

# **WOOLGOOLGA HIGH SCHOOL**

Years 8, 9 & 10

# 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 a new 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 are all available to assist you. We also have several peer tutoring programs to assist students who need extra help with their reading.

Over the past five years our senior students have created an impressive student Wellbeing initiative called S.M.I.L.E. 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.

Our school is encouraging students to Bring Your Own Device (BYOD). More information about BYOD is available on our school website.

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 students every success and look forward to getting to know you over the next few years.

2 miles

Lu Nickell Principal





### **WOOLGOOLGA HIGH SCHOOL DIRECTORY**

PRINCIPAL	Ms Lu Nickell
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 Di Della
HEAD TEACHERS	
ADMINISTRATION	Ms Piret Nurm
CAPA	Ms Jacqui Harrison
ENGLISH	Mr Andrew Scrivener
HSIE	Mr Aaron Newman (relieving)
MATHS	Ms Nicole Rosenberg
PDHPE	Ms Rheanna Blanshard
SECONDARY EDUCATION / CAREERS	Mr David Youman
INCLUSION & SUPPORT	Ms Josie Athorn (relieving)
SCIENCE	Mr Paul McCormack (relieving)
TAS	Mr Kristen Oats
WELLBEING	Ms Kate March (relieving)
YEAR ADVISORS	
YEAR 7	Mr Tom Murtha
YEAR 8	Ms Josie Athorn
YEAR 9	Mr Patrick Mullan and Ms Nicole Rosenberg
YEAR 10	Ms Rachel Wallis
YEAR 11	Mr Dylan Kinninmont
YEAR 12	Mr John-Paul Van Schie
GIRLS ADVISOR	Ms Dani Canakis
GIRLS ADVISOR CAREERS ADVISOR	Ms Dani Canakis Ms Chris Hansen
CAREERS ADVISOR	Ms Chris Hansen
CAREERS ADVISOR EPP SCHOOL ADMINISTRATIVE OFFICER	Ms Chris Hansen Ms Emma Darbin
CAREERS ADVISOR  EPP SCHOOL ADMINISTRATIVE OFFICER  COMMUNITY LIAISON OFFICER	Ms Chris Hansen Ms Emma Darbin Ms Emma Darbin
CAREERS ADVISOR  EPP SCHOOL ADMINISTRATIVE OFFICER  COMMUNITY LIAISON OFFICER  TRANSITION ADVISOR	Ms Chris Hansen Ms Emma Darbin Ms Emma Darbin Ms Dani Canakis
CAREERS ADVISOR  EPP SCHOOL ADMINISTRATIVE OFFICER  COMMUNITY LIAISON OFFICER  TRANSITION ADVISOR  SCHOOL COUNSELLING SERVICE	Ms Chris Hansen Ms Emma Darbin Ms Emma Darbin Ms Dani Canakis Mr Paul Young and Ms Judy Wall
CAREERS ADVISOR  EPP SCHOOL ADMINISTRATIVE OFFICER  COMMUNITY LIAISON OFFICER  TRANSITION ADVISOR  SCHOOL COUNSELLING SERVICE  LEARNING AND SUPPORT TEACHER	Ms Chris Hansen  Ms Emma Darbin  Ms Emma Darbin  Ms Dani Canakis  Mr Paul Young and Ms Judy Wall  Ms Rachael Stockton
CAREERS ADVISOR  EPP SCHOOL ADMINISTRATIVE OFFICER  COMMUNITY LIAISON OFFICER  TRANSITION ADVISOR  SCHOOL COUNSELLING SERVICE  LEARNING AND SUPPORT TEACHER  TEACHER LIBRARIAN	Ms Chris Hansen  Ms Emma Darbin  Ms Emma Darbin  Ms Dani Canakis  Mr Paul Young and Ms Judy Wall  Ms Rachael Stockton  Ms Penny Burgess (relieving)



#### A MESSAGE FROM YOUR YEAR ADVISORS



Year 8
Ms Athorn
Inclusion & Support
staffroom



Year 9 Mr Mullan and Ms Rosenberg Maths staffroom



Year 10 Ms Wallis HSIE staffroom

As your Year Advisors, we are here to support you during your time at high school. You can talk to us about any problems or difficulties you might have, as well as your successes.

There are many opportunities available to you in the form of specific subject areas, excursions, concerts, musicals, eisteddfods, talent quests, leadership programs, charitable initiatives and a multitude of sporting events. School is more enjoyable and rewarding when you are actively involved in the school community. We will support you to make the choices that will assist you to experience success throughout your school years.

We look forward to sharing your journey with you over the next few years. We will work together as a year group to make these years a happy, positive pathway into lifelong learning.

