



# Winmalee High School **Year 2020**

Information for Parents and  
Students



2019 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.

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 and 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. Winmalee High is special because students encourage each other and they value success.

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.

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  
<http://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.



K. Middlebrook  
Principal

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## CONTACT DETAILS

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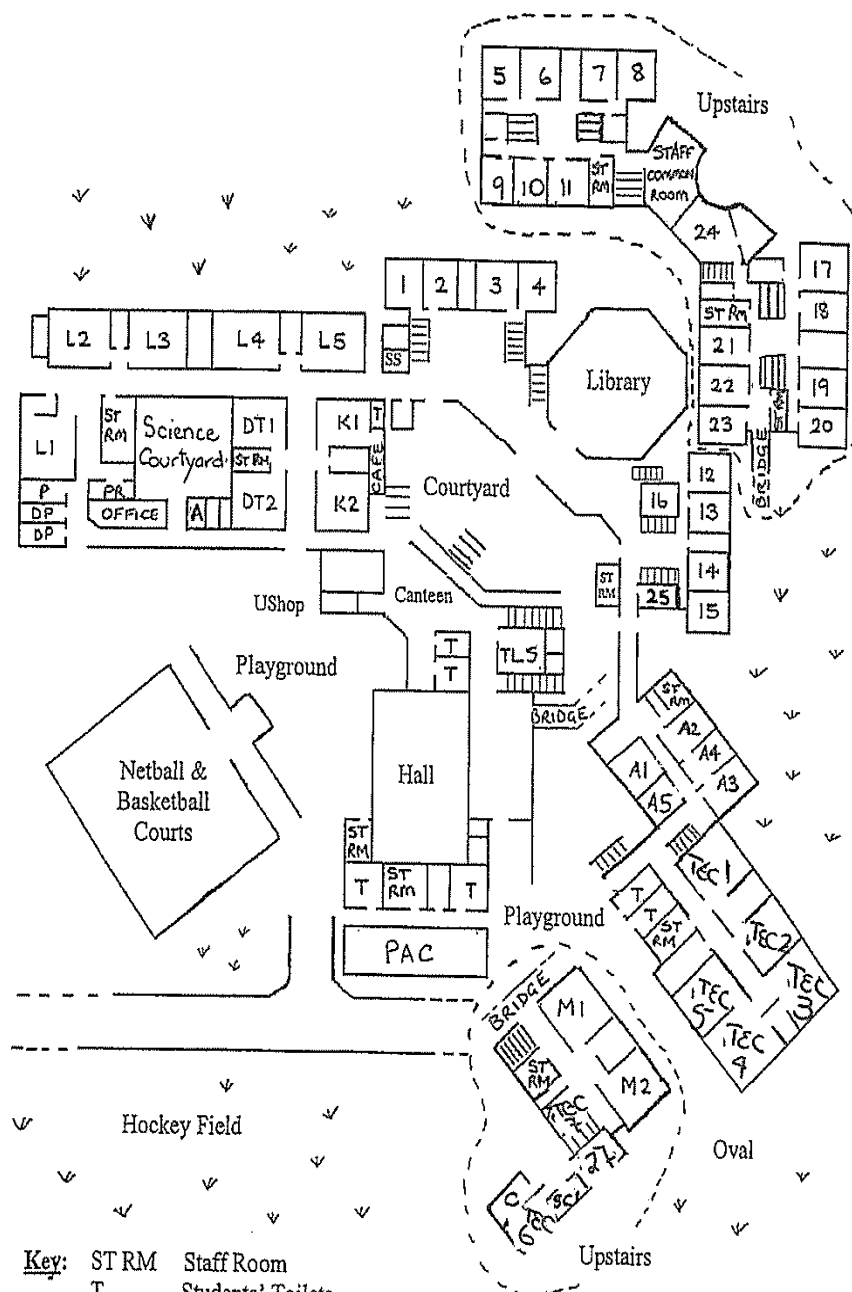
## GENERAL DETAILS

**Education Area:** Blue Mountains  
**Hours (Office):** 8.00 a.m. to 3.00 p.m.  
**Lessons Start:** 8.30 a.m.  
**Lessons Conclude:** 2.45 p.m.  
(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, England  
Paris High School, Canada

# WINMALEE HIGH SCHOOL



<b>Key:</b>	ST RM	Staff Room
	T	Students' Toilets
	C	Counsellor
	PR	Print Room & Sick Bay
	A	Administration Office
	P	Principal
	DP	Deputy Principal
	UShop	Uniform Shop
	SS	Student Services

