



Student Handbook

2019



***Including Hints to
Help Year 7 Students***

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A Note to Incoming Students of 2019

Narooma High School has a proud academic tradition. It has been recognised as a Centre for Excellence in Quality Teaching. The first few weeks of high school will be a very exciting time for you. You will be making new friends, meeting new teachers, learning new things and experiencing a different style of school. You will get used to becoming part of a much bigger school community. Attending Narooma High School is a very positive move and will ensure you have every chance to achieve your best.

In high school you will be expected to take more responsibility for your own learning. How well you learn all of the exciting new subjects that you study will be up to you. Cooperate with your teachers, revise your work regularly at home and you will be successful.

We hope you find your time at Narooma High School enjoyable and rewarding. It is a great school and we are proud of it and its many achievements.

Parents should know that they are always welcome to contact our school on any matter. We are only too willing to speak with you where concerns or problems arise. Your support and enthusiasm as parents/caregivers will go a long way to ensuring that your student has a happy and successful time at high school.

The school office is open between 8.30am and 3.30pm each school day and can be contacted by phone on 4476 4377, fax 4476 3953 or email narooma-h.school@det.nsw.edu.au. The school also has a website: www.narooma-h.schools.nsw.edu.au and a Facebook Page: nhs8536 which includes the following information:

- School News
- General information
- Library
- Curriculum
- Achievements

Please remember if you need any help please contact the appropriate Year Advisor, Deputy Principal (Mr Thomas) or the Relieving Principal (Mr Melville).

Mr Lachlan Reilly is the Year 7 Advisor and he can be found in the Maths Staffroom.

School starts for Year 7 on Wednesday 30 January 2019

J MELVILLE
Relieving Principal
November 2018

School Vision

Narooma High School provides opportunities for all students to be able to achieve their personal best. Through a united caring school community, we provide quality educational experiences for all students to ensure they have the skills, knowledge and ability to become lifelong learners able to succeed in tomorrow's world.

Mission Statement

The community of Narooma High School values learning through **responsibility, respect and support**. As a comprehensive high school we expect that:

Our Students:

- Participate actively in their learning and strive for excellence.
- Treat others and property with respect, care and fairness in a democratic manner.
- Take responsibility for their actions.
- Show support and act with care and compassion for the well-being of others.

Our Staff:

- Take responsibility for the promotion of positive behaviour and outcomes.
- Provide opportunities for all students to achieve their potential.
- Support students and enhance learning outcomes through open communication.
- Support the school's vision, values and goals.
- Use technology to enhance learning experiences.
- Respect diversity, individual skills and work effectively in teams.
- Reflect on, evaluate and modify practices regularly.

Our parents and community:

- Play an active role in encouraging their children's education and learning.
- Are responsible for and nurture their children's all-round development.
- Respect all students and staff.
- Support and care for the school and its vision.
- Are valued and respected by the wider school community.

Positive Behaviour for Learning (PBL)

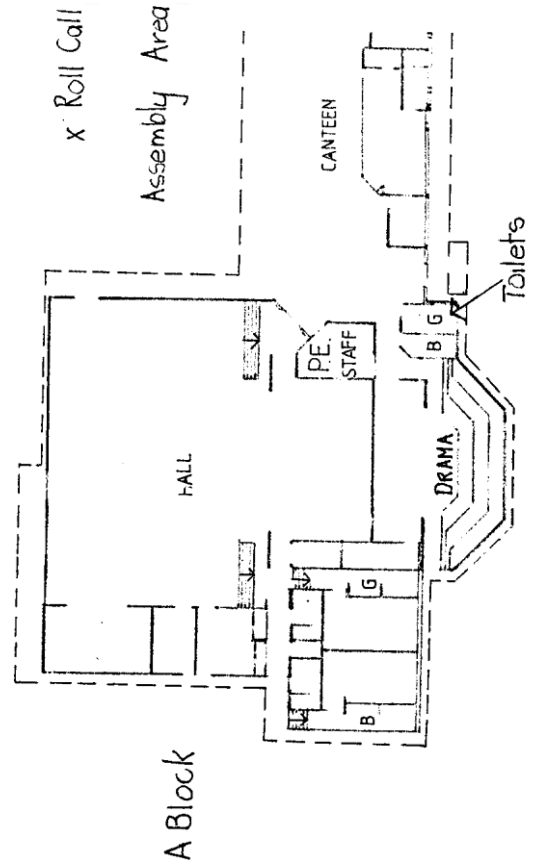
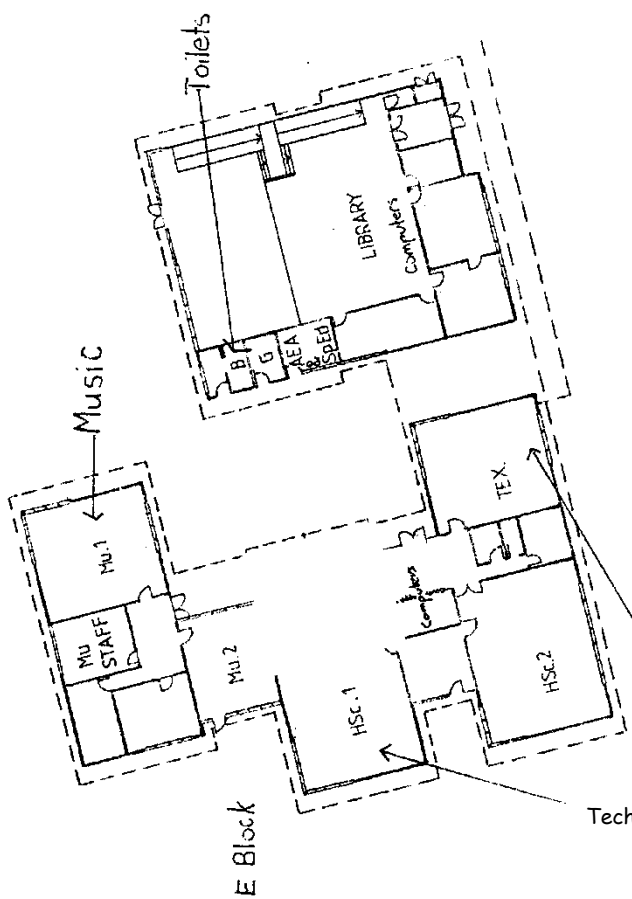
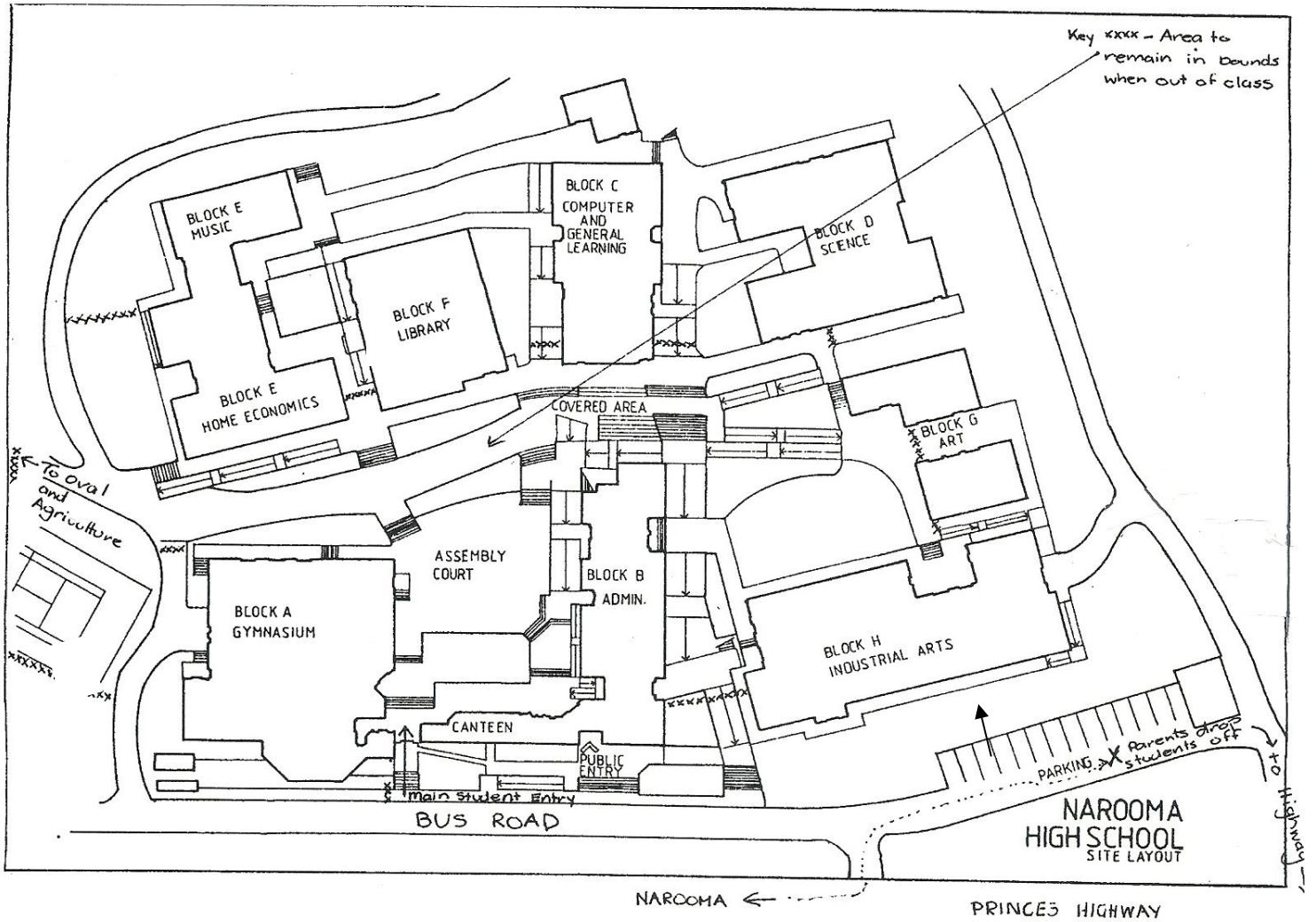
Positive Behaviour for Learning (PBL) has been adopted with the core values of Respect, Responsibility and Support. PBL is a process enabling change, through explicit teaching of expectations (academic and behavioural). PBL provides the Narooma High School Community with a positive and proactive system for defining, teaching and supporting appropriate student behaviours. These expected behaviours are detailed in the School's Behaviour Matrix and school signage. See School Behaviour Matrix on page 33.

