 12 Completion of Timetabled Periods

- If students have an **Early Finish** he/she must leave school when he/she has completed timetabled classes unless students are working in the Library, in which case he/she must sign on in the Library. Students must have returned a signed **parental permission note** to be allowed to leave the school.
- Student finishing times are shown on his/her **timetable** which can be shown to anyone who needs to know why students are not at school between 8.45 am and 3.10 pm.

Years 11 and 12 Absent Teacher

- In Period 1 students must **wait at the room until the roll has been marked. If a replacement teacher is not assigned to that class students must then sign on in the Library**.
- If a student's teacher is absent **in the final timetabled lesson** and no replacement teacher has been allocated **for that period, students may go home** provided he/she has returned a signed parental permission note allowing the student to leave the school. Before leaving, students must **check with the relevant Head Teacher** to collect any work.
- Students must sign out with their allocated Deputy Principal before leaving school premises. Students who fail to do this will be marked as a truant.

Years 11 and 12 Private Study Periods

- **These are for private study. Students must be in the Library and attendance is registered.** Absence from the Library during a private study period is truancy.
- If students have not returned a signed parental permission note he/she must be at school for the whole day.
- Students **are to remain at school at all times between their first and last timetabled lesson.** Students are **not** to leave the school for any reason for any length of time. Doing so **will be recorded as truancy.** Students will also be issued with an after school detention.

Absences

- When students are absent **parents must explain the absence by notifying the school within 7 days,** otherwise the student's Attendance Record will show an unjustified absence.
- **If students are absent for three continuous days or more,** a parent should notify the school to explain this absence with documentation.
- The Department of Education expectation is that it is in a student's best interests to attend school every day and **not take extended leave** eg for holidays or travel during term time. If a parent is of the view that there is an urgent and/or essential reason for a student to be absent for the purpose of travel during term he/she must apply well in advance. Parents must complete this application on the prescribed form available from the office and hand it to the Principal. DoE rules will be used to determine whether it is approved. The major criterion the Principal is required to consider is whether the absence will be in the student's best interests. In most cases **it is not in the student's best interests to miss any school lessons.** If approval is given the student will be given a Certificate of Extended Leave. The student absence is recorded as Leave - Justified. If approval is not given and a student goes, this will be recorded as Absent – Unjustified.

Reporting on Attendance and Punctuality

- A student's attendance will also be checked each half term and reported to **parents.**
- A computer printout of attendance will be **attached to the School report.**
- Student's will also receive a **Merit Certificate** for each term that they have perfect attendance and a **Credit Certificate,** in addition, if they have perfect attendance for the four terms.

Homework and Application to Study

Exercise Book and A4 Binder Book Rules

- These expectations are sent out to all parents at the end of each school year and are drawn to the attention of each cohort at the **Day 1 meeting** of each of Years 7 to 12 by the Deputy Principal running that Year Meeting.
- **All teachers will regularly remind students of the school's rationale for excellence and organisation in bookwork and check students' books at the start of the course** to ensure that they are properly set up by the end of Week 2. Teachers will continue to insist on the **maintenance of the standards** set out below throughout the year.

Student Classwork Books Must

- be covered with a **durable cover** and covers are to remain **pristine** for the year.
- have his/her **name, class, teacher's name and the course** clearly displayed on the front.
- **not** be spiral bound except for a Mathematics Grid book and Visual Arts Process Diary.
- **be brought to every lesson.**

Students must, unless otherwise directed by the teacher

- Have a **separate book** for each course.
- Complete **all work** to the best of their ability.
- Rule a **2cm margin** on each page.
- Write in **blue or black pen** only (no pencil).
- Use a pencil for **diagrams, graphs and maps**.
- **Write the date** at the start of each day's work or in the margin next to the start of the day's work.
- Have a **heading** for each topic/piece of work and **underline** all headings.
- Copy down the **Learning Intentions and Success Criteria** each lesson.
- Keep his/her work and all sheets issued in **correct sequence**. Sheets must be **glued** into the book.
- **Correct all spelling mistakes.**
- **Complete all work missed** when absent from school or class.
- **Keep the book** until the end of the course.

Class Teachers will

- **check student's books regularly** to ensure that each student is following these rules.
- **require** students to **redo any work** that is not of a **satisfactory standard**.
- **recognise excellent bookwork** with a Merit Certificate.
- **Use the Bookwork Criteria slip below to record these results.**

SEFTON HIGH SCHOOL

BOOKWORK CRITERIA

	Y	N
• Book is covered with name, course etc	<input type="checkbox"/>	<input type="checkbox"/>
• The 5P's rule sheet glued in	<input type="checkbox"/>	<input type="checkbox"/>
• Title pages complete if required	<input type="checkbox"/>	<input type="checkbox"/>
• Margin on all pages	<input type="checkbox"/>	<input type="checkbox"/>
• Headings underlined/distinguished	<input type="checkbox"/>	<input type="checkbox"/>
• Learning Intentions and Success Criteria for all lessons	<input type="checkbox"/>	<input type="checkbox"/>
• All work dated	<input type="checkbox"/>	<input type="checkbox"/>
• All work complete	<input type="checkbox"/>	<input type="checkbox"/>
• All worksheets in order and glued in	<input type="checkbox"/>	<input type="checkbox"/>
• Spelling errors corrected	<input type="checkbox"/>	<input type="checkbox"/>
• Neatly presented	<input type="checkbox"/>	<input type="checkbox"/>
• All work corrected (Maths)	<input type="checkbox"/>	<input type="checkbox"/>

COMMENTS

Unsatisfactory Satisfactory Excellent
Standard Standard Standard

Teacher's Signature _____ Date _____

The Head Teacher Will

- check your book several times each year.

The Principal Will

- record **unsatisfactory bookwork** on the Individual Student Profile.
- notify **parents** of unsatisfactory bookwork.

The Importance of Legible Handwriting

- **It is essential** that students write legibly at all times.
- **Legible writing can be easily read by someone who did not write it.** Illegible includes very small writing.
- **Overall meaning is lost when a marker has to scrutinise every word and this will impact very negatively on marks, including in the HSC.**
- The NSW Education Standards Authority emphasises that handwriting is important.
 - Despite ongoing advances in technology and the impacts on education, writing remains central to the work of a student. It is how students are assessed. It is how students demonstrate what they know and understand, whether in a History essay, a Science report, or a PowerPoint presentation.

- Recent research has identified significant benefits of writing in learning. These include
 - training the brain to operate efficiently by increasing the neural activation of multiple areas of the brain
 - corresponding advances in reading. Put simply, the better we write, the better we read. This relationship also works in reverse; we know that the more students read, the better their writing skills become
 - stimulation of creativity. It is a slower process to write by hand than it is to type, allowing the writer to develop ideas. As students begin to learn and hand write 'automatically', their brain is freed to process content
 - cognitive improvements, including increased word recognition and memory retention, and
 - increased focus and attention by 'writing it down' (serving as a mnemonic) to reinforce a memory or connection.

Textbooks

- Textbooks and reference books may be distributed for use during some classes.
- Some textbooks may be issued on loan to students for use at home.
 - **A record will be kept of which book is issued to students** and the student's name should be written in the book in the designated place.
 - **Students are expected to look after the book**, keeping it dry and clean, and carrying it in a suitable bag.
 - **Under no circumstances should anything be written in the book**, not even in pencil.
 - Students are responsible for any necessary minor repairs and for replacing the plastic cover when required.
 - The book must be **returned undamaged** after use.
 - If a book is damaged or lost, parents will be required to **pay for a replacement**.

Student Planner

- Students will be issued with a Student Planner at the start of the year. All students must have a Student Planner available in every lesson throughout the year.
- All homework, assignments and assessment tasks should be **recorded in the Student Planner**. Students are encouraged to also record achievements and awards.
- Parents can use it to communicate with class teachers. If a parent writes a message to a teacher it is **the student's responsibility** to bring it to the attention of the teacher.

Years 7-10 Book and Equipment Requirements

- Years 7-10 book and equipment requirements will be provided either on enrolment, or at the end of the school year for the following year.

Homework Guidelines at Sefton High School

General Guidelines

- Homework including practice exercises, preparatory homework, extension assignments or reviewing of class work will be set regularly by all teachers. **Teachers will instruct students to record all homework by writing in their Student Planner.**
- The **regularity of homework will vary from course to course** depending on the nature of the course.

- **Homework activities will vary according to the needs of the various courses** being studied. While some homework will consist of completing work begun in class and preparing for future lessons, students are likely to also be given work **to consolidate what they have learnt** and **to help them progress** to the next stage of their learning.
- Teachers will help students plan long term tasks and guide their completion. Major assignments and assessment tasks may be divided into smaller units which can be marked progressively.
- As a **guide** students in **Years 7-8** should be expected to spend an average five hours per week on school homework; students in **Years 9–10** an average of seven hours per week and **Year 11** students ten hours per week. Successful **Year 12** students usually spend much more than ten hours per week on homework and study.
- **In addition** to carrying out the homework set by teachers, students are expected to spend time at home **reviewing** the work they have learnt in class. This includes revision by reading, writing and practising.
- Any **incomplete or missed class work must be completed** in addition to homework within the time frame set by the teacher.

