

# Quakers Hill High School



# Student Enrolment Handbook 2023

## An Opening Word from The Principal

Even though I'm a terrible cook I do have this very special recipe that I wanted to share with the students enrolling into Quakers Hill High School – my recipe for a good education. In fact you have already put some of the right ingredients together in deciding to enrol at a public high school. Public education is an important vehicle in our society where we ensure future generations of empathetic, tolerant and understanding young men and women.

But some of the other essential and special ingredients that need to be mixed together to make my education recipe are:

1. **Attendance** – if you miss too much school you will miss out on vast chunks of your learning and this will put you further behind. Furthermore, we are about preparing each child for the real world and the workplace and just like the workplace you are expected to be here every day and on time.
2. **Bring Equipment** – when the plumber comes around to your house to fix the hot water, he brings his tools with him to fix the problem. When you visit the doctor he/she uses her stethoscope and thermometer to establish what is making you sick. When you come to school your tools of your trade are your laptop, books, pens, pencils, PE equipment etc. Make sure you check your timetable every night and pack your bag ready for school the next day. This is your responsibility not your parents. Your job over the next 6 years is to get an education and you can only do this if you come to school prepared every day.
3. **Ask Questions** – there are many, many people here at Quakers Hill HS to help you. If there is something that is troubling you, or something you are not sure about ask questions. Ask other students, seek out your Year Adviser, ask the Deputy Principal in charge of your year, ask your teachers, speak to a HT, or the school counsellors the list goes on.
4. **Follow Instructions** – life is all about following rules and regulations and unfortunately the people in our society who can't do this very well end up in a lot of trouble and are never as successful as they possibly could be. We have rules here at QHHS to ensure the safety of all our students and the best learning environment for all our students. We have the highest expectations of behaviour and cooperation for all students, no exceptions. So, follow teacher's instructions at all times.
5. **Wear Uniform** – every day, you are part of our school community and it is important that you appear that way, to ensure your safety we need to be able to identify intruders on the school grounds and the only way we can do this is if you attend school in full school uniform. Similarly, it is again about preparing you for the world of work, the labourer cannot enter the building site to begin his job unless he is in the correct work clothes, safety boots, hard hat and long pants. A part time job at McDonalds will not be yours for very long if you arrive at work without your uniform on. So, uniform is incredibly important.
6. **Understand and Commit To Our 'Smart' Code** – this is our special code of behaviour at QHHS – **S** means being safe. **M** means being motivated to learn and involved in school activities. **A** is for academic, our primary focus is all about student learning. **R** is all about being respectful, a respectful person and learner means you will settle in well to high school. Finally, **T** is about tolerance, listening to those around you and accepting different opinions and ideas about things.

If we mix all these ingredients together what we end up with is a quality education, meaningful credentials that will allow you to fulfil the dreams you and your family has for your future. Good luck in your endeavours and welcome to Quakers Hill High School.

Jason White  
Principal

## **A Note from The Deputy Principals**

Quakers Hill High School is fortunate in that there are two Deputy Principals to assist in the running of the school. Each Deputy looks after three year groups within the school. Mrs Beatrice Maricic looks after Years 8, 10 & 12 and Ms Rebecca Mahon is responsible for Years 7, 9 & 11.

The responsibility of the Deputy Principals is to ensure the smooth running of the school's daily routine and to deal with matters of discipline or student wellbeing as they arise.

Quakers Hill High School offers students the opportunity to become involved in a range of activities and to study a wide variety of subjects in a calm, positive atmosphere designed to promote effective teaching and learning.

Parents are asked to contact the Deputy Principal assigned to their child's year group or the Year Advisers if assistance is required with any problems or concerns. The Year Advisers and the Deputy Principal work closely together to ensure the well-being of our students.

We take this opportunity to reinforce the school's mission statement "A Caring Educational Community Shaping a Positive Future". We are both committed to ensuring that all of the students at QHHS receive a quality education that prepares them for all of the challenges and hurdles that work and life in the 21<sup>st</sup> Century will provide.

We look forward to meeting our new students and working together with them and their families to provide outstanding learning opportunities.

Welcome to our school, we wish you all the very best.

Beatrice Maricic & Rebecca Mahon  
Deputy Principals

## **Effective Communication with the School**

We encourage and appreciate good communication with members of our community. We recognize that we can only be fully successful if we work in partnership with parents and caregivers. To assist with communication:

- Where possible, make an appointment to see school staff as they are very busy. Making an appointment also ensures that there is adequate time to address any concerns you might have.
- Go to Parent / Teacher interviews, open days and other events.
- Let the school know if your child is going to be away and send a note to school when your child is away from school for any reason.
- You can have a say about what happens at school by attending P&C meetings.
- Seek out and read the school fortnightly newsletter "Contact" which is posted on

the school's website and parent portal for parents to view.

- Regularly visit the school's website: **[www.quakershil-h.schools.nsw.edu.au](http://www.quakershil-h.schools.nsw.edu.au)**.
- Access the school's Facebook page which regularly has school events and photographs posted on it.
- Let the school know if your contact details change – address, phone and email.

## **Who Are The People At Your High School?**

People within the School and what they do...

### **Principal**

Leads and manages the school community and ensures that the education and the wellbeing of students comes first. The Principal attempts to be available to talk with you whenever possible.

### **Deputy Principals**

Support the Principal in the smooth running of the school in the areas of student wellbeing, discipline, staff development and curriculum and oversee general organisational aspects. Generally, they will be your point of contact if you have any serious concerns.

### **Head Teachers**

Manage a particular subject, e.g. English or a group of subjects and teachers generally called a Faculty or Key Learning Area (KLA).

### **Year Advisers**

There is one Year Adviser per year responsible for the wellbeing of the students in that year group. Parents unsure about whom to speak to with regard to their child's education should contact the Year Advisers.

### **School Counsellor**

Provides support to students and their families, including counselling and individual educational assessments. A school counsellor is at Quakers Hill High School every day.

The role of the counsellor is to assist any student who is having difficulty coping with any aspect of his/her life at school or of a personal nature. Students are able to make appointments to see the counsellor themselves and parents and staff are also able to request appointments for students.

The counsellor works very closely with other Wellbeing staff within the school who have the advantage of being involved with the students for the entire school week.

### **Administration Staff**

Will help you with any general enquiries such as bus passes, forms, payments and making appointments to see school staff.

### **Support Staff**

The role of the Learning and Support Staff (LaST) is to assist the school to cater for all

students so that they can reach their potential.

Parent cooperation in relaying vital records or past experiences in primary school can be a good starting point.

We also have a specialist EALD teacher who assists students whose first language is not English.

# WHO'S WHO IN 2023



**Deputy Principal**  
Ms R Mahon  
(Years 7, 9 & 11)



**Principal**  
Mr J White



**Deputy Principal**  
Mrs B Maricic  
(Years 8, 10 & 12)

## Head Teachers



**English**  
Ms L Earl



**Mathematics**  
Mr M Daghel



**Science**  
Ms K Naicker



**Creative Arts**  
Mr L Cole (rel.)



**HSIE**  
Ms K Critchley



**Technology/FFL**  
Mr M Brooks



**PD/Health/PE**  
Mr D Nash

**TAS**

			Mr S Wakeling
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**Year Advisers**



**Year 7**  
Mr S Hill



**Year 8**  
Ms C Lam



**Year 9**  
Ms C Marin

**Year 10**  
Mr C Hawkes

**Year Advisers**

**School  
Counsellor**



**Year 11**  
Mr R McKean





**Year 12**  
Ms J Brackenridge





Ms K Delany

**Other Key Staff**



<p><b>Careers Adviser</b> Mr B Hutton</p>	<p><b>Librarian</b> Ms M Lachevre</p>	<p><b>Student Support Officer</b> Ms M Talaeai</p>	<p><b>Peer Support Organiser</b> Mrs E Flack</p>
 <p><b>Sports Co-ordinator</b> Mr S Hill</p>	<p><b>Sports Co-ordinator</b> Mr C Hawkes</p>	<p><b>Aboriginal Student LSO</b> To be confirmed</p>	 <p><b>School Admin Manager</b> Mrs C Jones</p>

<b>Head Teachers</b>		
 <p><b>Wellbeing</b> Mr J Kantek</p>	<p><b>Support Unit</b> To be confirmed</p>	 <p><b>Support Unit</b> Mr E Bizan (rel.)</p>

**Literacy & Numeracy**

Ms P Cobb (Rel.)



