



INSPIRING EVERY STUDENT EVERY DAY

MURWILLUMBAH HIGH SCHOOL

YEAR 7 2025
Information Book



📍 86 Riverview Street, Murwillumbah NSW 2484 | 📞 02 6672 1566

✉ murwillumb-h.school@det.nsw.edu.au | 🌐 www.murwillumb-h.schools.nsw.gov.au

Bell times 2025

MONDAY, TUESDAY, THURSDAY AND FRIDAY

8:50am KIN House

9:15am Session 1

10:15am Session 2

11:15am Break 1

11:45am Session 3

12:45pm Session 4

1:45pm Break 2

2:05pm Session 5

3:05pm End of day

WEDNESDAY

8:50am Session 1

9:50am Session 2

10:50am Break 1

11:20am Session 3

12:20pm Assembly

12:35pm Break 2

1:15pm Sport

3:05pm End of day

Years
7 - 10

WELCOME

A message from the Principal



Dear Parents and Carers,

I am incredibly excited to lead Murwillumbah High School. As we move forward, we will honour the rich heritage of our community while embracing the opportunities and challenges that lie ahead. Together, we will build on our school's proud history and embark on this exciting new chapter for Murwillumbah.

Children and young people in our school deserve to take pride in themselves and know themselves as curious, collaborative, and creative learners. Through empowering educators, using evidence-based practices, advocating for student voice and fostering community engagement we provide a safe and respectful environment where learning is prioritised. We are committed to developing habits of lifelong learning for our students. This is achieved through an emphasis on quality teaching that foregrounds equity, connection and opportunities for all young people in our care.

With a passion for nurturing the whole child, I believe in the importance of providing a well-rounded education that connects classroom experiences with the real world, and I am excited to bring this vision to our school. Murwillumbah High School provides a wealth of opportunities in creative and performing arts, sports, and academic success. We are committed to Big Picture Learning, ensuring that our students engage with real-world challenges and experiences. Additionally, we offer vocational pathways that equip our students with the skills and knowledge necessary for their future careers. Together, these programs foster an education that empowers every student to reach their full potential.

What unites our staff is a belief that young people deserve access to quality educational experiences that inspire them every day. We believe that working collaboratively with families fosters relationships that allow our children to thrive. I strive to develop a school culture that prioritises a sense of belonging for young people through flexibility in student learning choices, high expectations and culturally respectful relationships.

We are excited to announce that our school has undergone a significant refresh, with extensive cleaning and maintenance completed both inside and outside of the building. This revitalisation, not only enhances the appearance of our facilities but also ensures a safe and welcoming environment for our students and staff. We look forward to seeing everyone enjoy our refreshed spaces.

Our school community has a deep admiration and respect for First Nations people and their cultures, recognising that we have much to learn by listening and engaging with the community, including the Moorang-Moobar people of the Bundjalung nation.

I look forward to working with our school community, and creating our future through inspiring every student, every day.

Zoe Tiernan

WHO CAN SUPPORT YOU

Meet our School Leaders

Murwillumbah High School



Angel



Arden



Ebony



Miah-Bella



Niamh



Zoni

Wollumbin High School



Emily



Jack



Thalia



Tess

WHO CAN SUPPORT YOU

2025 Year Advisors



Deirdre Roworth

Year 7



Phil Bale

Year 8



Mr Roland O'Neil

Year 9



Mrs Bhumi Folkers

Year 10



Mr Scott Vickery

Year 11



Mr David Anderson

Year 12

Save the dates



February

- 06** **First day of Term 1**
All students commence
- 11** **MLCoS Swimming carnival**
Tweed Regional Aquatic Centre
Murwillumbah
- 14** **Year 7 Meet the teachers
breakfast BBQ**
8:00am - 9:00am
Murwillumbah / Wollumbin
High Schools
- 25** **Year 7 Information night**
Murwillumbah / Wollumbin
High Schools

March

- 12-** **NAPLAN 2025**
- 24** **Testing window**

April

- 11** **Last day of Term 1**
School holidays

School Terms for 2025

TERM 1

School Development Days

Friday 31 January, Monday 3, Tuesday 4 and
Wednesday 5 February

First day for students Term 1

Thursday 6 February (all students)

Last day for students Term 1

Friday 11 April



School Development Day

Monday 28 and Tuesday 29 April

First day for students Term 2

Wednesday 30 April

Last day for students Term 2

Friday 4 July

TERM 2

TERM 3

School Development Day

Monday 21 July

First day for students Term 3

Tuesday 22 July

Last day for students Term 3

Friday 26 September



School Development Days

Monday 13 October

First day for students Term 4

Monday 14 October

Last day for students Term 4

Friday 19 December

TERM 4

Attendance

Working together for student attendance and to maximise learning.

