



WOOLGOOLGA HIGH SCHOOL

Year 7

STUDENT HANDBOOK – 2024



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Principal: Ms Lu Nickell



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FROM YOUR PRINCIPAL

Welcome to Woolgoolga High School.

Moving to High School is another significant step in growing and maturing as a young adult. It can be exciting, although for some a little scary; let me assure you that Woolgoolga High School has a very effective support system to help students settle in.

This network includes:

Your Year Advisor, the School Counsellor, the Aboriginal Education Assistant, the School Administration Staff, as well as your class teachers and all are available to assist you. We also have several peer tutoring programs to assist students who need extra help with their reading.

Ten years ago, our senior students created an impressive student Wellbeing initiative called SMILE. This is a big brother/big sister program that provides support from some of our older school leaders to some of our most needy students in junior years. Please talk to your Year Advisor to find out how this program works.

Woolgoolga High School has a strong and proud tradition of academic, sporting and cultural successes. Over many years we have had outstanding results in the Higher School Certificate as well as tremendous achievement in sports such as soccer, surfing, athletics, swimming, squash and cross country. There are many opportunities to become involved in school life including excursions, dance, debating, band, choir, school musicals and the student representative council. If you do join in you will enjoy school even more.

In addition, Woolgoolga High School provides outstanding academic support for our students. The Academic Achievement Centre was developed by students and staff and is now firmly established as part of our school culture. The Academic Achievement Centre was an initiative that sparked from a real need to provide additional academic support to motivated students to have more access to a collaborative study program and to provide an individual study space out of school hours where students can work on their assignments, prepare for tests and to complete schoolwork with on hand expertise. The Academic Achievement Centre regularly attracts 70-80 students from Years 7-12 and usually around 10-15 volunteer teachers who are available to support all students. Many students have stated that regular attendance at the Academic Achievement Centre has improved their assignment/test scores by over 20%. The Academic Achievement Centre operates between 3.10 - 4.30pm each Thursday afternoon.

I wish all our new students every success and look forward to getting to know you over the next few years.

Lu Nickell

Relieving Principal





WOOLGOOLGA HIGH SCHOOL DIRECTORY

PRINCIPAL	Ms Lu Nickell (relieving)
DEPUTY PRINCIPALS	Mr Iain Henderson - Years 7, 9, 11 Ms Claire O'Halloran (relieving) - Years 8, 10, 12
SCHOOL CAPTAINS 2024	Simran Kaur Isaac Lee
VICE CAPTAINS 2024	Riley March Ben Warden
P&C PRESIDENT	Ms Julie Marshall
SCHOOL BUSINESS MANAGER	Ms Jacqueline Fogarty
HEAD TEACHERS	
ADMINISTRATION	Ms Piret Nurm
CAPA	Ms Jacqui Harrison
ENGLISH	Mr Andrew Scrivener
HSIE	Mr Aaron Newman
MATHS	Ms Nicole Rosenberg
PDHPE	Ms Rheanna Blanshard (relieving)
SECONDARY EDUCATION / CAREERS	Mr David Youman
INCLUSION & SUPPORT	Ms Josie Athorn (relieving)
SCIENCE	Mr Paul McCormack (relieving)
TAS	Mr Kristen Oates
WELLBEING	Ms Kate March (relieving)
YEAR ADVISORS	
YEAR 7	Mr Murtha
YEAR 8	Ms Josie Athorn
YEAR 9	Mr Patrick Mullan and Ms Nicole Rosenberg
YEAR 10	Ms Rachel Wallis
YEAR 11	Ms Kim Beedie and Mr Dylan Kinninmont
YEAR 12	Mr John-Paul Van Schie
GIRLS ADVISOR	Ms Dani Canakis
CAREERS ADVISOR	Ms Chris Hansen
TRANSITION ADVISOR	Ms Dani Canakis
SCHOOL COUNSELLING SERVICE	Mr Paul Young and Ms Judy Wall
LEARNING AND SUPPORT TEACHER	Ms Rachael Stockton
TEACHER LIBRARIAN	Ms Penny Burgess
SPORT CO-ORDINATOR	TBC
STUDENT SUPPORT OFFICER	Mr Daniel Sweed
SCHOOL ADMINISTRATION MANAGER	Ms Jacqueline Fogarty



A MESSAGE FROM YOUR YEAR ADVISOR

Welcome to Woolgoolga High School

I would like to introduce myself as your Year Advisor – Mr Tom Murtha. You may remember me from the primary school visits. I too transitioned from another school (Coffs Harbour High School) to Woolgoolga High School. At first, I was a little nervous, however I am having such a great time here and am very excited to be your Year Advisor. You will find me in the PDHPE staffroom.

This is an exciting time, and it is okay to feel a little nervous, but you are ready - ready to have a variety of teachers, a variety of subjects, and a variety of new experiences.

There are many opportunities at high school in the form of specific subject areas, excursions, concerts, musicals, eisteddfods, talent quests, leadership programs, charitable initiatives, and a multitude of sporting events.

As your Year Advisor, I look forward to many wonderful memories we will create over the next six years and will also be here to help you to navigate any problems or difficulties you may experience.



Ms Tom Murtha
PDHPE staffroom

What do Year Advisors do?

- Listen when you need someone to talk to.
- Explain school routine when you are unsure what to do.
- Conduct year meetings.
- Assist you to make positive life choices.
- Organise social activities for you so that high school is fun as well.
- Help you if you are having difficulties with your schoolwork.
- Help you if you get into trouble at school.
- Help you when you are having problems with your friends, family, or school in general.



STUDENT SUPPORT NETWORK

<p>The TEACHER is often the first to realise that a student needs help. He/she may try to help and/or may refer the student elsewhere for further assistance.</p>	
<p>The Class Teacher may refer the student to...</p>	<p>What they do...</p>
<p>THE EXECUTIVE</p>	<p>Head Teachers, Deputy Principals, Principal – counsel individuals and groups.</p>
<p>YEAR ADVISORS</p>	<p>Assist students with their individual needs. They act as a liaison person between Principal, Deputy Principals, Head Teachers, School Counsellor, parents/caregivers, and other students.</p>
<p>SCHOOL COUNSELLOR</p>	<p>Provides an individual counselling service; identifies and assists in the support of students with special needs; can make recommendations regarding support services available in the community.</p>
<p>LEARNING & SUPPORT TEACHER</p>	<p>Assists by helping students with individual programs.</p>
<p>STUDENT SUPPORT OFFICER</p>	<p>Works as part of the Wellbeing team and assists students dealing with specific challenges such as bullying, social networking and positive relationship skills.</p>
<p>ENGLISH AS AN ALTERNATIVE LANGUAGE OR DIALECT (EALD) TEACHER</p>	<p>Supports students with English as a new language, regardless of their background. This is a form of extra learning in and out of class.</p>
<p>CAREERS ADVISORS</p>	<p>Assist students in the classroom and in individual sessions on matters concerning their careers and jobs.</p>
<p>ABORIGINAL EDUCATION OFFICER</p>	<p>Assists Aboriginal and Torres Strait Islander students with cultural, learning and behaviour programs</p>
<p>SCHOOL LEARNING SUPPORT OFFICERS (SLSOs)</p>	<p>Assist classroom teachers with students' learning.</p>
<p>SMILE PROGRAM</p>	<p>The SMILE program stands for <i>Support, Mentor, Inspire, Listen</i> and <i>Encourage</i>. It is a peer mentoring program where older students assist younger students in all sorts of ways. Please see your Year Advisor for more information.</p>
<p>THE STUDENT REPRESENTATIVE COUNCIL AND PREFECT BODY</p>	<p>Assists students to contribute ideas to make Woolgoolga High School a great place for all students.</p>



ACADEMIC ACHIEVEMENT CENTRE

The Academic Achievement Centre is a service offered to our students and is staffed by teachers across a range of subject areas. Students have the opportunity to work in small groups or independently, and can seek assistance from teachers with homework, assignments, exam preparation and general study techniques. These sessions have fostered a collaborative approach to study and learning and have resulted in improved exam performance and self-confidence for participating students. Academic growth has been outstanding for students who have attended this service and we encourage students of all ability levels to attend.

Due to timetable constraints, these sessions are held in the school library on Thursday afternoons from 3.15pm to 4.30pm. We provide cheese toasties and juice for afternoon tea, and we take care to provide separate food for students with particular dietary needs. Transport will need to be arranged by parents to and from the school for their child to participate in the program.

Permission notes are available from the front office and can be downloaded from our website.



ASSEMBLIES

There is a short assembly in the hall or forum at 10:40am every Monday. At these Assemblies you will be given information about what is happening at school, sport information and, most importantly, students who have achieved something special will be acknowledged. We hope there will be a lot of Year 7 students introduced at the School Assemblies. During the Assembly, students are expected to be sitting in an upright fashion and paying attention to the announcements. Students should listen carefully and give the speakers their full attention and courtesy.

ATTENDANCE

Regular attendance at school allows children to progress both academically and socially. It is a pre-requisite for future success and ensures students the widest possible choice when deciding on future careers and lifestyles.

The Education Reform Act, 1990, states that caregivers are required by law to ensure that any child in their care, aged 6 to 17 years, attends school regularly and that they provide the school with an explanation for any absence within 7 days of their child's return to school.

Attendance at school sport is a compulsory part of the school curriculum.



Students must attend school every day unless:

- The child is too sick to leave the house or has an infectious disease.
- The child has an injury which would prevent them moving around the school.
- The child has to honour religious commitment or participate in a special event e.g. eisteddfod, equestrian event.
- There is a family crisis e.g. death or serious illness of a relative.
- A family holiday cannot be taken in normal school vacation time (The Principal must be informed and can grant up to 12 days leave in a school year).

If your child is absent from school, you must:

- Explain the absences within 7 days of the child's return to school. This can be done by note, by phone or by letting the school know in person.
- Let the school know if the child is going to be absent for more than **two** days.
- Provide medical certificate for extended illnesses, in excess of 10 days.
- **For any absence from school six school days or longer**, the student's parents/carers will need to apply to the Principal for exemption from school by completing an **Application for Exemption from Attendance at School** prior to the absence (if possible). This form can be obtained from the Front Office.
- Half-yearly and yearly reports include how many days your child was absent and how many of these were unexplained.

Schools are for students. Regular attendance ensures that carers and students get the most out of school. By working together, we will be able to make sure that school is a safe, happy and enjoyable place for all and that a student's future success is maximised.

Arrival and Departure:

Students are expected to arrive prior to the commencement of the school day. Any student late to school should report to their Home Group teacher up until 9.10am. Students who arrive at school after Home Group **must** report to the Front Office to sign in and collect a late note. Hand this late note to the teacher of your first class. Students who arrive late **must** present a note from their parents explaining why they have arrived late.

Students must move into the school away from the bus bay on arrival to school.

If students wish to leave the school grounds during the day, they need to bring a note requesting permission from their Deputy Principal, to obtain a Leave Pass. Students should leave the premises promptly after school, unless taking part in a supervised exercise, e.g. sports coaching, band practice etc.

