

PENDLE HILL HIGH SCHOOL

KNOX ST WENTWORTHVILLE 2145, PHONE: 02 9631 9651, FAX: 02 9896 3093



RESPONSIBILITIES RESPECT RIGHTS AND LEARNING



STUDENT HANDBOOK 2018

PHHS

Spacious grounds

Broad Curriculum

Grade, recreational and school sport options

Specialist learning and support staff

Focus on academic excellence and learning success

Student leadership and student voice programs

Smaller class sizes to promote individual learning

Security fencing

Focus on Reading program

Caring, dedicated and experienced teachers

Merit and reward programs

Parent communication a priority

Strong and effective anti - bullying program

Top ATARs consistently over 90

Outstanding links with Universities and

Secured wireless internet access in all class-

\$20000 university scholarships

Multicultural community

Active School to Work Program

Parent supported compulsory uniform - checked daily

Fitness centre

School farm

Industry mentoring and experience links

Air conditioning

Year 7 Camp Program

A Positive Behaviour for Learning school

SMS communication about absences and lateness sent daily to parents

TVET, school based apprenticeship and traineeship opportunities

Gifted and Talented and extension programs

Premier's Reading Challenge

Onsite athletics

A great place to learn

Contents

Who's Who at Pendle Hill High School	Error! Bookmark not defined.
Welcome To Pendle Hill High School	4
Our Focus	4
Our School	5
Focus On Reading	6
Opportunities For Students At Our School	7
Department of Education Bring Your Own Device (BYOD) Policy	9
School Map	11
The School Day	12
Entry To Our School	12
Bell Times	13
Pendle Hill High School Uniform	14
Uniform Price List	16
School Travel Pass Applications	18
Year 7 Vaccinations	18
Canteen Price List	19
Student Behaviour	20
Classroom Expectations	21
Student Behaviour Expectations	22
Recognising Student Achievements	25
Merit Award Scheme	25
Bullying . . . No Way!	26
Guide to Online Safety	27
Practical Tips For Dealing With An Online Bully	27
Prohibited Items	28
Responsible Use of Mobile Phones & Other Electronic Equipment	28
Student Attendance	29
Class Organisation	33
Years 7 and 8 CURRICULUM	34
ROSA & Higher School Certificate	35
SPORT	36
Student Reports	37
Study & Homework	42
Subject and School Fees	44
Subject Fees Years 7 to 12	45
WHO TO SEE ABOUT WHAT	46
What To Do If	49
Safety Alert	51
Communication with Parents	53
Skoolbag App	53
Check Out School A to Z	53
Getting Involved At School	54
Some Useful Websites	54

Pendle Hill High School

Street Address:	Cornock Avenue Toongabbie NSW 2146
Postal Address:	Knox Street Wentworthville NSW 2145
Telephone:	9631 9651 9631 2906
Fax:	9896 3093
Email Address:	<u>pendlehill-h.school@det.nsw.edu.au</u>
School Facebook page:	<u>@PendlePHHS</u>
School Website:	<u>www.pendlehillhighschool.org.au</u>
School hours:	8.40am to 2.30pm Monday 8.40am to 3.05pm Tuesday to Friday

2018 Term & Vacation Dates

PLEASE NOTE

Day 1 of each of Terms 1, 2 and 3 is a School Development Day,
as are the last 2 days of Term 4.

Term 1	Years 7, 11 and 12 start school on Tuesday 30 January Years 8, 9 and 10 start school on Wednesday 31 January Term 1 ends on Friday 13 April
Term 2	Students return to school on Tuesday 1 May Term 2 ends on Friday 6 July
Term 3	Students return to school on Tuesday 24 July Term 3 ends on Friday 28 September
Term 4	Students return to school on Monday 15 October Term 4 ends for students on Wednesday 19 December

Who's Who at Pendle Hill High School

SENIOR EXECUTIVE

Principal	Mrs J Sims
Deputy Principal	Mr B Clarke
Deputy Principal	Mr P Lavercombe

SCHOOL EXECUTIVE

Head Teacher English	Mrs H Hasselman
Head Teacher Mathematics	Mr J Young
Head Teacher PD/Health/PE	Mr P Sutherland
Head Teacher Science	Mrs N Goyal
Head Teacher Teaching, Literacy + Learning	Mr P Lavercombe
Coordinator Technology	Mr A Vale
Coordinator School Organisation	Mr M Hope

STUDENT YEAR ADVISERS

Year 7	Mrs I Morched
Year 8	Ms S Fonti
Year 9	Mr R Mufale
Year 10	Mrs M Bounos
Year 11	Ms V Garrett
Year 12	Ms B Kinch
Student Adviser – Girls	Ms S Pendlebury

SPECIALIST STAFF

Careers Advisor	Ms S Talary
EAL/D	Mr J Hutton
School Counsellor	Ms V Devapiriam
Learning Support	Ms P Wilson
Teacher Librarian	Mrs J Caldwell
Student Welfare Worker	Mr T Hoang
Refugee Support	Mrs R Chandra

ANCILLARY STAFF

School Administration Manager	Mrs S Hulme
School Administration Officers	Mrs L Dodds
	Mrs S Hair
	Mrs S Leihn
	Mrs J Millington
	Mrs S Ryan
	Mrs J Sakr
School Learning Support Officer	Mrs J Bassan
General Assistant	Mr C Willmott
Farm Assistant	Mr C Willmott
Canteen & Uniform Shop	Mrs S Antonelli & Mrs C Piotrowski

STUDENT LEADERS

School Captains	Taryn Chu Kau Dunlop and Pavi Anusha
Vice Captains	Shakila Hidari and Jatin Arora

Welcome To Pendle Hill High School

We are a co-educational, comprehensive school with students who come from a wide variety of cultural backgrounds. We take pride in providing a quality education focused on the learning needs of our students. We have a strong focus on literacy, numeracy and learning success for all students.

Our learning and welfare programs emphasise positive behaviour for learning and concern for others.

We believe that:

- students learn in different ways and at different rates;
- all students can learn successfully;
- the quality of teaching makes a difference to the quality of student learning;
- quality learning and teaching must be the central focus of every classroom;
- high expectations create a climate in which excellence can thrive;
- students, parents and teachers must work together to create a safe, caring and disciplined learning environment where improvement, commitment and excellence are recognised and rewarded;
- student learning outcomes are improved when all students have access to information and communications technology skills to meet their educational and vocational needs;
- good attendance at school is a vital part of student learning and achievement.
- student welfare programs must aim to promote self-esteem, self-discipline, responsible behaviour, concern for others and ensure student safety.

Our Focus

Positive Behaviour For Learning Responsibilities Respect Rights and Learning

We are committed to creating a positive, safe and supportive environment where students, parents and teachers work together to ensure that:

- **learning is celebrated**
- **excellence is expected**
- **effort is rewarded**
- **diversity is respected**

We look forward to having you as a student at our school!

Our School

Our school has 3 main focus areas:

- Improving Student Learning and Achievement
- Quality Teaching and Leadership To Improve Student Learning
- Promoting High Expectations, Personal Excellence, Positive Values and Student Wellbeing

This means we aim to:

- Improve the literacy and numeracy outcomes of every student
- Increase the level of students' participation and engagement in learning
- Improve the quality of teaching and learning
- Ensure all students achieve the syllabus standards for their stage of schooling
- Raise expectations
- Strengthen partnerships between schools, parents and caregivers and community agencies

What does this mean for our students, our school and our community?

- We will work with you to develop a personal learning improvement plan for your child, focusing on literacy and numeracy skill development
- Your child will be taught by experienced and dedicated teachers who are able to constantly update their professional learning
- Your child will benefit from being part of a small class group, enabling greater individual attention
- Your child will have access to the latest resources and learning technology
- Together we will focus on developing and maintaining positive behaviour for learning – responsibilities, respect and rights
- You will be welcome in our school. Parent involvement and early intervention are important so that all students look forward to coming to school and experience success in their learning.

Focus On Reading

Focus On Reading is an intensive professional learning program being introduced at Pendle Hill High School for teachers to support the explicit teaching of the key aspects of reading, namely comprehension, vocabulary and reading text fluency. The program draws from a sound research base that justifies the need for these key aspects to be at the forefront of literacy teaching and learning.

The program highlights the importance and use of:

- rich texts, particularly subject-based texts, multi-modal texts and the types of texts that interest and motivate learners in the middle years
- rich talk of the kind that encourages students to 'show their thinking' through talk
- 'deliberate' teaching that begins with insightful assessment; involves planning for explicit instruction based on students' needs; supports and scaffolds students through modeled, guided and independent teaching; provides clear and purposeful feedback and constant opportunities for student reflection.



Premier's Reading Challenge

All students in Years 7, 8 and 9 are encouraged to enter this Challenge to support their literacy development.

e-Resources

There is a variety of e-resources that can be accessed from Parramatta Library including:

[Tumble Books](#), [Student Britannica](#), [Literacy Planet](#) and more....

e-Books from Parramatta Library

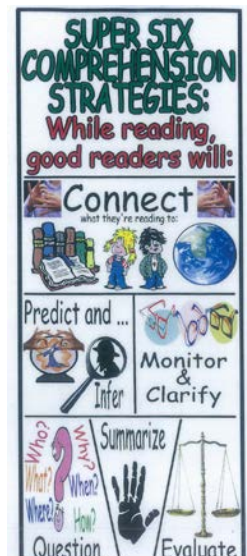
e-Books are now available from Parramatta Library to download. You can borrow 2 e-Books at a time for 3 weeks, and read them on any eReader, laptop or computer (except Kindle).

Our School Library - Responsible Borrowing

A responsible borrower returns books on time, so other readers can also enjoy them. Sometimes things happen to books; they can get lost, damaged and even lent to other people to read!

At our school, students get two reminders that they have books overdue. We then speak with the student to find out if there is any problem with returning the book. If not, and the book is still not returned, we need to send an invoice for the replacement cost of the book.

The school is very appreciative of parents and carers who can assist in locating books at home and helping the books get back to the school.



ARE YOU A READING CHAMPION?

**HOW MANY OF THE HUNDREDS OF
NEW LIBRARY BOOKS WILL YOU READ?**

Opportunities For Students At Our School

TEACHING AND LEARNING

- We are part of the Toongabbie Learning Community and work cooperatively with our partner primary schools – Darcy Road, Girraween, Northmead, Pendle Hill, Toongabbie, Toongabbie East, Toongabbie West and Wentworthville
- Our focus is on literacy, numeracy and learning success for all students
- We focus on quality teaching and learning using technology
- STEM and future focused learning is a priority
- Experienced and dedicated teachers provide individual attention
- Mixed ability, extension and gifted and talented class groupings
- Focus On Reading program for all students, emphasising reading for understanding
- Special Middle Years Numeracy program and Multiliteracy program
- Wide range of subjects available for both NSW Record of School Achievement and HSC
- Years 11 and 12 students choose from traditional academic courses, industry - accredited vocational courses and/or TAFE study as part of their HSC program
- Information and communication technology skills development is a priority
- Secure Internet and intranet access for all students
- Detailed analysis of statewide test results to improve student performance
- Specialist support for students with learning and language difficulties
- Active encouragement of student entry into academic competitions, including writing, mathematics, science and computing
- Access to a range of cultural and performing arts experiences

SPORT

- Our focus is on fitness, health and good sportsmanship
- Opportunity to participate in a wide range of competition or recreational sports for all students, including Year 7
- Cooperative sports programs with our partner primary schools
- Athletics Carnival held at school, using specialist Athletics Field (track, discus, shot put, high jump)
- Fully equipped and supervised Fitness Centre for students and staff
- Access to a range of individual and team sports
- Annual swimming, cross country and athletics school carnivals
- Regular Sport Gala Days with other schools
- Record of outstanding team success in Sydney West and state knockout competitions
- Recognition, encouragement and flexible programs for talented individuals leading to success at regional, state, national and international competitions
- Students awarded the Premier's Sporting Challenge each year

STUDENT WELLBEING

- Our focus is on positive behaviour for learning – responsibilities, respect, rights and learning
- Developing and maintaining a safe, caring and disciplined learning environment is a priority
- Programs aim to promote self-esteem, self discipline, responsible behaviour, concern for others and ensure student safety
- Strong Anti Bullying policy, actively enforced
- School Uniform is expected and is checked daily
- Daily monitoring of student attendance, with SMS message to parents of students who are absent, late or out of uniform
- Clear and explicit consequences for disruptive behaviour in the classroom and in the playground
- Parent involvement and early intervention are priorities
- Specialist staff includes Year Advisers, School Psychologist, Careers Adviser, Support Teachers Learning, EAL/D Teacher, Teacher Librarian and Welfare Worker
- Active student support, mentoring, student leadership and student voice programs
- Active Learning Support Team meets regularly
- Support programs for “at risk” students
- [A Breakfast Club provides free breakfast for students from 8am each Wednesday and Thursday morning](#)
- Social Skills program for Years 7 and 8 students
- Merit and reward programs for students to encourage and recognise good behaviour and active involvement in learning, wellbeing and leadership programs
- Year 5 and 6 Transition to High School programs
- Strong and experienced school leadership team.