## WINMALEE HIGH SCHOOL STAFF DIRECTORY

<b>PRINCIPAL</b> Ms K Middlebrook  <b>DEPUTY PRINCIPAL Yr 8, 10, 12</b> Ms V Facas  <b>DEPUTY PRINCIPAL Yr 7, 9, 11</b> Mr C Pendergast	<b>HT ADMIN</b> Mr J Galbraith  <b>SCHOOL ADMIN MANAGER</b> Mrs D Liehr	<b>HT WELLBEING</b> Ms T Cameron  <b>LAST</b> <b>(Learning &amp; Support Teacher)</b> Ms B. Hinchey-Holley Mrs K. Shead – Yr 9 Adviser
<b>CAREERS ADVISER</b> Mrs C Ruskin  <b>SCHOOL COUNSELLOR</b> Ms L Pratt Mr M Meehan	<b>LIBRARIAN</b> Mrs J Vassallo  <b>LOTE</b> Mr D Cranby	<b>SLSO</b> Student Learning Support Officers Miss E. Charman Mr C. Formosa Ms D. Grima Mrs M. Horton Mrs T. Hurst Mr H. Krause Mr N. Maguire-Rosier Mrs M. Passmore Ms K. Westgate
<b>CREATIVE &amp; PERFORMING ARTS (CAPA)</b>  <b>MUSIC &amp; DRAMA</b> Mr C. McGown - Head Teacher Mrs R. Clifford Mrs L. Fox Mrs M. Sheehy  <b>DANCE</b> Mrs K. Byrnes Miss E Wilson  <b>VISUAL ART</b> Ms M Besson Mrs E Douglas Ms K Hawes	<b>MATHEMATICS</b> Mrs J. Hume - Head Teacher Mr N. Carr Mr S Gopal Mrs F. Parbery Miss K. Mather Mrs A. Smith Mr B. Starink - Yr 8 Adviser  <b>PHYSICAL EDUCATION</b> Mr G. Dutton Head Teacher Mrs K Byrnes Miss E. Crow – Sports Organiser Mrs L. Daniels Ms A Doyle Mrs K. Dutton Mr J. Meyers Ms K. Robson – Yr 12 Adviser Miss E Wilson	<b>SCHOOL ADMINISTRATION</b> Mrs D. Liehr - SAM Mrs S. Bayly Mrs R. Jones Mrs M. Kelly Mrs J. Younan - Enrolments  <b>STUDENT SERVICES</b> Mrs S. Brull  <b>GENERAL ASSISTANT</b> Mr Peter Smith  <b>LIBRARY ASSISTANT</b> Ms R. Eady
<b>ENGLISH</b> Ms A. McLean – Head Teacher Mr G. Anslow Mrs V. Benn Mr M Livingston Mr D. Rowlands Ms E. Seabrook - Yr 10 Adviser Mrs J. Taylor Ms R. Tippet Ms V Wickens	<b>SCIENCE</b> Mr P. DeBono – Head Teacher Mrs J Harrington Mr K Joseph Miss K King Mr D. MacCormick Ms K. Macqueen – Yr 8 Adviser Ms M Renwick Mrs R. Stathakis Mr P. Verstegen	<b>SCIENCE ASSISTANT</b> Mrs C. Stoffers  <b>APPLIED TECH ASSISTANT</b> Mrs A.O'Rourke
<b>H.S.I.E</b> Mrs D. Redfern – Head Teacher Mr b Chenoweth Mr C. Cole - Yr 11 Adviser Mr J. Kingston Mr G. Roberts Ms B. Scott	<b>TECHNICAL &amp; APPLIED SCIENCE (TAS)</b> <b>APPLIED TECHNOLOGY</b> Mrs J. Sherden – Head Teacher Mrs N. Brown Miss S Chapman Mrs V. Grace  <b>INDUSTRIAL ARTS</b> Mr G. Booth Mr L Bones Mr J. Zugajev	<b>SCHOOL CAPTAINS</b> Marli Thomson Nicholas Craig  <b>VICE CAPTAINS</b> Eloise Dennis Henry Hutchinson

## 2020 Daily Structure and Bell Times

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

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

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

A whole school assembly is held on Tuesdays. In Period 2a, Year 10, 11 and 12 attend the assembly and Years 8 and 9 attend regular lessons, while Year 7 attends Religious Instruction. 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 considered a subject and is delivered by PDHPE teachers.