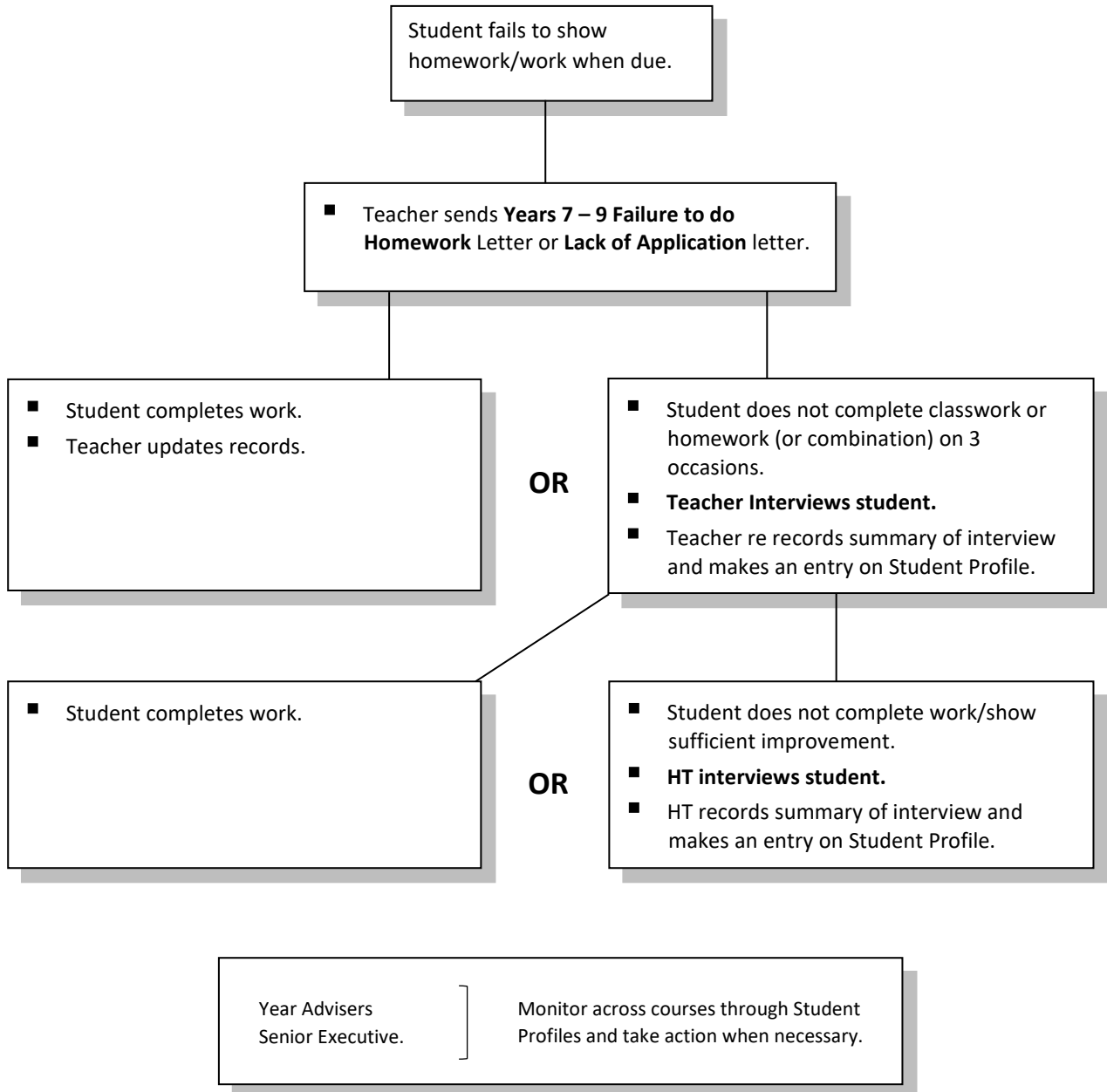
The Responsibilities of each student are to

- accept that homework is an integral part of their learning.
- bring their Student Planner to school, **have it available every period** and record all homework in it.
- complete homework within the given time frame.
- organise their time to ensure that sufficient time is given to produce quality homework within set deadlines.
- seek assistance from teachers and parents when difficulties arise.
- alert parents to homework expectations.
- show their homework to parents if appropriate.
- follow up on any missed homework and show the completed work to their teacher so that the teacher can adjust their records.
- catch up on any missed work when they return to school following an absence.

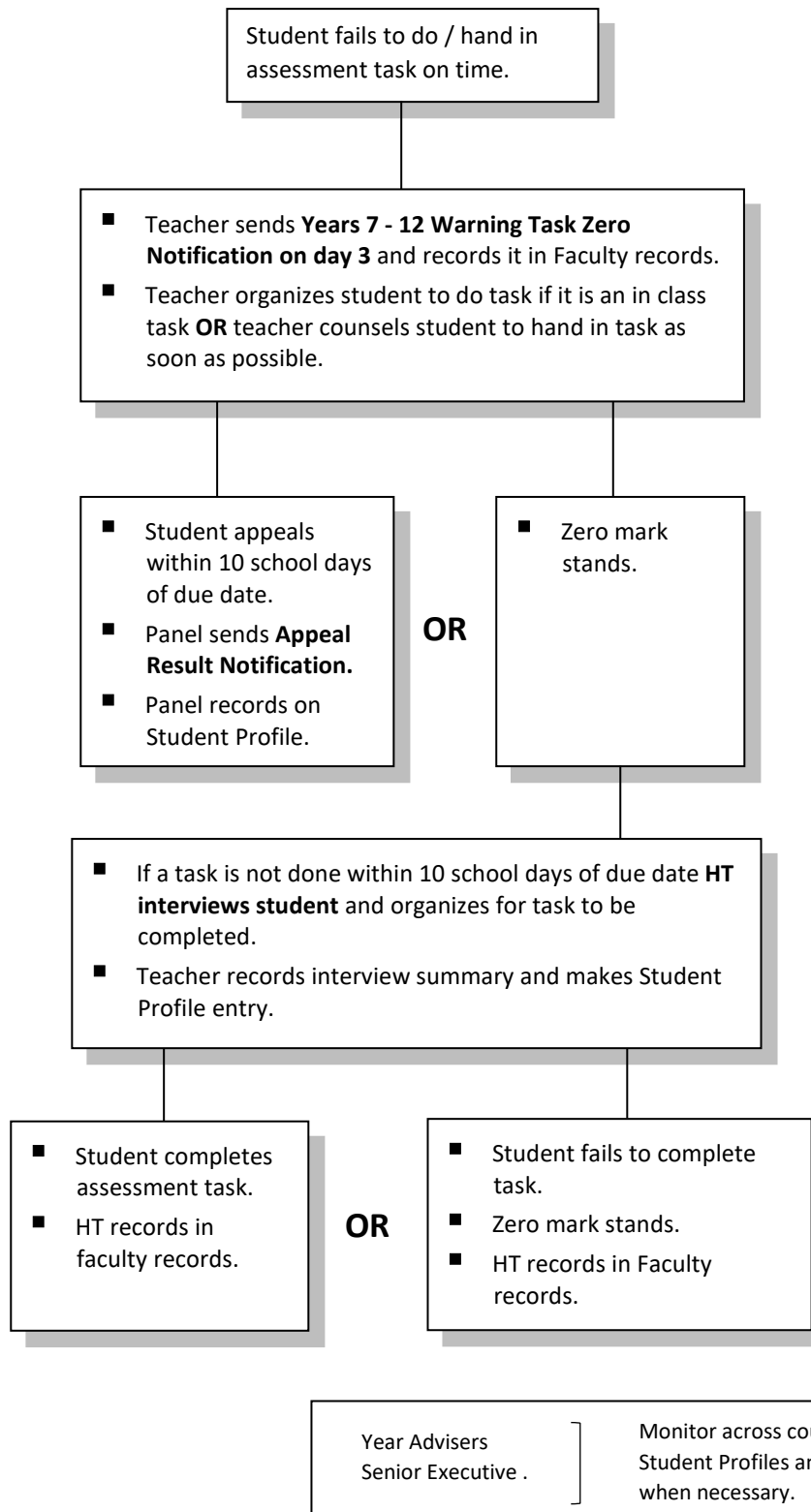
Parents can help by

- taking an active interest in homework eg by assisting students in accessing resources, asking students to show, talk about or read their homework.
- monitoring the student's use of their Student Planner.
- ensuring that there is time and a space set aside for homework.
- encouraging and supporting students to complete homework, read widely and take an interest in current events.
- assisting teachers to monitor homework by signing completed work if requested and being aware of the amount of homework set.
- communicating with teachers any concerns about the nature of homework and the student's approach to the homework.
- alerting the school to any domestic situation or extracurricular activities which may need to be taken into consideration when homework is being set or marked.

