SEFTON HIGH SCHOOL

INFORMATION

HANDBOOK FOR

STUDENTS AND PARENTS

2019
AIMS

The aims of this Handbook are

• To give students and parents information which will help students ongoing 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 organisation and functioning of Sefton High School.
SEFTON HIGH SCHOOL  
*Sincerity, Scholarship, Service*  

VISION STATEMENT  

Sefton High School aims to continually improve its provision 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 reach their individual potential as confident, successful learners ready to engage in further education and meaningful employment and to contribute to our society as informed, responsible and productive citizens who display the vital values of integrity, responsibility and respect for all.

SCHOOL CONTEXT  

Sefton High School, established in 1961, is a co-educational comprehensive school in South Western Sydney. There is an average of 1050 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, School, Zone, Regional and State levels. There are also popular grade sports across the zone, 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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<td>45</td>
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</table>
INFORMATION ABOUT SEFTON HIGH SCHOOL

- **SCHOOL EMBLEM**
- **ADDRESS**
  Hector Street, Sefton 2162
  P O Box 416
  Chester Hill NSW 2162
- **TELEPHONE NUMBER**
  9644 4800
- **FACSIMILE**
  9743 7161
- **WEBSITE**
- **EMAIL**
  sefton-h.school@det.nsw.edu.au
- **FACEBOOK**
  [https://www.facebook.com/SeftonHSOfficial/](https://www.facebook.com/SeftonHSOfficial/)

- **SCHOOL MOTTO**
  *Sincerity, Scholarship, Service*

- **SCHOOL HOURS**
  School hours for all Year groups are as follows.
  Monday, 8.45 am to 2.30 pm
  Tuesday, 8.45 am to 2.20 pm
  Wednesday, Thursday and Friday, 8.45 am to 3.10 pm.

- **KEY PERSONNEL**
  - **PRINCIPAL**
    Mr K Humphreys
  - **DEPUTY PRINCIPALS**
    Mr B Dimopoulos
    Mr B Blaker
  - **HEAD TEACHERS**
    English
    Mr B Atkinson
    Mathematics
    Ms Z Najem
    Science
    Mrs L Pham-Nguyen
    PDHPE / Music
    Mr D O’Riordan
    History / LOTE
    Ms M Konstantaras
    Social Sciences
    Mrs U Chandra
    TAS / Visual Arts
    Mr D Dong
    Student Welfare
    Mr M Beggs
    Teaching and Learning
    Mr T Elley
    Administration
    Miss R Singh
    Ms T Frasca
  - **YEAR ADVISERS**
    Year 7 Ms L Wood
    Year 8 Mrs Castino
    Year 9 Ms Kacopieros
    Year 10 Mr Atton
    Year 11 Mr Lu
    Year 12 Mrs Hillier
  - **SCHOOL COUNSELLOR**
    Ms R Coyle
  - **SCHOOL ADMINISTRATIVE MANAGER**
    Mrs M Burns
    Ms L Conti
    Mrs A Hope
    Ms Y Lai
    Ms K McManus
    Ms S Parker
    Ms D Saveski
    Mrs C Sciberras
    Ms K Scott
    Mrs D Smith
    Ms J Stone
    Mr J Wolter
  - **FIRST AID OFFICER**
    Ms K McManus
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).

<table>
<thead>
<tr>
<th>Year 7</th>
<th>Year 8</th>
</tr>
</thead>
<tbody>
<tr>
<td>English 6</td>
<td>English 5</td>
</tr>
<tr>
<td>Mathematics 6</td>
<td>Mathematics 5</td>
</tr>
<tr>
<td>Science 5</td>
<td>Science 5</td>
</tr>
<tr>
<td>History 3</td>
<td>History 3</td>
</tr>
<tr>
<td>Geography 3</td>
<td>Geography 3</td>
</tr>
<tr>
<td>PD/H/PE/Sport 5</td>
<td>PD/H/PE/Sport 5</td>
</tr>
<tr>
<td>Study Skills 2</td>
<td>Study Skills Year 7 only</td>
</tr>
<tr>
<td>Technology 4</td>
<td>Technology 4</td>
</tr>
<tr>
<td>Visual Arts 4 for half of the year</td>
<td>Visual Arts 4 for half of the year</td>
</tr>
<tr>
<td>Music 4 for half of the year</td>
<td>Music 4 for half of the year</td>
</tr>
<tr>
<td>Language Year 8 only</td>
<td>Language 4</td>
</tr>
</tbody>
</table>

- 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.