Bicycles should be walked inside the school grounds and are to be kept in the caged bicycle area (it is also a good idea to chain and lock bicycles). Bus travellers are to behave in a responsible manner while waiting for and travelling in a bus. The bus driver's instructions **must** be followed.



BELL TIMES

MONDAY		TUESDAY, THURSDAY, FRIDAY		WEDNESDAY	
The bell goes at:		The bell goes at:		The bell goes at:	
Home Group Roll Call 15 mins	8.55am	Home Group Roll Call 15 mins	8.55am	Home Group Roll Call 15 mins	8.55am
Period 1 60 mins	9.10am	Period 1 60 mins	9.10am	Period 1 60 mins	9.10am
Period 2 30 mins	10.10am	Period 2 60 mins	10.10am	Period 2 60 mins	10.10am
Assembly 30 mins	10.40	Break 1 30 mins	11.10am	Break 1 30 mins	11.10am
Break 1 30 mins	11.10am	Period 3 60 mins	11.40am	Period 3 60 mins	11.40pm
Period 3 60 mins	11.40am	Period 4 60 mins	12.40pm	Break 2	12.40
Period 4 60 mins	12.40pm	Break 2	1.40pm	Period 4 and 5 2 x 60 mins Year 7-10 Sport	1.10pm
Break 2 30 mins	1.40pm	Period 5 60 mins	2.10pm		2.10pm
Period 5	2.10pm	End	3.10pm	End	3.10pm
End	3.10pm				

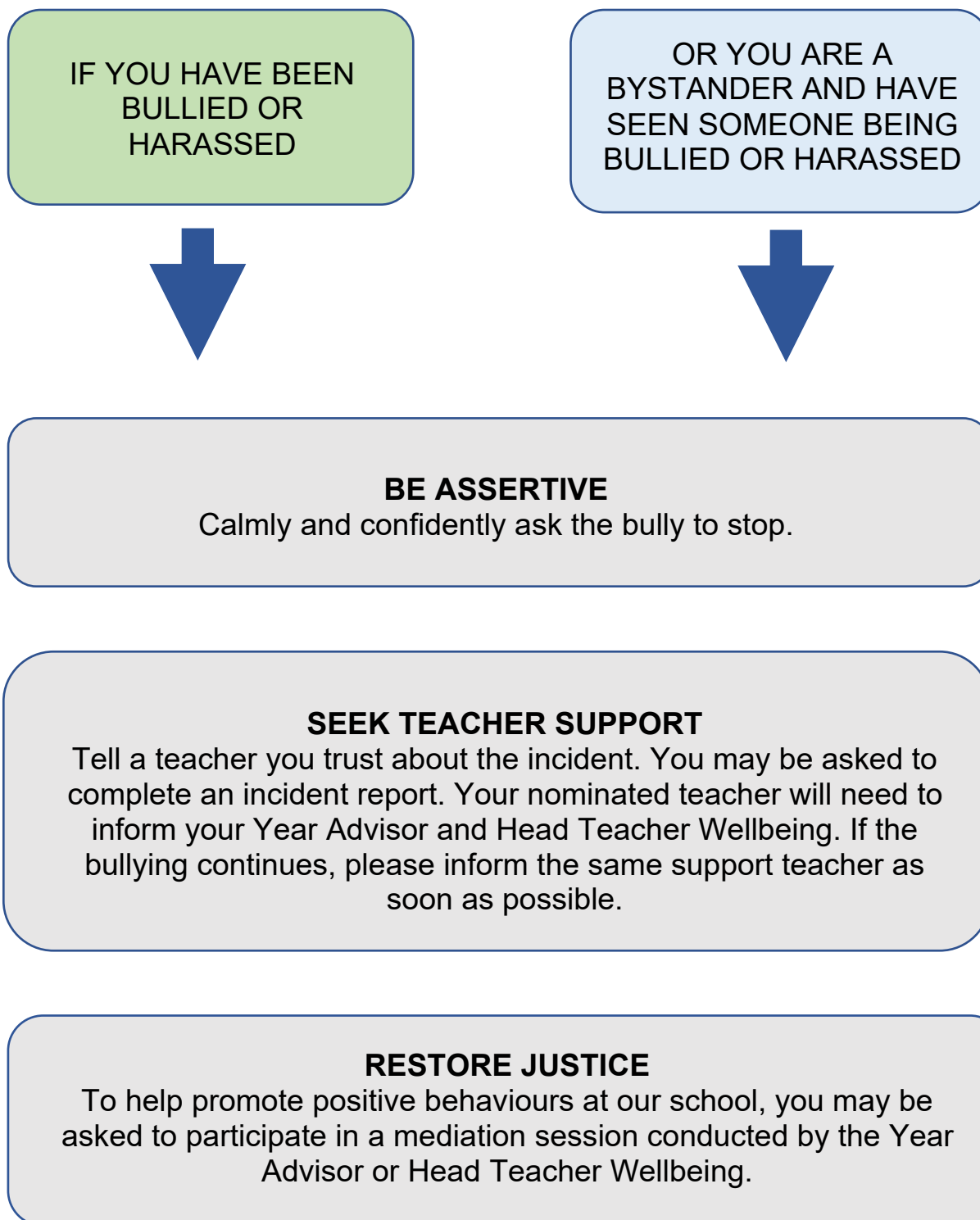
A warning bell is rung a few minutes before the **real** bell, to give you time to walk to your class:

- Before Home Group starts in the morning 8.55am
- Before Period 3 starts after Break 1 11.40am
- Before Period 5 starts after Break 2 2.10pm



BULLYING AND HARASSMENT

Bullying and harassment will not be tolerated at Woolgoolga High School. Our school maintains a commitment to providing a safe, inclusive, and respectful learning community that promotes student wellbeing. Woolgoolga High School's anti-bullying and harassment procedure can be viewed on the [Plans and procedures page](#) of the school website.





CANTEEN

Woolgoolga High School has a Canteen where you can buy fresh food mostly made on the premises. You can buy salads, pies, sausage rolls, fresh daily sandwiches, fruit, milk, fruit juice and our menu options to be ordered.

Please place your order for Break 1 and Break 2 before 10.00 am

Break 1 – 11.10am We encourage hot foods and sandwiches at this time to fill students up

Break 2 – 1.40 pm Minimal hot food is available, so we encourage you to ORDER

Open Daily 8.30am – 2.30 pm Wednesday (Sports Day) 8.30am – 1.30pm

DRINKS milkshakes and thickshakes need to be ordered at breaks – caramel, strawberry			
Milkshakes	\$4.50	Thickshakes	\$4.50
500ml flavoured milk	\$4.50	300ml flavoured milk	\$3.50
500ml Norco natural	\$4.50	Popper juice cartons	\$2.00
Nutrient water (3 flavours)	\$4.00	Bundy juice (4 flavours)	\$3.50
Light peach ice tea	\$4.00	Juice bomb (3 flavours)	\$3.50
Water	\$2.00		
FROZEN TREATS			
Quelch stick	\$1.00	Smooze mango/pineapple/guava	\$2.00
Frozen juice cup	\$1.50	Icy Twist lemonade	\$2.00
Moosie choc/bluemoon	\$2.00	Seasonal frozen fruit	50c
SANDWICHES			
BLAT - garlic aioli	\$5.00	BLT - garlic aioli	\$5.00
Chicken salad - mayo dressing	\$5.00	CLAM - mayo dressing	\$5.00
CLM – mayo dressing	\$5.00	Cheese salad – basil pesto	\$5.00
Ham salad – seeded mustard	\$5.00	Extras – cheese, avocado, tomato, beetroot, cucumber etc.	50c
WRAPS & ROLLS			
Caesar salad – lettuce, bacon, parmesan cheese, egg, croutons & Caesar dressing	\$6.00	Chicken Caesar salad (with chicken)	\$7.00
Chicken, ham or cheese Salad	\$6.00	Plain salad	\$5.00
Bacon & Egg Roll	\$4.50	If you wish to order a different combination or would like any of the wraps & rolls toasted please see our canteen team.	



HOT FOOD			
Beef Nachos *	\$6.00	Chicken curry and rice *	\$6.00
Chicken burrito *	\$6.00	Lasagna and salad or chips	\$6.00
Chicken, beef or veggie burger	\$6.00	Beef sausage roll	\$3.50
Gourmet sausage rolls: spinach and feta, chicken cheese and chive, pumpkin and spinach	\$4.00	Sweet potato or potato chips/ with aioli, gravy, or sauce	\$3.50 / \$4.00
Plain pie	\$4.50	Gourmet pies: potato top, cheese and bacon, chicken mornay, vege mornay	\$4.50
Tomato and BBQ sauces	50c	Naan bread	50c
* We cater for Vegetarian and Gluten Free options – please see our Canteen Team			
SALAD BOWLS			
Chicken Caesar salad	\$7.00	Chicken, ham, tuna or egg	\$7.00
Garden salad	\$6.00		
Dressings available – garlic aioli, basil pesto, Caesar, grain mustard, Italian and mayo			
COUNTER SPECIALS			
Toasted cheese sandwich	\$2.00	Toasted ham & cheese	\$2.50
Toasted ham, cheese and tomato	\$3.00	Garlic slice made on Turkish	\$1.50
Mini bacon and egg roll	\$4.00	Mini nachos	\$4.00
Mini chicken & gravy roll	\$4.00	Ham & cheese scrolls	\$3.50
Hot dogs	\$4.50		
All of the above are subject to time permitting on the day and availability of stock			
SNACKS			
Veggie chips – plain or BBQ	\$2.50	Red Rock Sea Salt crisps	\$2.50
Jelly cups	50c		

Volunteers are always welcome any time of the day to join our team. Most of the help is needed from 9am to 11am for daily prep and cooking. Longer periods would also be appreciated. Working in the canteen helps parents/caregivers to be active members of the school community.

Please encourage your parents/carers to call in and see us if they would like to volunteer.

Di Della
Canteen Manager



CHANGE OF DETAILS

If you have a change of domestic circumstances, change of address or telephone number please complete and return a *Change of Details* form so that our records are always current. *Change of Details* forms can be collected from the Front Office or downloaded through the Woolgoolga High School website [Change of details form](#)

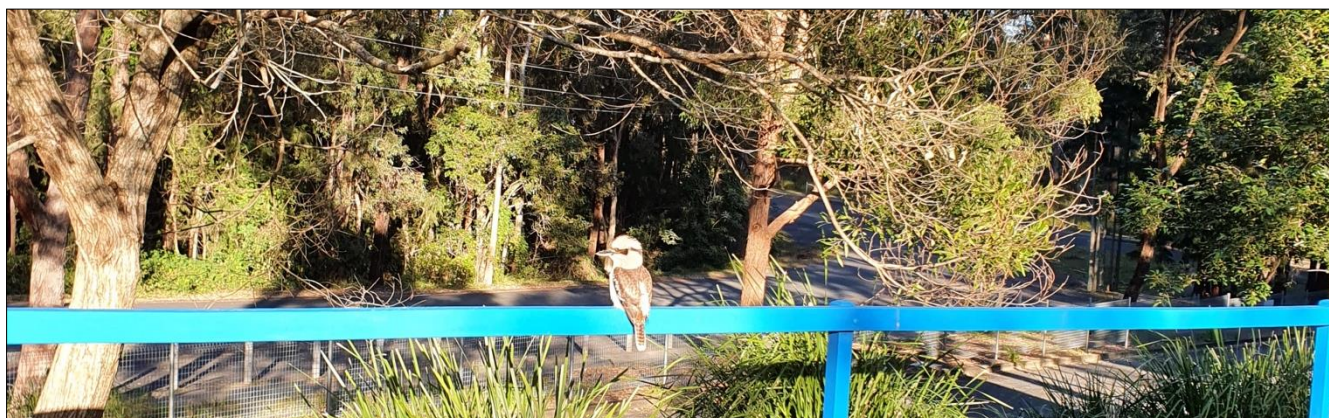
CLASS RULES

Arrive on time prepared to work
Follow teacher's instructions
Complete set work
Allow others to learn
Use technology as directed by the teacher

CODE OF CONDUCT

At Woolgoolga High School we are all working towards doing our best in a co-operative, caring environment. To achieve this, we expect each other to:

- Show respect
- Be responsible and act safely
- Be understanding
- Show courtesy, co-operation, and consideration
- Be honest
- Be caring of others
- Have pride in yourself, your school and your learning.