#### Your Year Advisor is here to:

- Listen when you need someone to talk to
- Explain school routine when you are unsure what to do
- Conduct year meetings to keep you informed of school activities and requirements
- Maintain an overview of students' progress
- Assist you to make positive life choices
- Liaise with parents/carers
- Organise social activities for you so that high school is fun
- 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

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.

and/or may refer the student elsewhere for further assistance.			
The Class Teacher may refer the student to	What they do		
THE EXECUTIVE	Head Teachers, The Deputy Principals, The Principal – counsel individuals and groups.		
YEAR ADVISORS	Assist students with their individual needs. They act as a liaison person between Principal, Deputy Principals, Head Teachers, School Counsellor, parents/carers and other students.		
SCHOOL COUNSELLING SERVICE	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.		
LEARNING & SUPPORT TEACHER	Assists by helping students with individual programs.		
STUDENT SUPPORT OFFICER	Works as part of the Wellbeing Team and assists students dealing with specific challenges such as bullying, social networking and positive relationship skills.		
ENGLISH AS AN ALTERNATIVE LANGUAGE OR DIALECT (EALD) TEACHER	Supports students with English as a new language, regardless of their background. This is a form of extra learning in and out of class.		
CAREERS ADVISORS	Assist students in the classroom and in individual sessions on matters concerning their careers and jobs.		
ABORIGINAL EDUCATION OFFICER	Assists Aboriginal and Torres Strait Islander students with cultural, learning and behaviour programs		
SCHOOL LEARNING SUPPORT OFFICERS (SLSOs)	Assist classroom teachers with students' learning.		
SMILE PROGRAM	The SMILE Program stands for Support, Mentor, Inspire, Listen and Encourage. 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.		
THE STUDENT REPRESENTATIVE COUNCIL AND PREFECT BODY	Assists students to contribute ideas to make Woolgoolga High School a great place for all students.		



#### **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 can work in small groups or independently, and teachers can assist 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.

The 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 after the session will need to be arranged by parents/carers 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. In the hall students are required to sit in their year groups. There are two formal assemblies in the hall each year and other assemblies may occur throughout the year, for specific occasions. Year assemblies are held when required by the Year Advisor.

#### **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 Homegroup teacher up until 9.10am. Students who arrive at school after Homegroup **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/carers 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	
Homegroup Roll Call 15 mins	8.55am	Homegroup Roll Call 15 mins	8.55am	Homegroup 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	1.10pm
Break 2 30 mins	1.40pm	Period 5 60 mins	2.10pm	Sport	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 Homegroup 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.

IF YOU HAVE BEEN BULLIED OR HARASSED



OR YOU ARE A
BYSTANDER AND HAVE
SEEN SOMEONE BEING
BULLIED OR HARASSED



#### **BE ASSERTIVE**

Calmly and confidently ask the bully to stop.

#### SEEK TEACHER SUPPORT

Tell a teacher you trust about the incident. You may be asked to complete an incident report. Your nominated teacher will need to inform your Year Advisor and Head Teacher Wellbeing. If the bullying continues, please inform the same support teacher as soon as possible.

#### RESTORE JUSTICE

To help promote positive behaviours at our school, you may be asked to participate in a mediation session conducted by the Year Advisor or Head Teacher Wellbeing.



#### 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 10.30 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

<b>DRINKS</b> 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	c/bluemoon \$2.00 Seasonal frozen fruit 50c		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.			
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	\$4.00	Sweet potato or potato chips/ with aioli, gravy, or sauce	\$3.50 / \$4.00			
chive, pumpkin and spinach 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 Glute	n Free option	s – 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						
Vegie 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/carers 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



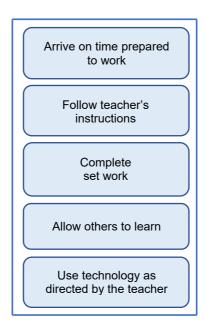
#### **CAREERS**

The school's Careers advisors are located in the library staffroom. Ms Hansen, Mr Rutledge and Head Teacher Mr Youman organise Work Experience programs for Year 9 and 10 students and provide advice for all students. The Careers Advisors have current and accurate information about entry to university, colleges and TAFE, as well as any particular requirements of employers.

#### **CHANGE OF DETAILS**

If you have a change of domestic circumstances, change of address or telephone number please complete and return a *Change of Detail* form so that our records are always current. *Change of Detail* forms can be collected from the Front Office.

#### **CLASS RULES**



#### 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**

#### Year 8

The school curriculum is provided in 8 Key Learning Areas (KLAs). All Year 8 students study a comprehensive range of subjects across all KLAs.