<table>
<thead>
<tr>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
<th>THURSDAY</th>
<th>FRIDAY</th>
<th>ASSEMBLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pd 1</td>
<td>8.45-10.10</td>
<td>8.45-10.05</td>
<td>8.45-10.10</td>
<td>8.45-10.10</td>
<td>8.45-10.10</td>
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<tr>
<td>Recess</td>
<td>10.10-10.30</td>
<td>10.05-10.25</td>
<td>10.10-10.30</td>
<td>10.10-10.30</td>
<td>10.10-10.30</td>
</tr>
<tr>
<td>Pd 2</td>
<td>10.30-11.50</td>
<td>10.25-11.05</td>
<td>10.30-11.50</td>
<td>10.30-11.50</td>
<td>10.30-11.50</td>
</tr>
<tr>
<td>Pd 3</td>
<td>11.50-12.30</td>
<td>11.05-12.20</td>
<td>11.50-1.10</td>
<td>11.50-1.10</td>
<td>11.50-1.10</td>
</tr>
<tr>
<td>Lunch</td>
<td>12.30-1.10</td>
<td>12.20-1.00</td>
<td>1.10-1.50</td>
<td>1.10-1.50</td>
<td>1.10-1.50</td>
</tr>
<tr>
<td>Pd 4</td>
<td>1.10-2.30</td>
<td>1.00-2.20</td>
<td>1.50-3.10</td>
<td>1.50-3.10</td>
<td>2.00-3.10</td>
</tr>
</tbody>
</table>

Assembly timetable is used each term in Weeks 3 and 8

SUMMARY OF ANNUAL SCHOOL CHARGES 2019

<table>
<thead>
<tr>
<th>Year</th>
<th>General service charge</th>
<th>Course Charges</th>
<th>IT Access Charge</th>
<th>Workshops</th>
<th>Overnight Camp</th>
</tr>
</thead>
<tbody>
<tr>
<td>7</td>
<td>$100</td>
<td>$29 Music</td>
<td>$30</td>
<td>$6 Anti Bullying</td>
<td>$200 approx</td>
</tr>
<tr>
<td>8</td>
<td>$100</td>
<td>$29 Music</td>
<td>$30</td>
<td>$6 Anti Bullying</td>
<td>$300 approx</td>
</tr>
<tr>
<td>9</td>
<td>$100</td>
<td>By elective subject</td>
<td>$30</td>
<td>$6 Anti Bullying</td>
<td>$300 approx</td>
</tr>
<tr>
<td>10</td>
<td>$100</td>
<td>By elective subject</td>
<td>$30</td>
<td>$6 Anti Bullying</td>
<td>$300 approx</td>
</tr>
<tr>
<td>11</td>
<td>$110*</td>
<td>By elective subject</td>
<td>$30</td>
<td>$8 Study Skills</td>
<td>$200 approx</td>
</tr>
<tr>
<td>12</td>
<td>$110</td>
<td>By elective subject</td>
<td>$30</td>
<td>$6 Stress Management</td>
<td></td>
</tr>
</tbody>
</table>

*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. A class roll is marked in all other periods.

Attendance is recorded for Senior Years (Years 11 and 12) for the school’s attendance register at the start of Period 1 (or Period 0 whichever is earlier). A class roll is marked in all other periods.

♦ SENIOR LATE START

If you have an authorised late start (ie after Period 1) you must register your attendance by signing on at the Administration Office at least 10 minutes before the start of your first scheduled class. Failure to sign on at the Administration Office will result in a record of absence for the day.

If you arrive at school before 10.10 am, you must sign in at the Administration Office. You must then move to the Library and also sign in at the Library before commencing your private study work.

♦ LATENESS

If you are late you must report to a Deputy Principal or Principal to register your attendance and obtain a blue Late Arrival to School form which you must return to him the next day. You should report to a Deputy Principal if the Principal is unavailable. Do not, however, attend classes without registering or you will be marked absent for that particular day. Punctuality is important and any lateness is recorded on your attendance record.

