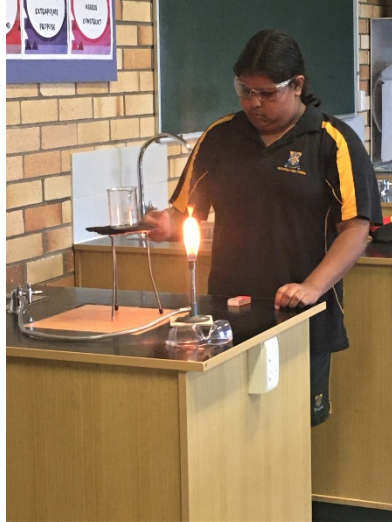


Tenterfield

High School



Year 7 Handbook 2023



RESPECT, RESPONSIBILITY, DO YOUR BEST

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Tenterfield

High School

Dear Parents and Carers

Congratulations on choosing Tenterfield High School for your child's secondary education. Tenterfield High School is a small school that provides outstanding support and opportunities for all of our students. Our small size means we are able to provide tailored individual support and care. We strive to create an environment where every student has the opportunity to improve their learning and extend themselves academically, pursue their interests and grow and thrive in a safe and nurturing learning environment. We also actively teach and support students to be kind, responsible young people who care and have empathy for others.

We encourage all of our students to take the opportunity to become involved in all that Tenterfield High School has to offer. We offer a range of extension learning activities, cultural programs, creative and performing opportunities, a range of sports as well as our well renowned Agricultural program. We also provide individual learning and wellbeing support for those who require it as well as career and transition pathways for our students.

It is very important that we work with parents and carers to provide the best support and opportunities possible for students. We encourage you to attend as many school events as you can and contact the school if you have any queries. We very much look forward to working with you in 2023!



Ms Stephanie Scott
Principal

Welcome to Tenterfield High School

This "Parent Pack" is designed to assist with the transition to Tenterfield High School of your Year 7 student. Starting high school is a big milestone in any child's life. It represents the beginning of your child developing the independence and maturity to become a young adult. The structure of the high school organisation and daily routine reflects that and encourages students become independent. Therefore, there are many changes for families to become familiar with when they first start high school. This "Parent Pack" is to help you. The THS Student Code of Conduct Booklet is given to each student at the beginning of each new school year after the Deputy and Year Advisor have spoken to each year group about its content.

In this pack you will find information about:

- Attendance
- Canteen
- Communication
- Interviews
- Mobile Phones
- Reports
- Student Wellbeing
- Uniforms

For more information please see the THS website or our THS Facebook Page. Alternatively call the Front Office to make an appointment on 02 6736 1200.

Dates of Commencement

Tuesday, 31st January 2023

Years 7, 11 and 12 students
(Students to return after Staff Development Days which are 27th & 30th January 2023)

Wednesday, 1st February 2023

Years 8, 9 and 10 students

School Hours

- Home Group is every morning at 8:45am for Roll Call and Daily Notices
- School ends every day at 3pm
- Year Group Meetings occur every Wednesday morning at 8:45am in lieu of Home Group

Term Dates for 2023

Term 1

Tuesday 31st January 2023

to

Thursday 6th April 2023

Years 7, 11 and 12 students
(Students to return after Staff Development Days which are 27th & 30th January 2023)

Term 2

Wednesday 26th April 2023

to

Friday 30th June 2023

(All students to return after Staff Development Day which is 24th April/Anzac Day Public Holiday 26th April)

Term 3

Tuesday 18th July 2023

to

Friday 22nd September 2023

(All students to return after Staff Development Day which is 17th July 2023)

Term 4

Tuesday 10th October 2023

to

Tuesday 19th December 2023

(Staff Development Day 20th December 2023)

Bell Times

MONDAY, TUESDAY, THURSDAY, FRIDAY

	Start	End
Mon – Assembly in MPU Years 7-12 Tues, Thurs, Fri Home Group Years 7-10	8:45	8:55
Period 1	8:55	9:55
Period 2	9:55	10:55
Recess	10:55	11:15
Period 3	11:15	12:15
Period 4	12:15	1:15
Lunch 1	1:15	1:35
Lunch 2	1:35	1:55
Period 5	1:55	2:50
HOME PM	2:50	3:00

WEDNESDAY

	Start	End
Year Meetings	8:45	9:05
Period 1	9:05	9:57
Period 2	9:57	10:49
Recess	10:49	11:09
Period 3	11:09	12:01
Period 4	12:01	12:53
HOME PM	12:53	1:03
Lunch 1	1:03	1:23
Lunch 2	1:23	1:43
Sport	1:43	3:00

Timetable Example

< Term 4 Week 3 - Term 4 Week 4 >

	MonA	TueA		WedA		ThuA	FriA
	Monday	Tuesday		Wednesday		Thursday	Friday
	18/10/2021	19/10/2021		20/10/2021		21/10/2021	22/10/2021
H 8:45 - 9:00	Year 7 Girls (7Home11) ♀ 7 MRS Amanda Munro-Jones	Year 7 Girls (7Home11) ♀ 7 MRS Amanda Munro-Jones (8:45 - 9:00)	H 8:45 - 9:00	Year 7 Assembly (Assem11) M MR Henry Gore	H 8:45 - 9:00	Year 7 Girls (7Home11) ♀ 7 MRS Amanda Munro-Jones	Year 7 Girls (7Home11) ♀ 7 MRS Amanda Munro-Jones (8:45 - 9:00)
1 9:00 - 10:00	Music Yr7 (7MUSL) ♀ Music MR Benjamin Ryan	Science Yr7 (7SCIL) ♀ 9 MS Olivia Parker (9:00 - 10:00)	1 9:00 - 9:55	Science Yr7 (7SCIL) ♀ 12 MS Olivia Parker	1 9:00 - 10:00	Geography B Yr7 (7GEOL) ♀ 19 MR Nigel Ellevsen	English Yr7 (7ENGL) ♀ 18 Peter Woodrow (9:00 - 10:00)
2 10:00 - 11:00	Tech - Food Yr7 (7TECFT2) ♀ Kitchen MRS Karen Cooper	Maths Yr7 (7MATL) ♀ 25 MRS Lea-Anne Butler (10:00 - 11:00)	2 9:55 - 10:50	English Yr7 (7ENGL) ♀ 20 MS Michelle Smith	2 10:00 - 11:00	Japanese Yr7 (7JAPL) ♀ 15 MISS Yvette Phillips	Maths Yr7 (7MATL) ♀ 24 MRS Lea-Anne Butler (10:00 - 11:00)
R 11:00 - 11:20			R 10:50 - 11:10		R 11:00 - 11:20		
3 11:20 - 12:20	Maths Yr7 (7MATL) ♀ 24 MRS Lea-Anne Butler	Japanese Yr7 (7JAPL) ♀ 15 MISS Yvette Phillips (11:20 - 12:20)	3 11:10 - 12:05	Music Yr7 (7MUSL) ♀ Music MR Benjamin Ryan	3 11:20 - 12:20	English Yr7 (7ENGL) ♀ 18 Peter Woodrow	Geography B Yr7 (7GEOL) ♀ 19 MR Nigel Ellevsen (11:20 - 12:20)
4 12:20 - 13:20	Resilience Yr7 (7RESA) ♀ 9 MRS Lea-Anne Butler	Geography B Yr7 (7GEOL) ♀ 19 MR Nigel Ellevsen (12:20 - 13:20)	4 12:05 - 13:00	Physical Education Yr7 (7PDHL) ♀ 17 MR Henry Gore	4 12:20 - 13:20	Science Yr7 (7SCIL) ♀ 9 MS Olivia Parker	Tech - Food Yr7 (7TECFT2) ♀ Kitchen MRS Karen Cooper (12:20 - 13:20)
L1 13:20 - 13:40			L1 13:00 - 13:20		L1 13:20 - 13:40		
L2 13:40 - 14:00			L2 13:20 - 13:40		L2 13:40 - 14:00		
5 14:00 - 15:00	Physical Education Yr7 (7PDHL) M MR Henry Gore	Physical Education Yr7 (7PDHL) M MR Henry Gore (14:00 - 15:00)	5 13:40 - 15:00	Bottom Shirley Sport (shir3) M MR David Druey	5 14:00 - 15:00	Resilience Yr7 (7RESA) ♀ LIBRARY MRS Lea-Anne Butler	GUITAR Yr7 (GUITAR) M MR Benjamin Ryan (14:00 - 15:00)
A 15:00 - 15:20			A 15:00 - 15:20		A 15:00 - 15:20		

Uniforms

Tenterfield High School endorses the THS school uniform as developed by the P&C Association in consultation with the SRC and staff. Year 12 also wear their 'Year 12 jumper' which is designed annually with their Year Advisor.

Uniforms are available for purchase through the THS canteen, if you currently own shorts and tracksuit pants that are plain microfibre material without any logos from Year 6 you are also free to wear those items to assist with the cost of uniforms. Please see the Uniform Price List at the end of this booklet.



Summer and Winter Uniform

Navy polo shirt
Navy microfibre shorts / navy microfibre
tracksuit pants
Navy jumper or hoodie



Senior Uniform

Navy polo shirt
Navy microfibre shorts / navy microfibre
tracksuit pants
Year 12 Jersey



Formal Uniform

(For leaders, SRC and others on representative occasions e.g.,

- Debaters
- Navy blazer
- White shirt
- School tie
- Tartan skirt (girls)
- Black stockings (girls)
- Grey pants (boys)
- Black shoes

Formal uniform can be worn everyday without the blazer

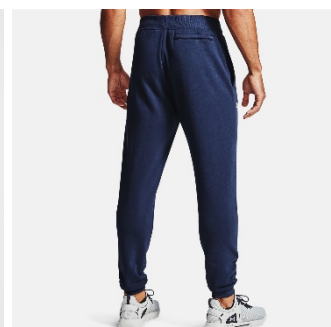
The Department of Education strongly recommends that students wear the correct footwear in practical lessons.
Students not wearing the correct footwear may be excluded from such classes for safety reasons.
The correct footwear consists of covered leather uppers and heel support.



Incorrect Uniform



Shorts or Tracksuit Pants with Logos



Jeans or Fleece Tracksuit Pants



Exercise Leggings



Open Sandals or Canvas Shoes

Support Staff for Year 7



Ms Stephanie Scott
Principal



Miss Sarah Thompson
Deputy Principal (Rel) 7,8,9



Mr Brian Edmonds
Deputy Principal 10,11,12



Miss Yvette Phillips
Head Teacher Wellbeing



Mr Peter Woodrow
Teacher & Learning Head Teacher



Mr Ben Ryan
Year 7 Advisor



Mrs Roberta Koch
Student Support Officer



Mrs Helen Clothier
Girls Advisor / Careers Advisor



Mr Phillip Jones
Boys Advisor



Mrs Roxanne Bancroft-Stuart
Aboriginal Education Officer



Ms Linda Hitchcock
First Aid Officer

General Information

Aboriginal Education Officer (AEO)

This position provides ongoing support and case management to our indigenous students and their families. Please contact the school if you would like an appointment.

Appointments

Parents and carers who may be concerned about their child's welfare or progress are encouraged to contact the Front Office on 02 67361200 to make an appointment with the most appropriate person that can assist with your query. The Front Office Staff will be able to assist you with this.

