



2024

STUDENT HANDBOOK



PARKES HIGH SCHOOL

This document outlines school procedures for students.

Document History

| Version | Author | Date |
|----------------|-------------------|------------|
| August 2022 | Debra Slack-Smith | 18/8/2022 |
| September 2022 | Larissa Skulander | 13/09/2022 |
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| March 2023 | Debra Slack-Smith | 5/03/2023 |
| November 2023 | Nicole Guy | 27/11/2023 |

Audience

- PHS Staff, Students and Community

Review date

To ensure currency of information and continuous improvement of school practice, this document is due for review on or before Nov 2024.

Endorsement

This document supersedes any previous documents and is effective from December 2023.

Endorsed by: Mrs S. Carter

Principal, Parkes High School.

Parkes High School Mission Statement

Our school community enjoys a proud history. In a safe, stimulating, and diverse environment we are passionately committed to providing each student with the opportunities to acquire the skills and values to fulfil their potential and become successful participants in our changing world.

Parkes High School Vision

- Respect for public education in our community through teamwork, consistency and a culture of pride and success;
- Opportunities for students to develop skills, knowledge and attitudes that enable them to reach their full potential;
- A comprehensive welfare structure that protects and supports students in becoming successful citizens;
- Open and effective communication amongst all stakeholders, including professional discussion centering on student learning outcomes, to create ownership and a culture of collaboration;
- Input from all stakeholders in the decision making process, and utilisation of their skills and expertise in the formulation of policies and development of our students into constructive community members;
- Responsible use of all technologies to enhance teaching and learning practices;
- Active participation by students and staff in school activities;
- Respect and responsibility demonstrated through a standard of presentation and behaviour valued in our school and wider community.

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Parkes High School Staff

Senior Executive:

| | |
|-------------------------------|-------------------|
| Principal | Mrs S Carter |
| Deputy Principal (Year 7, 10) | Mrs D Slack-Smith |
| Deputy Principal (Year 8, 11) | Mrs J Wickham |
| Deputy Principal (Year 9, 12) | Miss L Tolley |
| Deputy Principal Inclusion | Ms C Coates |

Head Teachers:

| | |
|--------------------------------|----------------------------|
| Creative and Performing Arts | Ms R Mills |
| English | Ms H Back |
| Technology and Applied Science | Mrs S Hinks |
| Mathematics | Mr A Rogers (Acting) |
| PDHPE/ Sport | Mrs D Slack-Smith (Acting) |
| Science | Mr A Pigram |
| HSIE | Ms R James (Acting) |
| Special Education | Ms C Quigg |
| Wellbeing | Miss J Welsh |

Year Advisers:

| | |
|---------|------------------|
| Year 7 | Mr W Murray |
| Year 8 | Miss H Kemp |
| Year 9 | Miss S McLachlan |
| Year 10 | Mr J Dumas |
| Year 11 | Ms M Kempson |
| Year 12 | Mr A Rogers |

Librarian

Mr P Luck

Student Adviser- Girls

Mrs K Jones

Student Adviser- Boys

Mr C Dumaine

Learning and Support Teachers

Mrs T MacGregor
Ms S Harrigan

School Psychologist

Miss E Kelly

Careers/Transition Adviser

Mrs J Morrissey

Parkes High School Student Outcomes

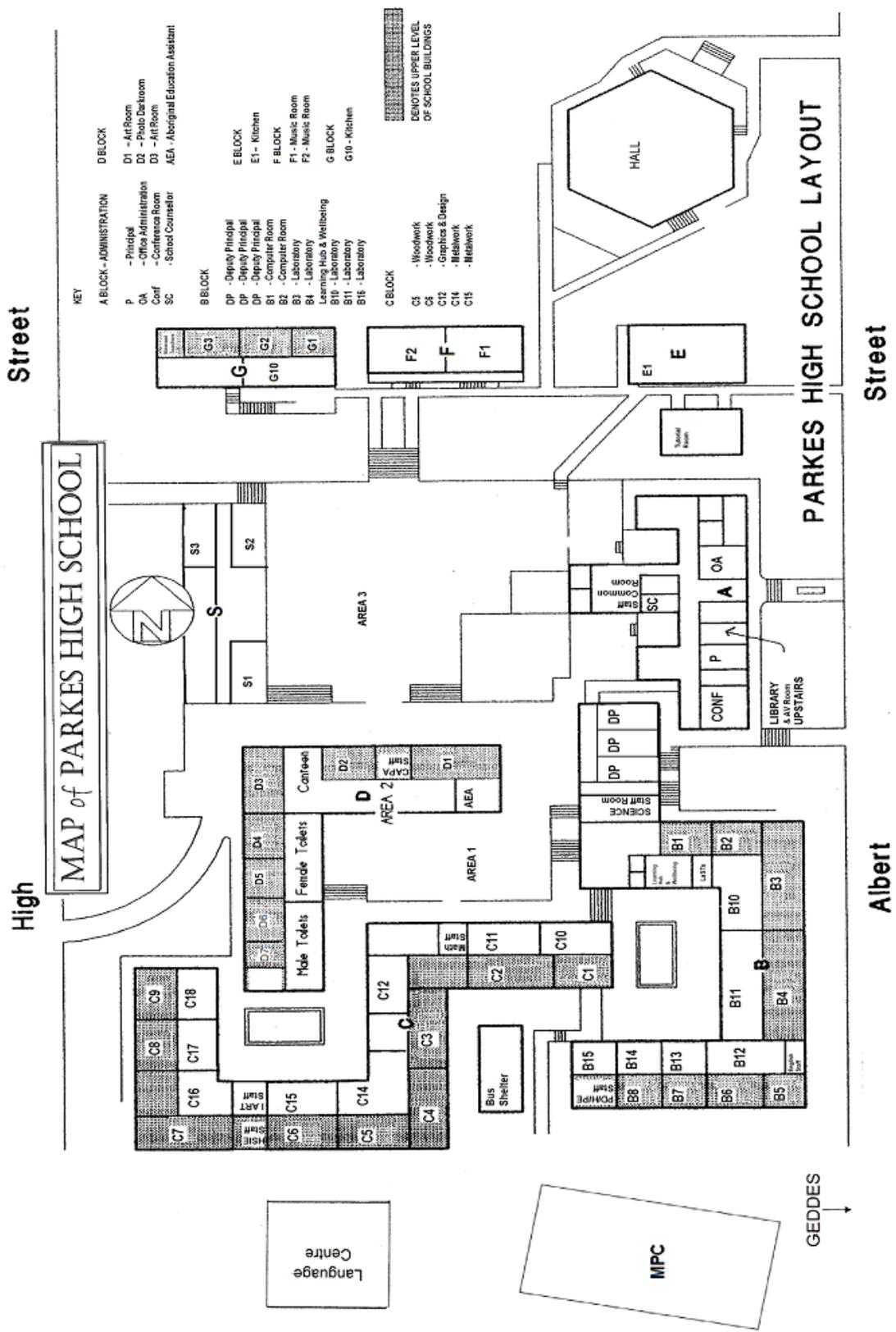
By the time students leave school, they should:

| | |
|-------------------|--|
| Literacy/Numeracy | be able to read, write, listen and speak in a variety of situations, and be numerate |
| Decision Making | be able to make decisions and solve problems |
| Community | have the skills to play a positive role in society |
| Learning | enjoy and value lifelong learning |
| Relationships | respect the rights, opinions, feelings and values of others regardless of religion, race, culture, gender, age or disability |
| Technology | use technology and understand its impacts on society |
| Environment | value our environment and accept that the future is our responsibility |
| Vocational | have a knowledge of career options and possess a range of workplace skills |
| Self | be confident and feel good about themselves |

Parkes High School Student Leadership Team 2024



Parkes High School Map



School Uniform

Rationale - School uniform is important because it:

- Encourages students to feel they are a member of the school.
- Gives students a guide to the dress standards expected by our school community.
- Minimises competition between some students to 'out do' others and reduces any disadvantage likely because of a student's family circumstances.

Uniform expectations:

- You are expected to wear uniform at all times unless special circumstances occur (e.g. if a garment is being repaired). A note should be carried from your parent/caregiver to explain any special circumstances.
- Whenever students will be on display to the public, e.g. excursions, presentations, etc. participation will depend on uniform being worn.
- All clothing worn at school should be labelled with the student's name.
- Uniform will be checked on a regular basis during roll call, before special occasions and at any time around the school.
- Wide brimmed hats are encouraged for sport, PE and activities in the sun. Brimmed caps must be worn forward to cover the face (not backwards).
- Minimal makeup is to be worn to school.

Failure to wear uniform may result in the student not being allowed:

- To represent the school.
- To go on non-curriculum based excursions.
- To attend major functions or participate in non-mandatory school programs.

Persistent refusal to wear uniform will be discussed at an interview with parents / caregiver and further action then decided.

Financial assistance is available for school uniform by contacting a Deputy Principal at the school.

Your attitude to uniform:

Wearing our uniform is an obvious sign that you feel good about our school and that you want to say you belong. Wear your uniform with pride and contribute to the school's good reputation.

School Clothing available from the school office

The following items sold at the school are:

| | |
|---------------------|---------|
| Blue Shirt | \$25.00 |
| White Shirt | \$25.00 |
| Long Sleeved Shirts | \$25.00 |
| Girls Skirt | \$60.00 |
| Sport Shorts | \$20.00 |
| Sport Shirts | \$27.00 |
| Trackpants | \$30.00 |
| School Jumper | \$50.00 |
| School Jacket | \$50.00 |
| Polar Fleece Jacket | \$60.00 |
| School Hats | \$15.00 |
| School Tie | \$15.00 |
| School Sport Socks | \$15.00 |

We accept CASH, CHEQUES AND EFTPOS for these items.