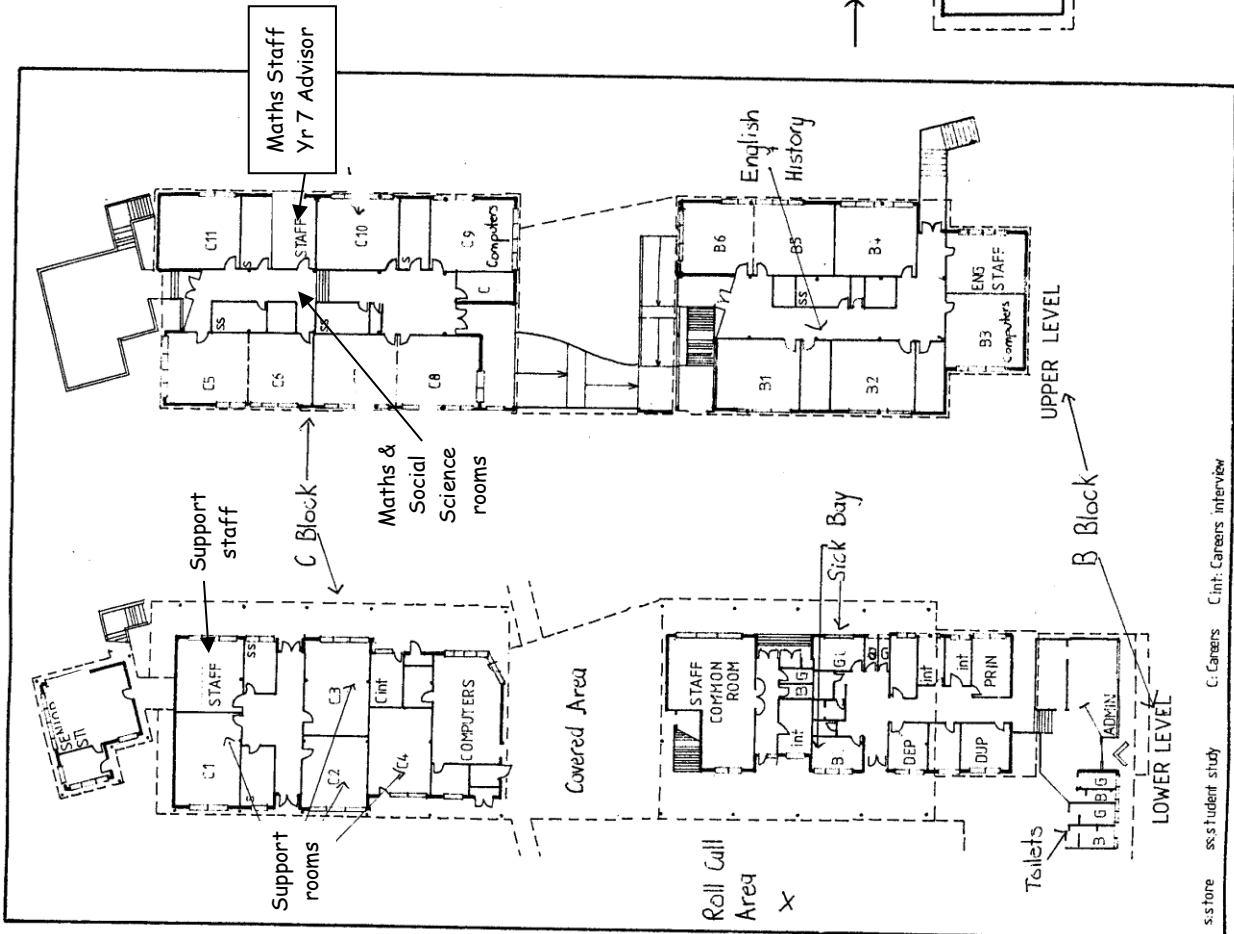
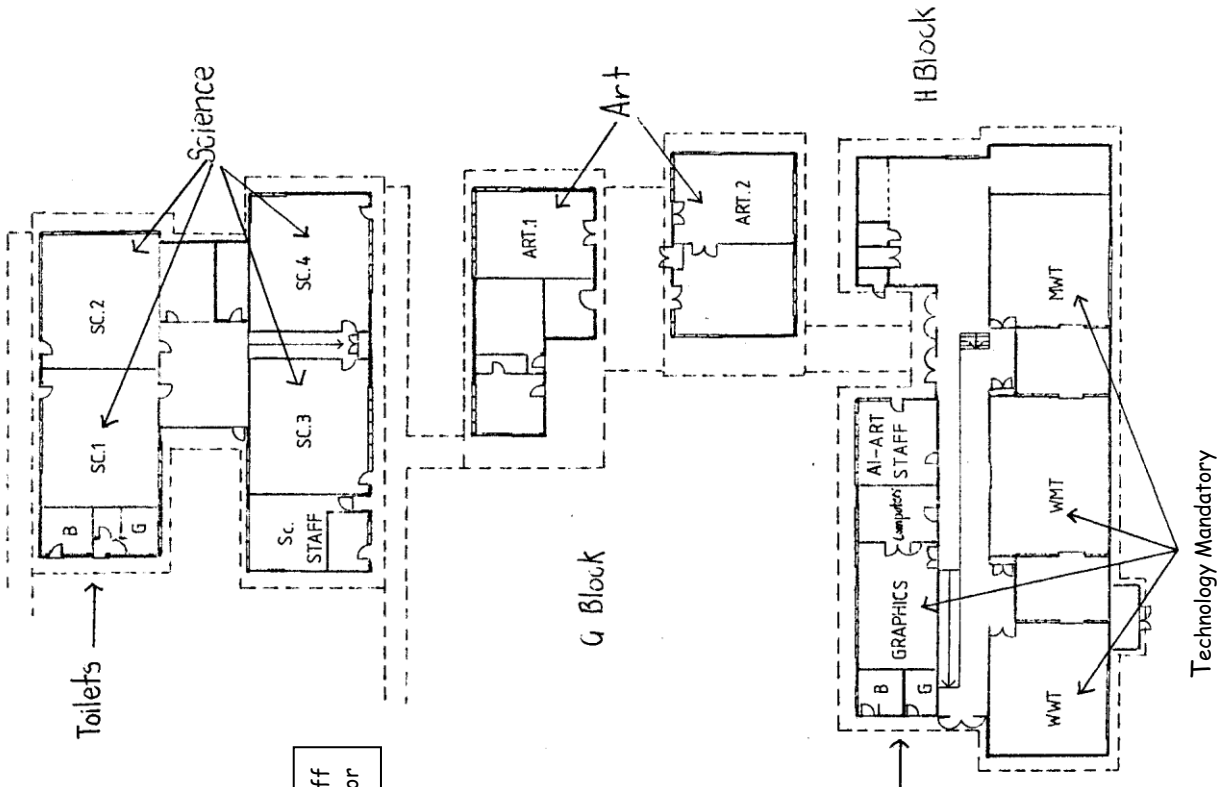
In line with this, the school is currently implementing Mind Matters to promote mental health, wellbeing and resilience within the school community.