♦ TRUANCY

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

♦ EARLY LEAVE

■ All Years - Special

- You 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 outside school time.

- The Deputy Principal / Principal will give you a DoE Early Leaver’s Pass to show your teacher when leaving. You must keep this pass to show to bus drivers or police or anyone else who has a right to know why you are not in school until 3:10 pm.

- An application for early leave on an excursion must be in writing from a parent and discussed with the Deputy Principal.

■ Years 11 and 12 Completion of Timetabled Periods

- If you have an Early Finish you must leave school when you have completed timetabled classes unless you are working in the Library, in which case you must sign on in the Library. You must have returned a signed parental permission note (Appendix 1 of the Year 11 Assessment Handbook and Year 12 Assessment Handbook) to be allowed to leave the school.

- Your finishing times are shown on your timetable which can be shown to anyone who needs to know why you are not at school between 8.45 am and 3.10 pm.

■ Years 11 and 12 Absent Teacher

- In Period 1 you must wait at the room until the roll has been marked. If a replacement teacher is not assigned to your class you must then sign on in the
Library.

- If your teacher is absent in your final timetabled lesson and no replacement teacher has been allocated for the day, you may go home if you have returned a signed parental permission note allowing you 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
- Students are to remain at school at all times between your first and last timetabled lesson. You are not to leave the school, for example, to go to the corner shop – this is out of bounds and it will be recorded as truancy. You will also be issued with an after school detention. The school is legally required to supervise you during the period you are timetabled to be at school.
- These are for private study and work. You must be in the Library and a roll is marked. Absence from the Library during a private study period is truancy.
- If you have not returned a signed parental permission note (Appendix 1 of the Year 11 Assessment Handbook and Year 12 Assessment Handbook) you must be at school for the whole day.

♦ LEAVE OF ABSENCE
- When you are absent you must apply for leave within 7 days. It is your responsibility to do so with a note from a parent or medical certificate on the day of your return to school, otherwise your Attendance Record will show an unjustified absence. Hand this note to your Period 1 teacher on the day you return to school.
- If you are absent for three continuous days or more, a parent should telephone the school to explain your absence and you must still hand in a note or medical certificate to your Period 1 teacher on the day you return to school.
- 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 your parent is of the view that there is an urgent and/or essential reason for you to be absent for the purpose of a holiday or travel during term he/she must apply well in advance to the Principal to request leave beforehand. Your application must be collected from and handed 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 you will be given a Certificate of Extended Leave. You will still be marked absent from school - this is a national policy. If approval is not given and you go on extended leave, this will be recorded as Leave – Unjustified.
- If you take extended leave without approval your position at the school may be declared vacant.

♦ REPORTING ON YOUR ATTENDANCE AND PUNCTUALITY
- Your attendance will also be checked each half term and reported to your parents.
- A computer printout of your attendance will be attached to your report.
- You will also receive a Merit Certificate for each term that you have perfect attendance and a Credit Certificate, in addition, if you have perfect attendance in Terms 1 to 3. These are valuable assets when seeking employment.
HOMEWORK AND APPLICATION TO STUDY

* EXERCISE BOOK AND A4 BINDER BOOK RULES

- The following information is printed in the Information Handbook for Students and Parents. Every new student receives a copy of the Handbook. A current copy can be found on the school’s website.
- This information is drawn to the attention of each cohort at the Day 1 meeting of each of Years 7 to 12 by the Deputy Principal or Head Teacher Administration running that Year Meeting.
- All teachers are required to remind students of the school’s rationale for excellence and organisation in bookwork and to check students’ books at the start of the course to ensure that they are properly set up by the end of Week 2. They must continue to insist on the maintenance of the standards set out below throughout the year.

■ RATIONALE

Following these rules will help you to be a successful learner because they
- provide guidelines for you to produce quality work.
- give you an agreed minimum standard that you must achieve.
- provide you with a record of your work that will assist you in preparing for assessments tasks.
- assist communication between you and your teacher.
- allow you to demonstrate your skills and commitment to your work.