Bus travel code of conduct

Students who misbehave on a school bus can lose their free travel pass

To ensure your safety and the comfort of other passengers, students will:

- Behave safely at all times
- Respect the needs and comfort of other passengers
- Respect bus property by not marking or damaging the bus
- Always follow instructions about safety on the bus
- Show their bus pass or ticket to the driver on boarding and when requested.

And students will not:

- Distract the driver except in an emergency
- Smoke, eat or drink on the bus
- Allow any part of their body to protrude from the bus
- Fight, spit, use offensive language or place their feet on the seats
- Throw any article inside, or out of, the bus
- Alter, deface, misuse, or fraudulently obtain a bus pass
- Give, lend, or transfer their bus pass to another student.

CURRICULUM

English

The study of English is compulsory throughout your secondary education. Language is important in helping us to better understand our self and the world around us. As your language skills develop, so too will your ability to express ideas and communicate with others.

In Year 7 you will explore spoken, written and visual texts, developing skill in understanding and appreciating the work of others as well as in creating your own texts. As you continue to develop and consolidate your abilities in speaking, listening, reading, writing, viewing, and representing, you will encounter increasingly sophisticated texts. They will challenge you and your ability to communicate using a range of information and communication technologies.

Geography

This is a people subject and involves learning about:

- Where and how groups live in different places
- Why there are differences between areas
- How they change over time

Geographers make use of maps, photographs, diagrams, sketches, surveys, and fieldwork reports to explore the world in which we live. Year 7 provides the groundwork for many of the skills needed to do this. A variety of environments and communities on a global scale will be studied. Where applicable, outdoor activities, excursions and guest speakers will be used to reinforce class work.



History

We start Year 7 by looking at what the study of History involves – using written and archaeological evidence, detective work, the stories of important people and events. We investigate ancient civilizations, especially Ancient Egypt and Pharaohs, Pyramids and Mummies.

In Year 7 History we learn in groups, by using computers and the library, by completing projects and by studying documentaries and films. Art and craft (like modelling and dress-ups) and excursions are also part of the course.

LOTE – Language other than English



In Year 7 you will be learning another language at Woolgoolga High School, the local indigenous language – Gumbaynggirr. As you learn Gumbaynggirr you will gain a deeper understanding of this land we share, as well as gaining more insight into the customs and beliefs of the local indigenous people

Learning another language is great fun; it will help with your literacy and will give you a sense of achievement. You will enjoy learning to speak and sing in Gumbaynggirr, in class and at home. You will amaze your family and friends with your ability to understand and speak the local language – Gumbaynggirr. You will be able to choose other languages to study in Years 9 and 11 (e.g., Japanese).

Mathematics

Year 7 students are introduced to basic Algebra, Geometry and Direct Numbers. There is also a consolidation of primary topics such as number Combinations, Fractions, Decimals, Percentages and Area. The standard course for all Year 7 involves estimating, measuring, reasoning, calculating, interpreting, predicting, solving problems, and communicating information.

Students will need to be equipped with pens, pencils, ruler, grid book, protractor, compass, and a basic calculator. A textbook will be loaned to you which you must look after and return at the end of the year. Students will undertake a test at the end of each topic and an examination at the end of the year.



Music

High school offers you amazing opportunities to play music. For a start, you'll be doing classroom music all the way through Years 7 and 8. In those classes, you'll learn to play music, read music and how to write your own. If you'd like more, get involved in our extra-curricular activities. We have two bands, a drumming group and an acapella group that meet every week. No need to be an expert, you can join as a beginner, and we can help you learn. You can be involved in regular "open mike" style concerts and join in the school musical.



Maybe you'd like to form your own band or practice playing on your own: our music rooms and facilities are available almost every break and before school for your use. If you'd like to hire an instrument from the school, band members can do so at the very reasonable price of \$20 per term.

Also keep an ear open for the exciting music excursions that we run throughout the year.

If you're keen to get involved in music at Woolgoolga High School, come and see Mr Dominey or Mr Millar in the Music Block.

Personal Development, Health and Physical Education

The Personal Development, Health, and Physical Education (PD/H/PE) program at Woolgoolga High School aims to develop the knowledge, skills and attitudes that you need to lead a healthy and fulfilling life.

All students will take part in mandatory year 7 to 10 PDHPE which develops the knowledge, understanding, skills and attitudes needed to take action to protect and enhance students' own, and others', health, safety and wellbeing in varied and changing contexts. There is a mixture of practical and theory lessons each week.

Theory

Term 1: Changes and Challenges

Term 2: Health matters

Term 3: Respectful Relationships

Term 4: Fit for Life

Practical

Term 1: Team Building - Small sided tactical games; Athletics

Term 2: Invasion games - Netball, Basketball, AFL

Term 3: Invasion games - Football, touch football, league tag

Term 4: Striking games - Cricket, Tball, Slide hockey



Science

Science is a fascinating subject that continues the work you followed in Science and Technology in Primary School. You will begin by discovering what a Science Laboratory contains and how to use basic laboratory equipment safely. The Science teachers of Year 7 are sure you will enjoy the many practical experiments throughout the year. Many of these experiments will involve small groups working together co-operatively. The work will cover interesting areas such as Living Things, Energy, Cells, Matter, Mixtures, Astronomy, Forces, Weathering, Erosion and more!

You will have opportunities to develop your research, communication, and practical skills during theoretical and hands-on activities. History of Science discovery is also investigated as is the work scientists do using the Scientific Method. Individual and group work learning experiences will ensure development of your scientific literacy, knowledge and understanding.

Safety is of special concern in Science. You must wear leather (or similar) shoes with closed toes to participate in all activities. If you have long hair you will need to tie it back during practical work and wear a minimum of small jewellery. Safety glasses are used when dealing with chemicals.

We are positive that you will enjoy Science at Woolgoolga High School.

Technology Mandatory



At Woolgoolga High School the Technology Mandatory course is studied for at least 200 hours across Years 7 and 8. Courses have been developed from the Home Science, Industrial Arts and Agriculture key learning areas. This is a requirement for eligibility for the award of a RoSA (Record of School Achievement) when you leave school.

Technology Mandatory is the foundation course for a range of elective courses in the Technology learning area. Technology Mandatory develops in students an understanding of design and design processes and the technologies that can be employed to produce creative and innovative solutions to identified needs. It allows students to be creative and select and use materials, tools and techniques in a responsible and safe manner following strict WHS (Work Health and Safety) Guidelines.

All students will learn about the processes of designing through the development of design projects in the areas of:

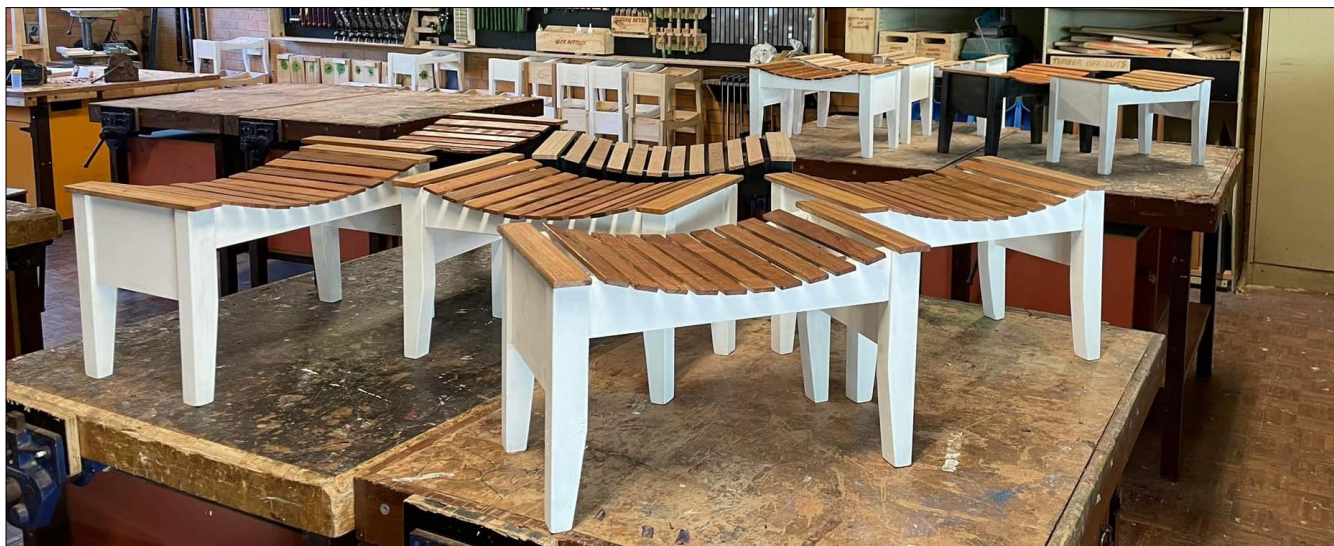
- Built Environments
- Products
- Information and Communications

They will learn about the properties and applications of a range of materials and the tools and equipment that are used to shape, form and join these materials.



Students will gain an understanding of the factors that influence design including function and aesthetics. They will study the work of designers and the impact of technological advancement on society and the environment.

Students will learn to identify and respond to needs through the development of quality design projects. They will learn to access and safely use a range of materials, tools, and techniques to aid in the development of design projects and to critically evaluate their own work and the work of others.



To complement and enhance their project work students will learn to undertake research and develop project folios using appropriate computer techniques and presentations. Satisfactory completion of the Technology Mandatory course will be recorded on the student's Record of School Achievement.

Information, Communication & Technology (ICT)



Students will undertake a series of activities to develop ICT skills that will better enable them to integrate technology into their learning across all curriculum areas.

Special Religious Education

Students attend one lesson per fortnight. If your parent/caregiver would like you to attend these lessons, a Special Religious Education Participation letter must be completed and sent to the Deputy Principal. A link to the letter is in the [Religion and Ethics](#) section of the school's website.