## YEAR 7 -10 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.

### CURRICULUM STRUCTURE YEARS 7 - 10

	YEAR 7	YEAR 8	YEAR 9	YEAR 10
English	6	6	5	5
Mathematics	6	6	5	5
Science	6	5	5	5
HSIE (History/Geography)	5	4	5	5
X	0	0	4	4
Y	0	0	4	4
Z	0	0	4	4
DT (I.A.)	2	2	0	0
DT (App. Tech.)	2	2	0	0
Visual Arts	2	2	0	0
Music	2	2	0	0
PDHPE	4	4	4	3
Careers	0	0	0	1
Japanese	0	4	0	0
R.I.	1	0	0	0
Sport	2	2	3	3
School Assembly	1	1	1	1
ICT	1	0	0	0
<b>TOTAL</b>	40	40	40	40

**Year 11 & 12 students elect the courses they will study for their senior years. This is based on ability and interest of students.**



## WINMALEE HIGH SCHOOL 2020 COURSES AND LINE COMPOSITION

Year	1	2	3	4	5	6	7
12	*English	*Maths	* Biology * Dance *Food Technology * Legal Studies * Music * Society & Culture * Software Design & Development * Visual Arts	* Biology * Business Studies * CAFS * Engineering * Hospitality * Society & Culture	* Drama * Business Studies * Chemistry * Modern History * PDHPE * Timber * Visual Arts	* Ancient History * Earth & Environment Science * Hospitality * Legal Studies * PDHPE * Physics	*Ext 1 Maths *Ext 1 English *Ext History * Ext Science *Japanese Continuers
11	*English	*Maths *	* Ancient History * Biology * Dance * Engineering * Hospitality * Legal Studies * PDHPE * Photography	* Biology * Chemistry * CAFS * Design & Tech * Hospitality * Information, Processes & Tech * SLR	* Business Studies * Music * PDHPE * Physics * Society & Culture * Timber * Visual Arts	* Business Studies * CAFS * Chemistry * Drama * Food Tech * Modern History * Legal Studies	*Ext Maths *Ext English
10	*English	*Maths *PDHPE	*Science *History *Geography	<b>X Elective</b> * Commerce * Dance * Engineering * Food Tech * Music * Pass * Visual Arts	<b>Y Elective</b> * Drama * Graphics Tech * ISTEM * Japanese * Pass * Timber * Visual Design	<b>Z Elective</b> *Engineering * Food Technology * History * Food Technology * Information, Software, Technology * Pass * Visual Arts * Visual Design	
9	*English	*Maths *PDHPE	*Science *History *Geography	<b>X Elective</b> * Commerce * Dance * Food Technology * Information, Software, Technology * Building & Construction * PASS * Visual Art * Visual Design	<b>Y Elective</b> * Child Studies * Food Technology * Music * Indus Tech Engineering * Timber * PASS * Visual Design	<b>Z Elective</b> *Drama * Elective History * Food Technology * Timber * Building & Construction * Japanese * PASS *Visual Design	

## SUBJECT CONTRIBUTIONS – 2020

### ALL STUDENTS

#### General Contribution:

\$150 – Voluntary Family Contribution  
 \$ 90 - Single Student Contribution (per year)  
 \$ 20 – General Technology (per year)

### SUBJECT CONTRIBUTIONS – 2020

#### Year 7 Courses

English	\$ 10 per year
HSIE	\$ 10 per year
Mathematics	\$ 25 per year
Music	\$ 15 per year
PDHPE	\$ 10 per year
Science	\$ 15 per year
Technology - Applied Technology	\$ 70 per year
Technology - Industrial Arts	\$ 50 per year
Visual Arts	\$ 60 per year
Rock & Water Program	\$ 20 per year
Diary	\$ 11 per year

#### Year 8 Courses

English	\$ 10 per year
HSIE	\$ 10 per year
L.O.T.E.	\$ 5 per year
Mathematics	\$ 25 per year
Music	\$ 15 per year
PDHPE	\$ 10 per year
Science	\$ 15 per year
Technology – Applied Tech	\$ 70 per year
Technology – Industrial Arts	\$ 50 per year
Visual Arts	\$ 60 per year

#### Year 9 Courses

Child Studies	\$ 30 per year
Commerce	\$ 10 per year
Dance	\$ 50 per year
Design & Technology	\$ 40 per year + project costs
Drama	\$ 50 per year
Elective History	\$ 10 per year
English	\$ 10 per year
Food Technology	\$120per year
Graphics Technology	\$ 40 per year
HSIE	\$ 20 per year
Elective History	\$ 10 per year
Industrial Technology – Building & Construction	\$ 80 per year
Industrial Technology – Engineering	\$ 80 per year
Industrial Technology - Timber	\$ 80 per year
Info & Software Tech	\$ 25 per year
L.O.T.E.	\$ 20 per year
Mathematics	\$ 25 per year
Music	\$ 25 per year
PASS	\$ 20 per year
PDHPE	\$ 10 per year
Science	\$ 15 per year
Visual Arts	\$ 80 per year
Visual Design	\$ 80 per year