SCHOOL FACILITIES

- Extensive school grounds and playing fields, with security fencing to ensure student safety
- Air conditioning of key learning spaces for student comfort
- Wireless computer network in all learning spaces
- Multi Media computer facilities available, with secure internet and intranet access
- Large multipurpose centre
- Library, including computer access before school, at recess and lunch
- Computer and photography laboratories
- School farm
- Specialist Careers room
- Specialist Visual Arts and Music Performance rooms
- Mathematics Task Centre and Computer Hub
- Specialist brand new Science laboratories
- Specialist Technology rooms – woodwork, metalwork, food technology, textiles, robotics
- Fully equipped and supervised Personal Fitness Centre
- Healthy Food Canteen
- Access for disabled students

Department of Education Bring Your Own Device (BYOD) Policy

WHAT DOES IT MEAN?

- You buy a suitable technology device that is compatible with the school's minimum requirements for educational use.
- You own the device, usually a laptop. Students bring the device to use at school at their own risk.
- The school is not responsible for any loss, theft or damage to the device or the data stored on the device. The school does not provide any technical support for the device.
- Parents need to consider whether the device needs to be insured.
- Students are responsible for care of the device at school; for securely backing up all data and bringing their device to school fully charged.
- Students and parents will be asked to sign a BYOD User Charter setting out the Department of Education's Online Communication Services: Acceptable Usage for School Students policy.
- While at school, all material on the device is subject to review by school staff.
- Standard school discipline procedures will apply for any misuse of the device contrary to the Department of Education's User Charter and school rules.
- Students are not to use their device to access any social media while at school.
- Students only use their device as directed by their teacher, for educational purposes.
- Students will still be expected to bring writing materials to school each day for use in most lessons (pens, writing books etc).
- [Access to loan devices and access to laptops, desktop computers and Chromebooks are available within the school for students without their own device.](#)

What Kind of Device Should I Buy?

Our school recommends that students choose a laptop device with a minimum 10" screen, at least one USB port and an external peripheral keyboard to ensure that their BYOD maximises their learning opportunities. A Chromebook, Windows Tablet/laptop or iPad would be suitable.

The BYOD device must be able to

- read Adobe Acrobat files
- browse the Internet
- perform basic note taking or word processing with a keyboard function
- store documents and files
- provide a minimum 4 hours of battery life
- provide up-to-date anti-virus protection (iPads and Chromebooks do not need this)
- provide a minimum of 2GB RAM
- provide word processing, spreadsheet and presentation functions

PLEASE NOTE

Students are not permitted to use any form of smartphone as their BYOD device.

What If I Want To Buy a Device For My Child Over The School Holidays?

The Department of Education wireless network installed in all high schools only operates on the 802.11n 5GHz standard.

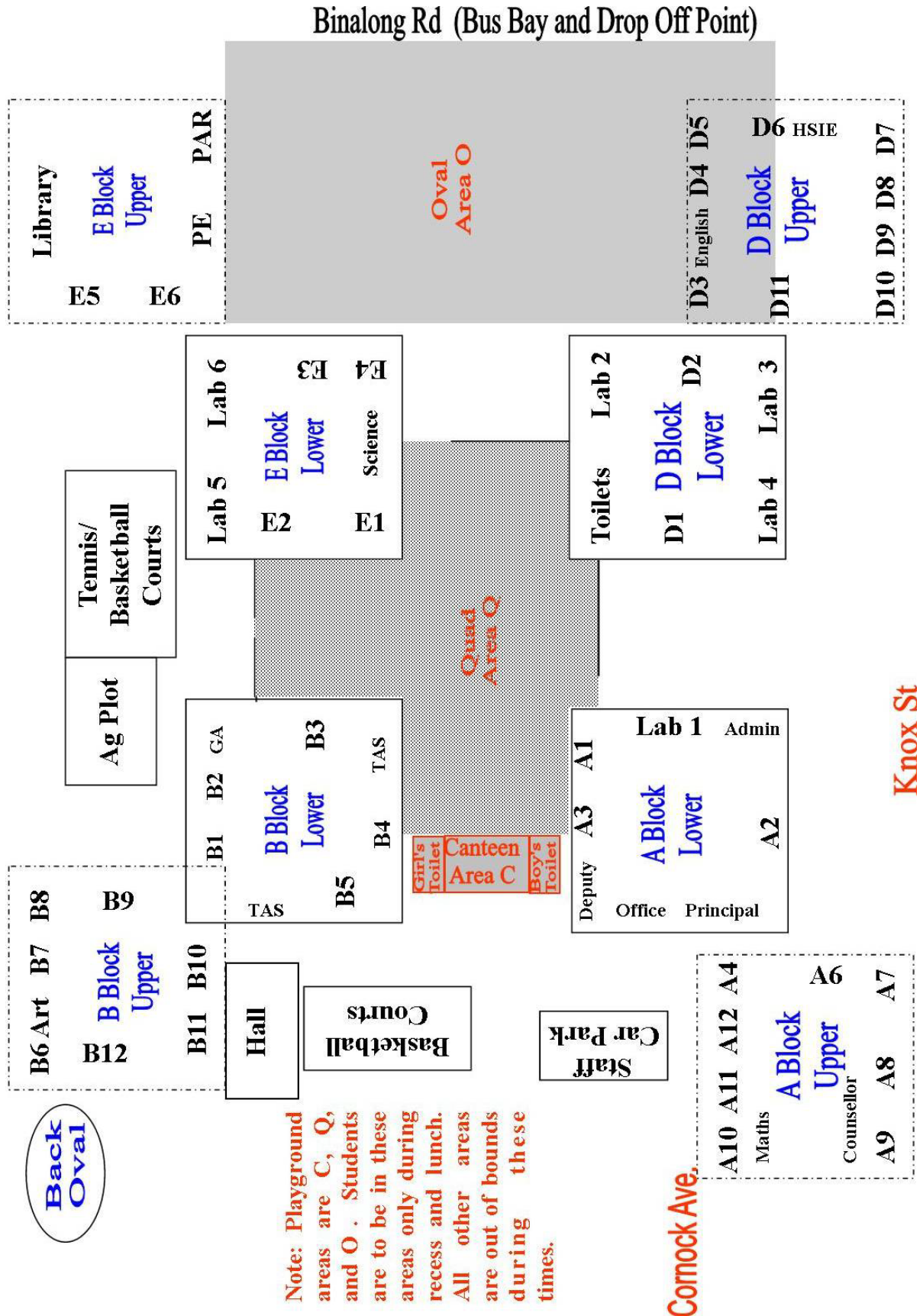
Devices with 802.11a/b/g or 802.11n 2.4 GHz only **WILL NOT** be able to connect to the school wireless network.

Ask this question before you buy a device for BYOD

“The NSW Department of Education has a 5GHz (n) wireless network that uses a full range of channels. Will this device connect on all channels in the 5GHz range?”

DO NOT purchase a device for BYOD unless the answer to this question is YES.

School Map



The School Day

The school hours are:

8.40am to 2.30pm

8.40am to 3.05pm

Monday

Tuesday to Friday

- Each day starts with a whole school assembly and roll call at 8.40am
- Lessons are 53 minutes long.
- Sport is held each Tuesday afternoon during lessons 5 and 6.

The general pattern of the school day is:

Roll Call/Assembly
Lesson 1
Lesson 2
Recess
Lesson 3
Lesson 4
Lunch
Lesson 5
Lesson 6

- Students are dismissed at the end of lesson 5 on Monday.
- Staff attend faculty, team and staff meetings from 2.30pm each Monday.

Entry To Our School

Our school grounds are enclosed by security fencing, for the safety and protection of our students, staff and resources.

Students can enter the school grounds via the gates at Binalong Road, Knox Street and Cornock Avenue only.

Please note that all gates, except the main Cornock Avenue entrance gate, are locked between 9am and 3pm each day.

Students and/or parents arriving at school after 9am or needing to leave school before 3pm must use the Cornock Avenue entrance only.

Bell Times

PERIOD	MONDAY	TUESDAY	WEDNESDAY - FRIDAY
Roll Call / Assembly	8.40-8.50	8.40-8.49	8.40-8.47
Period 1	8.50-9.45	8.49-9.38	8.47-9.40
Period 2	9.45-10.40	9.38-10.27	9.40-10.33
Recess	10.40-11.02	10.27-10.47	10.33-10.53
Period 3	11.02-11.57	10.47-11.36	10.53-11.46
Period 4	11.57-12.52	11.36-12.25	11.46-12.39
Lunch 1	12.52-1.14	12.25-12.47	12.39-12.59
Lunch 2	1.14-1.36	12.47-1.09	12.59-1.19
Period 5	1.36-2.30	SPORT	1.19-2.12
Period 6	Staff Meetings	SPORT	2.12-3.05

Pendle Hill High School Uniform

- All students at Pendle Hill High School are expected to wear our school uniform, every day.
- All uniform items, except for shoes and socks, need to be purchased from our School Canteen.
- The PE/Sports Uniform is worn on Tuesdays.
- Students must also bring the Sports Uniform to school and change into it for all PE lessons.
- Students must wear plain, leather all black shoes to school each day, except on Tuesdays. On Tuesday students may wear joggers or sports shoes to school, with their sports uniform. These shoes may be of any colour.
- Students MUST NOT wear open sandals, thongs, joggers, ballet type shoes or shoes made with fabric tongues. This type of footwear is not allowed in practical lessons for safety reasons and students will be sent home to change into correct footwear.

Rabens, Volleys and other canvas top shoes are not permitted.

- Jewellery and make up should be kept to a minimum. Dangling earrings and spiked jewellery are dangerous and are not to be worn to school.
- Students must wear a white T shirt only under the white school shirt. Coloured T shirts and singlets must not be worn.
- Leggings and tights are not part of our school uniform and are not to be worn to school.
- Donations of pre-loved uniform items can be made at the Canteen.
- Please give your daughter/son a note should it be necessary for them to wear non-uniform items to school on a particular day.
- Students out of uniform are to report to Reception before Roll Call to collect a Uniform Pass.

Our Uniform Shop – the One Stop Way to Shop!