**Prices are subject to change. Items of uniform can also be purchased at Worklocker Parkes*

FOOTWEAR

Ankle height, lace up fully enclosed black leather shoes are required to comply with the school's WHS policy and the school uniform code.



| | JUNIOR Years 7, 8, 9, 10 | SENIOR Years 11 & 12 |
|----------------------------------|--|---|
| SUMMER UNIFORM | <p><u>GIRLS</u></p> <ul style="list-style-type: none"> • Blue button down school shirt • PHS Pleat Skirt (length to be just above the knee) <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • Navy dress shorts/slacks (not sports pants) • Plain white socks <p>Ankle black leather lace up shoes including leather tongue no perforations and WH&S compliant. Hi-tops or gym boots are not acceptable.</p> <p><u>BOYS</u></p> <ul style="list-style-type: none"> • Blue button down school shirt • Grey Trousers/shorts • Plain white or grey socks <p>Ankle black leather lace up shoes including leather tongue no perforations and WH&S compliant. Hi-tops or gym boots are not acceptable.</p> | <p><u>GIRLS</u></p> <ul style="list-style-type: none"> • White button down school shirt • PHS Pleat Skirt (length to be just above the knee) <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • Navy dress shorts/slacks (not sports pants) • Plain white socks <p>Ankle black leather lace up shoes including leather tongue no perforations and WH&S compliant. Hi-tops or gym boots are not acceptable.</p> <p><u>BOYS</u></p> <ul style="list-style-type: none"> • White button down school shirt • Grey Trousers/shorts • Plain white or grey socks <p>Ankle black leather lace up shoes including leather tongue no perforations and WH&S compliant. Hi-tops or gym boots are not acceptable.</p> |
| WINTER UNIFORM | <p><u>GIRLS</u></p> <ul style="list-style-type: none"> • Blue button down school shirt • PHS Pleat Skirt (length to be just above the knee) <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • Navy dress slacks (not sports pants) • Navy tights or Plain white socks • Navy jumper (may wear PHS jacket on really cold day in addition to jumper) <p>Ankle black leather lace up shoes including leather tongue no perforations and WH&S compliant. Hi-tops or gym boots are not acceptable.</p> <ul style="list-style-type: none"> • PHS school tie is optional <p><u>BOYS</u></p> <ul style="list-style-type: none"> • Blue button down school shirt • Grey Trousers • Plain white or grey socks • Navy jumper (may wear PHS jacket on really cold days in addition to jumper) <p>Ankle black leather lace up shoes including leather tongue no perforations and WH&S compliant. Hi-tops or gym boots are not acceptable.</p> <p>PHS school tie is optional</p> | <p><u>GIRLS</u></p> <ul style="list-style-type: none"> • White button down school shirt • PHS Pleat Skirt (length to be just above the knee) <p style="text-align: center;">or</p> <ul style="list-style-type: none"> • Navy dress slacks (not sports pants) • Navy tights / Plain white socks • Navy jumper (may wear PHS jacket on really cold day in addition to jumper) <p>Ankle black leather lace up shoes including leather tongue no perforations and WH&S compliant. Hi-tops or gym boots are not acceptable.</p> <ul style="list-style-type: none"> • PHS school tie is optional <p><u>BOYS</u></p> <ul style="list-style-type: none"> • White button down school shirt • Grey Trousers • Plain white or grey socks • Navy jumper (may wear PHS jacket on really cold days in addition to jumper) <p>Ankle black leather lace up shoes including leather tongue no perforations and WH&S compliant. Hi-tops or gym boots are not acceptable.</p> <p>PHS school tie is optional</p> |
| SPORT & PDHPE UNIFORM | <p><u>GIRLS</u></p> <ul style="list-style-type: none"> • PHS Navy and red sports shirt • PHS Navy blue shorts • PHS tracksuit for winter wear • PHS Jacket • Joggers • Hat/Cap | <p><u>BOYS</u></p> <ul style="list-style-type: none"> • PHS Navy and red sports shirt • PHS Navy blue shorts • PHS tracksuit for winter wear • PHS Jacket • Joggers • Hat/Cap |
| | All students participating in practical components of Sport and PDHPE are required to change into their joggers for that class only. Students must change back into their leather shoes at the end of the lesson. | |
| <u>Accessories</u> | All students need to keep the wearing of accessories to a minimum, to ensure compliance with WH&S regulations. | |

General Subject Material Charges

There are two main types of financial contributions, both of which have been discussed and approved by our School P&C:

1. General School Contributions
2. Subject Material Charges

GENERAL SCHOOL CONTRIBUTIONS

The General School Contributions are used to supplement educational resources and school programs. Their payment is voluntary. However, our school welcomes your contribution as this will significantly increase the resources we can make available to our students.

While stressing the importance of your contribution to the finances of our school, it is important that you know no embarrassment or discrimination will occur if you decide not to pay the General School Contributions. The Principal or Deputy Principals will be pleased to discuss any difficulties with you in confidence, including exemptions, financial assistance, and payment by instalments.

SUBJECT MATERIAL CHARGES

The Subject Material Charges are used to cover the costs of materials used and consumed by students in a particular subject. Since students use these materials they need to pay the amount set for each subject.

Should parents have any difficulty making these payments for subject materials, they should contact the Principal or Deputy Principals in confidence to discuss assistance the school can provide.

P & C MEMBERSHIP

All families are encouraged to join the P & C Association and to play an active role in our school - a partnership between parents, students, staff, and community. The optional \$2.00 fee per family may be added to the total paid by your family and will be paid by the school to the P & C Association.

STUDENTS WITH SPECIAL NEEDS

General school contributions per year group plus subject fees.

INSTRUMENT HIRE

Students who borrow a musical instrument from the school are required to pay a fee of \$50.00 to cover minor maintenance and repair.

PURCHASE OF CALCULATORS

Calculators are available for purchase from the School Office at the cost of \$30.00.

METHOD OF PAYMENT

School Fees may be paid by using personal cheques, cash, EFTPOS to the front office or through Sentral Parent Portal- Payments.

Contributions and Charges

YEAR 7:

All students do the same subjects in Year 7

General School Contribution - \$35.00

Subject Material Charges

| | | |
|----------------------|---------|---|
| Visual Arts | \$25.00 | (Equipment pack, clay, glazes, inks etc.) |
| Technology Mandatory | \$60.00 | (Materials) |

Total of \$120.00 For All Year 7 Students

YEAR 8:

General School Contribution - \$35.00

* All students will do the following subjects in Year 8.

Subject Material Charges

| | | |
|----------------------|---------|---|
| Visual Arts | \$25.00 | (Equipment pack, clay, glazes, inks etc.) |
| Technology Mandatory | \$25.00 | (Materials) |

Total of \$85.00 For All Year 8 Students

Extras

| | |
|-------|---------|
| Apron | \$ 7.50 |
|-------|---------|

| | |
|-------------|---------|
| Calculators | \$30.00 |
|-------------|---------|

YEAR 9, 10, 11 and 12 subject material charges – see subject selection booklet.



2024 Stationery Requirements

| | Years 7 – 10 | Years 11 – 12 | Students enrolled in Special Education Unit |
|---|--|--|--|
| General Stationery for all students (required for EVERY lesson) | Blue, Black and Red pens Grey Pencil HB, sharpener and eraser Glue Stick Scissors Highlighters 30cm Ruler Coloured Pencils | Blue, Black and Red pens Grey Pencil HB, sharpener and eraser Glue Stick Scissors Highlighters 30cm Ruler Coloured Pencils | Blue, Black and Red pens Grey Pencil HB, sharpener and eraser Glue Stick Scissors Highlighters 30cm Ruler Coloured Pencils |
| English Subjects | 192 page A4 exercise book | A4 Folder A4 Loose Leaf Paper Plastic sleeves | 128p A4 Exercise Book |
| Mathematics | 1 A4 Grid Book 1 225x175mm Grid Book Calculator – FX82AU Plus II | | A4 1cm Grid Book Calculator – FX82AU Plus II |
| Science | 2 x 128 page A4 exercise books Enclosed black leather shoes | | 128p A4 Exercise Book |
| Careers | 1 display folder with plastic sleeves (Yr 9 & 10 only) | | 128p A4 Exercise Book |
| Physics | | 3 x A4 books or A4 loose leaf folder A4 Loose Leaf Paper Geometry Kit Calculator Enclosed black leather shoes | |
| Biology and Chemistry | | 3 x A4 books or A4 loose leaf folder A4 Loose Leaf Paper Calculator Enclosed black leather shoes | |
| Geography & History | 2 x 96 page A4 exercise books | A4 loose leaf folder or A4 book A4 Loose Leaf Paper | 2 x 128p A4 Exercise Books |
| PDHPE & Sport | 192 page A4 exercise book PE uniform and running shoes for practical lessons | A4 loose leaf folder or A4 book A4 Loose Leaf Paper | 128p A4 Exercise Book |
| Community & Family Studies | | A4 loose leaf folder or A4 book A4 loose leaf paper | |
| SLR (11&12) PASS (9 & 10) | 128 page A4 exercise book PE uniform & running shoes for practical lessons | A4 loose leaf folder or A4 book A4 loose leaf paper PE uniform & running shoes for practical lessons | |
| Music | 96 page Music book Headphones | Manuscript paper suitable for folders Headphones | 128p A4 Exercise Book |
| Language | 96 page A4 exercise book, display folder | | 128p A4 Exercise Book |
| Visual Arts Yr 7 & 8 <i>(Visual Arts kit is included in the Visual Arts Fees)</i> | A3 Visual Arts Diary Protective clothing Enclosed leather shoes | A4 loose leaf paper A3 Visual Arts Diary Protective clothing Enclosed leather shoes | Year 7 A3 Visual Arts Diary Protective clothing Enclosed leather shoes |
| Visual Arts Yr 9 & 10 <i>(Visual Arts kit is included in the Visual Arts Fees)</i> | A3 Visual Arts Diary 128 page A4 exercise book Protective clothing Enclosed leather shoes | | |
| Photographic & Digital Media Years 9 & 10 | A3 120 page Visual Diary A4 ring binder A4 loose leaf paper Packet of photo mounting squares Enclosed leather shoes | | |

| | | | |
|--|---|---|---|
| Special Education | Please follow subject requirements | | |
| Year 7 & 8 Technology and Mandatory Technology | 1 x A4 Display Folder | Enclosed leather shoes Hat for outdoor work White apron (supplied) Navy Apron (\$7.50 available from school) Safety Glasses- supplied | 128p A4 Exercise Book Enclosed leather shoes |
| Year 9 & 10 Design & Technology and Mandatory Technology Agriculture Food Technology Wood Technology Metal Technology Child Studies Information Technology Design Technology | 1 x A4 Display Folder | Enclosed leather shoes Hat for outdoor work White apron & white hat supplied Navy Apron (\$7.50 available from school) Safety Glasses- supplied | |
| Textiles Technology | 1x A4 Display Folder | Enclosed leather shoes Bernina bobbin | |
| Year 11 and 12 TAS – all subjects require A4 lever arch folder/notepad and plastic display folder | | | |
| Hospitality | Black Polo shirt Black Apron Enclosed leather shoes | | |
| Construction & Industrial Technology - Wood | Apron & Long-sleeved shirt Hat for outdoors work Safety glasses (supplied) & earmuffs (supplied) Enclosed leather shoes or work boots | | |
| Metals & Engineering | Apron & Long-sleeved shirt Long trousers for welding Hat for outdoors work Safety glasses (supplied) & earmuffs (supplied) Enclosed leather shoes or work boots | | |

The School Day

A school day consists of five lessons. School commences each day at 9.00am, where a Roll will be marked during Roll Call and concludes at 3:18pm.