Assemblies

Formal assemblies occur throughout the term to recognise students for their academic, extra-curricular achievements and for positive behaviour. Students nominated for an award will have an invitation sent home to invite parents and carers to attend. In addition to this, formal assemblies will occur to mark special occasions such as Anzac Day and Graduation.

Attendance & Absences

Regular attendance at school is essential to assist students to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students.

- Parents and carers are required to explain all whole day or partial absences from school within 7 days of the first day of the absence period
- To explain absences you can:
 - a) Call the Front Office on 02 67361200
 - b) Fill out an absence note on our school Sentral Parent Portal App
 - c) Email the school tenterfiel-h.school@det.nsw.edu.au
 - d) Send in a signed note detailing dates and reasons and hand into the Front Office on students return
- If a student is absent for 2 or more consecutive days, the school requires a medical certificate
- If a student arrives late to school, he/she should present a note to the Front Office explaining the lateness. A kiosk is also set up in this location to sign in and collect their late slip to give to their first teacher
- Permission to leave the school grounds during school hours must also be requested by a signed note to Head Teacher Mathematics, Mrs Dhadlie in the Maths staffroom before 8:45am for a leave pass. Alternatively, a phone call or an email from home to request a leave pass is acceptable.

To leave during school hours, the student must sign out at the kiosk in the front office before leaving and sign back in if required. Wherever possible, appointments should be made outside of school hours
- For students travelling for a period of two weeks or more, an **Application for Extended Leave – Travel form** should be completed and provided to the Principal.

Please contact the Front Office if you require this form.

Notes

An explanation needs to be presented to the school as soon as possible after the absence. The note should contain the following information. The easiest way to do this is through the Sentral Parent Portal App. However if you send in a note with your child it must include

- Student's full name
- Date of absence and time if a partial absence
- Student's year group
- Reason for absence with as much detail as possible. E.g. Aunts' funeral, optometrist appointment, medical appointment
- A contact phone number
- Parent/Carer's signature

Please note: if your note is unjustified you will be contacted

Justified reasons:

Medical appointment

Physiotherapy (or similar provider) appointment

Dental appointment

Family funeral (close relative)

Accident – eg broken leg, x-rays, scans

Travel to a major sporting event (as a team member) eg State Age

Unjustified reasons:

- My child slept in
- Personal reasons
- Family reasons
- My child missed the bus
- My child refused to come to school
- My child was tired
- It was my child's birthday
- My car broke down
- My child was working
- It was the last day of school
- School events unimportant (sporting carnivals)
- My child did not attend the excursion
- Minding siblings

Unexplained absences:

Unexplained or partial unexplained absences go onto a student's record and reports if:

- You fail to send a note or call the school when your child is absent
- You fail to send a note or call the school within seven school days
- Your reason is unjustified or has not been clearly identified
- A student is late at the start of the day
- A student truants a class
- A student arrives more than 10 minutes late to a class
- A student walks out of a class before the bell has gone
- A senior student leaves the school during the day without parent/ carer's permission and/or a legitimate reason – they must sign in & out

Awards

Students are recognised for their academic, sporting, and extra-curricular achievements at Formal Assemblies. Additionally, students are rewarded for positive behaviour and leadership.

The Student Code of Conduct at Tenterfield High School is a guideline designed to encourage all students to work cooperatively with staff and one another in order to maximise learning outcomes.

Students who consistently follow the values of the school community: Respect, Responsibility & Do Your Best: will move through the Positive Levels with the rewards that each level brings.

Students all start on zero and progress through to Bronze, Silver, Gold and Platinum. Those who uphold the school values gain recognition for their positive attitude and actions as they participate in a wide range of school activities. General areas to earn positive points include: Academic, leadership, school service, community service, sport, participation, effort, attendance and uniform.

Teachers enter the 'positives' on Sentral and Year Advisors regularly collate the points which students accrue. Rewards are distributed depending on the level such as movie days, raffles, excursions and canteen vouchers.

Parents and students can monitor their 'positive' points on the Sentral Parent Portal App or the Sentral Student Portal.

Bikes/Scooters and Skateboards

Bikes must be placed in the bike racks on either side of the Front Office doors. Racks are attached to the walls in this area for scooters and skateboards to be hung throughout the day.

Students are required by law to wear a helmet.

Security cameras are located outside the Front Office to provide safety for students belongings.

Boys' Advisor

The Boys' Advisor for Tenterfield High School is Mr Phillip Jones. Duties include counselling and guidance of boys when required. Please arrange an appointment via the Front Office.

Bullying and Conflict

Please see Bullying and Conflict Flowchart at the back of this booklet.

Bus Information

Students that require to catch a school bus need to apply through the Transport NSW website: www.transportnsw.info. This will assist families to find all their travel information in the one place.

Students at Tenterfield High School will receive their travel pass at the start of the new school year. This card provides students with a travel discount anywhere in NSW and proof of age identification.

BYOD

"Bring Your Own Device" (BYOD) refers to students in all year groups bringing a personally-owned device to school for the purpose of learning. The use of computers is becoming increasingly common and our students need to be prepared for their future workplaces. While the school maintains a number of sets of computers, many students prefer to use their own computer that they are familiar with. This also assists with students being able to complete homework and assignments at home.

The laptop must follow the required specifications (provided on the BYOD policy), must be able to connect to the school Wi-Fi and have specific software or apps installed. Students are responsible for their own device and ensure it is charged.

The school offers lockers for the protection of laptops and will take reasonable precautions to protect student devices, but ultimately the school **cannot be held responsible for any damage to, or theft of, a BYO device**. Students who do not have their own device will be able to use a THS laptop.

Camp

The Year 7 Camp is held in Term 1. It is designed to allow the students to establish new friendships and to get to know their Year Advisor and Student Support Officer. It is held over a three-day period where the students travel to Coffs Harbour and participate in a range of organised activities. Information and permission notes are sent home early on in the Term to allow for payment plans and organisation.

Canteen

The canteen is operated by the Tenterfield High School P&C Association with the assistance of volunteers and a manager. The canteen provides hot and cold lunches, fruit, drinks and snacks for recess at reasonable prices according to the NSW Healthy Canteen guidelines. Uniforms and stationery are available for purchase. Please see updated price list attached at the back of this handbook.

Lunches must be ordered by recess each day; bags are provided at the counter and lunch orders are written on these.

Parents and carers can organise a credit with the canteen for their child to utilise for lunches and other items. Eftpos facilities are also available for your convenience.

Profits from the canteen are used to provide equipment and other requirements for the school through the P&C Association. Parents, friends and relatives are invited to contact the canteen on 02 6736 1712 to join the canteen roster. Such help benefits all students and is greatly appreciated.

Careers

Mrs Helen Clothier is the Careers Advisor, located next to Room 20 on the top floor of the main building.

Mrs Clothier is available to discuss subject selection, work placement and any appropriate work-related courses. She is also available for appointments if parents and carers have any queries. Please call the office to arrange a suitable time.

Guest speakers often visit the school to provide up-to-date information on various career pathways.

Carnivals

The Swimming Carnival, Athletics Carnival and Cross Country are held each year according to the school calendar. All students are required to attend all carnivals and support their house teams either by participating or by general encouragement.

Tenterfield High School representatives are eligible to be selected in zone, regional and state carnivals.

Cars

The school views driving as a Year 12 privilege and is fully supportive of students having a motor vehicle at school. A student must obtain the relevant permissions before driving a motor vehicle to school and this is non-negotiable.

The school also retains the right to revoke a student's motor vehicle permission if, at any time, the student does not comply with the school rules.

- A licensed driver may drive a registered car/motorcycle to/from school, providing authority is given by the parent or carer in writing.
- Students travelling as passengers with authorised drivers must also complete a similar permission note. The parents of the driver must also give permission for the nominated passengers to travel in that vehicle.
- Students are not to park in the staff car park behind the school. Space is available along the lane near the Multi-Purpose Unit.

Changes in Information

Please ensure that any information provided on the enrolment form is accurate. This is particularly important for immediate contacts and emergency contacts in the case of accident or illness.

Please advise the office promptly in writing of any changes that might occur such as phone number, address or change in family circumstances, including any court orders. Any enquiries about these matters will be handled confidentially and with sensitivity.

Classroom Management

Please see attachments at the end of this booklet.

Communication

Communicating with parents and carers is extremely important to us. Notification of important events or information will be posted on the Tenterfield High School Facebook Page, through the Sentral Parent Portal App and at times in a written note to students. A school newsletter is also published fortnightly.

To keep up with the latest notices and events that are happening at Tenterfield High School, 'Like' our Facebook page. Once your child is enrolled at Tenterfield High School, a letter will be sent home with a unique family code with instructions on how to download the Sentral Parent Portal App on your phone.

Once you have downloaded this app, you will be able to view your child's attendance, send in an absence note, see your child's 'positives', view all reports and receive all important notifications from the school.

Concerns

Staff are available to address any issues and concerns you might have. Parents and carers are invited to raise their concerns initially through the appropriate Year Advisor, Subject Teacher, Head Teacher or the Deputy Principal. Please contact the Front Office and you will be put through to the relevant person.

Any complaints concerning a general matter can be discussed with the Deputy Principal or Principal by appointment after other points of contact have been attempted.

We are happy to work with you until a solution is sought.

Computers

Tenterfield High School provides an extensive range of desktop and laptop computers for students to access. Computers are a valuable reference tool for all subjects, with students able to obtain filtered internet access and virtual study references at stations in the library and in selected classrooms. We have a technician offsite that supports our school with any problems.

Computer and Internet Code of Behaviour

Rights

- I have the right to use the DET network, wifi and internet for educational activities
- I have the right to privacy for my password, but I understand that staff have the right to supervise my time on any ICT
- I have the right to well maintained laptops and desktops that have not been vandalised
- I have the right to use CDs, DVDs and USBs with the permission of staff
- I have the right not to be subjected to rude, obscene or dangerous material

Responsibilities

- I will use the department's Wi-Fi network for learning
- I have the responsibility to maintain the computer facilities as they have been set up for the use by the school community
- I must report any problems with hardware or set up immediately to as teacher
- I will use my own portal/internet log-in details and will never share them with others
- I have the responsibility to respect the privacy of other people's passwords

-
- I have the responsibility to observe all copyright laws with respect to software and the internet. I will avoid plagiarism and acknowledge all sources used in my work
 - I have the responsibility to use appropriate language when using the school's computers
 - I have the responsibility to report any sites containing offensive or inappropriate material e.g. rude, obscene or dangerous sites
 - I have the responsibility to ensure my own personal safety and that of others by not revealing personal details, or the personal details of any other person, on the internet
 - I have the responsibility to publish or send/receive only appropriate material eg. email, attachments
 - I will use my device during school activities at the direction of the teacher
 - I will not attach any school-owned equipment to my mobile device without the permission of the school
 - I will not hack or bypass any hardware and software security implemented by the department or my school

Consequences

- Breaches of the Code of Conduct may result in the loss of access to the school's computer network and the internet. Parents will be notified of the breach and other actions may be required depending on the seriousness of the breach

NOTE: Each time a student logs into a school computer, they are accepting the terms and conditions of the above Computer and Internet Code of Behaviour

Daily Notices

The daily notices are published and read at Home Group and Year meetings every morning during roll call to inform students about upcoming events or general information. The daily notices are a vital part of communication within the school. Notices are also attached to the noticeboard out the front of the admin building. The daily notices are also available on the Sentral Parent Portal App and the Sentral Student Portal for parents and students to view at home.