### **Year 10 Courses**

Child Studies	\$ 30 per year
Dance	\$ 50 per year
Drama	\$ 50 per year
English	\$ 10 per year
Food Technology	\$120 per year
Graphics Technology	\$ 15 per year
HSIE	\$ 20 per year
Elective History	\$ 10 per year
Industrial Tech – Electronics	\$ 80 + project per year
Industrial Technology – Engineering	\$ 70 per year
Industrial Technology – STEM	\$ 80 per year
Industrial Tech – Timber	\$ 80 + project per year
Info & Software Tech	\$ 25 per year
L.O.T.E.	\$ 20 per year
Mathematics	\$ 25 per year
Music	\$ 25 per year
PDHPE	\$ 10 per year
PASS	\$ 20 per year
Science	\$ 15 per year
Visual Arts	\$ 80 per year
Visual Design	\$ 80 per year
VET Hospitality	\$120 per year

### **Preliminary HSC Courses (Year 11)**

Ancient History	\$ 10 per year + textbook
Biology	\$ 22 per year
Business Studies	\$ 10 per year + text book
Chemistry	\$ 22 per year
Community & Family Studies	\$ 10 per year
Dance	\$ 40 per year
Design & Technology	\$ 40 + project costs per year
Drama	\$ 50 per year
Earth & Environmental Science	\$ 22 per year
Engineering Studies	\$ 20 per year
English	\$ 20 per year
Exploring Early Childhood	\$ 20 per year
Food Technology	\$ 70 per year
VET Hospitality	\$130per year
Information Processes & Technology	\$ 30 per year
Industrial Technology- Timber	\$ 80 per year
Investigating Science	\$ 22 per year
Legal Studies	\$ 10 per year + textbook
L.O.T.E.	\$ 20 per year
Mathematics	\$ 25 per year + textbook
Modern History	\$ 10 per year + textbook
Music	\$ 30 per year
PDHPE	\$ 10 per year
Physics	\$ 22 per year
Photography (1 year subject)	\$100
Software Design & Development	\$ 30 per year
Society & Culture	\$ 10 per year + textbook
Sport, lifestyle & Recreation (1 year subject)	\$ 20 per year
Visual Arts	\$100 per year

### HSC Courses (Year 12)

Ancient History	\$10 per year + textbook
Biology	\$ 22 per year
Business Studies	\$ 10 per year + textbook
Chemistry	\$ 22 per year
Community & Family Studies	\$ 10 per year
Dance	\$ 40 per year
Drama	\$ 50 per year
Earth & Environmental Science	\$ 22 per year
Engineering Studies	\$ 20 per year
English	\$ 20 per year
Food Technology	\$ 70 per year
VET Hospitality	\$130 per year
Information Processes & Technology	\$ 30 per year
Industrial Technology - Timber	\$ 60 per year + project costs
Legal Studies	\$ 10 per year + textbook
L.O.T.E.	\$ 20 per year
Mathematics	\$ 25 per year + textbook
Modern History	\$ 10 per year + textbook
Music	\$ 30 per year
PDHPE	\$ 10 per year
Physics	\$ 22 per year
Senior Science	\$ 22 per year
Society & Culture	\$ 10 per year + textbook
Software Design & Development	\$ 30 per year
Visual Arts	\$100 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 \$40-00 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**

### **CORE SUBJECTS YR 7 - 10**

#### **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.

#### **ICT – INFORMATION AND COMMUNICATION TECHNOLOGIES**

It is a Board of Studies requirement that all students in Years 7 to 10 are required to learn and practise computing skills within all of their subject areas. Each subject has some computing skills written into the syllabus for that subject.

All Year 7 students at Winmalee High School complete an ICT course for 1 period per week. During this course the students are given the opportunity to become skilled users of ICT, thus enhancing achievement in all subject areas. Students develop research techniques using both electronic and print information resources and then publish their findings using various software applications along with peripheral technologies such as digital cameras and scanners.

#### **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.

## **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.

# **YEAR 9 & 10 ELECTIVE SUBJECTS**

## **CHILD STUDIES**

Child Studies provides students with a broad knowledge of the physical, social, intellectual and emotional development of children from birth to 6 years. Students will examine the needs of a child; how a child learns through play and will investigate the importance of a child's health and safety.

## **COMMERCE**

Commerce aims to provide a student with the skills and knowledge they need to help them cope with everyday living both now and in the future. Commerce is very relevant and useful because it concentrates on topics students will face as consumers, workers, community members, tax payers and voters. Since Commerce provides students with skills for everyday life it is relevant to students of all abilities.

## **DANCE**

Dance provides students with opportunities to experience and enjoy dance as an art form. In an integrated study of the practices of performance, composition and appreciation, students develop both physical skill and aesthetic, artistic and cultural understandings. The course enables students to express ideas creatively and to communicate physically, verbally and in written form as they make, perform and analyse dances.

## **ENGINEERING**

The Engineering focus area of Industrial Technology provides opportunities for students to gain practical experiences in and investigating the concepts used in Engineering disciplines.

Engineering Technology gives students the opportunity to solve problems in the areas of structures, mechanisms, control systems (electronics) and renewable energy. The course will have a significant practical focus, with much of the course being covered through the construction of projects in metal, timber, plastics, composites and electronics.