Each Year does organised sport and attendance at Sport is compulsory for Years 7 to 11. Exemption from sport is permissible only on receipt of a letter from the parents/guardians and with the approval of the Sports Organiser. This exemption is limited to the most exceptional cases, e.g. with a doctor's certificate, and must be handed in before 9am on Sports Day.

Bells are rung at the following times:

| | Monday | Tuesday | Wednesday | Thursday | Friday |
|-------------------|---------------|---------------|-------------------------|---------------|---------------|
| First Bell | 8.58 – 9.00 | 8.58 – 9.00 | 8.58 – 9.00 | 8.58 – 9.00 | 8.58 – 9.00 |
| Roll Call | 9.00 – 9.08 | 9.00 – 9.08 | Assembly 9.00 – 9.18 | 9.00 – 9.08 | 9.00 – 9.08 |
| Transition | 9.08 – 9.10 | 9.08 – 9.10 | 9.18 – 9.20 | 9.08 – 9.10 | 9.08 – 9.10 |
| Period 1 | 9.10 – 10.10 | 9.10 – 10.10 | 9.20 – 10.18 | 9.10 – 10.10 | 9.10 – 10.10 |
| Transition | 10.10 – 10.12 | 10.10 – 10.12 | 10.18 – 10.20 | 10.10 – 10.12 | 10.10 – 10.12 |
| Period 2 | 10.12 – 11.12 | 10.12 – 11.12 | 10.20 – 11.18 | 10.12 – 11.12 | 10.12 – 11.12 |
| Recess | 11.12 – 11.42 | 11.12 – 11.42 | 11.18 – 11.48 | 11.12 – 11.42 | 11.12 – 11.42 |
| Transition | 11.42 – 11.44 | 11.42 – 11.44 | 11.48 – 11.50 | 11.42 – 11.44 | 11.42 – 11.44 |
| Period 3 | 11.44 – 12.44 | 11.44 – 12.44 | 11.40 – 12.48 | 11.44 – 12.44 | 11.44 – 12.44 |
| Transition | 12.44 – 12.46 | 12.44 – 12.46 | 12.48 – 12.50 | 12.44 – 12.46 | 12.44 – 12.46 |
| Period 4 | 12.46 – 1.46 | 12.46 – 1.46 | 12.40 – 1.48 | 12.46 – 1.46 | 12.46 – 1.46 |
| Lunch | 1.46 – 2.16 | 1.46 – 2.16 | 1.48 – 2.18 | 1.46 – 2.16 | 1.46 – 2.16 |
| Transition | 2.16 – 2.18 | 2.16 – 2.18 | 2.18 – 2.20 | 2.16 – 2.18 | 2.16 – 2.18 |
| Period 5 | 2.18 – 3.18 | 2.18 – 3.18 | 2.20 – 3.18 | 2.18 – 3.18 | 2.18 – 3.18 |

Attendance

LEGAL REQUIREMENTS

Students must be enrolled and attend school between the ages of six and seventeen unless they have an apprenticeship, traineeship, TAFE course or other education or have 25 hours a week or more paid work or a combination of these. Every child is required, by law, to attend school every day that the school is open. The Record of School Attendance (RoSA) is therefore a qualification that all students should attain.

CHECKING OF ATTENDANCE

Attendance is marked at the beginning of each school day, monitored during lessons, excursions, sporting events and every other activity. A record is kept of absences for each individual student. Students are required to:

- Report promptly to their Roll Call group and attend each timetabled lesson.
- stay within the school boundaries unless permission has been given by the school to vary that requirement.

It is a parent/caregiver's responsibility to ensure that their child attends school regularly and punctually and that any absence is explained. Broken attendance means greater difficulty in coping with their studies. A note of explanation is required following every absence including late arrival at school. If you are aware that your child will be absent for more than three days, please advise the school as early as possible.

Explanatory notes should always include the date on which the note is written, the date(s) of the absence(s), the reason for the absence(s), the student's full name (printed), and the student's roll class. A note should be presented to the Roll Teacher on the first day back or, in advance, if absence is known beforehand.

Parents are notified of absences or late arrivals through the Sentral Parent Portal or SMS. Parents are encouraged to contact the school or to provide a note of explanation for the late arrival or absence.

TRUANCY (Including Late Arrivals)

Any unauthorised absence from school is regarded as truancy, this includes being late for school without an explanation.

Students who arrive late with an explanatory note are to report straight to the student counter at the office.

Each lesson class attendance is compared with the daily list of absentees and students engaged in special activities. Any discrepancy is notified to the office as a "partial absence". A parental note to account for this will be requested.

If a student is absent for a whole day a letter will be sent to the parents requesting explanation for the unexplained absence - unexplained absences will be followed up as possible Truancy.

If unauthorised absence continues, the student will be referred for monitoring by a Deputy Principal and/or referred to the Home School Liaison Officer.

ATTENDANCE ON SPECIAL DAYS

Attendance at sports carnivals, excursions and other special events is compulsory, as for normal lessons. If the cost of the activity is likely to prevent the student attending, please contact the organiser or a Deputy Principal to arrange for financial assistance.

Leave will only be given for genuine absence needs. Students with recurring absences on special days will have this marked on their attendance record.

Anti-Bullying Action Plan

RATIONALE

To engage our school community members to actively take a stance against incidents of bullying, to build a strong climate of proactive and strongly defined culture of non-acceptance of bullying. This climate should be engineered towards recognition of bullying, active reporting of bullying and proactive school engagement with stronger management and address of bullying and support for those experiencing bullying including students, staff and parents.

The Year Adviser will consult with the Deputy Principal and together will activate an investigation and actioning of the reported matter. The person who has raised the matter will be spoken to first to determine the nature of the matter and to help in the formulation of the way the problem will be addressed. The reconciliation does not have to necessarily involve face-to-face engagement with the parties concerned. The methods to be engaged will be determined by the victim's position on the matter/his or her input and parental input.



Education

Behaviour code for students

Information for parents/carers and students

In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members.
- Follow school and class rules and follow the directions of their teachers.
- Strive for the highest standards in learning.
- Respect all members of the school community and show courtesy to all students, teachers and community members.
- Resolve conflict respectfully, calmly and fairly.
- Comply with the school's uniform policy or dress code.
- Attend school every day (unless legally excused).
- Respect all property.
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools.
- Not bully, harass, intimidate or discriminate against anyone in our schools.

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

Telephone interpreter service

If you would like to discuss this document with the Principal and need assistance with English please call the telephone interpreter service on 131 450, tell them what language you need and ask the operator to phone the school. The operator will get an interpreter on the line to assist you with your conversation. You will not be charged for this service.

Behaviour Code for Students: Actions

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

Respect

- Treat one another with dignity.
- Speak and behave courteously.
- Cooperate with others.
- Develop positive and respectful relationships and think about the effect on relationships before acting.
- Value the interests, ability and culture of others.
- Dress appropriately by complying with the school uniform or dress code.
- Take care with property.

Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct.
- Negotiate and resolve conflict with empathy.
- Take personal responsibility for behaviour and actions.
- Care for self and others.
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour.

Engagement

- Attend school every day (unless legally excused).
- Arrive at school and class on time.
- Be prepared for every lesson.
- Actively participate in learning.
- Aspire and strive to achieve the highest standards of learning.

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

Bicycles/Scooters

Students who ride a bicycle to school must pay careful attention to road rules. Approved helmets **MUST** be worn and bicycles ridden carefully and safely.

Bicycles should be wheeled in the school grounds. They are to be left neatly stacked and secured in bicycle racks located near the Quadrangle and the Administration Office.

Students who ride scooters or skateboards to school are reminded that they must be left at the bike racks. These items are not to be ridden in the school during school times.

Bus Lines

Bus travellers must wait for buses inside the school grounds and stand clear of the gateways. All students must enter the buses in an orderly manner. The instructions of the teacher on duty must be obeyed.

Students who reside 2km or more radial distance or 2.9kms or more by the most direct practicable walking route to the nearest point of entry to the school, qualify for a free travel pass. You need to apply only if you have never been approved for free travel or if you are moving from **Year 6 into Year 7.**

To apply for a bus pass, you must go online and visit **transportnsw.info/school-students**. If you are unable to go online please contact Western Road Liners for assistance or if you have any enquires. A Medical Form is available for students who have a medical issue which may entitle the student to free bus travel.

Students who do not qualify for free bus travel must pay a minimum of \$1.10 each trip they travel.

Local Bus companies:

Western Road Liners
30 Danilenko Street, Parkes
P: 6862 1022
M: 0419 424 320

Hennocks Merv & Sons Pty Ltd
131 Wambat Street, Forbes
Ph: 6852 4063

Calculators / Exercise Books

Students will be advised by their teachers of exercise book requirements and other equipment for the various subjects. If in doubt please contact the school. Calculators are available from the School Office.

Cases, Bags and Backpacks

We recommend the purchase of a backpack for the carrying of books, PE uniform and other materials. Soft vinyl carry bags can cause damage to books and usually have insufficient space for all materials. Backpacks are recommended for safe carrying of equipment and the development of correct posture.

Please try to avoid leaving bags unattended in the school grounds. When bags are left outside rooms, they must be side by side with ends to the wall. Large amounts of money

and other valuables should be left with the Deputy Principal, or the office, for safe keeping. BAGS SHOULD BE LABELLED WITH THE STUDENT'S NAME ON THE INSIDE.

In practical classes student's bags need to be placed under desks or as directed by the classroom teacher in order to avoid hazards.

Canteen

Our Canteen is a service provided by the P&C Association, which sells a range of healthy lunches and snacks in line with the NSW Department of Education's Healthy Canteen Policy. We do not sell any products containing nuts.

Lunch and Recess orders are encouraged. Please place Recess orders before school and Lunch orders by the end of Recess. EFTPOS is available.

As a Not-for-Profit organisation we raise much needed funds which assist the P&C to supplement the school budget, providing a better school for everyone.

Volunteers are an integral part of running a successful canteen and allow us to keep prices to a minimum.