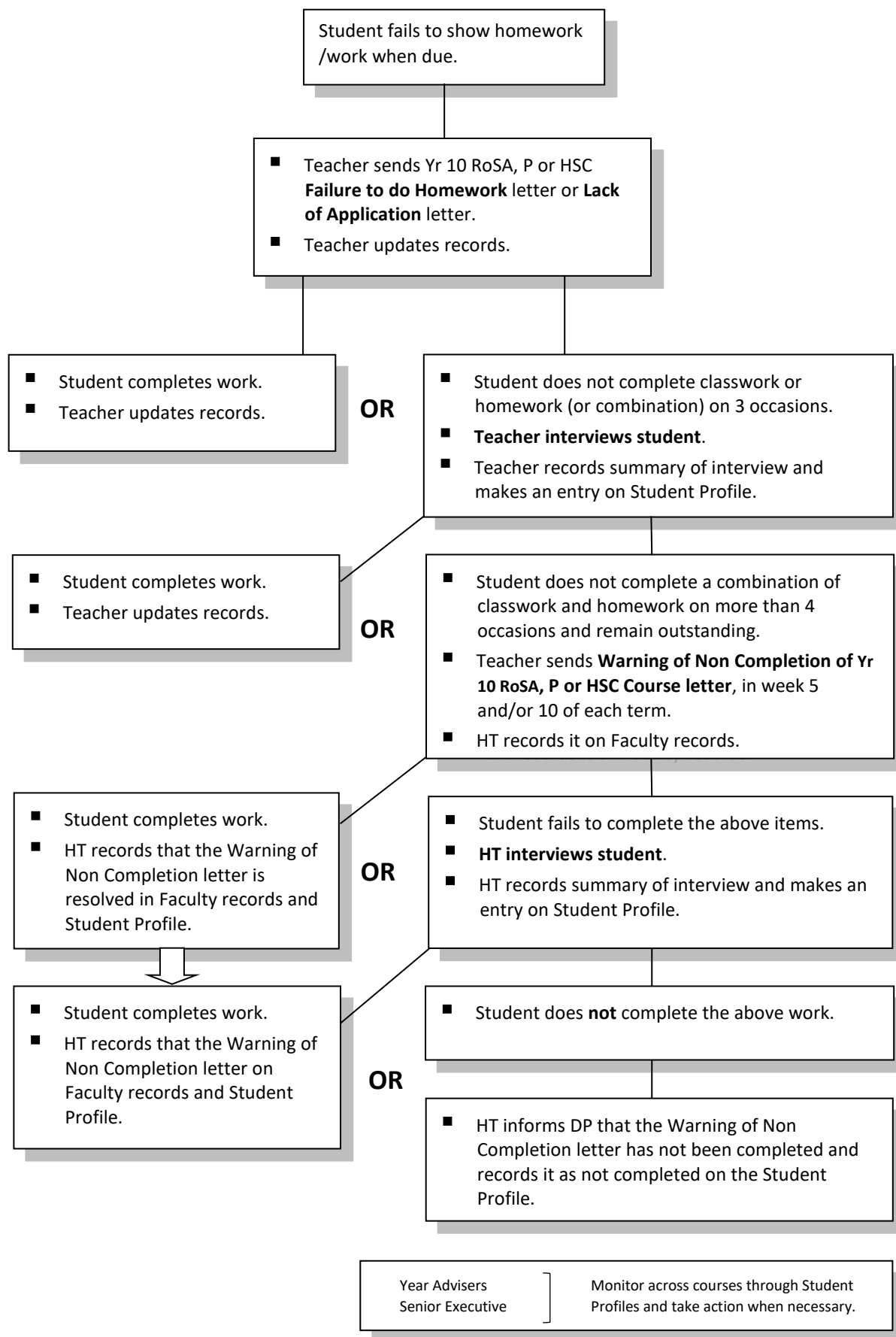
YEARS 7 - 9 HOMEWORK/LACK OF APPLICATION



YEARS 7 - 9 ASSESSMENT



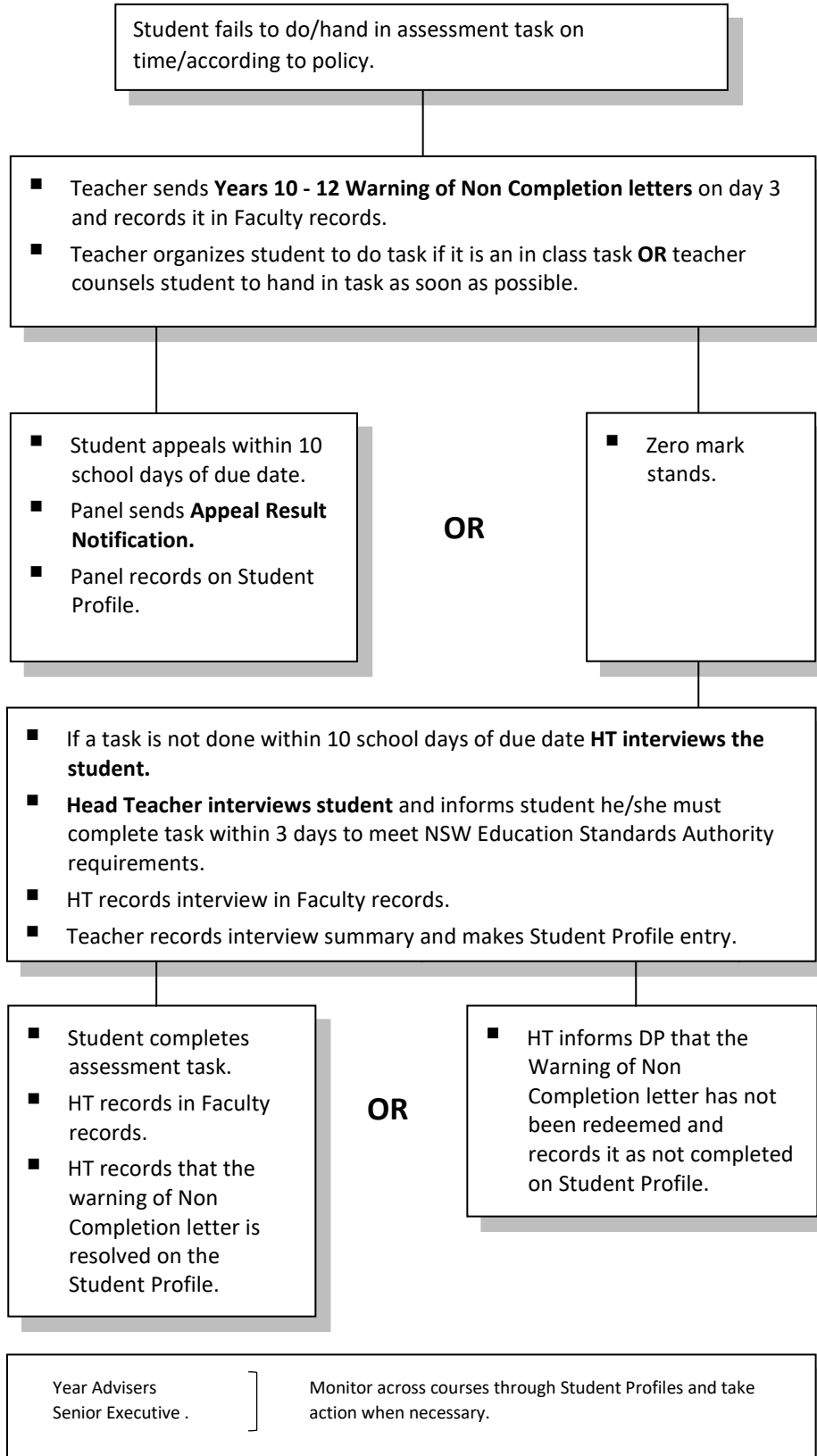
YEARS 10-12 HOMEWORK / LACK OF APPLICATION



NOTE

- When numbering Warning Letters, maintain the sequence even if the student has completed work named in a previous warning letter.

YEARS 10-12 ASSESSMENT



Excursions

- Excursions are arranged from time to time in some courses. Typically, each course may arrange up to one such activity per year. Excursions are designed **to support learning in that course.**
- Excursion/Variation of Routine forms for parents are sent via School Bytes outlining consent forms and online payments options.
- No student can attend an excursion unless their parent has **completed the School Bytes consent form and paid online or at the office.**
- Students attending excursions are representatives of the school to the wider community and must behave in an acceptable manner. Full school uniform is to be worn on all excursions unless specified otherwise on the Information for Parents form.
- Students who are on **Conduct Monitoring Cards** may only go on the excursions if the Deputy Principal determines that their conduct has been of a high enough standard to be able to trust them to behave satisfactorily. **Students on suspension are not permitted to attend any excursions.** There will be **no refund** of money paid for an excursion if that student is not permitted to attend because of unacceptable conduct, breaches of discipline or failure to meet uniform requirements.
- The highest standard of safe and responsible behaviour is expected of students on any excursion.
- If students do not attend an excursion/incursion/activity, a Non-Attendance at Excursion or School Activity letter will be sent.

Uniform Requirements

YEARS 7 - 10 GIRLS

- Sky blue polyester/cotton collared shirt with school crest.
- Tartan pleated school skirt or navy blue tailored pants with school logo.
- Plain navy blue woollen jumper with school crest.
- White ankle socks or plain black stocking tights.
- Black leather lace up shoes in the traditional school style with a defined heel (boots or suede shoes are not acceptable; heels should be no higher than 3cm and soles should be no thicker than 2cm for safety).

YEARS 11 TO 12 GIRLS

- White polyester/cotton collared shirt with school crest.
- Tartan pleated school skirt, navy blue tailored pants with school logo.
- Plain navy blue woollen jumper with school crest.
- White ankle socks or plain black stocking tights.
- Black leather lace up shoes in the traditional school style with a defined heel (boots or suede shoes are not acceptable; heels should be no higher than 3cm and soles should be no thicker than 2 cm for safety).

PE / SPORT

- Sky/navy polo shirt with school crest.
- Sky/navy school PE shorts.
- White ankle socks and lace up sports shoes which support and protect feet during PE/Sport.
- School track suit.

OPTIONAL UNIFORM ITEMS

- Blazer with school crest.
- Polar fleece soft shell jacket
- School Tie
- Navy blue cap with school logo or brimmed hat with school logo. The peak of the cap must be worn to the front. The cap is not to be worn indoors.
- Plain navy school hijab with or without a white only cap.
- School scarf.

YEARS 7 – 10 BOYS

- Sky blue polyester/cotton collared shirt with school crest.
- Navy blue tailored school trousers with school logo or navy blue tailored shorts with school logo.
- Narrow plain black belt with no decoration / writing.
- Plain navy blue woollen jumper with school crest.
- White ankle socks with shorts; white or navy ankle socks with trousers.
- Black leather lace up shoes in the traditional school style with a defined heel (boots or suede shoes are not acceptable; heels should be no higher than 3cm and soles should be no thicker than 2cm for safety).

YEARS 11 TO 12 BOYS

- White polyester/cotton collared shirt with school crest.
- Navy blue tailored school trousers with school logo or navy blue tailored shorts with school logo.
- Narrow plain black belt with no decoration / writing.
- Plain navy blue woollen jumper with school crest
- White ankle socks with shorts; white or navy ankle socks with trousers.
- Black leather lace up shoes in the traditional school style with a defined heel (boots or suede shoes are not acceptable; heels should be no higher than 3 cm and soles should be no thicker than 2cm for safety).

PE / SPORT

- Sky/navy polo shirt with school crest.
- Sky/navy school PE shorts.
- White ankle socks and lace up sports shoes which support and protect feet during PE/Sport.
- School track suit.

OPTIONAL UNIFORM ITEMS

- Blazer with school crest.
- Polar fleece soft shell jacket
- School tie.
- Navy blue cap with school logo or brimmed hat with school logo. The peak of the cap must be worn to the front. The cap is not to be worn indoors.
- Plain navy turban.
- School scarf.

NOTE

- Students must **arrive at and leave school in full school uniform** at all times. Students are allowed time to change into and out of Sport uniform at the beginning and end of each Physical Activity lesson.
- **Students must wear the correct school uniform**, without any addition of non-uniform items, **on the way to and from school.**

Legislation

Under the NSW Workplace Health and Safety Act the DoE must ensure that students are not exposed to risks to their health or safety while they are on Departmental Premises.

- **Track suit tops are only to be worn as part of the physical activity uniform requirements.**
- Year 11 and 12 students **must keep their sport uniform** to wear on sport carnival days in Year 12 otherwise they will not be permitted to attend but will be required to remain at school.
- **No makeup including nail polish is to be worn and no jewellery/adornment** (except for a watch, sleepers or studs) is to be visible while students are in school uniform.
- Hair restraints must be **discreet and in school colours.**
- Students wearing a hijab should purchase the plain navy one at the Uniform Shop.
- Students wearing a turban must wear a plain navy one.
- School uniform is to be worn **during examinations and excursions** unless students and parents are notified otherwise.
- Students wishing to wear a cap or hat, must wear the **school cap or hat**. The peak of the cap must be worn to the front. Caps/hats are **not to be worn indoors.**
- Students must wear the uniform **designated for their year.**
- If students choose to wear ties they must have their top button done up and **the tie worn in the traditional manner.**
- Students wishing to wear **additional clothing** must ensure this is **not visible** either above or below shirts. No skivvies or round necked tee shirts are to be worn. No coloured undergarments are to be visible through shirts. V necked white tee shirts are acceptable.
- **Durable school bags** capable of containing the day's books and equipment must be brought to school. Accessory style handbags are not permitted nor are bumbags.