ENROLMENT PROCEDURE

Students enrolling for the first time are asked to provide documentary evidence (reports, proof of residence, birth certificate, etc.) to assist placement. Parents of students seeking enrolment are asked to telephone to make an appointment with the appropriate Deputy Principal to avoid waiting. Parents are asked to complete an enrolment form which provides the school with important information regarding each student's background.

Noting any illness or disability is vital to enable the school to provide any necessary forms essential for the enrolment process to be finalised. Also, full particulars should be given where parents (or friend/relative) can be contacted in case of illness or injury.

Enrolment of students

Telephone or front desk enquiries regarding proposed enrolments are referred initially to the Administration staff for clarification and checking regarding non-zone enrolment, for the supply of student Prospectus and to arrange an appointment.

Students enrolling from overseas or interstate are requested to provide copies of visas, identification, records, and reports. They are further requested to disclose information which may impact on enrolment and educational needs. Special conditions apply.

Out of zone applications are referred to the Principal and applications are considered according to policy.

EQUIPMENT AND STATIONERY REQUIREMENTS

One of your most important pieces of equipment will be a strong, good quality school bag. You will need quite a number of books each day, so you need something big enough, and strong enough to carry them all. Watch your back - choose a backpack with strong, comfortable shoulder straps that balance the weight across both shoulders.

You will also need several books and associated equipment for each subject. Each student is expected to have at least: a blue or black pen for writing, a red pen, a 30cm ruler (not metal), a pencil, a sharpener, an eraser, and an Abacus or Casio brand scientific calculator. Scissors, glue, and coloured pencils would be useful. Permanent markers and liquid paper are not allowed at school and will be confiscated to prevent damage to school property.

Your textbooks are supplied by each faculty (subject area). Most textbooks will be either issued to you for the period of time that you will need them or will be available for borrowing overnight. Please be careful when borrowing and using textbooks because they are important to your learning. If you lose or damage a textbook, you will be asked to pay the replacement cost.





STATIONERY REQUIREMENTS YEAR 7 – 2024

Updated 15 August 2023

Calculator

The following calculators are recommended by the maths faculty as being suitable:

- Preferred – CASIO 8200

For further information on calculators please talk to the maths faculty.



Headphones

Required for Music. Students are required to supply their own headphones.

SUBJECT	ITEMS
Technology	<ul style="list-style-type: none"> • A4 display book – 2 books required • black, blue & red pens, ruler, eraser, glue stick, scissors, lead pencil, • coloured pencils
English	<ul style="list-style-type: none"> • 192 page A4 Book (ruled lines)
Geography	<ul style="list-style-type: none"> • 128 page A4 book (ruled lines)
History	<ul style="list-style-type: none"> • 128 page A4 book (ruled lines)
Mathematics	<ul style="list-style-type: none"> • 192 page grid A4 book • ruler • calculator: preferred - CASIO 8200 Or any of the following - CASIO fx-82AU PLUS II, CASIO fx-82AU PLUS II 2nd Edition, CASIO fx-100AU PLUS II
Music	<ul style="list-style-type: none"> • A4 Display folder • Headphones
PDHPE	<ul style="list-style-type: none"> • 128 page A4 book (ruled lines)
Science	<ul style="list-style-type: none"> • 192 A4 page exercise book (ruled lines)



EXCURSIONS

Excursions are usually the most exciting and memorable experience for students. They are great opportunities to be involved in the school community and fun ways to learn. These are held either inside or outside the school by most faculties. They can be used to link theoretical classroom knowledge to the real world or for sporting competitions.

To attend any excursion, you must hand in a permission note signed by your parent/carer. You must also make sure that you are wearing appropriate clothing. Sometimes this will be the school or sports uniform, but you will be told what type of clothing to wear before your excursion. You may also be required to pay a fee for excursions. Students can pay this at the Administration Office before school or at Break 1 only, or alternately parents/caregivers are able to pay throughout the day at the Administration Office. Online payments can be made through School Bytes using the MAKE A PAYMENT tab on our website.

Year group excursions provide fantastic opportunities for students to make friends and become part of the school community. These can supplement sport and subject excursions to support students in becoming independent and lifelong learners. Please contact your Year Advisor regarding year group excursion ideas, comments, and concerns.

All students in NSW Schools are covered for ambulance cover, but not when we travel interstate.

FINANCIAL ASSISTANCE

Parents or care givers who may require assistance to provide for school uniforms, books, school fees or excursions are asked to contact the Principal or their Deputy Principal. All inquiries are strictly confidential.

HEALTH INFORMATION

Our school asks parents/caregivers to provide medical information about allergies, medical conditions such as asthma and diabetes and other health care related issues (including prior conditions such as medical procedures in the last 12 months) when a student is enrolled. It is also important to let the school know when your child's health care needs change or if a new health condition develops. This will greatly assist our school in planning to support your child's health and wellbeing. Please also remember to notify staff in the school office of any changes to your contact details or to the contact details of other people nominated as emergency contacts. We appreciate your assistance in this regard and assure you that any information you provide the school will be stored securely and will only be used or disclosed in order to support your son or daughter's health needs or as otherwise required by law.

Students who need to take regular, staff-supervised medication at school, need an indemnity form completed by their parent/carer and a medication schedule supplied. Please note Teachers and School Administrative and Support staff **cannot** give students any non-prescribed medication (such as Panadol).

HOMEGROUP

The school day starts with Homegroup for every student in the school. This is a group of students from Year 7 to Year 12 who meet with their Homegroup teacher every morning for 15 minutes. In your Homegroup room your attendance is checked with a roll mark, the daily notices are read and then your group has a chance to interact with students from all year groups.



This program will help you to get organised, set goals, improve literacy, numeracy, study skills and communicate in a meaningful way with students and teachers. This will be your Home Group for the entire time that you are at Woolgoolga High School.

HOMEWORK

Homework is an important aspect of learning and must be completed to the best of your ability and on time. Even if you don't have **set** homework for each subject every day, you should go over each day's work, revise what you have done and summarise the main things you have learned. It is expected that you also read for enjoyment each day for at least 20 minutes.

Assignments are also an important part of your work and must be completed and handed in on time. All faculties use assignment marks when compiling your assessments each semester.

For major assignment tasks, you will need to plan ahead to allow time to complete the task by the due date. If you are unable to complete the work by the specified time you should approach the teacher for an extension. Each case will be considered on its merits.

Students may attend our school's Academic Achievement Centre to seek assistance with their homework.

LIBRARY

The library is on the ground floor of A Block. The Teacher-Librarian is Mrs Burgess.

The library has books, magazines, computers, study guides, quick reads and more. There is a huge range of the latest novels, including many authors popular with teenagers, and a large selection of current magazines. There are also thousands of information books to help with your school research projects, hobbies or interests. We



have the most extensive Premier's Reading Challenge (PRC) section in the district and study guides for students in Years 7 to 12. The library also has chess sets, jigsaws and other games for you to enjoy during break times.

You need your ID card to access computers and to borrow books and magazines, so take care of your card and bring it to school each day. The loan period for most items is two weeks, but some items, such as magazines can be borrowed for three days. Your ID card is organised from our school photographs taken on Photo Day in Term 1. Most faculty textbooks are also borrowed through the library.

The library is open immediately before and after school, Break 1, Break 2 and during lesson time if you are accompanied by a teacher or have a note from your class teacher. Your Network and Internet login and password is the one you had from primary school. Please keep your details secure and safe.



LOCKERS

Lockers are hired to any student who has completed the **Application for Locker Hire** form and agrees to the conditions set out in the form. Cost per year is \$20 for the small, blue lockers. Payment is made to the Front Office upon completion and presentation of the form. Forms are only available from Ms Wilson in the English staffroom.

LOST AND FOUND

Articles of clothing as well as any other personal items found at the school, or left behind on excursions or carnival days, are taken to the front office.

MOBILE PHONES AND ELECTRONIC DEVICES

Woolgoolga High School is a **Bring Your Own Device** school. Students are encouraged to bring their own devices to school. Please go to the school's website for further information: <https://woolgoolga-h.schools.nsw.gov.au/parent-information/bring-your-own-device.html>. All faculties have laptops for specific class activities.

Mobile phones

All NSW high schools are mobile phone-free spaces. Students who bring a phone to school are required to lock it away in their phone locker pouch (provided by the school) during school hours.



If a parent/carer needs to contact their child urgently during the school day, we ask them to please phone the school on 6654 1500.

NEWSLETTER

The school newsletter is produced every fortnight during term (Friday Week B). This is your opportunity to find out more about what's happening at school. Dates of events during the term are included.

The newsletter is available on the school website:

<https://woolgoolga-h.schools.nsw.gov.au>

The newsletter will also be emailed to you if you have given the school your email address. If you are not receiving the newsletter, and would like to, please send an email to woolgoolga-h.school@det.nsw.edu.au with the subject heading "Newsletter".



PARENTS AND CITIZENS ASSOCIATION

The Woolgoolga High School P&C Association meets the second Tuesday of each month (excluding holiday times) starting at 6:30pm in the staff common room. We look forward to parent/caregiver's participation at these meetings, and the opportunity to contribute to our school's development. Our P&C President is Ms Julie Marshall.

Volunteers are always needed to help in the Canteen. Ms Di Della, our canteen manager, can be contacted at the school for roster details.



PARENT ONLINE PAYMENT

An EFTPOS facility is available to pay School Contributions/Fees at the Front Office between the hours of 8.30am to the end of first break at 11.40am.

School Bytes is our finance system, available either as an app, or through the school's website. You can access School Bytes by clicking on the "MAKE A PAYMENT" tab on the front page of our website. From here, clicking on **Registration and access** takes you to School Bytes where you can log into the school parent portal. Through the portal, you will be able to download a receipt once a payment has been made and have access to view all historical payments when needed.

Online payments are processed in real-time and can be viewed by school staff immediately.

Our preference is for payments to be made using School Bytes, but we will still accept payment via cash, cheque, money order and EFTPOS.

Parents/carers can use School Bytes to:

- Make school payments online (including paying for multiple siblings at once) for Sport, excursions etc
- Use a family credit to pay for an activity or school contributions
- Download a receipt for payments made
- View all payments already made
- Complete and submit digital permission notes
- View the status of all permission notes
- Request a refund if required

PROHIBITED ITEMS

Students must not bring cigarettes, e-cigarettes, vapes, tobacco, alcohol, energy drinks, drugs, any type of knife, weapons, or any other items which can cause physical harm, onto school property or to any school sponsored activity or excursion. Students should bring roll-on deodorant, not aerosols.

PROTECTION AGAINST DISEASES

The Department of Health recommends that children entering school should be immunised against childhood diseases. This is especially important, as you are in contact with lots of other students, and infections can spread easily. Students starting high school who have not already had booster immunisation should have: **One booster injection against diphtheria and tetanus (CDT) AND one booster dose of polio vaccine by mouth (Sabin)**. These can be given at the same time.

You should also have the Measles vaccination if you have not previously had measles or have not been immunised against Measles. It is recommended that this be given one month earlier or later than CDT and Sabin. The Department of Education encourages all students to be vaccinated against COVID-19.

Immunisation is available from your family doctor, from many council clinics, and from some community health centres. It is important to obtain and keep a written record of immunisation.