**Administration/  
Attendance**

Mr G Dacey

**Head Teacher Stage 6**

Ms D Ahn (Rel.)

## **THE FIRST DAY OF SCHOOL 2023**

Students are required to bring one exercise book to write in as well as a pencil case with a couple of pens. You will be allocated to a class and provided with a timetable. You will commence classes early in the day. You will also be issued with a Quakers Hill High School diary to assist you with organisation and to act as a means of communication between school and home. Put your name on the front. Your teacher will explain to you how to use your timetable and your diary.

Bring your recess, lunch and drinks as for any normal school day. The canteen will be open for sales. Refer to our website for the canteen price list.

We encourage you to ask your peer support leader or class teachers any questions about any matters, large or small. We are most happy to assist in any way possible to make transition as easy as possible.

### **P&C INVITATION**

Dear Parent/Carer

On behalf of the P&C Committee, I would like to welcome you and your family to Quakers Hill High School.

Now that your child is in High School, their educational success will benefit with your continued involvement.

The Parents and Citizens' Association at Quakers Hill High School has a vital role to play in the educational process. It provides a most appropriate forum in which we as parents can find out what is happening within our school as well as have an input into activities and programs.

The Department of Education and Training does not cater for all the needs of our children and therefore the P&C can make a considerable contribution by managing and funding various projects.

There are many differences between High School and Primary School but the P&C still requires the support of the community and individuals. With that support, we have a goal: to benefit our children.

The P&C at Quakers Hill High School only have a few fundraising initiatives. The main fundraiser is the Uniform Shop, which is run by a small number of parents who donate

their time on Monday mornings. It is run by volunteers and anyone wishing to help, whether it be regular or occasionally, your support would be most welcome.

The P&C meetings are held the 2nd Monday of every month, in Room B1 at Quakers Hill High School commencing at 7.00 pm.

Please join us and get all the information you need to help your child. Our meetings are casual and friendly and are not focused on fundraising. It is a great way to learn all the ins and outs of our school. Hope to see you there.

If you are unable to attend our meeting but are still interested in having input and receiving meeting minutes, please enquire about becoming an e-member.

Kerry Ellis

P&C Chairperson

## UNIFORM

The P&C have given their time to open the uniform shop to ensure ease when purchasing uniforms for the school year. The upcoming opening hours are:

- Information Night - Monday 28 November 2022 – 5.30pm-7.30pm
- Extra night – Thursday 8 December 2022 – 5pm-7pm

### Extra opening hours

- 19, 23, 24 and 25 January 2023 – School Holidays – 8am – 11am
- Monday 30 January 2023 (Pupil Free Day) – 8am-12pm
- Tuesday 31 January 2023 (Year 7's start) – online orders only (11am-12pm)
- Tuesday 31 January 2023 (Year 7's start) – shop is open 5pm-7pm
- Wednesday 1 February 2023 (all students start) – 11.30am – 1pm – appts only
- Normal hours return Monday 6 February 2023 from 8.10am – 9.30am every Monday

<b>Girls</b>	<b>Price</b>
Jnr Tartan Skirt (Yrs 7-10)	\$50.00
Snr Navy Skirt (Yrs 11-12)	\$50.00
Blouse – White (Yrs 7-10)	\$30.00
Blouse – Blue (Yrs 11-12)	\$30.00
Long Pants - Navy	\$40.00
Shorts – Navy	\$32.00
<b>Boys</b>	
Shorts – Navy (sizes 8-2XL)	\$25.00
Shorts – Navy (sizes 3XL up)	\$40.00
Long Pants – Navy (sizes 8-2XL)	\$30.00
Long Pants – Navy (sizes 3XL up)	\$40.00
Business Shirt – White (Yrs 7-10)	\$30.00

Business Shirt – Blue (Yrs 11-12)	\$30.00
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<b>Unisex</b>	
Polo Shirt – White (Yrs 7-10)	\$30.00
Polo Shirt – Blue (Yrs 11-12)	\$30.00
Sloppy Joe – Navy	\$35.00
Woollen Jumper – Navy (sizes 10-22)	\$60.00
Woollen Jumper – Navy (sizes 24-30)	\$60.00
Soft Shell Jacket – Navy (Yrs 11-12)	\$70.00
Microfibre Jacket	\$60.00
Tie – Optional	\$20.00
School Scarf	\$10.00
<b>Sports Uniform</b>	
Sport Trackpants	\$40.00
Sport Shorts	\$30.00
Sport Shirt	\$35.00

**Please Pay Particular Attention To:**

**Jewellery** must be kept to a minimum. **Earrings** are to be studs or sleepers **only** (this is for safety reasons).

**Wristbands & Necklaces** – spiked are **not** to be worn.

**Additional Clothing** (for warmth) – may **only** be worn under items of uniform and must **not** be visible at any time. T-Shirts – White **only** permitted under school shirts.

**Footwear** –

- (a) **White Socks** must be worn at all times (not black).
- (b) **Shoes** must be **black leather** which **fully enclose and support** the foot. Ballet/Slipper type shoes will not be permitted.

**Track pants** – not permitted other than the QHHS Sport Track pants that can only be worn on sport day. Boys' pants must not be elasticized in the legs; this is not part of our school uniform.

Tights/Leggings – are NOT to be worn.

**Hoodies are banned at Quakers Hill High School for safety reasons and should NOT be worn.**

**Headwear** –

- (a) No headwear is to be worn inside except with permission from the Principal.
- (b) Beanies may be worn during the colder months of Term 2 and 3 only.
- (c) Cannot have offensive and/or inappropriate writing or offensive and/or inappropriate logos.



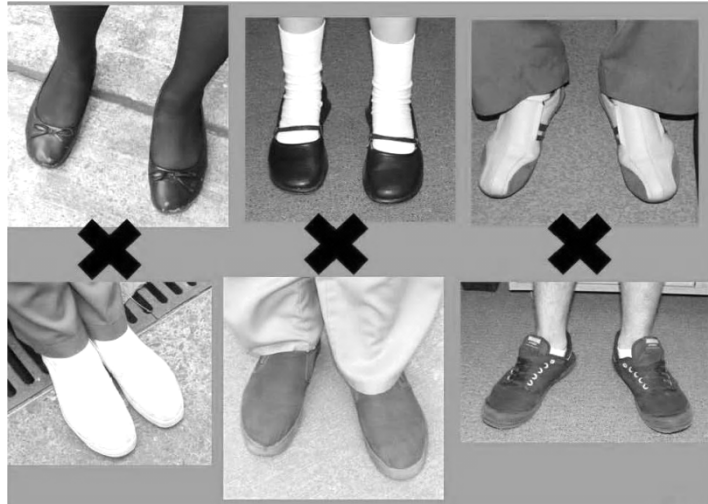


# SAFE UNIFORM, FOOTWEAR

SHOES THAT SHOULD BE WORN:



SHOES THAT SHOULD NOT BE WORN:



## To Be SMART at QHHS

### QUAKERS HILL HIGH SCHOOL

#### Being SMART at QHHS .....

Safe	Motivated	Academic	Respectful	Tolerant
<ul style="list-style-type: none"> <li>Follow staff instructions</li> <li>Move carefully and calmly around all areas of the school</li> <li>Dress correctly for the specific purpose</li> <li>Line up sensibly outside classroom</li> <li>Use all equipment appropriately</li> <li>Notify staff of any concern</li> <li>Stay in bounds</li> <li>Keep the school free from drugs, alcohol and dangerous items</li> <li>Hands to yourself at all times</li> </ul>	<ul style="list-style-type: none"> <li>Take responsibility for your learning</li> <li>Be prepared for lessons</li> <li>Attend all lessons and arrive on time</li> <li>Set yourself goals and aim to achieve them</li> <li>Accept challenges</li> <li>Take pride in yourself and your school</li> <li>Participate in school activities</li> <li>Participate without fear of failure</li> </ul>	<ul style="list-style-type: none"> <li>Work to the best of your ability</li> <li>Prepare for set tasks</li> <li>Seek and accept help when needed</li> <li>Apply your skills and knowledge across all subjects</li> <li>Meet due dates and produce original work</li> <li>Use all available resources</li> <li>Work successfully in groups or independently</li> <li>Explore further learning opportunities</li> </ul>	<ul style="list-style-type: none"> <li>Take responsibility for your own behaviour</li> <li>Allow others to participate without distraction or disruption</li> <li>Recognise the rights of others</li> <li>Be polite</li> <li>Take care of personal, school and other individual's property</li> <li>Encourage each other</li> <li>Acknowledge other people's work</li> <li>Allow other people their personal space</li> </ul>	<ul style="list-style-type: none"> <li>Accept individual differences</li> <li>Be sensitive to other people's needs and feelings</li> <li>Listen to each other's opinions</li> <li>Resolve conflict peacefully</li> <li>Be inclusive</li> <li>Be fair</li> <li>Understand that people make mistakes and learn from your own</li> <li>Be patient</li> </ul>

# SMART

## Be SMART at the Canteen

- ☞ Follow staff instructions
- ☞ Line up in single file
- ☞ Wait your turn
- ☞ Be polite
- ☞ Be patient
- ☞ Stay in bounds
- ☞ Buy your own food
- ☞ Notify staff of any concerns



## Be SMART in Assembly

- | Safe   | Motivated                                      | Academic   | Respectful                                      | Tolerant  |
|--|--|--|---|---|
| ☞ Place bags neatly in the designated area                         | ☞ Sing the National Anthem with pride          | ☞ Acknowledge and value the success of yourself and others | ☞ Listen courteously                            | ☞ Support and value all contributions to the assembly |
| ☞ Line up outside the appropriate entry point                      | ☞ Encourage and support presentations politely | ☞ Accept challenges to be involved                         | ☞ Give everyone a fair go                       |   |
| ☞ Stand calmly while waiting to enter the assembly                 | ☞ Take pride in yourself and your school       |  | ☞ Observe formal behaviour in formal situations |   |
| ☞ Move calmly in and out of designated seating areas when directed |  |  | ☞ Wear the correct uniform                      |   |



## Be SMART in the Library

- | Safe  | Motivated   | Academic                        | Respectful   | Tolerant     |
|---|---|---------------------------------|--|--------------|
| ☞ Follow staff instructions                           | ☞ Take what you require from your bags and place bags in designated storage areas | ☞ Plan and prepare for research | ☞ Keep the library tidy; place rubbish in the bin                    | ☞ Be patient |
| ☞ Use and store equipment and resources appropriately | ☞ Use all relevant and available resources to enhance your learning               | ☞ Reference work correctly      | ☞ Ensure that your work is your own                                  |              |
| ☞ Follow school IT codes of practice                  |   |                                 | ☞ Speak quietly and politely   |              |
|   |   |                                 | ☞ Allow fellow students to enjoy their personal space and activities |              |



## Be SMART in the Hall

- ☞ Follow staff instructions
- ☞ Keep area tidy
- ☞ Consume food and drink away from hall
- ☞ Take care of your facilities
- ☞ Use all equipment appropriately
- ☞ Notify staff of any concerns



## Be SMART in the Performance Space

- ☞ Follow staff instructions
- ☞ Keep area tidy
- ☞ Consume food and drink away from hall
- ☞ Take care of your facilities
- ☞ Use all equipment appropriately
- ☞ Notify staff of any concerns



## Be SMART on the Oval

- ☞ Follow staff instructions
- ☞ Stay in bounds
- ☞ Keep area tidy
- ☞ Consume food and drink away from oval
- ☞ Be active and play safely
- ☞ Use all equipment appropriately
- ☞ Keep bags away from playing area
- ☞ Share playing space fairly
- ☞ Notify staff of any concerns



# SMART

## Be SMART in the Quad

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- ☞ Follow staff instructions
- ☞ Stay in bounds
- ☞ Keep area tidy and place rubbish in the bins
- ☞ Handball/Skipping permitted
- ☞ Walk safely and calmly
- ☞ Use furniture appropriately
- ☞ Notify staff of any concerns



## Be SMART in the Toilets

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- ☞ Follow staff instructions
- ☞ Wait your turn
- ☞ Wash your hands and be hygienic
- ☞ Take care of your facilities
- ☞ Consider people's privacy
- ☞ Notify staff of any concerns



## Be SMART in the Walkways

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- ☞ Follow staff instructions
- ☞ Keep area tidy
- ☞ Walk safely and calmly to the left
- ☞ Move to an in-bounds area
- ☞ Notify staff of any concerns



## Be SMART on the Grass Area

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- ☞ Follow staff instructions
- ☞ Stay in bounds
- ☞ Keep area tidy and place rubbish in the bins
- ☞ Consume food and drink away from oval
- ☞ This is a passive picnic area during breaks
- ☞ Use furniture appropriately
- ☞ Notify staff of any concerns



## Be SMART in Roll Call

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- Follow staff instructions
- Arrive on time
- Use SMART Entry/Exit rules
- Bring appropriate reading material and READ
- Bring uniform note if out of uniform
- Bring absence notes if you have missed school
- Bring late note if you are late to roll call
- Place your diary on your desk and record any important messages read out by your roll teacher



## Be SMART in the classroom

I am being SAFE when I:	I am being MOTIVATED when I:	I am being ACADEMIC when I:	I am being RESPECTFUL when I:	I am being TOLERANT when I:
<ul style="list-style-type: none"> <li>✓ Stop, think, do</li> <li>✓ Follow teacher's safety instructions when entering and exiting the classroom</li> <li>✓ Walk when I am in the classroom</li> <li>✓ Have my bag in the allocated place</li> <li>✓ Sit on the chair properly</li> </ul>	<ul style="list-style-type: none"> <li>✓ Come to class on time</li> <li>✓ Take responsibility for my own behaviour</li> <li>✓ Bring all necessary equipment to class</li> </ul>	<ul style="list-style-type: none"> <li>✓ Request and accept help</li> <li>✓ Try my best</li> <li>✓ Complete assessment tasks on time</li> <li>✓ Assist others with their learning</li> </ul>	<ul style="list-style-type: none"> <li>✓ Listen to the teacher</li> <li>✓ Recognise other people's right to learn</li> <li>✓ Respect the learning environment</li> <li>✓ Follow the teacher's instructions</li> <li>✓ Speak politely to teachers and peers</li> </ul>	<ul style="list-style-type: none"> <li>✓ Work collaboratively with others</li> <li>✓ Accept individual differences</li> <li>✓ Wait patiently</li> </ul>

## Being SMART During Exams

<b>SMART</b>	Follow the day-to-day expectations of Quakers Hill High School
<b>S</b>	<ul style="list-style-type: none"> <li>• Bring a drink bottle containing water if required.</li> <li>• Walking quickly and quietly straight to your desk will allow the most amount of time to complete your exam.</li> </ul>
<b>M</b>	<ul style="list-style-type: none"> <li>• Only bring permitted examination equipment into the room.</li> <li>• Place your mobile phone and electronic devices in your bag on silent.</li> <li>• Remain inside and seated in the exam room for the whole period of time.</li> </ul>
<b>A</b>	<ul style="list-style-type: none"> <li>• Make a serious attempt at answering all exam questions.</li> <li>• Begin and stop writing when instructed by the supervisor.</li> </ul>
<b>R</b>	<ul style="list-style-type: none"> <li>• Follow the supervisors' instructions at all times.</li> </ul>
<b>T</b>	<ul style="list-style-type: none"> <li>• Behave in a polite and courteous manner towards all supervising staff.</li> <li>• Remain silent during an exam.</li> <li>• Remain focused on your own work at all times.</li> </ul>

# Travelling to and from School

Some students attending QHHS travel by bus. If you live further than 2 km from school in a straight line, your child **may be** entitled to free travel to and from school. If your child is required to walk a distance of more than 2.9 km they **may be** entitled to a bus pass. Applications for a bus pass may also be made on the grounds of safety. Please note: The Department of Transport is responsible for deciding if applications are accepted, NOT THE SCHOOL.