Responsibilities of the Student and Parent in relation to School Uniform

The Student and Parents

- **Each student and his/her parent** are responsible for ensuring that he/she has sufficient changes of items of uniform so that a **clean school uniform is worn each day of the week.**
- If there are **financial problems** in relation to wearing uniform, a parent should see the Senior Administrative Manager who may be able to assist with this problem through the Principal.
- Any student who is not in full school uniform must **report to the relevant Deputy Principal** when he/she arrives at school with a note from his/her parent.
- Students who are not in full school uniform **are not to be in the playground** before school or during breaks, unless permission has been granted by the Deputy Principal.
- **Students who are not in full school uniform and who do not report to the Deputy Principal's Office** may be issued with an after school detention.
- **Disciplinary consequences** result from non-compliance with school uniform rules.

Sport

Mandatory Requirements

- The Department of Education Sport Policy requires that **all students be physically active**. Physical activity periods are integrated through the 7-10 PDHPE programs.
- Safety is of utmost importance when playing sport. The Department of Education **may require students to use personal protective equipment** when they participate in some sports. For example, shin pads are required if students are playing soccer.

Sports Carnivals

- **School Carnivals**

Each year the following School carnivals are held.

Swimming Carnival in Term 1 at Birrong Swimming Centre. It is a normal school day for all students and all students are expected to attend.

- Students must hand in a consent form signed by a parent if they wish to swim in an event at the Sefton High School Swimming Carnival.
- Swimming at the carnival is confined to competing in race and novelty events.

Cross Country in Term 2 at The Crest Athletics Field, Bass Hill. All students compete including Years 11 and 12. It is a normal school day for all students and all students are expected to attend.

Athletics Carnival in Term 2 at The Crest Athletics Field, Bass Hill. It is a normal school day for all students and all students are expected to attend. The carnival is structured as a tabloid where all students rotate around to each event.

Zone Carnivals

Students who gain a place in the School Carnivals may be **invited to compete** against students from other schools at the Zone Carnival.

Regional Carnival and State Competition

These are the two highest levels of sporting competition for students of NSW Department of Education schools. These are held at venues away from Sefton High School.

Gala Days

- **These** are arranged to enable students to gain experience in competitive competition. These Gala Days are organised during Terms 1, 2, 3 and 4. Students select their teams in a variety of sports and walk to various sporting venues to compete against other school teams from Sefton High School.
- **This** is treated by this school as a variation to routine and therefore parents will receive a letter containing details and be asked if they give consent to their child being involved.

Swimming at the Swimming Carnival

- Students must hand in a consent form signed by a parent if they wish to swim in an event at the Sefton High School Swimming Carnival.
- Swimming at the carnival is confined to events. There is no organised recreational swimming.

Knockout Competitions

- Annually there are a variety of state knockout competitions. All students can compete in these competitions.
- These competitions may be held during school time or out of school hours.
- They are treated as a variation to routine and therefore students will receive a letter containing details and parents will be asked to give consent to their child being involved.

Parent Consent to Student Travel

- A Consent form is issued annually to cover the following.
Sefton High School Swimming Carnival at Birrong Swimming Pool
Sefton High School Athletics Carnival at The Crest, Bass Hill
Sefton High School Cross Country Carnival at The Crest, Bass Hill.
- Please read, sign and return it to the school. If a parent has any concerns please contact the relevant Deputy Principal.
- If a student is involved in any other level of sporting competition, his/her parent will receive separate information and a request for consent.

Riding a Bicycle to and from Venues

- Students are **not permitted** to ride a bicycle to and from sporting venues. The exception to this rule is the school Athletics and Swimming carnival days when students have been given permission to make their own way to and from the venue.

Co-Curricular Activities available at Sefton High School

A wide range of co-curricular activities are available.

Co-Curricular Competitions

- English including Slam Poetry
- Mathematics including the Mathematics Olympiad, ICAS and Enrichment Programs
- Science including Titration Competition
- History Mastermind, Australia History Competition, National History Challenge & Wide Reading Challenge
- Social Sciences includes Geography Competition
- Technology includes STEM Challenge
- Premier's Reading Challenge
- Tournament of the Minds
- Zero Robotics

Organisations, Groups and Activities

Leadership / Service

- Duke of Edinburgh
- Dance Troupe
- Stage Band
- Year 8 Office Messengers
- Years 9 and 10 Gala Day Coaches
- School Assistance Squad
- Student Representative Council
- Prefects
- House Captains
- Premier's Volunteering Awards Program
- Year Charity Fundraising Committee
- Geographic Society
- Literacy Leaders
- House Representatives
- Library Assistants
- Examination Readers and Writers
- Geographic Society
- Books and Buddies
- Maths Mates
- Swimming School Assistants
- Wide Reading Community

Sport

- Integrated sport for Years 7 to 10
- Zone Gala days
- Regional and State Sport Knock Out Competitions
- Zone, Regional and State Swimming, Athletics and Cross Country Competitions
- Premier's Sporting Challenge

Debating & Public Speaking

- The Sydney Morning Herald Plain English Speaking Competition
- Premier's Debating Challenge 7-8
- Premier's Debating Challenge 9-10
- Premier's Debating Challenge 11
- Premier's Debating Challenge 11-12
- Lions Youth of the Year Competition
- History Debating Competition
- Legacy Junior Speaking Award

Co-curricular activities are not only enjoyable but valuable references which students can use to support applications for courses, jobs and scholarships. Students are urged to become involved and keep a record of co-curricular activities for use in his/her **school reference** when he/she finishes school using the relevant pages in the Student Planner to do this.

Student Leadership

Students are given a range of opportunities throughout their time at Sefton High School. School leadership opportunities include the following.

Student Representative Council

Student representatives are elected each year by their peers to the Student Representative Council (SRC). To nominate for the SRC a student must be able to demonstrate over their time at school

- commitment to the Core Values of NSW Public Schools.
- adherence to the Department of Education Behaviour Code for Students.
- commitment to Strive for Success.
- Sincerity, Scholarship and Service. This includes no significant infringements of the Sefton High School Code of Conduct.

House Representatives

During Term 4 of each year, House Representatives (House Captains in Year 12 and Vice Captains in Year 11) are elected. To apply a student must be able to demonstrate over their time at school

- commitment to the Core Values of NSW Public Schools.
- adherence to the Department of Education Behaviour Code for Students.
- commitment to Strive for Success.
- Sincerity, Scholarship and Service. This includes involvement in at least three co-curricular activities and no significant infringements of the Sefton High School Code of Conduct.
- significant participation in school sporting activities (for House Representatives applications).

Peer Support

Selected Year 10 students lead Peer Support groups of Year 7 students the following year.

Prefects

During Term 3, Year 11 students are able to nominate and be elected by students and staff as Prefects. To nominate as a prefect a student must be able to demonstrate over their time at school

- commitment to the Core Values of NSW Public Schools.
- adherence to the Department of Education Behaviour Code for Students.
- adherence to the Sefton High School Code of Conduct.
- Sincerity, Scholarship and Service. This includes involvement in at least three co-curricular activities and no significant infringements of the Sefton High School Code of Conduct.

Award System Summary

- To reward students' positive efforts and attitudes in all areas of school life students may receive a variety of awards.

STEP 1 - 5 Merit Certificates (and every 5 Merit Certificates thereafter)	—▶ 1 Credit Certificate
STEP 2 - 5 Credit Certificates (25 Merit Certificates)	—▶ Bronze Award
STEP 3 - Bronze Award and 5 Credit Certificates	—▶ Silver Award
STEP 4 - Silver Award and 10 Credit Certificates	—▶ Gold Award
STEP 5 - Gold Award and 15 Credit Certificates	—▶ Sefton High School Excellence Award
STEP 6 - Sefton High School Excellence Award and 15 Credit Certificates. Certificates must have been achieved in a range of aspects of school life: academic, sporting and co-curricular participation.	—▶ Sefton High School Award for Outstanding Achievement and Honour Board
STEP 7 - If a student goes around the award system a second time then the award is	—▶ Sefton High School Award for Exceptional Achievement
STEP 8 - If a student goes around the award system a third time then the award is	—▶ Distinguished Student Award

- Many areas of participation and forms of achievements are also rewarded through a system of **direct claims** including sport, service, leadership. See the Head Teacher Administration for more details.
- All awards must be submitted for the next highest award in the year in which the requirements are met in order to ensure that each award shows the correct year. For example, as soon as 5 Merit Certificates have been collected they must be exchanged for a Credit Certificate in the year in which they are awarded, otherwise the certificates become invalid. The only exception is that awards can carry over from one year to another if the year ends and the student does not yet have the required number of certificates for the next level.

Core Values in NSW Public Schools

- **The following values underpin NSW Public Schools. High expectations are held of every stakeholder of Sefton High School to demonstrate these values across all domains of school life.**

Integrity	Being consistently honest and trustworthy.
Excellence	Striving for the highest personal achievement in all aspects of schooling and individual and community action, work and life-long learning.
Respect	Having regard for yourself and others, lawful and just authority and diversity within Australian society and accepting the right of others to hold different or opposing views.
Responsibility	Being accountable for your individual and community's actions towards yourself, others and the environment.
Cooperation	Working together to achieve common goals, providing support to others and engaging in peaceful resolution of conflict.
Participation	Being a proactive and productive individual and group member, having pride in and contributing to the social and economic wealth of the community and the nation.
Care	Concern for the wellbeing of yourself and others, demonstrating empathy and acting with compassion.
Fairness	Being committed to the principles of social justice and opposing prejudice, dishonesty and injustice.
Democracy	Accepting and promoting the rights, freedoms and responsibilities of being an Australian citizen.