We want to do all we can to be sure your child achieves their potential and enjoys being in school.

We know that school is the best place to learn. By attending school every day your child will get the most out of their learning and improve their career and life options.

When your child is absent it is important you let the school know, including the reason why, on the day or the day before. This helps make sure we know where our students are and offer support for you and your family if needed.

If you are having trouble getting your child to school every day or on time, please talk to our school staff so we can work together, because every day counts.

Missing a day here or there may not seem like much, but absences add up and can negatively impact your child's learning and wellbeing. When your child misses one day per fortnight, that's 4 weeks of missed learning in one year. Over an entire school journey this adds up to 1 year of lost learning.

COVID-19 is still circulating in the community. We can all minimise the spread of COVID-19 and other respiratory diseases by maintaining good hygiene practices at home and school.

Please contact the school if your child needs to miss school for any reason, so we can plan continued support for your child's learning and wellbeing.



Every Day Matters

If your child misses
as little as

1 day
per fortnight

they will miss

4 weeks
of school
per year

which adds up
to over

1 year
missed over
their school life



Make sure your child doesn't miss out on the important things like:



Learning



Strengthening friendships



Emotional development



Scan the QR code
to learn more

School Community Charter

 **Collaborative. Respectful. Communication.**

The following School Community Charter outlines the responsibilities of parents, carers, educators and school staff in NSW public schools to ensure our learning environments are collaborative, supportive and cohesive.

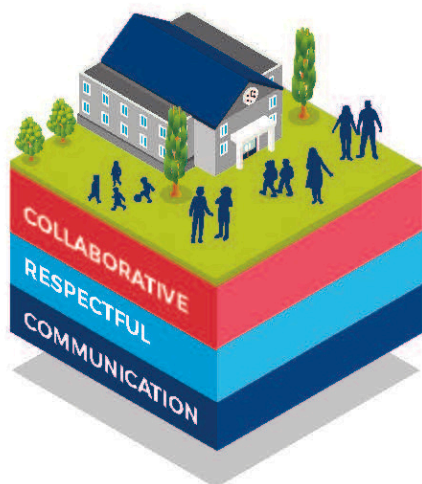
We treat
each other
with
respect

What our schools provide

NSW public schools work to create positive environments for students, staff and the entire school community that support student learning. We strive to ensure that every student is known, valued and cared for.

The best education happens when parents and schools work together.

The School Community Charter aligns with the NSW Department of Education Strategic Plan 2018 – 2022.



Positive environments

It is important that our NSW public schools are positive environments and that parents and carers are kept informed of students' progress and school announcements.

Parents and carers can expect:

- To be welcomed into our schools to work in partnership to promote student learning.
- Communication from school staff will be timely, polite and informative.
- Professional relationships with school staff are based on transparency, honesty and mutual respect.
- To be treated fairly. Tolerance and understanding are promoted as we respect diversity.

We
prioritise
the wellbeing
of all students
and staff

**Unsafe
behaviour**
is not acceptable
in our schools

We work
together
with the
school

Ensuring respectful learning environments for all members of NSW Public Schools communities.



We create
collaborative
learning
environments

We
all play
our part

We work
in partnership
to promote
student
learning

Communicating with our schools

Our staff will find a time to talk to you when they can give you their full attention. Please remember that while our staff are in class or dealing with other matters, they may not be available to answer your questions immediately.

Our schools and communities will make sure that written communication is appropriate, fair and easy to read. We encourage you to use email and social media appropriately to connect with your school and stay up-to-date with up-coming events in the school community.

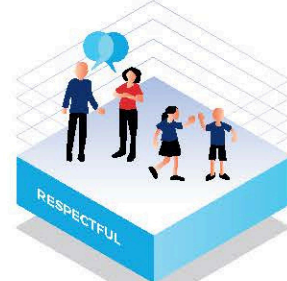
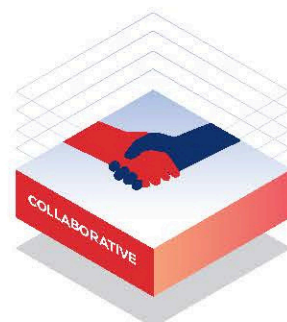
Our guide for parents, carers and students provides useful information about the complaints process:

education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/guide-for-parents-carers-and-students

Respectful communication is a right

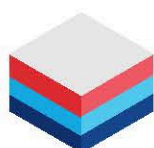
In all workplaces people have the right to feel respected. Unacceptable and offensive behaviour has no place in our school communities.