The School Opal card is a new online application. The School Opal card gives eligible students free travel to and from school on school days. Students don't need multiple application forms and passes if they use different transport operators within the Opal network. Timetables can be downloaded at: [http://www.busways.com.au/travelling\\_with\\_us/school\\_timetables](http://www.busways.com.au/travelling_with_us/school_timetables)

## SCHOOL TIMETABLE

## WESTERN SUBURBS REGION

### Quakers Hill High School

Timetable effective from Monday 10 October 2022

Amended 09/09/2022

(R) Bus Turns Right - (L) Bus Turns Left

MORNING				
Bus Number	Route Number	Time	Locations Serviced	Route Description
-	745	7:42 AM	Glenwood Stanhope Gardens Quakers Hill	Departs Glenwood Park Dr & Wheedon St via Glenwood Park Dr (R)Forman Av (R)Glenwood Park Dr (L)Sorrento Dr (R)T-Way (L)Stanhope Pkwy (L)Sentry Dr (R)Quakers Hill Pkwy (R)Farnham Rd to Barnier Dr (8:03am), continues Farnham Rd (L)Quakers Hill Pkwy (R)Grady St (R)Lalor Rd to School.
-	745	7:51 AM	Glendenning	Departs Adrienne St & Lamb St via Adrienne St (R)Armitage Dr (L)Golding Dr (R)Richmond Rd (L)Quakers Hill Pkwy (R)Grady St (R)Lalor Rd to School.
6077	-	8:03 AM	Quakers Hill	Departs Quakers Hill Station via Pearce Rd (R)Lalor Rd (L)Hambledon Rd (L)Bali Dr (R)Walker St (R)Burdekin Rd (R)Hambledon Rd (L)Barnier Dr (L)Farnham Rd (8:16am) (L)Quakers Hill Pkwy (R)Pye Rd (R)Highfield Rd (R)Lalor Rd to School.
-	752	8:05 AM	Blacktown Station Marayong Quakers Hill	Departs Blacktown Station via Richmond Rd (R)Davis Rd (L)Quakers Rd (8:12am) (R)Narrabri St (R)Bombala Cr (R)Ottley St (L)Arnott Rd (L)Warrimoo Dr (L)Chaplin Cres (R)Quakers Rd (8:20am) (R)Quakers Hill Pkwy (R)Hambledon Rd (R)Lalor Rd (L)Pearce Rd to roundabout, turns around & returns to Quakers Hill Station (8:28am), continues Pearce Rd (R)Lalor Rd to School.
6035	-	8:05 AM	Blacktown Marayong Quakers Hill	Departs Blacktown Station (Rank A) via Richmond Rd (R)Breakfast Rd (L)Quakers Rd (8:17am) (R) Narrabri St (R)Bombala Cres (L)Arnott Rd (L)Warrimoo Dr (L)Chaplin Cr (R)Quakers Rd (R)Quakers Hill Pkwy (R)Hambledon Rd (L)Lalor Rd to School.
6072	-	8:06 AM	Glendenning Dean Park	Departs Adrienne St & Lamb St via Adrienne St (R)Armitage Dr (L)Golding Dr (L)Richmond Rd (R)Yarramundi Dr (L)Hoyle Dr to Dean Park Shops (8:14am), continues Hoyle Dr (R)Symonds Rd (L)Richmond Rd (L)Quakers Hill Pkwy (R)Grady St (R)Lalor Rd to School.
-	732	8:12 AM	Quakers Hill Station	Departs Quakers Hill Station via Pearce Rd (R)Lalor Rd to School.
6097	-	8:12 AM	Nirimba Fields	Departs Triton Pde & Aerodrome Dr via Triton Pde (R)Nabthorpe Pde (L)Firefly St (L)Mariner Av (R)Triton Pde (L)Siding Tce (L)Lockheed St (R)Aerodrome Dr, Veron Rd (R)Schofields Rd (R)Railway Tce, Burdekin Rd (R)Walker St (L)Bali Dr to Hambledon Public School (8:28am), continues Bali Dr (R)Hambledon Rd (L)Lalor Rd (R)into Bus Bay.
6020	-	8:13 AM	Arnott Rd Warrimoo Dr	<b>LAST PICK CHAPLIN CR &amp; QUAKERS RD</b> Departs Arnott Rd & Quakers Rd via Arnott Rd (L)Warrimoo Dr (L)Chaplin Cr to Quakers Rd, then to School.
6031	-	8:15 AM	Blacktown Marayong Quakers Hill	Departs Blacktown Station (Rank B) via Richmond Rd (R)Breakfast Rd (L)Quakers Rd (R)Quakers Hill Pkwy (R)Hambledon Rd (L)Lalor Rd to School.

AFTERNOON				
Bus Number	Route Number	Time	Locations Serviced	Route Description
6627	-	3:03 PM	Nirimba Fields	Departs School via (L)Lalor Rd (R)Hambledon (L)Burdekin Rd, Railway Tce (L)Schofields Rd (L)Veron, Aerodrome Dr (L)Lockheed St (R)Siding Tce (R)Triton Pde (L)Mariner Av (R)Firefly St (R)Nabthorpe Pde (L)Triton Pde to Aerodrome Dr (3:25pm).
6568	-	3:03 PM	Arnott Rd Warrimoo Dr	Departs School via Lalor Rd (R)Hambledon Rd (L)Quakers Hill Pkwy (L)Quakers Rd (L)Chaplin Cr, Warrimoo Dr (R)Arnott Rd to Quakers Rd (3:17pm).
6584	-	3:08 PM	Quakers Hill	Departs School via Lalor Rd (L)Hillcrest Rd (L)Pye Rd (R)Wilson Rd (L)Chase Cr (3:14pm) (L)Quakers Hill Pkwy (R)Farnham Rd (L)Kennington Rd (R)Farnham Rd (L)Barnier Dr (L)Hambledon Rd (R)Bali Dr (R)Walker St (R)Burdekin Rd to Hambledon Rd (3:33pm).
6540	-	3:20 PM	Blacktown	<b>FIRST SET DOWN DAVIS RD</b> Departs School via Lalor Rd, then to Quakers Rd & Davis Rd, continues (R)Davis Rd (L)Richmond Rd to Blacktown Station (3:40pm).

6562	-	3:23 PM	Blacktown Marayong	<b>FIRST SET DOWN WARRIMOO DR &amp; ARNOTT RD</b> Departs School via Lalor Rd, then to Warrimoo Dr & Arnett Rd, continues (R)Arnett Rd (L)Quakers Rd (R)Davis Rd (L)Richmond Rd to Blacktown Station ( <b>3:52pm</b> ).
-	745	3:25 PM	Glenwood	Departs School via Lalor Rd (L)Grady St (L)Quakers Hill Pkwy (R)Farnham Rd (L)Quakers Hill Pkwy (L)Sentry Dr (R)Stanhope Pkwy (R)T-Way (L)Sorrento Dr (R)Glenwood Park Dr (L)Forman Av (L)Glenwood Park Dr to Wheedon St ( <b>3:52pm</b> ).
-	732	3:25 PM	Quakers Hill	Departs School via Lalor Rd, Pearce Rd to roundabout, turns around & returns to Quakers Hill Station ( <b>3:32pm</b> ), continues Pearce Rd, Lalor Rd (L)Hambledon Rd (L)Bali Dr (R)Walker St (R)Burdekin Rd to Hambledon Rd ( <b>3:41pm</b> ).
-	752	3:25 PM	Marayong	Departs School via Lalor Rd, Pearce Rd to roundabout, turns around & returns to Quakers Hill Station, continues Pearce Rd, Lalor Rd (L)Hambledon Rd (L)Quakers Hill Pkwy (L)Quakers Rd (L)Chaplin Cr ( <b>3:35pm</b> ) (R)Warrimoo Dr (R)Arnett Rd to Quakers Rd.
6545	-	3:31 PM	Glendenning Dean Park	Departs School via Lalor Rd (L)Grady St (L)Quakers Hill Pkwy (R)Richmond Rd (R)Symonds Rd (L)Hoyle Dr to Dean Park Shops ( <b>3:48pm</b> ), continues Hoyle Dr (R)Yarramundi Dr (L)Richmond Rd (R)Golding Dr (R)Armitage Rd (L)Adrienne St to Lamb St ( <b>4:01pm</b> ).