If you can spare any time between the hours of 10:30 am – 12 pm or 1:30 pm – 2.20 pm (times are flexible) please contact us on 6862 2805 and speak to Terri (Supervisor).

Please like our Facebook Page '**Parkes High Canteen**' to keep up to date with all exciting new products and specials.

Please show **RESPECT, COURTESY AND COOPERATION** to all Staff, Students and Volunteers.

Parkes High School

Sandwiches

| | |
|-------------------|--------|
| 1 Filling - salad | \$3.50 |
| 1 Filling - Meat | \$4.00 |
| + per filling | \$.50 |
| 3 + fillings | \$5.00 |
| Vegemite/Honey | \$2.50 |

Rolls

| | |
|------------------|--------|
| Salad | \$4.50 |
| Meat/Egg & Salad | \$5.00 |

Wraps

| | |
|------------------|--------|
| Salad | \$5.50 |
| Meat/Egg & Salad | \$6.00 |

Toasties

| | |
|------------------|--------|
| Toasted Sandwich | \$5.00 |
| Toasted Pocket | \$5.00 |

Fillings – Chicken, Ham, Egg,
Tomato, Lettuce, Cucumber,
Beetroot, Carrot, Cheese,
Pineapple,
Honey, Vegemite

Fresh Salads (Term 1 & 4)

| | |
|--------------------------------|--------|
| Garden Salad (GF) | \$5.00 |
| +Chicken/Ham/Egg | \$6.00 |
| Crunchy Noodle Salad (special) | \$6.00 |
| Caesar (special) | \$5.00 |
| + Chicken | \$6.00 |
| Fruit Salad lge (GF) | \$5.00 |
| Fruit Salad sm (GF) | \$3.00 |

Drinks

| | |
|----------------------------|--------|
| Milk 500 ml | \$4.00 |
| Milk 250ml | \$3.00 |
| Juice 500ml | \$4.00 |
| Water 1.5lt | \$3.50 |
| Water 600ml | \$2.00 |
| + meal purchase | \$1.00 |
| Pump Flavoured Water 750ml | \$4.00 |
| Cans Sugar Free 375ml | \$3.50 |
| Juice Bomb (5 star) 250ml | \$2.50 |
| Slushies | \$3.00 |

Switch It Up

| | |
|----------------|--------|
| Hotdogs | \$4.00 |
| Burger & Juice | \$8.00 |
| Churros | \$5.00 |

Canteen Price List 2024

Burgers

| | |
|---------------------------------|--------|
| Chicken Burger | \$5.00 |
| Chilli Chicken Tender Roll | \$5.00 |
| Hawaiian Chicken (Week A) | \$6.00 |
| Hamburger (Week B) | \$6.00 |
| Flame Grilled Chicken (Special) | \$6.00 |

Homemade

| | |
|-----------------------|--------|
| Spagetti Bolognese | \$5.00 |
| Lasagne | \$5.00 |
| Mac & Cheese | \$5.00 |
| Butter Chicken & Rice | \$6.00 |

Term 2 & 3 (Order Only)

| | |
|------------------------|--------|
| Curried Chicken & Rice | \$6.00 |
| Soup * Chicken & Veg | \$6.00 |
| + Bread Roll | .50 |

Bakery

| | |
|-------------------------------|--------|
| Beef Travellers Pie | \$5.00 |
| Beef, Cheese & Bacon Trav Pie | \$5.00 |
| Sausage Roll | \$5.00 |
| Pizza Rounda | \$4.50 |

Daily Specials

| | |
|---------------------------------------|---------|
| Monday – Goujons (4) | \$3.00 |
| Tuesday – Pizza (GF available) | \$4.00 |
| Wednesday – Nachos (GF) | \$5.50 |
| Thursday – <i>Switch It Up</i> | \$1-\$6 |

Gluten Free (Available to order)

| | |
|-----------------------|--------|
| Pasta | \$6.00 |
| Lasagne | \$6.00 |
| Butter Chicken & Rice | \$6.00 |
| Muffins | \$2.50 |
| Rolls & Wraps | |

Snacks

| | |
|-----------------|--------|
| Chips lge | \$3.00 |
| Chips sm | \$1.50 |
| Fruit Muffins | \$2.50 |
| Jelly & Custard | \$1.00 |
| Assorted Fruit | \$1.00 |

Thursday (Examples)

| | |
|---------------------------------|--------|
| Quesadilla + Guacamole or Salsa | \$5.50 |
| Buffalo Chicken Nibbles 4 for | \$4.00 |

Careers

The Careers Program at Parkes High School aims to assist students in making vocational education decisions by providing Career education and experiences in the world of work and training.

Careers guidance is implemented through a variety of strategies. These comprise of career education taught in Years 9 and 10, individual counselling with emphasis on Years 10, 11 and 12 interviews, classroom lessons, guest speakers, career markets, tertiary awareness seminars, vocational evenings, access to computer databases, destination surveys, newsletters and work placement programs (work experience and Skill Training and Employment Program (STEP).

Community Liaison

Our links with our community are very important. We need the support of our community to ensure that learning in the classroom is as relevant as possible, and to assist us improve our facilities. We want our community to be interested in all the fine achievements we have to show them.

Good community liaison starts with the 'school community' - students, parents and staff. When students, parents and staff support the school and its initiatives there is a good basis for wider participation.

We have a number of community links, which provide extremely valuable support for our school. We are deeply indebted to the parents and community members who play an active role in these groups. We encourage all parents to consider how they may assist, so that our students benefit and the profile of the school is enhanced.

Contacts between School and Home

INTERVIEWS WITH SCHOOL STAFF

Parents are welcome and encouraged to contact the school to discuss any matters of concern regarding the progress or general welfare of their sons/daughters.

It is most important, however, that an appointment first be arranged through the school office to avoid any inconvenience, which might occur if the person you wish to see is teaching and therefore unavailable. Teachers obviously cannot be taken off class and senior staff members, including the Principal, may be otherwise engaged in a variety of duties which would make them unavailable.

The appropriate person to see for: -

- Specific matters of progress and behaviour in a subject is the **Class Teacher**.
- Other matters related to any subject area is the **Subject Head Teacher**.
- Choice of subjects and general pattern of studies is the **Deputy Principal** for your child's Year group.

- General matters of progress, welfare, and discipline in all subjects is the **Year Advisor** for your child's Year group.
- All matters of attendance, punctuality and general leave is the **Year Advisor or Deputy Principal**.
- Special help about personal problems or when you are not sure what to do is the **Year Advisor** for the year group.
- Behaviour, emotional and confidential matters is the **School Counsellor**.
- Serious matters related to student welfare and school organisation is the **Deputy Principal**.
- Special matters such as the need for special leave (absence for lengthy periods), or when satisfaction has otherwise not been achieved through contact with other members of staff, is the **Principal**.

REPORTS

Full reports, based on both assessments and formal examinations are issued twice a year. These reports contain information on outcomes achieved and the teacher's comments. Please read these comments.

CONTACT WITH PARENTS

A Parent / Teacher Evening is held early in Term 2 and Term 4. Semester reports will be issued at the end of each semester. Parents are encouraged to phone the school at any time during the school year to discuss any aspect of their son or daughter's schooling with the appropriate teacher, Head Teacher or Student Advisor.

Parents/caregivers are able to make an appointment with the Principal to discuss the progress or conduct of their child. Please ring for an appointment. When the Principal considers that the conduct of the student is interrupting his/her own and other students' progress, an interview with the parents/caregivers may be requested by the school.

INFORMATION UPDATE

Important information concerning each student, his/her medical background and family contacts is requested during enrolment.

Periodically a check is made to ensure that information is up to date, but if any change occurs at any time, please advise the school.

Such matters as changes of address, phone number, emergency contact, family circumstances relating to custody and any special circumstances that may affect the progress or welfare of the student, should be immediately notified to the school.

COMMUNICATION WITH PARENTS

All communication to parents is through the Sentral Parent Portal unless otherwise requested. Support is available to help parents sign up, please contact the office.

The school website address is: www.parkes-h.schools.nsw.edu.au/

The school Facebook page is: **Official Parkes High School**

CONTACTING THE SCHOOL

Parkes High School
2a High Street
PARKES NSW 2870

Phone: 02 6862 1844
E-mail: parkes-h.admin@det.nsw.edu.au
Fax: 02 6862 5046

Debating & Public Speaking

Parkes High School has a tradition of success in debating and public speaking competitions and is represented at local civic functions where public speaking is required. e.g. Anzac Day Services.

Emergency Procedures

EVACUATION PROCEDURE

In an emergency, the following will happen. An alarm will be sounded to evacuate the buildings, by

*** loud high pitched siren followed by message
“EMERGENCY EVACUATE NOW”**

On hearing the evacuation alarm, teachers will escort classes via the evacuation route to Lower Geddes.

Evacuation from the classroom;

- At the sounding of the alarm, students should immediately turn off electrical and gas appliances and then move out - all under the direction of their teachers.
- Bags are to be carried out and left on the asphalt near the MPC. Water bottles, hats and medications should be taken to the evacuation assembly area.
- The teacher will attend to closing of windows (if possible) and the doors to eliminate draughts and confine fire. When moving along corridors and when descending stairs, as far as practicable keep close to one side to allow teachers and firefighters to pass. Disabled students should be allowed to go first assisted by other students, SLSO or teacher.

All students are to proceed to Lower Geddes as directed by staff, including those students already out of classrooms at PE, Agriculture, Visual Arts. Students are to proceed to Lower Geddes via routes set out on the evacuation map. NOT THROUGH THE SCHOOL GROUNDS. KEEP OFF THE ROADS.

- All students must assemble in Lower Geddes to have their name marked off the Roll to ensure all students are present.
- When the all clear is given by the warden, students can then return to lessons.
- In the case of a serious incident a ‘recovery’ area will be designated, which staff will manage.

LOCKDOWN PROCEDURE

In the event of a lockdown the following will happen.

*** Pulsating Alarm Siren – lockdown**

The doors will be secured, blinds lowered, students and staff sit on the floor under the desks with phones turned off. If in the playground the students and staff are to make their way to the nearest classroom.

NOTE: The end of a lockdown will be signalled by a Lockdown Siren and evacuation procedures will take effect.

Excursions

CONDUCT OF STUDENTS

There is no doubt about the value of the practical application of classroom studies to real life situations. We all learn better by DOING than by listening or reading about things.

Unfortunately, excursions are costly in terms of time and money. Excursions are therefore voluntary extensions of the classroom experience so that students who do not participate are given the same work in a different way.

