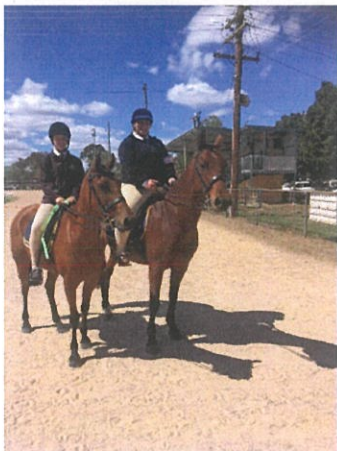


Tenterfield

High School



Welcome Pack 2020



RESPECT, RESPONSIBILITY, DO YOUR BEST

Tenterfield

High School

Dear Parents and Carers

Thank you for choosing Tenterfield High School as the right school for your child's secondary education. We know that there will be mutually satisfying results for you, your child and our school.

We anticipate your support in setting high expectations in academic pursuits and social behaviour. At Tenterfield High School we value respect, responsibility and the approach of 'doing your best'; belief that an environment of co-operation, tolerance and considering others will bring about better social and academic outcomes. Every day counts. We want our students to enjoy attending school and belonging to our learning community.

We hope to provide a fun and safe atmosphere where your child can grow and thrive in a caring environment, achieving goals beyond their expectations. Do not hesitate to contact us regarding any issues or problems we need to work through together in support of your child. We welcome and encourage your interest in your child's education from year 7 to graduation.

Please contact us should you need to discuss any queries that you may have in regard to education or wellbeing. By working together in the spirit of collaboration, we will support each and every student in our school to be known, valued and cared for. We are all here to ensure that our students, your children, can reach their potential. We look forward to working with you to support your child in 2020 and beyond.



Ms Stephanie Scott
Principal

School Uniform

THS endorses the THS school uniform as developed by the P&C in consultation with SRC and staff. Year 12 also wear their 'Year 12 jumper' which is designed annually with their Year Advisor. Blazer, tie and formal uniform are worn by School Leaders, SRC and others (eg debaters) on representative occasions.



School Uniform



PE Uniform



Senior Uniform

Did you know that you can make payments to your child's school online?



We have an online payment portal linked to our school's website to make it easier for you to pay for school related payments. This is a secure payment page hosted by Westpac. Payments can be made using either a Visa or MasterCard credit or debit card. The payment page is accessed from the front page of our school's website by logging onto **www.tenterfiel-h.schools.nsw.gov.au** and then selecting **\$Make a Payment**

What expenses can be paid online?

- Voluntary Contributions
- Subject Contributions
- Excursions
- Sport
- Creative and Practical Arts
- Sales to Students
- Other

When you access the \$Make a payment you must enter:

- the students name, and
- class and reference number OR
- the students name, and
- date of birth

These details are entered each time you make a payment as student information is not held within the payment system. **There is also the option to enter the Student Registration Number and Invoice number if you are aware of them, these are optional fields OR ere is also the option to enter the Student Registration Number and Invoice number these are not used at our school, please leave blank.**

This is a secure payment system hosted by Westpac to ensure that your credit/debit card details are captured in a secure manner, these details are not passed back to the school.

You have the ability to check and change any details of the payment before the payment is processed. Receipts can be emailed and/or printed.

Details of the payments are passed daily to the school where they will be receipted against your child's account. As a receipt has been issued from the payment page a further receipt will not be issued by the school.

For any enquiries regarding the Online Payment process please contact the School Administration Office or alternatively you can access the payment portal via the Tenterfield High School App (Skoolbag)



Getting ready for high school

Rights & Responsibilities

To have a positive and caring environment where all members feel safe, welcome, and able to work and learn, means that everyone must respect the rights and responsibilities of all groups in the school community.

Tenterfield High School Code of Behaviour	
Students at THS have the right to:	Students at THS have a responsibility to:
<ul style="list-style-type: none">• a quality education• be given access to a broad range of activities• learn in a safe and supportive environment free from distraction or interference from others and where the atmosphere and facilities will enhance their prospect of achievement• be shown respect, courtesy and interest by other students, staff and adults• feel safe from discrimination, harassment or indoctrination• expect their person and property to be safe• the support and assistance of staff• feel proud of their school	<ul style="list-style-type: none">• behave at all times in a respectful and courteous manner that shows regard for their own safety and that of others• conduct themselves in an exemplary manner at all times when representing the school• attend and be punctual to school and lessons• come to class prepared to participate in learning activities to the best of their ability and to be responsive to guidance and advice• interact courteously with all members of staff and other students• wear the uniform correctly and with pride• exercise self control and negotiate with others• respect the rights of other students to learn• care for their own property and respect the property of other students and the school• care for the environment and assist in keeping the grounds clean and tidy• respect the rules and guidelines as set out by staff• respect the rights of others to participate in activities and enjoy their time at THS
Staff have the right to:	Staff have a responsibility to:
<ul style="list-style-type: none">• be recognised as professional educators• feel safe from discrimination, harassment or indoctrination• be shown respect and courtesy by other staff, students and members of the school community• have reasonable requests undertaken promptly• expect their person and property to be safe• discipline students fairly and in accordance with school policies• feel proud of their school	<ul style="list-style-type: none">• prepare learning programs that cater for the interests and abilities of all students• act in a professional and collegial manner• treat all members of the school community with respect, courtesy and fairness• be prepared and on time for lessons• follow school policies and procedures• be involved in all facets of school operations• contact parents/carers regarding student progress and behaviour