Elective Subjects

Elective subjects are usually chosen in Term 3 for Year 8 and Year 10. A wide range of subjects are available to suit all needs and interests although some restrictions may be necessary due to NESA requirements, staffing and timetabling. Students' preferences are surveyed and options are discussed before finalisation of electives.

In addition, Year 7 are also surveyed in Term 3 to select their 'interest' electives for the following year.

Emergency Evacuation & Emergency Lockdown

Emergency evacuation and lockdown practices are carried out throughout the year to ensure the safety of staff and students should an emergency occur. In the case of an emergency, a procedure for the safe and orderly exit of students is scheduled in the event of an evacuation. A lockdown procedure is also in place in the event of a danger from outside of the school.

Procedures for an Evacuation:

An evacuation is indicated by ONE CONTINUOUS RING OF THE BELL

- Students and staff are required to move in an orderly fashion out of the building towards Petherick Park and line up in their Home Group
- A roll call is held to check the school has been completely evacuated
- Students and staff will be instructed as information is passed onto the Principal/Deputy Principal

Procedures for a Lockdown:

An lockdown is indicated by RINGING OF ALTERNATE SHORT/LONG BELLS

- A message will be announced over the phone system, 'this is a lockdown'
- If this occurs during class time, students are to remain in the classroom and are directed by the teacher as to what to do
- If a lockdown occurs at recess, lunch or during sport, students and staff are required to make their way to the nearest lockable room as quickly as possible including the MPU
- All students and staff are to remain in their safe rooms until notified the all clear over the phone system

Enrolments

All new enrolments are required to have an entry meeting with the Deputy Principal. An enrolment form needs to be completed by a parent/carer as well as other documentation that presents as evidence such as previous school reports, immunisation and proof of address. The enrolment form additionally provides our school with information and personal details which includes residential address, emergency contacts, medical conditions and permission to publish.

This meeting is an introduction which outlines the expectations of student behaviour and conduct as well as an opportunity for the student to choose their subjects. New enrolments are supported by their Year Advisor and assigned a peer from their year to show them around the school and help them settle in.

Excursions

Excursions are a fundamental part of Tenterfield High School's educational program.

A student must return a signed permission note for every excursion. Each student is expected to maintain the highest standard of behaviour according to the THS Code of Conduct and full school uniform is required unless there are special arrangements. All costs are to be covered by students before departure.

Annually, some year groups have the opportunity to participate in overnight excursions where the option to pay costs over a period of time is available.

Various sporting and subject excursions are also offered throughout the year. A new program will be introduced to THS soon which will enable you to digitally receive and sign all excursion notes through the Sentral Parent Portal App.

Fees & School Contributions

In recent years Tenterfield High School has waived any fees and school contributions due to our community being so heavily affected by drought and bushfires. However, as of 2022, invoices will be sent home to assist in the costs of materials and resources utilised by the students. Senior students are to pay for their own materials for their major projects. Excursions are still to be paid by students if they choose to participate. For further information please call the Front Office. Please see the fee schedule attached at the back of this booklet.

Financial Assistance

A student assistance scheme is available for all students. More information is available from our Principal. Please call the Front Office if you would like more information about this.

Fundraising

Fundraising activities are held throughout the year to raise money for school projects or to contribute towards authorised charities as approved by the Principal. The SRC organise fundraising activities such as cupcake stalls, out of uniform (mufti-days), barbecues etc. All activities must have the approval of the Principal. Fundraising activities will be advertised on Facebook and the Sentral Parent Portal App.

Girls' Advisor

The Girls' Advisor for Tenterfield High School is Mrs Helen Clothier. Duties include counselling and guidance of girls when required. Please arrange an appointment via the Front Office.

Home School Liaison Officer (HSLO)

It is compulsory for all students under the age of 17 to attend school. The department has a responsibility to ensure all students attend school regularly and to follow up on reported cases of poor attendance. The HSLO will work with the student, parent and family to improve attendance where appropriate.

Information Nights

Information nights are held throughout the year in order to present to parents details such as Year 6-7 Information and Subject Selection Process. Information Nights are advertised on Facebook and Sentral Parent Portal App as well as a written invitation given to the student.

Interviews

Interviews may be made by phoning the front office to make an appointment if parents or carers wish to discuss any school matter. Parents and carers may find it necessary to arrange to speak to the Year Advisor, Subject/Head Teachers, Deputy Principal or Principal. Parent teacher interviews are usually scheduled early Term 3. Information about these will be on Facebook and Sentral Parent Portal App.

Late to Class

If students are late to their next class due to helping or speaking to their previous teacher, a late note is required. If students do not have a late note, it will be treated as a truancy according to the Code of Conduct and entered as a negative on Sentral.

Learning Support Team

The learning support team meet regularly to discuss and consider action for students with special needs as well as organising support within community services. The learning support team specialises in catering for students with classroom work and exams with the assistance of school learning support officers. For more information please contact the Head Teacher Wellbeing.

Leaving School

Notification in writing from a parent or carer is necessary for all students who are ceasing enrolment at the school for any reason. A clearance form will be given to the leaving student from the Front Office to take around to all teachers and Head Teachers to sign.

Library

The library provides students with resources on the basis of trust. Most students honour this trust and return books without reminders. Please ensure books are returned in a timely manner and in the condition it was originally in. Photocopying and printing facilities are available as well as internet access. The library laptops can be used for study purposes whilst in the library.

Lost Property

To assist with limiting the amount of lost property at school, please ensure students have their name on uniforms, books and equipment. Leaving items in a safe secure place minimises the loss of personal items. If any items are lost or found please see the front office.

Meet The Teachers Barbecue

This is an opportunity to informally meet your child's teachers over a barbecue held in the middle of Term 1. Please look out for notification via Facebook and the Sentral Parent Portal App.

Medication

Students requiring medication to be taken at school must inform the school in writing either when enrolling or when the medical condition arises. Please see the front office for the necessary documentation that needs to be filled out and signed by parents and doctors. Students who have serious medical conditions or need to have their medication on them must have a health care plan.

This is overseen by the Head Teacher Wellbeing who will liaise with parents and carers as required.

Mobile Phones

Students are discouraged from bringing mobile phones to school. If they are brought to school, phones must be turned off and out of sight during the school day. If phones are sighted at any time during the school day they will be confiscated. This also applies if smartwatches are used during the day. We encourage you not to allow your student to bring a mobile phone to school. If you need to get a message to them please call the Front Office. The school accepts no responsibility if these items are lost or stolen. Please see the Mobile Phone Policy and Flowchart at the back of this booklet.

P&C Association

Parents are encouraged to join the P&C. Meetings are held the first Wednesday of every month and is a forum for parents to discuss ideas for fundraising and any issues that might arise for the benefit of the students and community of Tenterfield High School. The P&C makes a valuable educational and financial contribution to the school. It's influence and voice depend on the strength of its membership. The P&C also runs the school canteen and uniform shop where volunteers are always welcomed.

Parent Teacher Interviews

Parent Teacher Interviews are held usually in the last week of Term 1 for Year 12 students and the first week of Term 3 for Years 7-11. It is an opportunity for parents and carers to speak to each of the teachers about a student's progress. If a longer session is required, arrangements should be made with the teacher at another mutually convenient time. If parents or carers would like other information or if there is any area of concern, they should arrange an appointment with the Year Advisor or Head Teacher where appropriate.

Prior to the Parent Teacher Interviews, parents will be provided with instructions on how to book interview times through the Sentral Parent Portal App. This event will also be advertised on Facebook and the Sentral Parent Portal App.

Payments

The Front Office is open for payment of monies by students before school, recess and at lunch time. We accept cash and cheques. The online payment system is also available on our website and Sentral Parent Portal App.

Physical Education

All Year 7-10 students must take part in physical education lessons. Where illness or incapacity prevents full and active participation, a note and/or medical certificate should be sent in to the teacher.

Privacy

School Photographs are taken each year for administrative purposes.

Tenterfield High School requests your permission to publish information about your child for the purposes of sharing his/her experiences with other students, informing the school and broader community about school and student activities and recording student participation in special projects or community service.

Tenterfield High School will not publish information that identifies or could reasonably identify a student unless the school has permission from that students' parents or carers.

Property

All school property and personal property should be treated with care. Please report any damage or vandalism to a teacher. Students are requested to ensure that all personal property is kept under their care and supervision at all times.

Resilience Project

This evidence-based wellbeing program is taught in Years 7-10. It aims to improve student resilience by teaching gratitude, empathy and mindfulness.

Road Safety

The Department of Education states that road safety is everyone's responsibility. All types of travel require planning, safe practices and observing road rules and guidelines. School communities can work together to help make getting to school safely easier.

We all need to reinforce and practice:

- using safe travel routes,
- modelling how to be a safe road user
- always following road rules and the road signs
- creating safer environments
- assisting students to become independent travellers

Tenterfield High School students that travel to school as pedestrians, cyclists, scooter or skateboard riders, passengers in cars or buses or as drivers, need to be aware of safe entry and exist procedures at our school.

Students travelling as passengers in cars are not to be dropped on Whereat Lane, instead they are to use drop off points on High Street and use the 2 main entry and exit points on High Street. The third gate is located on Scott Street, and can also be used as an entry or exit point for student drivers and arrivals from the Western end of school. When crossing High Street, students must use the designated safety island.

Students travelling on a wheeled device need to ensure helmets are worn at all times, they enter the school on High Street and walk their device to the storage racks outside of the front office.

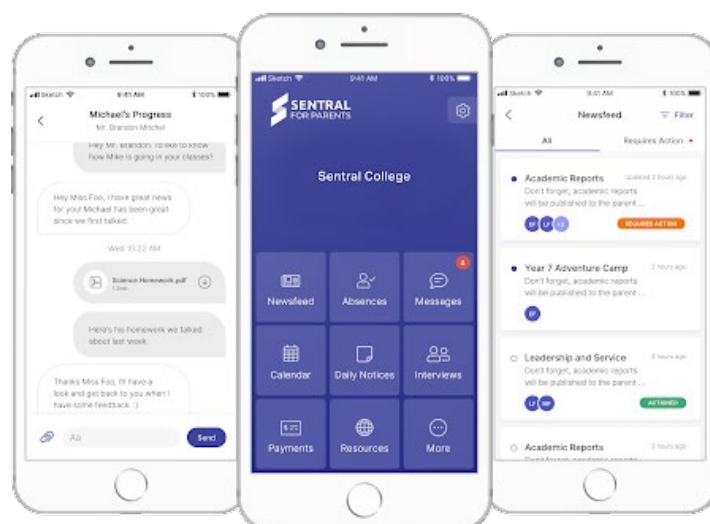
Sentral Parent Portal App

The Sentral Parent Portal is an online system for parents to download as an app on their phone. This enables parents to access information about their child and to provide information back to the school.

Features include:

- Attendance
- School Reports
- Student Timetable
- Booking of Parent/Teacher Interviews
- Notification of Absences

Once your child is enrolled at Tenterfield High School, a letter will be sent home with a unique family code with instructions on how to download the Sentral Parent Portal App on your phone.