■ YOUR BOOKS MUST

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

■ YOU MUST, UNLESS OTHERWISE DIRECTED BY YOUR TEACHER

- Have a separate book for each course.
- Complete all work to the best of your 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 your work and all sheets issued to you in correct sequence. Sheets must be glued into your book.
- Correct all spelling mistakes.
- Complete all work missed when you are absent from school or class.
- Keep your book until the end of the course.
● **YOUR TEACHERS WILL**

- check your books regularly to ensure that you are following these rules.
- require you 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**

<table>
<thead>
<tr>
<th></th>
<th>Y</th>
<th>N</th>
</tr>
</thead>
<tbody>
<tr>
<td>Book is covered with name, course etc</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Title pages complete if required</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Margin on all pages</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Headings underlined/distinguished</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Learning Intentions and Success Criteria for all lessons</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>All work dated</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>All work complete</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>All worksheets in order and glued in</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Spelling errors corrected</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>Neatly presented</td>
<td>□</td>
<td>□</td>
</tr>
<tr>
<td>All work corrected (Maths)</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

**COMMENTS**

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

Unsatisfactory □ Satisfactory □ Excellent □

Standard Standard Standard

Teacher’s Signature ___________________ Date ____________

■ **THE HEAD TEACHER WILL**

- check your book several times during the year.

■ **THE PRINCIPAL WILL**

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

♦ **THE IMPORTANCE OF LEGIBLE HANDWRITING**

- It is essential that you write legibly at all times.
- Legible writing can be easily read by someone who did not write it. Illegible includes very small writing.
- You need to remember that 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.

As literacy is an integral foundation for learning, all teachers are teachers of literacy. By extension, the teaching of writing to students is a core function for all teachers.

♦ 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 you and your name should be written in the book in the designated place.
  - You 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.
  - You 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, you will be required to pay for a replacement.

♦ STUDENT PLANNER
- You 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 your Student Planner. You may also record achievements and awards.
- Your parent can use it to communicate with your teacher. If a parent writes a message to your teacher it is your responsibility to bring it to the attention of your 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.
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 in 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 must also be given work to consolidate what they have learnt and to help them progress to the next stage of their learning.

- Realistic time frames must be established for completion of each task. Teachers should help students plan long term tasks and guide their completion. Setting a distant date for handing in work does not necessarily assist students – especially the less able and/or less mature. Major assignments and assessment tasks can be divided into smaller units which can be marked progressively.

- As a guide to the amount of homework, students in Years 7-8 should be expected to spend an average six hours per week on school homework; students in Years 9–10 a minimum of eight 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 THE SCHOOL ARE TO

- explain to students and their parents the purpose and benefits of homework.
- ensure students and parents are aware of the school's homework policy.
- effectively implement the DoE Homework Policy (May, 2012).

THE RESPONSIBILITIES OF EACH STUDENT ARE TO

- be aware of the importance of homework.
- be aware of Sefton High School’s homework policy.
- bring his/her Student Planner to school, have it available every period and record all homework in it.
- complete homework within the given time frame.
- organise his/her time to ensure that sufficient time is given to produce quality homework within set deadlines.
- ensure homework is of a high standard.
- seek assistance from teachers and parents when difficulties arise.
- alert parents to homework expectations.
- show his/her homework to parents if appropriate.
- follow up on any missed homework and show the completed work to his/her teacher.
so that the teacher can adjust his/her records.

- catch up on any missed work when he/she returns 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 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 child's approach to the homework.

- alerting the school to any domestic or extracurricular activities which may need to be taken into consideration when homework is being set or marked.
**SEFTON HIGH SCHOOL**

**FLOWCHARTS OF POLICY ON FAILURE TO ADHERE TO REQUIREMENTS IN RELATION TO HOMEWORK, APPLICATION AND ASSESSMENT TASKS**

**YEARS 7 – 9 HOMEWORK**

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**Student fails to show homework when due.**

- Teacher sends *Years 7 - 9 Failure to do Homework Letter* to parents.

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**Student completes Homework.**

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**OR**

- Student does not do homework on 3 occasions in a term.
- **Teacher interviews student.**
- Teacher records summary of interview and makes an entry on Student Profile.

---

**OR**

- Student completes work.

---

**OR**

- Student does not complete work/show sufficient improvement.
- **HT interviews student.**
- HT records summary of interview and makes an entry on Student Profile.

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**Year Advisers**

**Deputy Principals**

**Senior Executive**

**Monitor across courses through Student Profiles and take action when necessary.**

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**NOTE**

- The same process is followed for Lack of Application.
YEARS 10-12 HOMEWORK

- Student fails to show homework when due.