All students are however encouraged to participate in planned excursions. If parents/caregivers consider that they will have difficulty paying for the excursion, please contact the teacher organising the excursion or a Deputy Principal to discuss support the school can provide.

There are reasonable expectations of students attending excursions. Their:

- Classwork must be of a satisfactory standard.
- General behaviour and attitude must be acceptable.
- School uniform must be worn unless special arrangements are made by the organising teacher.

Occasionally excursions are arranged which are "compulsory" in the sense that no alternative learning experience is provided e.g. a field study in Science or Geography. For compulsory excursions, the conditions for normal attendance apply.

The following rules apply to all excursions:

- Students are required to co-operate with teachers, coach drivers, and tour guides at all times. Students must observe all reasonable requests and instructions given by the teacher(s) and venue staff.
- Students are to be in full school uniform and neatly dressed and groomed, polite and well-mannered and to present the best possible image of the school. In some circumstances, field work or sport, other attire may be more appropriate and this will be indicated on the permission note.

- Teachers may conduct searches of students' cases, bags or rooms, if they suspect that students have prohibited items such as cigarettes and alcohol.
- The seating of students on buses and trains is the responsibility of the teacher(s) in charge.
- Teacher(s) in charge may give students instructions regarding the purchase of meals and refreshments, curfews, assistance in housekeeping duties or any other tasks as required.
- The allocation of rooms and the organisation of accommodation arrangements are the responsibility of the teacher(s) in charge.
- The teacher(s) in charge may restrict the carrying and playing of devices.
- Smoking and the consumption of alcohol and drugs by students, regardless of age, are strictly prohibited at all times during an excursion. This is Department of School Education Policy.
- Students responsible for acts of gross misconduct may be returned to their home by car, train or alternative suitable transport. The cost of such transport is the responsibility of the parents/caregivers. Further consequences will occur after the student's return to school.
- Students who are not prepared to accept the above conditions should not attend the excursion.
- Permission for excursions can be provided through the Sentral Parent Portal.

Expectations of Students

|  Classroom Matrix | SAFE | RESPECTFUL | RESPONSIBLE |
|---|---|--|---|
| Universal | <ul style="list-style-type: none"> Follow the teacher's instructions Be mindful of self and others Use equipment the correct way including PPE | <ul style="list-style-type: none"> Listen and speak when appropriate Use appropriate language and actions Accept others and their differences | <ul style="list-style-type: none"> Always come prepared for class Wear full school uniform Be in the right place at the right time Take responsibility for your own behaviour |
| Waiting for class | <ul style="list-style-type: none"> Form two straight lines outside of the classroom OR Sit down in the area designated by the class teacher | | <ul style="list-style-type: none"> Hats attached to bags or in bags Phones, earphones and/or earbuds in bags |
| Entering the classroom | <ul style="list-style-type: none"> Place bags in designated area | <ul style="list-style-type: none"> Sit as directed by the teacher | <ul style="list-style-type: none"> Enter the classroom in a calm and quiet manner |
| Start of the lesson | <ul style="list-style-type: none"> Sit on the chair properly | <ul style="list-style-type: none"> Actively listen for instructions | <ul style="list-style-type: none"> Be prepared for learning |
| During the lesson | <ul style="list-style-type: none"> Responsible use of technology Stay in your assigned seat unless you are given permission to move Respect personal space and keep your hands to yourself | | <ul style="list-style-type: none"> Actively engage in all aspects of the lesson Food and drinks remain in bags Use your diary for planning and recording |
| Moving around the school during class time | | | <ul style="list-style-type: none"> Walk safely and quietly with your teacher |
| Conclusion of the lesson | <ul style="list-style-type: none"> Exit in a calm, safe manner under teacher direction | <ul style="list-style-type: none"> Keep classroom clean and tidy | <ul style="list-style-type: none"> Pack up equipment as directed |

|  PARKES HIGH SCHOOL | SAFE | RESPECTFUL | RESPONSIBLE |
|--|---|---|---|
| Universal | <ul style="list-style-type: none"> Follow the teacher's instructions Be mindful of self and others Use equipment the correct way including PPE | <ul style="list-style-type: none"> Listen and speak when appropriate Use appropriate language and actions Accept others and their differences | <ul style="list-style-type: none"> Always come prepared for class Wear full school uniform Be in the right place at the right time Take responsibility for your own behaviour |
| Playground | <ul style="list-style-type: none"> Keep hands and feet to yourself Walk from place to place Act sensibly and play appropriate games Keep left on stairwells and corridors | <ul style="list-style-type: none"> Follow the teacher's instructions Play fairly Speak nicely, be kind Look after equipment Mind your own business | <ul style="list-style-type: none"> Keep the playground clean Dispose of rubbish in the bin Stay in the right areas Be a positive role model for others to follow |
| Library | <ul style="list-style-type: none"> Place all bags on racks and keep the emergency door clear Walk from place to place Leave furniture where it is | <ul style="list-style-type: none"> Remove hats Speak quietly Use appropriate language | <ul style="list-style-type: none"> Eat in the playground and keep all food in your bag Charge all your devices at home Return books on time |
| Toilets | <ul style="list-style-type: none"> Abide by the non-smoking rule Wash your hands | <ul style="list-style-type: none"> Consider other students' privacy and be mindful of others needs Look after the facilities Keep them clean and graffiti free | <ul style="list-style-type: none"> Utilise break times Use them appropriately Use resources wisely |
| Canteen | <ul style="list-style-type: none"> Wait behind the yellow line Walk from place to place Give space to others | <ul style="list-style-type: none"> Line up and wait your turn Be polite and use your manners Consider others | <ul style="list-style-type: none"> Order lunch Be honest in giving and receiving money Follow instructions |
| Morning assembly | <ul style="list-style-type: none"> Sit in alphabetical order from inside outwards. | <ul style="list-style-type: none"> Finish food and drink before the bell Sit still and listen to the announcements Face those speaking | <ul style="list-style-type: none"> Walk directly to class when dismissed |
| Formal assembly | <ul style="list-style-type: none"> Leave bags in designated area Enter and exit as directed by staff | <ul style="list-style-type: none"> Remove hats Applaud appropriately Follow proceedings as to when to stand and sit | <ul style="list-style-type: none"> If receiving an award, be prepared to go on stage promptly |
| Digital Devices including Mobile Phones | <ul style="list-style-type: none"> Keep personal information private Only have contact with people you know or sources that you trust | <ul style="list-style-type: none"> Use appropriate language | <ul style="list-style-type: none"> Only post if: T true H helpful I inspiring N necessary K kind |
| Walking to and from school | <ul style="list-style-type: none"> Keep to the left when walking on the footpath, look right, left, right again before crossing Use designated pedestrian crossings where available | <ul style="list-style-type: none"> Be polite to other pedestrians and road users | <ul style="list-style-type: none"> Follow road safety instructions |
| Bus Shelter and on the bus | <ul style="list-style-type: none"> Line up in single file behind yellow line Wait until the bus comes to a complete stop before moving Keep hands and feet to self | <ul style="list-style-type: none"> Use appropriate language | <ul style="list-style-type: none"> Be a positive role model for others to follow |

Financial Assistance

The following forms of help can be sought:

STUDENT ASSISTANCE

Families experiencing financial difficulties may contact the Principal or Deputy Principals in confidence to discuss financial assistance which the school can provide. The school receives minimal funds from the Department of Education which we can use to assist families in need to cover contributions for subject materials, excursions, uniform, and other essential items. It is very important that students are not deprived of any opportunity for financial reasons.

ABORIGINAL SECONDARY ASSISTANCE SCHEME (ABSTUDY)

This is a means tested allowance available from Department of Human Services. It gives a living allowance and pays school fees and excursion costs. ABSTUDY provides financial assistance for students of Aboriginal or Torres Strait Islander descent, to cover voluntary school contributions excursion costs and other costs of schooling. Application forms are available from Parkes Centrelink Office.

Homework

Expectations of Students

- Students are expected to complete all homework designated by their teachers or tutors.
- Students are expected to develop a home revision plan to improve homework habits.
- Students are expected to submit homework on time or by the due date.
- Students are expected to find out about homework if they are absent from school.
- Students are expected to ask or negotiate with their teacher over homework issues.

Guidelines

- Homework will be presented verbally, worksheet, board notice, computer or other means deemed necessary by the classroom teacher.
- Homework essentials include:
 - Positive framework ie learning for enjoyment
 - Responsibilities
 - Consequences
 - Due date based on fairness
 - Specified content/purpose
 - Specified duration - length etc.
 - Relevant course requirements
 - Consider the needs of the student
 - Developmental programs
 - Provision by the school of a sequenced study skills program Years 7 to 12.

Advice/Recommendations

- Students should complete a reasonable amount of homework per week according to their year level and demand
- In senior school revision becomes an important part of homework.

- Students should record all homework in a diary.
- Students should have a quiet area at home to do homework.
- Students should always ask their teachers to explain homework.
- Parents/care providers should expect their child to do homework and encourage it in the home environment.
- Parents/caregivers should contact the school if they wish to know about an individual subject's homework policy e.g. maths, science etc. (Homework takes on many forms eg. Completing unfinished work, Assignments, revision of day's work, test preparation, enrichment for students showing promise in a subject, reinforcement of work studied earlier, research media analysis etc.
- Parents/caregivers will notify the school, well in advance on occasions when their child will be absent from school for extended periods. Parents/caregivers will be able to collect this work through.
- Year Advisors at the front office.

Fairness

- Homework given will consider the workload demands on students, particularly in Years 10-12. Here the demand for revision is greater.
- Homework where possible will be given in the context of student recreation time eg consider weekends and family commitments.
- Homework will be publicised to cater for students:
 - absent from school due to illness/leave etc.
 - representing their school, state or country
- Homework will be given with the expectation that all students will attempt to complete it.
- Homework will be given to encourage learning.

Students Responsibilities and Consequences - Yrs 7 to 10

| Responsibility | Consequence |
|--|---|
| Students must hand in or present work on time unless an illness and misadventure form has been completed and an extension granted. | Loss of marks |
| Students must take every effort to find out homework and negotiate with the teacher when they have been absent from school or will be absent from school | Loss of mark Home contact |
| Students must meet the demands of all subject areas with outside of classroom assessment requirements | Years 9-10 N Warning and contact home Underachievement |

Communication

It is recommended that students who fail to complete day to day homework on the third occasion will have contact home. Contact will be made with home if assignments and other projects have not been submitted.

Help Me?

'Who can help me within the school?'