School Website and Parent Portal

To facilitate effective communication between home and school, parents can access the Parent Portal from the school's website (<http://www.narooma-h.schools.nsw.edu.au/>) by selecting the "For Parents" tab. To access the Parent Portal for the first time you will need to register by entering your Family Access Key which is mailed to you shortly after your child's enrolment has been processed. School news, notices and policies are available on the website, while confidential information about your child can be accessed through the Parent Portal.

To know more about what's happening at Narooma High School we can be found on Facebook. 'Like' us on our Facebook page www.facebook.com/nhs8536





Organisation

Principal	Mr J Melville	(Relieving)
Deputy Principal	Mr A Thomas	(Relieving)
Mathematics and Social Science and LOTE	Mr M Hayes Mr L Reilly Mr C Allery Mr P Penton Mr K Platt Ms S Rowland Mr J VanWeerdenburg	(Head Teacher) (Year 7 Advisor) (Head Teacher Welfare)
English, History and LOTE	Mrs P Walpole Mrs C McMahon Mrs J Sultana Mr P Vuko Miss L Whitney Miss M Wicks Mrs V Wilton	(Relieving Head Teacher) (Peer Support Leader) (SRC coordinator)
Science and Art	Mrs B Glyde Mrs G Allison Ms V Emerson Mrs L Macauley Ms C Potts Ms L Schroder Mrs L Warner Mr B Woolnough	(Head Teacher) (Year 8 Advisor & Girls Advisor) (Deputy Principal) (Year 12 Advisor) (Year 11 Advisor)
Technological and Applied Studies <i>(including Industrial Arts, Home Economics, Agriculture)</i>	Mr P Zideluns Ms J Fletcher Ms A Harris Mr K Maher Mr C Moxon	(Head Teacher)
PD/Health/PE and Music/Drama	Mr D Cafe Mrs M Cafe Mrs E Hull Mrs S Jeffrey Mr D Efraemson Mrs L Hankinson Mr R Rogers	(Head Teacher) Technology Coordinator
Special Education/Support	Mrs Y Adams Mr W Mullavey Mr J Hull Mrs K Klose Mrs S Reid Ms A Hankinson Mr T Helton Mrs R Wright	(Head Teacher) Tutorial Centre Learning and Support Teacher (Year 9 Advisor) (Year 10 Advisor)
Teacher Librarian	Mrs C Mood	Technology Coordinator
Careers Advisor	Mr R Kenna	

Aboriginal Education Officer Mrs C Sandford

Aboriginal Education Worker Mr C Taylor

School Counsellors Ms V Digby
Mr S Perry

School Chaplain Mrs P Adams

School Administrative Support Staff

Mrs N Swadling	Relieving School Administration Manager
Mr P Butcher	General Assistant
Mr N Maher	Agriculture Assistant

Mrs F Ballard
Mrs H Butcher
Mrs T Craner
Mrs E Dawson
Mrs S Illes
Mrs L Jerkavits
Mrs K Negus

School Learning Support Officers Mrs L deVries
Mrs R Burgess
Mrs L Field
Mrs P Melville
Mrs K Thomas
Mr T Wright

Year Advisors	Mr L Reilly	Year 7	Maths staffroom
	Mrs G Allison	Year 8	Science staffroom
	Mrs K Klose	Year 9	Special Education staffroom
	Mrs S Reid	Year 10	Special Education staffroom
	Mr B Woolnough	Year 11	Science staffroom
	Ms L Schroder	Year 12	Ind Arts / Art staffroom

SCHOOL TERMS 2019

TERM 1

School Development Day	-	-	-	-	-	Tuesday 29 January
Term 1 (Years 7, 11 and 12 commence)	-	-	-	-	-	Wednesday 30 January
Term 1 (Years 8, 9 and 10 commence)	-	-	-	-	-	Thursday 31 January
Term 1 concludes	-	-	-	-	-	Friday 12 April

TERM 2

School Development Day	-	-	-	-	-	Monday 29 April
Term 2 commences for students	-	-	-	-	-	Tuesday 30 April
Term 2 concludes	-	-	-	-	-	Friday 5 July

TERM 3

School Development Day	-	-	-	-	-	Monday 22 July
Term 3 commences for students	-	-	-	-	-	Tuesday 23 July
Term 3 concludes	-	-	-	-	-	Friday 27 September

TERM 4

Term 4 commences (for staff and students)	-	-	-	-	-	Monday 14 October
Term 4 concludes for students	-	-	-	-	-	Wednesday 18 December

School Development Days (minimal staff at school) - - Thurs 19/Fri 20 December
School Routine and Bells

The school operates a ten-day cycle that represents two weeks, with six periods each day for all students. The weeks are named Week A and Week B.

Monday		Wednesday		Tuesday, Thursday and Friday	
8.55 - 9.25	Roll Call/ Assembly	8.55 - 9.05	Roll call	8.55 - 9.05	Roll call
9.25 - 10.15	Period 1	9.05 - 9.55	Period 1	9.05 - 9.55	Period 1
10.15 - 11.05	Period 2	9.55 - 10.45	Period 2	9.55 - 10.45	Period 2
11.05 - 11.25	Recess	10.45 - 11.05	Recess	10.45 - 11.05	Recess
11.25 - 12.15	Period 3	11.05 - 11.25	DEAR	11.05 - 11.55	Period 3
12.15 - 1.05	Period 4	11.25 - 12.15	Period 3	11.55 - 12.45	Period 4
1.05 - 1.45	Lunch	12.15 - 12.40	Period 4	12.45 - 1.25	Lunch
1.45 - 2.35	Period 5	12.40 - 1.20	Lunch	1.25 - 1.45	DEAR
2.35 - 3.25	Period 6	1.20 - 2.10	Period 5	1.45 - 2.35	Period 5
		2.10 - 3.00	Period 6	2.35 - 3.25	Period 6
		Staff Meetings from 3.00pm			

Evacuation Bell and Siren

- **A siren sounding means an emergency. Under the direction of staff, all students are to immediately leave their classrooms and assemble at designated areas.**
- **A continuous ring of the bell means 'lock down'. Staff will instruct students of the procedure in the event of 'lock down'.**
- **Continuous sounding of both the siren and the bell alerts the school to procedures relating to a bushfire emergency. Students are to follow the directions of staff.**

During bushfire season the school is automatically shut down should the local Bushfire Danger Rating be declared 'Catastrophic'.



Curriculum

Students in Year 7 and 8 study a mandatory curriculum in the eight Key Learning Areas of:

English, Mathematics, Science, Creative Arts, Human Society and its Environment (History, Geography, Aboriginal Studies), STEM (Science, Technology, Engineering, Mathematics), Technological and Applied Studies (Technology Mandatory), Languages other than English and Physical Education, Health and Personal Development. In Year 9 the students choose to specialise by selecting elective subjects from some of these areas.

English

This subject is compulsory for all students. Students follow a set program covering reading, writing, listening, speaking, viewing and representing. Nonfiction, fiction, poetry, language, film, drama and two thematic elective units are offered to all students as part of our standard curriculum.

Provisions are made, where possible, for gifted and talented students. Students are encouraged to enter state-wide writing, literacy and debating competitions and drama festivals.

Geography

In Year 7 Geography, students conduct a wide investigation of the world and ideas about it. There is a focus on citizenship, as students study local, national and global issues and identify actions that they could take. 'Water in the World' and 'Place and Liveability' are the main topics studied.