## Voluntary Contribution (optional)

The amount of **\$70.00** has been set for payment to assist in the development of the school and its resources in order to ensure a first-rate educational opportunity for all students. Much of the funds raised by this annual fee will be directed to the Learning Centre, library resources, computer facilities, sporting equipment and teaching resources.

## Subject Charges

The payment of these fees provides the school with funds to purchase all the materials necessary for use by students in these subjects, taking advantage of bulk buying and GST free prices which can be obtained by the school. All fees are payable to the school office before school, at recess or lunch and a receipt is issued. Parents can make online payments through the school's website.

### Year 8 Mandatory Practical Subjects (Per Year)

<b>TAS</b> Technology (incl. Industrial Arts, Home Economics & Agriculture)	\$70.00
<b>CAPA</b> Music and Visual Arts	\$70.00

### Years 9 & 10 Practical Subjects (Per Year)

<b>TAS</b> Agricultural Technology	\$50.00
Design & Technology	\$80.00
Food Technology	\$80.00
Industrial Technology – Engineering	\$70.00
Industrial Technology – Metal	\$50.00



Industrial Technology – Electronics	\$70.00
Industrial Technology – Timber	\$70.00 *
Information & Software Technology/Computing	\$20.00
Child Studies	\$60.00
Fashion Design	\$60.00

<b>CAPA</b>	Music	\$35.00
	Photographic & Digital Media	\$80.00
	Visual Arts	\$60.00
	Visual Design	\$60.00
	Ceramics	\$60.00
	* Higher quality materials available at additional cost	

## Scripture

Scripture or Special Religious Education (SRE) is run by a team of enthusiastic individuals from local churches. Please read the SRE letter for further information.

## Student Assistance Scheme

The school has been provided with some funds to assist parents who are experiencing financial difficulties in providing basic educational needs for their children. We try to assist as many students as we can within the limits of the available funding. Assistance can be provided in a number of areas, but the emphasis is on provision to needy students in the areas of School Uniform.

To seek assistance, a parent must write a letter explaining the circumstances and return it in an envelope marked “confidential” to the Principal.

All information supplied is treated in **strict confidence**. Please contact the Principal for further details.

## QHHS Sport in 2023

Every Wednesday during periods 3 & 4, **Year 7 & 8** students will go to either Grade/Recreational Sport/House Sport. During periods 5 & 6, **Year 9 & 10** students will go to either Grade/Recreational Sport/House Sport. There are usually 3 competitions/rotations of sport that run throughout the year. They do not line up with school terms and the duration can be affected by wet weather etc.

We are looking at offering the following recreational sports in 2023:

- Dance/Zumba
- Boot Camp
- Table Tennis
- Power walking
- Handball Competitions
- Theatre Sports



Sport during this competition. Early in the term there will be tryouts for grade teams as well as selection processes for recreational and house sports. Students who participate in grade sports will have to purchase a bus pass that will ensure their travel to and from sporting venues each week. This pass will be available from the front office to purchase.



## Year 8 2023 Books and Materials List

Provided by QHHS	Yondr Pouch, School Diary
General Items	Black Leather enclosed shoes, School Bag, Pencil Case, Pens x 2 blue, black & red, HP Pencils, Ruler, Glue Stick, Sharpener, Eraser, Scissors, Highlighters, 8 GB USB, Scientific Calculator Casio FX 82 Plus, Enclosed Sport Shoes, PE Uniform, Exercise Books (Covered and Labelled)
<b>SUBJECT</b>	
English	1 x 192 page A4 exercise book, Computer with Microsoft platform
Maths	1 x 240 page Grid Book (5mm grid), Scientific calculator Casio FX 82 Plus, 30cm Plastic Ruler
Science	1 x 240 page A4 exercise book. Assignments to be stapled and submitted in a plastic sleeve with the assignment cover sheet attached. Leather enclosed shoes must be worn at all times
History	1 x 192 page A4 exercise book
Geography	1 x 192 page A4 exercise book
LOTE	1 x 64 page A5 exercise book
PDHPE	1 x 128 A4 exercise book , QHHS Sport Uniform
Music	1 x Music manuscript book
Visual Arts	1 x A4 Visual Arts Process Diary (VAPD), Graphite Pencil set/Smudging tool
Drama	1 x 80 page A4 exercise book (Log Book)
Technology	1 x 190 A4 exercise book, A4 Display Folder, fully enclosed black leather shoes



## Year 9 2023 Books and Materials List

Provided by QHHS	Yondr pouch, Student Diary
General	Black Leather enclosed shoes, School Bag, Pencil Case, Pens 2(blue, Black & Red, HP Pencils), Ruler, Glue Stick, Sharpener, Eraser, Scissors, Highlighters, 8 GB USB, Scientific Calculator Casio FX 82 Plus, Enclosed Sport Shoes, PE Uniform, Exercise Books (Covered and Labelled)
<b>SUBJECT</b>	<b>MATERIALS</b>
English	1 x 192 page A4 exercise book, Computer with Microsoft platform
Maths	1 x 240 Page Grid Book (5mm grid), Scientific calculator Casio FX 82 Plus, 30cm Plastic Ruler
Science	1 x 240 page exercise book. Assignments should be stapled and submitted in a plastic sleeve with the assignment cover sheet attached. Leather enclosed shoes must be worn at all times
History	1 x 196page A4exercise book
Geography	1 x 196 page A4 exercise book
Commerce	1 x 196 page A4 exercise book
Work Education	1 x 196 page A4 exercise book
History Elective	1 x 196 page A4 exercise book
PDHPE	1 x 128 page A4 exercise book, QHHS Sport Uniform
PASS	1 x128 page A4 exercise book, QHHS Sport uniform
Dance	1 x 196 page A4 exercise book, QHHS Sport uniform
Drama	1 x 80 page A4 exercise book (Log Book), USB, Headphones
Music	1 x Music manuscript book
Photo & Digital Media	1 x A4 Photographic Process Diary (PPD)
Visual Design	1 x A4 Visual Arts Process Diary (VAPD), Graphite Pencil set/Smudging tool
Visual Arts	1 x A4 Visual Arts Process Diary (VAPD)
Digital Networks	USB
Robotics	USB
Agriculture	1 x 196 page A4 exercise book, display folder, black leather shoes
Child Studies	1 x 196 A4 exercise book, enclosed leather shoes
Food Technology	1 x 196 page A4 exercise book, Apron, fully enclosed black leather shoes
Industrial Tech Wood	1 x 196 page A4 exercise book, Display folder, black leather shoes
Industrial Tech Engineering	1 x 196 page A4 exercise book, display folder, black leather shoes
Psychology	1 x 128 page A4 book, display folder, USB, Gratitude Journal, small box of coloured pencils
Textiles	1 x 196 page A4 exercise book, display folder, black leather shoes