The school has a student wellbeing network which aims to ensure that all students are supported in a secure and safe environment.

All students will be encouraged to develop their talents as fully as possible, enhancing their self esteem, developing self discipline, assertiveness, and healthy life habits.

We hope students will develop social skills and attitudes that are consistent with the development of self- discipline, and personal growth. The development of self esteem, self discipline, leadership skills, decision making skills, and a community consciousness are seen as highly desirable. Students are to be encouraged to respect and value themselves and others, with a positive attitude towards their appearance, school work, the school, and the wider community.

We encourage all students to actively participate in our Positive Behaviour Learning (PBL) program. This program is designed to make the school a healthier and more secure place for all the school community, providing safe conditions for everyone. We hope that all students will feel they can come and see us at any time and tell us their concerns. A number of staff have important roles as Advisors in the network.

All advisors interview, advise and assist their students. Their advice will always be confidential and non-judgemental. All requests for assistance will be treated with empathy and understanding. Advisors and the Counsellor are part of a team that manages the welfare of all students by monitoring behaviour, attendance and progress, in cooperation with all staff.

INTERVIEWS

The Principal welcomes interviews with parents/caregivers to discuss the wellbeing of their children. In most cases the most appropriate person to speak to is your child's Year Advisor, or the Head Teacher about a particular subject. Appointments can also be made directly with the School Psychologist. All appointments should be made by phoning the school on 6862 1844.

THE STUDENT ADVISORS - GIRLS / BOYS

The school has a Student Advisor for girls and one for boys. The Advisors develop a caring relationship with student's right through from Year 7 to Year 12. There are some issues and problems relating to girls or boys that are best considered by our Girls' or Boys' Student Advisor. We aim to promote the learning and activities of all boys and girls, and to highlight their contribution to the school community.

THE STUDENT YEAR ADVISORS

There is a Student Advisor responsible for all students in each year - from Year 7 to Year 12. These Advisors are concerned with welfare and progress of all students in their year. They monitor student achievement, behaviour, and attendance of their year group, in cooperation with all staff who teach that year.

These Advisors develop a very close relationship with their students. Students and parents should contact them about any matter causing concern or to ask questions. All comments, questions and advice will be held in the strictest confidence.

SCHOOL COUNSELLORS and PSYCHOLOGISTS

The School Counsellors are professional counsellors who act as support persons in the student welfare network. The School Counsellors assist students through either counselling and/or assessment and act as liaison persons with other government and community agencies to provide services for students.

Lost Property

Students are responsible for the care of their own property, but the following precautions should be taken to assist them in case of forgetfulness.

- Do not bring valuables such as jewellery, iPods, Mp3 players, mobile phones or large sums of money to school.
- If it is necessary to bring valuables to school, please give them to the office for safe keeping.
- Label all garments with name and roll group.
- Try not to leave your bag with books and other essential items, such as calculators unattended.
- Always keep money, purse or wallet with you.

In spite of reasonable care, if you lose something: -

- enquire at office to see if it was handed in.
- check with the Deputy Principals.
- retrace your steps and ask classmates and teachers if they can help.

Should you find something, hand it in to the office.

Library

AIMS

The Library provides resources to underpin the curriculum at Parkes High School and supports literacy via the provision of a welcoming space and a variety of fiction and non-fiction materials, as well as innovative projects to engage students in reading and writing. Library staff have worked hard to create an engaging and stimulating environment, also providing games (digital & traditional), magazines and competitions; and a large portion of resources come from student requests. Computers and printers are available for student use, including 20 computers in the flexible learning space, which is open to SENIORS ONLY at recess and lunch. The library is zoned by colour, with the green and blue zones allocated as classroom spaces. The blue zone is the Aurora work space, but has 9 computers available for students to use when free. The yellow zone houses the fiction section and is a space dedicated to reading and relaxation during recess and lunch.

HOURS

The library is open every day from 8.30 am until 3.18 pm.

BORROWING BOOKS

Resources are loaned through the OLIVER circulation system. Students can search for resources by accessing OLIVER at any time through their student portal by using the link provided on their home page. There is also a free OLIVER app that students can use to search the library catalogue and keep track of their loans. e-Books are available via the link on OLIVER homepage or the Wheelers app on devices.

The normal borrowing period is three weeks but may vary for specialised items. Items should be returned to the circulation desk for processing by the OLIVER system.

Lost or damaged books must be paid for at the office; if a lost book is found within one month of payment the cost will be refunded to the student.

RENEWAL OF ITEMS

An item may be renewed if the following conditions are fulfilled: -

- the item is returned to the library on or before the due date;
- you do not have any other items overdue;
- the item has not been requested by other students.

FLEXIBLE LEARNING SPACE

Students and teachers have access to 20 computers and a Samsung e Board within our flexible learning space. The furniture is easily moved and arranged to suit a variety of learning activities and collaborative ventures. Senior students can use the space at recess and lunch for study purposes.

LAPTOPS

Students are of course welcome to use their laptops or BYO device in the library, according to the rules for computer use (see Library Policy on the Parkes High School website).

HOWEVER, students may only CHARGE laptops or BYO devices in the library at a dedicated charging station.

The charging stations are NOT for mobile phones.

There are some laptops available for students who do not have a BYOD.

BAGS

ALL bags (cases, plastic or material shopping bags, etc.) must be left on the racks outside the library.

NOISE

The Library is rarely silent, but all students have a 'right to quiet'.

Medical Information / First Aid

Make sure any information about: illness, necessary medication (including any taken at home), disability is given to the school at time of enrolment or by written note if circumstances change after enrolment. Additional information which would help our understanding of any student should be personally communicated to the school. All information is confidential.

MEDICAL FORMS

Parents/caregivers are asked to complete and return to the school an emergency/medical form which will be issued to all students at the commencement of the school year.

N.B. Should there be any changes to the information given on the form, please advise the school. This information can be very important in an emergency.

ISSUING MEDICATION TO STUDENTS AT SCHOOL

As far as possible, parents should encourage doctors to prescribe medication which minimises or eliminates the need for students to take medication during the school day. Students are not permitted to have prescribed medication in their possession while at school. If medication is required for the short term, it should be lodged and logged with the front office. You will be required to complete necessary forms.

Where the medication is to continue for an extended period of time, there will need to be discussion between the Principal, the student's parents, and the doctor. The parents will be asked to complete and sign a request for support at school of a student health condition as an indemnity against any legal action arising from the administration of the medication.

Medication will be kept at school in a securely locked location. Arrangements will be made for the student to go to a specified location at a set time, where the issue of the medication to the student will be noted by the volunteer staff member. Staff are not responsible to escort or to remind students to go to the specified location to receive their medication.

FIRST AID / SICKNESS / ACCIDENTS

In the event of accident or illness: -

in class: if sick obtain a note from the class teacher and report to the main office.
 If needing first aid or an emergency, the teacher will advise what to do.

elsewhere: student informs a teacher and above procedures followed.

In the case of a serious accident seek the nearest available help. If you are at the scene of an accident stay with the injured person until help arrives. Have someone report urgently to the office. Do not move the patient if you suspect any possibility of spinal or serious injury.

New Enrolments

If you are a Year 7 student from one of our local primary schools, some of the usual enrolment procedures will have been completed before you start school. If you are from another area, or enrolling during the school year, you will be interviewed by the Principal who will ensure that you enrol in the correct subjects. You will fill out your enrolment form and be given other forms that will need to be brought back to school the next day.

- **An information sheet (Information for Register of Admission).**
- **A medical/emergency card.**
- **Town or Country Bus apply online (if applicable).**

Country Bus Form (Private Vehicle Conveyance Subsidy)

If you reside more than 1.6km walking distance from the nearest transport pick up point and you are driven by a parent to meet the bus, your parent is entitled to this subsidy. Forms are available from the school office.

Documents you need when you enrol are: -

- **If you are coming from a private school or interstate you need to provide your birth certificate and immunisation certificate.**
- **School Reports from previous school(s).**
- **100-points of identification**

The Deputy Principal for your Year Group will organise for another student to take you around the school to meet people like the Principal and Head Teachers. They will also help you to get to know your way around. Each new student will also receive a copy of the Information Booklet.

Parents and Citizens' Association

This is the organisation which represents the interests of all parents and members of the community. Although parents are encouraged to contact the school directly, the Parents and Citizens' Association is the forum for expressing views about any matter of concern.

Proposed major changes to school aims, policies, procedures, events or our curriculum are presented to the Parents and Citizens' meetings for discussion.

The Parents and Citizens' Association also raises funds for the purchase of equipment and other needs identified in the school.

All people interested in the welfare of the school are invited to attend meetings which are held on the fourth Tuesday of each month, starting at 7:30pm in the conference room.

The P & C manages our School Canteen, providing a valuable service for students, and raising much needed funds. Without these funds the opportunities available to our students would be restricted. The school greatly appreciates both the service of the canteen and the funds raised.

Safety Equipment - Special Subject Department Requirements

Many areas have special requirements for clothing for safety reasons, which are determined by the government. This is particularly important in practical subjects where fully enclosed leather shoes MUST be worn.

- Students will be excluded from a practical subject lesson if they are not wearing appropriate clothing.

FOOD TECHNOLOGY/FOOD CATERING

In all specialist classrooms, all students must have:

- Fully enclosed black leather shoes with leather tongue. Students cannot wear sandals, sandshoes, gym boots, most types of joggers, thongs, in the practical work areas.
- A white apron is available in class protection of clothing.
- A hair restraint (e.g. a hair elastic or a hairnet) for hygiene and safety.

INDUSTRIAL ARTS – including Woodwork, Metalwork, Design and Technology, and aspects of Technology Mandatory

In all specialist classrooms, all students must have:

- Fully enclosed black leather shoes with leather tongue. Students cannot wear sandals, sandshoes, gym boots, most types of joggers, thongs, in the practical work areas.
- A blue apron for protection and restraint of clothing.
 - (a) a hair restraint (e.g. a hair elastic or a hairnet) for long hair when using machines.

SCIENCE

Students must wear fully enclosed black leather shoes with leather tongue at all times in Science laboratories. Where a student does not have safe footwear, they will not be permitted to enter the laboratory and will be given a suitable alternative exercise, eg: theory work on the appropriate topic in an alternate setting.

- Student will be excluded from the laboratory for failure to wear safe footwear.

School Based Apprenticeship/Traineeship

Parkes High School provides students the opportunity to participate in a School Based Apprenticeship / Traineeship (SBAT) in Years 11 and 12.