Core Values

RESPECT	RESPONSIBILITY	DO YOUR BEST
<ul style="list-style-type: none"> ➤ Treating others as you want to be treated ➤ Regard for the wishes, feelings or rights of others ➤ Caring for yourself and others ➤ Valuing others opinions, culture, views and unique differences ➤ Showing empathy towards another 	<ul style="list-style-type: none"> ➤ Accepting the duty to comply ➤ Accept the duty to be in control of yourself ➤ Maintaining values ➤ Accountability for your own actions 	<ul style="list-style-type: none"> ➤ Strive to achieve higher than you expect ➤ Apply yourself to all activities ➤ Have a go, mate!!! ➤ Try harder ➤ Try your hardest ➤ Meet challenges ➤ Diligence
<p><u>Looks like:</u></p> <ul style="list-style-type: none"> ➤ Listening ➤ Recognizing roles of others ➤ Manners ➤ Punctual ➤ Polite language ➤ Prepared for class ➤ Cooperative ➤ Follow instructions ➤ Honest ➤ Take care of property ➤ Use equipment safely ➤ Pride in appearance ➤ Wear uniform with pride ➤ Follow policies & procedures (rules/guidelines) ➤ Valuing education ➤ Cultural awareness ➤ Communicating well with others ➤ Caring for the environment ➤ Acknowledge the success of others 	<p><u>Looks like:</u></p> <ul style="list-style-type: none"> ➤ Do your best ➤ Allow others to learn ➤ Punctuality ➤ Prepared for lessons ➤ Appropriate language ➤ Follow the rules ➤ Correct use of phones & other electronic devices ➤ Handing work/tasks/ assessments in on time ➤ Name on all work ➤ Pride in work ➤ Monitoring behaviour ➤ Accept consequences for your own behaviour ➤ Helping others 	<p><u>Looks like:</u></p> <ul style="list-style-type: none"> ➤ Complete work to the best of your ability ➤ Give 100% ➤ Discover your potential ➤ Follow instructions ➤ Strive ➤ Achieve ➤ Extend ➤ Contribute ➤ Genuine attempt ➤ Push boundaries in learning ➤ Participate ➤ Share ideas ➤ Involved ➤ Praise ➤ Pride in your work ➤ Ask for help if needed ➤ Set goals & strive to achieve them ➤ Supportive of others ➤ Be organised ➤ Prepared- have all equipment ➤ Value education ➤ Active participation in all events ➤ Resolution with staff/fellow students ➤ Try new things ➤ Challenge yourself ➤ Self-reflection ➤ Volunteer eg read in class, answer questions, submit work

Discipline Guidelines in Schools

These extracts apply to all DoE schools in NSW

WHAT IS NOT ALLOWED IN SCHOOL

School discipline policies specifically prohibit:

- violence or threats of violence
- possession of illegal drugs
- possession of offensive weapons
- persistent disobedience
- criminal behaviour

CODE OF CONDUCT

Rights and responsibilities for students and teachers include:

- expected standards of behaviour in the classroom, playground and while travelling to and from school
- safety in and around the school and at all school activities
- acceptable standards of behaviour while on excursions and participating in or attending sporting or other activities
- obedience to requests from staff and others in positions of authority
- adherence to the school's homework policy
- adherence to the standards of dress determined by the school community
- prohibition of illegal drugs, alcohol, tobacco and weapons
- positive and respectful relationships between all members of the school community

AN IMPORTANT ROLE FOR PARENTS/CARERS

Parents/carers can set the best examples of positive behaviour for their children. We strongly encourage parents and carers to regularly reinforce respect for others at home, at school and in the community.

Unacceptable items at Tenterfield High School

<p>SAFETY:</p> <p>Any items which can be used as missiles or to propel missiles, which could pierce an eye or cause other bodily injury, eg:</p> <ul style="list-style-type: none"> ➤ Rubber bands ➤ Water bombs/balloons ➤ Knives 	<p>GRAFFITI:</p> <p>Items which can be used to write graffiti, eg:</p> <ul style="list-style-type: none"> ➤ Paint spray cans ➤ White-out correction pens/bottles ➤ Non-washable markers/textas
<p>THEFT:</p> <p>Any small, expensive or desirable items eg:</p> <ul style="list-style-type: none"> ➤ Mobile phones ➤ Electronic games ➤ Any Music technology ➤ Portable players ➤ Collectors cards 	<p>JEWELLERY/CLOTHING:</p> <p>Any items of jewellery or clothing which present a danger to their wearer eg</p> <ul style="list-style-type: none"> ➤ Long or loop earrings ➤ Bracelets, necklaces, chains ➤ Sleeveless/low cut tops ➤ Shorts that are not the recommended length ➤ Scuffs, sandals, thongs <p>These items are banned for WH&S reasons; including 'out of uniform fundraiser days and excursions.</p>
<p>ADVERTISING:</p> <p>Any items of clothing, including</p> <ul style="list-style-type: none"> ➤ hats, ➤ jewellery, ➤ T-shirts etc ➤ which display inappropriate advertising or motifs <p>are not accepted as school wear.</p>	<p>HEALTH:</p> <p>Any item which may interfere with the health of another, eg</p> <ul style="list-style-type: none"> ➤ Aerosol spray deodorant ➤ Cigarettes ➤ Chewing/bubble gum ➤ Caffeine Energy Drink
<p>INFLAMMABLES:</p> <p>Any items which may lead to danger by fire eg</p> <ul style="list-style-type: none"> ➤ Matches ➤ Cigarette lighters 	<p>These lists are not exhaustive, but are designed to provide you with a guide to help you understand what is not acceptable and why</p>

Mobile Phone Rule

Students are discouraged from bringing mobile phones to school. If they are brought to school, phones must be turned off during the school day. Students who have phones on in class will be disciplined as noted in the THS Student Code of Conduct. The same applies for other expensive items. We would encourage you not to allow your student to bring a mobile phone to school. If you need a message to reach them, ring the Front Office.

