



Winmalee High School

Year 7 2020

Information for Parents and Students



2020 School Captains

PRINCIPAL'S INTRODUCTION

Winmalee High School is a school with many special qualities. The positive relationship between teachers and students is a distinctive feature. The school provides stimulating and challenging courses so that students gain a strong sense of fulfilment from their learning. Discipline is firm and is based on mutual respect and a belief that we are all responsible for our own behaviour and choices.

Winmalee High is a Positive Education school. This means that we want our students to both experience positive emotions and function well. Positive Education is an approach to student wellbeing that is based on scientific research and evidence. We use the PERMAH model developed by psychologist Martin Seligman to examine how we can support students to flourish.

Over recent years the school has enjoyed outstanding academic success. Our students consistently perform above state averages in the Higher School Certificate and NAPLAN testing. Also results in national Science, Maths, English, Computing Studies and other competitions have been consistently above state averages. These academic successes have been excellent because students at Winmalee High feel confident they have the support of staff and fellow students to achieve.

Students are offered an extensive range of extracurricular opportunities from representative and grade sport; to numerous music ensembles including the Jazz Band, Vocal Ensemble & String Ensemble; to Dance Ensembles including opportunities for boys through our hip hop ensemble; to Duke of Edinburgh Awards at all levels; to participation in Musicals bi-annually. In addition, students also have opportunities in Visual Arts programs and electives with the potential to participate in exhibitions and competitions.

Our motto "Strive to Achieve" is a simple one that carries a very important message. Strive means to set goals, to aim for your personal best and to take up the opportunities you will have at school. Achieve means to regularly reach your goals, being part of a team where you have the support needed to attain your personal best.

For more information about the school visit our website at
<https://winmalee-h.schools.nsw.gov.au>

and our school Facebook page at
www.facebook.com/WinmaleeHighSchool

There you will find photo galleries, past newsletters, policies, programs school activities and events and much more.

Welcome to Winmalee High School.



Voula Facas
Relieving Principal

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CONTACT DETAILS

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Facebook: www.facebook.com/WinmaleeHighSchool

Address: High School Drive
Winmalee NSW 2777

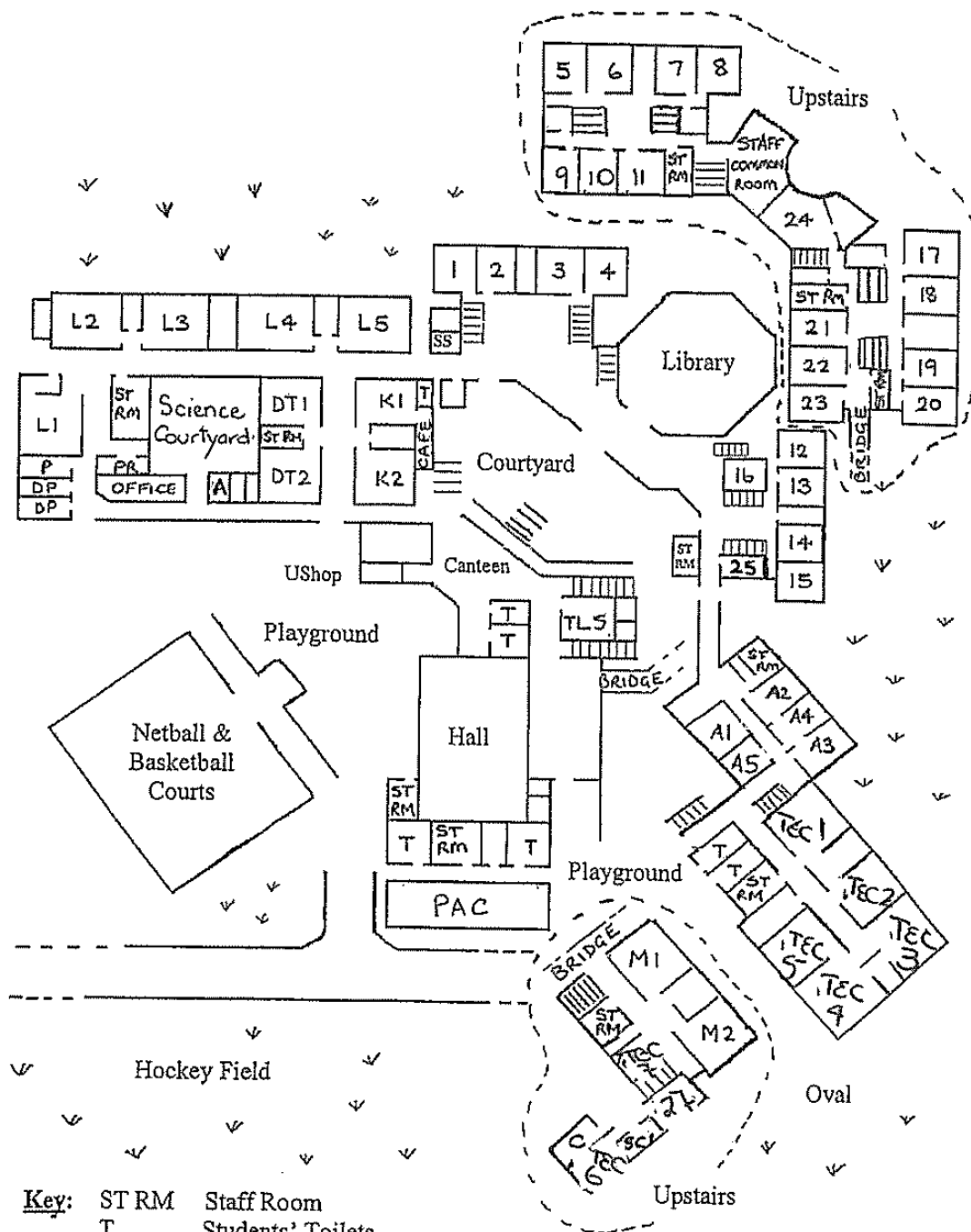
GENERAL DETAILS

Education Area: Blue Mountains
Hours (Office): 8.00 am to 3.00 pm
Lessons Start: 8.30 am
Lessons Conclude: 2.45 pm
(Senior classes are also timetabled before and after school.)

International School Links:

Arima Senior High School, Japan
Aurora College, Invercargill, New Zealand
Hillcrest High School, English
Paris High School, Canada

WINMALEE HIGH SCHOOL



WINMALEE HIGH SCHOOL STAFF DIRECTORY

PRINCIPAL Ms V Facas – Rel. DEPUTY PRINCIPAL Yr 8, 10 12 Mr C Pendergast DEPUTY PRINCIPAL Yr 7, 9, 11 Ms T Cameron - Rel.	HT ADMIN Mr J Galbraith BUSINESS MANAGER Ms D Liehr	HT WELLBEING Rel. Ms B Hinchey-Holley LAST (Learning & Support Teacher) Ms B. Hinchey-Holley Mrs K. Shead – Yr 10 Adviser
CAREERS ADVISER Mrs C Ruskin SCHOOL COUNSELLORS Ms L Pratt Additional Counsellor tbc	TEACHER LIBRARIAN Mrs J Vassallo LOTE Mr D. Cranby	SLSO Student Learning Support Officers Miss E. Charman Mr C. Formosa Mrs M. Horton Mrs T. Hurst Ms K. Westgate
CREATIVE & PERFORMING ARTS (CAPA) MUSIC & DRAMA Mr C McGown – Head Teacher Mrs R. Clifford Mrs L. Fox Mrs M. Sheehy DANCE Mrs K Byrnes Miss E Wilson VISUAL ART Mr S Bond Ms C Roots Mrs E Douglas	MATHEMATICS Mrs J. Hume - Head Teacher Mr N. Carr Miss K. Mather Mrs A. Smith Mr B. Starink - Yr 9 Adviser Additional teachers to be confirmed PHYSICAL EDUCATION Mr G Dutton Head Teacher Mrs K Byrnes Ms E. Crowe Mrs L Daniels Mrs K Dutton Mr J Meyers Ms K Robson Miss E Wilson Additional teachers to be confirmed	SCHOOL ADMINISTRATION Mrs S. Bayly - Rel.SAM Mrs N Darby Mrs N Hill Mrs R. Jones Mrs J. Younan - Enrolments STUDENT SERVICES Mrs S Brull Mrs M Kelly GENERAL ASSISTANT Mr Peter Smith LIBRARY ASSISTANT Ms R Eady
ENGLISH Ms A. McLean – Head Teacher Mr G. Anslow Ms A. Maddigan Mr D. Rowlands Ms E Seabrook - Yr 11 Adviser Mrs J Taylor Ms R Tippet Ms V Wickens	SCIENCE Mr P DeBono – Head Teacher Mr K Joseph Ms K Macqueen – Yr 9 Adviser Ms M Renwick Mrs R Stathakis Mr P Verstegen Ms P Clear Additional teachers to be confirmed	SCIENCE ASSISTANT Mrs C Stoffers APPLIED TECH ASSISTANT Mrs A O'Rourke
H.S.I.E Mrs D Redfern – Head Teacher Mr C. Cole - Yr 12 Adviser Mr J Kingston – Year 7 Adviser Mr G Roberts Ms B Scott – Year 8 Adviser	TECHNICAL & APPLIED SCIENCE (TAS) APPLIED TECHNOLOGY Mrs J Sherden – Head Teacher Mrs N Brown Mrs V Grace INDUSTRIAL ARTS Mr G. Booth Mr D. MacCormick	SCHOOL CAPTAINS Lillian Patterson Jackson McGrath VICE CAPTAINS Loren McNeil Josh Sneesby