YEAR 8 - STAGE 4 - 2024			
KLA	SUBJECT		
ENGLISH	English		
MATHS	Mathematics		
SCIENCE	Science		
HSIE	History/Geography		
LOTE	Language		
TAS	Technology Mandatory (includes Food, Textiles, Industrial Arts)		
CAPA	Visual Arts/Music		
PDHPE Personal Development, Health, Physical Education			
	Sport		

#### Years 9 and 10



In Years 9 and 10 students continue to undertake studies from the English, Mathematics, Science, HSIE and PDHPE Key Learning Areas. Students choose electives from the courses listed below but not every course will run every year.

YEAR 9 and 10	
English	
Mathematics	
Science	
Geography/History	
PDHPE	
Sport	
YEAR 9 and 10 Electives	
Agriculture	
Child Studies	
Commerce	
Drama	
Food Technology	
Gumbaynggirr	
Graphics Technology (Tech Drawing)	
Industrial Technology: Engineering	
Industrial Technology: Metal (Metalwork)	
Industrial Technology: Timber (Woodwork)	
Information Software and Technology	
Music	
Photography	
Physical Activities and Sports Studies	
Textiles Technology	
Visual Arts – Ceramic and Sculpture	
Visual Arts – Painting & Drawing	
Visual Design – Funky Art	

Year 9 students choose 3 electives which are studied for the duration of the year. Year 10 students choose 2 electives, at least one of which should be a continuation of one from Year 9.



#### DISTANCE EDUCATION

If a student in Year 11 or 12 wishes to study a subject not offered at the school, they are eligible for Single Subject enrolment through Distance Education (conditions apply). These students complete Distance Education study in the library at school during allocated periods.

Co-ordination of Distance Education applications is through Mr Whitton, after the student has discussed their options with the Principal.

Course materials, including textbooks, need to be purchased at the cost of the student.

#### **EMERGENCY EVACUATION PROCEDURES**

Fire / Explosion / Bomb threat / Gas/Water leakage / Chemical threat etc

Designated emergency evacuation point - Area 3 (lower playground above cricket nets)

- 1. In the event of an emergency evacuation, a **continuous bell** will be sounded. In the event of a total power failure, evacuation signal will be made by a portable **siren**.
- 2. All staff, students, cleaners, canteen/uniform personnel, visitors, and tradespersons must immediately in an orderly manner make their way to the designated emergency evacuation point. Take only belongings within easy reach. Cleaners, canteen/uniform personnel, visitors, and tradespersons to report to the tables on the east side of the bus bay walkway.
- 3. Use Evacuation Map displayed in all rooms as a guide to avoid congestion and use common sense in determining the safety exits when faced with an emergency which renders exit routes unsafe.
- 4. Students will proceed to the designated evacuation area and form lines in their Homegroups. Working from the bus bay walk-way, Homegroups start from A1 to A10, then D1 to D10, then E1 to E10 then M1 to M10, then Specialist Homegroups (who should be nearest to the basketball courts). Students are to line up in order of their names on the roll.
- 5. Homegroup Teachers will stay with their Homegroup and wait for SAO Staff Wearing Yellow Safety Vests to collect the roll after it is marked and checked.
- The Principal or their delegate will signify the end of the emergency and issue instructions for additional procedures. Do not leave your allocated area until this signal is given – a series of three short bells. Staff and students will now be able to return to normal duties.



#### **EMERGENCY LOCKDOWN PROCEDURES**

Intruder in school grounds (before school, at recess, lunchtime or after school) that requires students to be removed from outside areas.

- 1. The incident is reported to the Principal or Deputy Principals to start the process.
- 2. Two long intermittent bells (10 seconds) are rung repeatedly under the direction of the Principal, senior executive or their delegate until all students are in a school building and the playground is clear.
- 3. Contact will be made with staff who are off-school with an excursion/field trip, sport group or at the School Agriculture Farm, advising them of the emergency and the necessary precautionary measures to take to ensure student and staff wellbeing and safety.

#### Procedures - non-class time

- 1. Students are to go to the closest allocated area under staff guidance either the **Forum** or the **Hall**
- 2. Staff on Playground Duty in Areas 1/2/3/5 will usher students to the designated Safe Area in the Hall. Staff on Playground Duty in Areas 4/6 should go to the designated Safe Area in the Forum. Staff in staffrooms or classrooms near external doors should lock external doors.
- 3. Staff will keep students in the Safe Area until the all clear signal is given a series of three short bells. At this time students will proceed to the location instructed by the Deputy Principal present.