Posters, internet research, learning to use geographic instruments and mini fieldwork activities are some of the ways we investigate Geography and our world in Year 7. Students will also learn skills such as the interpretation of maps, photographs and other geographical data.



History

Students study such fascinating topics as basic archaeology, ancient Egypt and China. As well as class work, students make models, do library research and learn to use the internet as a study aid. Skills such as reading, writing, listening, speaking and researching are developed in the History course.

iSTEM

All Year 7 students take part in a four part course covering skills and activities that blend ideas from the fields of Science, Technology Design, Engineering and Mathematics (STEM). The areas studied in this course include:

- An introduction to using the school's software resources
- Scratch Coding lessons
- 3-D printing
- Robotics

Languages other than English

The study of Japanese in 7-10 enables students to communicate with others in Japanese and to reflect on and understand the nature and role of language and culture in their own lives and the lives of others. At Narooma High School Year 7 students have the opportunity to study 100 hours of Japanese.

Students will learn to use Japanese language for communicative purposes by interacting, assessing, responding and composing in Japanese. Students will also have the opportunity to analyse and understand language and culture by learning about different systems of language as well as the role of language and culture as an integral part of communication.

Students will be exposed to the target language through a variety of units from personal world through to family and pets, sports and hobbies and the course will conclude with a special interest project that will facilitate their graduation from the 100 hours mandatory course. The aims of the course are for students to develop an interest in and enjoyment of language learning, appreciate and value their own heritage, culture and identity as well as appreciate and respect the culture, beliefs and values of others through language and learning.

Mathematics

All students going into Year 7 will experience a common course that continues through Years 7 and 8. The course consists of strands in number, geometry, measurement, data, patterns and algebra and working mathematically.



Students who excel at Mathematics in Years 7 and 8 may be given the opportunity to complete the Stage 5 course in an accelerated program during Year 9. At Narooma High students are also given the opportunity to participate in various competitions for talented students (eg. Australian Mathematics Competition and the Maths Challenge). Students requiring mathematical assistance or further consolidation of concepts are encouraged to purchase the self tutoring software package Maths Online for a small cost for 12 months access which is available through the school.

The aim of the Mathematics Faculty of Narooma High is to see that every student achieves his/her full potential in the study of mathematics in the modern world. Use of technology is becoming more and more relevant to learning Mathematics and is incorporated into lessons, particularly in the areas of geometry, probability, data analysis and coordinate geometry. All students are required to own and have a calculator in class.

Music

The Year 7 and 8 core music course has been programmed with an emphasis on practical music. This two-year course concentrates on introducing students to a range of instruments including the keyboard, voice, drums and guitar. By introducing the students to instrumental music they also develop aural and theoretical skills. They learn the discipline of practice and working with other students in groups and individually as well as making music on a computer.

Students have the opportunity to gain a basic competence on a musical instrument by the end of Year 8. They can then elect music to develop these skills further in Years 9 and 10. The range of performing media available for specialising would be keyboard, guitar, drums and electric bass for solo work. If students have their own instrument it can also be used in class. Students are also encouraged to be involved in extra-curricular music activities.

A financial contribution of \$10 to cover materials consumed will apply to this subject.

Personal Development/Health/Physical Education (PDHPE)

Personal Development, Health and Physical Education (PDHPE) contributes significantly to the cognitive, social, emotional and physical development of students. It provides opportunities for students to learn about, and practise ways of adopting and maintaining a healthy, productive and active life.

It also involves students learning through movement experiences that are both challenging and enjoyable, thus improving their capacity to move with skill and confidence in a variety of contexts. It promotes the value of physical activity in their lives now and into the future.

Students in Year 7 will explore the following issues and topics during the year: dance, relationships, gymnastics, the transition to high school, athletics, bullying and harassment, nutrition and young people, drug use, growth and development, sexual health, mental health, invasion games, fundamental movement skill development and physical fitness.

Students are encouraged to participate in the swimming, cross country and athletics carnivals, which are held each year. Students are also encouraged to play in state wide knockout competitions in which the school enters.

Science

Much of the Year 7 Science course is based on experiments and practical work. We aim to build upon students' skills of observation. The development of their abilities to set up and use equipment and to communicate clearly, will provide the basis for our students to build on during their science course in later years. There is an increasing emphasis on the incorporation of technology into all aspects of this subject.

Students are also encouraged to enter the Australian Science Competition and become involved in other activities, such as workshops offered by the Marine Discovery Centre and the Australian National University. All students study a common course through Years 7 to 10.

Technology Mandatory

Technology is everything that people **make** and **use (design)** to solve problems and to improve the quality of life.

Year 7 and 8 Technology Mandatory may include the following technologies:

- animal production
- electronics
- food
- graphics
- information media
- metals
- mixed material
- model making
- plant production
- polymer
- textiles
- timber

Background:

Classes rotate teachers every semester in Years 7 and 8. All units include computer skills, safety and identify the steps required to solve problems (the design process). During the course we cover a minimum of six technologies. Technology workspaces within the school include agriculture, computers, food, textiles, timber and metal.

Please note: Students must follow safety requirements including covered-in, sturdy footwear.

A financial contribution of \$42 to cover materials consumed will apply to this subject.



Visual Arts

Visual Art throughout Stage 4 covers a combination of skills, knowledge and exposure to a large range of art making practices. Art history is woven through these practical exercises. Students are introduced to a variety of materials and expressive forms which include painting, drawing, 3 dimensional construction, sculpture, printmaking and ceramics.

Additional emphasis is placed on digital media and is embedded into existing programs. Visual Art offers enriching and engaging experiences in a safe and enjoyable learning environment. The development of student's problem solving abilities and higher order thinking skills are strengthened through the study of visual art.

Please note all students use the Visual Art Process Diary as an essential element for planning and reflective purposes.

A financial contribution of \$20 to cover materials consumed will apply to this subject. The Visual Arts Process Diary is included in this fee and will be issued on receipt of payment.

Support Services

Aboriginal Education Officer (AEO)

The AEO, Mrs Sandford, is available to work with and help all Koori students with any problems or concerns. Koori students should contact her in the first instance whenever a problem or concern arises, or when seeking advice.



Careers Service

Narooma High School is fortunate to have a full-time careers advisor, Mr Kenna, who provides up-to-date information on career choice and subject selection. He can also provide information on support grants available for school students. In later years all students can access:

- ◆ Work experience
- ◆ Individual career advice
- ◆ Careers excursion
- ◆ Careers markets
- ◆ Guest speakers from universities, business, training and Government organisations

Counsellor Services

School Counsellor Miss Digby provides/offers a wide range of support, psychological/counselling services for the school community.

What do students come and see me about?

Many things including issues with friends, family members and parents, school related difficulties or maybe personal issues.

How can you contact me?

Visit my office immediately after roll call or during recess/lunch to discuss an appointment time.

Days of service

Counsellor service is usually available Monday, Thursday and Friday. The itinerary outlining counsellor service is located in the school reception area and on the counsellor's office door.

Where am I?

My office is downstairs near the Staff Common Room in B Block.

Deputy Principals

Narooma High School's relieving Deputy Principal is Mr Thomas. He looks after the daily organisation and student discipline matters. His office is located in the administration block.

Gifted and Talented Program

Gifted and Talented students are given every opportunity to develop any areas of special ability that they possess. Students who are gifted and talented may come from any subject area.

Students who are Gifted and Talented may be given enrichment work or guided to various relevant activities both within and outside the school. The most important thing is that the school, parent and student work together to provide an agreed approach that can best benefit the student concerned. Our gifted and talented athletes can access competitions, events and support from SERAS.

Learning and Support Teacher (LAST)

The school has the services of a Learning and Support Teacher, Mr Hull, who is available to support staff and students in meeting any additional learning and support needs.

Year Advisors

Each year group has a teacher assigned to them who will follow that year group through from Year 7 to Year 12. The Year Advisor is a teacher that students can contact if they are experiencing difficulties of any kind. The Year Advisor is also the teacher parents may contact if they have any concerns regarding their student. Year 7 Advisor for 2019 is Mr Lachlan Reilly (Maths staffroom).

Student Information

Bullying

It is the responsibility of everyone in the school community to ensure that all students feel safe within the school environment. To that end we encourage anyone that believes someone is a victim of bullying to report their concerns immediately.