## Year 10 2023 Books and Materials List

Provided by QHHS	Yondr Pouch, School Diary
General	Black Leather enclosed shoes, School Bag, Pencil Case, Pens x 2 blue, black & red, HP Pencils, Ruler, Glue Stick, Sharpener, Eraser, Scissors, Highlighters, 8 GB USB, Scientific Calculator Casio FX 82 Plus, Enclosed Sport Shoes, PE Uniform, Exercise Books (Covered and Labelled)
<b>SUBJECT</b>	<b>MATERIALS</b>
English	1 X 192 page A4 exercise book, Computer with Microsoft platform
Maths	1 x 240 page Grid Book (5mm grid), Scientific calculator Casio FX 82 Plus, 30cm Plastic Ruler
Science	1 x 240 page exercise book. Assignments should be stapled and submitted in a plastic sleeve with the assignment cover sheet attached. Leather enclosed shoes must be worn at all times
History	1 x 196 page A4 exercise book
Geography	1 x 196 page A4 exercise book
Commerce	1 x 196 page A4 exercise book
Work Education	1 x 196 page A4 exercise book
History Elective	1 x 196 page A4 exercise book
PDHPE	1 x 128 page A4 exercise book, QHHS Sport Uniform
PASS	1 x 128 page A4 exercise book, QHHS Sport Uniform
Dance	1 x 64 page A4 exercise book
Drama	1 x 196 page A4 exercise book, USB Headphones
Music	Music manuscript book
Photo & Digital Media	1 x A4 Photographic Process Diary (PPD), USB, pencils, pens, eraser plus materials as required by individual students.
Visual Design	1 x A4 Visual Arts Process Diary (VAPD)
Visual Arts	1 x A4 Visual Arts Process Diary (VAPD)
Digital Networks	USB
Robotics	USB
Agriculture	1 x 96 page A4 exercise book, fully enclosed black leather shoes
Child Studies	1 x 196 page A4 exercise book, fully enclosed black leather shoes
Design Technology	1 x A4 Display Folder, Shoebox, Black Texta
Food Technology	1 x 196 page A4 workbook, apron, fully enclosed black leather shoes
Graphics Technology	Technical Drawing Kit
Industrial Tech Metal	1 x 196 page A4 exercise book, display folder, fully enclosed black leather shoes
Industrial Tech Electronics	1 x 196 page A4 exercise book, display folder, fully enclosed black leather shoes
Industrial Tech Wood	1 x 196 page A4 exercise book, display folder, fully enclosed black leather shoes
Industrial Tech Engineering	1 x 196 page A4 exercise book, display folder, fully enclosed black leather shoes
Textiles	1 x 196 page A4 exercise book, display folder, fully enclosed black leather shoes

## QHHS Library

The Library is open daily at recess and lunchtime. During these times, students may use computers for homework, research, checking emails, and playing appropriate computer games. The library also has chess sets, card and tabletop games, which students are welcome to play in the library during breaks.

Students may borrow two fiction and two non-fiction books at a time. Fiction loans and non-fiction texts can be borrowed for a two-week period. Loans may be extended if no-one else has requested the book. Books may also be reserved if they are on loan to another student. Year 7 students may access the library's resources, including borrowing books and using the computers, even before they receive their student ID card.

Classes are regularly scheduled in the computer and learning spaces in the library. The library is a shared learning space and students are reminded that the SMART code applies in the library at all times.

### **Wheelers Digital Collection**

View the QHHS eBook and audiobook collection at [qhhs.wheelers.co](http://qhhs.wheelers.co). To borrow, sign in with your school username and password. You can read or listen to books on your computer using Chrome, Safari or Firefox. Or, download the Wheelers ePlatform app for Android or iOS. You will find over 2,500 books available – this includes books on the Premier's Reading Challenge list, fiction and non-fiction – enough to keep you reading for a long time.

### **ClickView Video Collection**

The QHHS ClickView video library is available through OLIVER. Search and view thousands of titles in your browser, including documentaries, films, TV series, flipped learning and lessons. Many videos include teaching and learning resources.

Access OLIVER on the Student Portal, by selecting My School Library. Select Search other sources and then enter a search term. Expand the ClickView Online - Australia tab to see related videos. Learn more about ClickView on the QHHS Library induction site ([tinyurl.com/y4xvpzl5](http://tinyurl.com/y4xvpzl5)).

### **Premier's Reading Challenge (PRC)**

Students in grades 7-9 will be invited to sign up for the PRC in Term 1. Any books read over the summer holidays may be included in their list, so please keep a record of your reading. Students who have completed the challenge in primary school will have their achievements recognized by the PRC as they progress through high school.

### **QHHS 10 Book Challenge**

At the start of September, the QHHS 10 Book Challenge kicks off requiring readers to complete 10

books by the middle of November. Five are to be taken from the official PRC list and the remaining five can be any books of their choosing. As with the PRC, all participants receive letters of commendations, certificates, merits and their participation will be recognized in their school report.



## Library Monitors

Year 7 students are welcome to apply to become library monitors. Our monitors help out at recess and lunchtime, loaning books, shelving returned items, signing students onto computers and assisting the library staff as required. Application forms can be collected from the library, and successful applicants will be trained by student mentors. Library monitors are required to contribute book reviews, engage in reading challenges, host library events and to assist their fellow students in finding books they will enjoy.

## Library Events Calendar

Each term the Library hosts a diverse range of lunch activities that endeavour to engage our students in stimulating, creative and pro-social activities with like-minded individuals. The activities vary each term, and are promoted via Crews News and student email. In previous terms we have featured karaoke challenges, chess knockout competitions, Minecraft and Wii challenges, jewellery making workshops, pinata festivals, cold case file challenges and literary lunches, as well as minute to win it comps and trivia tournaments. Stay tuned for 2023.



# Wellbeing and Discipline



## Quakers Hill High School Level System Flow Chart




<b>FACULTY</b>	<b>Yellow Level</b>	Classroom Teachers and Head Teachers can place students on Yellow Levels within a subject. A student is placed on a Yellow Level for consistent breaches of QHHS's SMART code. The classroom teacher monitors student's work and behaviour for a set number of periods. Letter and/or phone call to parents.	No Restrictions to Whole school activities
	<b>Orange Level</b>	Head Teachers place students on Orange Levels and monitor student progress whilst on them. An Orange Level is a withdrawal level where students are removed from their normal class for failing to meet the identified SMART expectations whilst on a Yellow Level. Students are withdrawn from class for a set number of periods. Head Teacher to send a letter home and phone parents. Students must complete an Orange Level reflection sheet before they re-enter the class on a new Yellow Level.	Attendance at excursions or special events may be restricted. HT to negotiate with student
<b>WELLBEING</b>	<b>Blue Level</b>	Deputy Principals and Year Advisers place students on Blue Levels. Blue Levels are primarily used to help students focus on improving classroom behaviours. Blue Levels are not punitive and students can self-refer for a Blue Level.	No Restrictions
<b>SENIOR EXECUTIVE</b>	<b>Red Level</b>	The Principal and Deputy Principals place students on Red Levels. Students may be placed on Red Levels for persistent problems across several subjects and/or persistent disobedience whilst on an Orange Level. Students returning from suspension may also be placed on a Red Level. Students may be referred to the school counsellor and/or appropriate support program/s. Parents will be contacted.	Possible exclusions may apply based on individual circumstances of each student
	<b>Formal Caution</b>	The Principal and Deputy Principals issue students with a Formal Caution of Suspension. Formal Cautions can be issued for persistent disobedience whilst on a Red Level. They can also be issued for serious breaches of the SMART code. Parents will be contacted and a referral made to the school counsellor and/or appropriate support program/s.	Possible exclusions may apply based on individual circumstances of each student
	<b>Suspension</b>	The Principal and Deputy Principals issue students with a suspension. It can be issued for persistent disobedience whilst on a Red Level. They can also be issued for serious breaches of the SMART code. For short suspensions parents will be contacted and a referral made to the school counsellor and/or appropriate support program/s. Students will need to complete a return from suspension interview with their parent/carer provider post suspension. Long suspensions also include a referral to the suspension centre.	Not allowed to attend school or any school event for the duration of the suspension

# Smarties

Smarties are reward cards given to recognise and encourage pro-social behaviour. Once a student collects three Smarties, they can hand them into their roll call teacher, and a Merit card will be issued by the school's SASS (School Administrative Support Staff) personnel. Merits are recorded as a positive entry on Sentral, the school record management system.

Smarties may also be given in examinations, for sports carnival attendance, school service, assistance given to the teacher, and so on.

Extended roll call on Wednesday morning will at times be used to remind students of the school's SMART expectations with focused activities on positive behaviour for learning.