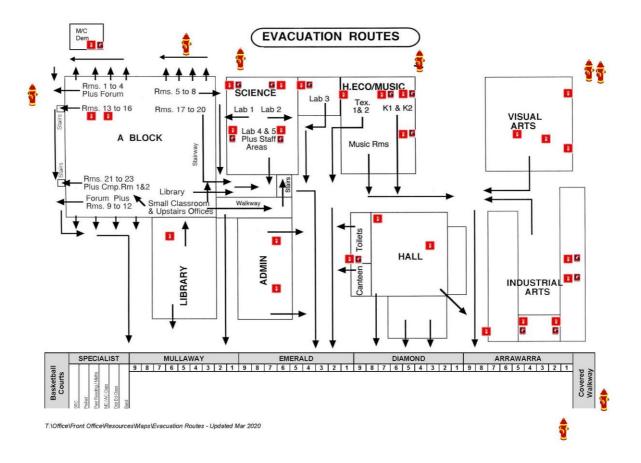
#### Procedures - class time

- 1. Students are to remain in class and away from windows and doors.
- 2. Staff on-class outside rooms will instruct students to move to the closest Safe Area (Hall, Forum, classroom, staffroom) and remain under Class Teacher's supervision.
- 3. Teachers will keep students in area until the all clear is given a series of three short bells.

#### **EMERGENCY THREAT - BUSHFIRE**

- 1. A continuous siren will sound.
- 2. Initially all students will go to the hall and sit in their designated areas to await further instructions.





#### **ENROLMENT PROCEDURE**

Students enrolling for the first time are asked to provide documentary evidence (reports, proof of address, birth certificate, etc.) to assist placement. Parents/carers of students seeking enrolment are asked to telephone to make an appointment with the appropriate Deputy Principal to avoid waiting. Parents/carers 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 commence. Also, full particulars should be given where parents/carers (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 REQUIREMENTS**

	Year 8	Year 9	Year 10
Agriculture	64 page A4 exercise book	<ul> <li>96 page A4 exercise book</li> <li>A4 display folder with 20 extra sheet</li> </ul>	<ul> <li>96 page A4 exercise book</li> <li>A4 display folder with 20 extra sheet</li> </ul>
Commerce	NA	128 page A4 book	128 page A4 book
Computing Electives	16 GB (or greater) flash storage device	16 GB (or greater) flash storage device	16 GB (or greater) flash storage device
English	240 page exercise book or 192 page A4 book	240 page exercise book or 192 page A4 book	240 page exercise book or 192 page A4 book
Geography	128 page A4 book	128 page A4 book	128 page A4 book
History	128 page A4 book	128 page A4 book	240 page A4 book
Home Economics Electives	A4 display folder with 20 extra plastic sleeves     48 page A4 lined book with margin (not spiral bound)     Earbuds	A4 display folder with 20 extra plastic sleeves     48 page A4 lined book with margin (not spiral bound)     Earbuds	<ul> <li>A4 display folder with 20 extra plastic sleeves</li> <li>48 page A4 lined book with margin (not spiral bound)</li> <li>Earbuds</li> </ul>
Industrial Arts To be advised		To be advised To be advised	
Maths	<ul> <li>128 pages or larger</li> <li>Ruler, compass (optional) and protractor</li> <li>Calculator – scientific (prefer Casio fx-8200AU or Casio fx-100)</li> </ul>	<ul> <li>128 pages or larger</li> <li>Ruler</li> <li>Calculator – scientific (prefer Casio fx-8200AU or Casio fx-100)</li> </ul>	<ul> <li>128 pages or larger</li> <li>Ruler</li> <li>Calculator – scientific (Casio fx-8200AU or Casio fx-100)</li> </ul>
Music	<ul> <li>A4 Display Folder</li> <li>Preferred – A set of headphones or earbuds</li> </ul>	<ul> <li>BYO Capo</li> <li>A4 display folder</li> <li>Preferred – A set of headphones or earbuds</li> </ul>	<ul> <li>BYO Capo</li> <li>A4 Display folder</li> <li>Preferred – A set of headphones or earbuds</li> </ul>
PDHPE	128 page A4 book	128 page A4 book	• 128 page A4 book
Photography		A4 visual arts diary (white or black pages)     4 GB USB memory stick	<ul><li>A4 visual arts diary (white or black pages)</li><li>4 GB USB memory stick</li></ul>
Science	128 page exercise book (ruled lines)	128 page exercise book (ruled lines)	128 page exercise book (ruled lines)
Visual Arts	<ul> <li>A4 Visual Arts diary (spiral back)</li> <li>Glue stick</li> <li>2B pencil</li> <li>0.4 black felt tip pen</li> </ul>	<ul> <li>A4 Visual Arts diary (spiral back)</li> <li>Glue stick</li> <li>2B pencil</li> <li>0.4 black felt tip pen</li> </ul>	<ul> <li>A4 Visual Arts diary (spiral back)</li> <li>Glue stick</li> <li>2B pencil</li> <li>0.4 black felt tip pen</li> </ul>

In addition to the items above, students will need blue, black & red pens; scissors; glue; 2B & HB pencils; eraser; highlighters; ruler; sharpener and a pencil case.