SCHOOL CONTRIBUTIONS / FEES

The P & C Association assists in providing materials and equipment for our school, as does the government, through grants. Unfortunately, this assistance does not cover all our costs and the General Contribution is the only way we have of maintaining our standard of education for your children. The General School Contribution for Juniors is set at \$55. There are also the following costs associated with individual subjects:

- Music \$5.00
- Technology Mandatory \$35.00

SICK BAY

If you feel sick while you are at school, let your class teacher or playground supervisor know. They will write a note to the Front Office where a member of the School Administration and Support Staff will call a parent/carer or nominated emergency contact person to collect you from school. You will be placed in Sick Bay until their arrival. When a parent/carer collects a student from school the student needs to be signed out officially.

If you have an accident at school, you report it yourself (or get someone else to report it) to:

- your class teacher,
- the teacher on playground duty, or
- your Deputy Principal

SMILE



Support
Mentor
Inspire
Listen
Encourage



Our nationally recognised peer mentoring program developed at Woolgoolga High School **by** students **for** students.

SMILE seeks to provide social support for younger students through active listening and promoting positive behaviour. Volunteer senior students are trained in child protection, communication skills, roles and responsibilities and peer support. This equips them to support the junior students one-on-one as well as run whole-school positive activities.

SMILE's positive impact on the school atmosphere, as well as its role in reducing bullying has been highlighted in a research report conducted by Associate Professor John Hurley from Southern Cross University.

SMILE is held in high regard in the local community, with several high schools and primary schools implementing a similar model in their own school.



SPORT

Representative Sport

Woolgoolga High School offers opportunities for students to compete in several representative sports as part of the Combined High School (CHS) knockout competition. We proudly offer students opportunities in netball, touch football, rugby league, soccer, volleyball, tennis, surfing, swimming, athletics, and cross country. Representative sports pathways at Woolgoolga High School are communicated via weekly assemblies, School Bytes and the Woolgoolga High School Facebook page.

School Sport

Woolgoolga High School Students enjoy 2 hours of sport per week on a Wednesday afternoon from 1:10 pm – 3:10 pm. During this time our excellent staff coordinate a variety of enjoyable activities for the students to enhance their physical fitness and mental wellbeing.

In Term 1, Year 7 participate in a specially designed program to promote house spirit and teamwork. During the Sport house championship, students rotate through several field sports, competing for house points for winning matches and demonstrating outstanding sportsmanship.

From Term 2 onwards, Year 7 joins the rest of Woolgoolga High School's school sports program. As part of this program students can select from a variety of sports via School Bytes. All permission notes and payments for Wednesday Sport are coordinated via the School Bytes platform.

The following are some examples of the sports that were offered at Woolgoolga High School in 2023.

Free Sport

- Walking and beach activities
- Volleyball
- Multisport
- Indoor sports
- Soccer
- Oz tag

Paid Sport

- Ice skating
- 10 pin bowling
- Laser tag
- Golf
- Surfing
- Paddle boarding

School Carnivals

At Woolgoolga High School we have three major sports carnivals per year, Swimming, Cross Country and Athletics. The 2024 Swimming Carnival will be held at The Coffs Harbour Memorial Pool on 13 February. The Cross Country Carnival will be held late in Term 2 and the Athletics Carnival will be held mid Term 2. Students have the opportunity to progress to Zone, Regional, and State Carnivals. All details of the respective carnivals will be communicated at school and to parents using School Bytes and emails.



School Houses

School house groups are allocated on the first day of Year 7. All students will take part in the “Sorting Ceremony” where they will be placed into one of the four houses dictated by chance. Family members will be given the chance to join their family's house, or let the ceremony decide for them.

Once a house has chosen them, the students will join a Home Group with fellow house members from all grades. Home Group will become their morning wellbeing and support meeting at the start of each day. Each student will remain in this house for the entirety of their time at the school.

Our four houses are:

Diamond – Yellow, Emerald – Green, Mullaway – Blue, Arrawarra - Red

Disability and Inclusion

Opportunities for students with disabilities to get involved in sports are available at various levels throughout the school sport structure, from participation to elite. The participatory (or provisional) level does not require classification, however, if an athlete wishes to compete at a regional, state, national or international level, they will need to gain classification through the appropriate sporting organisation.

School sport provides a representative pathway for students with disabilities in athletics, cross country and swimming. Gymnastics, rowing, sailing and trampolining are also offered as competitive sports for secondary students. To be eligible to participate and progress along the representative pathway in multi-class events, students with a disability must have a current sporting classification. Not all disabilities are recognised in the sport classification system for each sport.

You can find further information including classification on the NSW DEC School Sport website.

STUDENT REPRESENTATIVE COUNCIL AND PREFECTS

The Student Representative Council, (SRC), is comprised of members elected by the students from Year 8, 9, 10, 11 and 12. These students meet every morning in Home Group and have one formal meeting a month, to discuss issues of importance to you.

The two School Captains and two Vice Captains, plus six or more Prefects make up a selected group of Year 12 students whose role is to assist with all organised school activities, carry out fundraising activities throughout the year, help in the school canteen and most important of all to ensure that students can come to school and feel safe and happy.

These Year 12 students are available for other students to talk to if there are problems at school. Most of our Prefects are also members of SMILE.

STUDENT PHOTOGRAPHS

There are many occasions where we would like to publish photographs of students involved in various school activities, including reports for the local papers, school newsletters, annual school reports and on our school website.

If you do not wish your child's photograph to be used for these purposes, please notify the school in writing.



SUCCESS CROWNS EFFORT
through
THE WOOLGOOLGA WAY

SCHOOL AREA	ACCEPTABLE BEHAVIOURS Include:	UNACCEPTABLE BEHAVIOURS Include:
The school	<ul style="list-style-type: none"> • Wearing school uniform • Attending every day • Respect for all • Using appropriate language • Keeping hands to self • Looking after school property • Following teacher instructions • Mobile phone locked in phone pouch 	<ul style="list-style-type: none"> • Being out of uniform • Having unexplained absences, leaving without permission • Bullying / harassment of any kind • Swearing • Fighting • Damaging property • Refusing to follow instructions • Smoking or being under the influence of any drugs • Mobile phone not in phone pouch
Classrooms	<ul style="list-style-type: none"> • Being prepared with all necessary equipment • Being on time • Sitting at your desk • Listening to and following teacher instruction • Completing your work / doing your best 	<ul style="list-style-type: none"> • Not being ready to learn/ not having all necessary materials • Being late for class • Being out of seat • Refusing to work/ back chatting • Not completing all necessary work • Leaving before the teacher says
Playground / toilets	<ul style="list-style-type: none"> • Being in the right place • Putting all rubbish in the bin • Keeping hands to self • Keeping toilets area clean 	<ul style="list-style-type: none"> • Being out of bounds • Littering and throwing food • Fighting / arguing with others • Graffiti of any kind
Assembly	<ul style="list-style-type: none"> • Walking in quietly and sitting in correct place • Taking hats off • Listening quietly • Following teacher instructions 	<ul style="list-style-type: none"> • Making excessive noise and talking • Not sitting quietly • Not following instructions straight away
Bus area	<ul style="list-style-type: none"> • Being in the right place at the right time • Keeping a safe distance from the bus turning area • Following teacher instructions 	<ul style="list-style-type: none"> • Being in the bus area early • Engaging in unsafe behaviours • Refusing to follow instructions



UNIFORM GUIDELINES 2024

The school colours are sky blue and navy blue. Our aim is to have the students wear our uniform so that a feeling of pride in belonging to the school is developed. Wearing a uniform also means students don't have to worry about peer pressure when it comes to their clothes (resulting in both cost saving and social benefits). Students should be encouraged to take pride in their appearance, presenting a neat and tidy image to the public. Uniform is also worn for safety and child protection and identification reasons as well as to meet NSW Occupational Health & Safety Laws as we are a workplace training facility. It is also a requirement under law that fully enclosed leather footwear must be worn in practical classes.

BASIC UNIFORM FOR GIRLS

JUNIOR GIRLS - YEARS 7 to 10

- Navy shorts or checked skirt with two pleats in front (mid-length between knee and hip), WHS navy sports uniform shorts or WHS navy tracksuit pants with embroidered school logo and sky-blue piping
- Navy blue skirt is an option for girls from 2020.
- Sky blue buttoned and collared shirt with logo on pocket (polo / button up)
- Enclosed shoes in school colours (black, white, navy, grey, blue), preferably leather but NOT canvas as they do not adequately ensure safety

SENIOR GIRLS - YEARS 11 to 12

- Navy blue skirt with two pleats in front or shorts (same style as junior uniform), WHS navy sports uniform shorts or WHS navy tracksuit pants with embroidered school logo and sky-blue piping
- White collared polo or buttoned shirt with navy piping trim and logo on pocket
- Enclosed shoes in school colours (black, white, navy, grey, blue), preferably leather but NOT canvas as they do not adequately ensure safety
- Navy blue tie may be worn with collared buttoned shirt (not with polo shirt)

BASIC UNIFORM FOR BOYS

JUNIOR BOYS - YEARS 7 to 10

- Grey shorts or trousers, WHS navy sports uniform shorts or WHS navy tracksuit pants with embroidered school logo and sky-blue piping
- Sky-blue collared shirt (polo only) with logo and navy/white striped trim on collar
- Socks in school colours
- Enclosed shoes in school colours (black, white, navy, grey, blue), preferably leather but NOT canvas as they do not adequately ensure safety

SENIOR BOYS - YEARS 11 to 12

- Navy blue shorts or long trousers, WHS navy sports uniform shorts or WHS navy tracksuit pants with embroidered school logo and sky-blue piping
- White collared shirt (polo or buttoned) with logo and navy/sky blue striped trim on collar
- Socks in school colours
- Enclosed shoes in school colours (black, white, navy, grey, blue), preferably leather but NOT canvas as they do not adequately ensure safety
- Navy blue tie may be worn with collared buttoned shirt (not with polo shirt)

PLEASE NOTE

- Girls' skirts and shorts should be worn mid-thigh length
- Belts are not part of uniform but if worn should not show
- All shirts or tops must have collars and sleeves (T-Shirts NOT permitted)
- All students should have enclosed shoes, preferably leather, in school colours (navy, grey, blue, black or white); NO sandals, canvas shoes or thongs are allowed due to safety issues; laws prevent us from allowing students to enter some practical classrooms without the correct footwear
- Students are expected to wear school uniform on all excursions unless otherwise stated

COLD WEATHER ALTERNATIVE

- Navy zip front hoodie with logo and sky-blue lining inside of hood; all hoods must be worn down in class
- Girls - Navy trousers and white (senior), sky-blue (junior) blouse or top; navy or black non-patterned stockings or tights with skirts or shorts are also allowed
- Boys - Navy (senior) or grey (junior) pants and white (senior), pale blue (junior) shirt
- Girls & Boys - Woolgoolga High School navy tracksuit pants with embroidered school logo and sky-blue piping or plain navy blue tracksuit pants
- Plain long sleeve undershirts in black, grey, navy, white or sky-blue may be worn under the school polo or buttoned shirt

SPORTS AND PE UNIFORM – GIRLS AND BOYS

- Navy shorts with sky blue piping trim and WHS lettering with tri-coloured sky-blue, sports polo shirt with logo and striped trim on collar White socks and sports shoes
- Variation for particular sports - special uniforms may be required
- For hygiene reasons and for freedom of movement, students are to change into and out of their sport uniform shirts for Sport and PDHPE practical lessons - Students may come to school on Wednesdays in their full sports uniform (sports top and sports shorts) The Sports/PDHPE shorts may be worn as part of the school uniform

THE FOLLOWING ITEMS ARE NOT ACCEPTABLE

- No insignias, stripes or obvious brand names should adorn the uniform
- No football socks, black shirts, large brand name insignias, singlet tops or denim
- No sandals or thongs - all students should have enclosed shoes in school colours (black, white navy, grey, blue)



UNIFORM POLICY AND PROCEDURES

Each student should have a school uniform and wear it each day. There are two very important reasons to wear school uniform:

- A feeling of pride in belonging to Woolgoolga High School
- To increase our students' safety by quickly identifying and removing undesirable visitors from the school grounds

Footwear is especially important to protect feet from injury. This is New South Wales government policy and Occupational Health & Safety law.