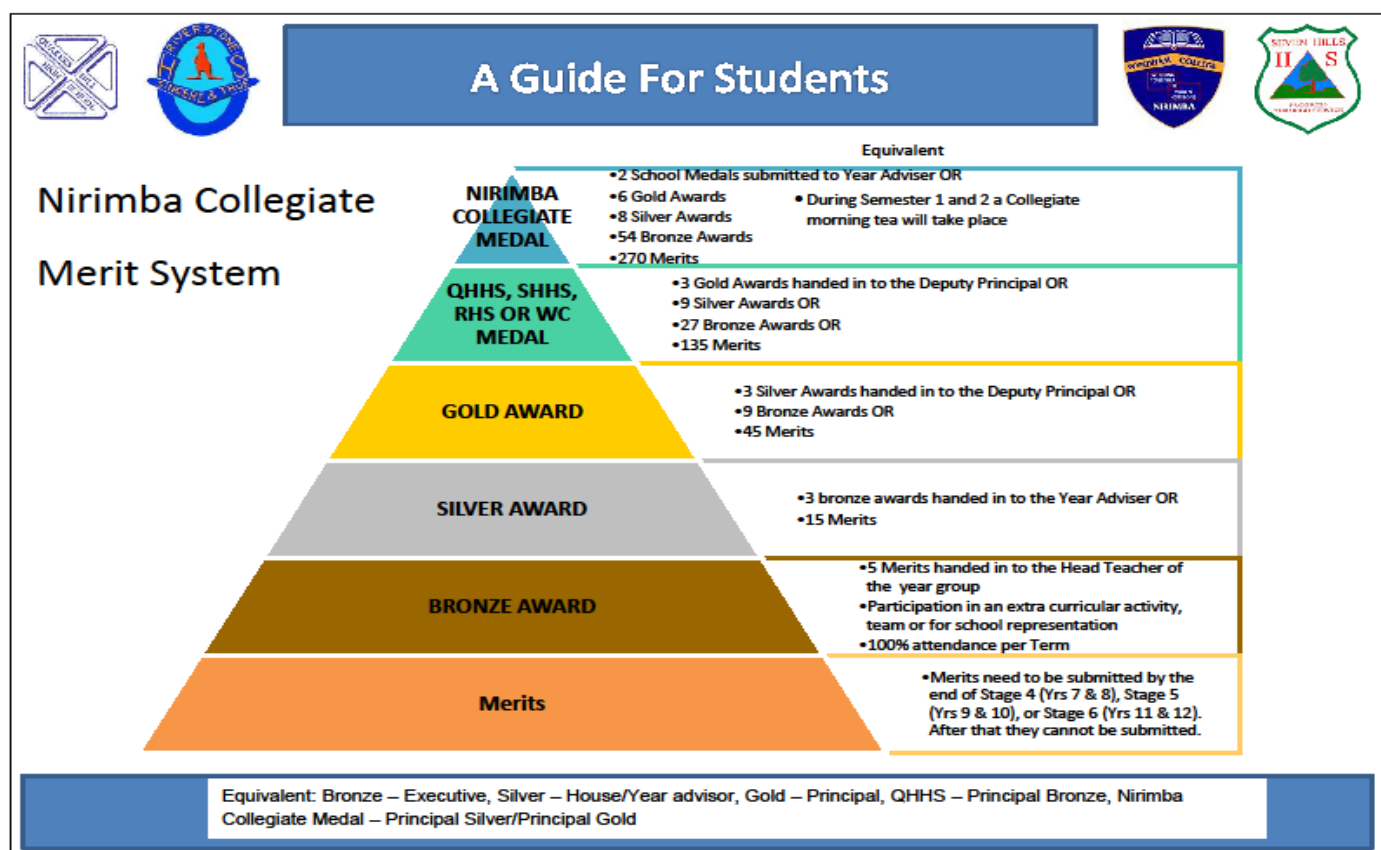
Name: \_\_\_\_\_  
 Roll Call: \_\_\_\_\_ Year: \_\_\_\_\_

Circle ->     S   M   A   R   T

Staff signature: \_\_\_\_\_ Date: \_\_\_\_\_

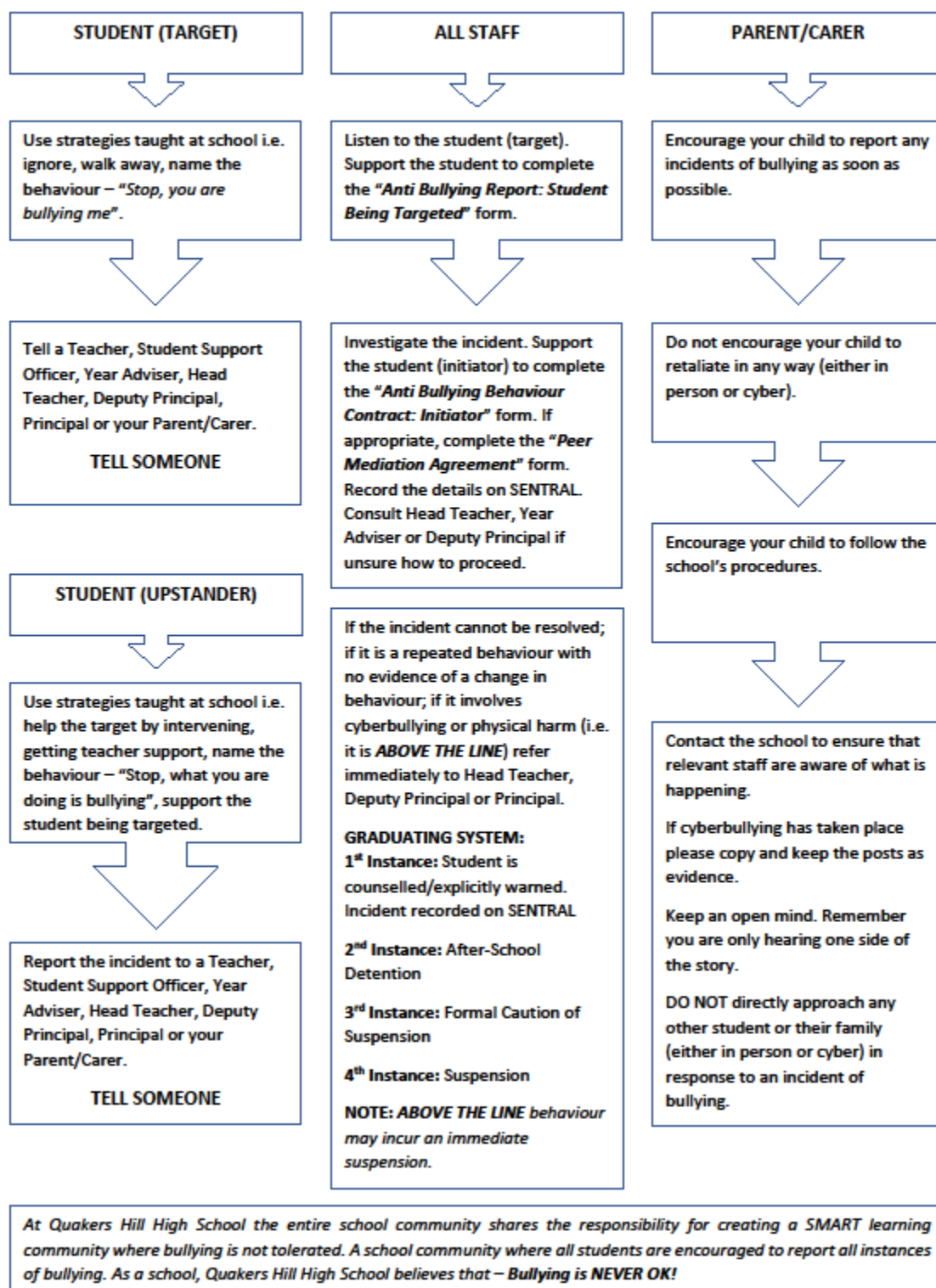
Collect 3 Smarties and hand to your roll call teacher for a merit

## THE MERIT SYSTEM





## QUAKERS HILL HIGH SCHOOL PROCEDURE FOR DEALING WITH A BULLYING INCIDENT



## Other Things You Need to Know

### Roll Call

Students are placed in a roll call class for the year. Each roll call class is administered by a roll call teacher to whom all letters regarding attendance should be addressed.