Undertaking an SBAT requires the student to work one day a week in the workplace in a paid capacity (up to 144 days) and the completion of a TAFE course.

The certificate two and three qualifications contribute to the students HSC units and it is an

invaluable pathway to get work experience for when students leave school and are ready to join the workforce.

Students undertaking an SBAT must be dedicated to learning in a flexible manner including video conference, and/or emails, and/or attending TAFE in different towns and must be dedicated to catching up missed school work when they are out on work placement.

Students undertaking an SBAT must be dedicated to working in an adult environment and display responsibility that suits the workforce while also being dedicated to work in the school holidays to complete the required hours for the course.

School Events

The following rules will be in force at all school events during the year:

- **Only students of Parkes High School and only students present on the day of the event may attend.**
- **Students will be expected to be at the event by the advertised start time.** If a student has an acceptable reason for lateness (e.g. choir practice, sport training, family commitments), they must be accompanied by a parent/caregiver, submit a note of explanation from their parents/caregiver to the teacher-in-charge, or make prior arrangement with the teacher-in-charge.
- **Students are not to leave the event before its conclusion.** Parents/guardians may collect students earlier if they call and inform the teacher-in-charge. If a student leaves before the conclusion of the event, without permission he/she will not be re-admitted and will not be allowed to attend the next event.
- **Students should be met by parents/guardians to take them home at the conclusion of the event.** The practice of children walking home is strongly discouraged.
- **All areas of the school grounds other than the event area are out-of-bounds to students.**
- **Cigarettes, alcohol and drugs are banned at all school events.**
- **Any student suspected of drinking alcoholic drinks** will not be allowed to enter or remain at the school event and the parents/caregivers of the student will be informed. Further action may be taken by the school.
- **Students will be required to dress neatly and appropriately.**
- **The school will maintain the right to send home any student who is not** properly dressed or whose conduct, at any stage, is unsatisfactory.
- **The event is a school function.** Supervision will be by members of the teaching staff. Students must obey any reasonable request or instruction made by a teacher.
- **If a student is on a discipline card** (Red, Blue, Orange or Green) they are not able to attend a school event. Other exclusions include failure to wear school uniform, truancy from school or sport, exclusion by teaching staff and recent suspensions.
- Students may be asked to have their belongings searched by security/staff. Refusal to comply may mean refused entry to the event.
- THE SCHOOL RESERVES THE RIGHT TO EXCLUDE ANY STUDENT FROM ATTENDANCE AT SCHOOL EVENTS.

School Leavers

When a student is leaving school, or transferring to another school, they must obtain the proper clearance form from the office and hand in all textbooks and library books. Students should make sure the completed form is returned to the office. After completing Year 10 and until they turn 17 students must be:

- in school, or registered for home schooling, or
- in approved education or training (eg TAFE, traineeship, apprenticeship), or
- in full-time paid employment (average 25 hours/week), or
- in a combination of work, education and/or training.

Special Education

Parkes High School has seven Special Education classes. For further information on how to access a special education class please contact the school.

Special Religious Education

Special Religious Education

Religious Education is provided for Years 7 to 10. Instruction is provided by a scripture teacher employed by the Parkes Association for Christian Education and approved by the Parkes Ministers Association.

Sport & PDHPE

An important part of the general education is the development of a healthy lifestyle at a young age, so that people will pursue healthy habits as a part of life long interests. Sport plays a major part in such a lifestyle as it brings together the exercising of both mind and body in a way that provides a mixture of challenge, enjoyment and social interaction.

School sport aims to introduce a range of sports so that each person can find one or more sports that suit their personal interests. It aims to build basic skills so that satisfaction and enjoyment can be gained from participation yet provide opportunity for a higher level of challenge through competition.

Sport is a **COMPULSORY** part of the school curriculum for all Years 7 - 11. Sport requires the same application and commitment that is expected in all other curriculum areas, but the rewards are often more immediate and more obvious.

Year 7, 8, 9, 10 & 11 participate in Integrated School sport. Some sports include: soccer, volley squash, futsal, swimming, water polo, badminton and softball.

Integrated sports occurs weekly throughout the timetable, but additional activities are provided to allow further opportunities to build up interest and skill such as:

- Annual Carnivals in Athletics, Swimming & Cross Country
- Sporting Clubs
- CHS Knock-out Competitions
- Inter-House Competitions

- School support for outside activities eg: Fun Runs
- PHS Learn to Swim lessons

Wearing the sport uniform is a necessary part of all sporting activities to ensure hygiene, comfort and safety, and in team events to create identity for greater spirit. Details of the sport uniform can be found in the front section of the Handbook under 'School Uniform'.

SPORT CARNIVALS

The school has four sporting houses, Bass, Evans, Oxley and Sturt. Inter-house competition occurs at the Swimming and Athletics Carnivals and Cross Country. All students are allocated to a house and are expected to attend and to compete. These carnivals are mandatory and students must attend. It is fantastic for their physical and social wellbeing and developing school spirit.

NON-PARTICIPATION IN SPORT OR PHYSICAL EDUCATION

- A note from parents/guardians is required to excuse students from physical education or sport.
- Notes regarding sport should be given to the sport coordinator before 9am.
- Students who do not participate are not allowed to go home. They are supervised by a teacher at school.
- Notes concerning Physical Education should be given to the teacher concerned. If students are unable to participate in practical Physical Education, they will be given theory instead.

All students are expected to attend Sport. Leave will not be granted for Doctors or Dentists appointments, other personal business or even for other school activities unless special circumstances occur with approval given by the Principal. Inability to participate will not normally be sufficient reason to be excused from sport since other duties such as umpiring, scoring, equipment control, etc., may be undertaken at the game.

UNIFORM ALERT

- Cancer is the second biggest killer in Australia and it is vital that your child has a **hat** to wear outdoors.
- Navy blue **SPORT shorts** are very important for your child's safety. To ensure that injuries do not occur students must wear the shorter style sport shorts. They enable increased flexibility and reduce muscle injury when doing vigorous activity.
- It is important that students have appropriate **running shoes** on in PDHPE/Sport to reduce foot, knee, back and ankle injuries. Shoe laces need to be tight when participating in physical activity.
- The PDHPE department has very strong views on PDHPE/Sport uniform because we care for the students we teach. Students will not be permitted to participate if they are not in PDHPE/Sport uniform and if this is a regular occurrence they will not have completed enough hours to pass this course.

If a student is unable to wear complete PDHPE/Sport uniform a note stating why, will be required before the lesson.

Student Learning – Extension & Special Interest

PROGRAMS AVAILABLE DURING THE YEAR

Competitions

Students are encouraged to enter Australia wide and local competitions such as: ICAS competitions in English, Mathematics, Digital Technologies, Writing and Science; Categorical and Algorithmic Thinking Competition (previously known as Informatics); The Mathematics Challenge for Young Australians; and The Big Science Competition.

Students who achieve a High Distinction in these competitions receive a special award at the end of year assembly; students who perform to a high standard are sometimes offered the chance for further opportunities eg attend science camps or computer programs.

Excursions

Students are able to extend their learning experience through excursions to the local area and further afield. These excursions into the 'real world' enhance our students' experience in many subjects by direct observation, interviews and field work. Students should not be denied the opportunity to participate in excursions for financial reasons. If financial assistance is required, please contact either the Deputy Principals or the teacher organising the excursion.

High Potential and Gifted Education

Opportunities are available to high potential and gifted students to explore their capabilities through a variety of means, including workshops and competitions, both within the school and through external avenues.

All students attending Parkes High School are tested in comprehension and numeracy using standardised PA tests. Those students who achieve in the top 20 percentiles (stanine 7) are offered the chance for higher level testing and official identification as being academically high potential or gifted. Identification may also occur through IQ testing, teacher nomination along with high academic achievement or parent/student nomination along with high academic achievement.

From 2019 Parkes High School will be offering the Academic Excellence Program, where identified students are offered the chance to study a modified program in all core subjects with an emphasis on deep understanding of content, problem solving and making cross curricular links.

Students who sat the Selective High Schools test in Year 6, and are offered a position, may elect to be part of the Aurora College Virtual Selective High School. These students study Mathematics, English and Science virtually using computers to attend live classes with their teachers and attend residential schools twice per year for 1 week each time. More information regarding Aurora College may be obtained from <http://www.aurora.nsw.edu.au/>.

Please contact Mrs Sandra Carter if you require further information.

Work Experience

Students in Year 10 are encouraged to complete one week's work experience, either locally or in regional centres. Students must apply formally for their work experience positions in the same competitive way as in normal work. This includes developing a curriculum vitae,

undergoing job interviews, and being evaluated by their employers at the conclusion of the program. All students who complete the program are provided with a Careers Assessment Report and Work Experience Certificate

The success of the Work Experience program can be partly gauged by the number of students obtaining part time and full time work opportunities from their work experience employers.

In addition, our Transition Advisor, Mrs J Morrissey also works with the local community to provide work experience and community service that meets the needs of specific students in Years 7 to 10 and in particular school based traineeships and apprenticeships for Years 11 to 12.

Music and Band

The school is fortunate to have a band, which performs at various events with considerable success. Students may also join ensemble, vocal and instrumental groups and participate in

various events. Band members are also encouraged to become members of the Parkes Shire Town Band and Symphony Orchestra.

Reconnect Programs

Reconnect is a program to support students to complete RoSA, HSC.

Student Representative Council and Activities

The SRC is a wonderful opportunity in our school. The elected body, which comprises of Captains, Vice Captains, Prefects and Year Representatives provides many opportunities and aims to:

- Provide effective representation of students through communication with and between students, staff and the community of Parkes High School.
- Provide a forum for student opinions, ideas and attitudes.
- Develop leadership and representation skills of members.
- Promote involvement in the school and its physical surroundings.
- Promote school and community spirit.
- Encourage pride in achievement.

Year, Special Education and Indigenous Representatives expectations are:

- Participate on various committees with the SRC.
- Attend all meetings – present student suggestions and concerns.
- Chair year meetings with Year Advisor – informs student body of SRC progress and upcoming events, ask for suggestions or concerns.
- Be helpful, responsible, well behaved and adhere to the SRC Code of Conduct – including wearing full school uniform daily.
- Work in the canteen when required.

- Talk on assemblies – wear full school uniform when chairing assemblies (senior students; blazers and ties).
- Fulfil assigned specific roles and year projects.
- Attend all special events eg: SRC events, formal assemblies, ceremonies, parades.