Attendance

It is our aim at Tenterfield High School to provide your child with the best possible educational opportunities. Part of this ongoing process is encouraging regular attendance.

Students Absent From School

When a student is absent, parents/carers need to notify the school by either sending a written note in with the student the following day, by making a phone call to the front office, emailing the school and our school app. An absentee note needs to clearly identify a valid reason for the student being absent from school so justified leave can be granted. This must be received within 7 days of the student being absent from school.

Students Late To School

Students arriving late to school i.e. after 8.45am, should bring a note explaining the reason for their lateness. Parents/ carers can deliver students directly to the front office if they do not have time to write a note or ring the Front Office. Lateness without notes or notes with unjustified reasons will result in unexplained absences. Students who arrive late need to report to the Front office to be signed into school. Lateness will be recorded and parents/carers will be contacted if this occurs regularly. Important announcements are made during Home Group, therefore, it is important that students arrive on time. Daily information is placed on the noticeboard near the front office.

Leaving the School During The Day?

Permission will be granted for students to leave school during the day if there is legitimate business that cannot be completed outside school hours. This can include dental and medical appointments, funerals or meetings with officials. Students should bring a note to school which states the reason for requesting leave, the time(s) the student will be leaving and/or returning to school, and the student's details such as full name and year. This note needs to be presented at the Maths Staffroom before 8.45am. A Leave Pass will be generated when they sign out at the front office. Police may ask the student to produce this leave pass if they are seen outside school grounds during school hours.

Please note: if a note is not presented to the Maths Staffroom prior to 8.45am parents/carers will need to present at the Front Office to collect and sign out their child. Student names are on the daily attendance sheet so their teachers are aware they have leave; it is also recorded on Sentral.

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

Notes

An explanation needs to be presented to the school as soon as possible after the absence. The note should contain the following information:

- 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

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 truant 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

Unjustified reasons for absence

- 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

Notes of explanation delivered in a timely manner enable staff to support your child's educational needs

SMS

The first nominated name on each student's enrolment will receive a notification that their child is absent from school. Reply and it will return your information directly to Sentral (the school's official digital recording system).

App

Tenterfield High School App (Skoolbag) is another way to communicate with the school. It can be used to send absence information and make appointments. It sends an email to the school email address and office staff will forward.

Website

Tenterfield High School website also has information. Just click on attendance and it will direct your enquiries to the phone app.

Exemptions

If you know your child will be having time off school they may be entitled to an exemption. An exemption does not affect your attendance. An exemption is approved by the principal for any of the following reasons:

- exceptional domestic circumstances; not family holiday
- other exceptional circumstances such as health of the student where sick leave or alternative enrolment is not appropriate
- the child being prevented from attending school because of a direction under section 42D of the Public Health Act 1991
- employment in the entertainment industry or participation in elite sporting events for short periods of time i.e. for one or two days, and at short notice.

To apply for an exemption, pick up an exemption form from the front office, fill it out and return it on or prior to the first day of leave.

Truancy

Truancy and the negative effect truancy has on student achievement is verified in research. Truancy consequences are noted in the Student Code of Conduct. The Home School Liason Officer (HSLO) and Aboriginal Community Liason Officer (ACLO) are a mandatory contact in regard to ongoing attendance concerns.

Tenterfield

High School

STUDENT ABSENCE

The Education Act 1990 requires you to explain your child's absences within seven days of their occurrence. Failure to do so will result in an unjustified absence being recorded.

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

Student's Name: _____

Date Absent: _____

☐ Sickness (must give details, e.g. flu, headaches, migraine, injury, infectious illness, medical appointment requiring travel etc.

☐ Family reasons (must give details, e.g. funeral, illness in family, visiting ill family members etc.

☐ Other reason (must give details, e.g. attendance at religious ceremony, transport difficulty etc.

Parent/Caller Name: _____ Signature: _____

Message Taken By: _____ Date: _____

Tenterfield

High School

PARTIAL STUDENT ABSENCE

The Education Act 1990 requires you to explain your child's absences within seven days of their occurrence. Failure to do so will result in an unjustified absence being recorded.

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

Student's Name: _____

Date Absent: _____ Time Out: _____ Time In: _____

☐ Sickness (must give details, e.g. flu, headaches, migraine, injury, infectious illness, medical appointment requiring travel etc).

☐ Family reasons (must give details, e.g. funeral, illness in family, visiting ill family members etc).

☐ Other reason (must give details, e.g. attendance at religious ceremony, transport difficulty etc).