Department of Education Behaviour Code for Students

NSW Public Schools are committed to providing safe supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

Behaviour Code for Students: Actions

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

Respect

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code
- Take care with property

Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

Engagement

- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

Students at Sefton High School, are expected to adhere to the 5 P's by being:

Punctual	<ol style="list-style-type: none">1) Arrive to class on time.2) Line up in two lines outside the classroom.3) Wait quietly and enter the room under the direction of a teacher.
Prepared	<ol style="list-style-type: none">1) Sit in his/her allocated seat.2) Immediately unpack his/her workbook, pencil case, student planner and any other relevant equipment required for the lesson.3) Remain silent whilst the teacher marks the roll.
Productive	<ol style="list-style-type: none">1) Copy down the LISC, set high expectations for him/herself and work to the best of his/her ability.2) Listen attentively and follow all teacher instructions.3) Complete all class tasks and homework promptly.
Polite	<ol style="list-style-type: none">1) Show respect to teachers, students and the school environment.2) Wait calmly and respectfully for his/her turn to speak.3) Put his/her hand up and wait to be asked before speaking.4) Do not call out and speak over the top of others or use inappropriate language.5) Stand behind his/her chair and wait to be dismissed by his/her teacher.
Positive	<ol style="list-style-type: none">1) Engage in active and positive learning.2) Make positive and meaningful contributions to class discussions.3) Take personal responsibility for his/her own actions and learning.

Core Rules for Students in NSW Government Schools

Students in NSW government schools are provided with a high quality education so that they may learn to the best of their ability and become self-disciplined, tolerant, enterprising and contributing members of the school and community.

Core rules for student behaviour have been developed to establish consistent expectations in all government schools in support of these aims.

These rules are based on our core values of integrity, excellence, respect, responsibility, cooperation, participation, care, fairness and democracy.

The critical role of parent is recognised as the primary influence on each child's character and behaviour and as essential partners in supporting the core rules and the successful education of their children.

The Department is committed to supporting principals and school staff in the implementation of these rules through statewide policies and programs, together with regional support staff, professional learning and alternative provisions, in order to promote the highest standards of behaviour and learning in our schools.

Sefton High School Personal Commitment to adhere to the Sefton High School Code of Conduct

I understand that by enrolling as a student at Sefton High School, I must be prepared to follow the Sefton High School Student Code of Conduct. The Sefton High School Code of Conduct is based upon the Core Values of NSW Public Schools and the Behaviour Code for Students of NSW Government Schools.

The **purpose** of the Sefton High School Code of Conduct is to provide a school environment in which **each student is and feels safe and secure and able to actively participate in and focus on learning.** This requires students to engage and behave in a **safe, responsible and respectful** way at all times. It is important to note that Department of Education and Sefton High School rules about student conduct towards others relate not only to when students are under the direct care and supervision of the school but also to **any situation that connects them to the school** eg when they are travelling to and from school, in relationships arising from school. This includes connections arising through electronic, digital and social media mediums of communication.

I will

- behave in a **responsible, cooperative and courteous manner** that demonstrates **respect for the rights, dignity, feelings and safety of other students, staff and community members** and contribute to a **positive, supportive and harmonious workplace** for all.
- Be conscious of each person's **safety and personal space as well as my own.** This requires demonstrating care for other people and myself and includes not inappropriately touching other people, encouraging others to avoid negative behaviour, resolving any differences with empathy and reporting any concerns for the wellbeing and / or safety of other students.
- take personal responsibility for my own behaviour, actions and learning and think about consequences for self and others before speaking or acting.
- demonstrate **personal integrity** through being honest, truthful and trustworthy.
- engage in **active and positive learning**, striving to achieve the highest standard to the best of my ability during lessons and respect the rights of others to learn at all times.
- **commit myself to a regular program of study and meet all course requirements**, including attendance at and punctuality to all timetabled lessons.
- **follow school and class rules and follow the directions of all teachers.** This includes telling any staff member my full name when requested to do so.
- **be prepared for and participate as fully as possible** in the everyday life of the school, including its sporting and cultural activities.
- complying with the school uniform code **at all times.**
- act in a manner, both inside and outside the school, that will **demonstrate responsibility and self-respect and enhance the reputation of my school.**
- respect **all property.**
- Not be **violent or bring weapons, illegal drugs, alcohol, tobacco or any banned items into our school.**

I declare that I have the personal maturity and commitment to meet all the above requirements and will do so. I understand that failure to maintain my commitment to the Sefton High School Code of Conduct will result in disciplinary consequences.

Sefton High School Rules

The Sefton High School rules provide support for the Sefton High School Code of Conduct to ensure a safe, disciplined and effective learning environment for all. Failure to comply with the school rules will result in disciplinary consequences.

All school rules apply to all students at all times when they are in the care of the school and/or in school uniform.

Racism, Vilification and Harassment

- “All students and teachers have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment and discrimination.

There will be cases of **unacceptable behaviour where it will be in the best interests of the school community and/or the student involved to be removed from school for a period of time, or completely.**

Suspension or expulsion are the options available to Principals.”

DoE: Suspension and Expulsion of Students – Procedures

- “The department rejects all forms of racism. It is committed to the elimination of racial discrimination in NSW Government schools – including direct and indirect racism, racial vilification and harassment – in all aspects of the learning and working environment.” - *DoE Anti-Racism Policy Statement*

“Racism can take many forms, such as jokes or comments that cause offence or hurt, sometimes unintentionally; name-calling or verbal abuse; harassment or intimidation, or commentary in the media or online that inflames hostility towards certain groups.

- **The behaviours described above are unacceptable and unlawful. They will not be tolerated at Sefton High School. This statement constitutes a formal caution to all students.**
- Students who display racist behaviour or vilify or harass others will incur **disciplinary consequences** and may be suspended from school.
- If students or parents feel that a member of the school community is behaving in a racist manner then you should contact school’s Anti-Racism Contact Officer, or Year Adviser or the Principal.
- If a parent believes that a member of the school community is behaving in a racist manner then he/she should contact the Principal or the Deputy Principal who will organise for the matter to be addressed.

Anti Bullying Policy

- **Sefton High School does not tolerate bullying of any kind.** Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more people. Cyber bullying refers to bullying through information and communication technologies, using, but not limited to SMS, pictures, sounds, video by MMS, emails, IM (instant messaging), and chat.
- Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on sex, race, disability, homosexuality or transgender. Bullying of any form can have long term effects on those involved including bystanders.
- Conflicts or fights between equals or single incidents are not defined as bullying, but are against DoE and school rules and will be dealt with accordingly.

- **Bullying behaviour** can be :
 - **verbal** which includes but is not limited to name calling, teasing, abuse, putdowns, sarcasm, insults and threats.
 - **physical** which includes but is not limited to touching, hitting, punching, kicking, scratching, tripping and spitting.
 - **social** which includes but is not limited to ignoring, excluding, ostracising, alienating and making inappropriate gestures.
 - **psychological** which includes but is not limited to spreading rumours, dirty looks, hiding, interfering with or damaging possessions, malicious SMS and email messages, taking photos of others whether on mobile phones or cameras and threatening or extorting in relation to money, school work, possessions or safety.
- **Students must not engage in or encourage others to engage in any bullying behaviour. Such behaviour will result in disciplinary consequences which may include suspension and expulsion.**
- If a student feels that they are being bullied or harassed by another student they should **report the incident** to their Year Adviser or the Deputy Principal so that this situation can be addressed.
- If a parent believes that a student is are being subjected to bullying or harassment, he/she should report this to the Deputy Principal who will organise for the matter to be addressed. **We cannot act upon it if we are not told about it.**
- If students receive nasty or bullying messages, do not respond.
- If students are being cyber bullied, do not respond. Save the evidence and log off. Students should tell parents and report it to the school. If criminal activity, report it to the police. **It is against the law to menace, harass or threaten using a communication carriage service.**
- Remember **that if students or parents see or hear of behaviour that may constitute bullying, threats or harassment, he/she has a responsibility to report that to a member of staff** so that the school may assess the situation and seek to resolve it in a positive way.

NOTE

DoE and school rules about conduct towards others relate **not only to when he/she is under the direct care and supervision of the school but also to any situation that connects students to the school**, eg when students are travelling to and from school, in relationships arising from school.

Social media in relation to students carries over into school and is subject to school-based discipline.

- Students must also report to a teacher the presence of anyone in the school grounds who is not a student currently enrolled at Sefton High School, a staff member, a parent or visitor with a Sefton High School lanyard. Students must not associate in the school grounds with any such person.

Items which must not be brought to school

The safety and wellbeing of students is a prime responsibility for school staff. As a result students are forbidden to have in their possession or use some items. **Penalties up to and including suspension from school will result from possession and/or use of weapons and prohibited drugs at school and may result from the possession or use of other items that are not permitted at school.**

Weapons

Possession of certain weapons is a criminal offence under the provisions of The Prohibited Weapons Act 1989. These and all other items that can be used to harm others are banned from school and any activity related to the school including travel. Weapons can include, but are not limited to, the items listed below. This list outlines the types of weapons that are banned from school premises:

- firearms of any kind
- any imitation or replica of any firearm
- knives
- hunting slings, catapults or slingshots
- knuckle-dusters
- studded gloves or sap gloves
- blow guns or any other similar device capable of projecting a dart
- whips of any kind
- kung fu sticks or nunchaku
- batons of any type
- spear-guns
- mace
- any defence or anti-personnel sprays that are capable of discharging irritants in liquid, gas or powder form
- explosives and pyrotechnics (fireworks)
- In addition to this, **all listed weapons** in the Weapons Prohibition Act 1998 No 127. November 2017

Drugs

- Drugs (legal or illegal), alcohol, vapes, cigarettes, e-cigarettes and associated materials, cigarette lighters, matches and illegal substances are also banned. Possession or use of such items will result in disciplinary action including suspension. **Being under the influence of, possessing or using alcohol or any drugs (legal or illegal) on any school activity will result in immediate suspension from school.**
- The exception is having prescribed medication that has been prescribed to treat a medical condition. Prescribed medication may be left at the Office for safe-keeping, but is not administered by staff.
- The misuse of over the counter or prescription drugs (eg giving these to another student) will result in disciplinary action including suspension.

Other items that are not permitted at school

- Laser pointer
- Chewing gum.
- Water bombs.

These items will be confiscated and returned only to a parent who makes an appointment with the Deputy Principal to collect the item. Possession and use at school of these items may result in disciplinary action including suspension.

Items which should not be brought to school

It is recommended that student's do not bring any of the following to school:

- large sums of money;
- electronic equipment including but not limited to MP3 players, mobile phones, iPods;
- any item that is expensive to purchase;
- mobile phones, smart watches, jewellery.

The school does not accept any responsibility for items that students bring to school.