School Reports

School reports are issued for all students for each semester and are available electronically through the Sentral Parent Portal at the end of Terms 2 and 4 for Years 7-11 and Terms 1 and 3 for Year 12. All school reports will have information about how students are performing against subject outcomes as well as a teacher comment. All student reports are in line with NESA requirements and the Tenterfield High School assessment booklets.

Special Religious Education (SRE)

A feature of the public education system in NSW is the opportunity to provide time in class for education in ethics, faith and morality from a religious or non-religious perspective at the choice of parents.

The SRE program is available to students in Year 7 and 8 for one hour per week and Year 9 students an hour per fortnight.

A note on enrolment is provided to notify the school that parents/carers DO wish their child to attend SRE. If the note is not returned it is assumed that the child will not participate in SRE.

Sport

Sport is on Wednesday after lunch and is a mandatory requirement of NESA for Years 7-10. The mandatory sport program has been developed to encourage all students to become involved in sport – both team and recreational. The sports offered to students take into account preference, costs and available venues.

- Students choose from a variety of sports and rotate through a cycle of sports over the year
- Each sport cycle will last one term
- Students will not be permitted to change their sport choice for the term unless approved by the Sports Co-ordinator

Attendance and participation are compulsory except where an exemption is granted on medical grounds. Exemption requests are to be in writing in advance and will be considered by the Sports Co-ordinator.

Sport Houses

Students are allocated a house upon enrolment. We have four houses at Tenterfield High School. Siblings are allocated to the same house. Students represent their sporting house in the school swimming, athletics and cross country carnivals. A champion house is announced at the end of each carnival and at the end of the year.

Cunningham – Yellow

Oxley – Blue

Stewart – Red

Parkes – Green

Sporting Teams

As a representative of Tenterfield High School a student is expected to wear the team uniform and to exhibit good sportsmanship, which involves consideration for others and playing to the rules, as well as abiding by the umpire/referee's decision and exhibiting good team spirit.

Stationery Requirements

Year 7 book packs are available for purchase at the school canteen. In 2022, the book packs will be available to students at a subsidised rate of \$50. Other books and other stationery can be purchased through the school canteen.

Student Representative Council (SRC)

The Student Representative Council (SRC) is elected for a year. There are usually 4 members per year group elected by their peers from each year. The School Captains and Year 12 leadership team are also members of the SRC. The responsibilities of the SRC cover a wide range of areas of concern to students and include the following activities:

- Forum for raising concerns and suggestions
- Fundraising schemes for school and community activities
- Training for leadership within the school and community

-
- Representing the school body at formal school events and in the community

Student Support Officer

Mrs Roberta Koch is our Student Support Officer and her office is located next to Room 20 on the top floor of the main building. Part of her role is to assist the Year 6 students in their transition into Year 7. Students can see Mrs Koch for support in areas such as bullying, developing self-esteem, resilience, conflict resolution and coping skills, peer mediation, or to be connected to local external support and youth services.

Student Wellbeing

Student wellbeing is very important to Tenterfield High School and we offer an extensive range of programs to support our students.

Programs vary from RU Ok Day, Bullying No Way! Day, the RAGE Program and others based on the importance of resilience.

We provide a variety of staff to support student wellbeing:

- Head Teacher Wellbeing
- Student Support Officer
- Year Advisors
- Girls Advisor
- Head Teachers
- Deputy Principal & Principal

Study and Homework

Students are advised to set aside adequate time for a comprehensive plan for study, revision and homework. This study plan should be balanced with recreation periods. Students are encouraged to familiarise themselves with the requirements of the various faculties.

Term 5

Interest activities are offered during the closing week of the year known as Term 5 Activities. Such activities have been highly successful and positive reports from students have been recorded. They have added a valuable extra dimension to our curriculum by providing students with the opportunity to develop their talents and potential in areas of interest. Attendance during Term 5 is compulsory.

Textbooks

Prescribed textbooks and class sets are provided from the school's textbook stock. Students are required to adhere to the following guidelines.

- To take proper care of all books on issue to them
- To return them in good condition or pay for repairs
- To replace lost textbooks

Truancy

If absence checks reveals instances of truancy, parents will be notified and will be followed up by a Head Teacher or Deputy Principal. Students who persistently truant will be disciplined according to the Tenterfield High School Code of Conduct.

Vaccinations

Year 7 students are automatically entered into the vaccination program through NSW Health. Scheduled visits from specifically trained registered nurses visit Tenterfield High School and carry out the necessary vaccinations. Please see attached document in the additional information section at the back of this booklet.

Visitors

Our school prides itself on maintaining a safe, happy learning environment for students. Teachers, guests, visitors, volunteers and contract employees at our school are reminded that they too will be contributing to the care and responsibility for students and maintaining a safe environment.

It is important that visitors maintain a professional and ethical code of conduct and that no inappropriate action or misconduct with any student who is in their care, or with whom they are in contact, occurs.

Procedures for visitors

- All enquiries must be directed to the office staff
- All visitors must sign in immediately on arrival and sign off on departure
- Visitors will be issued with an identification badge which **MUST** be worn for the duration of the visit

Work Experience

Our work experience program comprises of a week-long placement in an approved position in Year 10. Students are advised to discuss their plans with the careers teacher and to make their application placement.

Year Advisors

Each year group has a Year Advisor who have the responsibility of guiding each student through their years at high school. She/he may be contacted through the office whenever the need arises for advice or assistance in any school matter. Year advisors assist in placement in class, preparing school reports, wellbeing meetings and overall student support.

Subject Fee Schedule 2023

	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Technology Mandatory	\$50 pa	\$50 pa				
Engineering & Electronics (STEM)			\$20 pa	\$20 pa		
Food Technology			\$120 pa	\$120 pa		
Industrial Technology - Metal			\$70 pa	\$70 pa	\$70 pa	\$120 pa Plus self funded HSC Project
Industrial Technology - Wood			\$70 pa	\$70 pa		
Photographic & Digital Media			\$50 pa	\$50 pa		
Textiles Technology			\$70 pa	\$70 pa		
Visual Arts	\$20 pa	\$20 pa	\$20 pa	\$20 pa	\$40 pa	\$40 pa Plus self funded HSC Project
Design & Technology					\$70 pa	\$120 pa Plus self funded HSC Project
Ceramics			\$50 pa	\$50 pa	\$50 pa	\$50 pa Plus self funded HSC Project
Photography, Video & Digital Media					\$50 pa	\$50 pa Plus self funded HSC Project
VET Construction					\$50 pa	\$100 pa
Vet Kitchen Operations					\$150 pa	\$150 pa
Vet Hospitality					\$150 pa	\$150 pa

Positive Merit Scheme

Bronze Major Award

- 25 positive awards
- certificate
- entry into a raffle
- participation in an end of semester activity

Silver Major Award

- 75 positive awards
- certificate
- entry into a raffle (better reward and greater chance of winning)
- participation in an end of semester activity

Gold Major Award

- 125 positive awards
- certificate
- Individual gift voucher
- participation in an end of semester activity

Platinum Major Award

- 150 positive awards plus 2 service awards
- Certificate
- Presented at Presentation Day
- Individual gift voucher
- participation in an end of semester activity

Positive Awards are awarded for:

- active participation during the school day
- improved effort and application in class
- outstanding effort in classwork or assignments
- excellent achievement in school, sport or community pursuits
- consistent effort to achieve potential
- compliance with school rules and teacher directions
- positive interactions with others
- the wearing of full school uniform – to be monitored in Home Group

- regular attendance
- any positive behaviours not listed
- a Service Award = representing the school, in community & major school activities

Responsibilities

Teachers

Ensure they are regularly giving out positive awards to students. At a minimum entry for each class need to be done once a fortnight. Group entries can be done. It is not just for the high achieving students but any student who is complying with our expectations, showing improvement etc

Home Group Teachers

Give positive to every student who has been in uniform all week

Year Advisors

Collate each of the awards and organise positive reward activities / excursions

Attendance Team

Will monitor positive attendance and give positive award for students with attendance over 95% every fortnight

Head Teacher Wellbeing

Overall responsibility and oversight of the scheme

Negative behaviour

While students will still be able to accumulate positive entries, they will not receive their awards and prizes in the positive wellbeing system until there is an improvement in their behaviour as determined by the school executive.

Ready To Achieve Essential Eleven

1. Line up calmly outside the classroom

2. Enter the classroom quietly. Hats and Hoods off

3. Sit appropriately and stay in your allocated seat

4. Follow THS phone and technology policy

5. Raise hand, wait to ask or answer a question

6. Pay attention when the teacher, or another person is talking to the class

7. Follow all staff directions

8. Complete set work, including homework


9. Wait for the teacher to dismiss the class when the bell goes

10. Eat only in breaks (water permitted)


11. Use respectful language

BEHAVIOUR MANAGEMENT FLOWCHART

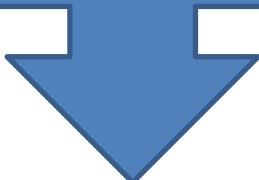
First Warning: Teacher outlines your disruptive behaviour and you are given a warning.



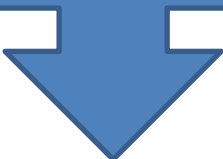
Second Warning: Teacher outlines your disruptive behaviour and you are given a warning.



Isolation Desk: You are no longer a part of the teaching and learning activities of the class. You move to the Isolation Desk and fill in the Reflection sheet. You hand the sheet to the teacher at the end of the lesson and they advise you of a time to meet with the Head Teacher. If you engage with the class or teacher at any point while on the Isolation Desk you will be removed to the Head teacher immediately.



Restorative Meeting: You meet with both the Head Teacher and your class teacher to discuss the entries you have made on your reflection sheet. If they are not adequate you will not re-enter the classroom. You will continue with the Head Teacher until Reflection sheet questions are addressed adequately.



Gross Misconduct: The above steps can be made null and void at any time for any dangerous, grossly offensive or threatening behaviour and you will be removed to the Head Teacher immediately.

Safety Seven Playground Rules

1.

Always follow teacher directions on the playground and canteen line

2.

Use Toilets appropriately

3.

Stay within bounds in the playground

4.

Always show respect
- use appropriate language
- do not touch other people
- clean up your rubbish

5.

Follow THS mobile phone and electronic device policy

6.

Report any bullying, conflict or unsafe behaviour to a teacher

7.

All areas apart from the basketball court, handball area and Petherick oval are passive areas

Tenterfield

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Follow Up for Negative Behaviour

RED = Referral to the Deputy Principal and direct parent / carer contact.

Incidents = physical violence or aggression, verbal aggression towards staff, direct verbal bullying and intimidation / threats towards students, refusal to follow Head Teacher instructions. illegal substance, weapons, persistent disobedience, extremely dangerous or unsafe behaviour.

Follow up may include = restorative meetings, behaviour contracts, behaviour monitoring cards, withdrawal from the playground, school service, referrals for further support, in-school isolation, warning of suspension, suspension

ORANGE = Referral to the Head Teacher and parent / carer contact via Sentral portal or direct contact.