YEAR 7 CURRICULUM

The curriculum is the range of subjects and other activities available to students. The day is divided into a structure of 1 period (76 mins), break, 2 periods, break, lunch, and 1 period. Students have 4 periods of 76 minutes. The following allocation is based on a 2 week period of time, Week A and Week B. Each subject shows the number of 76 minute periods each year has across the 2 week period.

English	6	DT (I.A)	2
Mathematics	6	DT (Applied Tech)	2
Science	6	Visual Arts	2
HSIE	5	Music	2
Integrated Sport	2	PDHPE	4
School Assembly	1	Religious Education	1
		Learning and Wellbeing	1
TOTAL		40 Periods	

2020 Daily Structure and Bell Times

Mon	Thur	Fri
Rollcall/DEAR	8:30	8:45
P1	8:45	10:00
Rec	10:00	10:20
P2	10:20	11:35
P3	11:35	12:50
L1	12:50	1:10
L2	1:10	1:30
P4	1:30	2:45

Tue		
Rollcall/DEAR	8:30	8:45
P1	8:45	10:00
Rec	10:00	10:20
P2a	10:20	10:58
P2b	10:58	11:35
P3	11:35	12:50
L1	12:50	1:10
L2	1:10	1:30
P4	1:30	2:45

Wed		
Rollcall/DEAR	8:30	8:45
P1	8:45	10:00
Rec	10:00	10:20
P2	10:20	11:35
P3a	11:35	12:12
L1	12:12	12:32
L2	12:32	12:52
P3b	12:52	1:30
P4	1:30	2:45

A whole school assembly is held on Tuesdays. In Period 2a, Year 10, 11 and 12 attend the senior assembly and Years 8 and 9 attend regular lessons, while Year 7 attends special interest groups (including Special Religious Education (SRE)). During 2b, Years 7, 8 and 9 attend the whole school assembly and Years 10, 11 and 12 return to regular lessons.

On Wednesdays, Year 9, 10 & 11 attend a traditional Sports afternoon after period 3a. Year 12 are not required to do sport. They may have other lessons or may seek authority to work at home. Year 7 and 8 participate in regular lessons on Wednesday afternoons. Sport is compulsory for all students. Year 7 sport is delivered throughout the school 2 week cycle using an Integrated Model. This means it is taught as a subject (sport) and is delivered by PDHPE teachers and identified within the class timetable. It is not based on a traditional model used for Year 9-11 which is delivered on a Wednesday.

SUBJECT CONTRIBUTIONS – 2020

Year 7 Courses

English	\$10 per year
Mathematics	\$25 per year
Science	\$15 per year
Technology Mandatory	\$120 per year
HSIE	\$10 per year
PDHPE	\$10 per year
Visual Arts	\$60 per year
Music	\$15 per year
School Technology	\$20 per year
Junior Contribution	\$90 per year
Rock & Water Program	\$20 per year
Student Diary	\$11 per year
TOTAL	\$406 per year

SCHOOL TECHNOLOGY – This is a voluntary contribution that assists in the provision of a range of technologies to support teaching and learning across the curriculum.

LOCKER HIRE - Initial Yearly cost of \$40 to be paid **before** the key is issued. An additional cost will occur for loss of a key. At the end of the year, the fee for the following year must be paid in order to retain the same locker. Otherwise the key will need to be returned to the school and the contents cleared from the locker.

SUBJECT DESCRIPTIONS

ENGLISH

The English classroom concentrates on developing the skills of speaking, listening, viewing, representing, reading and writing. Class work and assignments will be organised in units often centred around themes through the study of a collection of novels and/or set class texts. Within these Units students will participate in debating and speaking tasks, media studies, and language and literature analysis as well as drama activities. Conference writing leading to final draft writing will be the main process for the development of sustained structured writing. Assessment tasks will take place throughout the year measuring skills in speaking, listening, reading and writing.

MATHS

Mathematics is not only the study of numbers, but the development of necessary knowledge and skills required in all walks of life. As each and every student has different needs, goals and outlooks, this department aims to ensure the fullest development of all students, in mathematics and related fields. Basic skills, problem solving techniques and applications of mathematics are but a few of the skills to which students will be introduced at all levels.

SCIENCE

Students study the value of science in a variety of situations. They discover the relationships and relevance science has to our every day lives by studying aspects of biology, geology, physics, chemistry and astronomy. After an introduction to the school science laboratory, students go on to develop their inquiry skills through experimentation and their knowledge and understanding of the responsibilities of scientists.

MANDATORY TECHNOLOGY

This subject is taught by both the faculties of Industrial Arts and Applied Technology. Students will use different materials and will learn practical skills and design skills as well as having experience on computers. Projects involve using design principles and problem solving in order to produce a solution to the Design Brief given within the different areas of study.

LEARNING and WELLBEING

All Year 7 students at Winmalee High School complete activities as a part of a structured wellbeing lesson for 1 period per week. During this course the students are given the opportunity to become skilled users of ICT, in conjunction with learning study skills & techniques, and positive education strategies, thus enhancing achievement in all subject areas.

ROCK AND WATER PROGRAM

In Year 7, all students participate in the Rock and Water Program which is run over 5 lessons in class groups. The program is aligned with our focus on Positive Education and is designed to increase emotional regulation so that students are able to function well at school and in life more generally. Students learn how to ground/calm themselves, know how to hold boundaries and stay strong (Rock) and identify when it is good to go with the flow (Water). The program is evidenced based and operates in eleven countries worldwide.

DRAMA

Drama is offered as an aspect of year 7 and 8 English courses. It is an elective Stage 5 course (Years 9 and 10) and a Higher School Certificate course in Years 11 and 12. Drama is a valuable course in developing personal confidence, spoken and written communication skills, artistic expression and cultural knowledge. Performance opportunities include special in-school drama nights as well as drama festivals at regional and district levels.

GEOGRAPHY

Geography is a course in which students study the natural environments and human communities of the world. Students investigate what these environments and communities are like, where they are located and how and why they change. In their studies students develop their skills in research, problem solving, written and other forms of presentation, mapping, graphing and using statistics.

Topics include the study of the forces of nature including the weather and earth movements, environments such as Antarctica, nations of the world and global issues. The emphasis is on studying places outside of Australia as the Geography course in Years 9 and 10 is based on Australia. At the conclusion of the course students will have a better understanding of the world in which they live and Australia's place in that world.

HISTORY

History is a subject that emphasises the skills of research and investigation. Students are encouraged to think for themselves in this subject using a wide variety of sources of evidence to draw their own conclusions. Students study a broad range of stimulating topics investigating both ancient and modern history times.

PDHPE

PDHPE is a practical and theory course for all Year 7 to 10 students designed to develop the knowledge, skills and attitudes needed to understand, value and lead healthy and fulfilling lifestyles. The practical aspect involves participation in sport and physical activity. In these lessons students learn skills in many areas including rules, fitness testing, gymnastics, dance, athletics, aquatics, umpiring and playing a wide variety of games and sports. The sports uniform is compulsory for these lessons. Theory covers topics such as growth and development, relationships, healthy lifestyle, safe living, drug education, HIV/AIDS education, peer pressure and self esteem.

VISUAL ARTS

Visual Arts has the following aims:

- To develop visual expression, awareness and imagination;
- To develop the potential to see and act creatively;
- To make and study all aspects of the visual arts.