## **INFORMATION AND SOFTWARE TECHNOLOGY**

Participation in Information and Software Technology (Computing) in Years 9-10 appeals to students through their attraction to concrete activities and their enjoyment of learning about and using computers. As a result of studying this course, students will be equipped to make appropriate use of and informed choices about information technology both at a personal level and in the workplace. Students will be prepared for future developments and directions in the exciting and challenging field of information technology. They can develop interest in, enjoyment of and critical reflection about information technology as an integral part of modern society.

## **DESIGN & TECHNOLOGY**

In the study of Design and Technology students will explore the world of design and experience technological innovation and its impact on people and the environment. The design process caters for a variety of student needs, interests and abilities. Students will gain an understanding and appreciation of design concepts and will investigate the work of a variety of designers in our society.

They will also be encouraged to explore the use of a variety of materials and resources in the design and creation of four projects over the two year course. Design projects will give students the opportunity to be creative and independent learners. The practical component of the course will take up the majority of the course time, giving students a greater opportunity to develop their skills. Students will have a further opportunity to express their creative ideas and abilities in the development of a supporting document for each project.

## **DRAMA**

The aim of Drama is to develop your ability and confidence to express yourself through your body and your mind and to appreciate dramatic and theatrical works.

### **Content:**

#### **Level 1 (Year 9)**

Improvisation and play building are the basis of the Year 9 Drama course. Through specific workshops you develop the skill of playing a character through voice and movement. You will be introduced to elements of production, including design and techniques.

#### **Level 2 (Year 10)**

You will continue to develop skills introduced in Level 1 while investigating different types of theatre and styles of plays. Workshops are also designed around the performance of a monologue, scripted drama and group work. You may be given the opportunity to perform in the Sydney West Drama Festival / ANZAC Ceremony / Expo Day Assembly. The course culminates in a showcase performance in Term 4 of Year 10.

## **ELECTIVE HISTORY**

The course Personalities, Events and Societies is designed for those students with a real interest in increasing their knowledge and understanding of ancient and modern history.

### **Content:**

During Years 9 and 10 students will study the following topics:

- “Constructing History” – the nature of history and the nature of historical sources.
- “Ancient, Medieval and Early Modern Societies” – in depth studies of at least two ancient, medieval and early modern societies from anywhere in the world.
- “Thematic Studies” – an in depth study of at least one historical theme with emphasis on students

undertaking independent learning in an area that interests them. Themes can include ones such as “Heroes and Villains I History”; “Myths and Legends” or a current topic area such as “Terrorism”.

### **FOOD TECHNOLOGY**

The study of Food Technology provides students with a broad knowledge and understanding of food properties, processing, preparation and their interrelationship, nutritional considerations and consumption patterns. It addresses the importance of hygiene and safe working practices and legislation in the production of food. Students will develop food-specific skills, which can then be applied in a range of contexts enabling students to produce quality food products. It also provides students with a context through which to explore the richness, pleasure and variety food adds to life and how it contributed to both vocational and general life experiences.

### **PHYSICAL ACTIVITY AND SPORTS STUDIES**

Physical Activity and Sports Studies aims to enhance students’ capacity to participate effectively in physical activity and sport, leading to improved quality of life for themselves and others.

Students engage in a wide range of physical activities in order to develop key understandings about how and why we move and how to enhance quality and enjoyment of movement.

### **INDUSTRIAL TECHNOLOGY - TIMBER**

Students will be given opportunity to develop Design Skills appropriate to the machines and processes with experience in materials, hardware, joining materials and finishes. Exposure and experience in Planning Skills - sequencing of operations, reading and production of drawings and related computer awareness to the wood industry. Construction Skills including, safety, material preparation, cutting out, joining, shaping and forming on the wood lathe, tool maintenance and finishes.

### **JAPANESE**

The aim of the course will be to develop student’s language skills to enable them to communicate simply but effectively in a Japanese social environment.

### **ELECTIVE MUSIC**

The aim of Elective Music is to provide students with the opportunity to acquire the knowledge, understanding and skills necessary for active engagement and enjoyment in performing, composing and listening, and to allow a range of music to have a continuing role in their lives. Students will experience a range of styles of music from Pre-Classical to Modern, Rock, Jazz and Contemporary Genres.

### **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.

### **VISUAL DESIGN**

Students in this course will learn about Visual Design and all of its forms. They will learn to communicate their ideas and interests by looking at contemporary trends and at how Web Designers, Architects, Fashion and Jewellery Designers, Interior and Graphic Designers make visual design artworks for a commercial audience. They will explore the work of visual designers using the Conceptual Framework and the Frames.

They will explore product and object design, poster and CD design, logo and packaging design and web design



using a range of materials and techniques. Special emphasis will be on integrating the use of industry standard computer software such as Photoshop 7, film editing software and web design skills with more traditional art forms to create their Visual Design artworks.