Safety and Security during non-class time

To facilitate the safety of students during breaks the following rules are to be observed.

- Students are not to engage in dangerous behaviour at any time that has the potential to harm others. This includes but is not limited to
 - tackling students
 - playing 'stacks on'
 - wrestling or rumberling
 - water fights
 - playing games such as 'bull rush'.

- Students are **not allowed to be inside buildings** except for lessons, using the Library, to see a teacher or to go to lockers (students must enter and leave by the door nearest the lockers).
- **Students must not run in or outside the buildings on paved areas except the basketball courts.**
- **Students are allowed** to play the following ball games.
 - handball in the paved quadrangle areas.
 - practising goals in the recreation area when the netball poles are in place.
 - volleyball on the volleyball courts in the recreation area.
 - touch football or soccer on the Oval only. **No tackling** is allowed at any time.
 - cricket on the Oval or the cricket nets with a tennis ball.
 - basketball on the basketball courts.
 - other ball games on the Oval.

Students must not use the grassed areas on the Oval or recreation area for games when signs prohibit this because of the wet ground.

- The **Recreation Area** is for passive recreation only apart from the volleyball courts or netball rings. No football or other ball games are allowed there at any time.
- **When it is raining students are allowed in the bottom corridor of A, E and F Blocks, under the COLA and in the Quadrangle.**
- **Students out of uniform** cannot be in the playground for security reasons unless they have a Uniform Pass which gives them permission to do so. Students who do not have a Uniform Pass with such permission must be sent to the relevant Deputy Principal's office.
- Students are **not allowed to leave the school grounds** unless they have finished timetabled lessons or have a School Leave Pass for Partial Absence. Infringements of this rule will be recorded as **truancy** as such students are removing themselves from our care and supervision while we have a legal responsibility for them.
- **In the Canteen and Link Area** students are to adhere to the following arrangements.
 - Form two lines (1 for self-service 1 for orders). During examinations the lines are to be formed outside the Link Area on the asphalt.
 - Place their bags in the designated area in the centre of the Link Area.
 - Chasing, ball games or ball bouncing are not permitted in the Link Area.
 - Students are not to push into lines or buy for others.
 - To reduce the level of noise students should not yell, whistle, or drum on tables.
 - Students should not loiter around the lines or wait in the Link Area for others who are buying at the Canteen. They can wait outside that area.

Out of bounds on all days

- Corridors, stairwells, entry steps and landings in the buildings, entry area outside the Library, the walkway to the upper floor of E Block and around the lower floor of C Block (except in wet weather).
- Lockers except to the lessees. Students using lockers must move in and out of the building quickly by the doors nearest the lockers and must not use the area for socialising. Lockers are out of bounds during lessons.
- The Assembly Hall, the Hall Doorway area on the Canteen side and the area around the entrance to the Boys' Toilet.
- The front driveway, carpark and area around the public entrance of C Block.
- Behind D and F Blocks.
- Library emergency exit stairs.
- Area outside the LOTE staffroom.
- Stairwells, the balcony area outside the entrance to the Library and the walkway to the upper floor of E Block, the concrete walkway around the lower floor of C Block (except in wet weather).
- The concrete area outside classroom AO (on the Oval side) and the gated area before school, after school, during breaks.

Contacting a Parent during school hours

- Students may be permitted to contact a parent while at school. Students must see a Deputy Principal to facilitate this contact.
- **Mobile phones must not be turned on at school for any reason.** If any teacher sees or hears a mobile phone (or smart watch) they have been instructed to **confiscate** it with the sim card and give it to a Deputy Principal.
- If a student's mobile phone or smart watch is confiscated at school, **a parent must make an appointment** to see a Deputy Principal within two weeks of the date that it is confiscated for it to be returned. This appointment will be in normal school hours.

Mobile Phones and Smart Watches

- **Wherever possible these should remain at home. If students carry these, they must be switched off completely at all times within the school and its grounds.** If the phone is switched on, the mobile phone will be confiscated with the sim card and returned only to a parent who makes an appointment with the Deputy Principal to collect the item.

Taking Photographs while in the care of the school

- **Students are not permitted to take photographs or films** while in the care of the school ie at school, sport, on excursions or Variations to Routine, or camp unless instructed to do so by a supervising teacher (eg photography club, Visual Arts class).
- Any electronic device (including a phone) capable of storing an image will be confiscated and returned only to a parent who makes an appointment with the Deputy Principal to collect the item.

Use of Electronic Devices

Students are reminded of the following DoE and school policy with reference to the use of electronic devices.

- *If the electronic device is capable of gathering, receiving or sending data (i.e. photos video, text or voice), **then the device must be turned off completely at all times within the school grounds.** This includes at activities such as sport and excursions.*
- Students are not permitted to use electronic devices (eg a phone) during class time or in the Library unless instructed to do so by a supervising teacher (eg photography club, Visual Arts class).
- If the electronic device is capable of gathering, receiving or sending data (ie photos, videos, text or voice), then **the device must be turned off completely at all times within the school and its grounds.** This includes school activities such as sport and excursions. With reference to **Smart Watches**, student are able to wear these, however, **if a student is seen using a Smart Watch inappropriately, it (and the associated Smart Phone) will be confiscated.**

NB: Smart Watches are not permitted during Assessment Tasks or Examinations. They must be switched off and placed in student bag.

Rules for Library use by Students

- All students must observe the following rules at all times.
- **Opening hours** 8.30 am to 8.45 am, during breaks, Monday to Friday.
- **Year 11 and 12 students must go to the Library in their timetabled private study periods** or if their usual teacher is absent, no relief teacher is provided and the Faculty Head Teacher directs them to do so. Students must sign on the Study Period Roll. Truancy procedures will be followed as usual. No student may leave the Library before the end of the period. The Librarian will monitor student attendance in study periods.
- During private study periods, Year 11 and 12 students should **sit in the carrels or collaborative learning spaces** in the Senior Study Area. **This is a private study area and students must work silently.** With the permission of the Librarian, students may borrow a laptop or use the senior study computer bay. Students must do **individual work.**
- **Bags must be left neatly on the racks outside the Library.** This area is not actively monitored and the school will not be responsible for any valuables left in this area.
- Students must not access the bag storage area during the lesson unless supervised.
- **No food or drink** may be brought into the Library at any time unless there is a noted medical reason as part of a Student Health Care Plan.

- **No portable sound equipment** such as players, earphones, etc may be used in the library without permission. Senior Language students may be given permission to use sound equipment by the Librarian, who will direct them to sit in a specified area.
- Students must be **quiet** in the Library – it is for reading, research and study where students focus on work.
- Students may borrow up to six items at any one time with a loan maximum of three weeks. Senior textbooks are limited and hence have a loan period of two weeks.
- Books which are being returned from loan should be placed in the **Returns Box** near the entrance.
- Any books that students use within the Library should not be re-shelved. They should be **placed in the reshelving area**.
- Students must **take care** with all Library resources, any damage to library resources will incur a replacement cost.
- Under no circumstances are students permitted to cut out from or mark and resource in any way. This is **vandalism** and interferes with the rights and learning of others.
- **Students must report any equipment problems** to the Library staff immediately.
- A **Library bell** will ring three minutes before the main bell at the end of each break. Students must **pack up or log off** from the computer immediately and leave for class.
- **Return** any furniture, including chairs, which has been moved before leaving the Library.
- Books may be **borrowed** before school and during breaks. During class time books may be borrowed during the last ten minutes of a lesson.
- **Folders and books must be shown** when requested by any staff for checking when students leave the Library.
- **Students are not permitted in the Library Office.**
- If students wish to use computers when they are not in class, they must see one of the Library staff to **register** and to be **allocated** to a computer.
- A student who wishes to print from a computer will be charged \$1 per page for colour and 20c per page for black and white. This will automatically be debited to his/her account. A student without a credit balance will not be able to print. Students may pay additional funds into their accounts at the Administration Office throughout the year.

Sefton High School Technology Code of Conduct

- The Sefton High School Technology Code of Conduct has been developed to facilitate **the safe and efficient use** of the school's Information Communication Technologies resources.
- The Sefton High School Technology Code of Conduct is **additional** to the DoE Policy on Online Communication Services: Acceptable Usage for School Students PD/2002/0046/V04.
- **The Sefton High School Technology Code of Conduct requires a student to**
 - not disable settings for virus protection, spam and filtering that have been applied as a departmental standard.
 - ensure that communication through internet and online communication services is related to learning.
 - keep passwords confidential, and change them when prompted, or when known by another user.
 - use passwords that are not obvious or easily guessed.
 - never allow others to use their personal e-learning account.
 - log off at the end of each session to ensure that nobody else can use their e-learning account.
 - promptly tell their supervising teacher if they suspect they have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.
 - seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet a student.
 - never knowingly initiate or forward emails or other messages containing:
 - a message that was sent to them in confidence.
 - a computer virus or attachment that is capable of damaging recipients' computers.
 - chain letters and hoax emails.
 - spam, e.g. unsolicited advertising material.
 - never send or publish:
 - unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.

- threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
- sexually explicit or sexually suggestive material or correspondence.
- false or defamatory information about a person or organisation.
- ensure that internet and online communication services is generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.
- never damage or disable computers, computer systems or networks of the department.
- ensure that services are not used for unauthorised commercial activities, political lobbying, online gambling or any unlawful purpose.
- be aware that all use of internet and online communication services can be audited and traced to the e-learning accounts of specific users.
- **Students not complying with the above Code of Conduct may be banned from using the computers for a period of time, and incur other penalties including suspension under the school's Student Management Policy.**

Student Conduct at Assemblies, Meetings, Concerts

- **Enter and leave** the Quadrangle/COLA/Hall/E16 **quietly and in an orderly manner.**
- **Listen to and obey teacher directions.** Be seated as quickly as possible.
- **Listen** politely and attentively. **Do not talk, whistle or call out.**
- Stand and sit **quietly** when directed.
- Display **perfect manners** for the National Anthem and Acknowledgement of Country. All hats are to be removed during the National Anthem and Acknowledgement of Country.

Student Conduct at Sporting Events, on Excursions and at any Variation to Routine outside the School

- **Wear the correct school uniform unless otherwise instructed.**
- Remain **with the teacher** at all times.
- **Listen** to and obey teacher directions.
- **Display good manners** at all times to everyone including bus driver, students and teachers from other schools, the general public.
- Be **seated** on transport when seats are available. Students are expected to offer their seat to paying members of the public.
- During sport **follow the rules and be a good sport.**

Student Conduct in relation to School Property

- Students must not
 - deface or damage school property.
 - copy locker keys.