Students use a variety of mediums - such as paper, paint, clay, dye, canvas, pencil, crayon, to create personal artworks. They will experience a variety of 2D and 3D media. Activities such as drawing, printing, painting, designing, constructions and modelling will be used to interpret and express visual ideas and feelings. The course emphasises the development of the student's ability to respond, perceive, manipulate, organise and evaluate the

artworks of themselves and others. Students will respond to local artwork, mass media images, Australian art, past and present, including Aboriginal art forms. Students will need the Visual Diary and Art Kit supplied with payment of subject contribution, in order to participate fully in the course.

MUSIC

In Music, all students have the opportunity to develop their skills through performance, listening and written activities. Performance work in class is based on playing a variety of musical instruments, with the opportunity to specialise on a chosen instrument. Music reading is a large focus, with students developing these skills both through written activities including composition, and through practical activities. Listening lessons focus on identifying concepts and developing an understanding of a range of topics. The written work undertaken in music involves developing an understanding of music in its social and historical context.

LANGUAGE

All students in Stage 4 (Year 7 and 8) must complete 100hrs of language other than English. At Winmalee High School the language studied is Japanese. Students study Japanese for four periods per week in Year 8. This course provides the fundamentals of speaking, listening, reading and writing Japanese. Also the school has exchange visits with Japanese schools to increase learning opportunities and build cultural understanding.

JUNIOR UNIFORM – *Purchased through the School Uniform Shop*

BOYS	GIRLS
Yellow Polo shirt with school logo	Yellow Polo Shirt or Yellow Buttoned Blouse, both with school logo
Grey Shorts or Trousers with WHS logo	Grey Shorts or Trousers
-	Maroon School Tartan Skirt (may be worn with black stockings during winter)
Maroon Sloppy Joe with school logo	Maroon Sloppy Joe with school logo
Maroon Wool Jumper with school logo	Maroon Wool Jumper with school logo
Microfibre School Jacket with School logo	Microfibre School Jacket with School logo
Black Leather Lace up Shoes. Shoes must be fully enclosed, sturdy and safe. Plain white socks or black socks	Black Shoes. Shoes must be fully enclosed, sturdy and safe. Plain white socks or black socks Plain black tights
Maroon Scarf with School logo	Maroon Scarf with School Logo

SPORT – <i>only to be worn during PE lessons</i>	
Maroon Shorts and White Sports Shirt with school logo	Maroon Shorts and White Sports Shirt with school logo
Maroon Microfibre Trackpants with School logo	Maroon Microfibre Trackpants with School logo

UNIFORM SHOP – Direct Line 4754 2155

Opening hours are:

Monday: 8 am to 11 am

Wednesday: 8 am to 11 am

Thursday: 8 am to 11 am

Payments can be made by Cash, EFTPOS or Credit Card. Phone orders and credit card payments are possible during shop hours. On Line purchases can be made any time by visiting www.daylightsportswear.com

Please retain your receipt as proof of purchase. Your receipt must be produced when returning item(s) for exchange or refund. Please inform the school if you are not happy with the quality of any items purchased.

POSITIVE EDUCATION

Winmalee High is a Positive Education school. Positive Education is an approach to student learning and wellbeing that is based on scientific research and evidence aiming to create students who function well and flourish in school and in life. The school uses the Psychologist, Martin Seligman's PERMAH model as its framework for implementation of Positive Education which focuses on developing **P**ositive emotions, positive **E**ngagement, positive **R**elationships, **M**eaning and Purpose, **A**ccomplishment and **H**ealth/wellbeing in our students.

In Year 7, a range of programs, lessons and activities occur to develop student's ability to function well and flourish in school and life.

- Learning and Wellbeing lessons are held once a fortnight (76 mins). Students are taught a range of skills designed to help them to positively engage in learning and develop study skills and ICT skills as needed to support their learning and accomplishment. They explore ways to develop a growth mindset and mental toughness including developing persistence, learning to take on feedback and dealing with setbacks and other aspects of wellbeing.
- Positive relationships and positive emotions are developed through the Rock and Water Program which teaches emotional regulation and skills in and understanding of holding personal boundaries. Rock and Water runs in conjunction with a PDHPE unit which students further develop their understanding and learn to apply it in school situations and in other life situations.
- Other activities designed to foster positive relationships, positive emotions and positive engagement are offered to all Year 7 students. These include: Peer Support; the Settling into High School Program; Swim School; as well as sports gala days; or access as needed to the Learning Hub.
- Opportunities to participate in broader school programs and activities provide for general wellbeing and foster meaning, accomplishment, positive engagement, positive emotions and positive relationships. These include the Band Program; Vocal Group; Music Tutoring; Dance Ensembles; the Drama Group; Debating or Public Speaking; Visual Arts competitions; Mathematics and Big Science Competitions; Taekwondo; Chess Club; Robotics; Maker Space and numerous others.

The Head Teacher Wellbeing and Year Advisers can be contacted for further information about these strategies and programs.

LEARNING AND SUPPORT

Students needing support with their learning are assisted in a number of ways at Winmalee High. The primary methods are the development of Individual Learning Plans (ILPs) and support through the Learning Hub.

Students needing ILPs may be identified by primary schools, teachers or parents. Once identified, plans are developed to explain the nature of the learning difficulty and outline specific strategies to assist a student. The plan is communicated to all teachers and used to guide classroom based strategies.

In addition, students with ILPs and other students may be supported through the Learning Hub. This is a calm and supportive environment in which students receive help with assessment tasks and class based work. The Hub also runs targeted programs to address literacy and numeracy needs with small groups of students. Students experiencing anxiety or difficulties with social skills are also supported through the Learning Hub via small group or individualised programs.

The Learning and Support Teacher as well as the Head Teacher Wellbeing are available to assist parents and carers of students needing learning support.

POSITIVE BEHAVIOUR FOR LEARNING

Positive Behaviour for Learning (PBL) at Winmalee High School continues to inspire safe, respectful learners. The PBL program aims to improve social and learning outcomes for students, teachers and the school community. It does this by setting achievable behavioural standards for students and teachers. Problems are identified and explicitly taught to the students encouraging appropriate school and community behaviour.

Winmalee High School provides a safe, secure environment based on respect, trust and support. Students are encouraged to make the most of the opportunities provided to maximise their learning. If students follow the school rules then quality teaching and learning remains the focus at Winmalee High School.

***At Winmalee High School we expect students
to be safe, respectful learners***

What can being **SAFE** look like?

- Wearing your uniform at all times including on the way to and from school
- Staying in your seat
- Following safety procedures in the classroom and around the school
- Following directions of your teachers the first time
- Reporting problems to a teacher
- Behaving in ways to ensure the safety of self and others in all school related activities
- Moving about the school with safety and consideration of others
- Using equipment as it is meant to be used

What can **RESPECT** look like?

- Using appropriate language
- Treating others as you would like to be treated
- Leaving others' belongings alone
- Waiting your turn to speak
- Listening to the person who is speaking
- Putting your rubbish in the bins provided
- Keeping the school free of graffiti
- Looking after the furniture and equipment
- Putting your hand up to answer or ask a question
- Using a pleasant tone of voice
- Being polite, courteous and well mannered
- Appropriately congratulate the achievements of others

What can **ACTIVE LEARNING** look like?

- Coming prepared to learn and participate in school life
- Getting organised quickly after you enter the room
- Always doing your best in all aspects of school life
- Asking questions if you don't understand
- Taking part in class discussions and in group work
- Following safety instructions
- Learning from your mistakes
- Doing your homework – meet deadlines
- Revising class work
- Seeking help from your teacher

WINMALEE HIGH SCHOOL BEHAVIOUR MATRIX

Safe Respectful Learner	Classroom	Playground	Canteen	Assemblies / Formal Events	Corridors	School Arrival and Departure	Toilets/ Change rooms
Safe We are safe at all times	Behave in safe ways and use equipment appropriately	Avoid conflict and report bullying Stay in supervised areas	Wait patiently in line	Enter and leave the area in a safe and courteous manner	Move safely and promptly	Arrive on time and enter school grounds immediately Remain in bounds	Use facilities appropriately
Respectful We respect people and the environment	Follow teachers instructions the first time Listen actively and speak politely	Show respect to myself, others, property and the environment	Speak politely and wait your turn Purchase for yourself only	Listen respectfully and respond appropriately	Speak and behave respectfully Care for inside areas and displays	Act responsibly and safely when travelling to and from school Show respect to others	Respect the privacy of others Respect the environment
Learner We are active Learners	Come prepared for class Complete work and participate to the best of your ability	Move to class on the bell	Make your purchase before the bell and be mindful of examinations	Listen, reflect and participate as required	Wait for permission to enter the classroom	Follow the directions of those in charge the first time	Report all damage and inappropriate behaviour

CLASSROOM EXPECTATIONS

All classrooms have clear behaviour expectations displayed on a poster in the room. Each rule or expectation is designed to support a cooperative and focussed classroom thus promoting more “on task” behaviour and effective learning.