To ensure the wellbeing of students, staff and the community in our schools, steps will be taken to address unacceptable behaviour. This may include restricting contact with the school community or, in more serious cases, referral to NSW Police.



Unacceptable behaviour may include but is not limited to:

- Aggressive or intimidating actions, such as violence, threatening gestures or physical proximity.
- Aggressive or intimidating language, including the use of obscenities, making sexist, racist or derogatory comments or using a rude tone.
- Treating members of the school community differently due to aspects such as their religion or disability.
- Inappropriate and time wasting communication.



Collaborative.
Respectful.
Communication.

School Community Charter

education.nsw.gov.au

WHAT IS KIN?

Kin House System

Kin / House system at our school offers a unique approach to fostering community and belonging. Students choose their 'House' based on personal interests, passions, or aspects of their identity, joining a larger community that reflects what matters to them.

Within each House, students are organised into smaller, mixed-age Kin groups. In these Kin groups, students work collaboratively on engaging projects that span school-based and community-oriented initiatives, exploring curriculum content through the lens of their shared passions.

The Kin / House system creates a supportive and inspiring environment where students can build meaningful connections, develop new skills, and grow through shared experiences. By being part of both a larger House community and a close-knit Kin group, your child will experience the best of both worlds: a broad network of like-minded peers and the support of a smaller, cohesive group.

- Mixed groups of Years 7/8/9 and Years 10/11/12, with many opportunities for older students to mentor and have opportunities leading peers.
- Teachers of the groups are also interested and passionate about the colour house activities, and will have industry connections.
- The Kin / House Program includes a focus on study skills, life skills, community projects and passion projects.
- During Kin, programs will be run for students who have shown high potential in their chosen area, for example Dance Company, Photography, and Rugby League Development.
- Dedicated Deadlies Kin fostering Aboriginal students' sense of identity and culture while exploring themselves and their culture through the lens of their chosen house.

Want to know what House you are in?
Take the Murwillumbah High School 'Sorting' Quiz!



HOUSE RED



*Red House mascot, the
Mistletoe Bird.*

Red is the house of makers, creators, builders, crafters, bakers. This is the house for those who love to make things and find out what makes the world 'tick'. They value innovation and problem-solving.

HOUSE YELLOW



*Yellow House mascot, the
Regent Honeyeater.*

Yellow house is for those who love to move. The house of athletes, sports enthusiasts, dancers and those who need to move their body. Those passionate about health & fitness find their place here. They value competition and self-discipline.

HOUSE GREEN



*Green House mascot, the
scaly-breasted lorikeet.*

Green is the house of nature lovers, those who love the outdoors, who find beauty in the world around us. They are the ones who value wellbeing and community above all else. They are explorers, campers, fishers, gardeners, farmers, gardeners. They see the connections around them that others may miss.

HOUSE BLUE



*Blue House mascot, the
Superb Fairy Wren.*

Blue house is the house of imagination, those creative souls who dare to think outside the box. They are musicians, artists, writers, poets, actors, game designers, graphic designers and passionate about seeing the world differently. They value creativity and imagination.

HOUSE BLAK



*Blak House mascot, the Red-Tailed
Black Cockatoo.*

Our Aboriginal and Torres Strait Islander students will be involved in 'Blak House'. This House will focus on exploring culture, connection and empowering students. For these students, Blak House will be the foundation of the exploration of their chosen colour house, providing them a cultural foundation for their identity.

Want to know
what house
you are in?

**Take the
'Sorting' Quiz!**



INCLUSION

Inclusive Education

At Murwillumbah High School we have a thriving support unit of 3 classes with approximately 20 students accessing this service. Students benefit from small classes, personalised learning and strong connections with staff and peers. The whole school works together to support students to reach their potential by providing access to mainstream subjects, facilities and excursions. Making learning activities inclusive and preparing students for a positive life beyond school is our goal. We are always promoting student voice and choice. Please drop by and say hello. We wish you all the best for your transition to High School.

A word from Hailey

“

We can't wait for our new year 7 students to join us in 2025.

I'm having a really good time at school in my inclusive education class. Here, students can be themselves. We get to learn in ways that work for us as individuals. We all try our best to be supportive of each other. Sometimes things get wobbly, but in the end we always figure it out as a team - students, teachers and families. My supportive classroom has helped me find the skills to grow and mature, and make it to year 12!