Using Public Transport

Students are required to comply with the following requirements outlined by Transport NSW to ensure the safety of all travellers.

- **Demonstrate courteous behaviour to the public.** This means that students
 - respect the needs and comfort of other passengers including giving seats to adults, keeping feet off seats.
 - wait in a quiet, orderly way.
 - allow access to stairs and doorways by not congregating in groups near these areas.
 - use appropriate language at all times.
- **Demonstrate the responsible and mature behaviour expected of citizens.** This means that students
 - behave safely and appropriately at all times including keeping away from the edge of platforms and roadways.
 - show travel passes to a bus driver / train guard on request, use the travel pass for its intended purpose and maintain possession of the travel pass at all times.
 - protect bus or train property and report any vandalism.
 - follow the driver's instructions about safety on a bus (eg instructions on where to sit).
 - adhere to the law that bans smoking on public transport and stations.

In the Community

- **Demonstrate respect for the community.** This means that students
 - refrain from entering or damaging the property of others.
 - refrain from littering.
 - allow access to the pedestrian crossings by not waiting near them and facilitating a clear view for motorists.
 - pre-arrange a place to be picked by parent outside a "No Stopping" zone.
- **Travel to and from school safely. This means that** students
 - use pedestrian crossings and ensure they cross directly and expeditiously.
 - walk on footpaths, not roads.
 - avoid travelling alone when possible.
 - obey traffic light pedestrian signals.
 - avoid using walkways – use the streets.
 - enter and leave motor vehicles in a way that is safe for the driver and others.
 - do not enter or leave a vehicle in a No Stopping Zone.
 - do not enter or leave a vehicle which is stopped in the middle of the road.

The use of motor vehicles for travel to and from school

These are the procedures that students must follow if he/she drives a motor vehicle to and from school. They are meant to ensure student safety and the safety of other students.

- **Vehicles must be parked outside the school** in a street as provided by law.
- It is emphasised that once students have been marked as in attendance at school, he/she must remain until the end of timetabled classes. **Vehicles are out of bounds all day between the first and last timetabled period.**
- Under **no circumstances** are students to use a car on school excursions or activities.
- **Be considerate** towards the local community. **Respect** their peace and do not litter or use offensive language.

Student Support

PERSONNEL

Deputy Principal

A student or parent can contact the relevant Deputy Principal to discuss issues of concern.

Head Teacher Student Welfare

A student and/or parent can contact the Head Teacher Student Welfare to discuss issues of concern, in areas of attendance, health care or broader wellbeing concerns.

Head Teacher Secondary Studies – (Student Services)

A student and/or parent can contact the Head Teacher Secondary Studies (Student Services) to discuss issues of concern, in respect of Career Pathways, Learning and Support.

School Psychologist

If students and/or parents wish to see the School Psychologist they may do so by contacting her before school, or during breaks to make an appointment. Messages can be left at the Administration Office asking for the Counsellor to make contact. An interpreter in any language can be accessed.

Year Adviser

- The Year Adviser has overall academic and wellbeing responsibility for a particular cohort.
- The Year Adviser can be consulted if a student or parent is worried about a school matter.
- Assistant Year Adviser to assist Year Adviser in their role.

Careers Adviser

- **The Careers Adviser provides information to students both individually and in groups** about courses, work experience and future education and career options.
- All students and/or their parents are able to make an appointment with the Careers Adviser to assist them in career path planning.

Pathways Coordinator

- The Pathways Coordinator is a Careers Adviser and is available to assist students in developing transition pathways plans for careers and future education.

Student Support Officer

- If a student wishes to see the Student Support Officer they may do so by contacting her before school, or during the breaks to make an appointment.

SUPPORT PROGRAMS

Anti-Bullying Policy

- Our aim is to provide an environment free of all forms of bullying and harassment. Programs have been established to assist us in achieving this goal.
- Students attend Anti-Bullying / Anti-Harassment workshops conducted by visiting actors. These are run each year for Years 7 to 10. These workshops are an integral part of ensuring the SHS Anti-Bullying Policy is maintained so that all students can learn in a safe and secure environment.
- **Programs** including peer support, and mentoring and student leadership experiences such as SRC and Gala Day coaching also contribute to developing students' social skills. As one of the consequences for bullying, a rehabilitation program is administered by the Head Teacher Welfare.

Career Education

Career Education is provided in a variety of ways from Years 7 to 12 as outlined in the following points.

- Specific Career Education is provided to students in all years with **structured lessons and/or activities** provided. Additional resources are available through the Careers Adviser. Students are able to negotiate **work experience** with the assistance of the Careers Adviser or Pathways Adviser.
- Some additional sources of information include the following:-
 - **Job Jump** <http://www.jobjump.com.au> is a one-stop-shop for many of a student's career planning needs. It provides information ATARs and a range of courses with tertiary education providers, videos and career quizzes, resumes and jobs, as well as the latest career news and up-coming events. Students and parents are able to access this information by registering using the student's DoE email with the password **polarbear**.
 - **MHS Careers** <http://www.mhscareers.com> is an email alert service which provides brief messages to tell students the latest careers news. Students and parents are able to use the service but the Careers Adviser will forward regular updates to students. However, to save students from having to keep looking through the website to find new information, just register an email address to receive these alert.
 - **Myfuture** <http://www.myfuture.edu.au> is an online career information service that assists career planning, career pathways and work transitions. It supports people to make career decisions whatever their career or life stage. After the account has been activated, students will have access to all course exploration tools, user profiles, links to occupations, courses, course providers, videos and interactive content.
- **Employers consider that employment related skills are just as important as job-specific or technical skills.** These are an important addition to any resume and along with academic performance, are the key things that employers, TAFE, universities and private colleges are looking for in applicants.
- **The School to Work – Creating Future Pathways** initiatives recognise a range of employment related skills including the following.
 - **Self-management** – ability to take the responsibility for setting and achieving personal goals.
 - **Initiative and enterprise** – ability to seek / take advantage of opportunities.
 - **Learning** – ability to achieve new skills and / or knowledge.
 - **Communication** – ability to express and understand information.
 - **Team work** – ability to work effectively with others to get things done.
 - **Planning and organising** – ability to co-ordinate and prioritise tasks and resources.
 - **Problem solving** – ability to identify problems and develop solutions.
 - **Technology** – ability to use appropriate technologies to complete tasks.
 - **Cross-cultural understanding** – ability to respect diversity and act without discrimination.
- **Students can develop these work related skills**
 - **at school** through every subject they study, during work experience or work placement as well as in leadership, sporting and service activities
 - **in the community** through volunteer work with clubs, sporting groups and at cultural and community events
 - **from casual employment** which for students is often in retail or hospitality
 - **through training courses** such as First Aid or WHS.

School Reports

Report Times

- **A Year 7 Progress Report** will be posted to parents at the end of Term 1.
- There is a **Years 11 and 12 Parent Teacher Evening** held in May of each year. There is also a **Year 7-10 Parent Teacher Evening** held in June of each year.
- **The Mid Course/Mid Year reports must be collected** by a parent at the school on the Parent Teacher Evening in May or June each year.
- **The End of Course / End of Year reports will be posted** to parents in December each year.

Report Contents (presently under evaluation for 2024)

The Mid Course/Mid Year and End of Course/End of Year Reports contain a summary of a student's progress in the following areas and an overall grade for academic achievement.

- **Achievement of the Learning Outcomes** required by the NSW Education Standards Authority syllabus in each course that a student is undertaking. A list of reporting outcomes for each course is included in the respective Year group Assessment Handbooks.
- **Achievement in the assessment tasks** set by the school in each course. The assessment schedule in each course is outlined in the respective Year group Assessment Handbook.
- **Overall Achievement Grade**
 - This grade is based on a student's **demonstrated level of achievement** of the reporting outcomes.
 - The **definition of the grades** is as follows:

A Outstanding	The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.
B High	The student has thorough knowledge and understanding of the content and a high level of competence in processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.
C Sound	The student has a sound knowledge and understanding of the content and has achieved an adequate level of competence in the processes and skills.
D Basic	The student has a basic knowledge and understanding of the content and has achieved an adequate level of competence in the processes and skills.
E Limited	The student has an elementary knowledge and understanding in few areas of the content and has achieved very limited competence in some of these processes and skills.
- **Number of Students Achieving Each Grade** in the course in that year at Sefton High School.
- **Commitment to Learning.** This includes the following criteria.
 - **Works to the best of ability.**
Definition: The student is **consistently engaged and focused** on all activities and tasks such that they produce **work of a high standard** in terms of their individual ability. This element relates to **quality** of work.
 - **Listens attentively and follows instructions.**
Definition: This encompasses such behaviours as the following.
 - Being silent and concentrating while a teacher teaches/gives instruction.
 - Responding in an appropriate and timely manner, ie doing as instructed the first time and without argument.
 - Avoiding being drawn into class distractions.

- **Completes tasks in class.**

Definition: Class work includes all that work set and expected to be done in class. This element relates to what could reasonably be expected to be completed in class by that individual student working conscientiously and consistently in a lesson. This element relates to **quantity** of work.

- **Completes homework.**

Definition: Homework includes all that work set to be completed outside of class time ranging from short exercises to research assignments and assessment tasks.

- **Social Development.** This includes the following criteria.

- **Demonstrates organisational ability.**

Definition: The student does the following.

- Brings books, equipment etc to class.
- Unpacks and organises themselves to begin work immediately.
- Uses their SHS Student Planner
- Maintains books, sheet, folders etc in good order.
- Meets deadlines eg returning books, forms etc.

- **Works cooperatively.**

Definition: The student does the following.

- Works purposefully and positively in a range of situations including individually and in groups of varying sizes as required.
- Does not interfere with the learning of other students.
- Shares willingly, takes turns, functions as a member of a team as required.
- Is cooperative with both teacher and peers.

- **Shows respect for teachers and students.**

Definition: The student does the following.

- Speaks and listens politely to both the teacher and students.
- Displays good manners.
- Respects the property of the school and other students.
- Respects the rights and personal space of others.

- **Is responsible and self-disciplined.**

Definition: The student does the following.