UNIFORM SHOP

The school uniform shop is open on Wednesday and Friday mornings from 8:30 to 11:30 am. They also open on additional days prior to the start of the school year. Our school website will provide details prior to the end of the year.

We realise that some families may find it difficult to pay for uniforms and help is available. Please speak to your child's Deputy Principal if this is the case.



Trackpants



Sport polo and navy skort



Junior polo and junior tartan skirt



Fleece jacket



Navy slacks and junior polo shirt



New sport polo



Indigenous polo



Sport polo and sport shorts



UNIFORM PRICE LIST



COMPLETE
UNIFORM
SOLUTIONS

Shop Hours
Wednesday: 8:30am – 11:30am
Friday: 8:30am – 11:30am

Woolgoolga High School Uniform Shop



ITEM	PRICE	QTY	SIZE
Girls			
Jnr girls blouse	\$26.00		
Senior girls blouse	\$28.00		
Junior skirt	\$25.00		
Senior skirt	\$25.00		
Girls slacks	\$40.00		
Girls skort	\$35.00		
Boys			
Senior shirt	\$26.00		
Junior shorts beltloops waist	\$35.00		
Senior shorts beltloops waist	\$35.00		
Boys trousers beltloops waist	\$39.00		
Unisex			
Fleece jacket	\$35.00		
Junior everyday polo	\$35.00		
Senior everyday polo	\$35.00		
Sports			
Sport shorts std	\$34.00		
Sport shorts sup	\$34.00		
Trackpants	\$45.00		
Sports polo	\$36.00		
Others			
School tie	\$16.00		
Apron black	\$10.00		
Chef cap	\$6.50		
Reusable tote bag	\$1.00		
Cheques not accepted.		Total Amount	\$

• We accept Mastercard, Visa and EFTPOS

Prices are subject to change without notice

Date:			
Cardholder name:		Signature:	
Credit card number:			
Type of credit card: Visa		M/C (American Express not accepted)	
Card expiry date: /		CVC _ _ _	
Student name:		Year	Contact number:



VACCINATIONS



NSW
GOVERNMENT

Health

North Coast Public Health

Covering both Mid North Coast & Northern NSW Local Health Districts

Year 7 Vaccinations

Free vaccines, for all Year 7 students

Dear Parent/Guardian

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

Vaccines include:

1. Human Papillomavirus (HPV) Vaccine (1 dose)
2. Diphtheria-Tetanus-Pertussis (dTpa) Vaccine (1 dose)

These vaccines are only offered at school whilst your child is in Year 7

What do you need to do?

- ✓ **Discuss the importance of vaccinations** with your child
- ✓ **Ensure your child has breakfast** on the morning of vaccination

Vaccination will only be provided at school if consent has been received

How to provide consent:

1. To complete online consent for your child's school vaccinations, visit:
<https://nswhealth.service-now.com/school>
2. Click the login with 'Service NSW Account' button and log in using your Service NSW details. This is the same account you may already use to renew your driver's licence. If you don't have a [Service NSW](#) account, refer to [Service NSW](#) to create one.
3. Update or confirm your personal details in Service NSW as required.
4. Complete the School Vaccination Consent Form for your child/ren. You will need to:
 - a. Enter your child's personal details
 - b. Provide the Medicare card details for you and your child
 - c. Read the [linked Parent Information Sheet and privacy statement](#)
 - d. Provide consent

If you or your child do not have a Medicare card, consent can still be provided by requesting a paper-based consent form directly from your child's school.

Read a step-by-step [guide on how to provide consent online](#).

Translated information about school vaccination is available in 27 languages, please visit www.health.nsw.gov.au/immunisation/Pages/school_vaccination_language.aspx

For more information on routine school vaccinations, please visit www.health.nsw.gov.au/schoolvaccination.



WELLBEING AT WOOLGOOLGA HIGH SCHOOL

Wellbeing is inextricably linked to both effective teaching and learning. At Woolgoolga High School, student wellbeing is of the highest priority. Our programs are designed to support and enhance the physical, social, emotional, spiritual and cognitive wellbeing of all students.

We embrace individual differences and celebrate the rich diversity within our school and the wider community. Woolgoolga High School prides itself on being an inclusive and supportive environment where all students are nurtured as they learn and have their voices acknowledged.







Our school is a place where students can seize opportunities to develop resilience and a sense of identity and belonging to become confident, empathetic and responsible citizens. Through our student Merit Awards system we provide opportunities for all students to enjoy success and recognition, so they feel they are valued members of the School Community.

Our school motto, Success Crowns Effort, is embedded into every aspect of our school community, both inside and outside the classroom. Wellbeing and success are built on forming positive relationships and connectedness to others.









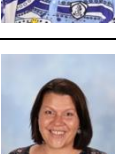
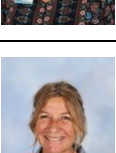

We provide a positive, safe and caring learning environment which recognises each student and encourages them to reach their potential through our connections with community and country.

WHS WELLBEING TEAM

Student Wellbeing is a shared enterprise with all members of the school community. The Wellbeing Team provides an extensive support network to assist all students with their physical, social, emotional, spiritual and cognitive wellbeing

	Principal Ms Lu Nickell		The Senior Executive: Manage whole school programs; collaborate with individuals, groups and families; organise support services; support classroom teachers and Head Teachers with discipline and behaviour issues; ensure the school is a safe place and oversee child protection issues.
	Deputy Principal 7, 9, 11 Mr Iain Henderson		
	Deputy Principal (relieving) 8, 10, 12 Ms Claire O'Halloran		
	Head Teacher Welfare Ms Kate March		Leads Wellbeing Team and assists Year Advisors in initiating and running wellbeing programs for all year groups.
		School Counselling Service Mr Paul Young and Ms Judy Wall	Provides individual counselling; identifies and assists in the support of students with individual needs; can make recommendations regarding support services available in the community.



	Year 12 Year Advisor Mr John-Paul Van Schie		<p>The Year Advisors closely monitor students' wellbeing throughout their school years.</p> <p>They assist students with their individual needs and liaise between school staff, parents/carers and other students.</p>
	Year 11 Year Advisor Mr Dylan Kinninmont		
	Year 10 Year Advisor Ms Rachel Wallis		
		Year 9 Year Advisors Mr Patrick Mullan & Ms Nicole Rosenberg	
	Year 8 Year Advisor Ms Josie Athorn		
	Year 7 Year Advisor Mr Tom Murtha		
	Student Support Officer Mr Daniel Sweed		
	Aboriginal Education Officer Ms Kelly Hine		Assists Aboriginal students with connections to cultural identity, country and language.
	Girls' Advisor Ms Dani Canakis		Supports and encourages girls in school and with personal issues.
	SRC Coordinator Ms Kate March		Encourages and supports student voice within the school and facilitates student-led initiatives.



WHS WELLBEING PROGRAMS

<p>Whole School <i>Success Crowns Effort</i> through programs which support and enhance the physical, social, emotional, spiritual and cognitive wellbeing of all students.</p>	
<ul style="list-style-type: none"> • Academic Achievement Centre • Break time initiatives • Community service • Distance Ed – Woopi Project room • Drumming workshops • Homegroup • Cultural days / activities • Outdoor gym equipment • Positive mental health initiatives 	<ul style="list-style-type: none"> • SMILE (Support, Mentor, Inspire, Listen, Encourage) • Transition programs • HPGE (High Performance Gifted Education) • AIME (Australian Indigenous Mentoring Experience) • Junior AECG (Aboriginal Education Consultative Group)
<p>Year 7 <i>Success Crowns Effort</i> in making connections and developing personal pride</p>	<p>Year 8 <i>Success Crowns Effort</i> in social resilience and personal development</p>
<ul style="list-style-type: none"> • Grafton pool day • Peer support initiatives • Local temple visits • Cyber safety workshop • Police talks • Didgeridoo workshop • Camp • Peer Reading / Maths program • Rock and Water • Science and Engineering Challenge 	<ul style="list-style-type: none"> • Police talks • Cyber safety workshop • Peer Reading / Maths program • Rock and Water • SMILE • RAGE (Re-navigating Anger and Guilty Emotions) • Woopi Warriors • Seasons for Growth • Anxiety management workshops





WHS wellbeing programs cont...

<p>Year 9 <i>Success Crowns Effort</i> in social / emotional awareness and development</p>	<p>Year 10 <i>Success Crowns Effort</i> in making positive choices and developing identity</p>
<ul style="list-style-type: none"> • Police talks • Reach workshops • Rock and Water • Anxiety management workshops • Interagency / Service providers' BBQ • Service providers pathways • Work It Out • Youth Engagement Strategy program – TAFE taster • Work experience • Woopi Warriors 	<ul style="list-style-type: none"> • EDGE • Elevate Education • Careers Market Day • Reach workshop • Peer tutoring • Work experience • Skilled program • Halogen Leadership conference • GRIP – student leadership training • SMILE training • Police talks • Rock and Water • SEC (Science and Engineering Challenge) • Work It Out • Youth Entrepreneur Program • YES+ (Educational Pathways Pilot Program) • Youth Engagement Strategy program – TAFE taster • SwitchedOn (EPPP) • Lions Youth of the Year • Rotary public speaking • Woopi Warriors





WHS wellbeing programs cont...

Year 11 <i>Success Crowns Effort</i> in cognitive growth and evolving as a responsible, young adult	Year 12 <i>Success Crowns Effort</i> in academic achievement and independence
<ul style="list-style-type: none"> • RYDA • RRISK • GRIP • Getting In There Day • Halogen Leadership conference • Interagency forum • Kindness Card Day / Photobooth • Life ready • Lions Youth of the Year • Rotary public speaking • Staying on Track • Visiting alumni presentations • University presentations • Atomi 	<ul style="list-style-type: none"> • Getting Out There day • GRIP • Halogen Leadership conference • Life Ready • Staying on Track • Visiting alumni presentations • University presentations • School leadership • Atomi

POSITIVE AWARDS SYSTEM

Success Crowns Effort - Real levels of achievement are increased significantly when parents, teachers and students have high aspirations and involvement in all aspects of school life.