Come and join us!"

HAILEY
Year 12

”



Wellbeing

We have developed a culture of Inclusivity through school connected support services. Our wrap around support system is a collaborative approach. We meet with students and their caregivers in identifying, planning, and implementing personalised support plans. This may include our school nurse, school psychologists, and external advocates in connecting students to community support programs, and learning. We aim to promote school-connectedness and build capacity to link with external providers and the community.

Our team works to provide quality care and connection to services. We provide a community minded approach to supporting all of our students, and equitable approaches to education for diverse learners with specific adjustments or accommodation requirements or by referral from the Year Advisor, School Counsellor or Deputy Principal.

Learning and Wellbeing supports

- Student Support Planning, including differentiation strategies required in class
- Learning and Support teachers and Student Learning Support officers.
- Learning how to access assistive technologies.
- Assistance with class work and assignments.
- Literacy and numeracy support – individual and group work.
- Assistance in developing Social Emotional Learning skills: Access to Student Support Officers and School Counsellors.

**DO YOU
NEED
SOME
SUPPORT?**



SCAN ME



Our school counsellors and psychologists help you overcome challenges, build resilience, and reach your potential.

DEADLIES

Aboriginal Education

At Murwillumbah High School, we emphasise understanding the significance of all aspects of Aboriginal Education. We have a committed Aboriginal Education Team, comprising enthusiastic staff members from each Key Learning Area. The team leads several crucial initiatives including Personalised Learning Pathways (PLPS), community and family engagement, and enhancing student and staff knowledge in Aboriginal Education. PLPs are for all Aboriginal and/or Torres Strait Islander students in Years 7-12. The PLP process involves engagement from students, teachers, and families to ensure that consultation and relationships are at the forefront. Regular PLP check-ins will be conducted by staff to monitor goals and provide students with ongoing opportunities for feedback and growth.

We have a Deadlies group for all Aboriginal and/or Torres Strait Islander students from years 7 to 12. The group meets regularly to enhance the student's sense of belonging and promote their cultural connections. The Deadlies has been highly successful, providing connection, leadership and cultural mentoring opportunities.

BEYOND THE BRONCOS Girls Academy

The Beyond the Broncos Girls Academy values the vital role that young Aboriginal and Torres Strait Islander women play in influencing the next generation. The Beyond the Broncos Girls Academy provides culturally safe mentoring support to Aboriginal and Torres Strait Islander students through a range of in school and off campus activities that will support our girls to stay in school, complete their senior studies and transition into further education or employment.

The students receive weekly support from school-based case managers and regular visits from workshop facilitators including Justin Hodges, Scott Prince, Romy Teitzel, Gayle Broughton, Alex Glenn, Darius Boyd and Ali Briggishaw.

We are excited to welcome a new cohort of students and families and look forward to continuing to work in partnership to ensure that Aboriginal Education is valued and accessible to all members of the school community at Murwillumbah High School.



**BEYOND
THE BRONCOS**

Careers

MHS Careers facilitate a variety of programs aimed at supporting students in their career development and providing a clearer path for their future education and training choices.

We utilise a range of Career Education programs for educating students about future careers, as well as planning. One of which is Career Tools; each student in Years 9-12 have their own Career Tools profile, where students can login and work on their own career portfolio which includes resumes, cover letters and career goal planning. This is also a fantastic resource for student to explore and discover how to achieve their goals. Parents can access the Career Tools resources via our school website.

MHS Careers offers support to Year 11 and 12 students with post schooling options, University Applications and Post Schooling Plans. Through our Career Tools website, student have access to a Career Calendar for University Open days and school-based career program updates, as well as information about courses and further education.

We are a selected 'Educational Pathways Program' (EPP) school, allowing our students to access numerous industry programs with funding and organisational support.

The primary objective of these programs is to offer students greater clarity as they approach the selection of subjects for their senior studies later in the year. Additionally, they open doors to various opportunities, including School Based Traineeships, Apprenticeships, and EVET courses. These initiatives provide students with a deeper understanding of their options and prospects, ultimately leading to a clearer sense of their future goals. When students are inspired and have well-defined goals, it often results in improved school attendance and commitment.

SOME EXAMPLES OF THESE PROGRAMS INCLUDE:

- TAFE – Start My Future Program
- Trade Readiness
- Aviation Expo
- Northern Rivers Career Expo
- Tamba Pre-Apprenticeship Skills Course
- Hospitality Industry Expo
- Pre-Traineeship Skills Course-Aged Care
- Health Pathways
- Tweed Construction Industry Tour
- Screen Futures
- Job Readiness workshops
- White Card Training
- Online SBAT Info Session

COURSES OF STUDY

Curriculum

All students are required to complete specific courses to meet the NESA requirements.