- Responds appropriately to established school expectations.
- Does the right thing at the right time.
- Is punctual.
- Takes responsibility for their own learning eg getting group work started.
- Takes care of their own and the school's equipment.
- Shows positive behaviour without the need for reminders or teacher intervention.
- Displays time management skills and completes tasks.
- Does not allow themselves to be distracted.
- Is developing independence in learning.

Assessment of Student Commitment to Learning and Social Development

Letters of commendation are issued each term to students who have maintained a **high level of commitment** to learning and social development across three or more of their courses.

Recommendations are based on the following criteria:

- works to the best of their ability;
- demonstrates organisational ability;
- listens attentively and follows instructions;
- works co-operatively;
- completes tasks in class;
- shows respect for teachers and students;
- completes homework;
- is responsible and self-disciplined.

Students who have **not maintained a high level of commitment** to learning and social development across three or more of their courses are issued with a letter detailing their unsatisfactory commitment to the criteria above.

General Information

Bells

- 1 long continuous bell indicates an evacuation to marshalling point on The Oval.
- 3 short bells indicate wet weather playground arrangements.
- 10 short/long bells indicate emergency – go to classroom or stay in class.
- 4 bells indicate an evacuation / emergency is over.

Bus/Train Passes

- All bus/train travel to and from school is now managed under the Opal Card system. Parent/s must complete the application online at <https://www.opal.com.au/>. The school will then verify the information online. The Opal Card will be sent to the student's residential address by Transport NSW and must only be used for travel to and from school.
- For all school excursions involving train travel, students will need their own Child/Youth Opal Card. **Opal cards designated for school travel are not to be used for excursions.**

Canteen

- Follow the instructions of canteen staff and school staff. The Canteen can be used before school and during breaks but **not between periods or during scheduled class or private study period time.**
- Students are only to buy food or drink for themselves. Students must not buy for other people.

Daily Notices

- Daily notices are read out in Period 1. **Listen to it.**

Excursions

- Some courses involve excursions, eg to a museum. If students are going on an excursion, the money must be paid at **the Administration Office or online via the school website (make a payment/School Bytes)** at least six school days before the excursion occurs.

First Aid

- If students are injured or have a medical problem eg nose bleed, dizziness etc he/she must come to the Administration Office (C Block) where a qualified First Aid Officer will assess and assist the student in the first instance. If a student is unable to come, they need to get another student to seek assistance. Parents and/or an ambulance will be contacted if necessary.
- If students are sick or injured and need to be taken to hospital by ambulance, the account for the ambulance will be paid for either by parents' private medical insurance or, if they are not insured, by the Department of Education. If it is the latter, parents should submit the account when it is sent to them to the School Administrative Manager.

Lockers

- Lockers are available for yearly hire to students. If students wish to use a locker, they must make the necessary payment of \$20 to the Administration Office. Students then show the receipt for payment to the General Assistant who will allocate a locker and provide a key.
- It is against school rules for a copy of locker keys to be made. Additional keys, if required, are available at school at a cost of \$10. If students lose their key, a replacement will be provided upon payment.
- **Lockers may only be accessed before school, during breaks and after school.** Students must not go to their locker during lessons or between periods 2 and 3. Senior students must not go their locker during study periods.
- Prior to completion of clearance procedures at the end of Term 4, lockers must be emptied of all belongings and the key(s) returned to the School Administrative Manager.

Lost Property

- Be very **careful** with personal belongings especially jumpers. Have student's name on all clothing and all other belongings. **Students should not leave valuables in their bag when in the Library.**
- Students/Parents should check at the Administration Office if they lose something.

Sick

- If students are too sick to continue to work at school, the student must ask the teacher for a note to go to the Administration Office to be assessed by the First Aid Officer. If required the First Aid Officer will telephone the parents to arrange for the student to go home or have medical treatment.

Parents Contacting Students during school hours

- If a parent has an urgent need to contact their child during school hours, **the parent should telephone the school (9644 4800).** The school will then organise the student's communication with the parent.

Riding a Bicycle to and from school

- Students who ride bicycles to and from school and their parents are required to agree to responsible behaviour if they wish to have permission to park their bicycle in the school grounds during the day. They must sign an agreement to this effect which can be obtained from the Deputy Principal.
- Permission to park a bicycle inside the school grounds may be withdrawn at any time.
- **The school accepts no responsibility for the security of any bicycle parked on the school site.**
- Students and parents will be required to sign the following agreement.

I agree to

- **walk** my bicycle at all times when **inside the school grounds.** This is a safety measure that respects the rights of others when in the school grounds.
- **wear a bicycle helmet** when riding my bicycle to and from school.
- only park my bicycle in the **designated area.**
- **not allow other students to use or to ride my bicycle** at any time.

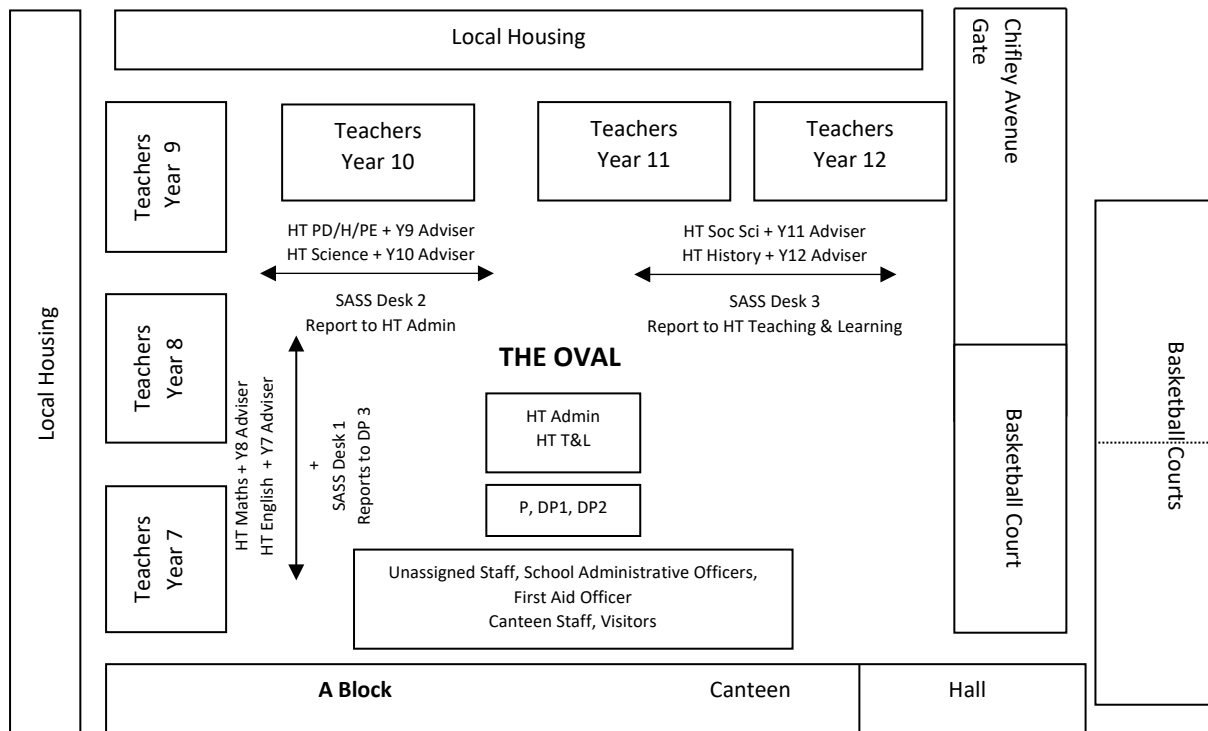
I understand that

- permission to park my bicycle inside the school grounds may be withdrawn if I do not abide by this agreement.
- the school will accept no responsibility for the security of bicycles whilst parked on school premises.
- Students are **not permitted** to ride a bicycle to and from sporting venues. The exception to this rule is the school Athletics and Swimming carnival days when students have been given permission to make their own way to and from the venue.

Emergency Evacuation

Evacuation of Buildings

- An emergency evacuation of school buildings will **be signaled by the continuous ringing of the bell.**
- Students must **wait in their seat** until they are instructed to move. Students may be asked to close a window.
- At the direction of the teacher, students will **exit the building by the safest, shortest route.** Students must **leave bags and equipment in the classroom.**
- The primary evacuation area is **The Oval**, see the map below for the specific location for Year group assembly areas. Students move to this location unless otherwise instructed by a teacher.
- Students must **line up in alphabetical order** in their assigned group and then be seated on the grass. The class roll will be marked.
- Students must **stay in position** until instructed by a teacher to move. The end of evacuation/emergency signal is **4 bells.**



Evacuation of the Playground

- Any emergency requiring students to move to the classroom will be signalled by **ten short/long ringing of the bells**.
- If the bell system is not operating, a teacher will direct students to move to the room.
- Students are to **move to their designated room. Enter the school building through the closest entry point. Do not leave a building once inside. Use the corridors to reach the designated room. If this cannot be done safely, students are to go to the nearest room with a teacher in it.**
- If a student's **next lesson is in A, E or F Block**, they go to the timetabled room.
- If a student's **next lesson is in C, D or G Block**, they go to E16.
- Students who have a **PD/H/PE practical lesson in the next period are to go to the Hall** entering through the entry doors in the Link Area.
- If students have **Sport**, they go to E16.
- If students have an **examination next**, they are to go to the Hall.
- If students are **late** they are to go to the Administration area of C Block.
- Students are to **remain in the buildings** until directed to leave by the teacher. The end of evacuation/emergency signal is **4 bells**.
- At the end of the emergency students go to their correct room for that period for a roll mark if they are not already in the correct room.

Emergency requiring students to stay in classrooms

- An emergency requiring students to **remain in their current room** will be signalled by **ten short/long rings of the bell**.
- If students are doing **PD/H/PE they are to go to the Hall** under the direction of their teacher.
- If students are **late** they are to go to the Administration area of C Block.
- Students are to **remain in the buildings until** directed by their teacher. The end of evacuation/emergency signal is **4 bells**.

Privacy Notice

The information provided on enrolment is obtained for school administration purposes.

It is used by the Department of Education to provide or improve educational opportunities for your child.

Other agencies that may be provided with your contact details include

- Department of Communities and Justice (DCJ)
- Health Authorities
- Police.

Details may also be provided to

- The NSW Education Standards Authority (NESA) so that a student is able to sit for public examinations.
- Photographic companies so that they can administer the process of providing photographs to parents.

The information will be stored securely.

Parents may correct any personal information provided at any time by contacting school office personnel.