To be a Safe Respectful Learner in the classroom:

- Behave in safe ways and use equipment appropriately
- Follow teacher instructions immediately
- Complete work and participate to the best of your ability
- Listen actively and speak politely
- Come prepared for class

The teacher is in charge of the classroom.

The classroom is also extended to include all learning settings where a teacher is responsible for the learning and safety of students:

- the teacher has the right to have instructions obeyed without public challenge; Complaints are to be made after the class in the student's own time.
- the teacher has the right to define and/or publish acceptable behaviour in his or her classroom;
- the teacher has the right to nominate where a student sits and what activities take place and at what time;
- the teacher has the right to insist upon orderly movement, entry and exit;
- the teacher has the right to address the class without interruption including calling out, talking or noise from students;
- food is not be eaten in classrooms or buildings;
- caps or headwear are not be worn in classrooms or buildings;
- students should not be out of timetabled classes without their teacher's permission;
- on excursions students are to follow teacher directions including wearing school uniform;
- students must meet NESA requirements of sustained effort, diligence and meeting course outcomes;
- the teacher is in charge of the classroom at all times so that argumentative or hostile language or any behaviour that is unco-operative does not have to be tolerated;
- if a safety risk assessment shows that a student continues a pattern of disobedience or misbehaviour then the school has the right to withdraw that student from a regular class or classes and implement an alternative educational program under the supervision of a teacher.

Winmalee High School

Bullying others /repeated bullying

Dangerous behaviour

Abusing a staff member or visitor to school

Abusing other students

Being physically aggressive

Being violent or out of control

Leaving the room without permission

Openly defying teachers and other staff

Receiving a 3rd warning from the teacher

Serious breach or repeated breach of laptop usage contract

Any behaviour that seriously undermines learning or our school values

High Level of Concern

**ABOVE THE LINE behaviour –
totally unacceptable**

Follow Behaviour Management
System – Teacher/HT
Contract/Withdrawal

or Refer beyond the Classroom
Teacher

Being late or unprepared for class

Using inappropriate language – verbal and non-verbal

Using visible/audible inappropriate items
e.g. earphones, iPods, mobiles, gum

Disrupting or annoying others

Calling out and talking at the wrong time

Off task or not working

Out of seat without permission

Ignoring staff

Not following reasonable instructions without questioning

Name calling or annoying others

General breach of laptop usage policy

Any behaviour that undermines learning or our school values

NOTE: Students who repeatedly participate in low behaviour will move themselves 'Above the Line'.

Low Level of Concern

**BELOW THE LINE behaviour -
WARNINGS and related
CONSEQUENCES**

Follow Behaviour Management
System – Teacher Contract

Generally managed by the
Classroom Teacher

SPORTING CODE OF CONDUCT

PURPOSE

The purpose of school sport is to achieve one's personal best. At Winmalee High School we value highly the ideals of sportsmanship, determination, school spirit, team play, fairness and respect. School sport is worth the effort and energy if we keep this in mind. Successful teams know how to win with humility and dignity and lose with grace and sportsmanship.

PARTICIPANTS' CODE OF CONDUCT

As a representative of Winmalee High School –

I WILL:

- listen to my coach's instructions and play, above all, as a team member rather than as an individual;
- keep my comments positive towards my opponents and the referee/umpire;
- cooperate with my coach, team mates, referee/umpire and opponents. Without them, I do not have a competition;
- compete within the rules;
- encourage fellow team members by making positive comments;
- control my temper at all times and in all circumstances.

I WILL NOT:

- respond to provocation or poor behaviour by my opponents;
- show unsportsmanlike conduct such as swearing, fighting or cheating;
- challenge the referee or umpire, even if I believe a mistake has occurred.

SPECTATORS' CODE OF CONDUCT

The school welcomes the support of spectators who:

- act as role models of good sportsmanship;
- demonstrate appropriate social behaviour with positive comments to and about members of both teams;
- are courteous to players, coaches and officials;
- encourage and support honest effort and team play with generous applause;
- respect all team players and the decisions made by coaches and umpires/referees;
- support School Sport Australia's policy and the school's policy of a smoke and alcohol free environment;
- recognise the effort made by volunteer coaches and officials.

GENERAL SCHOOL INFORMATION

FINANCIAL ASSISTANCE

Student financial assistance is available from the school. Some course fees, uniform and excursions can be paid for from these monies. Contact the Principal should you require assistance at any time. Requests are dealt with in a manner that causes no embarrassment to parents or students. For those who simply need time to make payments a payment plan can be organised to assist you to systematically pay course costs & school fees.

LEARNING ASSISTANCE AND SUPPORT PROVIDED BY STAFF

The **HEAD TEACHER WELLBEING** oversees the Learning Support Team and works with Years Advisers to address many aspects of development, wellbeing and behavioural problems.

The **YEAR ADVISERS** are especially concerned with the welfare, progress and performance of students in their year group. Seek the advice of your Year Adviser on any problem and request their support in dealing with issues of concern.

The **SCHOOL COUNSELLOR'S** role is to help students settle into High School and to assist them with any problems that might occur at home, at school or elsewhere. If a student wishes to see the Counsellor for any reason, students can put their name and class in the counsellor's book in the office or slip a note under the counsellor's door.

The **ADMINISTRATION HEAD TEACHER** monitors attendance and organises the rolls in addition to be responsible for hire of casual relief and hall bookings.

The **HEAD TEACHERS** of Faculties are available to help with issues associated with their course areas (English, Mathematics, Science, Human Society and its Environment, Visual Arts, Music, Applied Technology, Industrial Arts and PDHPE).

CAPTAINS AND VICE CAPTAINS, both boy and girl, are elected to represent the students of the school at functions and to speak for the student body. They are leaders of the Student Council and act as ambassadors for our school at community events.

The **STUDENT REPRESENTATIVE COUNCIL** meets regularly to discuss matters relevant to students. The Council provides or acts as the voice of all students and may advise the Principal of student needs, organise school functions and act as a forum for student discussion. Students are elected from each year group to the Council and at times report back on pending issues or seek the opinions of other students.

The **LEARNING & SUPPORT TEACHER (LaST)** assists to cater for those students with specific learning needs or difficulties. This may be done within classrooms, through withdrawal programs for individuals or groups. Advice and support can be sought during student breaks. In some cases, students may be invited to be supported in their learning through the Learning Hub and Learning Centre. The LaST also works with parents, students and teachers to develop individual learning plans.

OFFICE STAFF

Our office staff will make appointments, accept fees, absence notes and telephone calls, and handle most enquiries from children and parents. It is expected that our staff are treated with respect during all communications i.e. the community is to model our values of being safe, respectful learners.

OFFICE

The school office is attended from 8.00 am to 3.00 pm during school time. The payment of monies including fees are accepted from students before school, recess and lunch time. Parents are able to pay fees between 8.00 am and 1.30 pm. Payments can be made in cash, using EFTPOS, by cheque or credit card and are also payable over the phone. A new parent online payment (POP) system provides the opportunity for parents/carers to pay for fees etc. through the school website.

APPOINTMENTS

Please appreciate that if you come to the school without having an appointment you may not be able to meet with staff including the Principal to discuss your problem at such short notice. We do want to speak with you or meet with you. To enable this, the school office will make an appointment for you. However, in cases of urgency, the Principal or Deputy Principal will try to be available. The Principal (if available) is very happy to show the school and its activities to parents/carers and members of the public. It is critical that we work in partnership to ensure your child has a safe, productive and happy school life.

To help us provide the best possible education and help us know and understand your children better, we urge you to get to know us as a staff, and to join us in every aspect of school life that you can. Students are also very pleased to see their parents actively engaging in school functions, activities and events.

PEER SUPPORT

All Year 7 students are placed into small groups at the beginning of Year 7. A Year 11 peer leader is allocated to each group. During Term 1 there is opportunity for individual and group interaction so that friendship and support is encouraged to assist students in their integration to High School. This will culminate with a 2 day Settling into High School program that includes sessions on study skills, boys' and girls' talks, communication, working as a team and a performance on anti-bullying.

ATTENDANCE & PUNCTUALITY

Winmalee High School expects regular **attendance** and **punctuality**. These are essential for success in learning, to develop self-discipline and increase employment opportunities.