#### **EXCURSIONS**

Excursions 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/carers 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 carers 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/carers 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.

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 Homegroup 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 in June and December.

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 Ms 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 as well



as chess sets and other games for you to use during break times.

There is also the most extensive Premier's Reading Challenge (PRC) section in the district and study guides for students in Years 7 to 12. Past exam papers for students in Year 11 and 12 are also available for borrowing.

**You will need your ID card to borrow**, so take care of your card and bring it to school each day. The loan period for most items is two weeks. Some items such as magazines are lent 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.

If you have come from interstate or from a private school, you may need to check your Network and Internet login details with the Technical Support Officer. Please keep your details secure.



#### **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 (small), \$25 (medium). Payment is made to the Front Office upon completion and presentation of the form. Forms are only available from Mrs 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. All faculties have laptops for specific class activities. Please go to the school's website for further information: https://woolgoolga-h.schools.nsw.gov.au/parent-information/bring-your-own-device.html

#### 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 class time, we ask them to please phone the school on 66541500.

#### 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: <a href="https://woolgoolga-h.schools.nsw.gov.au">https://woolgoolga-h.schools.nsw.gov.au</a>.

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 <a href="woolgoolga-h.school@det.nsw.edu.au">woolgoolga-h.school@det.nsw.edu.au</a> 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.

#### 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 NSW 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
- The 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.



#### SPECIAL RELIGIOUS EDUCATION

At Woolgoolga High School, Special Religious Education (SRE) lessons are delivered to a maximum of 1 hour per fortnight.

If your parent/caregiver would like you to attend these lessons, a Special Religious Education Participation letter needs to 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.

#### **SPORT**

#### Representative Sport

Woolgoolga High School has a proud sporting achievement with many of our students attending State Carnivals and some students progressing to National Titles. Our sports coordinator will provide details of the upcoming representative pathways in assemblies, newsletters, parent portal and by email. WHS competes in a variety of Combined High School (CHS) sports including Netball, Touch Football, Rugby League, Soccer and many more.

#### **Wednesday Sport**

Students enjoy the benefits of health, fitness and fun that sport provides. Students will participate in an allocated sport on a rotation basis. Throughout the school year students can choose to participate in a sport at school, which usually has no cost involved, such as Softball, Basketball, Touch Football, Beach Walking, Tennis, Soccer, Netball, Volleyball, and more. Alternatively, students could participate in off-site sports, which incur a cost for the bus and/or venue such as Laser Tag, 10 Pin Bowling, Nexus Gym, Learn to Surf, Fishing, Paddle boarding, Skating and many more.

Sport announcements are made at the weekly Assembly and venues; cost and details are emailed to parents/carers and students. Students select on SchoolBytes and a consent form with payment details (if required) is emailed to all parents/carers.

The NSW Department of School Education stipulates that Sport is compulsory for all students. If students are unable to participate in Sport for medical reasons, there is a Non-Sport room – students are NOT permitted to go home. The rolls are checked after each sport day.

Please ensure that you do not make appointments for this time.

#### School carnivals

We have a Swimming Carnival early in Term 1 and our Cross Country Carnival is usually at the end of Term 1. Our Athletics Carnival will be held in Term 2. All students are expected to attend and can earn House Points for their house. All details regarding the carnivals will be communicated using SchoolBytes, Sentral and notices at school.

#### **School Houses**

Students can earn House points for representing WHS at sport including on Wednesday during Sport time. 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 Homegroup 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 local papers, school newsletters, school Facebook, annual school reports and on our school website. If you do not wish your child's photograph to be published in any or all of these different media, please notify the school in writing.



#### **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 (midlength between knee and hip), WHS navy sports uniform shorts or WHS navy tracksuit pants with embroidered school logo and sky-blue piping
- Navy blue skort 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.



New sport polo

Navy slacks and

junior polo shirt



Sport polo and navy skort



Sport polo and sport shorts



Junior polo and junior tartan skirt



Fleece jacket



Senior polo and senior navy skirt



Senior white blouse and navy slacks



Indigenous polo



Trackpants





#### **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 an	d EFTPOS	Prices are subject to	change without notice

Date:			
Cardholder Name:		Signature:	
Credit Card Number:			
Type of Credit Card : Visa M	I/C	(American express not accepted)	
Card Expiry Date:	cvc		
Student Name:	Year	Contact Number:	