The types of bullying behaviour that are considered unacceptable include: intimidation (physical or otherwise), name-calling, isolating or ostracising individuals from groups and activities, stealing, damaging or disrespecting a person's belongings and equipment. Students also need to be aware of their responsibilities when using social media, as on-line bullying is a police matter.

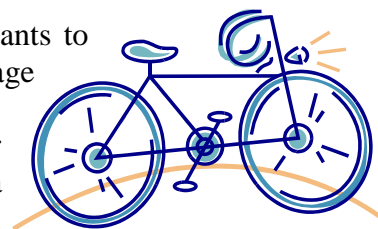
No-one likes, condones, promotes or accepts bullying. The most difficult thing in dealing with it, however, is detecting it.

While staff will make every effort to prevent incidences of bullying occurring it is not possible to be in all places at all times. It is essential that incidents involving bullying be reported to the teacher on duty, Year Advisor, Deputy Principal or the anti bullying support officers, Mr Woolnough (Science staffroom) and Mrs Fahey (Home Science staffroom), as soon as possible, so they can be dealt with.

Students who are found to be the instigators of behaviour that are consistent with bullying will be regularly monitored and appropriate action will be taken both as a punishment and as a deterrent. Efforts will also be made to reduce the likely recurrence and deal with the underlying causes.

Bicycle Storage

The school has a bike cage for student use. Any student who wants to secure their bike in the cage will have to hire a key for the bike cage lock. They will then be able to lock and unlock the cage when storing or retrieving their bike. Bike cage keys will be available for hire for \$20 (refunded when the key is returned). Students can get a letter from the Front Office to take home for completion, if they are interested.



Bus Travellers

All students living beyond the prescribed distance from the school are able to get free bus travel. This is only granted on the condition that the students are well behaved. Should they misbehave, bus proprietors have the authority to refuse to carry such students and parents will have to arrange some other way of getting them to school.

CCTV Cameras

The school has series of CCTV cameras installed as part of improving school security, especially of a weekend and outside school hours. The cameras operate 24 hours a day and 7 days a week.

The video footage is stored for a number of days on a server at school allowing it to be reviewed as part of investigating an incident. The cameras have been installed by the Department of Education (DoE) as part of a program identifying schools that have had a high number of security incidents over the past years. They cover a range of areas around the school.

Core Rules

All students in NSW government school are expected to:

- Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.
- Maintain a neat appearance, including adhering to the requirements of the school's uniform or dress code policy.
- Behave safely, considerately and responsibly, including when travelling to and from school.
- Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and cooperating with instructions and learning activities.
- Treat one another with dignity and respect.
- Care for property belonging to themselves, the school and others.

Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.

Core Values

Narooma High School teachers assist students to understand school discipline policies by modelling and reinforcing behaviour consistent with the core values of NSW public schools.

The discipline code at Narooma High School is based around the NSW government's core rules for schools along with our school's core values of *Respect, Responsibility and Support*. Our core values incorporate the values of integrity, excellence, cooperation, participation, care, fairness and democracy.



Classroom Rules

Each classroom has a basic set of rules for students to follow. These rules are established to enable consistent expectations and guidelines to support student learning. Teachers will aim to ensure classroom rules are consistently applied across all areas of the school. Teachers are encouraged to discuss the classroom rules with students on a regular basis.

Individual teachers will be responsible for classroom rules specific to their curriculum learning area, in particular, those teachers involved in teaching practical subjects and/or specialised subjects may have additional rules to the general classroom rules.

Students who respect the class rules and consistently do their best may be rewarded with merits for their efforts. The following are school wide expectations which apply in Narooma High classrooms.

- be on time and be prepared
- participate positively
- follow instructions
- be polite

If you follow these simple expectations school can be a great place to be.

DEAR

Drop Everything And Read promotes everyone having a quiet time in their day. Students and staff are encouraged to read during this time and should ensure they have suitable reading material. Senior students can read or work on summaries, homework and assessment tasks. DEAR groups are based on years so that Year Advisors can be in contact with their year group.

To support all readers in the school a special group is organised for those who require assistance with their reading. For this group we have a peer-tutoring DEAR group in the library. Year 10 students volunteer and are trained to mentor students in the younger years with their reading.

Diary

All students receive a school diary to assist with their learning. Parents can monitor homework and assessment requirements. This Wellbeing Diary contains excellent tips on studying, subject specific information and maintaining positive wellbeing and resilience.

Excursions

Various excursions are conducted throughout the year. Your child will bring home a note outlining the details which you will have to sign and return to the school. Parents are encouraged to come along and assist teachers in organising these outings from time to time.

Students must return the permission note and any associated payment at least two days before the due date to the Front Office. The Principal reserves the right to exclude any student from an excursion who has broken the School Discipline Code.



Homework Club

Narooma High School's Homework Club is available to all students. It runs every **Tuesday and Thursday from 3.30pm to 4.30pm**. To join in, just meet in the Food Technology rooms after school. A snack is provided between 3.30pm and 3.40pm and then students can receive help from a teacher to complete homework, do assignments or study. Students have access to computers, the internet, printing and the library.

Illness or Accident at School

Parents are asked to keep sick students at home to avoid the infection of other children.

It is most important that parents keep the school informed about any conditions or ailments their student sons/daughters may have and any medications that have to be taken. Please ensure that a medical record is supplied to the school that nominates a family doctor. It is particularly important that we know if your student suffers from such things as **asthma, epilepsy, serious allergies, etc.**

Students who become sick or are injured at school should report to a teacher who will send them to the Front Office. **We request that students do not directly contact parents when they are sick, but report to the office at which time a parent/caregiver will be contacted.** Students will be placed in Sick Bay until they can be collected.

It is important that students be officially signed out so we are aware of where they are. If your child does contact you, we would ask that they report to the Front Office to meet you to be picked up and officially signed out.

Late Arrivals

Being punctual to school is important to the student and the school. It is the parent's responsibility to ensure their child arrives at school on time. Students arriving late for school must report to the Front Office. A computer generated **Late Note** will be issued admitting the student to class. Students must provide a note from parents explaining the reason for lateness.

Leaving School Grounds

Written requests to leave the school grounds during the school day must be brought to the Deputy Principal before roll call. Lessons should only be missed for important reasons (eg. an unavoidable medical appointment). Sports afternoon should **not** be regarded as the best time to make appointments.

Under no circumstances is a student to leave the school grounds without signing out at the Front Office.

Leaving the Classroom

Students require a note when leaving the classroom during normal lesson times. It will state: student name, time, reason (eg. interview) and be signed by the classroom teacher. If requested by another teacher outside the classrooms, students are required to show their pass.

Students should not be absent from class without permission and the permission note must be carried with the student when out of class.

Library

The school library is available for students to use between the hours of 8.30am and 4.00pm when they can borrow books, study, do school work, use the computers or just read. However, the library is closed first half of lunch Monday to Friday and recess on Fridays.

Lost Property

Students are advised to safeguard their personal property at all times. All books, equipment and items of clothing should have the student's name clearly displayed to assist in the return of any lost items. Enquires about lost property should be made to the Front Office.

Mobile phones and other electronic devices

The mobile phone is an effective and quick means of communication. Where unforeseen events occur, mobile phones provide students and their families with a ready means of communication. However, there is a need to set clear guidelines and limit their use during the school day to avoid unnecessary interference with teaching and learning.

Office staff assist students who need to contact family in an emergency. Parents and caregivers may also leave messages for their children by contacting the office.

It is the responsibility of students who choose to bring electronic devices to school to look after these and follow the rules. The school accepts no responsibility for students who lose or have their devices stolen or damaged.

Rules

1. Mobile phones and other electronic devices can be used in an appropriate manner during recess and lunch and before and after school.
2. Teachers will expect that electronic devices are **turned off and remain out of sight**, unless they are part of an approved learning purpose. Students are not permitted to make personal calls, respond to calls or send personal text messages while in class.
3. Students **must not** argue with a teacher when asked to hand over their phone or other electronic device. If this occurs then it becomes a discipline issue.
4. **Recording, videoing, photographing or displaying inappropriate material are not allowed. Students must not use mobile/smart phones or other devices to threaten, bully, intimidate or otherwise harass other people. Such activities may incur disciplinary action including suspension and/or police involvement.**

Office Assistant

Each day a Year 7 or 8 student is rostered as the Office Assistant for two periods. The student will act as an assistant for the school staff, learning and developing many skills that will be useful in the workplace. Students develop negotiation, problem solving and decision making skills by being rostered on as the Office Assistant.