Incidents = Isolation Desk in the classroom, truanting lesson, leaving school grounds without permission, refusal to follow teacher instructions, bullying and intimidation, threatening behaviour towards others, continued disobedience, ongoing student conflict

Follow up may include = restorative meetings, behaviour contracts, behaviour monitoring cards, withdrawal from the playground, school service, referrals for further support. Accumulation of Orange incidents will result in referral to Deputy Principal.

YELLOW = Classroom Teacher or teacher on playground duty.

Incidents = forgetting equipment, late to class, poor effort / lack of focus in class, littering, disobedience, inappropriate interactions with staff and other students, student conflict

Follow up may include = restorative meetings, detentions, withdrawal from the playground, school service. Accumulation of yellow incidents will result in parent / carer contact and referral to Head Teacher.

Representing THS and participation in extra-curricular activities:

Students will not be able to do this if they are suspended or on a Deputy Principal Monitoring card. Students will be on these after returning from a suspension or as part of Deputy Principal behaviour management.

Positive Awards:

While students will still be able to accumulate positive entries, they will not receive their awards and prizes in the positive wellbeing system until there is an improvement in their behaviour as determined by the school executive.

BULLYING VS CONFLICT

WHAT IS BULLYING?

Bullying is deliberate and repeated aggressive behaviour towards someone else with the intent of hurting or humiliating them. There is usually a power imbalance between the victim and the bully.

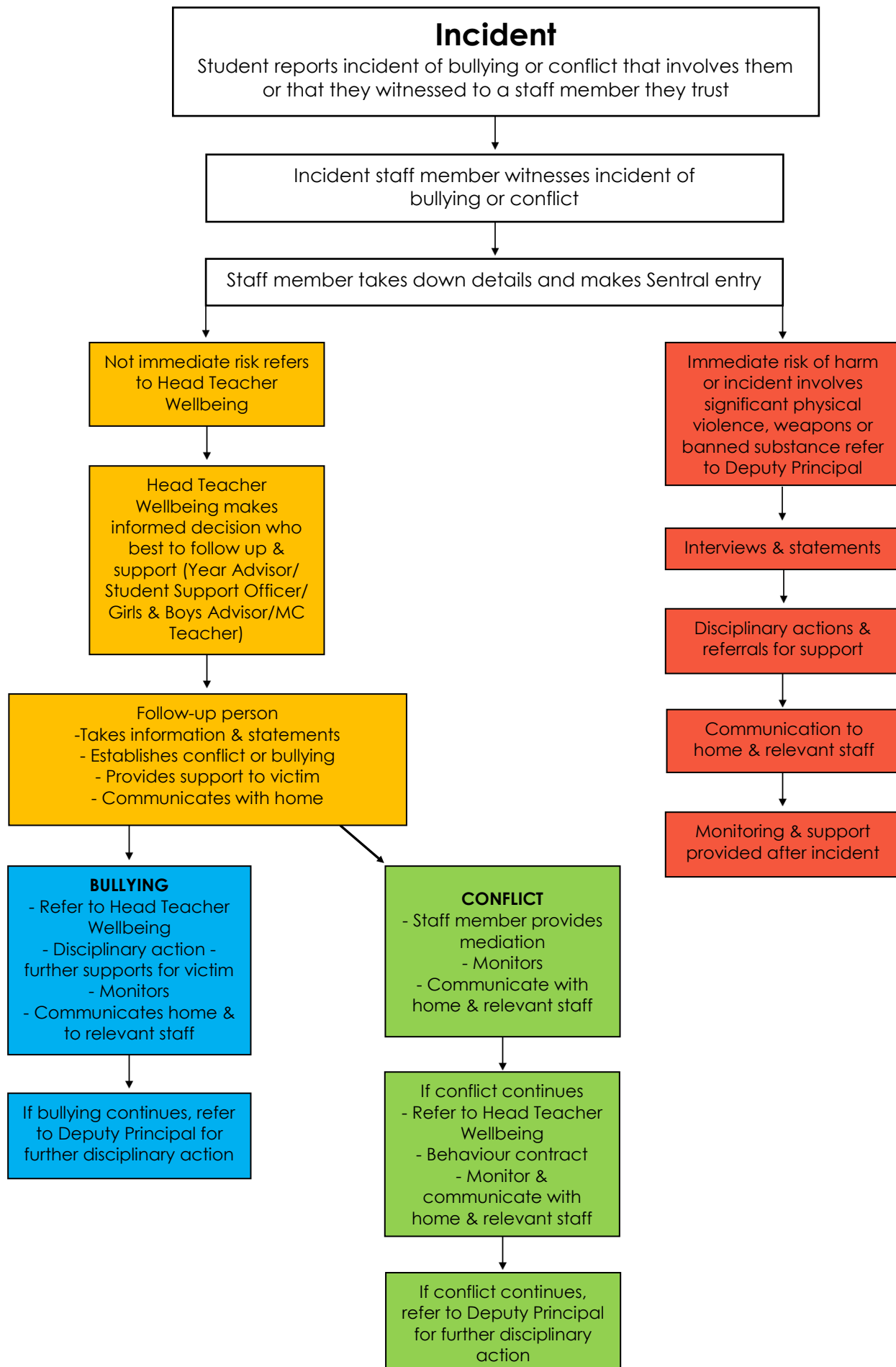
For example, the bully might be more popular or physically larger or they may be part of a group that is targeting an individual or a more vulnerable group.

WHAT IS CONFLICT?

Conflict is not bullying. Conflict is a normal part of relationships and social interactions. Conflict is when students of equal standing have a disagreement about something. Conflict can still be very hurtful and upsetting and inappropriate behaviours can still occur during conflicts. However, usually both sides are involved in this and are contributing to the situation.

Please see over for the Bullying and Conflict Flowchart

BULLYING & CONFLICT FLOWCHART



Mobile Phone and Electronic Device Policy

Overview

Tenterfield High School believes in maintaining a safe and effective educational environment for all students. Research shows that the mere presence of mobile phones in the classroom and playground can be detrimental to student performance, mental health and positive social interactions. Therefore, Tenterfield High School has banned the use of mobile phones in the school at all times apart from:

- 1) Students who require it as a medical emergency device
- 2) Some pre-approved learning activities (outlined below)

Tenterfield High School accepts that parents give their children mobile phones to protect them from everyday risks involving personal security and safety. There is also increasing concern about children travelling alone or commuting long distances to school. It is acknowledged that providing a child with a mobile phone gives parents reassurance. As a result, students will be required to switch off their phones and store them in their bag from the time they enter the school till the time they leave school. If a parent needs to contact a student during the school day, they may call the **Front Office on 6736 1200**.

Although the school understands that many students will bring mobile phones it accepts no responsibility for replacing lost, stolen or damaged mobile phones, including travelling to and from school.

Pre-approved Learning Device

There may be times when phones may be used at the discretion of the classroom teacher for a pre-approved learning activity. In this instance the teacher will send a note home outlining the activities that will be completed and for how long the device will be used. Normal code of conduct will apply outside of this lesson and for inappropriate use during lessons

School Sport, Excursions and Sports Carnivals

The mobile phone policy is also applicable to school sport. Students will not be able to use their phones during Wednesday school sport or school carnivals but may be allowed on certain school excursions at the discretion of the teachers involved.

Procedures for not following the mobile phone policy

The flow chart attached outlines the procedures for not complying with the school's mobile phone policy. Additional information to the flow chart:

- 1) The parent / carer may choose not to collect the phone that day. In these instances, the phone will be kept in the school vault until it is convenient for the parent / carer to collect.
 - 2) There may be exceptional and rare circumstances where a parent / carer is not able to collect the phone that day and the student requires it that afternoon or evening. In negotiation with a Deputy Principal or Principal the phone in these instances may be given to the student, however the parent / carer will still be required to attend a meeting at the school as soon as possible. The student will not be allowed to have their phone at school until this meeting occurs.
-

Staff use of Mobile Phones

Staff need to have their phones on them at all times in case they need them in an emergency. Staff also require them for some administrative purposes - such as roll marking. However, apart from these circumstances staff are expected to model appropriate mobile phone behaviour and only use their phone where necessary.

Policy around other devices

- 1) Wireless/wired Headphones are banned and must not be seen at school at all. The only exception to this rule is for Year 12 students in the senior study at the discretion of the teacher or during online testing (VALID/NAPLAN)
- 2) Smart Phones must be switched off at all times during the day.
- 3) Other devices such as laptops are allowed, however they must be used appropriately and in accordance with the school's BYOD policy. The internet is only to be accessed via the school network not a phone hotspot and students must comply with teacher's instructions when using these devices.

If wireless headphones are seen or used and if other devices are used inappropriately, they will be confiscated and the implementation of the above procedures will occur.

Procedures for not Following the Mobile Phone and Electronic Device Policy

Staff member contacts the front office to say that a student is bringing over a phone in an envelope



The teacher logs the incident on Sentral. The student will be required to attend a detention either that day or the next day (if it occurs in the afternoon).



If this is a first offence that student will collect the phone after school from the office. For every offence after this the phone will be placed in the vault by the DP/Principal and phone home to arrange a time for the parent/carer to pick up the phone after 3pm that day.



Further disciplinary action will be taken as follows:

2nd incident of having phone confiscated in - school isolation
3rd incident of having phone confiscated - suspension



If a student refuses to follow the teacher's instructions and hand over the phone then a Head Teacher or Deputy Principal is to be called. If the student hands over their phone they will then need to attend an executive detention.



If a student refuses to follow the Head Teacher or Deputy Principal's instructions it will result in a suspension for persistent disobedience.








Please note that wireless headphones are not to be seen or used and will be subject to the same procedures above. Smart Watches must be on aeroplane mode at all times. The inappropriate use of smart watches as well as other devices such as iPads and laptops, will also be subjected to the same procedures.

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Who can help me?

LOST 	Year Advisor Senior Student Any Teacher Front Office Staff
SICK 	Front Office Staff / Sick Bay They will ring home and make sure that you are looked after. Please don't be tempted to use your mobile phone. It is important that we know where you are.
WORRIED 	Year Advisor Head Teacher Wellbeing Student Support Officer Girls Advisor Boys Advisor Favorite Teacher At times you may be worried about you, your family or friends. We have lots of ways to help you.
LOST TIMETABLE 	Front Office Staff The office staff can always print off a copy of your timetable. A helpful hint is to glue a copy in your student diary.
BULLYING/PEER ISSUES 	Year Advisor Head Teacher Wellbeing Student Support Officer Bullying is NOT ok. We strongly encourage you to report any bullying that you may be experiencing in person or online.

Year 7 vaccinations

Free vaccines for all Year 7 students

Dear Parent/Guardian

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

Vaccines include:

1. Human Papillomavirus (HPV) vaccine (2 doses)
2. Diphtheria-Tetanus-Pertussis (whooping cough) (dTpa) vaccine (1 dose)

THESE VACCINES ARE ONLY PROVIDED FREE FOR YEAR 7 STUDENTS

What do you need to do?

- ✓ Year 7 Parent Information Kit will be distributed by your school at the beginning of 1st term
- ✓ Read the information included in the Kit (translated copies are available on the website below)
- ✓ **ENSURE FORM IS COMPLETED CORRECTLY, AND SIGN FOR EACH VACCINE REQUIRED**
- ✓ **COMPLETE CONSENT FORMS IN BLUE OR BLACK PEN ONLY**

On the day of the vaccination clinic:

- ✓ ensure your child has eaten breakfast the morning of the clinic
- ✓ ensure your child is wearing clothing that enables the upper arm to be exposed

Ask your child for the record of vaccination when they arrive home on the day of the clinic – keep this record in a safe place (eg. baby's' blue book), ideally notify your GP for their records.