#### 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:
Deputy Principal 7, 9, 11 Mr Iain Henderson		Manage whole school programs; collaborate with individuals, groups and families; organise support services; support classroom teachers and Head Teachers with discipline and
Deputy Principal (relieving) 8, 10, 12 Ms Claire O'Halloran		behaviour issues; ensure the school is a safe place and oversee child protection issues.
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	
3	Year 11 Year Advisor Mr Dylan Kinninmont	
	Year 10 Year Advisor Ms Rachel Wallis	The Year Advisors closely monitor students' wellbeing throughout their school years.
	Year 9 Year Advisors Mr Patrick Mullan & Ms Nicole Rosenberg	parents/carers and other students.
	Year 8 Year Advisor Ms Josie Athorn	
	Year 7 Year Advisor Mr Tom Murtha	
	Student Support Officer Mr Daniel Sweed	Supports the wellbeing, resilience and prosocial behaviours of students by delivering individual, small group and whole-school evidence-based programs.
	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.
A	SRC Coordinator Ms Kate March	Encourages and supports student voice within the school and facilitates student-led initiatives.



#### WHS WELLBEING PROGRAMS

#### Whole School

Success Crowns Effort through programs which support and enhance the physical, social, emotional, spiritual and cognitive wellbeing of all students.

- 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
- SMILE (Support, Mentor, Inspire, Listen, Encourage)
- Transition programs
- HPGE (High Performance Gifted Education)
- AIME (Australian Indigenous Mentoring Experience)
- Junior AECG (Aboriginal Education Consultative Group)

#### Year 7

Success Crowns Effort in making connections and developing personal pride

- 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

#### Year 8

Success Crowns Effort in social resilience and personal development

- 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...

Year 9 Success Crowns Effort in social / emotional awareness and development	Year 10 Success Crowns Effort in making positive choices and developing identity
<ul> <li>Police talks</li> <li>Reach workshops</li> <li>Rock and Water</li> <li>Anxiety management workshops</li> <li>Interagency / Service providers' BBQ</li> <li>Service providers pathways</li> <li>Seasons for Growth</li> <li>Work It Out</li> <li>Youth Engagement Strategy program – TAFE taster</li> <li>Work experience</li> <li>Woopi Warriors</li> </ul>	<ul> <li>EDGE</li> <li>Careers Market Day</li> <li>Reach workshop</li> <li>Peer tutoring</li> <li>Work experience</li> <li>Skilled program</li> <li>Halogen Leadership conference</li> <li>GRIP – student leadership training</li> <li>SMILE training</li> <li>Police talks</li> <li>Rock and Water</li> <li>SEC (Science and Engineering Challenge)</li> <li>Work It Out</li> <li>Youth Entrepreneur Program</li> <li>YES+ (Educational Pathways Pilot Program)</li> <li>Youth Engagement Strategy program – TAFE taster</li> <li>SwitchedOn (EPPP)</li> <li>Lions Youth of the Year</li> <li>Rotary public speaking</li> <li>Woopi Warriors</li> </ul>





#### WHS wellbeing programs cont...

Year 11 Success Crowns Effort in cognitive growth and evolving as a responsible, young adult	Year 12 Success Crowns Effort in academic achievement and independence
<ul> <li>RYDA</li> <li>RRISK</li> <li>GRIP</li> <li>Getting In There Day</li> <li>Halogen Leadership conference</li> <li>Interagency forum</li> <li>Kindness Card Day / Photobooth</li> <li>Life ready</li> <li>Lions Youth of the Year</li> <li>Rotary public speaking</li> <li>Staying on Track</li> <li>Visiting alumni presentations</li> <li>University presentations</li> <li>Atomi</li> </ul>	<ul> <li>Getting Out There day</li> <li>GRIP</li> <li>Halogen Leadership conference</li> <li>Life Ready</li> <li>Staying on Track</li> <li>Visiting alumni presentations</li> <li>University presentations</li> <li>School leadership</li> <li>Atomi</li> </ul>

#### POSITIVE AWARDS SYSTEM

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

Woolgoolga High School staff will regularly reward students for:

- Effort in class
- Demonstrating respect
- Attendance
- Organisation
- Teamwork
- Leadership

- 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> <li>Not following teacher instructions</li> <li>Disrupting class</li> <li>Unsatisfactory participation in lesson</li> <li>Inappropriate comments</li> <li>Speaking rudely to teachers or peers</li> <li>Failure to bring appropriate equipment</li> <li>Inappropriate use of device (see separate procedure)</li> <li>Littering</li> <li>Inappropriate bystander behaviour</li> </ul>	<ul> <li>Teacher-managed intervention / monitoring</li> <li>Student moving seats</li> <li>Receiving a teacher-managed detention</li> <li>Incident being recorded on Sentral</li> <li>Student reflection sheet</li> <li>Contact with parent / caregiver</li> <li>Referral to Learning Support Team / Head Teacher / Year Advisor</li> <li>Formal caution</li> <li>Playground clean up</li> <li>Restricted playground access</li> </ul>
Serious	<ul> <li>Swearing at teachers or peers</li> <li>Aggressive or bullying behaviour</li> <li>Damaging school equipment or property</li> <li>Sustained, serious non participation in, or disruption of lessons, including sport</li> <li>Inappropriate physical contact or behaviours</li> </ul>	<ul> <li>Referral to Deputy Principal / Principal</li> <li>Meeting with student and parent / caregiver</li> <li>Formal caution / suspension</li> <li>Financial compensation to school for lost or damaged equipment</li> <li>Year Advisor / Deputy Principal monitoring</li> <li>Provision of more extensive learning and wellbeing support</li> <li>Referral to support services</li> <li>Referral to police</li> </ul>