Personal Items

Students who bring personal items to school do so at their own risk. The school will not be held responsible for any loss/damage to these items. **Do not leave valuables in bags whilst at PE or Sport. Keep bags close while in the playground.** A safe room for skateboards, overnight bags and sports gear operates opposite the Deputy Principal's office.

Students are **not** permitted to bring the following items to school: liquid paper, high energy drinks, dangerous items such as pen knives, aerosol sprays or cigarette lighters. Items brought to school should relate directly to learning and students' daily needs at school.



School Dances

These are usually organised by the SRC and are supervised by teachers on a voluntary basis. The dances are held in the hall at night and are well patronised. Parents/caregivers must sign their students into the dance. Entry is by ticket, purchased at school before the dance and, in the interest of everyone, there are strict rules regarding attendance and behaviour.



Breaches of these rules may lead to exclusion from future dances and/or suspension of students.

Students on sanctions are not able to attend the school dances.

Student Representative Council (SRC)

Narooma High School has a Student Representative Council made up of students elected by students. The council meets regularly and is the most important way for student ideas and opinions to be made known to the principal and the staff.

The SRC performs a valuable role in school life and all students should take an interest in its activities. It raises funds and decides how to spend them, so it is very important that it reflects student opinion when making decisions.

The SRC executive is responsible for hosting and conducting our formal assemblies, and these students represent the school on all formal and public occasions. The SRC executive members for 2017 are:

President:	Rory Spurgeon
Vice President:	Cecilia Colom-Davis
Secretary:	Luka Potts
Treasurer:	Mitchell Verrall



Supervision of Students

Students should not be in the school grounds before 8.25am. From 8.25am until school starting time, if there is an accident or other problem in the playground, it should be reported to any teacher in the administration area or the Deputy Principal or Principal.

Throughout recess and lunch periods, there will always be teachers carrying out supervision duties in their designated areas in the playground.

In the case of an accident, or an incident, please report the situation immediately to the teacher on playground duty. There are areas around the school that are designated as out-of-bounds and students should not enter these areas without special permission.

Sport Houses

Students will be allocated to a sport house according to their roll call number. These are:

Gulaga	Blue	Rolls 1 - 5
Corunna	Red	Rolls 6 - 10
Baranguba	Yellow	Rolls 11 - 15
Wagonga	Green	Rolls 16 - 20

SPORT ORGANISATION

Year 7 and 8 Sport

Year 7 and 8 Sport is integrated into the PDHPE curriculum. Students will be exposed to a wide variety of sports and will concentrate on developing skills and techniques to enable them to choose sports in the 9 and 10 sports program that suit their strengths and interests.



Year 9 and 10 Sport

Year 9 and 10 students select a sport via the Student Portal, from a determined list each term. All Year 9 and 10 students must be placed in a sport. All students are deemed satisfactory or unsatisfactory at the end of each term, based on participation and attendance.

Some sports are out of school and require you to catch a bus. Some cost money. You must consider this when choosing a sport. Once you have been allocated a sport you cannot change out of it. You will be able to choose a different activity the next term.

The Wednesday sport organisation sheet will include information on: if you catch a bus, how much it costs and so on. It is posted around the school usually in the sick bay window, outside the hall and on the door entering the office.

Procedures

- At the end of Wednesday lunch students are to meet at their designated roll call area for a uniform check and roll marking.
- Students **without sports uniform, required money or a permission note** explaining their situation will be sent to the non-sport room.
- Students **must** catch the allocated bus to their away-from-school sports venue - walking unsupervised and riding a bike are not allowed. Students **are not permitted** to board buses to go to sport without a PE uniform.
- Students who are not catching a bus to sport are to follow their teacher to the venue.
- Students walking home **from** sport must present a note to the Deputy Principal. It will be signed by the Deputy Principal. It should then be presented to the sport teacher at sport time.
- On return from sport, all Year 9 and 10 students are to report to their home room for a roll call. They will remain in this room until 3.00pm. The home room organisation is included on the Wednesday 'Sport Organisation' sheet.
- Normal school rules apply at sport. Student behaviour that could bring discredit to the school will **not be** tolerated. Students who misbehave will be processed in accordance with the school's welfare and discipline policies

CHS Sport

All students at Narooma High School have the chance to access events, competitions and participate in sporting teams via our registration in the Combined High School (CHS) sports program. Our CHS coordinator, PE teachers and some other staff enter, coach and manage a variety of boys, girls and mixed sport opportunities throughout the course of the year. Our Gifted and Talented athletes, if successful, can compete at zone, regional, state or national level.



Use of Illegal Drugs and Harmful Substances, Smoking and Drinking Alcohol

These activities are forbidden at school, between home and school, or at any time when wearing school uniform. Strong disciplinary action, including suspension, will be taken with any student found being involved in any of these practices, which contravene the school's Discipline Code and Department of Education's requirements of all students in NSW Government schools.

Parent Information

Attendance/Absences from School

Attendance every day is important for children's progress at school. Children who attend school regularly are usually more successful than those who are absent frequently.

The *Education Act (1990)* states that children must attend school unless there are justified reasons for an absence. All absences must be explained to the school **within seven days** of their occurrence. After the seven days the absence will automatically be marked as 'unjustified' and cannot be altered.

Being punctual to school is important to the student and the school. It is the parent's responsibility to ensure your child arrives at school on time. Students arriving late must report to the Front Office. A computer generated **Late Note** will be issued admitting the student to class. Students must provide a note from parents fully explaining the reason for lateness.

When a child is absent, parents can either:

- Use the Parent Portal to explain their student's absences. (*As soon as the Computer Permission form is completed and returned to the school, you will be sent a 'key' to log on, together with an explanation of how to access the portal.*)
- Reply to the SMS notifying of your child's absence. (*the reply can only refer to the specific absence in the SMS. Any other absences will need to be explained by phone, note or portal*)
- Telephone the school.
- Send a note with your child to school which should be given to their Roll Call teacher.

Sport and sport activities, such as carnivals, are a part of the curriculum and students **must** attend these activities. It is **not acceptable** to take the day off to go shopping or to catch up on schoolwork at any time.

For **periods of extended leave** (over ten days), please contact the school for further information.

Canteen

The Canteen Manager, *Mrs M Elliston*, can be contacted during school hours on 4476 3345.

Financial Contributions

There are two financial contributions that we request of students to help cover the costs of equipment /materials they use while attending school. Full details of these contributions will be sent to parents as soon as details have been finalised.

1. General Service Contribution

This contribution covers the renting of textbooks, sporting equipment, library books and the use of paper and equipment to provide students with printed materials.

2. Elective Subject Contribution

This contribution varies from subject to subject and covers the use of materials for each subject, eg. cooking ingredients for Food Technology lessons.

Formal Assemblies

The school conducts formal assemblies in the school hall for all students and staff. They are an opportunity for students to be recognised and rewarded for special performance, achievement or contribution to school life.

Parents and community members are especially welcome at these assemblies and to the morning teas that follow. Full details are published in the bulletin prior to each formal assembly.



Parental Involvement

We urge you to join in any of the following ways:

P&C Association	Parent/teacher evenings
Morning teas	Information nights
Working committees	Sports coaching
Attending excursions	Presentation day
Fundraising	Drama and music performances
Socials	Volunteers to assist students
Formal Assemblies	

Parents and Citizens Association

The Parents and Citizens Association of the high school meet on the third Monday evening of each month at 7.30pm. Meetings are held in the Staff Common Room. All parents and interested citizens are invited to attend and keep informed of current school policy. The AGM is held in March.

President:	Mrs A Spurgeon
Vice President:	Mrs N Hills
Secretary:	Mrs N Myers
Treasurers:	Ms K Smith & Ms J Low

Photographs of Students

From time to time students are photographed in a range of school activities. These photos may be used in the local paper, the school magazine, school newsletter, school publications such as the annual school report, this booklet, brochures publicising the school and student identity cards. Photos may also be placed on the school internet and intranet sites. **If you do not want your child to be photographed please advise the school.**

Each year, official school photos are taken as a record of school life.

Private Conveyance

If parents convey their children by private car further than the prescribed distance from their **home to the nearest bus pick-up point each day** they may be eligible to apply through the school office for partial reimbursement of their travel costs.