Where: Canteen

When: Everyday between 8.30am and 1pm

What:

• Shirts	• Tracksuit jackets	• Aprons
• Shorts	• Tracksuit pants	• PE shorts
• Skirts	• Black fleecy school jumper	
• Long pants	• All weather waterproof jacket	
• PHHS School Cap	• Pre-loved uniforms when available	

Please Note: Uniform items may be purchased on a “layby system”!

Our school is a strict school uniform school and this is strongly supported by our school community. The overwhelming majority of our students wear the correct uniform to school every day!

At our school:

1. Student uniform is checked each day to ensure that all students are appropriately dressed for school.
2. Students must have a note to explain the need to wear non uniform items on a particular day and must report **BEFORE ROLL CALL** at Reception for a uniform pass.
3. Students are expected to wear plain all black leather shoes, except on Tuesdays.
4. All uniform items are available from our school Canteen, except for shoes and socks.
5. Parents can layby any uniform item/s. Payments can be made weekly, fortnightly or monthly—just talk to our Canteen staff!

SHOPPING FOR NEW SCHOOL SHOES?

We expect our students to follow Department of Education policy and the Work Health & Safety Act 2011 by wearing enclosed leather type lace up, buckle or Velcro fastened shoes.

School shoes should

- be plain black, with black laces
- have a leather upper or equivalent, with a sturdy sole
- enclose the entire foot, including the upper section of the foot
- have a low heel.



These shoes are to be worn Monday, Wednesday, Thursday and Friday

Unsafe shoes include those with platform or high heels, shoes made from unprotective open weave material such as canvas and shoes which do not enclose the whole foot, such as ballet style shoes, sandals and other open toe footwear, skate shoes, open-top Mary Jane style shoes, Rabens and Volleys. These shoes do not meet WH&S safety requirements.



Failure to wear safe footwear, especially in practical classrooms, will result in students not being able to participate in those subjects, eg, Food Technology, Industrial Technology, Hospitality, Construction, Science and Visual Arts. Parents will be contacted and students sent home to change into closed shoes and then return to school. Alternatively, parents may choose to bring a pair of closed shoes to the school for your daughter or son to change into.

SPORTS SHOES

Students may wear sports shoes or joggers to school on Tuesday. These shoes may be any colour. However, all other requirements are the same as for the black school shoe. **Volleys, skate and other canvas shoes are not suitable sports shoes.**

If you are not sure what footwear is acceptable, please contact the school before buying new shoes!

Uniform Price List

The cost of new items from the Canteen uniform shop is shown. Pre-loved uniform items are sometimes also available for sale. Prices are subject to change.

Girls – Summer and Winter

Skirt	Brown check PHHS skirt	\$40
Shorts	PHHS grey knee length tailored shorts	\$30
Long pants	PHHS grey tailored pants	\$35

Boys – Summer and Winter

Long pants	PHHS grey cargo pants	\$35
Shorts	PHHS grey knee length	\$30

Boys and Girls – Summer and Winter

Shirt	White with school emblem (2 for \$40.00)	\$25 each
Apron	Technology Mandatory Apron	\$15
Jumper	Black PHHS fleecy with school name	\$30
Jacket	Black PHHS all weather fleecy waterproof	\$50
School Cap	Black PHHS school cap	\$15

PE / Sports Uniform – Girls & Boys

PHHS Yellow Sports Shirt (2 for \$40.00)	\$25 each
PHHS Sports Shorts	\$25

Tracksuit – Girls and Boys

PHHS Tracksuit Jacket – may be worn everyday	\$50
PHHS Tracksuit Pants – may be worn on Tuesdays only	\$35

Footwear – Not available from the school

Plain all black shoes – leather or equivalent.

No stripes or coloured laces. These are to be worn on Monday, Wednesday, Thursday and Friday. On Tuesdays students wear their Sports Uniform to school and may wear sports shoes or joggers of any colour.

Rabens, Volleys and other canvas top shoes are not permitted.

Note: NSW Department of Education Health and Safety guidelines prohibit students wearing unsuitable shoes from participating in practical activities including cooking, woodwork and science experiments.

Socks – Not available from the school

Girls	White ankle socks or flesh coloured or black pantyhose
Boys	White ankle socks

Please note: Leggings and tights are not part of our school uniform and are not to be worn at school. All shirts, jumpers and jackets must have the Pendle Hill High School logo or name on them. Uniform items may be purchased on a “layby system”!

Footwear Guidelines for NSW Government Schools

Work Health and Safety Directorate

The Department, through its WHS Policy, is committed to providing a safe working and learning environment for all employees, others undertaking work, students and visitors, in accordance with statutory and regulatory obligations and corporate objectives.

Footwear is an important safety item. Good soles provide a sound grip on the floor preventing accidents such as slips, trips and falls from occurring. Footwear can also protect feet from damage caused by accidents such as falling objects or chemical spillages.

These guidelines have been developed to assist NSW government schools in providing a safe working and learning environment. Schools which already have risk management controls in place in relation to footwear should refer to these guidelines when reviewing and evaluating those controls.

Areas where safe footwear must be worn

In accordance with the Safe Working Policy, the Department has identified areas of its workplaces where appropriate footwear must be worn by employees, students and visitors to ensure their safety.

Areas where enclosed leather footwear (or other material confirmed by the manufacturer to be suitable, refer to Australian/NZ Standard 2210: *Safety Protective and Occupational Footwear*) is required are:

- Industrial Arts and trades workshop areas
- Science laboratories
- Canteen or Food Technology (kitchen areas)

Sandals, open footwear or high heeled shoes are not permitted in these areas. If students present for a class or activity with inappropriate footwear the student should be offered alternative educational activities until they are wearing appropriate footwear.

The above list is not exhaustive. Appropriate safe footwear may also be identified as a requirement in relation to other areas or activities, documented procedure or a documented risk assessment. For example, in work situations where floors can't always be kept dry or clean, the right footwear is especially important, so a slip resistant shoe may be required. Another example is wearing enclosed leather footwear (or suitable safe

alternative) in agricultural areas/activities.

In addition, other sites on which the Department provides services may have specific requirements which should be adhered to, for example, Education Training Units in Juvenile Justice settings.

Footwear for employees in the general school environment

The Department strongly recommends school employees and other undertaking work consider wearing footwear that is suitable for walking on a number of different surfaces during the working day (e.g. stairs, playgrounds, grass and sports fields).

Footwear which is suitable for the general school environment means enclosed shoes, which are flat shoes or shoes with a minimal heel that have a good grip and fit well.

For some employees, such as general assistants and farm assistants, wearing enclosed leather footwear throughout the working day is important. This is because their responsibilities for ground maintenance and other activities mean that they need footwear that will assist in preventing slips, trips or falls or protect their feet from falling objects.

Implementation of guidelines

School principals, as workplace managers, are responsible for ensuring procedures are in place to maintain a safe work environment in accordance with the **Safe Work Policy** and these guidelines. In accordance with WHS legislation, principals have the authority to determine that employee and students wear shoes that are appropriate to ensure work health and safety for the planned activity. This includes identified school activities (see "Areas where safe footwear must be worn") and excursions.

However, workplace managers should note that it is not appropriate for schools to require students, through the use of a general term "work health and safety" to wear particular shoes as part of a uniform policy.

Principals should communicate the reasons for these decisions to employee and students i.e. that the decision has been made for their safety and the safety of others.

School Travel Pass Applications

A School Opal card is valid for one school travel route only, so you need to apply again each time your child changes school and/or address.



Eligible students will receive a School Opal Card. The School Opal Card will be sent directly to each student's home address. Students deemed not eligible will need to pay for any bus or train travel using their own personal Opal Card.

To be eligible, you must live more than 2 kilometres (radial distance) from our school. The travel eligibility rules are different for students in Years 7 to 12 than for primary school students. Your home address will be checked as part of the application process.

Go to www.transportnsw.info/school-students to make your application.

Year 7 Vaccinations

NSW Health works in partnership with schools to offer the vaccines recommended for adolescents by the National Health and Medical Research Council (NHMRC) in a school-based vaccination program. Parent Information Kits are sent home to parents early in the school year.



Trim: 13/26842

Year 7 Vaccinations

Free vaccines, for all Year 7 students

Dear Parent/Guardian

Teams of specially trained registered nurses will be visiting your child's school during Year 7 to offer free vaccinations against serious preventable diseases.

Vaccines include:

1. Human Papillomavirus (HPV) vaccine (3 doses)
2. Diphtheria-Tetanus-Pertussis (dTpa) vaccine (1 dose)
3. Varicella (chickenpox) vaccine (1 dose)

These vaccines are only provided free whilst your child is in Year 7.


What do you need to do?

- ✓ Year 7 Parent Information Kit will be distributed by your school at the beginning of the school year
- ✓ Check your child's vaccination records to see if they have been vaccinated for varicella (chickenpox)
- ✓ Read the information included in the Kit (translated copies available on the website below)
- ✓ Complete & sign the Consent Form (make sure you tick which vaccines your child requires)
- ✓ Return the signed Consent Form to your child to return to school, as soon as possible
- ✓ Discuss the Importance of vaccinations with your child
- ✓ Ensure your child has breakfast on the morning of vaccination

More questions?

Please contact Western Sydney Public Health Unit on 9840 3603 or visit

www.health.nsw.gov.au/immunisation





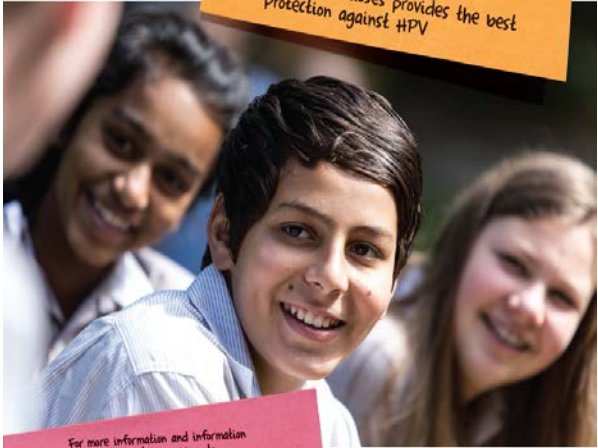
In 2013 both males and females can participate in a national school-based vaccination program to protect against Human Papillomavirus (HPV), which can cause cancer and disease in males and females.

HPV School Vaccination Program

- ✓ Help prevent HPV-related cancers
- ✓ For males and females
- ✓ Just three doses provides the best protection against HPV

For more information and information in other languages go to

australia.gov.au/hpv



Canteen Price List

Please note: Prices are subject to change

Pendle Hill High School Canteen is managed by Mrs Antonelli and is open before school, at recess and at lunch for students to purchase food items. An example of what is on sale is listed below.

SALAD ROLLS OR SANDWICHES	4.00	SOFT DRINK CANS -Sprite, Coke Zero, Diet Coke, Diet Vanilla & Deep Spring)	2.50
CHICKEN WRAPS	2.50	DEEP SPRING MINERAL WATER CANS	2.50
CHICKEN BURGER	4.50	PUMP WATER	3.50
HAMBURGER	4.50	WATER – Plain	2.00
PIES	4.00	POWERADE	4.00
POTATO PIES	4.50	ORANGE JUICE	3.00
SAUSAGE ROLLS	3.00	FRUIT BOX	2.00
LASAGNE	4.00	FLAVOURED MILK	Large 4.00 Small 2.50
MINI PIZZA	2.50		
CHEESE & BACON ROLLS	2.50	PLAIN MILK	Large 2.00 Small 1.50
CHICKEN WEDGES (each)	1.00		
3 CHICKEN WEDGES ON A ROLL	4.00	UP & GO	2.20
HOT DOGS	3.50		
- WITH CHEESE	4.00	ICED TEA	3.50
SPINACH & RICOTTA ROLLS	3.00	HOT CHOCOLATE	1.50
CHEESE EXTRA	.50	COFFEE & TEA	1.50
GARLIC BREAD	2.20	YOGHURT - FROZEN	2.20
HOT NOODLES	2.50	MAXIBON	4.50
		MILO CUP	4.50
CAKES	3.00	ICY POLES	1.50
COOKIES	2.00	BILLABONG	2.00
BANANA BREAD	3.00	ZOOPER DOOPERS	0.60
CUSTARD TARTS	3.00	SOUR POPS	1.00
DONUTS	1.00	CARAMEL SLICES	3.00

Student Behaviour

At Pendle Hill High we believe that positive behaviour leads to improved student learning and achievement.