STAGE 4: YEARS 7 AND 8

CAPA

- Music
- Dance
- Drama
- Visual Arts

HUMANITIES

- PDHPE
- English
- HSIE

STEM

- Mathematics
- Science
- TAS

LANGUAGE

STAGE 5: YEARS 9 AND 10

HUMANITIES

- PDHPE
- English
- History
- Geography

STEM

- Mathematics
- Science

ELECTIVE COURSES

- Agriculture
- Dance
- Drama
- Music
- Visual Arts
- Industrial Technology Timber
- Food Technology
- PASS
- Commerce
- Psychology
- Child Studies

Students in Years 9 and 10 also study two elective courses from a range of choices in all subject areas.



STAGE 6: YEARS 11 AND 12

In Years 11 and 12, the requirements to achieve a Higher School Certificate include:

- 2 Units of English
- Minimum of 12 Units in Year 11
- Minimum of 10 Units in Year 12

Details of all the requirements and the courses offered are provided in a separate booklet.

As well as the vast range of courses delivered at the school, students can also access some courses offered at TAFE, Aurora and Distance Education.

Students wishing to access university after Year 12 must meet some additional requirements as set by the Universities Admissions Centre (UAC) which uses students' results to determine their Australian Tertiary Admission Rank (ATAR). The ATAR is used to determine eligibility for specific courses.

School Sport

School Sport is an aspect of high school that most students look forward to. All students will have the opportunity to select from a range of sports held at school.

Selecting a sport

During the first weeks of Term 1, students will be able to choose from a range of sports to meet their individual interests to be held at school.

- Years 7 - 10 on Wednesday afternoon (1:15pm - 3:15pm)
- Years 11 and 12 - Sport is not compulsory

Swimming Carnival

The MLCoS Swimming Carnival occurs early in Term 1. Apart from age races, there is plenty to do - cheering for your House, participating in novelty events or just being with your friends. Attendance is compulsory, as for any other school day.

Cross Country and Athletics Carnival

Both carnivals take place in Term 2. In addition to races and field events, there are novelty events so you will have the opportunity to join in the fun! Attendance is compulsory, as for any other school day.

Hat, sunscreen, water and appropriate clothing are essential for all sporting events throughout the year.



Extra-Curricular Activities

Murwillumbah High School provides a number of opportunities for students to participate in special interest extra-curricular activities.





There are various activities available for interested students. Extra-curricular activities include but are not limited to:

- **Dance**
 - Elevate Dance Evening
 - FNC Dance program
 - State Ensemble
 - Schools Spectacular
- **Drama**
 - Opening Act Theatre Co.
 - Turning Tide Festival
- **Music**
 - Performance Ensemble
 - Arts Week
- **Show Team**
 - NSW School Merino Wether Challenge (Dubbo)
 - Lismore Show
 - Murwillumbah Show
- **Sports Excellence**
 - Sports and training programs for high-performance students

Parent communication

For effective school communication, it is important for our community to be familiar with and understand the purpose of each of our online communication platforms.

Each platform provides specific information in relation to school activities, events, celebrations and promotions, and important information. Furthermore, platforms such as School Bytes and the Sentral Parent Portal allow you to manage student payments, and view attendance and reports.

| Platform | <div> School Bytes</div> <div> PARENTS</div> <div></div> | | |
|---|---|-------------------------------------|-------------------------------------|
| | School Bytes Parent Portal | Sentral Parent Portal | Facebook |
| School Excursions/Permission slips | <input checked="" type="checkbox"/> | | |
| School Finance/Payments | <input checked="" type="checkbox"/> | | |
| View student attendance / absence notification | | <input checked="" type="checkbox"/> | |
| View student reports | | <input checked="" type="checkbox"/> | |
| Urgent Parent Messages / Notices* | <input checked="" type="checkbox"/> | | |
| Good news stories / celebrations of learning and promotions | | | <input checked="" type="checkbox"/> |
| Link to view school newsletter | <input checked="" type="checkbox"/> | | <input checked="" type="checkbox"/> |
| *Urgent Parent Messages/Notices will also be distributed out directly via email to all primary contacts  | | | |

Bring your own device (BYOD)

Minimum Device Specifications and Requirements

Google Chromebooks, Windows and Apple laptops are supported at Murwillumbah High School in line with the following specification requirements. Please be aware that the school is only able to provide minimal technical support for unsupported devices such as iPads and Android Tablets.