To help our students achieve their full potential we need teamwork between the student, the school and parents. Therefore we seek assistance from parents to:

1. Expect and encourage your child/ren to **attend** and to be **punctual** (before roll call at 8.30 am).
2. Supply the school or use the function through the Skoolbag app to explain absences. Written explanations (notes) of student absences must be sent on the **first** day of return to school after the absence. The note must state the days and dates it covers **AND** the reason for the absence. Where reasons for absence are not provided the records will indicate an unjustified absence. Please assist us by not supporting your child's repeated and unjustified reasons for being late or absent. Explain through a note that you cannot justify their absence or lateness.
3. Contact the school **immediately** to report any ongoing absence so that we can work together to address any issues. Where possible the school will work to send work home to try and ensure continuity of learning.
4. Arrange appointments at the doctors, dentists, etc., **outside** school hours wherever possible. This includes Wednesday afternoons as Sport is an integral part of the school's curriculum

5. Contact the school by **phone** if the absence will be 3 days or more. A phone call is also acceptable if relaying reasons for absence or lateness.
6. Please take the time to write the notes in your own handwriting rather than merely signing a sheet which is filled in by your child. It is important that the school has the means of verifying the authenticity of notes.

NOTIFICATION OF ABSENCES

The school sends daily emails to notify parents/ caregivers if their child is late or absent to school.

ROLLS

Students are arranged in Roll Call in a Year Group system. This allows Year Advisers access to the Roll Call groups and for teachers to assist students with organisation, assessment organisation and pastoral care. Students in Year 7 will use this time to write important dates in their diaries.

SCHOOL CONTACT PERSON

Parents/carers are reminded that the school has 'Duty of Care' or 'Loco Parentis' during school hours. This means all arrangements in relation to their child/ren must occur through the school's front office, NOT via their child's mobile phone. Routine matters or messages can be handled by ringing and leaving messages with the office staff who will deliver these to your child/ren. Please contact the Head Teacher (Administration) for matters of concern about attendance and arrange an interview if necessary. All contact with parents or students must occur through the front office or sick bay.

TRUANCY (i.e. miss a class without permission)

Rolls are marked on a lesson by lesson basis. Parents/carers will be notified via a phone call if their child/ren is truanting. Truanting means the child is NOT where they should be at school and have not made themselves accountable by being in regular classes or be elsewhere with permission eg. School Counsellor, Sick Bay or another alternative school activity. These students will be interviewed by their classroom teacher and supervising Deputy Principal. Truants and fractional truants (who miss classes while under our care and control) may be put on detention at recess or lunch or After School Detention after parents are contacted. Students will also be expected to catch up on missed class work.

The Home School Liaison Officer is a Department of Education and Training Officer who may contact parents in regard to attendance matters. Students who do not attend regularly without justification will be referred to the Home School Liaison Officer by the Head Teacher Administration.

SICKNESS

If a student has a high risk medical condition e.g. Anaphylaxis, Epilepsy, Asthma etc., an Action Plan, Emergency Care/response plan and/or Individual Health Care plan needs to be completed and submitted. Epipens must be provided within the use-by date and labelled with the student's name.

It is **most important** that you provide:

1. information about any acute or chronic illness or disability your child has;
2. **contact phone numbers which are kept up-to-date at all times;**
3. a permission note for us to contact the hospital or your family doctor in case of accident or illness;
4. information and note from parents regarding any medication your child has, e.g. asthma;
5. please notify the school if the student is on regular medication for whatever reason.

If you are concerned about medication or any other health concerns contact the school

office.

Very prompt action is taken by the First Aid Staff in the event of illness etc but please try to help us by not sending your child to school if it is clear that he or she is in poor health on the day. The school **does not** have facilities to look after sick children. Children who are feeling sick must seek permission from their class teacher to go to Sick Bay. The First Aid staff will make contact with parents or carer/s. **Students should not call a parent direct from their mobile phones.**

LATENESS (Student arrives after 8.30 am)

Students who are late to school **must bring a note** to justify their lateness. School and Roll Call commence at 8.30 am and students late **during** roll call may be marked late by the roll teacher on the roll. 'Sleeping in', 'the alarm clock did not go off' and 'traffic' are not a justifiable reason for lateness.

Students arriving **after roll call** must report to Student Services. Persistent latecomers are NOT meeting school expectations around being punctual/on time, nor are they being the best learner they can be. As a result discipline consequences may result. It should be realised that the school is the training ground for expectations in other community settings including employment.

EARLY LEAVERS

It is expected that parents/carers try to make appointments for their child outside of school hours. In the event that this is not possible the following applies.

- A student seeking to leave early for such as appointment must have a **signed** note from a parent/guardian.
- The note is to be taken by the student to Student Services before Roll Call. On sport days, early leaver's notes need to be approved by a Deputy Principal.
- Student Services will issue an EARLY LEAVER'S pass which the student is to present to their teacher prior to leaving for the appointment. The pass can be picked up at recess or lunch.
- The student is to sign out in the EARLY LEAVER'S book located at Student Services at the time written on the pass.

NOTE: No student may leave the school without permission. Students must keep the **early leaver's pass** to show Home School Liaison Officers or Police. They have the legal authority to return students to school if they are not in possession of written authorisation.

DETENTION POLICY

Students may be detained for half of lunch time or half of recess as a consequence for not meeting the schools behaviour expectations of being a Safe, Respectful Learner.

For more serious or repeated offences, e.g. fractional truancy, students may be detained after school for up to one hour. A letter will be provided by the Head Teacher or Deputy Principal to the parent advising of the detention so that parents are aware and can make suitable travel arrangements. For After School Detentions 24 hours notice will be provided unless negotiated otherwise through parent contact.

OUT OF BOUND AREAS

- Near the toilets (students are not to loiter in toilet areas);
- Bush surrounding the playground;
- Playground area designated for particular years (e.g. senior area if not a senior);
- All areas between the eastern boundary and school buildings, e.g. behind the library.

- Bus Bay and Retaining wall near bus bay area.

NOTE: Students are to enter the school immediately after arriving at school by bus. Students found not entering immediately may face discipline consequences. Students are not permitted to leave grounds once they have arrived at school.

BUILDINGS

Students are not to enter buildings before school, during recess or lunchtime, or after school without the permission of a teacher. The exception will be days on which the weather is extremely cold or rainy. Students will be notified that they can move into the buildings during breaks.

OFFICE VESTIBULE

Enter only through the doorway near the Deputy Principal's office and only after 8.00 am. Students are **ONLY** allowed in this area if they are:

- Paying money to the office;
- Seeking advice from the front office staff;
- On messages; or
- Seeking interviews with the Principal, Deputy Principal or Administration Head Teacher.

PERSONAL PROPERTY

All clothing and equipment (such as calculators) should be marked indelibly, or engraved, to show the owner's full name. Money, watches and other valuables should not be left in clothing at P.E. or Sport or in bags that are left outside classrooms. Make arrangements with your teacher for security of articles of value. Money and valuables may be left at the office until the end of the day but should be collected then.

All lost property found should be handed in at the office to enable the owner to be located. Enquire at the **Front Office** at recess or lunchtime if you have lost anything.

Radios, electronic games, mobile phones, CD players, cassette players and similar equipment should not be brought to school. Responsibility for loss or theft lies with the student.

LOST PROPERTY

Lost property is located at the front office. Students finding lost property are encouraged to act with integrity and hand lost property in to the office. Parents are encouraged to help their child label or mark their clothing or equipment in some way so that it is easily identified and can be returned to the student.

COMMUNICATION AND STAYING CONNECTED

FACEBOOK

Ensure to like us at www.facebook.com/WinmaleeHighSchool

This official page enables you to see current activities as well as up and coming activities.

SKOOLBAG

Download the Skoolbag application from the App Store to stay connected. Use this App to receive notifications about events; view the calendar; download permission notes; view school newsletters; submit absences and to update contact details.

WEBSITE

Visit our official school website at www.winmaleehigh.com.au

The website provides an abundance of information about the school.

LETTERS HOME

Inform parents/carers of events to come, or seek permission for your child to participate in events. Please assist this process through regular checks with your child to prevent such circulars from being forgotten in a pocket or bag. A copy of excursion notes can be found in the Skoolbag app.

MEETINGS

- P & C Meetings are held on the second Wednesday evening of each month in the school library, beginning at 7.00 pm A strong school needs an active P & C, please consider giving your support by attending these meetings, assisting as a volunteer in our canteen or assisting at school events and fundraising activities.
- A parent teacher night will be organised at half yearly report time. Parents are encouraged to meet their child's teachers and discuss their child's progress and ways to support their improvement.
- Open Night has been a feature of the school's activities each year. It is held towards the end of Term 3.
- Interviews with members of staff may be arranged through the Principal, Deputy Principal, Head Teachers, Years 7, 8, 9, 10, 11 and 12 Student Advisers or the School Counsellor. Booking will ensure that the staff member has had time to check on the problem and is free at the time you arrive.
- Year 7 Meet the Teachers – an informal gathering and BBQ to meet your child's teachers (beginning of the school year) Week 6, Term 1, Tuesday Evening.
- Presentation Night is held in the final week of Term 4.