  - Teacher sends Yr 10, P or HSC Failure to do Homework letter.

  - Student completes homework.

  - OR

    - Student does not do homework on 3 occasions in a term.
    - Teacher interviews student.
    - Teacher records summary of interview and makes an entry on Student Profile.

    - Student completes work.

    - OR

      - Student does not complete work and fails to complete a 4th piece of homework in a term.
      - Teacher sends Warning of Non Completion of Yr 10, P or HSC Course letter.

      - Student completes homework.

      - OR

        - Student fails to complete 3 or more of the above items.
        - HT interviews student.
        - HT records summary of interview and makes an entry on Student Profile.

      - OR

        - Student does not complete the above work.
        - HT reports to DP each half term on Students at Risk of N Determination any student who has received 1 or more Warning Letters and has still failed to complete 3 or more items.

        - DP interviews student and follows up.

- Year Advisers
- Deputy Principals
- Senior Executive

Monitor across courses through Student Profiles and take action when necessary.

NOTE
- Failure to do another 4 pieces of homework will result in another Warning of Non Completion letter.
- The same process is followed for Lack of Application.
EXCURSIONS

- Excursions are arranged from time to time in some courses. Each course may arrange up to one of each activity per year. Excursions are designed to support learning in that course.

- An Excursion / Variation of Routine Information for Parents form and a Consent form will be given to each student to take home to parents.

- No student can attend an excursion unless he/she has returned the consent form signed by a parent.

- Students attending excursions are representatives of the school to the wider community and must behave in an acceptable manner.

- 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.
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 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.
- 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 blue woollen jumper with school crest.
- Narrow plain black belt with no decoration / writing.

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 3cm 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.
- 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 except for Years 9, 10 11 and 12 on Tuesdays. Students are allowed time to change into and out of PE uniform at the beginning and end of each PE lesson.
- Students must wear the correct school uniform, without any addition of non-uniform items, on the way to and from school.
- On Tuesdays when there is sport students in Years 9, 10, 11 and 12 may wear their full PDHPE/Sport uniform and/or tracksuit to school. A mixture of sport and everyday school uniform is not acceptable. If students have a lesson in Industrial Arts, Food Technology, Technology and/or Science, they must bring and wear their black leather lace up shoes in the traditional school style with a defined heel in that lesson for safety reasons.

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 at PE, sport and on Tuesday as part of the sport uniform.
- Students graduating from the Preliminary Course to the HSC Course in Term 4 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 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, recess or lunchtime, 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 involved in sport. In this policy the stated aims of sport are the promotion of
  - pleasurable involvement in physical activity.
  - cognitive, aesthetic, expressive, physical and social development.
  - fitness and health.
  - positive attitudes and good sportsmanship.
- Any student who does not meet requirements in Years 7 to 10 will be ineligible for the award of a Record of School Achievement (RoSA).
- Any student who does not meet requirements in Years 11 will be ineligible for the award of a Preliminary Certificate.
- Years 7 and 8 have integrated sport.
- During Years 9 to 11 each student will be required to play sport each Tuesday. This may be Grade Sport or Recreational Sport.
- Safety is of 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 when soccer boots are worn.

◆ EXPECTATIONS OF STUDENTS IN RELATION TO SPORT

At Sefton High School students are expected to
- Attend their chosen sport every week unless they are absent from school, sick/injured or given an exemption (oral or written) from a Senior Executive member or Sports Coordinator.
- Students attending sport are representatives of the school to the wider community and must behave in a sportsmanlike manner.
- Bring a water bottle to sport when playing at a venue away from the school.
- Provide their own personal protective equipment when this is not provided by the school. Parents will be informed of what is required on the Sport Selection Consent Form each year.
- Be punctual for their chosen sport including meeting for roll call or catching a bus.
- Participate at a satisfactory level throughout the duration of the sport.
- Wear the full PE uniform or school issued sports shirt.
- Follow all instructions given by the teacher.
- Provide and apply their own sunscreen if participating in an outdoor sport. A school hat or school cap may also be worn for sun protection.