Purchasing an accidental damage insurance policy along with the laptop is strongly recommended.



Devices and Operating Systems

Chromebook - Latest Chrome OS version

Windows Laptop - Windows 10 or Windows 11

Apple Laptop - MacOS 12 or newer

Android, iPad and Linux devices are **not** officially supported at the school.

Internet Browser Google Chrome

This is automatically installed on Chromebooks. It is strongly recommended that if your child has a Windows or Apple laptop that you install Google Chrome onto the device before bringing it in to be connected to the network.





RAM and Storage

Chromebook - 64GB Storage and 8GB RAM

Windows and Apple Laptop - 256GB Solid State Storage and 8GB RAM

Must be Windows 11 compatible

Screen specifications

Minimum: 11"

Touch screen preferred (stylus optional)



Battery life

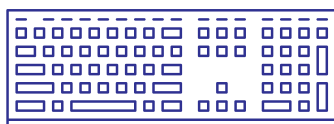
A minimum of 8 hours battery life is required so that the device lasts the whole school day. Every student is responsible for bringing a fully-charged device to school each day.

Wireless Connectivity

Devices must support the following:

5GHz 802.11n standard

WPA2 Enterprise security



Keyboard

The device **MUST** have a physical keyboard.

Additional Considerations

- A Case/Cover to protect the device from drops – **strongly recommended**
- A lightweight device to make it easier to carry
- Insurance in the event the device is broken or lost – **strongly recommended**
- Extended warranty to reduce future possible repair costs – **strongly recommended**
- Computer life expectancy is 4 years (not including physical damage/wear and tear).
Meaning that students entering Year 7 may require a new device entering senior years.

Mobile phones

The NSW Department of Education has a Students' Use of Mobile Phones in Schools policy which comes into effect in Murwillumbah High School at the beginning of Term 1 2025. Our new Student Mobile Phone Management Plan will impact the way students will use and access their mobile phones during school hours.

This policy is being implemented to increase focus in classrooms, remove distractions and promote positive social interactions in the playground.

We are excited to make our school a mobile phone-free space to improve learning and engagement, however, we will always make sure you can contact your child in an emergency. There will also be further information posted on the school website and via letters to parents and caregivers.

If you have any questions, please do not hesitate to contact the school directly on 02 6672 1566.

ARE YOU READY FOR LEARNING? It's as simple as 1, 2 and 3!

1

Each morning you will be required to switch your mobile phone off when entering the school.

**2**

The mobile phone then needs to stay off and out of sight throughout the day.

**3**

After leaving the school, you are able to switch on your mobile phone again.



WHAT TO WEAR

UNIFORM

JUNIOR UNIFORM



SENIOR UNIFORM



HATS

Students are expected to be sensible in hot weather and wear a hat or cap whilst in the sun.

JEWELLERY

For safety reasons, students should not wear inappropriate or excessive amounts of jewellery including long earrings. Students may be asked to remove jewellery items during practical lessons.

FOOTWEAR

The wearing of shoes with leather uppers at school is a requirement of Workplace Health and Safety laws so **at no time** are Crocs, slides, open toed sandals or thongs regarded as appropriate footwear. This includes non-uniform and mufti days.

In the identified subjects, students who are not wearing the correct footwear will not be permitted to be in any part of the specialist facility or undertake any task where there may be a risk to the student:

- All science based
- Technology
- Textiles and Design
- Industrial Technology
- Visual Arts
- Food Technology
- Photography
- Hospitality
- Agriculture
- Primary Industries
- PDHPE

GENERAL INFORMATION

ABSENCES

We understand that there are times when students are absent for the whole day, late to school or needing to leave early due to illness, appointments and unexpected events.

When this occurs, it is a legal requirement that all absences, whole day or partial, are explained within seven days of the absence.

Whole Day

If a student is absent without prior notification to the school (phone call or via Sentral parent portal), parents/carers will be notified via an SMS. Please ensure you respond to this SMS to ensure that your child's absence is not recorded as unexplained or unjustified. If a response has not been received within three days you will receive a reminder SMS. This will be followed by a phone call from the school to explain the absence if SMS response is not received.

If your child is going to be absent for multiple days, please provide a date range in your response or respond to the absence text each day they are absent.

Late arrival

1. Students scan in late at the Student Services Office.
2. A note to explain lateness is required from a parent/carer.
3. A late slip will be printed for the student to take to the class teacher.
4. Students proceed directly to class.