Students will learn to develop their ability to think creatively, solve problems and respond to a design brief within a specific time frame.

### **SUBJECT SELECTION BOOKLETS**

For students entering Year 9 & 11, a subject selection handbook is available to assist in choosing elective courses. Students new to the school in Year 10 may also choose to use these course descriptions to assist them to select their courses.

## **JUNIOR UNIFORM – Purchased through the School Uniform Shop**

<b>BOYS</b>	<b>GIRLS</b>
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

<b>SPORT – only to be worn during PE lessons</b>	
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

## **SENIOR UNIFORM – Purchased through the School Uniform Shop**

<b>BOYS</b>	<b>GIRLS</b>
White Polo shirt with embroidered school logo	White Polo Shirt or Senior White Buttoned School Blouse, both with embroidered school logo
Grey Shorts or Grey or Black Trousers with WHS logo	Grey Shorts or Grey or Black Trousers with WHS logo
Black Wool Jumper with embroidered school logo	Black Wool Jumper with embroidered school logo
Black Sloppy Joe	Black Sloppy Joe
	Grey School Tartan Skirt
Black Leather Lace up Shoes. Shoes must be fully enclosed, sturdy and safe. Plain white or black socks	Black Shoes. Shoes must be fully enclosed, sturdy and safe. Plain white or black socks Plain black tights
WHS Plain Black Scarf	WHS Plain Black Scarf
<b>SPORT - only to be worn during PE lessons (or Sport Day Wednesday for Years 9 – 12)</b>	
WHS Maroon Shorts and White Sports Shirt with embroidered school logo	WHS Maroon Shorts and White Sports Shirt with embroidered school logo
WHS School Maroon Microfibre Trackpants	WHS School Maroon Microfibre Trackpants

### **UNIFORM SHOP – Direct Line 4754 2155**

Opening hours are:

Monday: 8 a.m. to 11 a.m.

Wednesday: 8 a.m. to 11 a.m.

Thursday: 8 a.m. to 11 a.m.

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](http://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 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

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## **EFFECTIVE DISCIPLINE HELPS CREATE A SOUND LEARNING ENVIRONMENT**

The school's discipline code can be summarised as follows. Procedures to achieve this code will be regularly communicated within the school community.

- Standards of behaviour expected from students should be positive at all times and align with the school values of safety, respect and active learners. Students should behave responsibly, respecting the rights of fellow students, teachers and the community. Responsible behaviour is expected in the classroom, on the sporting field, in the playground, while travelling to and from school, and while on excursions or school activities out of normal school hours.
- Students are expected to act safely in and around the school and at all activities. Students have a duty of care towards fellow students so that their actions do not cause injury to others.
- As teaching staff have clear requirements placed on them to provide safe supervision of students, it is essential that students obey their teachers' requests and instructions. Students who do not follow teachers' instructions or request the first time become a safety concern. They may be required to be part of a comprehensive risk assessment process.
- Homework includes projects, assignments, major works, study, revision, summarising, extension work and specific homework tasks. These are set by teachers as part of courses studied. Students are expected to follow their programs of study so that they can successfully complete their courses in the time allocated.
- Board of Studies requirements for sustained effort, diligence and meeting course outcomes must be met by students.
- The school community has decided that this school will maintain appropriate and high standards of dress through the full and correct adherence to a uniform policy. It is expected that all students will adhere to the dress code by wearing full and correct school uniform. Students who are not wearing school uniform may not be allowed to participate in regular lessons or school events/activities if they are not dressed to ensure their own safety or might be mistaken as a visitor to the school or are jeopardising the reputation of the school.

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 will not be suspended solely for not wearing school uniform, ongoing non-compliance will be regarded as disobedience which is an infringement of the School Discipline Code.
- Students are expected to attend regularly and punctually so that they can gain the maximum benefit from their educational opportunities.
- This school specifically in accordance with the Department of Education and Communities (DEC) policy forbids the possession or use of illegal drugs, alcohol, tobacco and weapons. This school will not tolerate violence or threats of violence, bullying, possession or use of illegal drugs, offensive weapons, persistent disobedience or criminal behaviour to staff or students. The response to such actions will be suspension or expulsion in the most serious cases.
- Through positive and respectful relationships between all members of the school community the learning climate of the school will be enhanced.



## 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 the first time
- 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 Board of Studies 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

### High Level of Concern

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 3<sup>rd</sup> warning from the teacher

Serious breach or repeated breach of laptop usage contract

Any behaviour that seriously undermines learning or our school values

### **ABOVE THE LINE behaviour – totally unacceptable**

Follow Behaviour Management  
System – Teacher/HT  
Contract/Withdrawal

or Refer beyond the Classroom  
Teacher

### Low Level of Concern

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'.