◆ SPORTS CARNIVALs

- SCHOOL CARNIVALs

  Students must wear the school sports uniform at these events. Each year the following School Carnivals are held.
  - Swimming Carnival in Term 1 at Birrong Swimming Centre. All students are expected to attend.
  - Cross Country Carnival in Term 2 at The Crest, Bass Hill. All students are expected to attend.
  - Athletics Carnival in Term 2 at The Crest, Bass Hill. All students are expected to attend.
• **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. Students who are successful at Zone Carnivals may be invited to participate at Regional and State competitions.

- **YEARS 7 AND 8 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 you will receive a letter containing details and be asked if you give your consent to your child being involved.

- **YEAR 7 SWIMMING SCHOOL**
  - During November each year, Year 7 are expected to attend a swimming school in order to develop their aquatic and life saving skills.
  - This is treated by this school as a variation to routine and therefore you will receive a letter containing details and be asked if you give your consent to your 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 you will be asked if you give your consent to your 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 you have any concerns please telephone the Principal (9644-4800).
  - 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 SPORT**
  - Students are not permitted to ride a bicycle to and from sporting venues. The exception to this rule is the school Athletics and Sports 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
  • Mathematics including the Mathematics Challenge and Enrichment Programs
  • Science
  • History
  • Social Sciences
  • Technology
  • Premier’s Reading Challenge
  • Tournament of the Minds
  • Zero Robotics

♦ SPORT
  • Integrated sport for Years 7 and 8
  • Zone Gala days
  • Regional and State Sport Knock Out Competitions
  • Zone, Regional and State Swimming, Athletics and Cross Country Competitions
  • Premier’s Sporting Challenge

♦ ORGANISATIONS, GROUPS AND ACTIVITIES

  ▪ Leadership / Service
    • 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

  ▪ 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 you can use to support applications for courses, jobs and scholarships. Keep a record of your co-curricular activities for use in your school reference when you finish school using the relevant pages in your 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 by students (and staff in Years 11 and 12). 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

All Year 10 students participate in Peer Support Training. Selected Year 10 students lead Peer Support groups of Year 7 students the following year.

♦ PREFECTS

During Term 3, Year 11 students are 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 positive efforts and attitudes in all areas of school life you may receive a variety of awards.

**STEP 1 - 5 Merit Certificates** (and every 5 Merit Certificate thereafter)

**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

**STEP 8** – If a student goes around the award system a third time then the award is

- 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 must underpin the total curriculum* – everything we do in the school.

**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.
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.

THE CORE RULES
STUDENT DISCIPLINE IN NSW GOVERNMENT SCHOOLS

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.


NSW Public Schools Behavior code for students 2017
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 you feel that a member of the school community is behaving in a racist manner then you should talk to the school’s Anti-Racism Contact Officer, Mr Dimopoulos, or to your Year Adviser or the Principal.

  • If your 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.

- **You 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 you feel you are being bullied or harassed by another student you should **report the incident** to your Year Adviser or the Deputy Principal so that this situation can be addressed.

- If your parent believes that you 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 you receive nasty or bullying messages, do not respond.

- If you are being cyber bullied, do not respond. Save the evidence and log off. Tell your parents and report it to the school. **It is against the law to menace, harass or threaten using a communication carriage service.**

- Remember that if you see or hear of behaviour that may constitute bullying, threats or harassment, you have a responsibility to **report that to a teacher** so that the school may assess the situation and seek to resolve it in a positive way.

**NOTE**

DoE and school rules about your 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 you to the school**, eg when you 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.**

- You 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. You 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, cigarettes, 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 for you to treat a medical condition. Prescribed medication may be left at the Office for safe-keeping, but is not administered by staff.
• However 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 you 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.
• The school does not accept any responsibility for items that you bring to school.

SAFETY AND SECURITY DURING NON-CLASS TIME
• To facilitate the safety of students during Recess and Lunch the following rules are to be observed.
  ➢ You 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 rumbling
• water fights
• playing games such as ‘bull rush’.

- You are **not allowed to be inside buildings** except for lessons, using the Library, to see a teacher or to go to your lockers (when you must enter and leave by the door nearest the lockers), as you are then unsupervised.

- **You must not run in or outside the buildings on paved areas except the basketball courts.**

- You 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.

You 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 including Tuesday lunchtime.

- **The Oval** is out of bounds on all Tuesday at lunchtime.