Parent/Caller Name: _____ Signature: _____

Message Taken By: _____ Date: _____

Student Wellbeing

Head Teacher Wellbeing (Rel): Yvette Phillips

Student Support Officer: Roberta Koch

Year Advisors: Justin Murphy (12), Sarah Brown (11), Tim Clay (10), Olivia Parker (9), Ashley Pitkin (8), Karen Cooper (7)

Girls Advisor: Helen Clothier

School Counsellor: Alexandra Kelsall

Boy's contacts: Phil Jones, Justin Murphy

Wellbeing initiatives - what we are currently doing:

- Camps for Years 7, 9 & 11
- Indigenous Group
- Links to Learning (Yr 7-/10 boys)
- RAGE
- Managing the Bull (Yr 9/10)
- AIME (Indigenous)
- Driver Ed (Yr 11/12)
- Cyber Safety
- Life Ready (Yr 11/12)
- Mentors (Yr 12)
- Learning Centre
- Polly & Rosie (two days a week)
- Mindfulness
- Career Initiative (Yrs 6/7)
- TTFM Surveys
- Term 5 activities
- Parent Info nights
- Community Wellbeing Day
- Good Fellas
- Brainstorm Productions

Referral to School Counsellor (available 3 days per fortnight) – forms available at the school.

Beyond the classroom

THS offers a wide range of opportunities for all students. Some activities offered previously have included:

School Representatives Council (SRC)

Junior AECG

Senior Leaders

Debating

State-wide competitions eg. UNSW Maths & English competitions

Science Challenge

AIME

STEM activities eg. UAVair drone

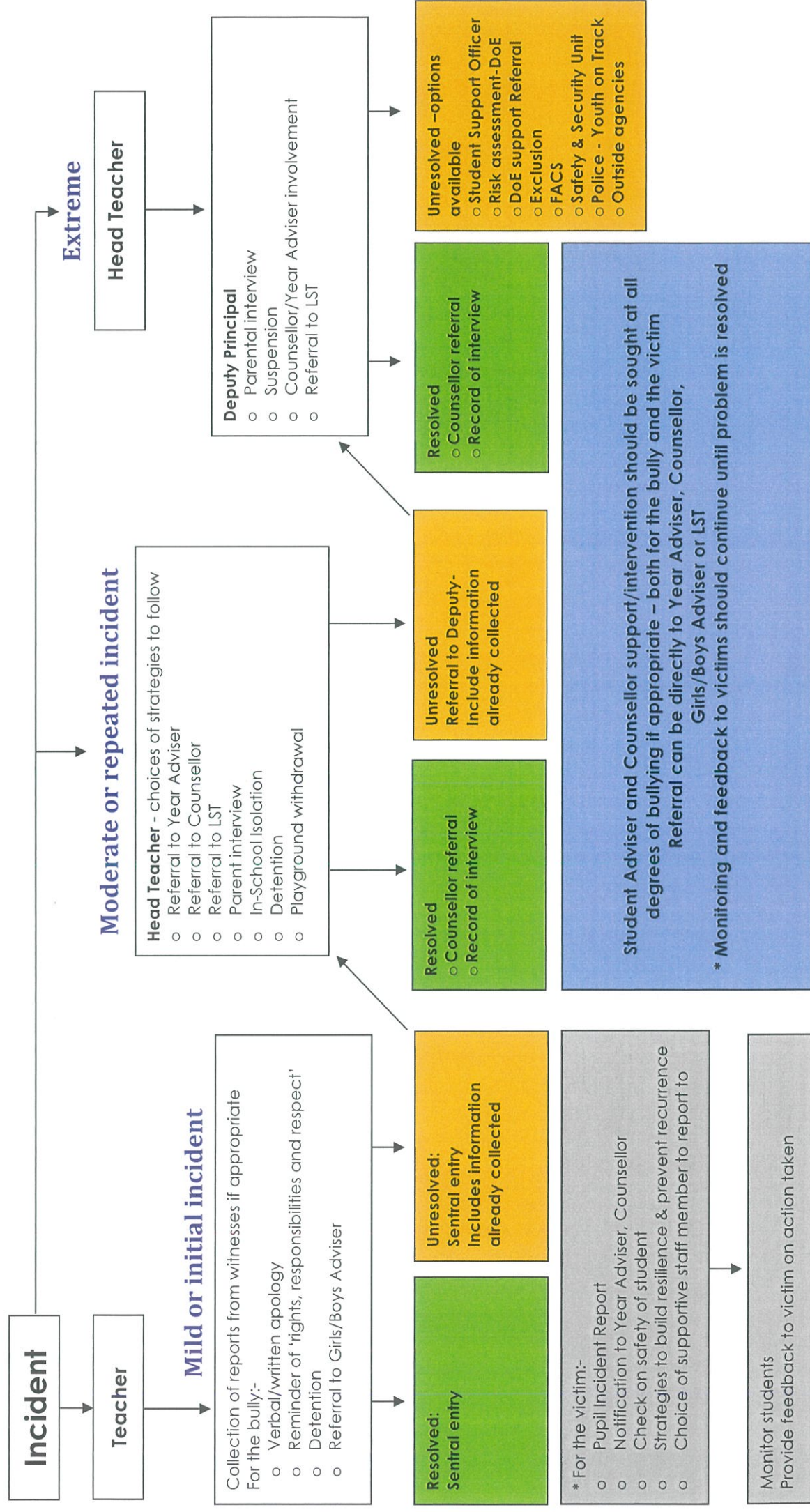
Art competitions

Photography competitions

Sick Bay

1. Report to Front Office staff (teacher will ring and send you with another student)
2. Discuss how you feel with the First Aid staff member
3. 10 minutes in Sick Bay then re-assessed
4. If required parent/carer will be contact
5. No response from home or assessed as ok then back to class
6. In an emergency an ambulance will be sent for

FLOWCHART OF PROCEDURES FOR DEALING WITH BULLYING/HARASSMENT



Empathy is when we take time to consider the feelings of others. It means considering a situation from someone else's point of view.