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.





### 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> <li>Physical:         <ul> <li>Bumping, tripping, throwing items, hair pulling, scratching, spitting, interfering with personal property or other unacceptable behaviours</li> </ul> </li> <li>Verbal:         <ul> <li>Name calling, insults, writing notes, spreading rumours, teasing, putdowns, sarcasm, text messages, e-mails, blogs</li> </ul> </li> <li>Social:         <ul> <li>Excluding, ignoring, ostracising, inappropriate gestures, leaving someone out, unkind laughter, refusing to sit next to someone or work with someone</li> </ul> </li> <li>Sexual:         <ul> <li>Inappropriate comments about someone's appearance, sexual orientation or experiences</li> </ul> </li> <li>Bystander:         <ul> <li>Passively watching physical violence or bullying</li> </ul> </li> </ul>	<ul> <li>Interview with relevant staff</li> <li>Caution</li> <li>Recording incident on Sentral</li> <li>Parent meeting</li> <li>Counselling</li> <li>Implementing peer mediation program</li> <li>Undertaking an awareness-raising program</li> <li>Commencing monitoring card</li> <li>Receiving formal caution or suspension</li> <li>Restitution – apology and acknowledgement of impact of action</li> </ul>
Serious	<ul> <li>Continuation of any of the behaviours listed above</li> <li>Bystander:         <ul> <li>Actively "egging on" physical violence and bullying, filming physical violence and bullying</li> </ul> </li> <li>Escalation of bullying behaviour:         <ul> <li>Physical – physical violence; punching, hitting, kicking, fighting</li> <li>Verbal – threats, intimidation, coercion, blackmail,</li> <li>Sexual – use of coercion or intimidation to blackmail via digital imagery or recording, without consent</li> </ul> </li> </ul>	<ul> <li>Parent interview with Principal</li> <li>Receiving suspension for persistent disobedience or aggressive behaviour</li> <li>Counselling</li> <li>Appointing teacher mentor</li> <li>Referral to police</li> </ul>

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:
Serious	<ul> <li>Being physically aggressive towards another student or a staff member such as hitting, punching, kicking, spitting, pushing, indecent or sexual assault</li> <li>Swearing or being otherwise verbally abusive towards a staff member</li> <li>Abusing or harassing a student or member of staff online</li> <li>Bullying (see separate bullying page)</li> <li>Bringing to school or using a weapon including knives and firearms (including replicas)</li> <li>Possessing, supplying or using tobacco or vaping products</li> <li>Possessing, supplying or using illegal drugs</li> <li>Serious criminal behaviour related to the school e.g. malicious damage to school property</li> </ul>	<ul> <li>Referral to police</li> <li>Principal meeting with parent / caregiver</li> <li>Receiving suspension</li> <li>Referral to e-Safety Commissioner</li> <li>Referral to Child Protection Unit</li> <li>Receiving additional wellbeing support including managed return to school plan</li> <li>In sustained cases of serious misbehaviour - expulsion or referral to another school setting.</li> </ul>

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> <li>Truancy of any lesson/s during the day</li> <li>Late arrival</li> </ul>	<ul> <li>Detention/ catchup with classroom teacher</li> <li>School to contact parent/caregiver</li> <li>Teacher records issue on Sentral</li> <li>Wellbeing / learning support</li> </ul>
Serious	<ul> <li>Persistent pattern of truancy</li> <li>Leaving school grounds</li> <li>School refusal</li> </ul>	<ul> <li>Meeting/contact with parent</li> <li>Referral to Year Advisor/ Deputy Principal for case management</li> <li>Starting attendance monitoring</li> <li>No participation in non-curriculum activities</li> <li>Formal caution or suspension</li> <li>Referral to HSLO</li> <li>Additional wellbeing support - Learning Support Team; counselling; SMILE Mentor; catchup on work at Academic Achievement Centre; outside agency involvement.</li> </ul>