- **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 should be reported 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 three lines (1 for self-service 1 for orders and 1 for hamburgers). 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.
- 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 recess and lunch.

♦ CONTACTING A PARENT DURING SCHOOL HOURS
- You may be permitted to contact a parent at school. You must see a Deputy Principal or the Principal to obtain permission to use his/her phone.
- Mobile phones must not be turned on at school for any reason. If any teacher sees or hears a mobile phone they have been instructed to confiscate it with the sim card and give it to a Deputy Principal.
- If your mobile phone is confiscated at school, your 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
- These 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.
- You 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 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, recess, lunchtime, 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 in the Senior Study Area. This is a private study area and students must work silently. With the permission of the Librarian, students may use a table or a computer in a bay, if the area is not in use by a class. Students must bring a folder/book and writing equipment, and must do individual work.
- **Bags must be left neatly on the racks outside the Library**. Students should take their valuables with them and are responsible at all times for any valuables they choose to bring to school.
- 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.
- Junior Students may borrow four fiction and four non-fiction books at any one time. Loans are for a maximum of four weeks. Senior Students may borrow six fiction and six non-fiction books at any one time. Loans are for a maximum of two weeks. Students must use their ID cards to borrow.
- 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.
- Under no circumstances are students permitted to cut out from or mark in any way books or newspapers. 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 recess and lunch. 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, at recess and at lunch. 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 and given an identification
symbol. Details are recorded on the SHS Computer Access Record. When the student has finished, he/she must be signed off. During this time, **only the registered student may use that computer and the symbol must be clearly displayed.** The symbol is a picture of a computer with a number on a yellow A4 page. It has Velcro backing so it can be attached to the wall of the carrel.

- A student who wishes to print from a computer will be charged 10c per page. 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 DoE Policy on Online Communication Services: Acceptable Usage for School Students PD/2002/0046/V04, and the Sefton High School Technology Code of Conduct outline the DoE’s and school’s **expectations of students** with regard to accessing Information Communication Technologies resources. Each student and parent is required to sign the DoE Policy on Online Communication Services: Acceptable Usage for School Students PD/2002/0046/V04 and the Sefton High School Technology Code of Conduct as a **condition of enrolment in the school and in each year in which the student is enrolled.**

- The DoE Policy on Online Communication Services: Acceptable Usage for School Students and the Sefton High School Technology Code of Conduct are **published each year in all years’ Sefton High School Information Handbooks for Students and Parents.**

- 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 personal use is kept to a minimum and 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.

- The Sefton High School Technology Code of Conduct must be complied with by students at all times.
- 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 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. All hats are to be removed during the National Anthem.

♦ STUDENT CONDUCT AT SPORT, ON EXCURSIONS AND AT ANY VARIATION TO ROUTINE OUTSIDE THE SCHOOL
- Wear the correct school uniform unless otherwise instructed. At sport, this means your PE/sport uniform.
- 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. You are expected to offer your seat to members of the public.
- At 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 you must follow if you drive a motor vehicle to and from school. They are meant to ensure your 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 you have been marked as in attendance at school, you must remain until the end of your timetabled classes. **Vehicles are out of bounds all day between your first and last timetabled periods.**
- Under no circumstances are you to use your car on school excursions or activities.
- **Be considerate** towards the local community. **Respect** their desire for quiet 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.

◆ HEAD TEACHER TEACHING AND LEARNING
A student and/or parent can contact the Head Teacher Teaching and Learning to discuss issues of concern.

◆ SCHOOL COUNSELLOR
If students and/or parents wish to see the School Counsellor they may do so by contacting her before school, at recess or lunchtime 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.

◆ 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.

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](http://www.jobjump.com.au) is a one-stop-shop for many of your 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 your student’s DoE email with the password polarbear.
  - **MHS Careers** [http://www.mhscareers.com](http://www.mhscareers.com) is an email alert service which provides brief messages to tell you the latest careers news. Students and parents are able to use the service but the Careers Adviser will forward regular updates to you. However, to save you from having to keep looking through the website to find new information, just register your email address to receive these alert.
  - **Myfuture** [http://www.myfuture.edu.au](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 you have activated your account, you 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

The Mid Course/Mid Year and End of Course/End of Year Reports contain a summary of your 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 you are undertaking. A list of reporting outcomes for each course is included in a later section of this Handbook.
- **Achievement in the assessment tasks** set by the school in each course. The assessment schedule in each course is outlined later in this 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 he/she produces **work of a high standard** in terms of his/her 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.