A person with an **optimistic attitude** always looks for the positive in themselves, their lives and others. They also take credit for their efforts and continue to work hard to improve.

Positive self talk is thinking positively about who we are. It means building ourselves up and being kind to ourselves.

Perseverance is when we keep working towards achieving a goal and don't give up when faced with setbacks.

Resilience is the ability to confidently work through and persevere with challenging situations. Being resilient is bouncing back when things don't work out the way we planned.

Coping is dealing successfully with negative thoughts and feelings when we are faced with difficult situations.



peer support foundation

The mission of the Peer Support Foundation is to provide dynamic peer led programs which foster the physical, mental and social wellbeing of young people and their community

The Peer Support Foundation
PO Box 498
Brookvale NSW 2100

P 02 9905 3499

F 02 9905 5134

E peerz@peersupport.edu.au

W www.peersupport.edu.au

Facing our Challenges

equips students with the ability to **approach life optimistically, be proactive** in dealing with challenges and **develop resilience** in dealing with difficult experiences



peer
support
foundation

Supported by the NSW Department of Health

About Facing our Challenges

The aim of this module is to develop knowledge, skills and attitudes to build and enhance resilience within children. These skills act as protective factors to equip children with the capacity to cope with situations they may find challenging.

Facing our Challenges provides a framework for children to learn about positive self talk while attempting new tasks with the underlying philosophy that perseverance leads to success. This equips children with the ability to approach life optimistically and to develop resilience to deal with difficult experiences.

Children will learn to:

- ❖ use positive self talk
- ❖ adopt an optimistic attitude
- ❖ develop empathy
- ❖ demonstrate perseverance
- ❖ develop resilience
- ❖ develop effective coping strategies

The National Action Plan for Promotion, Prevention and Early Intervention for Mental Health 2000 outlines that school based programs designed to promote resilience and optimism are effective in preventing anxiety and depression in children.

Questions and Answers

What is the Peer Support Program?
Implemented as a part of the school curriculum, the Peer Support Program teaches young people practical life skills that help both themselves and their friends through times of change and adversity. The program provides a fun but thought provoking environment to address issues such as bullying, relationships and self image. The modules are designed to equip young people with skills to deal positively and proactively with life experiences, develop a sense of self worth and belonging and to encourage taking responsibility for decisions and actions.

How does the Peer Support Program work?
Year 10/11 students participate in leadership training over 2 days, which prepares them to facilitate activities with small groups of students. A teacher supervises each group which includes: two Peer leaders and 8-10 students.

Who is the Peer Support Foundation?
For over 30 years, the Peer Support Foundation has been helping school communities create safe and supportive school environments that nurture the physical, mental and social wellbeing of their students. The Peer Support Foundation is a not for profit, non-government organisation providing quality training, guidance and resource materials for schools.

How can I support the Peer Support Program in my child's school?
Each week you can discuss with your child the activities, concepts and understandings they developed by participating in the Peer Support Program. This will help them to continue to develop a positive connection between school and home. For more information about the Peer Support Program contact the Peer Support Coordinator at your school.

Benefits for my child

All participating students benefit from the Peer Support Program by

- ❖ learning through relevant and practical activities with their peers
- ❖ forming connections with their Peer leaders, peers and teachers
- ❖ participating in an activity that fosters a sense of belonging to a community
- ❖ developing values, skills and understandings that can be adapted to all aspects of their lives

Peer Leaders benefit from the Peer Support Program by

- ❖ practising leadership skills
- ❖ developing confidence in leading a group
- ❖ building positive relationships across the school
- ❖ participating actively in their school community
- ❖ acting as a positive role model
- ❖ developing values, skills and understandings that can be adapted to all aspects of their lives

Reporting OR Dobbing?

Ask yourself these questions...

1. Am I trying to protect someone and keep them safe?	1. Am I trying to get someone in trouble?
2. Do I need an adult to help solve the problem?	2. Can I solve the problem on my own?
3. Is the situation harmful, dangerous, threatening or illegal?	3. Is the situation harmless to everyone?
4. Do I think the person's behaviour was on purpose?	4. Do I think the person's behaviour was an accident?
5. Is it about an important issue? <ul style="list-style-type: none"> Is it about an issue that breaches the THS rights and responsibilities? Eg. it is stopping me from learning. Is a person at risk of harming themselves or someone else? 	5. Is it about a trivial matter?
<p>If I answer yes to <u>any</u> of the questions above, it needs to be reported. Do so straight away.</p> <p>Who do I tell?</p> <ul style="list-style-type: none"> - Classroom teacher - Teacher on playground duty - Mentor - Year Advisor - Girls Advisor - Student Support Officer - Any staff member you feel comfortable speaking with <p>The staff member may do some or all of the following:</p> <ul style="list-style-type: none"> • Give you support and develop your skills to solve the matter • Seek further information from you and others • Collect evidence • Speak with other students including collecting witness statements or interviewing students • Involve other members of staff • Speak with parents/carers 	<p>If I answer yes to the questions above, what should I try instead?</p> <ul style="list-style-type: none"> - Handle it yourself - Use your words - Just let it go - Ignore it -

Tenterfield

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Student Health Care Parent Information

1. Where can I obtain the forms?
The forms can be completed with our Learning and Support Teacher, Front Office staff or filled out with your doctor

2. What do I do if my child's health needs change?
Advise the school immediately if an existing plan needs to be changed or a new plan needs to be developed

3. What do I need to do if my child is using medication for a short time, e.g. antibiotics and needs to have it administered at school?