- We believe that all students and teachers have the right to be treated fairly and with dignity, in an environment free from disruption, intimidation, harassment and discrimination.
- We strive to maintain high standards of student behaviour with a focus on **Responsibilities, Respect and Rights**. This is explicitly taught to all students through our **Positive Behaviour for Learning Program**.
- It is expected that students will behave in a manner that will bring credit to themselves, their families, their school and community. The school's **Code of Conduct** and the **Discipline Code** encourage students to take responsibility for their own learning and behaviour. Collaboration between school staff, students and parents is an important feature of discipline at this school.
- Merit and reward programs are in place to recognise and promote good behaviour in the classroom, in the playground, at sport and on excursions.
- Non compliant students may be given detentions for half of lunch, or after school. After School detentions will be issued at least one day before and can last for half an hour or an hour, depending on the misdemeanor. Failure to complete detentions may result in a suspension from the school.
- Parents and students are reminded that Department of Education procedures state that students who are in possession of an illegal substance; who are physically violent or who are in possession of a firearm will be suspended immediately. In some circumstances the matter must also be reported to the police.
- The Principal may also suspend any student who is persistently disobedient, insolent and/or disruptive or who engages in criminal behaviour related to the school. You will be asked to discuss the resolution of situations where a student is at risk of suspension through behaviour which the school considers unacceptable and which is contrary to the school's Code of Conduct.
- **Students who are on a monitoring program or who have been suspended from school for persistent disobedience and disruptive or dangerous behaviour will usually not be allowed to take part in excursions and other activities outside school.**

Classroom Expectations

- Be on time to all classes
- Bring all your equipment for lessons and be prepared for learning
- Line up outside the classroom and wait for the teacher
- Remove hats before you go into the classroom
- Switch off mobile phones and other electronic devices and put them in your bag before you enter the classroom
- Take out your books and equipment as soon as you sit down, then put your bag on the floor
- Follow all instructions given by your teacher
- Follow all classroom safety rules
- Always behave in a safe and respectful manner
- Show a positive attitude
- Always be on task and do your best
- Listen when others are talking
- Be polite and respectful towards others
- Use respectful language at all times, including written and online
- Keep your hands and feet to yourself
- Be responsible for your own property and respect the property of others
- Leave classrooms and equipment clean and tidy at the end of each lesson

Student Behaviour Expectations

At Pendle Hill High School I respect myself, other students, staff and property.

	CLASSROOM	PLAYGROUND	CANTEEN	ASSEMBLIES
Responsibilities At Pendle Hill High School I have a responsibility to maintain rights and respect for all and try to do my best.	It is my responsibility to: <ul style="list-style-type: none"> Be on time to class Line up quietly and in an orderly manner Switch off my mobile phone and other electronic devices and put them in my bag before I enter the classroom Remove my hat Follow all instructions given by my teacher – promptly & politely Listen when others are talking Come prepared for work – equipment out and ready for work Stay in the classroom for the entire lesson Be on task and do my best Catch up on missed work when I am absent Keep my hands and feet to myself Leave classrooms and equipment clean and tidy Be in the right place at the right time 	It is my responsibility to: <ul style="list-style-type: none"> Speak to others politely Keep all playground areas clean eg no littering or spitting Keep my hands and feet to myself Stay in designated areas Follow teacher instructions Remember the sunken area of the Quad is a passive area Only play safe games Play handball only in the Quad – the Quad is a passive area Remember active games (football & soccer) are on the oval only Leave the area at the 1st bell and move to class Be in the right place at the right time 	It is my responsibility to: <ul style="list-style-type: none"> Say “Please”, and “Thank you” Stand within the blue lines, and wait until it is my turn to be served Stand two people per window only Buy for myself only (limit of 4 items only) Once served move well away from the canteen lines Place all litter in the bins Remember the canteen is a passive area – a ball-game free zone Use the Canteen before school, during recess and lunch breaks Move to class at 1st bell Be in the right place at the right time 	It is my responsibility to: <ul style="list-style-type: none"> Be on time Enter hall/quad in a quiet orderly manner Sit in alphabetical order according to roll call class Take my hat off inside the hall Listen to all speakers Switch off mobile phones and electronic devices and place them in my bag Be in the right place at the right time
Rights At Pendle Hill High School I have a right to enjoy a safe, healthy and supportive learning environment.	I have a right: <ul style="list-style-type: none"> To clearly hear & see the teacher To learn or teach To express an opinion without ridicule To have access to the necessary school equipment 	I have a right: <ul style="list-style-type: none"> To feel safe To be free of bullying To move around the playground freely To enjoy games without interference 	I have a right: <ul style="list-style-type: none"> To use the canteen before school, during recess and lunch To use the canteen without fear and intimidation of being hassled 	I have a right: <ul style="list-style-type: none"> To hear and be informed To sit and feel safe

Student Behaviour Expectations

At Pendle Hill High School I respect myself, other students, staff and property.

	TOILETS	WALKWAYS & STAIRWELLS	ROLL CALL
Responsibilities At Pendle Hill High School I have a responsibility to maintain rights and respect for all and try to do my best.	It is my responsibility to: <u>At all times</u> <ul style="list-style-type: none"> Keep toilets clean and flush after use Use toilet paper sensibly and appropriately Wash my hands Turn taps off after use Report any damage and graffiti to the front office Leave my bag outside the toilet <u>During class time</u> <ul style="list-style-type: none"> Always have a note from my classroom teacher to use the toilets during class time Go to the Deputy Principal who will unlock the toilets Go directly to the toilets Return directly to class after using the toilets 	It is my responsibility to: <ul style="list-style-type: none"> Walk quietly and sensibly when moving around the school Keep to the left Maintain cleanliness - spitting is a health hazard Keep my hands and feet to myself Stay out of the walkways during recess & lunch (except in wet weather) Keep stairways clear – sit in inbound areas during recess and lunch. Remember the lift is only for designated students Be in the right place at the right time 	It is my responsibility to: <ul style="list-style-type: none"> Arrive at my roll call room before the second bell. Stay in the roll call room until the bell rings Bring an absentee note from home to explain my absence the next day I return to school Remove my hat Listen carefully to all announcements Take notes and newsletters home to my parents and care givers Switch off my mobile phone & other electronic devices and put them in my bag Sit in the correct alphabetical order when the roll is taken on assembly Swipe in at reception if I arrive after the second bell to roll call Be in the right place at the right time
Rights At Pendle Hill High School I have a right to enjoy a safe, healthy and supportive learning environment.	I have a right: <ul style="list-style-type: none"> To privacy and safety To a smoke free zone 	I have a right: <ul style="list-style-type: none"> To move from room to room without interference To feel safe 	I have a right: <ul style="list-style-type: none"> To be able to hear my name and the notices during roll call To have my attendance recorded accurately Be treated fairly with illness and misadventures

Student Behaviour Expectations

At Pendle Hill High School I respect myself, other students, staff and property.				
	SPORT	GRADE SPORT	FITNESS CENTRE	LIBRARY
Responsibilities At Pendle Hill High School I have a responsibility to maintain rights and respect for all and try to do my best.	It is my responsibility to: <ul style="list-style-type: none"> Wear the school sport uniform Attend sport Stay with my sport teacher until 3.05pm Participate safely Give sport my best effort Be sportsman-like Allow others to enjoy the sport time Follow instructions and mind your language Be in the right place at the right time 	It is my responsibility to: <ul style="list-style-type: none"> Wear the school sport uniform Buy a bus pass which allows me to travel to other schools and venues Show sportsmanlike behaviour <ul style="list-style-type: none"> Play by the rules Attend regularly Participate safely Speak to others politely Represent the school in the best way I can Be in the right place at the right time 	It is my responsibility to: <ul style="list-style-type: none"> Leave food drink outside the fitness Pay the members fee at the accounts office before entering the fitness centre Use equipment safely Give everyone a "fair go on equipment Replace all equipment when finished Complete my training on time 	It is my responsibility to: <p>General Library use</p> <ul style="list-style-type: none"> Finish food and flavoured drinks before entering the Library – bottled water is permitted When talking speak quietly Turn off all phones and other personal electronic devices Return any loans on time and in the condition it was borrowed <p>Seniors</p> <ul style="list-style-type: none"> Write my name clearly in the log book near the front door when using the library without a teacher Go to my timetabled room, even if teacher is away, and wait for instructions Obtain an "Out of Class" note to use the library (unless I do not have a timetabled lesson) <p>With a Class Teacher</p> <ul style="list-style-type: none"> Line up quietly at the back door, unpack and wait for instructions Switch off my mobile phone and other electronic devices and put in my bag before entering the library Remove my hat Follow all instructions given by my teacher Be on task and do my best Keep my hands and feet to myself Leave the library clean and tidy
Rights At Pendle Hill High School I have a right to enjoy a safe, healthy and supportive learning environment.	I have a right to: <ul style="list-style-type: none"> Participate Play sport safely Be supported by my peers – use encouraging comments only Enjoy my sport activity Have a qualified/certified supervising teacher 	I have a right to: <ul style="list-style-type: none"> Travel to sport safely Behave respectfully toward the general public Be spoken to by my team respectfully Be part of a safe and supportive team Play sport safely Feel proud of my contribution to sport 	I have a right to: <ul style="list-style-type: none"> Work-out in a safe environment Get to class on time Be supervised by a teacher at all times 	I have a right to: <ul style="list-style-type: none"> Use the resources in the library A safe and productive learning environment Learn, study, read and research in a quiet place

Recognising Student Achievements

At Pendle Hill High School we have high expectations of our students. Our programs promote positive behaviour for learning, with a focus on responsibilities, respect, rights and learning.

We believe that it is important to recognise and reward active involvement in learning, improvement, commitment and excellence as well as responsible behaviour, concern for others and involvement in our school and its community.

Our school has a range of support, mentoring, student leadership and student voice programs available to all students.

Our Recognition Assemblies and Merit Award Programs are designed to celebrate student achievement.


Merit Award Scheme

Teachers are encouraged to recognise positive student behaviour, actions and contributions. The use of merit certificates reinforces positive attitudes in students.

5 Merits in one subject lead to a Head Teacher's Award

2 Head Teacher Awards from different faculties lead to a Year Adviser's Award

2 Year Adviser's Awards lead to a Principal's Award



Pendle Hill High School

English

MERIT CARD

Awarded to

Class Date.....


This AWARD is being made for:

- High Standard of Work ()
- Creative Ideas ()
- Effective Written Work ()
- Improved Effort ()
- Other:

Comments:

Teacher:

Parent:



Pendle Hill High School

Mathematics

MERIT CARD

Awarded to

Class Date.....

This AWARD is being made for:

- Excellent Classwork ()
- Positive Attitude ()
- Working Mathematically ()
- Improved Effort ()
- Other:

Comments:

Teacher:

Parent:

Bullying . . . No Way!