SRC activities are held through the year and are enjoyable occasions for our students. They are conducted under strict supervision by teachers and raise money for SRC activities and charities. The SRC organise excellent events to benefit all students

Telephones/Digital Devices

School telephone number: 6862 1844.

Please see appendix 1 – Mobile Phone and Digital Device Plan

Tutorial Program (Behaviour)

Students who have been found to have a behaviour concern can access the Tutorial Program. Students are provided with a specialised program which focuses on social skill development for a semester and are transitioned back into mainstream classes during this time.

Vocational Education and Training

Vocational Education and Training is a very high priority, particularly in Years 11 & 12. We offer a wide variety of Industry 'Curriculum Frameworks' courses that enable students to gain entry level training or complete VETQF Certificate I or II in several Industry areas. These include Hospitality, Primary Industries, Construction and Metal & Engineering. Students can also study courses at TAFE as part of their HSC.

Extreme Weather Policy

In extreme weather the rostered Head Teacher on duty will open extreme weather rooms and/or the Hall and inform the students of the various classrooms available to them at recess and lunch times. It is expected that the rooms will be left in a clean and tidy state.

The decision to cancel sport will be made before lunch and details of specific arrangements will be announced by the Deputy Principal/Sports Organiser.

Welfare and Recognition System

The Welfare and Recognition system aims to develop:

- An awareness of personal and community responsibility for their actions and decisions.
- The desire to succeed to their personal best in academic, sporting and cultural aspects of our school.
- A sense of personal dignity, self-reliance and pride in being citizens of the school community.

- A coherent set of values to guide behaviour.
- Satisfying and stable relationships and a caring attitude towards peers, staff and general community of which the school is part.
- An ability to communicate effectively as members of the school and broader community.
- An appreciation of cultural identity and membership of the wider community and a feeling of belonging to a wider community.
- A pride in and from learning and promoting the value of learning across many experiences.

The Parkes High School Welfare System aims to provide students and staff with a pleasant, caring and secure environment which encourages positive attitudes to working and learning and to celebrate the successes of the student community.

Our Student Welfare System provides opportunities for students to have their efforts and achievements acknowledged and rewarded.

We also encourage students to behave in a socially acceptable manner and in a way that generates appreciation and value of belonging to their local school community.

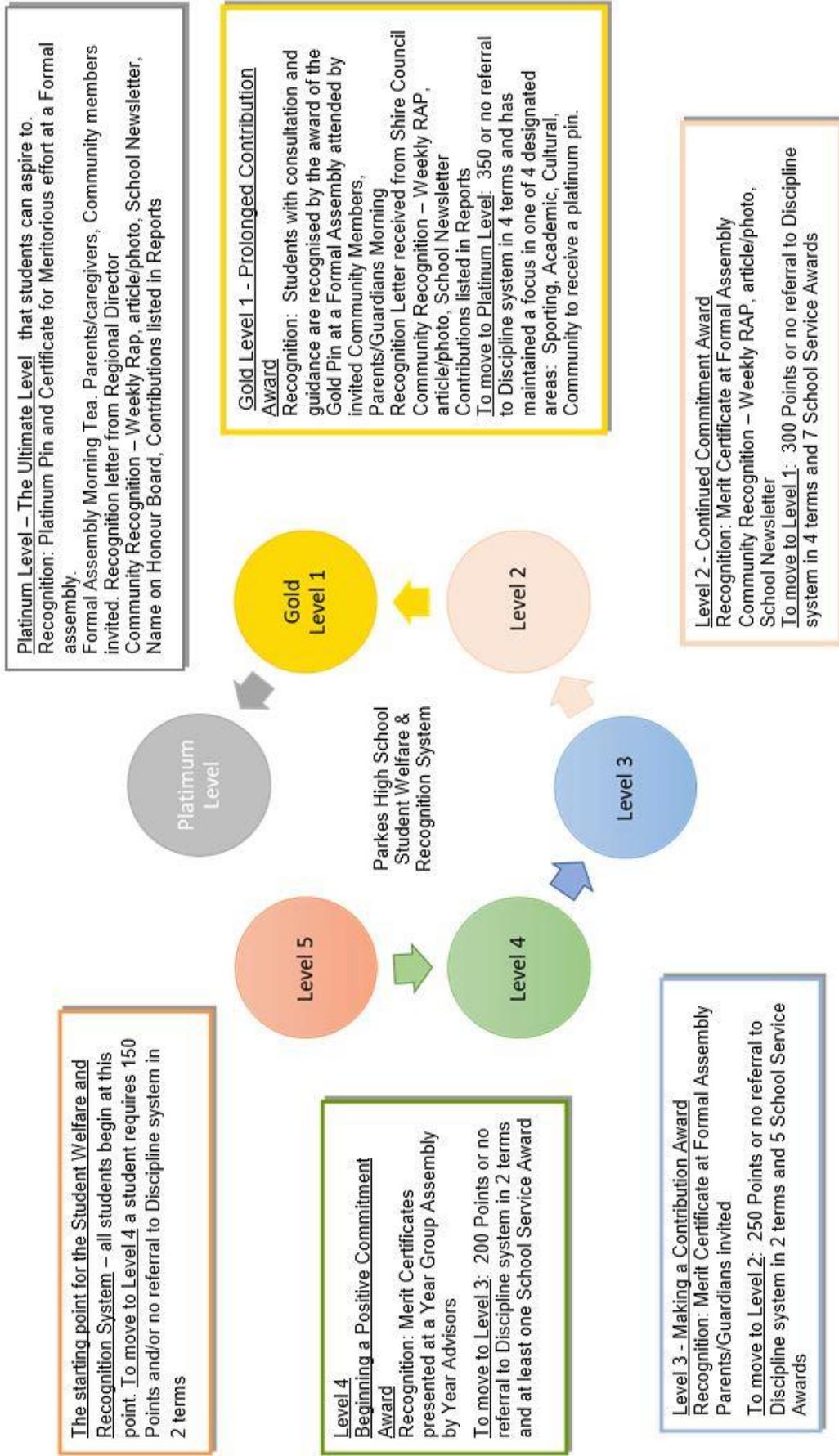
It is hoped that students will take initiative and make plans to work towards the Gold and Platinum Hero Levels. Students in their senior years can plan to work towards a number of different platinum bars in chosen focus areas: Sporting, Academic, Cultural, Community.

As students work through the Levels they will receive Merit Certificates which can be placed in their Resumes to demonstrate their skills and capabilities to prospective employers.

All students in Year 7 and new enrolled students will begin on Level 5.

| School Awards | Value |
|---|--------------------------------|
| Principal's Award – at the discretion of the Principal. In consultation with the Year Advisor. | 25 points |
| School Service Awards – you have provided a service for the school in a safe, respectful and responsible manner in community and extra curricula activities. Eg. coaching a sporting side, representing the school at regional level, helping organise an event, showing diligence in school service and representation - Weekly Rap, charities and appeals, ANZAC Day service, organisation of events etc. | 10 points |
| Achievement Awards - you have been nominated by your class teacher for achieving your personal best in any academic area and/or the school PBL focus area. This will be presented at a Formal Assembly. | 10 points |
| School Representation Award - you have participated in activities such as debating, public speaking, sporting teams, reading day, charities, chess, dancing, SRC, school community events, ANZAC Day March, etc. | 5 points per activity per term |
| Like Tokens – you have been safe, respectful and responsible and have met the expectations of the current PBL focus. Awarded to individuals for inclusion towards a Year Group Tally. <div style="text-align: center;">  Like  </div> Student: _____ SAFE <input type="checkbox"/> Teacher: _____ RESPECTFUL <input type="checkbox"/> Date: _____ Year Group: _____ RESPONSIBLE <input type="checkbox"/> | 1 point |

Flow Chart - Student Welfare and Recognition System



Appendix 1

Mobile Phone and Digital Device Plan

Mobile phones will not be used during school hours. Every student will be assigned a personal Phone Locker Pouch with an ID Number. While the Phone Locker Pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day. These pouches will be issued through the Library.

Mobile Phone Procedures

Before students enter the school grounds they will be required to turn their phone off and place their phone, air pods, ear buds and smart watch inside the pouch as they enter the school grounds, securely close it and store in their school bag.

Each student will maintain possession of their mobile phone inside their Phone Locker Pouch for the duration of the school day where the pouches remain locked. Teachers may check this procedure has been followed any time throughout the day. Students arriving late will go through this process before they enter the office.

At the end of the day students leave the school and unlock their pouch using an unlocking station and place their pouch in their school bag for the next day.

No unlocked phone is permitted on school grounds during school hours, 8.00am to 5.00pm.

If a student needs to make a phone call for any purpose, they are to make contact with a Deputy Principal to organise this ahead of time. The Deputy Principal will notify other staff of this arrangement.

When a phone is sighted by staff

The staff member will ask for the phone to be taken directly to the office or walk the student to the office and a receipt slip will be issued. Parents or guardians will be contacted, and arrangements will be made for the release of the phone. Where contact cannot be made with the parent or guardian, the phone will be released to the student at the end of the school day on the first occasion. Further breaches will result in a parent/carer needing to collect the phone.

If the student refuses to hand over the phone, the staff member will send the offending student with their phone to the Deputy Principal, who will record this and contact their parents. This action may result in suspension with disciplinary action being at the discretion of the Principal.

Damaged or lost pouches

Students who have lost or damaged their pouch are not to bring their phone to school until they have organised a replacement pouch. Students will be required to pay a fee of \$50 for the replacement pouch.

Phone Locker Pouch Inspections

Periodically throughout the school year all students' Phone Locker Pouches will be inspected to ensure they are still functional and being kept in good order. Students' pouches that are damaged or graffitied will be surrendered and the students will not be able to bring their phone to school until they have organised and paid for a replacement.

Students who do not have their phone pouch with them will be required to place their phone in the office for the school day, their details will be recorded and follow up procedure of parent notification will be required.

Excursions

Whilst off-site on school-based activities including sport, agriculture and excursions, the pouch system still applies, and students must keep their phone in their pouch. This includes school carnivals.

Excursions that leave before the start of the school day and/or return after the end of the school day will have information in the permission note indicating the procedures for mobile phone and digital device usage.

Adjustments

Adjustments to any part of this procedure may apply for some students under medical or exceptional circumstances, however full exemptions will not be provided. Parents and caregivers can request alterations, and these will be considered on a case-by-case basis and granted when required by law or at the discretion of the Principal. For students who wish to contact employers during the school day or vice versa, the school is willing to generate an official letter upon request indicating that students will not be contactable except through the front office.