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

Follow Behaviour Management  
System – Teacher Contract

Generally managed by the  
Classroom Teacher





### WINMALEE HIGH SCHOOL BEHAVIOUR MATRIX

<b>Safe Respectful Learner</b>	<b>Classroom</b>	<b>Playground</b>	<b>Canteen</b>	<b>Assemblies / Formal Events</b>	<b>Corridors</b>	<b>School Arrival and Departure</b>	<b>Toilets/ Change rooms</b>
<b>Safe</b>  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
<b>Respectful</b>  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
<b>Learner</b> 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

# **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 **STUDENT ADVISER (Girls)** will advise girls in many aspects of development, welfare and behavioural problems. For any problems of a personal nature, seek her advice.

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 a.m. to 3.00 p.m. 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 a.m. and 1.30 p.m. 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 a.m.).
2. Supply the school with written explanations (notes) of student absences 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.

## ROLLS

Students are arranged in Roll Call in a vertical alphabetical system. The procedure allows brothers and sisters to be in the same Roll Call Class and allows interaction between students in Year 7 through to Year 12, providing more support across the year groups.

### **DEAR (Drop Everything and Read)**

During the 15 minutes of Roll Call the roll is marked and notices for the day read out. Students are asked to bring suitable reading material each day for DEAR. All students are expected to take part. Failure to participate actively and cooperatively in this program may result in discipline consequences.

Other school approved programs or rolls also operate during this time. Examples of these programmes or special rolls include Band, Literacy and Numeracy Support, Media and Maths Extension, Sport and Japanese.

### **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 a.m.)**

Students who are late to school **must bring a note** to justify their lateness. School and Roll Call commence at 8.30 a.m. 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.
- 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 earlier 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.

### **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 a.m. 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.

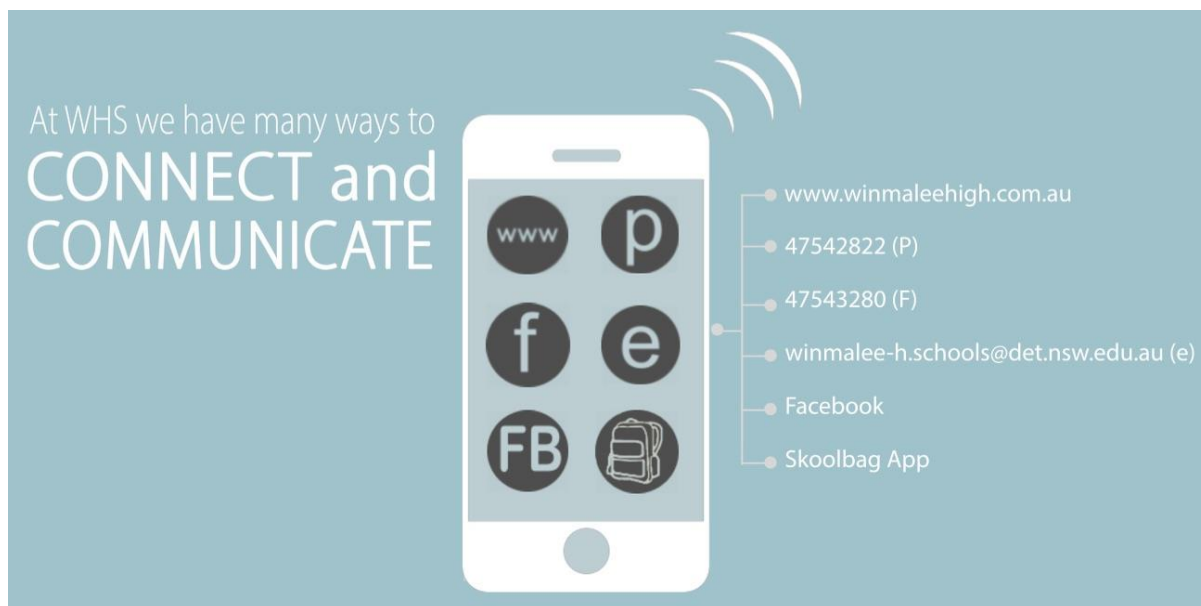
All lost property found should be handed in at the office to enable the owner to be located. Enquire at the **Front Office** at recess or lunchtime if you have lost anything.

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](https://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](http://www.winmaleehigh.com.au)

The website provides an abundance of information about the school.

## MONTHLY SCHOOL NEWSLETTER

The newsletter will be published electronically prior to the P & C Meeting. Parents are requested to provide their current email address to assist electronic distribution of the newsletter. These newsletters are a record of school events and events to come. An electronic version is made available via the school website and Facebook page as well.

## 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 lying 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 p.m. 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.