What if your child misses a vaccine?

You won't need to do anything. Every effort will be made to catch-up missed vaccines at other clinics at your child's school during the year or the following year when they are in year 8.

More questions?

Please contact Hunter New England Local Health District, Immunisation Unit on 49246477, hnelhd-phimmunisation@health.nsw.gov.au or visit <http://www.health.nsw.gov.au/immunisation/Pages/schoolvaccination.aspx>

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UNIFORM PRICES

Socks	\$15
Polar Fleece Jumper	\$20
Shorts	\$35
Track Pants	\$35
Navy School Shirt	\$40
Senior Shirt	\$40
Skirt	\$40
Canterbury Pants	\$50
Hoody	\$55
Year 7 Book Pack	\$50 *
Year 8 Book Pack	\$35

Please pay by cash, cheque or Eftpos at the School Canteen

*A portion of the book pack has been subsidised by THS

TENTERFIELD HIGH SCHOOL CANTEEN MENU

FRUIT/SALADS

E Piece of fruit*	\$ 1.00
E Watermelon bowl	\$ 3.00
E Mixed fruit bowl*	\$ 3.50
E Chicken & Salad**	\$ 5.00
E Ham & Salad**	\$ 5.00
E Egg & Salad**	\$ 5.00
E Garden Salad**	\$ 4.00

SANDWICHES/ROLLS (50c extra)

E Egg & Lettuce	\$ 4.00
E Salad**	\$ 4.00
E Ham & Salad**	\$ 4.50
E Chicken & Salad**	\$ 4.50

WRAPS

E Chicken & Salad**	\$ 5.00
E Ham & Salad**	\$ 5.00
O Sweet Chilli Chicken	\$ 5.00

TOASTED SANDWICHES

E Cheese	\$ 3.00
E Ham/Chicken & Cheese	\$ 3.50
E Ham, Cheese & Tomato	\$ 4.00
E Chicken, Cheese & Avocado*	\$ 4.00
E Ham, Cheese & Pineapple	\$ 4.00
E Additional toppings	\$ 0.50

TURKISH MELTS

E Baby Spinach, Pumpkin & Feta	\$ 4.00
E Ham, Cheese & Pineapple	\$ 4.00
E Chicken, Cheese & Avocado*	\$ 4.00
E Tuna, Cheese & Avocado*	\$ 4.00

EVERDAY HOT FOOD

E Ham & Cheese Bun	\$ 2.00
E Lasagne	\$ 4.00
O Hot Dog	\$ 3.00
O Garlic Bread	\$ 2.00
O Crumbed Chicken Tender	\$ 2.00
O Noodles	\$ 2.50
O Bacon & Egg Muffin	\$ 3.00
O Bacon & Egg Muffin with cheese	\$ 3.50
O Pizza Rounda	\$ 3.00
O Sausage Roll	\$ 3.00
O Spinach & Ricotta Roll	\$ 3.00
O Pie	\$ 4.00

SNACKS

E Yogurt with Blueberries* & Muesli	\$ 2.00
O Red Rock Deli Chips	\$ 1.20
O Grain Waves	\$ 1.20
O Fresh Fruit Muffins	\$ 1.00

DAILY SPECIALS

E MONDAY - Loaded baked potato	\$ 5.00
E WEDNESDAY - Soup & a roll	\$ 4.00
E FRIDAY - Pizza	\$ 5.00
TUESDAY/THURSDAY - varies	
E Butter Chicken & Garlic Naan	\$ 5.00
E Spanikopita & Greek Salad	\$ 5.00
E Mexican Chicken Salad Bowl	\$ 5.00
E Pasta Bake	\$ 4.00
E Quiche & Salad	\$ 5.00
E Chicken Enchilada	\$ 5.00
E Beef Burrito	\$ 5.00

* Seasonal fruit/vegetable

**Salads contain a choice of 6 of the following - Lettuce/Baby Spinach, Tomato, Cucumber, Carrot, Beetroot, Red Onion, Corn, Grated Cheese/Feta, Avocado, Roast Pumpkin (additional 50c each)

HEALTHY SCHOOL CANTEEN FOOD CODING E = Everyday O = Occasional

ALL LUNCH ORDERS BY STUDENTS AND STAFF TO BE PLACED PRIOR TO END OF RECESS

TENTERFIELD HIGH SCHOOL CANTEEN DRINKS MENU

WATER

E 1 litre	\$ 2.50
E 600ml	\$ 1.00

OTHER

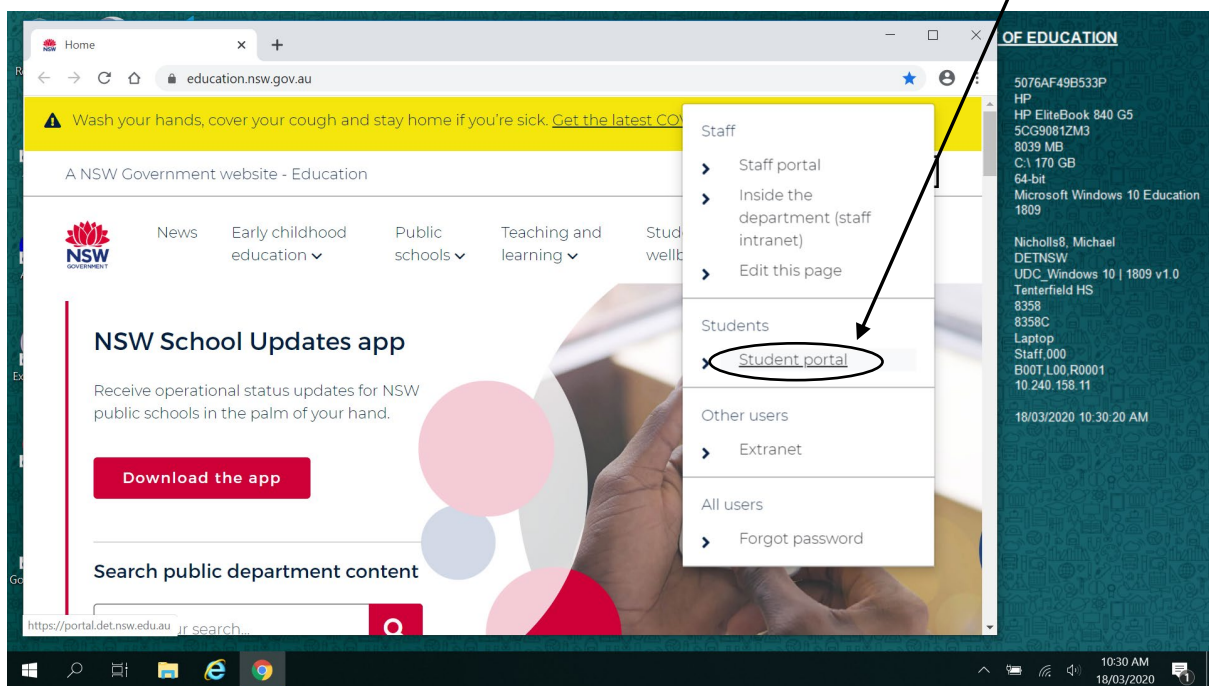
E Plain milk 600ml	\$ 2.50
E Flavoured milk 300ml	\$ 2.50
E Flavoured milk 600ml	\$ 4.00
E Up n Go	\$ 2.50
E Pure Apple/Orange Juice	\$ 2.00
O Chill Iced Tea	\$ 3.00
O Waterfords Lite Sparkling	\$ 3.00
O Hot Milo	\$ 2.00

FROZEN TREATS

E Snap Stix	\$ 1.00
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How to access Google Classroom for Parents & Students

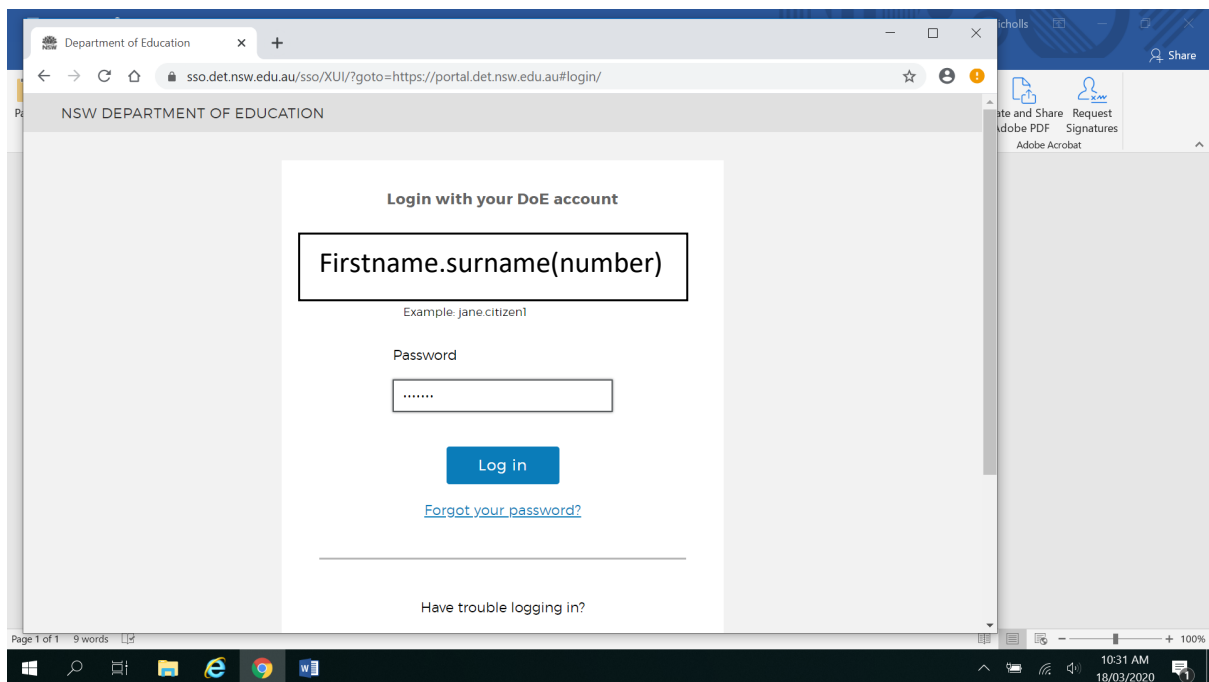
1 Log into the DET Student portal (google DET Student Portal) and select Student Portal