**Pendle Hill High School is a Positive Behaviour for Learning school,
with a focus on Responsibilities, Respect, Rights and Learning**

At Our School Bullying Is Not Acceptable!

- You have the right to feel safe and happy at our school.
- We expect all students to treat each other fairly and with respect.
- We have a strong Anti-bullying policy that we expect all students and staff to follow.
- Students who report bullying incidents will be supported by the Year Adviser and School Counsellor.
- Students who try to bully others will be given formal warnings and will be involved in a bullying resolution program. Repeated incidents of bullying may lead to suspension from our school.

Stopping Bullying Starts With You!

- Treat everyone with respect and take responsibility for your words and actions.
- Understand that saying things that are “put downs” hurts others.

If Someone Tries To Bully You

- Ignore them, if possible.
- If you can, look them in the eye, tell them to “Stop” and then walk away.
- Go and tell your teacher, your Year Adviser or the Deputy Principal so that they can help to stop the bullying.
- You can also see the School Captains and Vice Captains.

Want More Information or Support?

- See your Year Adviser, the School Counsellor or the Deputy Principal.
- Check out the Kids Help Line at www.kidshelp.com.au

OR

Cyber bullying at

www.cybersmart.gov.au

Guide to Online Safety

- **Be careful** when adding a new 'friend' to online or email contact lists. Making new friends can be fun, but there's a chance that they may not be who they say they are.
- **Think** before you post information online – once posted it's difficult to remove.
- **Never share** your passwords and always set your profile to '**private**' so your personal information is kept secret.
- **Check** with your parents before you give anyone on the internet your personal details.
- **If you want to meet** someone you only know online, ask your parents or another trusted adult to go with you and always meet in a public place.
- **Don't open messages** from people that you don't know. These could contain viruses.
- **Tell your parents** if you are upset or worried by language, pictures or videos on the internet.
- **If you need help**, contact the **Cybersmart Online Helpline** on the **Cybersmart website** at www.cybersmart.gov.au or call **Kids Helpline** direct on **1800 55 1800**.

Practical Tips For Dealing With An Online Bully

- Tell the bully in simple terms to leave you alone. Tell them not to contact you again. **Log off immediately and stay offline for at least 24 hours.**
- Do not reply to any future mail from the bully. Do not reply to taunts, emails or gossip written about you. By ignoring taunts, you take the power away from the harasser and refuse to play their game. **You are now in charge.**
- **Never give your password or logon details to anyone, even your best friends.** It's really easy for someone to log on to your Social Media site (eg. Facebook, Instagram, Snapchat, Twitter) and post any kind of statement if they know your password.
- Stay out of chat rooms where you don't feel comfortable.
- **Keep all harassing emails (and any replies you've made) as evidence.**
- If you feel you are in physical danger or if the bully has made physical threats against you, **tell your parents immediately** and they can decide if it's appropriate to contact authorities.

For more great tips on staying safe online see:

www.schoolatoz.nsw.edu.au/technology

Prohibited Items

The following items must not be brought to school:

- Drugs
- Alcohol
- Cigarettes, e-cigarettes, matches or lighters
- Texta pens
- Bottled Liquid paper
- Laser pointers
- Aerosol cans of any kind e.g. deodorant, perfume
- Knives or other weapons
- Any objects which may endanger the safety of others
- Valuable items and large sums of money

FOOD AND DRINK ARE NOT PERMITTED IN CLASSROOMS

Responsible Use of Mobile Phones & Other Electronic Equipment

- We strongly discourage students from bringing mobile phones and other electronic equipment (eg hand held games) to school. The school takes no responsibility for lost or stolen mobile phones or other items. All instances of property theft should be reported to the Police Assistance Line on 131 444.
- Where students have a genuine reason for bringing a mobile phone or other electronic item to school, students must leave it turned off and in their bags during all lessons.
- Where a student misuses a mobile phone or other electronic item in class, it will be confiscated by the Principal and locked away. Parents will be contacted and asked to come to the school to collect the confiscated item. The item will not be returned to the student.
- Please note that it is an offence to transmit abusive messages electronically, such as by email or SMS text messages.
- Mobile phones must not be used to photograph or video other students or staff.

If parents need to contact students, please phone the school on 9631 9651 rather than contacting students directly during classtime.

Student Attendance

At Pendle Hill High we believe that all students should be able to achieve the highest educational standards. We also believe that developing a culture of regular attendance at school is an essential part of promoting student learning and achievement. We expect students to attend school every day.

STUDENTS MUST:

- ◆ go to roll call each morning
- ◆ attend all classes each day
- ◆ attend all sport activities and all PE lessons
- ◆ bring notes to explain any absences or to request early departure (see proforma in this booklet)
- ◆ report to Reception if they are late to school after Roll Call or have a note to leave early
- ◆ have their swipe card with them every day.

THE SCHOOL MONITORS STUDENT ATTENDANCE BY:

- ◆ daily marking of a bar-coded photo roll sheet
- ◆ a computerised photo ID swipe card system to monitor absences, truancy, late arrivals and early departures
- ◆ daily SMS messages to parents of students who are absent from school or late to school
- ◆ random truancy checks together with individual class roll marking
- ◆ letters to parents where a student has had three or more unexplained absences in a given period of time
- ◆ daily and random telephone calls to parents of absent students, as necessary
- ◆ Deputy Principal and Year Adviser monitoring of student absence and lateness
- ◆ Home School Liaison Officer involvement, as required.

PLEASE NOTE:

All leave, other than sick leave, should be notified to the school in advance for approval. A Student Absence Note proforma is included in this booklet for your use. Partial and whole day explained and unexplained absences are printed on semester reports.

All students who are continually late to school without a satisfactory explanation and a note from their parents will be required to make up the lost time either at lunch or after school.

You need to contact the school in advance where students will be absent from school for an extended time eg medical reasons or extended trip.

**STUDENTS MUST NOT LEAVE THE SCHOOL GROUNDS
DURING THE SCHOOL DAY WITHOUT PRIOR PERMISSION
FROM THE PRINCIPAL OR DEPUTY PRINCIPAL**



Pendle Hill High School

Street Address: Cornock Avenue, Toongabbie 2146

Postal Address: Knox Street, Wentworthville 2145

Telephone: 9631 9651 or 9631 2906

FAX: 9896 3093

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

“Responsibilities Respect Rights”

ABSENCE NOTE

My Child _____ of Year _____
(First Name) (Family Name) (School Year)

A) has been absent

from school on the following dates: _____
(dates of absence)

The reason for the absence is: _____
(reason stated)

A medical certificate is attached Yes / No (please circle)

B) will be absent

from school on the following dates: _____
(dates of absence)

The reason for the absence is: _____
(reason stated)

A medical certificate will be forwarded Yes / No (please circle)

C) will be picked up

From school at _____ by _____
(time) (name of person)

The reason for the early departure is: _____

Other comments: _____

Parent/Caregiver Name: _____

Parent/Caregiver Signature: _____ Date: _____



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

Website: www.pendlehill-h.schools.nsw.edu.au

"Responsibilities Respect Rights"

PLEASE COMPLETE ALL SECTIONS OF THIS FORM

CHANGE OF STUDENT DETAILS FORM

Student Full Name

Residential Address

Correspondence Address (if different to residential)

Home phone number

Parent/Carer 1 (Residing with student)

Title Full Name

--	--

Contact Number 1

Contact Number 2

Email Address

Parent/Carer 2 (Residing with student)

Title Full Name

--	--

Contact Number 1

Contact Number 2

Email Address

Parent/Carer (NOT Residing with student)

Title Full Name

--	--

Address

Contact Number 1

Email Address

***Any copies of any family law, AVOs or other relevant court orders must be provided.**

Emergency Contact 1		Emergency Contact 2	
Title	Full Name	Title	Full Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Relationship to Student		Relationship to Student	
<input type="text"/>		<input type="text"/>	
Contact Number		Contact Number	
<input type="text"/>		<input type="text"/>	
Student Medical Condition		Doctor Name	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		Doctor Contact Number	
<input type="text"/>		<input type="text"/>	
Medication Taken by Student		Student Medicare Number	
<input type="text"/>		<input type="text"/>	
<input type="text"/>		<input type="text"/>	

DECLARATION OF ACCURACY

I declare that the information provided in this application is to the best of my knowledge and belief, accurate and complete. I recognise that should statements in this application later prove to be false or misleading, any decision made as a result of this application may be reserved.

Signature of Applicant

Print Name

Date

PLEASE NOTE: The Department of Education requires all information on students to be current and accurate. Please ensure this form is correctly completed

Current Parent/Carer Information, including correct family address and phone numbers

- Current Emergency Contact details (**only used if we are unable to contact parents**)
- Data on parental background including occupation, school education and qualifications
- Current Medical Information, including name of condition and medication details.

Class Organisation

At this school all students are expected to work at their personal best, attend all classes, wear school uniform and behave in a responsible and appropriate manner.

YEAR 7

- ✦ Year 7 students will begin the year in mixed ability class groups.
- ✦ Year 7 students will be assessed by their teachers over early Term 1 on their:
 - reading, comprehension, literacy and numeracy skills
 - school based exam and assessment achievements
 - commitment to learning
 - ability to complete set work
 - behaviour within the classroom
 - ability to work at their personal best
 - progress in meeting course requirements
- ✦ Year 7 classes will change during Term 1, based on proven student performance.
 - A smaller extension class will be established to better meet the needs of identified academically able students.
 - All other Year 7 students will continue in mixed ability class groups.

This organisation allows us to better meet the diverse learning needs of our Year 7 students, ensuring that all students are appropriately challenged and have the opportunity to experience success.

YEAR 8

- ✦ Year 8 students continue the same model of class groupings as in Year 7, ie. an Extension Class for identified academically able students together with mixed ability classes for other students. All English, Mathematics and Science classes will be graded, based on end of Year 7 achievement.

Please Note:

Placement in the Year 7 and Year 8 Extension Class will be reviewed at the end of each semester. It is possible that some students might be moved out of the Extension Class and other students promoted into the Extension Class, based on semester performance.

YEARS 9 and 10

- ✦ Students will be allocated to classes in English, Mathematics, Science, Australian History and Australian Geography based on academic performance. In English and Mathematics, all classes are graded. In Science, Australian History and Australian Geography, a graded class will be established in each subject, together with a number of mixed ability classes. Student placement will be reviewed each semester and it is possible that students may be re-allocated to classes.
- ✦ Classes in elective subjects are mixed ability groupings, determined by student subject choices.

YEARS 11 and 12

- ✦ Class groupings in Years 11 and 12 are generally determined by student subject choices.
- ✦ In English and Mathematics, students will be grouped according to academic performance.

Years 7 and 8 CURRICULUM

The New South Wales Education Standards Authority (NESA) sets the curriculum requirements for all students seeking the award of the **NSW Record of School Achievement** at the satisfactory completion of Year 10. Most students will continue into Year 11 and Year 12 and qualify for a Higher School Certificate.

✧ Over each of Years 7 to 10 students are required to complete the following courses of study:

- English
- Mathematics
- Science
- Human Society and its Environment – History and Geography
- Personal Development Health Physical Education (PDHPE)
- Work Education in Years 9 and 10
- 2 Elective courses in Years 9 and 10

These courses will receive an A to E grade on the NSW Record of School Achievement.

✧ Students in Years 7 and 8 must also study:

- Technology
- Visual Arts
- Music
- LOTE (Year 7 only)

These courses will be reported on the NSW Record of School Achievement as either “Completed” or “Not Completed”. “Not completed” means that the student will not be eligible for a NSW Record of School Achievement at the end of Year 10.