### Mobile Phones

We understand that parents may wish their child to have mobile phones so that they can communicate changes in plans and to ensure their safety outside of school. However, the use of mobile phones for verbal, internet or SMS communication at school is not allowed. Nor should they be used to take photos at school. We seek your cooperation in this area. Inappropriate use of this technology creates **safety** and **cyberbullying** concerns.

- If you need to contact your child during school hours, please do so through the office.

### Lateness

Students are required to be at school before **8.40am** for Roll Call. If they arrive at school after roll call, they need to come to the office for a late note before going to class. They should have a note from home to explain why they are late. Lateness will be recorded on school reports.

### Sickness

Children should not be sent to school without adequate care being taken of injuries already received or if sickness is anticipated. The function of the school clinic is to treat students or render first aid, to assist them if possible, to get them through the day. It is not a recovery room, a rest centre or a hospital.

Sometimes it is necessary to send sick students home. If this is necessary, you will be notified by phone. Please note a student will not be sent to an empty home when they are sick. Arrangements will be made with the parent/guardian or an emergency care contact (e.g. relative, neighbour). Emergency contact numbers are therefore very important and should be kept updated by simply ringing the office if there is a change.

No medication will be administered for **any reason** by a teacher or office staff. If it is necessary for a student to take medication during the day, this medication must be left at the office. It is the student's responsibility to come to the office to take their medication. Students are not permitted to have pills, etc in their possession at school.

### Absence from School

If your child is absent from school for part or all of a day, a note is required. Your child should hand the note to their roll call teacher on the first day back. Your child's FULL name, class, the days absent and the reason should be stated on the note. Please print names clearly.

If your child is going to be absent for more than two days, it is helpful to contact the school as departmental regulations require that the school send out a formal request for information after three days of unexplained absence. A written note (stating the student's FULL name) from the parent is required when the child returns even if you phone the school.

You will receive an SMS message informing you that your child is absent. If the absence is not planned, please call the school so we can work together to follow up on this.



**QUAKERS HILL HIGH SCHOOL**

70 Lale Road, Quakers Hill NSW 2763 PHONE: (02) 9837 1533 FAX: (02) 9837 1747  
 EMAIL: quakershill.school@det.nsw.edu.au  
 WEBSITE: www.quakershill.school.nsw.edu.au  
 PRINCIPAL: Mr Jason White



### STUDENT ABSENTEE NOTE

Name of student \_\_\_\_\_ Year \_\_\_\_\_

First date of absence \_\_\_\_\_

Last date of absence \_\_\_\_\_

**Reason for absence:**

**The reason for the absence must be shown below. (Please tick the appropriate box and give details.)**

**Note: If you prefer, you may telephone the school to explain your child's absence.**

Sickness (please give details, eg flu)  
 \_\_\_\_\_  
 \_\_\_\_\_

Family reasons (please give details, eg attendance at a funeral)  
 \_\_\_\_\_  
 \_\_\_\_\_

Other reason (please give details, eg attendance at a religious ceremony)  
 \_\_\_\_\_  
 \_\_\_\_\_

Name of parent or carer \_\_\_\_\_

Signature of parent or carer \_\_\_\_\_

Date \_\_\_\_\_

A Nirimba Collegiate School For Years 7-12

## Leaving Early

If you require your child to leave the school before the end of the school day, a note containing a full explanation of the reason for leave must be sent to the school office with your child BEFORE roll call. Under no circumstances should a student contact their parent to come and collect them.

## Excursions

Excursions form a valuable part of your child's educational experiences. You will be fully informed in writing of all details of any school excursion. All money and permission notes are to be paid to the school office.

## Assemblies

Formal assemblies are held every Monday Period 3 for the whole school. Year assemblies are held once a month to deal with the specific requirements for that year.

## Examinations

Students sit half-yearly and yearly examinations as well as topic tests and quizzes. If you miss a test due to illness, please see your teacher and arrange a time to complete the task. Do not let it just go by. Show people what you are capable of both academically and in terms of maturity.

## Bicycles

Students are permitted to ride bicycles to school provided they wear helmets and obey the road rules. A bicycle rack is provided for students however, they will need to provide their own chain and lock to secure their own property. The school cannot take

responsibility for the security of bikes/scooters.

### **Lost Property**

No responsibility can be accepted for property lost through the carelessness of the owner. Students are requested not to bring valuable equipment to school and to keep their bags under supervision at all times. To assist the school to return lost property, all pieces of students' property should be clearly labelled with their name and roll class. All enquiries regarding lost property should be directed to the front office.



## Bell Times – 2023

<b>TUES THUR FRI</b>	GO TO CLASS	8.40	8.45	5'
	ROLL	8.45	8.55	10'
	1	8.55	9.55	60'
	2	9.55	10.55	60'
	RECESS	10.55	11.20	25'
	GO TO CLASS	11.20	11.25	5'
	3	11.25	12.25	60'
	4	12.25	1.25	60'
	LUNCH	1.25	1.55	30'
	GO TO CLASS	1.50	1.55	5'
	5	1.55	2.55	60'

<b>MONDAY</b>	GO TO CLASS	8.40	8.45	5'
	ROLL	8.45	9.05	20'
	1	9.05	10.05	60'
	2	10.05	11.05	60'
	RECESS	11.05	11.30	25'
	GO TO CLASS	11.30	11.35	5'
	3	11.35	12.35	60'
	ASSEMBLY	12.35	1.20	45'
	LUNCH	1.20	1.45	25'
	GO TO CLASS	1.45	1.50	5'
	5	1.50	2.50	60'

<b>WEDNESDAY</b>	GO TO CLASS	8.40	8.45	5'
	ROLL	8.45	9.05	20'
	1	9.05	10.05	60'
	RECESS	10.05	10.30	25'
	GO TO CLASS	10.30	10.35	5'
	2	10.35	11.30	55'
	3	11.30	12.25	55'
	LUNCH	12.25	12.50	25'
	GO TO CLASS	12.50	12.55	5'
	4	12.55	1.50	55'
	5	1.50	2.45	55'

### Bell Signals System

*There are various bell signals which tell students and staff what to do.*

**Single Ring** indicates the start of the day, end of lessons or breaks and the end of the day.

**Two Rings** indicate an assembly in the quadrangle has been called. All students and staff should assemble in the quad as quickly as possible.

**Three Rings** indicate that the **oval is closed** due to extreme heat or rain. Undercover walkways become in-bounds for that break.

**Whoop Sound** indicates that an **evacuation** is necessary. Students and staff must evacuate the buildings and assemble on the oval.

**Doorbell Sound** indicates a **lockdown** is required. All students and staff must remain in the buildings, close and lock all doors and wait for the all clear (which is two rings).



## MY S.M.A.R.T. STUDY/HOMEWORK TIMETABLE

- This is **your contract** with yourself.
- Ask your parents to help you to successfully study each week.
- Make sure you get enough sleep.
- Your leisure time (sport, shopping, favourite TV show) should be included.
- Allow time for HW and assignments.

### HOW CAN I STUDY?

- Work out whether you are a morning or evening person and set up this timetable with that in mind.
- Ask your teacher about the best way to study for each subject.
- Go through your notes and use a highlighter pen to highlight the main concepts. This makes future study easier and much quicker.
- If you miss a session, catch it up.
- Make copies and tick off each study session after you complete it.
- Keep a folder for each subject so that you are organised and can find things easily.

### WHY SHOULD I STUDY?

- If you develop a study habit NOW, it will make your HSC and further study much less of a hassle.
- Being ORGANISED is the key to future success no matter where life takes you

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
6 am							
7 am							
8 am							
9 am							
10 am							
11 am							
12 pm							
1 pm							
2 pm							
3 pm							
4 pm							
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