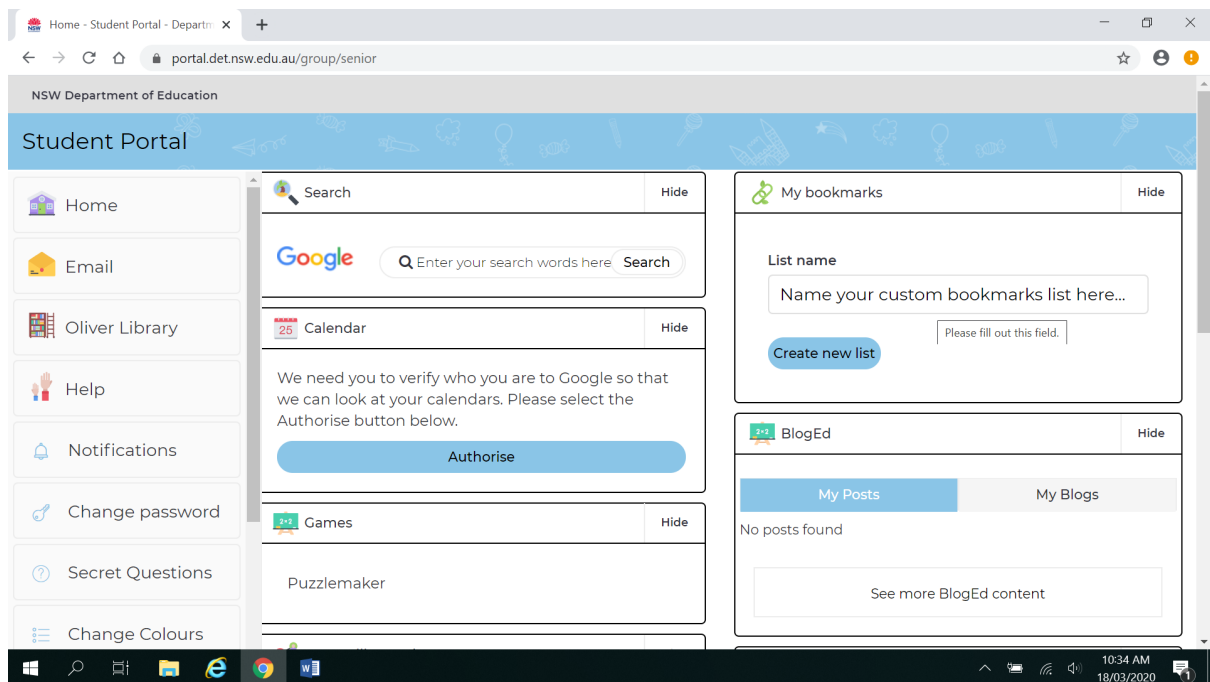
2Login

Type in Username - Firstname.surname(number) ie peter.woodrow13

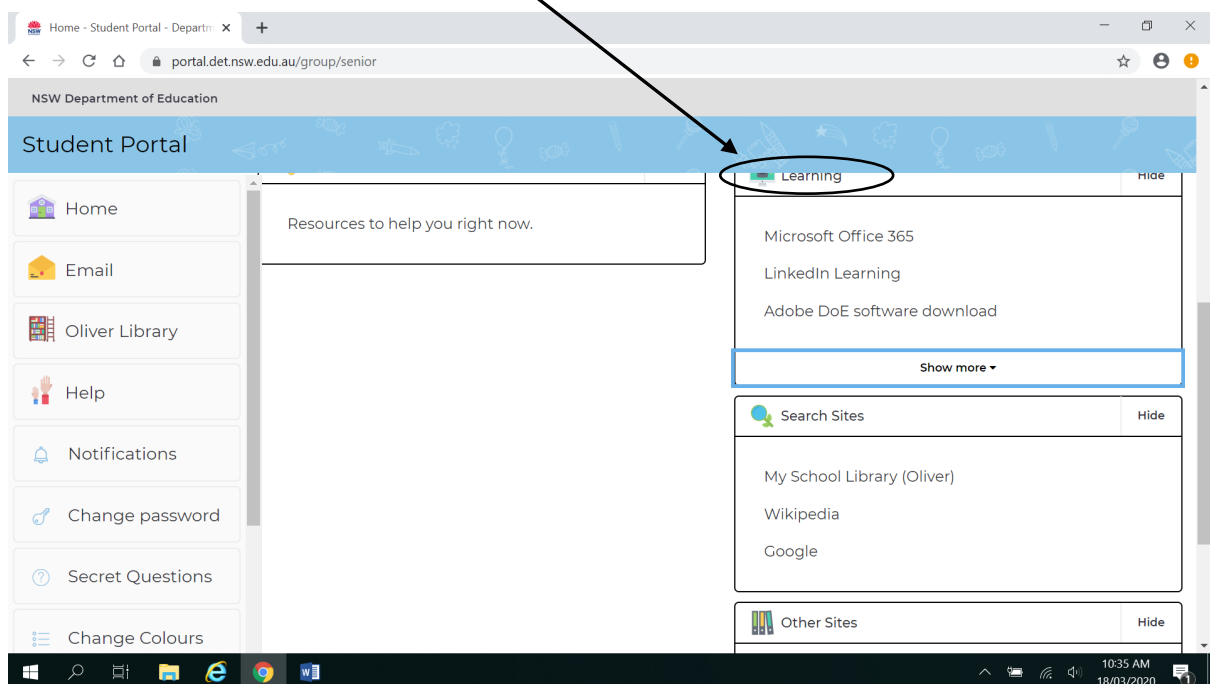
Type in password - *****



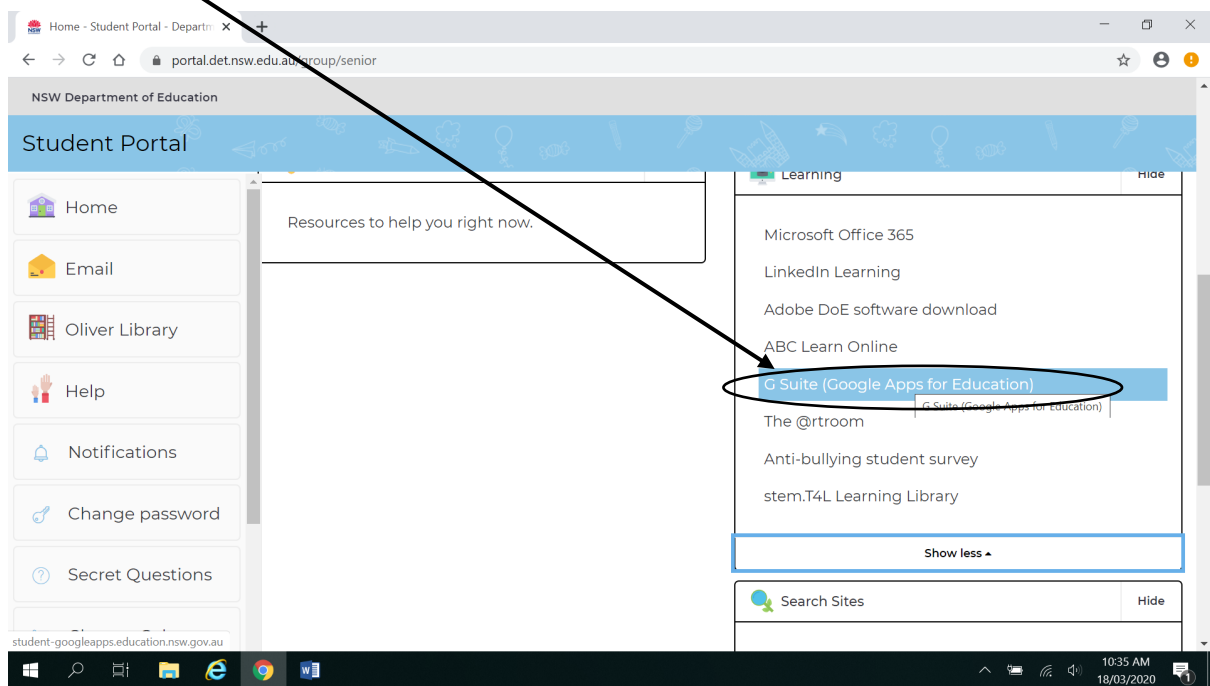
3. You are now in the Student portal, scroll down until you get to a box called Learning its on the right side of the page



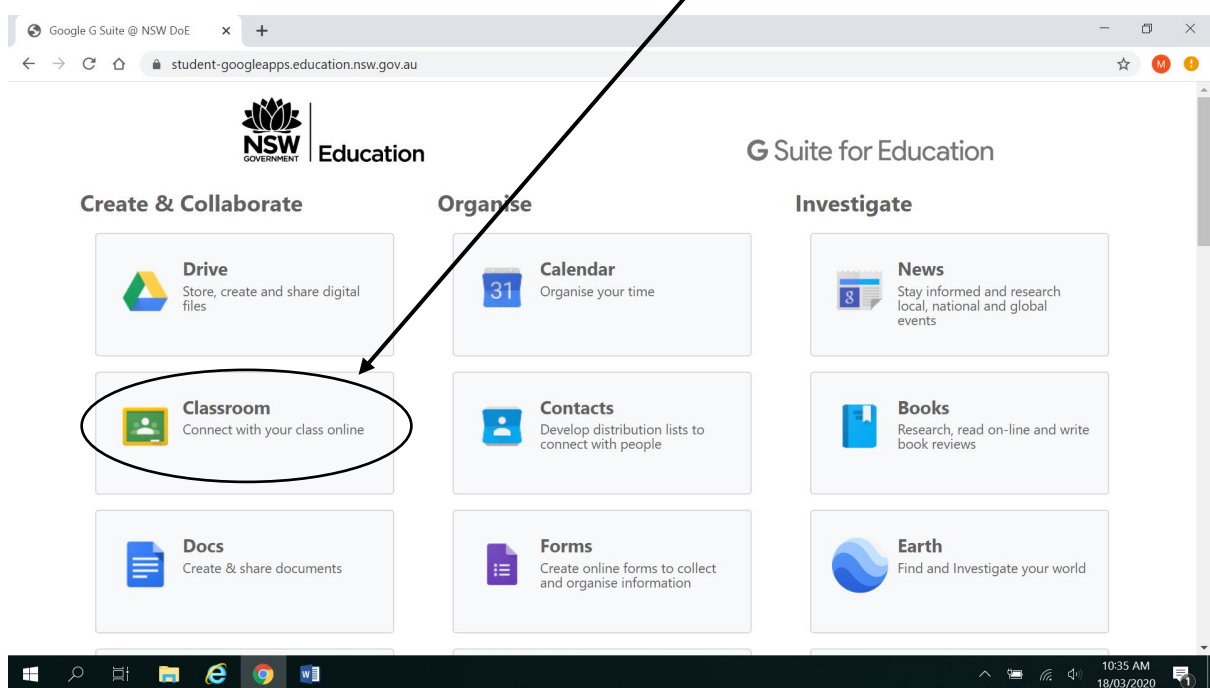
4. Click on the Learning tab to select show more options