✧ As Pendle Hill High School has a school farm, students will also have the opportunity to study AGRICULTURE as part of their Technology program.

The Years 7 and 8 curriculum is designed to give students the necessary knowledge and skills for successful entry to Stage 5 – Years 9 and 10.

Students will be issued with a Stage 5 Course Information Handbook at the end of Term 2 in Year 8 in preparation for the selection of subjects for Years 9 and 10.

**SPORT is a compulsory activity for all students in each of Years 7, 8, 9, 10 and 11.
Students in Years 7 and 8 are able to participate in either grade sport or recreational sport.**

ROSA & Higher School Certificate

What subjects do we offer at Pendle Hill High School for the NSW Record of School Achievement & Higher School Certificate?

Our school receives special funding and extra staffing so that we can offer a wide range of courses for the [NSW Record of School Achievement and Higher School Certificate](#).

Our students benefit from a wide curriculum choice, expert teaching and individual attention . . . and the proof? **Each year the majority of our students take up university and further study after the HSC.** Our students consistently study courses including Accounting; Arts; Information and Communication Technology; Design; Education; Engineering; Environmental Biology; Events and Leisure Management; Medical Science and Nursing.

[Our Year 8 and Year 10 students are able to select from the following subject offerings for the NSW Record of School Achievement and Higher School Certificate:](#)

Year 8 for the NSW Record of School Achievement

Compulsory Subjects

- English
- Mathematics
- Science
- Australian History
- Australian Geography
- PD H PE
- Work Education

Elective Subjects

Note: 2 to be selected

- Agriculture
- Commerce
- Drama
- Food Technology
- Industrial Technology
- Information Software Technology
- Japanese
- Music
- Photographic and Digital Media
- Physical Activity & Sport Studies
- Visual Arts

Also available for the HSC

- Extension courses in English and Mathematics
- A range of EVET courses studied at a TAFE college
- School Based Apprenticeships and Traineeships

Year 10 for the HSC

Please note: English is compulsory. No other subject is compulsory for the HSC.

- Advanced English
- Standard English
- Ancient History
- Biology
- Business Studies
- Chemistry
- Community & Family Studies
- Food Technology
- General Mathematics
- Industrial Technology
- Information Processes & Technology
- Legal Studies
- Mathematics
- Modern History
- Music
- PD/H/PE
- Physics
- Software Design and Development
- Visual Arts

Board Endorsed Courses

- Photography, Video & Digital Imaging
- Sport, Lifestyle & Recreation Studies

Vocational Education & Training Courses

- Construction
- Hospitality

[Check out the information in our](#)

[NSW Record of School Achievement & HSC Subject Selection Handbooks](#)

SPORT

Please Note: Sport is held each Tuesday afternoon during periods 5 and 6.

Students are expected to wear the sports uniform to school for the whole day on Tuesdays.

The Sports Uniform is:

- PHHS black and gold sports shorts or Tracksuit pants
- PHHS yellow sports shirt
- PHHS tracksuit jacket
- Sport shoes with socks



The aim of sport is to promote:

- pleasurable involvement in physical activity
- fitness and health
- positive attitude and good sportsmanship
- physical and social development



This program will be structured as follows:

	<i>Grade Sport</i>	<i>Recreational Sport</i>
<i>Term 1</i>	Summer Competition	Program varies according to season and venues
<i>Term 2</i>	Winter Competition	
<i>Term 3</i>	Spring Competition	
<i>Term 4</i>	Recreational Sports	

Throughout the year, students will also have the opportunity to participate in:

- The swimming, cross country and athletics carnivals
- Prospect Zone Gala Day
- Sydney West Competitions
- State Knockout Competitions
- Sport Areas of Interest
- Individualised Programs of Excellence



Students have the option of participating in grade sport or a recreational sport program, including school based sports programs.

Selection into a grade sport team will involve both home and away games and students will need to pay a weekly sports bus fare.

Student Reports

Comprehensive reports of student progress and achievement in each subject are issued to parents twice each year, at the end of each semester.

A sample of our current Years 7 to 10 report is shown on the next page. All subjects use this reporting format.

Students will receive:

- ✕ an assessment mark, course average assessment mark and position in the course for each subject
- ✕ a ranking from Outstanding to Limited for their achievement of the specified areas of learning for each subject
- ✕ a comprehensive personal profile outlining their commitment to learning and social development
- ✕ a teacher comment.

Students in Years 11 and 12 will receive:

- ✕ an examination mark, course average examination mark, exam rank and assessment rank for each subject, except for vocational courses
- ✕ a ranking from Outstanding to Limited for their achievement of the specified areas of learning for each subject
- ✕ a comprehensive personal profile outlining their commitment to learning and social development
- ✕ a teacher comment.

Vocational courses (Construction and Hospitality) are competency based courses taught at industry standard. These courses are separately reported.

Sample Year 11 reports for both general and vocational courses are shown on the following pages.

Students studying courses at TAFE, Saturday School or the Open High School will receive individual reports from these organisations.



Sample Report

Science

Assessed Mark % 87

Average Assessed Mark % 70

Position in Course $\frac{5}{56}$

Areas of Learning	Outstanding	High	Sound	Basic	Limited	Unable to Assess
Relates and is able to apply the content of the topic	✓					
Is able to identify scientific events		✓				
Constructs tables and graphs clearly			✓			
Plans and conducts investigations			✓			
Communicates information effectively		✓				
Collects and analyses information	✓					

Commitment to Learning	A	U	S	R	Social Development	A	U	S	R
Brings all required equipment to class and is well prepared for lessons	✓				Arrives on time to class		✓		
Participates positively in class activities and discussion		✓			Listens attentively and follows instructions	✓			
Completes class work diligently		✓			Self motivated and works well independently		✓		
Completes homework and assignments		✓			Works well as part of a team			✓	
Meets deadlines		✓			Is well behaved in class		✓		
Is making progress and meeting course requirements	✓				Shows respect and courtesy towards others			✓	

A = Always U = Usually S = Sometimes R = Rarely

John is an active member of the class. He participates in all class discussions and has produced work of a high standard. John needs to work on exam technique in order to achieve higher results in this subject. Well done, John!



Year 11 - Semester (Sample) Report

English (Advanced)

Exam Mark $\frac{58}{100}$

Exam Average 43

Exam Rank $\frac{2}{17}$

Assessment Rank $\frac{=2}{17}$

Areas of Learning	Outstanding	High	Sound	Basic	Limited	Unable to Assess
Demonstrates an understanding of the effects of different contexts of responders and composers on texts			✓			
Describes and explains the relationship between composer, responder, text and context in particular texts and among texts			✓			
Engages with a wide range of texts to develop a considered and informed personal response			✓			
Selects appropriate language forms and features and structures to explore and express ideas and values			✓			
Articulates and represents own ideas in critical, interpretive and imaginative texts		✓				

Commitment to Learning	A	U	S	R	Social Development	A	U	S	R
Brings all required equipment to class and is well prepared for lessons	✓				Arrives on time to class	✓			
Participates positively in class activities and discussion	✓				Listens attentively and follows instructions	✓			
Completes class work diligently	✓				Self motivated and works well independently	✓			
Completes homework and assignments	✓				Works well as part of the team	✓			
Meets deadlines	✓				Is well behaved in class	✓			
Is making progress and meeting course requirements	✓				Shows respect and courtesy towards others	✓			

A = Always U = Usually S = Sometimes R = Rarely

Comments:

Following an academically uncertain start to Year 11, _____ accommodated herself to the greater demands of Senior School and recently has demonstrated a considerable improvement in her essay writing skills. If this improvement in vocabulary, comprehension and capacity to frame an argument continues, _____ has every chance of achieving to her full potential in her HSC year.

Teacher: Mr A. Hope

Head Teacher: Ms H. Hasselman



Year 11 Semester 2 - 2016

Sample

Certificate II in Hospitality (SIT20213)

This is a dual accredited vocational course based on units of competency. Students are assessed at industry standards and achievement of competency is recorded progressively.

Work Placement Hours Completed

45

Written Exam Mark %

48

Commitment to Learning	A	U	S	R	Social Development	A	U	S	R
Brings all required equipment to class and is well prepared for lessons	✓				Arrives on time to class		✓		
Participates positively in class activities and discussion	✓				Listens attentively and follows instructions	✓			
Completes class work diligently	✓				Self motivated and works well independently		✓		
Completes homework and assignments	✓				Works well as part of the team	✓			
Meets deadlines	✓				Is well behaved in class		✓		
Is making progress and meeting course requirements	✓				Shows respect and courtesy towards others	✓			

A = Always U = Usually S = Sometimes R = Rarely

Comments:

has made a special effort to do well and work at his best during his recent work placement. His supervisor's report was excellent and he gained a great deal of confidence from the placement. Keeping the focus on his assessments and continuing to contribute to class activities will further improve performance.

Teacher: B. Kinch

Head Teacher: C. Brown



Year 11 Semester 2 - 2017

Sample

Certificate II in Hospitality (SIT20213)

This is a dual accredited vocational course based on units of competency. Students are assessed at industry standards and achievement of competency is recorded progressively.

Unit Code	Unit of Competency Title	A	NA	C	RPL	CT
SITXFSA001	Use hygienic practices for food safety	✓				
SITXWHS001	Participate in safe work practices	✓				
SITHFAB005	Prepare and serve espresso coffee		✓			
SITHCCC003	Prepare and present sandwiches		✓			
SITHFAB004	Prepare and serve non-alcoholic beverages		✓			
BSBWOR203	Work effectively with others		✓			
SITXCOM002	Show social and cultural sensitivity		✓			

A = Achieved NA = Not Achieved C = Continuing

RPL = Recognition of Prior Learning CT = Credit Transfer

Study & Homework

Study and homework are purposeful learning experiences for each student. They should aim to consolidate, extend and enrich work done in class. They should be habits.

- ✖ Study and homework are valuable because they:
 - teach students how to plan and organise their time
 - help to develop research skills
 - establish habits of study, concentration and self-discipline
- ✖ Study and homework are **NOT** the same, and both are extremely important to each student's success at high school. **Study should be undertaken DAILY.** It should include revision of each lesson of the day. This can include reading, making summaries and mind mapping.
- ✖ Homework may take a variety of forms:
 - **completion of work not finished in class**
 - **research and assignment work**
 - **keeping lesson books up to date**
 - **preparation in readiness for a future lesson, eg learn a script for Drama, find and collect certain items for Art, read a text for English**
 - **assigned written work eg exercises set to practice skills used in English and Mathematics.**
 - **reading for pleasure**
 - **reviewing work undertaken in class**
- ✖ Parents can expect homework to be set on a regular basis and that homework and study demands will increase as students move from Year 7 to Year 12.
- ✖ Parents and caregivers can help by:
 - taking an active interest in homework and study
 - ensuring there is time set aside for homework and study
 - encouraging and supporting students to complete homework
 - providing, where possible, a dedicated place for homework and study
 - encouraging your children to read and take an interest in current events

All parents are encouraged to ask their daughters/sons about daily study and homework and to check their homework diaries for daily inclusions. Whether formal homework is set or not, students should be encouraged to read and revise the day's lesson notes so they will be better prepared for the next lesson. This forms the basis for worthwhile study habits.

- ✖ While study and homework are an important component of the teaching and learning process, we recognise that it is also important for students to have time for play, leisure and physical activities outside of school, to spend time with friends and family and for part-time employment and home responsibilities.

Please Note: details of all assessment tasks are available on our school website. You can check the due dates for tasks and can also download a copy of the task.