STUDENT NOTICES

These are read out during roll call. They are then displayed around the school. Those who are late should read these notices carefully also.

EXCURSIONS

Many excursions are organised for the various subjects, sports and other activities.

Students are to observe the following:

1. Hand in a consent note signed by your parents;
2. Wear full school uniform unless you are told otherwise;
3. Follow all school rules requiring good behaviour throughout the full duration of the excursion;
4. Ensure that you have the correct money and equipment; and
5. Ensure payment of monies by the close date and time of the excursion. Excursions can be paid online but this must be done 48hrs prior to the close off date. We strongly recommend that students pay for excursions prior to school. Excursions are payable by cash, EFTPOS, cheque or credit card and are also payable over the phone.

EMAILS

Emails are sent daily for absences and are occasionally to provide specific information about up and coming events, such as Subject Selection evenings and Parent Teacher evenings to seek parent participation in school activities.

SCHOOL INTERVIEWS

Bookings for Parent Teacher Interviews are made through the Website
<https://www.schoolinterviews.com.au/>.

Parents/Carers will be notified when bookings are open via this Website.

ASSESSMENT AND REPORTING A-E GRADES

All NSW Schools are required to report using a standard referenced system based upon an A-E grading scale. This means there is no limit to the number of A's or B's etc. that can be achieved by students within courses. Students have to demonstrate or work toward achieving the standards. Teachers describe the standard or level of achievement or how well they achieve based upon the A-E this grading scale.

The following descriptors are used to describe **how well** students have achieved what they have learned during that semester. These grades will appear on assessment tasks or assignments and on school reports (biannually).

A: Outstanding - The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.

B: High - The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.

C: Sound - The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.

D: Basic - The student has a basic knowledge and understanding of the content and has achieved a basic level of competence in the processes and skills.

E: Limited - The student has an elementary knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills.

RECOGNITION OF MERIT

Students at Winmalee High School are encouraged to reach their maximum through processes that emphasise positive recognition of quality work and significant achievement. There are four levels of awards beginning with bronze, silver, then gold and the highest level platinum.

Teachers award merit certificates or 'goldies' to students at class or faculty level. Five (5) of these awards qualify a student for a school bronze award, twenty five for a silver award, fifty for a gold award and one hundred for a platinum award. A combination of merits and 'goldies' can be used with no more than two 'goldies' comprising any five (5) awards. This might be 5 merits, 4 merits and 1 goldie, or 3 merits and 2 goldies.

Awards are provided by teachers in such areas that may include:

- special or exceptional effort in class;
- improvement in class;
- improvement in attitude towards work;
- outstanding effort in some aspect of school activity (e.g. debate, sport performance);
- outstanding effort in a class project;
- a high place in a class test or exam;
- work experience;
- school service (e.g. library/canteen);
- community service;

- representing the school; and
- best and fairest at sport.

Student advisers are responsible for collecting information from students as they move up the levels of recognition. It is within the grasp of all students to achieve gold level during their period in high school.

Names of students who have achieved gold and platinum levels are displayed in the school foyer.

WINMALEE MEDAL

The school aims to give high recognition to students who display commitment. We value extensive participation in curricular and extra-curricular activities. The Winmalee Medal recognises students' holistic achievements in a balanced and progressive framework.

To receive an award the student needs to earn eight credits in at least four of the following categories with a maximum of three credits per category. This encourages students to become involved in a variety of areas of school life in any academic year.

1. Academic Excellence/ Merit Program
2. Leadership
3. Community Service
4. Creative and Performing Arts
5. Sports Representation
6. Other

There are five steps in the award:

The first step is the certificate of Achievement 1

The second step is the certificate of Achievement 2

The third step is the certificate of Achievement 3

The fourth step is the Winmalee Medal

The final and ultimate step is the Principal's Medal

Each step must be achieved in an academic year. There is no limit to how many steps that can be achieved in each year.

The Winmalee Medal - Future Leaders Project (Final Step)

The Principal's Medal is a progressive step from the Winmalee medal. To achieve this honour, participants will be required to undertake Future Leaders Project. This could be undertaken as an individual or as a team.

Students should aim to develop, implement and manage a community-based project that seeks to change and challenge the community and its spirit, whilst nurturing the leadership qualities of the participants.

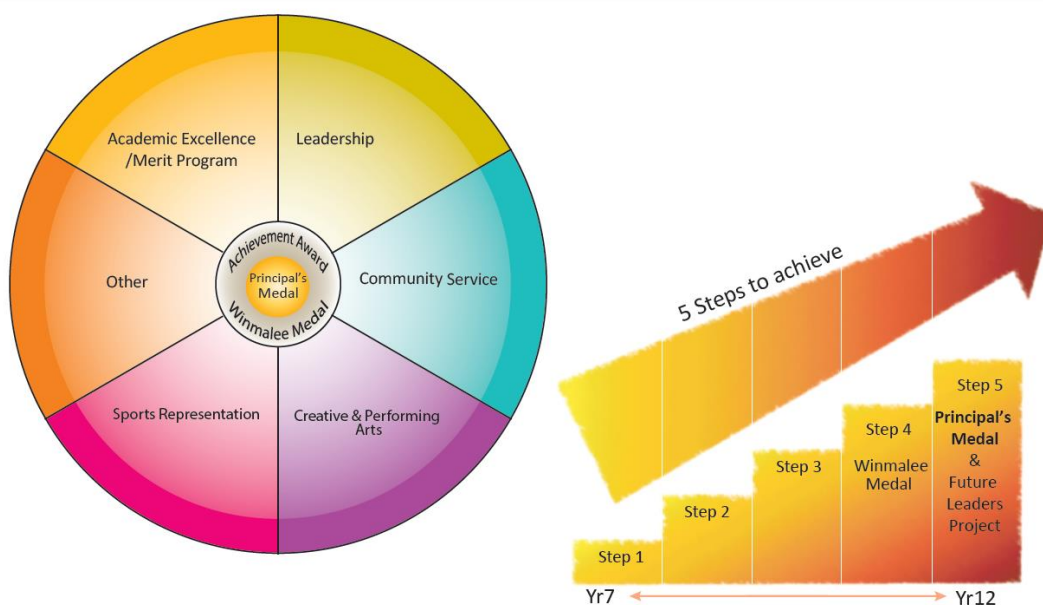
Students will propose their own project that encompasses and reflects:

- Sustained engagement (including planning and delivery).
- Is action-based with positive outcomes.
- Adopts an insightful and reflective approach to their project.
- Recognises aspects of the six elements of the Winmalee Matrix of Achievement

Students should submit a written proposal to the Principal or staff representative including the following details:

- The objective or goal of the project.
- The processes that will be required to succeed.
- Details of people involved including a Mentor or point of contact that will provide direction e.g. teacher or community leader.
- Outcomes and products of the project.
- Time-line and dates.
- How the project will be evaluated.
- Evaluation report to be submitted on completion of the project.

The Winmalee Matrix of Achievement



STUDY SKILLS

Skills in such areas as organisation and study are developed through programs that operate in Year 7 to Year 12. Sound study skills are important if a student is to be successful at school.

Year 7 are involved in a Settling into High School program in Term 1 which includes aspects such as:

- Difference between homework and study;
- Various study techniques;
- Organisational skills;
- Time management.

SCHOOL EQUIPMENT LOANED AND PACKS FOR PURCHASE

EQUIPMENT BELONGING TO THE SCHOOL

Textbooks and other school resources may be loaned (faculty dependent) to students and will be used in class. Students must take care of the resources and returned in as good condition as they were when received. All students must take care of all school property, equipment and furniture to ensure it remains in excellent condition for following students to use. A student ID/library card will be issued early term 2 after school photos have occurred.

EQUIPMENT FOR YEAR 7

- 1 white apron for Food Technology (included in fees)
- 1 navy apron for Industrial Arts (included in fees)
- Hair restraint for long hair.
- 1 blue pen, 1 black pen and 1 red pen, pencil, ruler, glue stick.
- USB Stick
- School Diary (invoiced through fees at \$11)
- 1 PE shirt and shorts (available from uniform shop).

Students will need to wear appropriate shoes in line with work place, health and safety regulations. Practical lessons require the wearing of black leather tongued laced up shoes to protect feet from injury. In PE/Sport students will need sport shoes that are suitable for a variety of high intensity sports.