Privacy and Personal Information

The information provided by parents for the purpose of processing a student's enrolment may be used and, where necessary disclosed, by the NSW Department of Education for the following purposes:

- General student administration
- Communication with students and parents
- State and National reporting purposes
- Promotion of the school
- School-related activities (eg. reunions, school publications, school histories)
- To ensure the health and safety of students, staff and visitors to the school
- For other matters relating to the education and welfare of the student; and
- For any other purpose required by law.



The information will be stored securely. Parents and caregivers may access or correct any personal information provided by contacting the school. If you have a concern or complaint about the way your personal information has been collected, used or disclosed, you may contact the school.

The health-related information collected is subject to the *Health Records and Information Privacy Act 2002*. It is being collected for the primary purpose of ensuring the health and safety of all students, staff and visitors to the school. It may be used and disclosed to medical practitioners, health workers, other government departments and/or schools for this primary purpose, or for other related purposes.

Reports, Examinations and Assessments

Continuous assessment of students' work is the main method of building a student's achievement record. Examinations are held half yearly and yearly in most subjects and formal reports are sent home. Parents should peruse these reports carefully, and make arrangements to discuss any problems that may be evident.

If a teacher is concerned about the progress of a student, they may contact a parent/carer and request an interview. Parent/teacher meetings will be held to enable parents and teachers to meet informally and discuss progress. These can be booked on line through the Parental Portal. A parent/teacher evening for Year 7 will be held early in the year after students have had time to settle into high school. Parents will be advised the exact date early in Term 1.

If a parent is concerned about the progress of their child, please contact the school to make an appointment with the relevant teacher to discuss the concern.

School Development Days

Each school has pupil-free days to allow teachers to work together to develop school policies or further their own professional development. On these days, students are not required to attend school. School development days **occur at the beginning of Terms 1, 2 and 3 and the last two days of the school year**. In **2019**, these days will be:

- Term 1: Tuesday 29 January 2019
- Term 2: Monday 29 April 2019
- Term 3: Monday 22 July 2019
- Term 4: Thursday 19 and Friday 20 December 2019

Parents will be advised in advance of all details.

School Bulletins

The school bulletin is available on a weekly basis via the Parent Portal and/or the school website (www.narooma-h.schools.nsw.edu.au). A printed copy can be made available to families on request. Information from the bulletin is also available on our Facebook page. The bulletin is an important means of communication containing information, messages and requests.

Student Assistance Scheme

This scheme is designed to help parents who are experiencing financial problems in meeting requirements for the education of their children. Financial assistance is available to the parents in a variety of ways. Please contact the Principal if you would like to know more about this scheme. All enquiries will be treated in the strictest confidence.

Visitors

All visitors to the school must report to the Front Office (Reception) in the Administration Block on arrival. Our administration staff will then assist you with your enquiry.

Parents needing to speak with a member of the teaching staff are asked to make an appointment, as staff may not be immediately available due to teaching or other commitments.



Student Wellbeing

The school values of ***‘Respect, Responsibility, Support’*** underpin our Merit Scheme and Welfare Policy. The Student Wellbeing Committee meets weekly to review the wellbeing of students and initiate appropriate action to remedy any problems.

The onus is on the student to choose appropriate behaviour that will gain positive rewards and consequences. Alternatively, a student who chooses to behave inappropriately will face consequences. Depending on the degree of misbehaviour this may result in a loss of privileges, isolation from class or suspension from school or attending excursions.

The School Discipline Policy will be issued to all Year 7 students on their first day of school.

Peer Support Program

This is a special program in which Year 9 students are trained to become peer support leaders to support Year 6 students with their transition to high school. Then, in Year 10, they act as leaders for the Year 7 students to assist them to settle in and adjust to their new school. The groups meet regularly and engage in activities specially designed to assist the transition of Year 7 students. The Peer Support leaders also benefit greatly from the program.



Merit Recognition Scheme

Students will be recognised and rewarded in various ways for performance, achievement and contributions to school life that are noteworthy. The merit system is designed to promote and reward student performance. Students will be awarded Merit Certificates by staff for effort and achievement in areas including:

- academic performance
- sport
- visual, creative and performing arts
- contribution to community and/or school life
- consistency in behaviour and/or application

Levels of Merit

Bronze Level	When a student has received five merit notes they will be eligible for a Bronze Merit Certificate.
Silver Level	When a student has received three bronze merit certificates they will be eligible for a Silver Merit Certificate.
Gold Level	When a student has received two silver merit certificates they will be eligible for a Gold Merit Certificate.
Gold Medal	When a student has received three gold merit certificates they will be eligible for a Gold Medal.

Silver and gold merit certificates and gold medals will be presented at formal assemblies. Bronze certificates will be presented in year group assemblies the week preceding the formal assembly. Each gold award recipient is placed in a draw once per term and a prize is awarded to the winner. Parents of students who have reached the gold level will be formally invited to the formal assembly and morning tea afterwards. Parents of students who have reached the bronze and silver levels will be invited to the formal assembly and morning tea through the bulletin.

Sanctions

Sanctions mean that students will not be invited to participate in any non-mandatory school activities such as representing the school, school socials, drama and music productions and non-mandatory excursions. Sanctions apply for 20 days or 10 days should a student choose to complete a monitoring booklet.

- Sanctions apply to students on receipt of a Caution of Suspension. A Caution of Suspension is issued after a recommendation from a Stage Review Team and/or for other disciplinary reasons.
- Students returning from suspension automatically go on sanctions after their return to school.

Suspensions

Suspension is only one strategy within Narooma High School's Discipline Policy. It is most effective when it highlights the parents' or caregiver's responsibility for taking an active role, in partnership with the school, to modify the inappropriate behaviour of their child. Suspension will occur after the Principal has:

- ensured that appropriate school student welfare strategies and discipline options have been applied and documented.

- ensured that appropriate support personnel available within the school system and externally have been involved;
- ensured that discussion has occurred with the student and parent(s) or caregiver(s) regarding specific misbehaviour which the school considers unacceptable and which may lead to suspension;
- developed, in conjunction with the school learning support team, a specific behaviour management plan to assist the student to manage inappropriate behaviour;
- provided a formal written caution, detailing inappropriate behaviours, as well as clear expectations of what is required of the student in future.

In some circumstances the Principal may determine that a student should be suspended immediately. This will usually be due, but not limited to, reasons such as the safety of students or staff.

Narooma High School Uniform



Narooma High School Uniform

Narooma High School requires its students to wear the school uniform. The uniform is simple, practical and effective. It is available for purchase at Ezywear Narooma.

Boys every day wear	Grey microfibre shorts with NHS logo Grey cargo shorts White polo shirt (with NHS logo preferred option)
Girls every day wear	Green and grey check straight tailored skirt Green and grey check tailored fitted shorts White polo shirt (with NHS logo preferred option)
Unisex sports shorts	Black shorts with NHS logo Green sports shirt with NHS logo
Winter uniform (all students)	Long grey pants Grey jackets/Jumper with NHS logo Green and grey check straight tailored skirt over black stockings/leggings
Shoes	Leather closed in shoes (black)

Protective shoes with solid uppers which must cover upper foot.

NSW Department of Education's policy states: "In the absence of any medical certificate, our footwear requirement is **not negotiable**" and, "Footwear is an important safety item. Good soles provide a sound grip on the floor preventing accidents from occurring. Footwear can also protect feet from mechanical or chemical damage".

Sports/PE Uniform

- Black shorts.
- PE shirts with logo.
- Sports socks.
- Footwear appropriate to the activity.
- In winter/cold weather, black track pants and a plain grey top.
- Tights/gym skins/leggings to be worn during sport / sport activities **only if worn underneath PE shorts**. They cannot be as a substitute for the PE uniform.

Note:

- Students may wear Senior/Year 12 jumpers instead of school jacket.
- Students who represent CHS or Area may wear official shirts, jackets or sloppy joes recognising their participation **only in the year that they represent**.
- Any undershirts must be **plain white** t-shirts or singlet tops.

Unacceptable Uniform

'Ballet flats' 'volleys' or shoes with canvas / mesh tops.

Skirts of knitted, figure hugging, stretch fabric.

Striped or patterned shorts or pants. Jeans or cut-off shorts.

Tank top or similar type shirt.