Go to www.pendlehillhighschool.org.au



Pendle Hill High School

Assessment Task Cover Sheet

Faculty/Subject:		Assessment Task No:	
Year:		Assessment weighting:	
Date Given:		Date Due:	
Student Name:		Teacher:	

SUBMISSION INSTRUCTIONS
<ul style="list-style-type: none">The task must be completed by the due date. Hardcopies must be handed to your regular classroom teacher during school hours and signed for.Email submissions must be sent to the following email account:Assignments received after 4pm on the due date will incur a late penalty
ABSENCE/LATE SUBMISSION
<ul style="list-style-type: none">Late submission: For students in Years 11 and 12, the penalty is 40% for the first calendar day and 20% for each calendar day thereafter. The penalty includes weekend and public holidays. For students in Years 7, 8, 9 and 10 the penalty is 20% per day. Any assignment more than one week late will result in an N award warning letter being mailed to parents.Absence: if you are absent from school on the day the task is to be completed, you are required on your return to school to provide a medical certificate/documentation to the front office. Failure to provide adequate documentation will result in late submission penalties being applied.
STUDENT CONFIRMATION
<ul style="list-style-type: none">This is all my own work. I have referenced any work used from other sources and have not plagiarised the work of others. I understand that plagiarised work will receive zero marks and an N award warning letter.I have attached a complete bibliography.I have kept a copy of my assignment. <p>Student Signature: _____</p>

Assessment Task Receipt

Students are to record all details before handing in. Teachers sign as a receipt.

Student Name: _____ Subject: _____

Task Number: _____ Date Due: _____ Date Submitted: _____

Student Signature: _____ Teacher Signature: _____

Subject and School Fees

- ✖ **A Subject Fee** is charged for the study of practical subjects. This **compulsory fee** covers the cost of materials necessary for the completion of that course eg paints and clay in Visual Arts; food items, timber and building materials in Technology; chemicals in Science.
- ✖ **A Textbook Hire Fee** is charged for the use of textbooks provided by the school for students to use at school and/or at home.
- ✖ **A Software/Technology Fee** is payable to cover the cost of computer requirements and computer software. All students are required to develop information and computer technology skills as part of NESA syllabus requirements in all subjects. **Students must sit for a mandatory online test as part of the statewide Valid Science exams in Year 8 and in Year 10.**
- ✖ On enrolment all students pay a fee of **\$5** to cover the cost of the **plastic photo-identity swipe card** which is used to monitor and track student attendance. The card is also used as the student's Library borrowing card and is able to be used as a proof of age card outside the school.
- ✖ Pendle Hill High School receives basic funding from the State government to cover the cost of items such as salaries, maintenance and capital works.

With the agreement of this school's community, we also seek to raise additional funds to supplement our educational resources and programs to better provide for our students.

This is done through the **School Contribution**.

HOW ARE SCHOOL FEES ABLE TO BE PAID ?

- ✖ Fees may be paid at the school Accounts Office each day.
- ✖ **Fees can be paid by cash, cheque, by EFTPOS or Parent Online Payment (POP).**
- ✖ Fees may be paid in whole or by instalments eg weekly or by term. Invoices will be posted home.
- ✖ A **Student Assistance Scheme** operates to support families in need. Proof of need will be required. Confidentiality and discretion are applied to such requests.
- ✖ **To pay fees, excursion costs or anything else online you will need to:**
 - Go to our school website at www.pendlehillhighschool.org.au
 - Click on the [Want to make online payments? Click here for further details.](#) link
 - Follow the instructions provided to complete your payment
 - You will be able to print a receipt or request an emailed receipt.

Prompt payment of all relevant fees at the beginning of each school year is appreciated so that we can provide all services and facilities to our students throughout the year.

Note: Students will also need to pay Sports Bus costs each week if they participate in Grade Sport.

A schedule of subject fees for Years 7 to 12 is included on the next page for your information.

Subject Fees Years 7 to 12

SUBJECT	YEAR 7	YEAR 8
Music	\$10	\$10
Software/Technology Fee (covers all courses)	\$15	\$15
Technology Mandatory Subject– food, timber and other consumables	\$65	\$65
Science Chemical Fee	\$10	\$10
Photo-Identity Swipe Card Fee (Compulsory 1 st year of attendance)	\$ 5	\$ 5
Textbook Hire Fee	\$20	\$20
Visual Arts Fee	\$30	\$30
General School Contribution	\$60	\$60
TOTAL	\$215	\$215
SUBJECT	YEAR 9	YEAR 10
Food Technology Fee	\$70	\$70
Industrial Technology Fee	\$70	\$70
Information & Software Technology Fee	\$40	\$40
Music Fee	\$40	\$40
Photography & Digital Media Fee	\$40	\$40
Physical Activity and Sports Studies Fee	\$25	\$25
Software/Technology Fee (covers all courses)	\$15	\$15
Visual Arts Fee	\$40	\$40
Science Chemical Fee	\$15	\$15
Photo-Identity Swipe Card Fee (all new students)	\$ 5	\$ 5
Textbook Hire Fee	\$20	\$20
General School Contribution	\$60	\$60
SUBJECT	YEAR 11	YEAR 12
Biology	\$25	\$25
Chemistry	\$25	\$25
Construction Fee (Voc Ed)	\$80	\$80
Construction mandatory protective equipment	Personal costs	
Food Technology Fee	\$60	\$60
Hospitality (Voc Ed) Fee	\$90	\$90
Hospitality Equipment Fee	\$10	\$10
Hospitality Uniform Fee	\$70 approx	
Industrial Technology Fee – Wood	\$70	\$30
Industrial Technology – Wood charges for major work		Personal costs
Information Processes & Technology Fee	\$35	\$35
Music Fee	\$50	\$50
Photography, Video & Digital Imaging Fee	\$50	\$50
Physics	\$25	\$25
Science Chemical Fee (Biology, Chemistry, Physics)	\$25 1 subject; \$50 2 or more	\$25 1 subject; \$50 2 or more
Science Lab Coat Hire Fee	\$10	\$10
Software Design & Development	\$35	\$35
Software/Technology Fee (covers all courses)	\$15	\$15
Sport, Lifestyle and Recreation Studies Fee	\$25	\$25
Visual Arts Fee	\$50	\$50
Textbook Hire Fee	\$40	\$40
Photo-Identity Swipe Card Fee (all Year 11 students)	\$ 5	optional
General School Contribution	\$68	\$68

Help For Students

WHO TO SEE ABOUT WHAT

There are many people in high schools who have special duties and interests. When you have a problem of any sort there is probably somebody here who can help you with it. Start by checking the [Who's Who](#) list at the start of this handbook!

How the Student Leaders can help you

Each year a friendly, responsible group of trained students assist new students to become familiar with the school. You will be introduced to your leader on your first day of attendance. They are probably the best people to go to first because they have all been through the same daunting experience. They can solve simple problems such as being lost, and can take you to the best person to help you with more serious problems.

How the Peer Mediation Team can help you

If ever you are in conflict with another student in the school, peer mediation can be a means through which the conflict can be settled. Peer Mediation is a process in which students who are specially trained as mediators assist students who are in conflict create an agreement that each of them is happy about and that they feel can help to solve their problems. Teachers can make referrals, or you can make referrals yourself by speaking to your Year Adviser.

How the School Captains and Vice Captains can help you

These senior students have been chosen by their teachers and peers because they are recognised as the student leaders of the school. They are kind, caring and responsible and will do all they can to make you feel happy and comfortable in your new school. They will help you to overcome any problems you may have.

How Class Teachers and Head Teachers can help you

Of course teachers can give you advice on where to get help for any problems you may have. However, their main focus is in helping you in their specific subject areas. All subject related problems should be taken to your class teacher first of all. If the problem is very serious, your teacher may choose to refer you to the Head Teacher for further help.

How the Year Adviser can help you

Each Year in the school has a special teacher attached to it. If you have any problems, your Year Adviser is very willing to help. You may have difficulties at school, or at home, or with friends. Remember, see your Year Adviser and ask for help. Your Year Adviser will keep it confidential if you wish, and very often can smooth out problems. Remember, find out where your Adviser's staff room is and just knock on the door and ask for help. [See the list of Year Advisers in the Who's Who list at the start of this handbook.](#)

How the Student Adviser (Girls) can help you

The Student Adviser (Girls) plays an important part in the care and welfare of students, particularly girls. There is a close liaison between the Student Adviser (Girls), Year Advisers and School Counsellor. Any parents whose children have particular health or welfare problems should contact the Student Adviser (Girls) as soon as possible, preferably on the day of enrolment. [Ms Pendlebury is the Student Adviser \(Girls\). You can find her in the Mathematics Staffroom upstairs in A Block.](#)

How the Reception Staff can help you

If you have any problems with notes, absences, lateness, or any questions about travel passes, please see **Reception in A Block**. Reception will be able to explain what you need to do. You also need to see Reception if you are feeling sick and need to report to the Clinic.

How the School Counsellor and Welfare Worker can help you

The School Counsellor provides an educational, counselling and psychological service to the students of Pendle Hill High. The School Counsellor is available to help you with:

- emotional difficulties – upset, stress, worry, getting on better with friends, feeling “down”
- behavioural problems – keeping out of trouble, anger management, bullying
- educational difficulties – planning, self organisation

The School Counsellor is in attendance two days each week and appointments can be made by contacting the Reception Office. What students and their families tell the School Counsellor is usually confidential. **Ms Devapiriam is our School Counsellor. Her office is upstairs in A Block.** You can leave a note at Reception asking to see the School Counsellor.

Our Welfare Worker is Mr Hoang. His office is upstairs in A Block. Mr Hoang is another person you can talk to about personal, family and other worries. He is available each Friday. You can leave a note in Reception asking to see Mr Hoang, or you can talk with him in the playground.

How the Learning Support Teachers can help you

The Learning Support Teachers provide support in promoting high levels of competence in the areas of numeracy and literacy across all subject areas of the school curriculum. Opportunities for special learning assistance are offered to all students who may require this service.

Depending on each student’s educational needs, the learning support may include:

- individual learning assistance
- small group (4-6 students) learning assistance
- whole class support with two teachers in the classroom

Our Learning Support Teacher is Ms Wilson. She can be found upstairs in D Block in the English Staffroom.

How the EAL/D Teacher can help you

The teacher of English as a Second Language provides special programs and support for students from a non-English speaking background.

The EAL/D Teacher works closely with the English staff and can be found in the **English Staffroom in D Block. Mr Hutton is our EAL/D teacher.**

Mrs Chandra provides extra help to our refugee students. She can be found the English Staffroom in D Block.

How the Teacher Librarian can help you

The Teacher Librarian assists teaching and learning throughout the school, for all year groups and all subjects. All students undergo basic information literacy instruction to develop their research skills. Students are able to use the Library to complete homework and assignments, as well as to access the Internet and other resources.

A wide range of recreational reading is available in the Library. Students in Years 7 to 10 may borrow three fiction and three non-fiction books for two week periods. Books can be renewed if not already reserved by other students. Students who need to borrow extra books for an assignment are able to make a special request to do so.

While there are no fines for late returns, replacement charges are made for lost or damaged books.

Mrs Caldwell and the Library are located upstairs in E Block.

How the Careers Adviser can help you

The Careers and School to Work programs have been designed to help students to be more aware of themselves, the careers and courses available, and the world of work in general.

Formal lessons are given during Years 9 and Year 10. All other Years are seen at important times, for example when new to the school, when making subject choices, or preparing for work experience. Lessons cover awareness of the world of work, investigating employment, deciding how to apply for jobs, preparing for interviews, familiarisation with courses available through TAFE, universities etc.