RESPECT

1. Will the school have a health care planning form for my child's condition(s)?

Forms are available for common conditions. For other conditions the generic health care form or a plan provided by a medical practitioner can be used

The following plans are available:

- Severe allergy/anaphylaxis
- Minor and moderate allergies
- Diabetes
- Seizure
- Asthma
- Activity of daily living
- Administration of medication
- Emergency response plan for students with special needs and
- Generic health care plan (for all other conditions)

Frequently Asked Questions

Contact Us

89 High Street
Tenterfield, NSW 2372

Ph: 02-6736 1200
Fax : 02-6736 2899

tenterfiel-h.schools.nsw.gov.au
tenterfiel-h.school@det.nsw.edu.au

RESPONSIBILITY

DO YOUR BEST



YOUR CHILD'S HEALTH

What health information does the school require at enrolment?



You will be asked to:

- Complete the enrolment form to communicate your child's needs.
- Complete a Student Health Care Plan with staff to provide an overview of your child's health care needs and information for use in a medical emergency
- Complete, sign and return specific health care plans e.g. An asthma plan that has been developed with a Doctor if you have indicated that your child requires support at school

DO YOUR BEST



Ensure that any medication and equipment you provide for your child is up-to-date and in good working order

Note:

You may wish to meet with school staff to discuss your child's health care plan, particularly if staff need to be trained to support your child. Some health care plans for serious conditions require a medical practitioner's signature. It is important to arrange this prior to enrolment or as soon as possible

RESPECT

What will the school do when I return the care plan?



The school will:

- Review the plan(s) to ensure the school is able to provide the necessary support
- Arrange staff training if required to support your child
- Ensure plans are implemented, monitored and reviewed annually
- Manage the confidentiality of your child's health care information
- Provide appropriate storage for medication and health equipment

RESPONSIBILITY

Home Study at Tenterfield High School

Home Study is different at high school due to students taking subjects in a range of faculty areas. This means each faculty will have a different approach or expectations to suit their particular subjects.

To help you and your students understand what the different faculties expect for Home Study, it has been outlined below. It is suggested all Year 7 students use a diary to help organise their home study responsibilities.

ENGLISH:

Home study is suggested as a regular activity in English. This may include individual homework sheets, assignments, completion of class tasks from the lesson that day, preparation of speeches and other assessment tasks. An English student is never without home tasks as we encourage wide reading to develop skills in all areas of this subject.

Failure to complete tasks or assignments could be regarded as a failure to meet course requirements and a letter addressing this concern will be sent home. If a student is having genuine difficulty completing a task by the due date, please contact the teacher to discuss before the work is due.

MATHS:

Home study is given to enhance the learning and understanding of concepts that have been addressed in class. It also helps to:

- Foster independence
- Develop organisational skills
- Promote revision

The amount given will depend on the year group and the level of study. As a general guide, Year 7 should do about 20 minutes per night, progressing to approximately 40 minutes in Year 10.

TAS SUBJECTS:

Students are given a booklet for each topic area, from which they must work. Most work will be completed in class time but some work will need to be done at home if students do not complete the work in class. Students will also be given assessments throughout the year that may benefit from some extra time at home, especially if students have been absent from class.

HSIE:

The HSIE faculty in the Junior School consists of:-

- Geography
- History

Home study is an important requirement for students to do well in HSIE courses. Students are expected to do home study to:-

- Complete unfinished class work
- Complete specifically set tasks
- Revise course work prior to examinations
- Update workbooks especially after absence/s
- Complete major assignments started at school

PDHPE:

Home study in PDHPE is given on an individual class basis. It is dependant on the nature of the unit of work being studied in class.

VISUAL ART/MUSIC:

Visual Art: Individual teachers will set home study appropriate to school tasks. When Home Study is set, students will be instructed to write tasks in their diary with the due date marked. It is expected that students will revise their notes regularly to keep them up to date.

SCIENCE:

Students may have a variety of tasks as home study. These may include homework sheets, assignments, research tasks, unfinished class work and revision sheets. Home study will be set by the individual teacher if required.

JAPANESE:

Students will be informed of any tasks by the teacher.

Being Organised at Home and at School

Your child has received this information verbally, however, it is hoped it will provide you with some guidance in encouraging your child to get into good routines of time management in their everyday lives. You can design a Home study timetable around all of the "outside school" activities your child does. These other tips in the flowchart will assist with good organisation as well.