EXERCISE BOOKS and OTHER STATIONERY REQUIREMENTS

Students will need to bring the following material to class. These can be purchased from Bennetts Office Supplies, Springwood. A limited number of book only packs will be available from the school canteen. The school packs will not contain the calculator and will need to be purchased elsewhere.

1 x 48 page exercise book	-	Learning and Wellbeing
1 x 192 page A4 exercise book	-	English
1 x 128 page A4 exercise book	-	PDHPE
1 x 192 page A4 exercise book	-	Science
1 x 192 page A4 exercise book	-	HSIE
1 x 192 page A4 grid book	-	Maths
1 x Casio FX 82 AU	-	Maths
1 x 64 page Scrapbook	-	Applied Technology
1 x 128 page A4 exercise book	-	Music
1 x 92 page A4 exercise book	-	Industrial Arts
1 x Clamp Folder	-	General Assignments

LIBRARY

The school library is an integral and valuable resource for all teaching and learning at Winmalee High School.

Its focus is to inspire student's critical and creative thinking. Housing 26000+ resources – print and multimedia, the library embraces digital technologies both as an information source and tool for teaching and learning. With 60+ network computers, wireless support for DER Laptops and 2 interactive whiteboards, this dynamic learning centre has the flexibility to provide simultaneously seven distinct teaching and learning spaces.

The Fiction collection includes considerable titles with an emphasis on Australian literature. The non-fiction resources cater for a comprehensive range of subjects across all curriculum and interest areas. The library also provides an extensive reference and dedicated HSC collection for use at school, whilst most other resources are available for a two week borrowing period.

All students at Winmalee High School are provided with a personal network login with access to personal file space on the school's server. Students are able to save their work for all subjects into this file space. They are also able to access their file space from home via their home internet connections and download or upload files to the school's server. Students are able to submit work electronically by uploading their files to teachers drop boxes both at school and from home.

Following this same procedure, using the work to do folder, students are also able to obtain work from their teachers such as assessment tasks, assignments, reading lists and homework.

The Teacher Librarian is available to assist student complete learning tasks across all subject areas during recess and lunch.

Our library fluidly adapts to the diverse needs of our school community with both flexibility of space and resources, ensuring that our students are engaged, focussed learners. It is an environment that supports, enhances and nurtures communication and collaborative learning.

Separate to this, all students are provided with a DEC portal account for email and filtered internet access. This requires a separate login and password that is administered by the DEC. Students can store their work using DEC server space.

All students in Year 7 are given the opportunity to develop their Information, Communication Technology & research skills in their ICT lesson each week.

The school's Teacher/Librarian, Mrs J. Vassallo or computer coordinator Mr G. Roberts, are available to answer any questions that parents or students may have regarding computing curriculum, WHS network & facilities.

Library Hours – Monday to Friday 8.30am – 2.45pm

The library is open during recess and lunch times except Friday recess.

Note – If the Teacher/Librarian is absent, the library is unable to open at these times.

BORROWING

New students will be issued with a library card which permits:

- Year 7-10 students to borrow 4 resources at a time (2 fiction, 2 non-fiction)
- Year 11-12 students to borrow 8 resources at a time (4 fiction and 4 non-fiction)

Resources need to be returned by the due date to ensure all students have equal access to resources. A book chute is provided near the entrance to the library permitting return of resources at any time during the school day. Resources required for longer periods of time may usually be renewed and students are also able to reserve resources.

Students and parents should be aware that lost or damaged items must be paid for. This will involve the replacement cost of the item and \$2.00 processing fee. Students who elect to purchase a photo ID card may use it as their library card.

USE OF PRINTER/PHOTOCOPIER

There is a printer/photocopier which is available to students in the library. To print or copy students need to purchase a card. Black and white copies are 20c per A4 and A3 pages. Colour copies are 50c per A4 page and 70c per A3 page. Students are advised that the copying of more than 10 percent of a book, individual maps and pictures may contravene the copyright law. If in doubt they should ask the Teacher/Librarian for advice on this matter

SPORT

The school is divided into four houses for swimming, cross country and athletics carnivals. Houses are updated yearly for equal numbers. The houses are:

- Hawkesbury - Red
- Blue Gum - Blue
- Sassafras - Green
- Yellow Rock - Yellow

The houses are named after prominent local geographical features.

Year 7 & 8

All students participate in two periods of Integrated Sport weekly. This is in addition to two periods of Physical Education and one period of health. These programs are usually delivered by Personal Development, Health & Physical Education Teachers.

Students are required to wear normal uniform to school and change into sports uniform at the beginning of practical PE/Sport lessons.

CARNIVALS

This is a school day and all students are expected to attend school carnivals. Students not participating in events are encouraged to support other students who are competing for their house.

Swimming

The school holds a one day carnival early in Term 1 each year. Championship and novelty events are conducted.

Cross Country

The school holds a one day carnival in late Term 1/early Term 2.

Athletics

The school holds a one and a half day 'Tabloid-style' carnival early in Term 2.

WEDNESDAY SPORT (Years 9 - 11 only)

Students are encouraged to participate in a variety of sports - both grade and recreational. Usually students will not be allowed to participate in the same "recreational sport" for two consecutive terms. Students enrol in a sport at the end of a previous term or season with selection on a first in basis for recreational sports and trials for grade sports. Grade sport is given priority.

Students who are unable to participate in sport on a particular afternoon must bring a note of explanation to the Sports Coordinator before roll call. All students will be allocated to a sport group and are expected to attend every week. Students who forget their money or equipment (and are unable to arrange a loan) or miss their sport bus, must report to the "Non-Sport" room.

Students are expected to wear the sports uniform for their sports. Students not in correct uniform may be prevented from leaving the school for sport. Shoes must be worn at all times. In summer, hats should be worn as protection against the sun.

Students are not permitted to ride bicycles or drive vehicles (seniors) to their sport venue.

Every student must pay up front for their sport and sport bus costs.

Wet Weather

Indoor sports will still continue where practicable, all other students will be assigned to groups and supervised by a roster of sports teachers in classrooms for the afternoon.

Zone Teams

Representative teams are entered in the following sports: Athletics, Austag, Australian Rules Football - 16 years, Baseball, Basketball - Boys, Basketball - Girls, Cross Country, Cricket - Boys, Cricket - Girls, Diving, Euroball, Golf, Gymnastics - Boys, Gymnastics - Girls, Hockey - Boys, Hockey - Girls, Lawn Bowls, Netball, Rugby League - Opens, Rugby League - 15 years, Rugby Union, Soccer - Boys, Soccer - Girls, Softball - Boys, Softball - Girls, Squash - Boys, Squash - Girls, Swimming, Tennis - Boys, Tennis - Girls, Touch - Boys, Touch - Girls, Trampolining and Tumbling, Volleyball - Boys, Volleyball - Girls, Water Polo - Boys, Water Polo - Girls.

C.H.S. Knockouts

The school enters these competitions each year depending on the current abilities of the students. Competitions are held in the following sports: Australian Rules, Baseball, Basketball, Cricket, Hockey, Lawn Bowls, Netball, Rugby league, Rugby Union – Boys and Girls, Soccer, Softball, Squash, Table Tennis, Tennis, Touch, Volleyball, Water Polo.

Inter-School Visits

The school also enjoys, across all years, inter-school visits with other high schools.

SCHOOL POLICIES

SUN PROTECTION POLICY

BACKGROUND

It is well known that Australia has the highest rate of skin cancer in the world with nearly 280,000 new cases and 1,300 deaths recorded each year. Most skin cancers are caused by exposure to ultra-violet radiation (UVR) from the sun and it appears that sun exposure in early life is particularly important.

In Australia, the risk of melanoma is highest in people born in Australia or who migrated here in the first 15 years of life.

Most skin cancers can be prevented. Recent trends show that a focus on skin cancer protection is paying off with a levelling of melanoma and basal cell carcinoma rates among younger people.

RATIONALE

Exposure to sunlight during childhood and adolescence is one of the greatest risk factors for the development of skin cancer in later life. If an impact is to be made on future rates of skin cancer in Australia, sun exposure in childhood and adolescence must be reduced.

The school community has a significant role to play in the prevention of skin cancer.

It is important to protect teachers, students, staff and volunteers who may be required to work outside or to supervise students during breaks, excursions, sporting classes and other events.

Taking steps to minimise exposure to UVR is a requirement under occupational health and safety legislation.

POLICY STATEMENT

Unprotected exposure to the sun in childhood and adolescence significantly increases the risk of developing skin cancer in later life. Exposure at any stage of life can add to the risk of cancer. As many as one out of two people who live their whole lives in Australia will get skin cancer at some time.