Woolgoolga High School staff will regularly reward students for:

- | | |
|--|---|
| <ul style="list-style-type: none"> • Effort in class • Demonstrating respect • Attendance • Organisation • Teamwork • Leadership | <ul style="list-style-type: none"> • Participation • Being a good WHS citizen • Making improvements • Regular attendance • Being in school uniform |
|--|---|

In addition to this, students can also be awarded Merits which are the equivalent of house points. There are two types of Merits: Academic and School Representation.

Academic (10 Points)

- Excellence, Effort and Improvement
- Attendance
- Organisation

School representation (5 points)

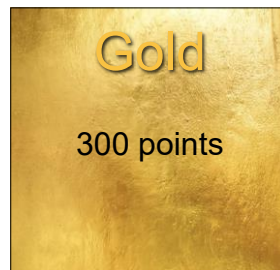
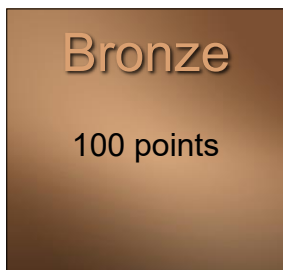
- Sporting (events, competitions, carnivals)
- Community and cultural (Red Cross, Legacy, Lions, Rotary, Acknowledgement of Country, Yarrawarra, Primary school visits etc)
- Academic (debating, public speaking, Science & Engineering etc)

Merits/house points will be allocated using our school-based management system Sentral.



Students will progress through the school's Positive Awards System earning Bronze, Silver, Gold and Platinum awards as they accumulate house points throughout the year. This will provide them with recognition at school assemblies and other prizes.

Students can follow their own progress through the Student Portal.



STUDENT BEHAVIOUR AT WOOLGOOLGA HIGH SCHOOL

Respect between teachers and students is paramount. We provide a positive and safe learning environment where teachers can teach, and students can learn.

WHS statement:

Students learn best when in a learning environment that is inclusive, respectful and engaging. At Woolgoolga High School all students are expected to behave appropriately in the classroom, playground, at sport and when representing the school in the wider community.

Department of Education Policies:

[Behaviour Code for Students](#)

[Student Discipline in Government Schools Policy](#)

[Student Discipline in Government Schools – Support Documents](#)

[Bullying: Preventing and Responding to Student Bullying in](#)

[Schools Policy Suspension and Expulsion of Students](#)

Success Crowns Effort - expectations:

- Arrive to class on time
- Wait quietly until instructed to enter classroom by teacher
- Follow teacher instructions at all times
- Sit in allocated seating plans
- Bring necessary books, pens or other equipment as instructed to participate in lesson or activity
- Be respectful to all staff and peers
- Participate in lessons and engage in all set activities
- Treat classroom and school equipment respectfully
- Use appropriate language, tone and voice level
- Use passive and active playground areas appropriately
- Stay within school grounds
- Place rubbish in bins provided
- In the canteen area, stay in designated lines and use good manners



	Behaviour	Consequences may include:
Concerning	<ul style="list-style-type: none"> Not following teacher instructions Disrupting class Unsatisfactory participation in lesson Inappropriate comments Speaking rudely to teachers or peers Failure to bring appropriate equipment Inappropriate use of device (see separate procedure) Littering Inappropriate bystander behaviour 	<ul style="list-style-type: none"> Teacher-managed intervention / monitoring Student moving seats Receiving a teacher-managed detention Incident being recorded on Sentral Student reflection sheet Contact with parent / caregiver Referral to Learning Support Team / Head Teacher / Year Advisor Formal caution Playground clean up Restricted playground access
Serious	<ul style="list-style-type: none"> Swearing at teachers or peers Aggressive or bullying behaviour Damaging school equipment or property Sustained, serious non participation in, or disruption of lessons, including sport Inappropriate physical contact or behaviours 	<ul style="list-style-type: none"> Referral to Deputy Principal / Principal Meeting with student and parent / caregiver Formal caution / suspension Financial compensation to school for lost or damaged equipment Year Advisor / Deputy Principal monitoring Provision of more extensive learning and wellbeing support Referral to support services Referral to police

Students involved in serious behaviours may be excluded from participating in extra curricula activities or representing the school. This decision will be at the discretion of the Wellbeing team in consultation with the relevant Deputy Principal and organising teacher.





BULLYING

WHS statement:

Woolgoolga High rejects all forms of bullying behaviours including online, (or cyber bullying) by maintaining a commitment to providing a safe, inclusive and respectful learning community that promotes student wellbeing.

What is bullying?

Bullying is repeated, harmful behaviour by an individual or group towards one or more persons that may be physical, verbal, social or psychological in nature. Bullying generally involves a misuse of power.

Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on gender, race, disability, socio-economic status, or sexual orientation.

Bullying of any form or for any reason can have long term negative effects on those involved including bystanders.

Conflicts or fights between individuals who are equal in power and single incidents are **not** defined as bullying.

What is cyber bullying?

Cyberbullying refers to bullying through information and communication technologies such as mobile phones and social media.

Department of Education Policies:

[Bullying: Preventing and Responding to Student Bullying in Schools Policy](#)

[Student Discipline in Government Schools](#)

[Suspension and Expulsion of School Students- Procedures](#)

[Bullying Advice for Parents](#)

Success Crowns Effort - expectations:

- Have positive and respectful relationships with all members of the school community
- Be tolerant, friendly and courteous to others
- Respect the property of others
- Report any bullying behaviours, including cyberbullying to the classroom Teacher, Year Advisor, Head Teacher or Deputy Principal
- Don't be a bystander - intervene or make a report if you feel someone else is being bullied.

Prevention and early intervention:

Woolgoolga's Wellbeing Program is designed to support students in fostering positive social interactions and in building resilience and self-confidence. Programs implemented include:

- SMILE – this program is a student led program designed to build positive connections between younger and older students. SMILE mentors undergo rigorous training in developing the skills of listening, starting conversations, building rapport and working as a team, ultimately acquiring an understanding of the importance of wellbeing to all students, whilst being mindful of the implications of child-protection issues.
- Peer support - Grafton pool day
- Year 7 Camp - students participate in team building activities to foster positive relationships
- RUOK day
- National Day of Action against Bullying and Violence.
- Kindness Card Day / Photobooth
- Rock and Water
- Cyber safety talks
- Police talks
- Identification of "at-risk" students through Wellbeing team referrals with extra support provided.



	Behaviour	Consequences may include:
Concerning	<ul style="list-style-type: none"> • Physical: <ul style="list-style-type: none"> ⇒ Bumping, tripping, throwing items, hair pulling, scratching, spitting, interfering with personal property or other unacceptable behaviours • Verbal: <ul style="list-style-type: none"> ⇒ Name calling, insults, writing notes, spreading rumours, teasing, putdowns, sarcasm, text messages, e-mails, blogs • Social: <ul style="list-style-type: none"> ⇒ Excluding, ignoring, ostracising, inappropriate gestures, leaving someone out, unkind laughter, refusing to sit next to someone or work with someone • Sexual: <ul style="list-style-type: none"> ⇒ Inappropriate comments about someone’s appearance, sexual orientation or experiences • Bystander: <ul style="list-style-type: none"> ⇒ Passively watching physical violence or bullying 	<ul style="list-style-type: none"> • Interview with relevant staff • Caution • Recording incident on Sentral • Parent meeting • Counselling • Implementing peer mediation program • Undertaking an awareness-raising program • Commencing monitoring card • Receiving formal caution or suspension • Restitution – apology and acknowledgement of impact of action
Serious	<ul style="list-style-type: none"> • Continuation of any of the behaviours listed above • Bystander: <ul style="list-style-type: none"> ⇒ Actively “egging on” physical violence and bullying, filming physical violence and bullying • Escalation of bullying behaviour: <ul style="list-style-type: none"> ⇒ Physical – physical violence; punching, hitting, kicking, fighting ⇒ Verbal – threats, intimidation, coercion, blackmail, ⇒ Sexual – use of coercion or intimidation to blackmail via digital imagery or recording, without consent 	<ul style="list-style-type: none"> • Parent interview with Principal • Receiving suspension for persistent disobedience or aggressive behaviour • Counselling • Appointing teacher mentor • Referral to police

Students involved in serious behaviours may be excluded from participating in extra curricula activities or representing the school. This decision will be at the discretion of the Wellbeing team in consultation with the relevant Deputy Principal and organising teacher.



SERIOUS MISBEHAVIOUR, SMOKING, VAPING AND WEAPONS

WHS Statement:

Aggressive behaviour, whether verbal, physical, sexual or online, will not be tolerated. Drugs and weapons must not be brought to school under any circumstances. Consistent with the Department of Education and school policy – vaping, selling or being in the possession of e-cigarettes will result in disciplinary action that may lead to a student being suspended from school.

Department of Education Policies:

[Student Discipline in Government Schools Policy](#)

[Student Discipline in Government Schools – Support Documents](#)

[Bullying: Preventing and Responding to Student Bullying in Schools Policy Suspension and Expulsion of Students](#)

Success Crowns Effort – Expectations:

- Students should report any aggressive behaviour or suspicions of drugs or weapons on the premises to the Deputy Principal.

	Behaviour	Consequences may include:
<p>Serious</p>	<ul style="list-style-type: none"> • Being physically aggressive towards another student or a staff member such as hitting, punching, kicking, spitting, pushing, indecent or sexual assault • Swearing or being otherwise verbally abusive towards a staff member • Abusing or harassing a student or member of staff online • Bullying (see separate bullying page) • Bringing to school or using a weapon including knives and firearms (including replicas) • Possessing, supplying or using tobacco or vaping products • Possessing, supplying or using illegal drugs • Serious criminal behaviour related to the school e.g. malicious damage to school property 	<ul style="list-style-type: none"> • Referral to police • Principal meeting with parent / caregiver • Receiving suspension • Referral to e-Safety Commissioner • Referral to Child Protection Unit • Receiving additional wellbeing support including managed return to school plan • In sustained cases of serious misbehaviour - expulsion or referral to another school setting.

Students involved in serious behaviours may be excluded from participating in extra curricula activities or representing the school. This decision will be at the discretion of the Wellbeing team in consultation with the relevant Deputy Principal and organising teacher.



ATTENDANCE

WHS Statement:

School attendance for the entirety of each period of the school day is an essential component in student academic success and wellbeing. When a student misses part or all of the school day without valid reason their learning and social outcomes are compromised.

Department of Education Policies:

[Student attendance in government schools procedures](#)

[School attendance policy](#)

[Guidelines for supporting school attendance](#)

[Exemption from school procedures Education Act 1990](#)

Success Crowns effort - Expectations

- Arrive at school before 8:50am (Homegroup).
- Attend all timetabled lessons and activities
- Bring a note from your parents/carers if you have a valid reason for being late to school.
- Report to the front office to meet with the deputy if you arrive after the school starting time.
- Stay on school grounds during Break 1 and Break 2
- If it is necessary to leave the school grounds, see a Deputy with a note from home and follow the front office procedures.