  - **Demresents organisational ability.**
    **Definition:** The student does the following.
    - Brings books, equipment etc to class.
    - Unpacks and organises him/herself to begin work immediately.
    - Uses his/her 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 his/her own learning eg getting group work started.
    - Takes care of his/her 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 him/herself 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 his/her 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, at recess and lunchtime but not between periods or during scheduled class or private study period time.
- You must only buy food or drink for yourself. You must not buy for other people.

♦ DAILY BULLETIN

- Daily message sheet which is read out in Period 1. Listen to it.

♦ EXCURSIONS

- Some courses involve excursions, eg to a museum. If you are going on an excursion, you pay your money at the Administration Office at least six school days before the excursion occurs.
FIRST AID
- If you are injured or have a medical problem eg nose bleed, dizziness etc you must come to the Administration Office (C Block) where a qualified First Aid Officer will assess and assist you in the first instance. If you are unable to come, send another student to get assistance. Your parents and/or an ambulance will be contacted if necessary.
- If you are sick or injured and need to be taken to hospital by ambulance, the account for the ambulance will be paid for either by your parents’ private medical insurance or, if they are not insured, by the Department of Education. If it is the latter, your parent 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 you wish to use a locker, you must make the necessary payment of $20 to the Administration Office. You then show the receipt for payment to the General Assistant who will allocate you a locker and provide a key.
- It is against school rules for a copy of your key to be made. Additional keys, if required, are available at school at a cost of $10. If you lose your key, a replacement will be provided upon payment.
- Lockers may only be accessed before school, recess, lunch and after school. You must not go to your locker during lessons or between periods 2 and 3. Senior students must not go to their locker during study periods.
- Prior to completion of clearance procedures at the end of Term 4, your locker must be emptied of all belongings and the key(s) returned to the School Administrative Manager.

LOST PROPERTY
- Be very careful with your belongings. Have your name on your clothing and all other belongings. Do not leave valuables in your bag when you are in the Library.
- You should check at the Administration Office if you do lose something.

SICK
- If you are too sick to continue to work at school, you must ask your teacher for a note to go to the Deputy Principal or Principal who will telephone your parents to arrange for you to go home or have medical treatment.

PARENTS CONTACTING STUDENTS DURING SCHOOL HOURS
- If a parent has an urgent need to contact his/her son/daughter 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.

RIDING A BICYCLE TO AND FROM SPORT

Students are not permitted to ride a bicycle to and from sporting venues. The exception to this rule is the school Athletics and Sports 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.

You must wait in your seat until you are instructed to move. You may be asked to close a window.

At the direction of your teacher, you will exit the building by the safest, shortest route. You must leave your bag and equipment in the classroom.

The primary evacuation area is The Oval, see the map below for the specific location for your year. You move to this location unless otherwise instructed by a teacher.

You must line up in alphabetical order in your assigned group and then be seated on the grass. The class roll will be marked.

You must stay in position until you are 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 you to move to the room.
- You are to move to your designated room. Enter the school building through the closest entry point. Do not leave a building once you are inside. Use the corridors to reach your designated room. If you cannot do that, go to the nearest room with a teacher in it.
- If your next lesson is in A, E or F Block, go to the timetabled room.
- If your next lesson is in C, D or G Block, 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 you have Sport, go to E16.
- If you have an examination next, go to the Hall.
- If you are late go to the Administration area of C Block.
- You are to remain in the buildings until you are directed to leave by your teacher. The end of evacuation/emergency signal is 4 bells.
- At the end of the emergency go to your correct room for that period for a roll mark if you are not already in the correct room.

◆ EMERGENCY REQUIRING STUDENTS TO STAY IN CLASSROOMS

- An emergency requiring you to remain in your current room will be signalled by ten short/long rings of the bell.
- If you are doing PD/H/PE you are to go to the Hall under the direction of your teacher.
- If you are late go to the Administration area of C Block.
- You are to remain in the buildings until you are directed by your teachers. 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
- Family and Community Services (FACS)
- 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.
You may correct any personal information provided at any time by contacting school office personnel.