- Winmalee Artfest is run by the P & C in the first weekend of May each year. Parents, staff and students are very involved in this community venture.
- 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 occasionally sent to parents to provide specific information about up and coming events, such as Subject Selection evenings and Parent Teacher evenings.

### **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.

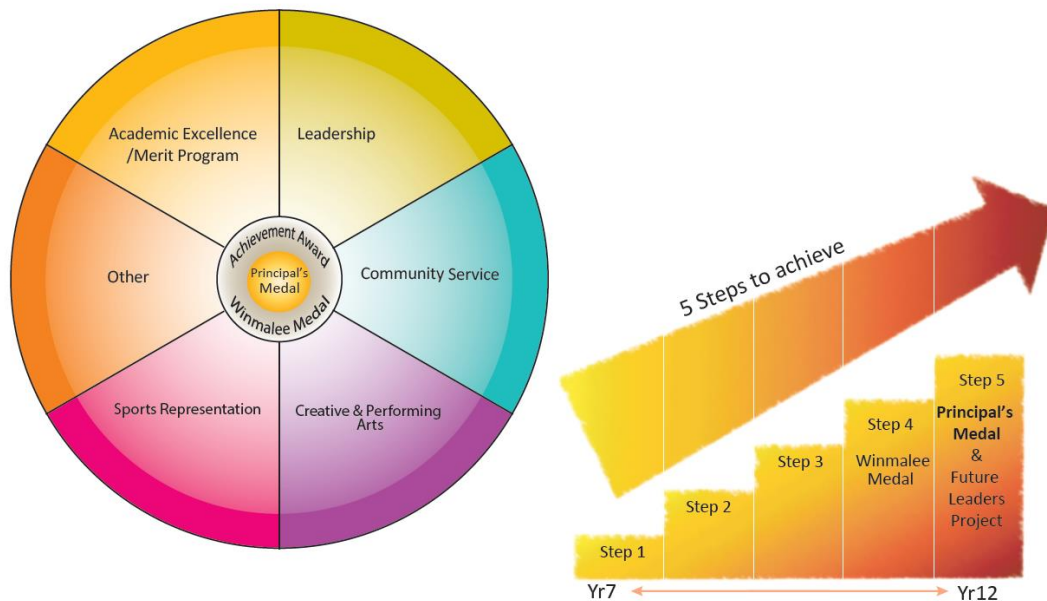
Students will propose their own project that encompasses and reflects:

- 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

## EQUIPMENT BELONGING TO THE SCHOOL

Students are issued with **textbooks** on loan. They must take care of them and try to return them in as good condition as they were when received. They must take care of all school property, equipment and furniture to ensure it remains in excellent condition for following students to use. To be eligible to borrow textbooks or library books and access the computer network in Years 10, 11 and 12 students must have paid the textbook deposit.

## 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 8.30a.m. – 2.45p.m.**

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.

## **MEDICATION POLICY**

All school staff must follow the Department's Student Health in NSW Public Schools policy for administering medication to children. The policy states that the school (including the preschool) must assist with administering prescribed medication during school hours, if parents or other carers cannot reasonably do so.

In general, schools do not give medication which has not been specifically requested by a medical practitioner for an individual child for a specific condition. In some cases the medical practitioner may prescribe an over-the-counter medication. Staff follow the same procedures as for 'prescribed medications'.

The following procedures apply to giving medication:

- On arrival, parents give the child's medication to a staff member for safe storage
- All non-emergency medication is to be stored in a locked cupboard or locked container in the refrigerator, out of reach of children
- Medication must be in its original packaging with a pharmacy label which states the child's name, dosage instructions and current use-by date. Medication without this labelling must not be given.
- When a staff member administers medication to a child, the staff member will record this and another member of staff verifies that the medication was administered as prescribed. The record must include the name of the medication, the date, time and dosage given and the names and signatures of staff members who gave and checked the medication. This is to be made available to parents for verification.
- Permission forms to give medication for a prolonged period must be reviewed and updated when there is a change to the medication dosage or frequency. Administration of prescribed medication can form part of an Individual Health Care Plan
- Parents are encouraged to advise if a child is on medication, even when it is not given at the school
- All medication forms are to be kept in the school until the child reaches the age of 25 years

There may be times when emergency medication needs to be given to children in school. This must be documented in the individual health care plan (particularly for conditions such as anaphylaxis).

If an emergency occurs, that has not been documented in the emergency response section of the individual health care plan, staff will provide a general emergency response which may involve calling an ambulance.

Note: Paracetamol eg Panadol is not permitted to be administered at the school. Permission must be given by parents as indicated in this policy.

## **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:

<b>Verbal</b>	(name calling, put downs, threats)
<b>Physical</b>	(hitting, punching, kicking, scratching, tripping, spitting)
<b>Social</b>	(ignoring, excluding, ostracising, alienating)
<b>Psychological</b>	(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.***