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	Failure to wear full school uniform without uniform note	<ul> <li>Incident being recorded on Sentral</li> <li>Student interview</li> <li>Non-participation in extracurricular activities</li> <li>Lost property/ second hand clothing pool may be utilised</li> <li>Room 18 detention</li> <li>Uniform letters / monitoring</li> </ul>
Serious	Persistent failure (more than once a week) to wear full school uniform without uniform note	<ul> <li>Contact/interview with parent</li> <li>Non-participation in extra curricula activities</li> <li>Financial assistance may be available for families experiencing financial difficulties to purchase uniform.</li> </ul>





#### **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	Continued inappropriate use of technology such as playing games on BYOD or school computer	<ul> <li>Receive warning from teacher</li> <li>Surrender of device for duration of day</li> <li>Lunchtime detention</li> <li>Record incident on Sentral</li> <li>Referral to HT of faculty</li> <li>Receive faculty detention</li> </ul>
Serious	<ul> <li>Refusal to comply with teacher directions for inappropriate technology use.</li> <li>Bullying or harassment via technology</li> <li>Ongoing use of phones despite warnings / interventions</li> </ul>	<ul> <li>Contact parent</li> <li>Referral to wellbeing team</li> <li>Surrender of device to DP – parent to collect</li> <li>Receive formal caution / suspension</li> <li>Notification to e-Safety Commissioner</li> <li>Referral to police</li> </ul>



# PHONE POUCH STUDENT USE

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

	Behaviour	Consequences may include:
Concerning	Using a mobile phone / non- approved digital device during school hours	<ul> <li>One the first occasion: A negative phone incident Sentral entry will be recorded. The phone will be passed onto the Front Office ASAP.</li> <li>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.</li> </ul>
Serious	Continued refusal to comply with WHS mobile phone / non- approved digital device procedures (on three or more occasions)	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> <li>Not meeting expectations (as outlined in each section above)</li> <li>Continuing to be non-compliant</li> </ul>	<ul> <li>Interview student – acknowledge student voice</li> <li>Develop a plan e.g. negotiated seating, setting learning goals, planning learning adjustments</li> <li>Monitor for a set number of periods</li> <li>Contact parents/carers</li> <li>Record on Sentral</li> <li>Refer to Welfare Team for student support / management / monitoring</li> <li>Issue detention</li> </ul>
	Students	Deputy / Principal may:
Serious	Refusing to comply with expectations and not responding to teacher interventions	<ul> <li>Work with class teacher to improve compliance</li> <li>Contact parents/carers</li> <li>Combine monitoring with DP lunch detention</li> <li>Refer to school counselling services</li> <li>Place on in-school planning. This could include negotiated timetable; temporary placement in senior class; partial attendance plan; investigate alternative settings.</li> <li>Issue formal caution / suspension</li> </ul>





## 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 truancies within a term
Satisfactory Behaviour	Follows school rules	<ul> <li>For 10 school weeks after a formal caution</li> <li>Suspension six calendar months from the suspension date</li> </ul>
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 ...

You are leaving WHS	You must bring a note from your parents/carers indicating your new address, if
	transferring schools, or your reason for leaving:
	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
	<ul> <li>You take the form to the Front Office to check if you have paid all school contributions</li> </ul>
	<ul> <li>You take the form to the Deputy Principal for completion and return it to the Front Office where your departure will be officially concluded</li> </ul>
	You must return all textbooks, school equipment, library books and bus pass.
You are late for school	During homegroup:
	Report to Homegroup up until 9.10am.
	After Homegroup:
	If possible, have a note of explanation from your parents/carers
	Report to the Front Office where your name will be recorded
	You will be given a late note to take to your teacher.
You need to leave school	You need to bring a note from your parents/carers:
before 3:10pm	Give this note to your Year Deputy or Head Teacher to sign before school begins
	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.
You have medication to	You need to take your medication to the school Clinic Staff:
take at school	Report to the Front Office with your medication.
You are sick at school	Tell your class teacher who will write a permission note:
	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.
You are late between	You need to have permission to be out of class:
classes or leave during	If late you need to have a note from a teacher explaining why you are late
class time	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
You are absent from school	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:
	When you return to school take this note to the Front Office
	Notes must be handed in within seven days of your absences.
You lose personal property	The school takes no responsibility for lost or stolen items including mobile phones and other electronic devices:
	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.
An excursion is planned	Approval notes need to be signed by your parent/carer to participate in any out of school excursion:
	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



You are doing a practical subject	Practical subjects and some sports have special rules designed to ensure student safety:  • Always wear the correct safety clothing, footwear, and eye protection You will be excluded from participating if correct protective wear is not worn
There is an accident	All school accidents need to be reported immediately:  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.
A team or group needs to use the hall	The hall can only be used when directly supervised by a teacher:  • 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**