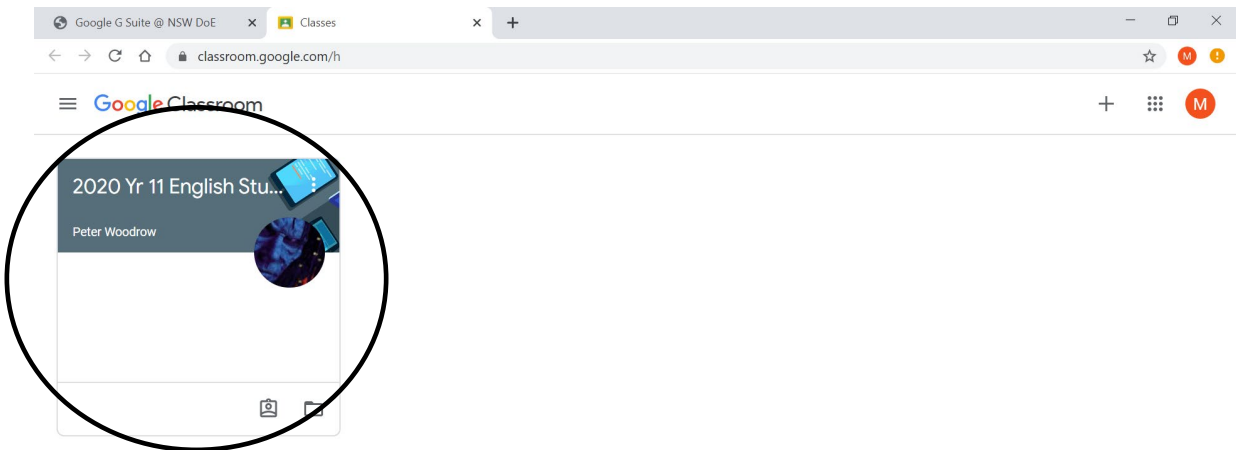
5. Select G Suite (Google Apps for Education)



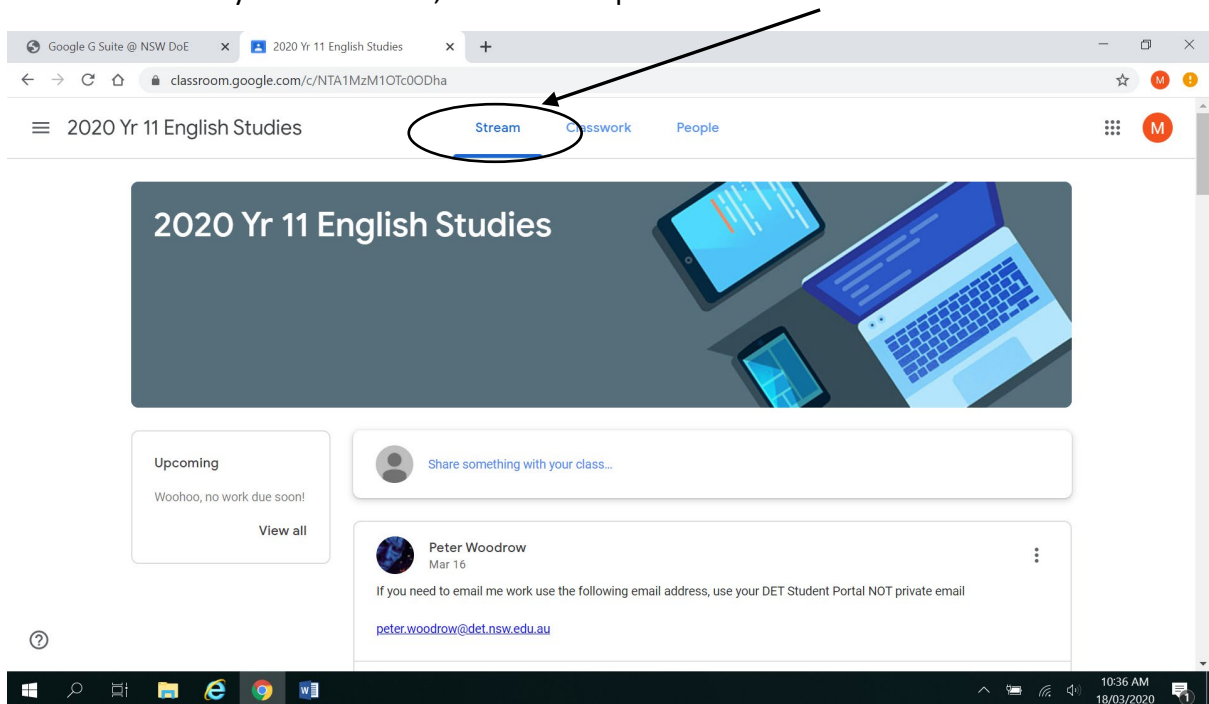
6. You are now in Google apps section, select the Classroom tab



7. Select your Classroom. There will be many different classes depending on your subjects



8 You are now in your Classroom, this should open in the Stream section



9. Work and messages from your Teacher will be in the Stream section

The screenshot shows a Google Classroom interface. At the top, the browser tabs include 'Google G Suite @ NSW DoE' and '2020 Yr 11 English Studies'. The address bar shows the URL 'classroom.google.com/c/NTA1MzM1OTc0ODha'. The page title is '2020 Yr 11 English Studies'. Below the title, there are tabs for 'Stream', 'Classwork', and 'People'. The 'Stream' tab is active. The main content area shows a post from 'Peter Woodrow' dated 'Mar 6'. The post title is '1st Assessment Task , download to a local drive or your home/root folder ie firstname.surname'. Below the title, there are three file attachments: '1 Year 11 – Achieving thro...' (Binary File), 'Cover Letter Template.do...' (Word), and 'Resume Template.docx' (Word). Below the attachments, there is a comment input field with the placeholder text 'Add class comment...'. At the bottom of the page, the Windows taskbar is visible, showing the time '10:37 AM' and the date '18/03/2020'.

Google G Suite @ NSW DoE x 2020 Yr 11 English Studies x +

classroom.google.com/c/NTA1MzM1OTc0ODha

2020 Yr 11 English Studies Stream Classwork People

Collaboration\Year 11\2020 11 English Studies\Assessment 2020 Ass 1\your name

1 Year 11 – Achieving thro... Binary File

Cover Letter Template.do... Word

Resume Template.docx Word

Add class comment...

Peter Woodrow Mar 6

1st Assessment Task , download to a local drive or your home/root folder ie firstname.surname

1 2020 Assessment Task ... PDF

Ass Task 1 Listening Que... Audio

1 class comment

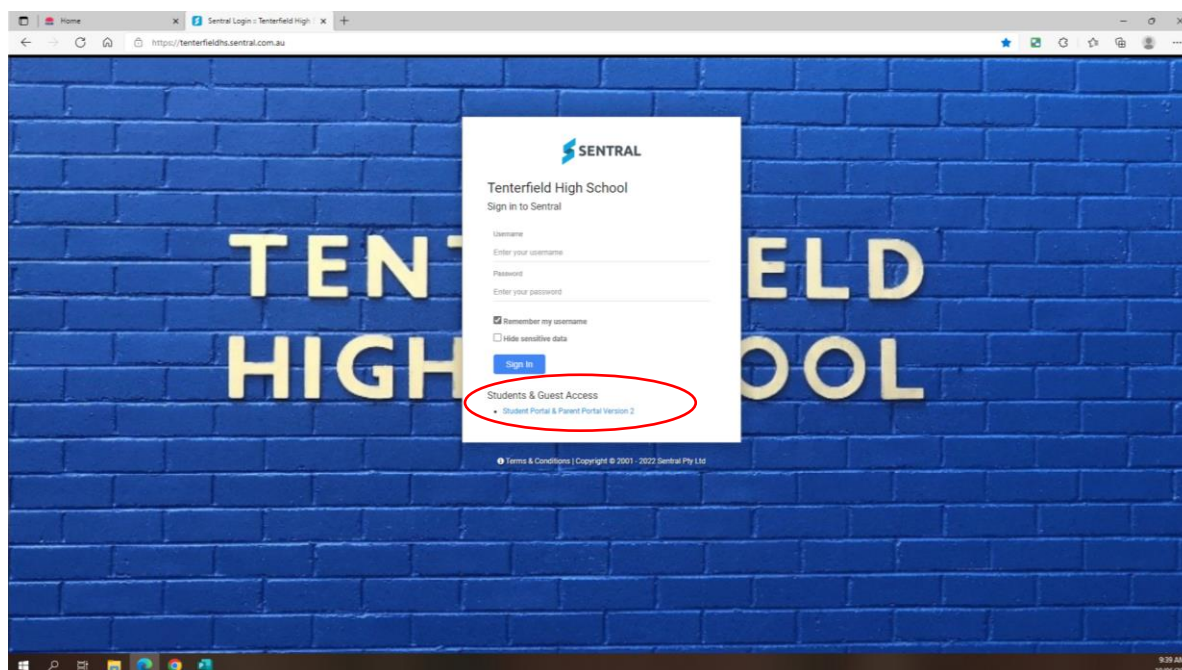
10:37 AM 18/03/2020

Students Access to Sentral



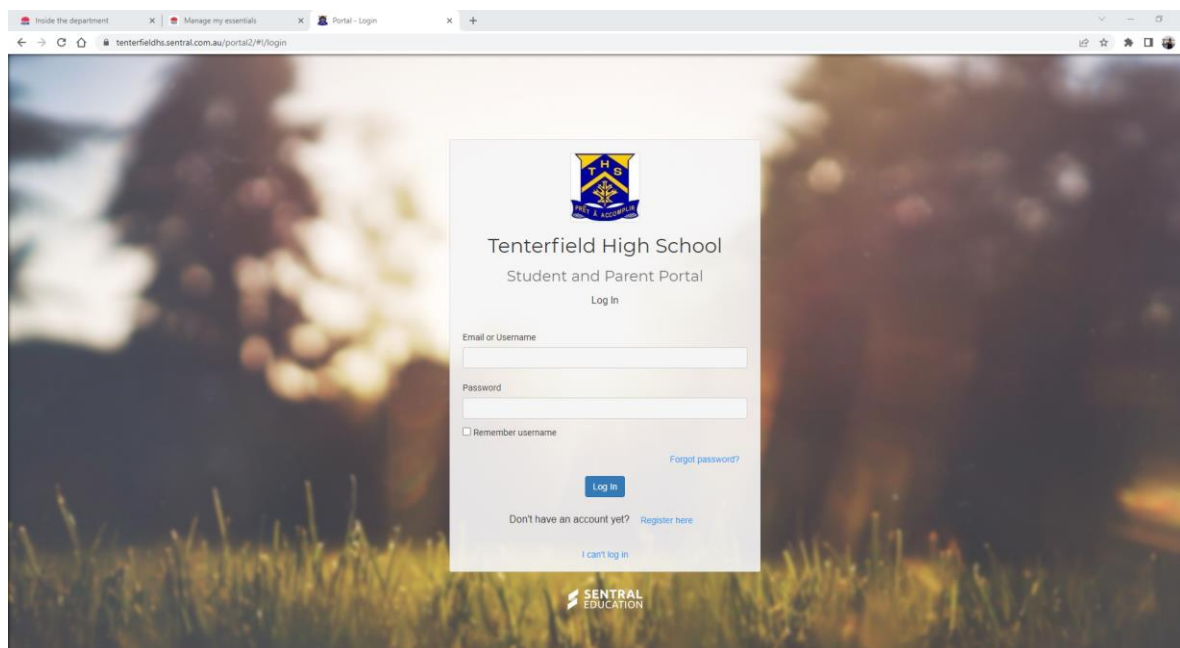
You can log into Sentral using <https://tenterfieldhs.sentral.com.au>

Then select Students & Guest Account



The following screen is then displayed. Enter your Department of Education email address & password.

Alternatively you login directly to the Tenterfield High School log in screen using <https://tenterfieldhs.sentral.com.au/portal2/#!/login>



TENTERFIELD HIGH SCHOOL MAP