Pack your bag the night before

- read & pack your timetable
- pack the books, pens, ruler, calculator you will need
- pack any other equipment (eg, PE gear, leather shoes for Metal & Food) you will need for the subjects you have
- ALWAYS leave a pen and a spare book in your bag, in case you forget something one day

Keep a diary and check it every day

- record ALL events (carnivals, fundraisers, homework, assignments, tests, etc) coming up at school (and outside of school) in your diary
- plan small study/homework/practice times in your diary
- plan small rewards for yourself in your diary too, so that when you finish that Art assignment, and you feel good that you have achieved success, reward yourself by doing something you like to do

Make a study/homework timetable for yourself and STICK TO IT!

- Even if you don't have any homework, an hour after school each day is a crucial time for you to look over what you've learned and anything you may not have understood properly
- Have a break and something to eat and drink as soon as you get home (say 20 minutes) and then apply yourself to do an hour of homework before dinner
- Divide the hour up into 3 15 mins blocks with 5 mins rest between each block
- Each day, allocate 3 different subjects to work on and do a mixture of revision, practice, homework and assignments.
- You will be surprised how much you get done over a few weeks and how your projects and assignments will be because you have planned them and not rushed them.

Example of a “Study/Homework Timetable”

Time	Monday	Tuesday	Wednesday	Thursday	Friday
4:30 – 4:45	Maths revision	Read English novel	Language/Recorder practice	Assignment (any)	History/Geog revision
5 min break					
4:50 – 5:05	Language/recorder practice	Revise Science notes	Maths study	Assignment (any)	Art assignment
5 min break					
5:10 – 5:25	History/Geog assignment	Tech assignment	PDHPE revision	Spelling practice (words from any subject)	Language/writing practice
5:25 – 5:30	Pack bag for tomorrow & check diary	Pack bag for tomorrow & check diary	Pack bag for tomorrow & check diary	Pack bag for tomorrow & check diary	Pack bag for tomorrow & check diary

This is just an example and you will probably find that there seems not enough time to get everything completed; eventually add another ½ an hour or an hour. BUT this will get you started and by planning your time, you will be more relaxed and gradually become far more efficient at finishing your work and on time.

REMEMBER: It is just like training for your favourite sport or other activity. Practice makes perfect! And a little bit every day is so much better than a big chunk once a week or month. Build those study skills for when you are a Senior and have major assessment tasks and schedules.

Also, you will notice that Saturday and Sunday are not listed on the timetable. If you need to use them, that is ok, but it is suggested you have at least one day's break. As you get older you will have to increase study time but for now a little bit to get you started is better than nothing at all.

Have a go at making your own timetable on the following templates. If you would like more advice, see the Year Adviser. She will be more than happy to look at your plan and assist in making up a timetable.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
4:30 – 4:45					
5 min break					
4:50 – 5:05					
5 min break					
5:10 – 5:25					
5:25 – 5:30					

House Colours and Roll Groups

CUNNINGHAM	OXLEY
STEWART	PARKES

Students are issued with their Home (Roll call) group on the first day they attend. It is recorded on each individual timetable. Students line up alphabetically in Roll Groups for Assembly and emergency drill.

In Assembly Roll Call:

- The roll is marked by the students' Roll Call Teacher
- Assembly takes place in the MPU or at the Assembly steps (near Front Office)
- Each Roll Teacher takes an active part in monitoring student attendance and uniform
- In an Emergency Evacuation students line up in Roll Call groups at Petherick

Note to parents/carers:

Please send your students to school each morning:

- After a good night's sleep
- After eating a healthy breakfast
- In plenty of time to get to class at the start of the day
- With all necessary books and equipment that the student will need
- With either a packed recess and lunch or money to buy food from the canteen
- Wearing correct uniform

EQUIPMENT GUIDELINES FOR 2020

9/10 Booklist (2020)

English

120 page A4 exercise book, A4 display folder

Maths

A4 display folder, Matho mat (optional), 240 grid page book

Science

240 page exercise book, A4 display folder

History

A4 exercise book, Regular A4 folder, Plastic sleeves, Reinforced note-paper

Geography

160 page exercise book

PDHPE

128 page exercise book

Electives:

Music – 96 page Music book

Visual Arts – Visual Arts diary

STEM – 240 page exercise book

Food Technology - 64 page exercise book, Spiral Binder book, A4 display folder

Industrial Technology – Nil

Information Software - USB

Year 8 Booklist (2020)

English

160 page exercise book, A4 display folder

Mathematics

240 A4 page grid book, A4 display folder, Mathematical set

Science

240 page exercise book, A4 display folder

History

128 page exercise book, A4 display folder

Geography

128 page exercise book

PDHPE

96 page exercise book

Electives:

Music – 96 page music book, A4 display folder

Visual Arts – A4 Process Diary (60 sheet), 2B & 6 B pencil

TAS – A4 display folder, 2 x A4 48 page exercise books, USB

Hammer & Tongs – A4 48 page exercise book

International Cooking – A4 48 page exercise book

FAQs:

How to find out about anything to do with the school or make contact?