Early departure

Students who need to leave the school during the day must bring a note which is to be shown to the class teacher and brought to the Student Services desk when they sign out. No leave will be granted without parent contact. The note should include:

- Full name ■ Year ■ Date ■ Reason for leaving early ■ Parent's name and signature

Parents and carers should ring the school (02 6672 1566) to make arrangements in an emergency or urgent situation. If you arrive to collect your child unannounced, it is not always possible to get them from their class rooms promptly. This can create disruption to other classmates and teachers. Dentist or doctor appointments should be avoided, where possible, during school hours.

ILLNESS - SICK BAY

If students are injured or feeling unwell, they should notify the nearest teacher or the Student Services Office immediately.

In the event that your child falls ill at school, please be assured that we have First Aid Officers who will monitor your child and notify you if it is necessary for your child to go home. You will be contacted and be able to pick up your child from the Front Office.

PARENT SIGN-IN AND SIGN-OUT

There are times when you will be on site during school hours for meetings, events, and to collect your child if they are sick or departing early. When this occurs, it is a Work, Health and Safety requirement that you sign in on arrival and sign out when departing. On arrival, please visit the office at the entrance to the school.

CHANGE OF ADDRESS, PHONE NUMBER OR EMAIL

If you change your address, phone number or email, please notify the Administration Office in writing, or email, so that school records, including emergency contact numbers, can be updated.

CONTACTING THE SCHOOL

Parents and carers are able to contact the school by phone or email. The best approach is to phone the Administration Office and staff will help you get in contact with the person who will be able to help you. In regards to this the following information might be helpful. If you are enquiring about:

- A specific subject – ask to speak with the Head Teacher
- General progress – ask to speak with the Year Advisor
- A student welfare concern – ask to speak with the Year Advisor, the Counsellor or the Deputy
- Sport – ask to speak with the Sport Co-ordinator
- School Policy – ask to speak with a Deputy Principal
- Career or Work Experience information - ask to speak with the Careers Advisor

Where you feel that it is necessary to raise a matter directly with the Principal, an appointment can be made through the Administration Office.

MEDICATION

Prescribed medicines that need to be administered during school hours can be secured and administered by qualified staff. Written parent authorisation is required, a prescribed medication form will be given to families to complete prior to medication being administered. Non-prescription painkillers are NOT administered or provided by school staff.

TRAVELLING TO SCHOOL

Bus Information

The school works co-operatively with the local bus companies to support and encourage safe travel for students.

2025 school travel applications are now open. Please click on the link below:
<https://transportnsw.info/school-travel-apply>

School Drive Subsidy

The School Drive Subsidy is available in areas where there is limited or no public transport. The subsidy is intended to partly offset the cost of using a private vehicle to drive the eligible student all or part of the way to school.

For further information, visit <https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/school-student-travel/apply-for-school-drive-subsidy>

Student vehicles

Senior students who are P plate licensed drivers may use private vehicles to drive to and from school if the appropriate application has been completed, lodged and filed with the Deputy Principal. This application form is available on the School Bytes portal. If senior students wish to park in the student parking area they can apply to the Deputy Principal for a car parking permit. Students wishing to transport passengers, including siblings, must have signed parental permission from the parents of both driver and passenger.

Whilst student driven vehicles may be parked within the school grounds once permission has been obtained, the school accepts no responsibility for any damage that may occur. The duty of care rests with the parents of students driving to school.

Student drop-off and pick-up

Students can be dropped off and picked up in the designated zone in the school car park. Students can also be dropped off and picked up in the bay outside the school grounds on Nullum Street.

Skateboards, bikes and scooters (including e-bikes and e-scooters)

Our school encourages all students and their families to be safe active travellers.

Bicycles/e-bikes and helmets are brought and stored at school at the owner's risk.

E-bikes will NOT be charged on school site and will be stored away from school structures.

Parents/carers will be notified if their child does not follow the school's safety guidelines and agreement. Students may be banned from bringing their bicycles/e-bikes onto school grounds if they breach these rules.

“WHAT’S ON”

The school calendar is updated throughout the year.

SCHOOL NEWSLETTER

The school newsletter is an important tool for parents and carers for accessing school news, activities, announcements and community notices. It is emailed to parents twice a term (Weeks 5 and 10/11) and is published on the school website, parent portals (Sentral and School Bytes) and on the school's Facebook page.

SCHOOL WEBSITE AND SOCIAL MEDIA

The school website includes the latest school newsletter, school news, the school calendar and school policies. The school also operates a Facebook page providing information and photos of school events, celebrations and promotions.