Wearing non-school hoodies, jumpers or jackets over uniform in the winter.

Any sort of football jumper.

Shirts without a collar or shirts that cannot be tucked in.

Decorative non-functional belts or studded leather wrist bands.

Leggings/Tights/gym skins worn without shorts or a skirt.

Students participating in a sporting or cultural event or excursion must wear full and correct uniform when participating in the activity, unless specifically advised otherwise. Students not in correct uniform will not take part in the activity.

Conclusion

Narooma High School strives to teach the basic values of our society, offering a school curriculum and a caring environment that will enable each student the opportunity to develop intellectually, socially, morally, physically, culturally and emotionally.

The adolescent years are never easy, we try to guide our students through this stage of their life through humanity, compassion and the dedication of all the staff.



Book and Technology Requirements For Year 7

NOTE: Department of Education students are able to access a selection of free educational software for both Windows and Mac, including the Microsoft Office suite. Detailed instructions on registering and downloading the software are available on the school website under 'Our School' and then 'BYOD'. <http://www.narooma-h.schools.nsw.edu.au/>









Students entering Year 7 will need the following books and equipment in preparation for classes.

Subject	Books	Other Items
All classes	<p>NHS Homework Diary – provided by school <i>(\$5 to cover the cost of this diary will be included in your school invoice)</i></p> <p>8GB USB (flash drive). If it is on a lanyard, it is easier to remember it!</p>	<p>Pencil case <i>containing...</i></p> <ul style="list-style-type: none"> • 30cm ruler • blue, red, black pens – 2 each • lead pencils – 2 each • coloured pencils • pencil sharpener • glue stick and eraser • paper scissors
Art	<p>Visual Art Diary <i>(Supplied by the Art Staff on payment of student contribution)</i></p>	<ul style="list-style-type: none"> • Fine black Artline pen • 2B pencil • 4B pencil • Fine paintbrush • scissors • glue stick
English	2 x 128 page exercise book	
History	128 page exercise book	
iSTEM	48 page exercise book	
Mathematics	240 page exercise book	<ul style="list-style-type: none"> • geometry set • scientific calculator <p><i>(Approved scientific calculators are available from the Front Office for \$19.00)</i></p>
Science	192 page exercise book	
Geography	128 page exercise book	
Language	128 page exercise book	
Music	A4 Music book with Large Stave (40910)	
PDHPE	128 page exercise book	<ul style="list-style-type: none"> • Black shorts • Green PE shirt <p><i>(Available from Ezywear Narooma)</i></p>
Technology Mandatory	A4 display folder with plastic inserts	

All exercise books should be covered in a suitable protective material (**no graffiti**) with your name, class and subject.

General Homework Tips

Things to consider when organising myself for homework:

	<p>When you go to high school, you will have homework most days. Some homework will be due the following day, other homework will be due in a few days, a week or a month! Remember – all incomplete classroom tasks automatically become homework. Also, revision of daily lessons is considered homework.</p>
	<p>Homework helps you to learn and gives you practice with things you have already learnt.</p>
	<p>It's a good idea to have a break, some time out like afternoon tea before you sit down to homework.</p>
	<p>When you have had some time out, open your diary and check what homework you have to do for that day. Do the homework that is due the next day first. Sometimes, you will need to do a small amount each day to complete an assignment that may be due the following week.</p>
	<p>Sometimes you may need an older person at home to help you with your homework. That's OK.</p>
	<p>If you have a lot of homework, have a break between tasks.</p>
	<p>Use a homework checklist to prioritise homework written in your diary.</p>
	<p>It's a good idea to have your books/equipment required in a handy position, ie. a work station/work space.</p>

REMINDERS

Procedures to follow at Narooma High School if

You are absent from school

If you are absent from school an explanation is required from a parent/carer **within seven days**. Parents can either: reply to the SMS notification; telephone the school; use the Parent Portal to explain their child's absence; or write a note including your child's name, roll call, dates absent and the reason.

You are late to school

Being punctual to school is important to the student and the school. It is the parent's responsibility to get their child to school on time. Students arriving late for school must report to the Front Office. A computer generated **Late Note** will be issued admitting the student to class. Students must provide a note from parents explaining the reason for lateness.

You need to leave school early

Written requests to leave the school grounds during the school day must be brought to the Deputy Principal before roll call. Under **no** circumstances is a student to leave the school grounds without signing out at the Front Office.

You are feeling sick

Students who become sick at school should report to a teacher who will send them to the Front Office. *We request that students do not directly contact parents when they are sick, but report to the office at which time a parent/caregiver will be contacted.*

You are having problems

You should not keep a problem to yourself no matter how small or unimportant it may seem. You might talk to a teacher you get on well with or see any of the following people: your Year Advisor, the School Counsellor, the Head Teacher Welfare or the Deputy Principal.

You need to see the School Counsellor or your Year Advisor

To see the School Counsellor, call in to her office immediately after roll call or during recess or lunch to discuss an appointment time. See your Year Advisor in his/her staffroom at recess or lunchtime and make an appointment time that is convenient to both of you.

You need to pay money for fees or excursions

All payments are to be made to the Front Office before school, at recess or lunchtime. Payments cannot be made during class time.

You have lost something

Enquires about lost property should be made to the Front Office.

You are not in correct uniform

Uniform is compulsory at Narooma High School. If you are wearing incorrect uniform, you must bring a note of explanation from a parent/caregiver and present it to the Deputy Principal before Roll Call.

You are finding everything just too hard!

Sometimes it is good to find a quiet place to sit and think about the issue, so the library is a place to go. Remember there are lots of people you can talk to: a friend, your classroom teacher, your Year Advisor, the Head Teacher Welfare, your parents or your Peer Support leader. You can also arrange to see the School Counsellor.

There is always someone who will help you you just need to ask!

SCHOOL BEHAVIOUR MATRIX



What do our school-wide expectations look like in all settings?

Expectations		What do our school-wide expectations look like in all settings?									
Support	Responsibility	Respect	All Settings	Moving to class	Before/After school & Excursions	Toilets	Classrooms	Playground/ Oval	Canteen	Assembly	Office Areas
<p>Ask for help</p> <p>Treat others as you like to be treated</p> <p>Participate in school activities</p> <p>Model appropriate behaviour</p> <p>Right place right time</p> <p>Report problems</p> <p>Keep school graffiti-free</p>	<p>Attend all lessons</p> <p>Be punctual</p> <p>Be prepared with all necessary equipment</p> <p>Follow instructions</p> <p>Care for your environment</p>	<p>Be polite</p> <p>Respect personal space</p> <p>Value each others Opinions</p> <p>Act in safe and positive ways</p> <p>Wear school uniform</p>	<p>Represent school positively – show pride</p> <p>Show respect & good manners to community members, their property and public property</p> <p>Be polite on the bus – consider others</p>	<p>Know your timetable</p> <p>Go straight to class</p> <p>Stay left through corridors and stairs</p>	<p>Participate in all activities</p> <p>Be safe, feel safe</p> <p>Wait patiently</p> <p>Stay in your seat on the bus</p>	<p>Be hygienic, wash hands</p> <p>Go during breaks</p> <p>Use and leave promptly</p>	<p>Participate positively</p> <p>Complete all work to the best of your ability</p>	<p>Look after school property</p> <p>Respect the property of others</p> <p>Respect the differences of others</p>	<p>Wait your turn</p> <p>Make healthy choices</p> <p>Plan your purchase, money ready</p>	<p>Active listening</p> <p>Face the presenters</p> <p>Hats/beanies off</p> <p>Show respect for Welcome to Country and National Anthem - Honour traditions</p>	<p>Walk in the office area</p> <p>Use break times to hand in notes and make payments</p>
<p>Feel safe, be safe</p>	<p>Accept differences & be sensitive to the needs and feelings of others</p> <p>Be a positive role model & look out for others</p> <p>Give personal space</p> <p>Care for younger students</p>	<p>Privacy is a right</p> <p>Keep it clean</p>	<p>Wait patiently for teacher</p> <p>Allow teachers to teach</p> <p>Allow others to learn</p>	<p>Safe play</p> <p>Keep it clean</p> <p>Right place, right time</p>	<p>Best manners – please and thankyou</p> <p>Quietly wait in line</p>	<p>Appropriate applause</p> <p>Congratulate recipients</p>	<p>Be patient while waiting</p> <p>Follow instructions</p>				