The Careers Room has been set up to provide basic information for a wide range of jobs and courses. **The Careers Room is in A Block. Ms Talary is the Careers Adviser.**

Students may ask for an interview at any time, and parents are welcome to visit the school on parent / teacher nights or at any convenient time to discuss their children's future. Please ring the school to make an appointment.

How the Deputy Principal can help you

The Deputy Principal is responsible for the curriculum, oversight of faculty areas, general administration, and student welfare. Generally you will be referred to the Deputy Principal for problems requiring special attention.

The Deputy Principal is frequently in contact with your teachers, year advisers and parents and is especially interested in your progress, behaviour, attendance and uniform. The Deputy Principal may be contacted by your parents at any time about serious problems. **Mr Clarke and Mr Lavercombe are located in A Block.**

How the Principal can help you

The Principal has total responsibility for everything that happens in the school. She deals with very serious matters that are referred to her. Generally someone you had asked for help will take the matter to her on your behalf. Your parents can arrange to see **Mrs Sims** at any time concerning your progress or welfare. **The Principal's office is in A Block.**

What To Do If

- **You are late to school?**

Report to Reception and swipe in using your swipe card. You will be given a printed note to take with you to class and another note to be taken home. You must go directly to roll call/class after you finish swiping in.

If the note is not returned with a reason for your lateness, then an unexplained absence will be recorded and shown on your semester report. You will also have to make up the lost time either at lunch or after school.

- **You need to leave school early?**

You must have a signed note from your parents. **You must hand in the note at Reception BEFORE Roll Call starts.** You must report to Reception and swipe out when it is time for you to leave.

Please note: Students must **NEVER** leave the school grounds without permission from the Office staff or Deputy Principal. Appointments with doctors or dentists should be made out of school hours where possible.

- **You are out of uniform on a particular day?**

You must bring a note from your parents. **You must report to the Reception Office in A Block before roll call to collect a uniform pass.**

- **You are absent from school?**

You must bring a note from your parents to explain your absence on your first day back at school. Your parents should phone the school if you are going to be away for more than 2 days.

- **You lose your Swipe Card or Opal Card?**

You must report the loss of your Swipe Card/Opal Card at Reception. Generally, you will need to pay for a replacement card or bus pass. **All enquiries about lost and found property should be made at Reception.**

- **Your address or telephone numbers change?**

You will need to fill in a change to contact details form. These forms are available at **Reception. A Change of Contact Details proforma is included in this booklet for your use.**

- **You become ill at school?**

You must get a note from your teacher and report to Reception. You will then be directed to the Clinic. If you are very unwell, the Office staff may contact your parents to arrange for you to be sent/taken home. No student is to leave the clinic without permission from the Office staff.

- **You have an accident at school?**

All accidents must be reported immediately to the nearest teacher or to the Office. Your parents will be contacted and, where necessary, an ambulance will be called. You will need to fill in an accident report when you are able to do so.

- **You need to take medication at school?**
Medication (both prescription and non prescription) is only to be brought to school with detailed, written parental consent. This is to be handed in at Reception, together with the medication. You will be given a computerised receipt when any medication is taken. **The school does not provide non prescription medications eg. aspirin, paracetamol.** Your parents will need to notify the school about any medical conditions you have and any special treatment required. Students suffering from asthma may have their medication with them, but may not share their puffers with other students.
- **You are having a disagreement with another student, think that you are being bullied or are feeling unhappy at school?**
All students have the right to feel safe and be happy at school. You should go and talk to your **Year Adviser and/or tell your teacher** if you are having a problem with another student/s. It is much easier to sort out a problem if you tell someone about it when the problem first starts, rather than leave it until the problem is more serious and more difficult to solve for everyone involved.
- **Your parents want to speak to a member of staff about your welfare, progress or other matters?**
Your parents can make an appointment to speak with members of staff. For curriculum matters, your parents would usually contact the relevant **Head Teacher**. For matters relating to your welfare and progress, your parents would contact your **Year Adviser**. **Appointments may be made by telephone.**
- **You need to pay for an excursion or pay for subject or school fees?**
If you have to pay any money, it should be paid at **the Accounts Office** before roll call, at recess or at lunchtime. You will be given a computer printed receipt for the money paid. **Online payments can also be made through a secure link through our school website.**
- **You need to arrive at school early or stay at school late on a particular day?**
You should not arrive at school before 8am, unless you have a timetabled lesson or sports training. After school, you are expected to leave the school grounds promptly unless you have:
 - ◆ an after school lesson
 - ◆ sports training or music/ drama rehearsals
 - ◆ an after school detention, in which case your parents will have been notified in writing.

The Principal, Mrs Sims and the Deputy Principals Mr Clarke and Mr Lavercombe, are usually available in their offices each morning from 8am and each afternoon until 4pm should any student need assistance.
- **You need to leave our school for employment or to transfer to another school?**
You will need to bring a written note from your parents and take it to Reception. You will be given a Leaver's Clearance form which must be signed by all your teachers. You will need to return any textbooks/laptop computer/sports equipment/uniform and settle any outstanding accounts. **If you are under 17, you must have been accepted for enrolment at another school before you can sign out from this school.**

Anything else you need to know? See your Year Adviser!



And Finally



Safety Alert

Parents are reminded that all visitors to the school must report to Reception on arrival. **UNDER NO CIRCUMSTANCES SHOULD PARENTS OR OTHER VISITORS GO DIRECTLY TO CLASSROOMS OR ARRANGE TO MEET STUDENTS IN OTHER AREAS OF THE SCHOOL.** This is one of the measures we have in place to ensure the safety of students and staff. It is important that we know the identity of all parents and visitors to the school and the purpose of their visit. We appreciate your continuing cooperation with this safety measure.

School Security



Please contact the **SCHOOL SECURITY SERVICE** on **1300 880 021** and/or Parramatta Police on **9633 0799** should you see any damage being done to school property or strangers on the school grounds at any time. **This is a 24 hour number.**

Remember, each year we pay out large sums of money over graffiti, theft and vandalism; money which is far better spent on improving educational resources for our students!

Footwear



A reminder that ballet type shoes, sandals, thongs and other open toe footwear are not permitted at school. As this is a Work Health and Safety issue, especially in practical classrooms, parents will be contacted and students sent home to change into closed shoes and then return to school. Alternatively, parents may choose to bring a pair of closed shoes to the school for your daughter or son to change into. Except on Tuesdays, students are expected to wear plain all black shoes with black laces. For safety reasons, shoes should be leather or equivalent, not fabric or gym boot style shoes.

Bicycles, Skateboards and Scooters



We promote safe bicycle riding. Students who ride a bicycle to school must wear a helmet and follow all RTA rules.

Bicycles are not to be ridden on school grounds and must be taken to the Bicycle Lock Up outside the Deputy Principal's office on arrival at school.

Skateboards and scooters are generally not permitted at school!

Where a student has a genuine reason to bring a skateboard or scooter to school, it must be handed in at the Bike Lock Up before Roll Call and will be locked away. **The skateboard or scooter must not be ridden on the school grounds at any time.**

Students will need to provide their own chain and padlock to secure their skateboard, scooter or bicycle.

Water Bombs / Water Fights

Students need to know that the throwing of water bombs/water fights are not permitted at this school, no matter how hot the day. Water bombing/water fights waste precious water, leave toilet floors, stairs and walkways dangerously slippery and mean that students are in wet clothing and unable to concentrate fully on their lessons as a result.

Students caught in possession of or throwing water bombs or engaging in water fights will be given **an after school detention and a warning of suspension**. Repeat offences will mean that parents will be contacted and may result in suspension from school.

Penalties For The Late Submission of Work

In all cases, assignment and assessment work **MUST** be handed in by the due date or a penalty will apply.

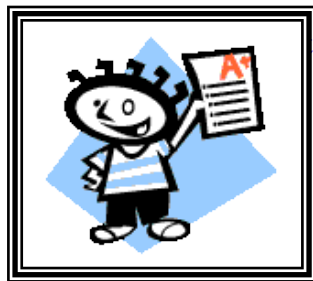
For students in Years 11 and 12 the penalty is 40% for the first calendar day and 20% for each calendar day thereafter. The penalty includes weekends and public holidays.

For students in Years 7, 8, 9 and 10, a penalty will also apply to the late submission of work. **The penalty for students in Years 7, 8, 9 and 10 is 20% for each calendar day late, including weekends and public holidays.**

Where a teacher is absent and an assignment or assessment is due to be handed in, the work should be handed in to the Head Teacher for that subject.

A medical certificate (Years 11 and 12) or written parent explanation (Years 7 to 10) will be needed in the event of absence or failure to submit an assignment/assessment task or sit for a test/examination on the required date.

Why the penalties? In order to be fair to all students, especially those who get their work done and handed in on time! Both the NSW Record of School Achievement and HSC have rules about the satisfactory completion of work and sitting for examinations on the required date.



Communication with Parents

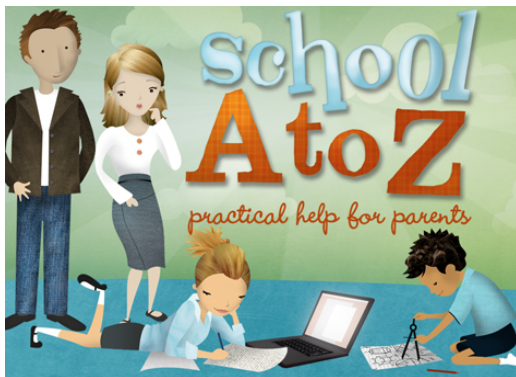
- Parent / Teacher meetings and interviews to discuss student progress
- Recognition Assemblies and Merit Award Programs to celebrate student achievement
- Information Evenings as part of the subject selection and assessment processes
- Semester reports to parents
- Faculty warning letters and regular progress reports to parents of “at risk” students
- Regular review meetings and case conferences for students on individual learning programs, behaviour programs or receiving special funding
- School website regularly updated with information of interest, including copies of assessment tasks
- School Facebook page updated daily with information and activity reports.

Skoolbag App

Skoolbag is one of our school to parent communication tools. This School Mobile App provides schools with an easy way to tell parents and carers everything they need to know about school news, newsletters, events calendar, cancellations, school notices, school information, school documents and much more. No more lost paper in school bags!

To access our **Skoolbag App**, you need to search for “**Pendle Hill High School**” in your **Itunes Store**, **Google Play** or **Windows Store** and download the app to your smart phone or other device. You will immediately start receiving all items that the school places on Skoolbag.

Check Out School A to Z



Practical help for
parents on homework,
child wellbeing
and technology use.

Go to www.schoolatoz.com.au

Getting Involved At School

Research shows that children do better at school when their parents are involved in their child's education.

As parents you can:

- Introduce yourself to your child's teachers
- Keep the school teacher informed of any changes that may affect your child
- Stay informed by reading the school newsletter and/or school website
- Go to information sessions at the school
- Attend parent meetings
- Talk with your child about their day
- Volunteer in classroom activities, such as children's reading
- Participate in school social activities
- Help in the canteen, library or garden
- Share your skills or expertise

Some Useful Websites

www.dec.nsw.gov.au

www.schools.nsw.edu.au

www.schoolatoz.com.au

www.schools.nsw.edu.au/languageessupport/language/index.php

www.healthykids.nsw.gov.au

www.schools.nsw.edu.au/studentsupport

www.foodsafety.asn.au

www.curriculumsupport.education.nsw.gov.au/policies/gats

www.bullyingnoway.gov.au

www.boardofstudies.nsw.edu.au/parents

www.cybersmart.gov.au

www.health.nsw.gov.au/topics

www.fahcsia.gov.au/schoolkids-bonus

www.rta.nsw.gov.au/roadsafety/children/index.html

www.humanservices.gov.au