Winmalee High School is committed to reducing exposure of staff and students to the sun's harmful UVR, thus reducing the lifetime risk of skin cancer.

AIM

The aim of this policy is to ensure that all staff and students at Winmalee High School are protected throughout the year from the sun's harmful UVR. The policy aims to promote sun safety through a comprehensive and collaborative approach, including consideration of the school's outdoor environment, organisation of activities, curriculum content and education of students and staff.

IMPLEMENTATION

The policy applies all year round. Sun protection is a priority during spring and summer months (Terms 1 & 4) when UVR levels are most intense. However, it is still important in autumn and winter. The policy also applies to all school activities conducted off school premises, e.g. excursions, sport, carnivals, camps.

- 30+ sunscreen is available at all times from the PDHPE Staffroom.
- 30+ sunscreen has been purchased and distributed to staffrooms around the school.
- Students will be taught sun safe practices during PDHPE, PE lessons and as part of the Health curriculum.
- These issues will be considered by the school's SRC and Welfare team.
- Parents will be informed through the P & C and parent newsletters.
- Students are actively encouraged to use sun protection in Sport, Physical Education and during other outdoor activities conducted by the school.

ASTHMA POLICY

All children with asthma must have an Allergic Reactions Plan And Individual Health Care Plan provided by their Doctor which describes the triggers and actions the school must take to manage an Asthmatic child in the event of an attack.

Asthmatic children are to where possible ensure they avoid their own triggers and inform teachers in the event they have been exposed to their trigger or are at risk of exposure eg deodorants, increase or change in weather.

Asthmatic children must carry their medication on them every day. They will not be permitted to participate in school activities outside the school unless they have the appropriate medication.

ANAPHYLAXIS POLICY

Anaphylaxis is a severe and sometimes sudden allergic reaction as a result of exposure to an allergen (eg food or an insect sting). Parents are responsible for notifying the school that their child has an allergy and is at risk of anaphylaxis. The school requires an ASCIA Action Plan for Anaphylaxis be completed, signed and dated by the student's doctor and provided to the school. The school will develop strategies to manage a student at risk of anaphylaxis within the school environment and during school related activities.

In addition an Individual Health Care Plan must be formulated by the school in consultation with the parent and relevant staff, and where practicable, the student and their doctor. It will include the ASCIA Action Plan.

Anaphylaxis is a life-threatening condition and as such ALWAYS requires an emergency response. The school must at all times use the adrenaline auto injector such as an EpiPen or Anapen and contacting emergency services regardless of the request of the parents.

It is the role of the parent to provide the prescribed adrenaline auto injector and to replace it when it expires or after it has been used. A first aid kit must be taken on all school excursions. This kit must contain a general use adrenaline auto injector and ASCIA Action Plan. The staff member is required to take the student's auto injector and ASCIA Action Plan for all students with Anaphylaxis. Anaphylactic students will NOT be permitted to participate in activities outside of the school unless they have their medication or auto injector.

UNIFORM POLICY

Winmalee High School aims to provide high standards of education, self esteem and safety for all its students. As decided by the overwhelming majority of the school's community (made up of parents, students, teachers and local community members) the wearing of uniform is integral to providing and maintaining these standards. Three major reasons were provided in support of this decision.

- School uniform helps promote a strong school spirit. Research shows that students enjoy improved learning outcomes where a strong school spirit exists.
- School uniform promotes cohesion between different groups within a school thus breaking down discrimination based on financial, religious or cultural background.
- School uniform provides a clear identification of students within the school and community. This makes the sighting and removal of uninvited and unwelcome visitors possible.

The school discipline code indicates that it is expected that all students will adhere to the dress code by wearing school uniform. The school has the right to enforce this discipline code.

Students will be excluded from certain school and school-linked activities:

- If their clothing compromises agreed-upon school community standards articulated in the school uniform requirements, and might be considered damaging to the image of the school in the larger community context;
- Where the health and safety of the student or of other students, particularly as defined by occupational health and safety legislation, would otherwise be compromised.

While a student won't be suspended solely for not wearing school uniform, ongoing non-compliance will be regarded as an infringement of the School Discipline Code.

The management of uniform is based on a supportive model in which students and parents are provided with information about the school uniform. This information is provided by means of -

- The Monthly Newsletter; Facebook and the school website
- Information presented on the weekly assembly; and
- Personal letters requesting support from families.

It is of prime importance to the staff of Winmalee that parents who face financial hardship are made fully aware of the financial support is available to them by the school and to ensure they are not disadvantaged in any way.

On a daily basis, when a student has a genuine reason for not wearing uniform, a simple note of explanation should be brought to school and given to the roll teacher. The note will be authorised by the roll teacher for the day. If the student does not have a note he or she is expected to ask the roll teacher for a note.

Students who fail to cooperate with the uniform procedures may be given sanctions according to the school discipline code. Students repeatedly choosing not to wear the full and correct uniform will be referred to the relevant Head Teacher who will investigate reasons for non-compliance. Parents/carers will most likely be contacted at this time to seek their support on the matter.

ANTI-BULLYING POLICY

RATIONALE

Schools are among the safest places in the community for children and young people. Winmalee High School prides itself on being a safe and supportive school. This policy and its practices are designed to prevent and respond to incidents involving harassment, bullying, as well as aggression and violence as forms of bullying. This school values diversity and works to ensure that all members of the school community

feel respected and included and can be confident that they will receive support in the face of any threats to their safety or wellbeing. Positive Behaviour for Learning activities and other school Welfare Programs within the school work to develop positive and respectful relationships with peers and teachers and student confidence about their emotional and social skills (Adapted from *National Safe School Framework*). We work constantly to build a clear understanding of how we expect members of our community to conduct themselves to ensure a safe, supportive and respectful learning environment.

The Senior Executive and staff are committed to working to enhance the wellbeing and safety of our students. When necessary we will take the necessary disciplinary action to prevent bullying and to send a strong message that bullying is unacceptable and will not be tolerated at Winmalee High School.

Our school is well known for the strong relationships it engenders between students, between staff and students and parents and staff. As a school we work to encourage and maintain this culture of positive relationships. Our PBL motto about bullying captures our position on this matter very well: *Say No to Bullying and Say Yes to Kindness*.

AIM

To make the whole school community aware that bullying behaviour is unacceptable. School should be an enjoyable and safe environment for students and teachers. This policy is underpinned by the following guiding principles that represent fundamental beliefs about safe, supportive and respectful school communities.

THE SCHOOL'S ATTITUDE TO BULLYING

Winmalee High School does not tolerate bullying in any form. Every member of the school community has the right to learn and teach in a happy and safe environment.

This belief aligns with the National Safe Schools framework which is based on the overarching vision that "All Australian schools are safe, supportive and respectful teaching and learning communities that promote student wellbeing."

WHAT IS BULLYING?

Bullying consists of deliberate, hurtful behaviour repeated over a period of time by one or more persons who use power inappropriately over another less powerful person or group.

Bullying can take the following forms:

Verbal	(name calling, put downs, threats)
Physical	(hitting, punching, kicking, scratching, tripping, spitting)
Social	(ignoring, excluding, ostracising, alienating)
Psychological	(spreading rumours, stalking, dirty looks, hiding or damaging possessions)

MOBILE PHONE AND ELECTRONIC DEVICE POLICY

RATIONALE

Winmalee High School acknowledges that mobile phones and electronic devices play an important role in providing students travelling to and from school with a degree of security. The school also acknowledges that mobile phones and other electronic devices are also a part of students' day to day lives.

The school understands that students do bring mobile phones and other electronic devices to school for a variety of reasons. The following policy outlines the acceptable use of mobile phones, portable computer games, recording devices and cameras at school, to ensure that the school community is supported in a safe and respectful environment which focuses on learning. This policy is based upon Legal Bulletin Issue No: 35.

APPROPRIATE USE OF DEVICES

Use of mobile phones and other electronic devices at school and in the classroom are accepted under the condition that they are used in an appropriate manner, with teacher permission and for reasonable use. Mobile phones and devices should at no times prevent or disrupt learning during class time.

Some examples of acceptable use in the classroom with the permission of the teacher, include; accessing the camera to photograph notes and school related work, accessing an electronic calendar, researching school related material, accessing online teaching and learning forums, use of relevant applications, and accessing music files.

During school breaks, students are permitted to use their phones or devices to contact family, listen, music, and play games.

Students do not have access to charging facilities whilst at school. It is student's responsibility to charge their phone at home in preparation for the school day.

Staff are expected to model appropriate use of mobile phones and devices at school.

See website for full version of all School Policies.