Phone, Facebook, THS App (Skoolbag), website, email

Mobile phone use? Students bring phones at their own risk. To be turned off when students enter school grounds and may be turned on at the end of the school day

Bus services? Contact student transport at apps.transport.nsw.gov.au/ssts/

School fees? Year 7 fees cover Mandatory Technology and Visual Arts. Contribution is \$70.00 using POP. Any inquiries; just contact the school

Technology? Computers are available in class in Room 12, 22 and Library

If I am late? Go to the Front Office and sign in. Parent/carer note or ring school to explain

If I am sick? Parent/carer to SMS, Facebook. THS App (Skoolbag), email or ring the school

If I need to leave during the school day? Appointment - bring note to Maths staffroom before school starts to get a leave Pass. If unexpected, parent/carer to ring the school

If I am absent for a day or longer? SMS, THS App (Skoolbag), Facebook, email, ring the school

If I have health information about my child? Ring the school to discuss

What if I lose something? See Mrs Duff at the Front Office

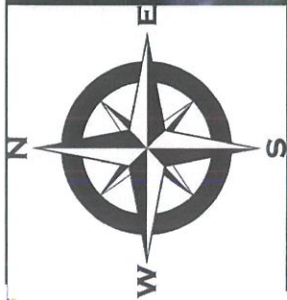
Valuables? If brought to school it is at the owner's risk

Bikes, scooters, skateboards? These should be left near the Front Office door at the bike racks. Helmets must be worn. These are not to be used on school grounds. The school is not responsible for the safety of these items

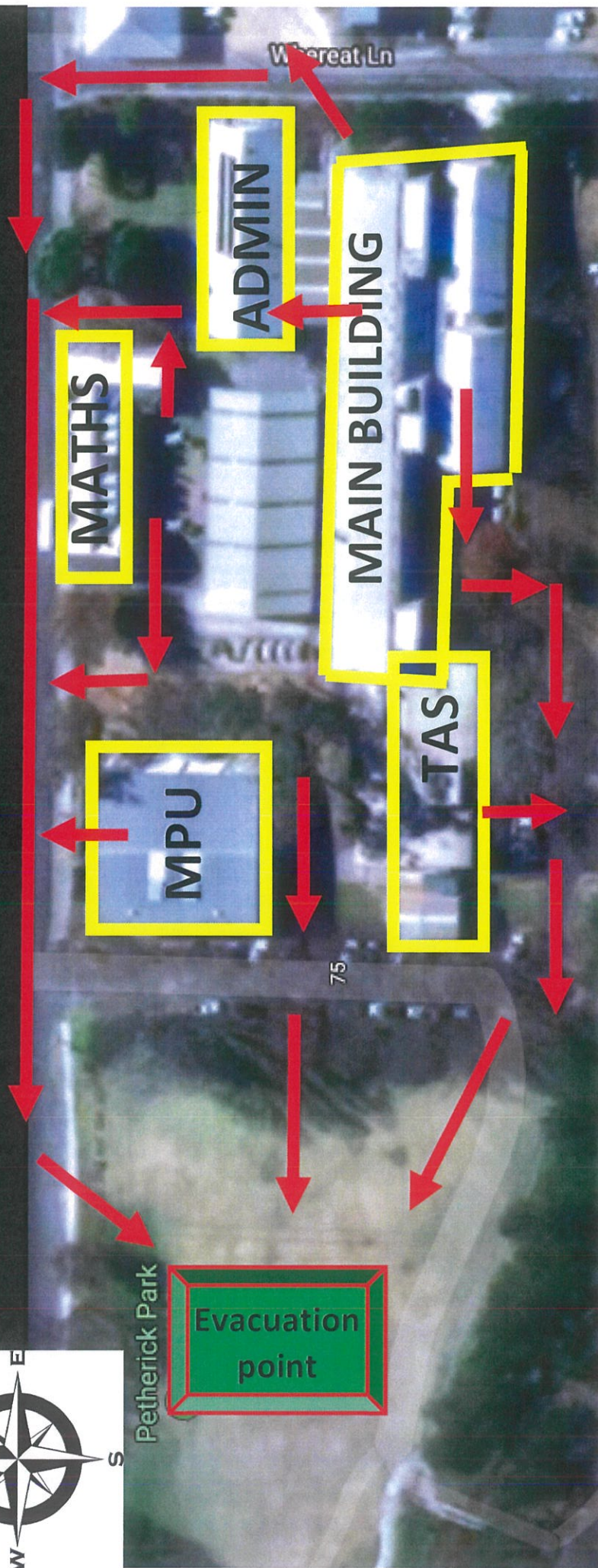
Canteen? Food and drink is available each day from the Canteen. Volunteers are always welcome (contact Julie Chorley or ring the school)

Playground supervision? Students need to stay in the Quad before school until the bell rings. Senior Area (11 & 12 only), Canteen, Quad and area out the back are supervised by staff at Recess & Lunch. The MPU is supervised for team coaching and Petherick during Lunch 2 for touch football & soccer (not Wed). Students are encouraged to play handball and basketball on the courts provided

Parent & Citizens (P&C)? Meet the first Wednesday of each month during school term time at 5.30pm in the Staff Common Room. President is Tracey Butler, Secretary is Roxanne Bancroft-Stuart



HIGH STREET



EMERGENCY PROCEDURES

In a life threatening emergency, or when Police, Fire, or Ambulance Services are required.

DIAL 000 IMMEDIATELY

EVACUATION: Bell will ring continuously



Proceed to the safest, closest assembly point located on the map. Follow warden instructions



LOCKDOWN: Bells will ring one long, one short, one long, one short etc

Proceed to your closest classroom, follow school staff instructions, or if alone lock the doors and remain silent until the chief warden gives the all clear.

LOCKOUT: Entry to and from the site will be closed. Follow the instructions of the chief warden until advised that you can continue as usual.

First Aid Officer: Linda Hitchcock **Located:** Front Office

Site Contact: Stephanie Scott **Located:** Admin