	Behaviour	Consequences may include:
Concerning	<ul style="list-style-type: none"> • Truancy of any lesson/s during the day • Late arrival 	<ul style="list-style-type: none"> • Detention/ catchup with classroom teacher • School to contact parent/caregiver • Teacher records issue on Sentral • Wellbeing / learning support
Serious	<ul style="list-style-type: none"> • Persistent pattern of truancy • Leaving school grounds • School refusal 	<ul style="list-style-type: none"> • Meeting/contact with parent • Referral to Year Advisor/ Deputy Principal for case management • Starting attendance monitoring • No participation in non-curriculum activities • Formal caution or suspension • Referral to HSLO • Additional wellbeing support - Learning Support Team; counselling; SMILE Mentor; catchup on work at Academic Achievement Centre; outside agency involvement.

Students involved in serious behaviours may be excluded from participating in extra curricula activities or representing the school. This decision will be at the discretion of the Wellbeing team in consultation with the relevant Deputy Principal and organising teacher.



UNIFORM

WHS statement:

A school uniform provides our students with a sense of belonging to Woolgoolga High School and helps to create a strong identity in our community. All students are expected to consistently wear their correct school uniform with pride. Financial assistance may be available for families experiencing financial difficulties to purchase uniform.

Department of Education Policies:

[School Uniform Policy](#)

[School Uniforms NSW Government School Guidelines Shoe Guidelines](#)

[Work Health & Safety](#)

Success Crowns Effort – Expectations:

- Wear full and correct uniform every day
- If unavoidably out of uniform, bring a note from home to your Homegroup teacher for recording on Sentral.

	Behaviour	Consequences may include:
Concerning	<ul style="list-style-type: none"> • Failure to wear full school uniform without uniform note 	<ul style="list-style-type: none"> • Incident being recorded on Sentral • Student interview • Non-participation in extracurricular activities • Lost property/ second hand clothing pool may be utilised • Room 18 detention • Uniform letters / monitoring
Serious	<ul style="list-style-type: none"> • Persistent failure (more than once a week) to wear full school uniform without uniform note 	<ul style="list-style-type: none"> • Contact/interview with parent • Non-participation in extra curricula activities • Financial assistance may be available for families experiencing financial difficulties to purchase uniform.





TECHNOLOGY USE

WHS statement:

Technology is regularly used in the classroom at WHS to engage students and improve performance. There are, however, potential drawbacks as well, as they can lead to distractions. Mobile phones are a prime example of this, as they provide students with access to texting, games, social media and the internet. Woolgoolga High School utilises phone locker pouches for all student phones and other non-approved BYOD digital devices brought into the school.

Department of Education Policies:

[Online Communications Services: Acceptable Usage for School Students](#)

[Social Media Guidelines](#)

[Social Media Policy Work Health & Safety](#)

Success Crowns Effort - expectations:

- Mobile phones and other non-approved digital devices are to be in phone locker pouches unless specifically instructed otherwise by teachers.
- BYOD and school computers to be used strictly as instructed by teachers.
- School computer hardware is to be treated with care and respect
- Report any school computer problems or damage to class teacher

[WHS Network Use Procedure and Network User Contract including BYOD](#)

	Behaviour	Consequences may include:
Concerning	<ul style="list-style-type: none"> • Continued inappropriate use of technology such as playing games on BYOD or school computer 	<ul style="list-style-type: none"> • Receive warning from teacher • Surrender of device for duration of day • Lunchtime detention • Record incident on Sentral • Referral to HT of faculty • Receive faculty detention
Serious	<ul style="list-style-type: none"> • Refusal to comply with teacher directions for inappropriate technology use. • Bullying or harassment via technology • Ongoing use of phones despite warnings / interventions 	<ul style="list-style-type: none"> • Contact parent • Referral to wellbeing team • Surrender of device to DP – parent to collect • Receive formal caution / suspension • Notification to e-Safety Commissioner • Referral to police



PHONE POUCH STUDENT USE

[WHS mobile phone and non-approved BYOD devices procedure \(PDF 144KB\)](#)

	Behaviour	Consequences may include:
Concerning	<ul style="list-style-type: none"> Using a mobile phone / non-approved digital device during school hours 	<ul style="list-style-type: none"> One the first occasion: A negative phone incident Sentral entry will be recorded. The phone will be passed onto the Front Office ASAP. On the second occasion within the same term as the first occasion: A negative phone incident Sentral entry will be recorded. The phone will be passed onto the Front Office ASAP. The student will be issued with a formal caution to suspend which will be in place for 50 days. A phone call home will accompany this.
Serious	<ul style="list-style-type: none"> Continued refusal to comply with WHS mobile phone / non-approved digital device procedures (on three or more occasions) 	<ul style="list-style-type: none"> On the third occasion, if within the 50 school days of the formal caution: A negative phone incident Sentral entry will be recorded. The phone will be passed onto the Front Office ASAP. The student will be issued with a suspension.





INTERVENTIONS

Success Crowns Effort means students strive to meet the expectations of their teachers and teachers strive to meet the needs of their students.

	Students	Teacher / Head Teacher may:
Concerning	<ul style="list-style-type: none"> Not meeting expectations (as outlined in each section above) Continuing to be non-compliant 	<ul style="list-style-type: none"> Interview student – acknowledge student voice Develop a plan e.g. negotiated seating, setting learning goals, planning learning adjustments Monitor for a set number of periods Contact parents Record on Sentral Refer to Welfare Team for student support / management / monitoring Issue detention
	Students	Deputy / Principal may:
Serious	<ul style="list-style-type: none"> Refusing to comply with expectations and not responding to teacher interventions 	<ul style="list-style-type: none"> Work with class teacher to improve compliance Contact parents Combine monitoring with DP lunch detention Refer to school counselling services Place on in-school planning. This could include negotiated timetable; temporary placement in senior class; partial attendance plan; investigate alternative settings. Issue formal caution / suspension





SCHOOL REPRESENTATION PROCEDURE

This procedure outlines expectations for students to maintain eligibility to participate in extracurricular school related activities. Representing our school is a privilege earned by our students who embody our school values and principles. Students demonstrate these principles through their commitment to their studies, attendance at school and their adherence to school policies and procedures.

We believe that it is important to set high expectations of students in relation to academic effort, personal presentation, attendance, and behaviour in order for us to uphold our high expectations and to ensure every student has the best chance of success.

School representation includes any activity where the student represents the school. Examples include but are not limited to student leadership, inter-school sport including representative sport, debating teams, forums, competitions, and performances. Extra-curricular activities may also fall under this category and include any activity that is additional to the core curriculum being delivered. Examples include but are not limited to special events in and out of school time, such as school socials or year level events, camps, additional courses, and specialised excursions which do not relate to the direct delivery of curriculum programs.

Students may be considered ineligible to participate in extra-curricular activities and/or represent the school if they do not meet the school's high expectations in the areas of:

Aspect	Conditions	Exclusion
Attendance	Minimum 80% attendance	Attendance below 80%
Truancy	Attends all lessons	Three or more fractional truanancies within a term
Behaviour	Follows school rules	<ul style="list-style-type: none"> For 10 school weeks after a formal caution Suspension six calendar months from the suspension date
Dress Code	Regularly wears school uniform	For 10 school weeks after the second uniform letter

Any student who demonstrates misconduct or disobedience whilst representing the school at any event will automatically be banned from representing the school for a period of one term.



WHAT TO DO IF ...

<i>You are leaving WHS</i>	<p>You must bring a note from your parents indicating your new address, if transferring schools, or your reason for leaving:</p> <ul style="list-style-type: none"> • You must collect a “Leaver’s Form” from the Front Office • You take the form to each of your teachers and Head teacher to sign • You take the form to the Front Office to check if you have paid all school contributions • You take the form to the Deputy Principal for completion and return it to the Front Office where your departure will be officially concluded • You must return all textbooks, school equipment, library books and bus pass.
<i>You are late for school</i>	<p>During home group:</p> <ul style="list-style-type: none"> • Report to Home Group up until 9.10am. <p>After Home Group:</p> <ul style="list-style-type: none"> • If possible, have a note of explanation from your parents • Report to the Front Office where your name will be recorded • You will be given a late note to take to your teacher.
<i>You need to leave school before 3:10pm</i>	<p>You need to bring a note from your parents:</p> <ul style="list-style-type: none"> • Give this note to your Year Deputy or Head Teacher to sign before school begins, the note should have an explanation e.g. medical appointment • Take the signed note to the Front Office to issue a “Permission to Leave School” pass • “Permission to Leave School” pass to be shown to any teacher when asked.
<i>You have medication to take at school</i>	<p>You need to take your medication to the school Clinic Staff:</p> <ul style="list-style-type: none"> • Report to the Front Office with your medication.
<i>You are sick at school</i>	<p>Tell your class teacher who will write a permission note:</p> <ul style="list-style-type: none"> • Report to the Front Office with your permission note • School Clinic Staff will give you permission to be in the clinic and to leave the clinic.
<i>You are late between classes or leave during class time</i>	<p>You need to have permission to be out of class:</p> <ul style="list-style-type: none"> • If late you need to have a note from a teacher explaining why you are late • You should have an “Out of Class” pass or note to leave the classroom • Being late or out of class without permission could result in disciplinary action, e.g. detention
<i>You are absent from school</i>	<p>All absences need a note with details of student’s name, year, dates absent and the reason for your absence signed by your Parent/Carer:</p> <ul style="list-style-type: none"> • When you return to school take this note to the Front Office • Notes must be handed in within seven days of your absences.
<i>You lose personal property</i>	<p>The school takes no responsibility for lost or stolen items including mobile phones and other electronic devices:</p> <ul style="list-style-type: none"> • As soon as possible look for the lost item where you believe you last used it • Check at Lost Property with the Front Office • Report the loss of expensive items to the Deputy Principal.
<i>An excursion is planned</i>	<p>Approval notes need to be signed by your parent/carer to participate in any out of school excursion:</p> <ul style="list-style-type: none"> • Complete and return the approval note by the given date • Promptly pay any amount due • School uniform to be worn unless otherwise informed • Student assistance is available



<p><i>You are doing a practical subject</i></p>	<p>Practical subjects and some sports have special rules designed to ensure student safety:</p> <ul style="list-style-type: none"> • Always wear the correct safety clothing, footwear, and eye protection • You will be excluded from participating if correct protective wear is not worn
<p><i>There is an accident</i></p>	<p>All school accidents need to be reported immediately:</p> <ul style="list-style-type: none"> • If in a classroom report the accident to the class teacher • If in the playground report the accident to the teacher on duty • The teacher will report serious incidents to the Deputy Principal • Accident reports will be completed by those involved and by eyewitnesses.
<p><i>A team or group needs to use the hall</i></p>	<p>The hall can only be used when directly supervised by a teacher:</p> <ul style="list-style-type: none"> • Approach the teacher in charge of your activity



At Woolgoolga High School we provide quality education for all our students, taking into account their age, background, ability and interests. We help our students to become self-directed, lifelong learners who can create a positive future for themselves and the wider community.

Woolgoolga High School is situated in a unique, natural environment and it is here that every student can learn and grow with confidence.



Welcome to Woolgoolga High School where:

SUCCESS CROWNS EFFORT