SCHOOL BYTES PARENT PORTAL

The School Bytes Parent Portal can be downloaded from the App Store or Google Play. The parent portal allows parents and carers to:

- Make payments on line, download receipts, and view complete payment history
- Use any credits on your account to make payment
- Give consent, and sign and return permission notes digitally
- Receive real-time push notifications from the school
- View the school calendar and school newsletter

PARENTS AND CITIZENS ASSOCIATION (P&C)

All parents are invited to attend meetings of the P&C. Meetings are held at 6:00pm at the High School on the THIRD TUESDAY of the month during the school term.

This organisation provides parents with the opportunity for discussion on the school and its organisation. The P&C also provides students with resources which are not provided by the Education Department, as well as the opportunity for informal contact between parents.

The Principal or her nominee is present at every meeting.

PERSONAL BELONGINGS AND LOST PROPERTY

If an item is lost at school, first check the area where you may have lost it, then report it to the Student Services office. You could also ask at the Library.

You should have your name on all of your school clothing and on your pencil case, folder, books, etc. Money and valuables including calculators, iPads and laptops must not be left in school bags that are not under your direct supervision. The school will not be liable for the loss or damage to any valuables.

STUDENT COUNSELLING

The School Counsellor is specially qualified to deal with personal problems or more serious educational or emotional problems. Students are referred by staff or the Counsellor may be approached by a parent or student to make an appointment.

STYMIE

Our school supports students to be 'upstanders'. Every student has access to [Stymie.com.au](https://stymie.com.au) where they can anonymously report instances of bullying. The reports are managed by the Year Advisor and/or Deputy Principal.

STUDENT WELFARE

We offer a broad range of student welfare programs which create a positive school climate and assist with the physical, social and emotional well-being of the students.

Strategies to manage discipline are well established and focus on students taking responsibility for their own action and behaviour.

We work hard to prevent bullying in our school and we recognise that the best outcomes are achieved by school communities, parents, students and teachers, working together to help prevent and to respond to bullying.

Our Anti-bullying Plan includes prevention, early intervention and response strategies for student bullying. Any student who experiences bullying and any person who witnesses bullying should report it to a teacher.

ASSESSMENT

Assessments assist teachers and students to identify what has been learned and what additional support may be required. Students should be prepared for all assessment tasks and are encouraged to try their best. Each subject faculty has its own policy for junior assessment and teachers will advise students well in advance. Assessment will be ongoing and may be based on class work, homework, projects and in-class assessments.

For Seniors, a separate Assessment Policy book is issued to the students at the start of the course detailing all the requirements.

REPORTING STUDENT PROGRESS

Individual reports for subjects are provided at the end of Semester 1 and Semester 2 (July and December). Student Showcases and Parent Teacher Interviews are held throughout the year giving parents the opportunity to talk to teachers about student progress. An evening is held in Term 1 for parents of Year 7 students to meet their teachers. Please notify the Administration Office if a copy of a report needs to be sent or emailed to parents living at separate addresses.

STATIONERY AND EQUIPMENT REQUIREMENTS

In order for classes to run efficiently, it is important that all students arrive at school prepared for their classes every day. Students should be guided by their timetables as to what equipment is required.

LIBRARY

The school has an excellent library and students are invited to make use of it. We encourage students to come in and look around and not to wait until they have to research something. There are many magazines and novels that students can borrow or read there. We ask students to please make an effort to return borrowed items before they are overdue. The library is open between 8:30 and 9:00am, during recess and lunchtimes and after school until 3:30pm. Students are welcome to suggest items for purchase to include in the library collection.

SCHOOL CANTEEN

The canteen provides a wide selection of hot and cold fresh, nutritious food which is prepared and served hygienically at very competitive prices. The canteen operates successfully under a self-serve system, as well as counter service. Students can also pre-order recess or lunch by placing orders with the canteen manager prior to 8:45am.

Cash and EFTPOS are accepted. Paying with a mobile device is permitted ("Pay and Away").

AMBULANCE TRANSPORT FROM QUEENSLAND

Parents and carers of students participating in school activities, which involve travel into Queensland, must undertake to meet the cost of ambulance transport in Queensland under the Queensland Ambulance Transport Scheme.

FLOODS AND CANCELLATIONS DUE TO WET WEATHER

Students will be advised if buses need to leave early.

The bus operators will contact the school if they need to collect students early due to rising creeks/rivers.

Listen to ABC Local Radio or watch for School Bytes Parent Portal notifications for cancellations of school events due to wet weather.



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