



Yuin Country

# STUDENT HANDBOOK

Narooma  
High  
School





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# Student Handbook

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***Including hints to help Year 7 students***

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## A Note to Incoming Students of 2025

Narooma High School has a proud tradition of excellence in education.

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.

We have high expectations of students in demonstrating respect to others in our school community. We also expect students to take responsibility for their learning and embrace every opportunity offered to ensure a rewarding experience at school.

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 continued support and enthusiasm will ensure a successful time at high school.

The school office is open between 8.15am and 3.45pm each school day and can be contacted by phone on 4476 4377 or email [narooma-h.school@det.nsw.edu.au](mailto:narooma-h.school@det.nsw.edu.au). The school also has a website: [www.narooma-h.schools.nsw.gov.au](http://www.narooma-h.schools.nsw.gov.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 (Ms Saunders) or the Executive Principal (Mrs Tracy Scobie).

**School starts for Year 7 on Thursday 6 February 2025.**

Mrs Tracy Scobie  
Executive Principal  
November 2024

## 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.
- Reflect on, evaluate and modify practices regularly to provide high quality educational experiences.

#### 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.
- Promote the school in a positive manner in the wider school community.

### Positive Behaviour for Learning (PBL)

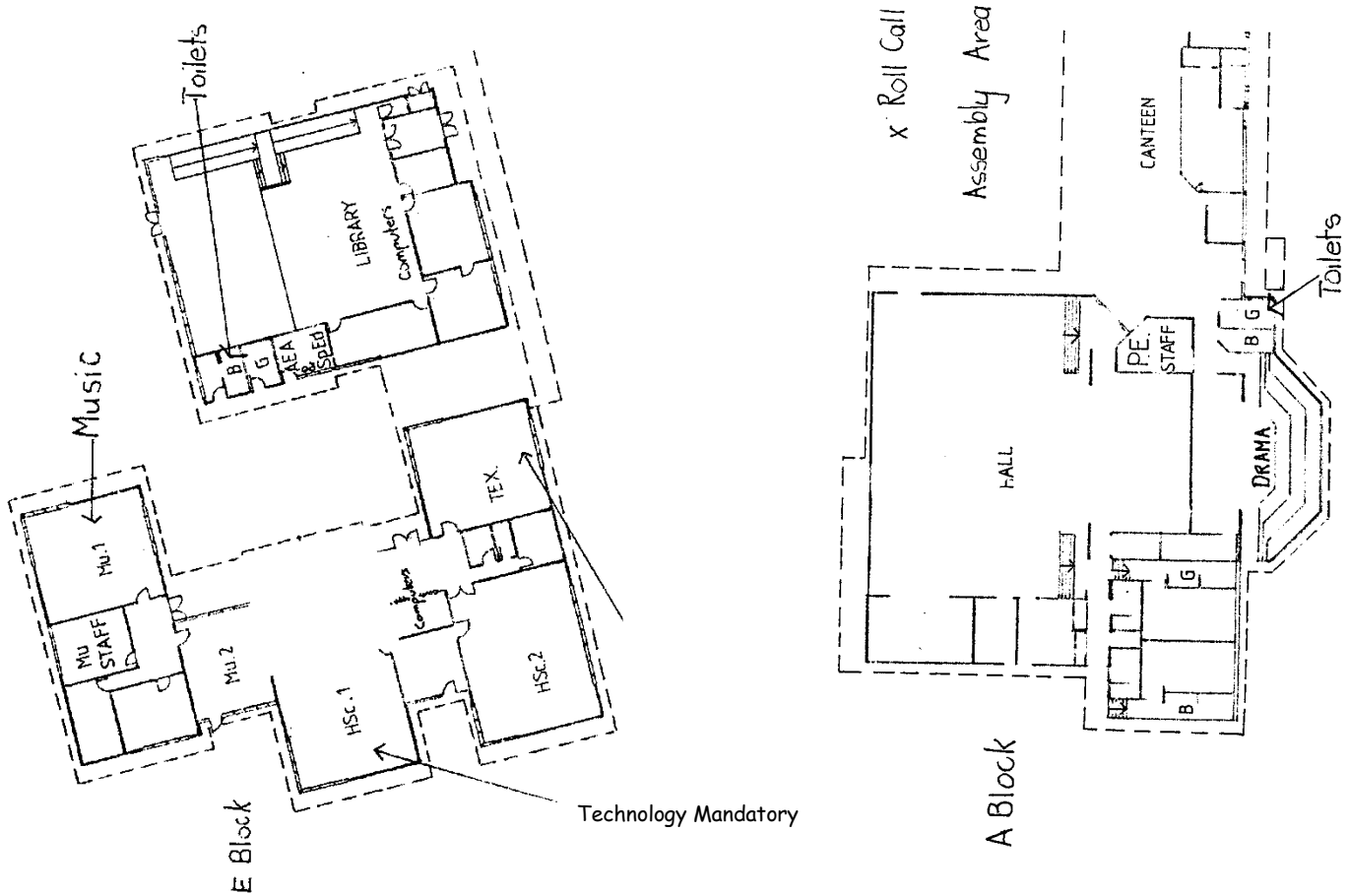
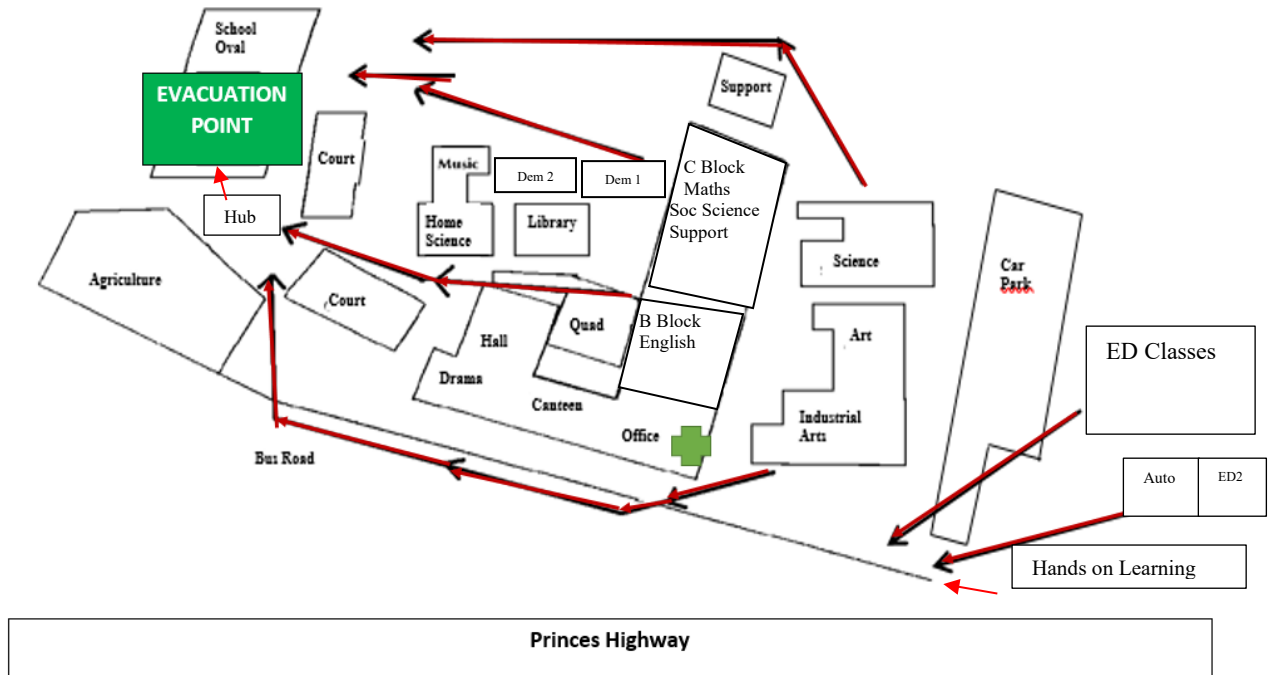
Positive Behaviour for Learning (PBL) has been adopted with the core values of Respect, Responsibility and Support. PBL is a process enabling change, through explicit teaching of expectations (academic and behavioural). PBL provides the Narooma High School community with a positive and proactive system 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.

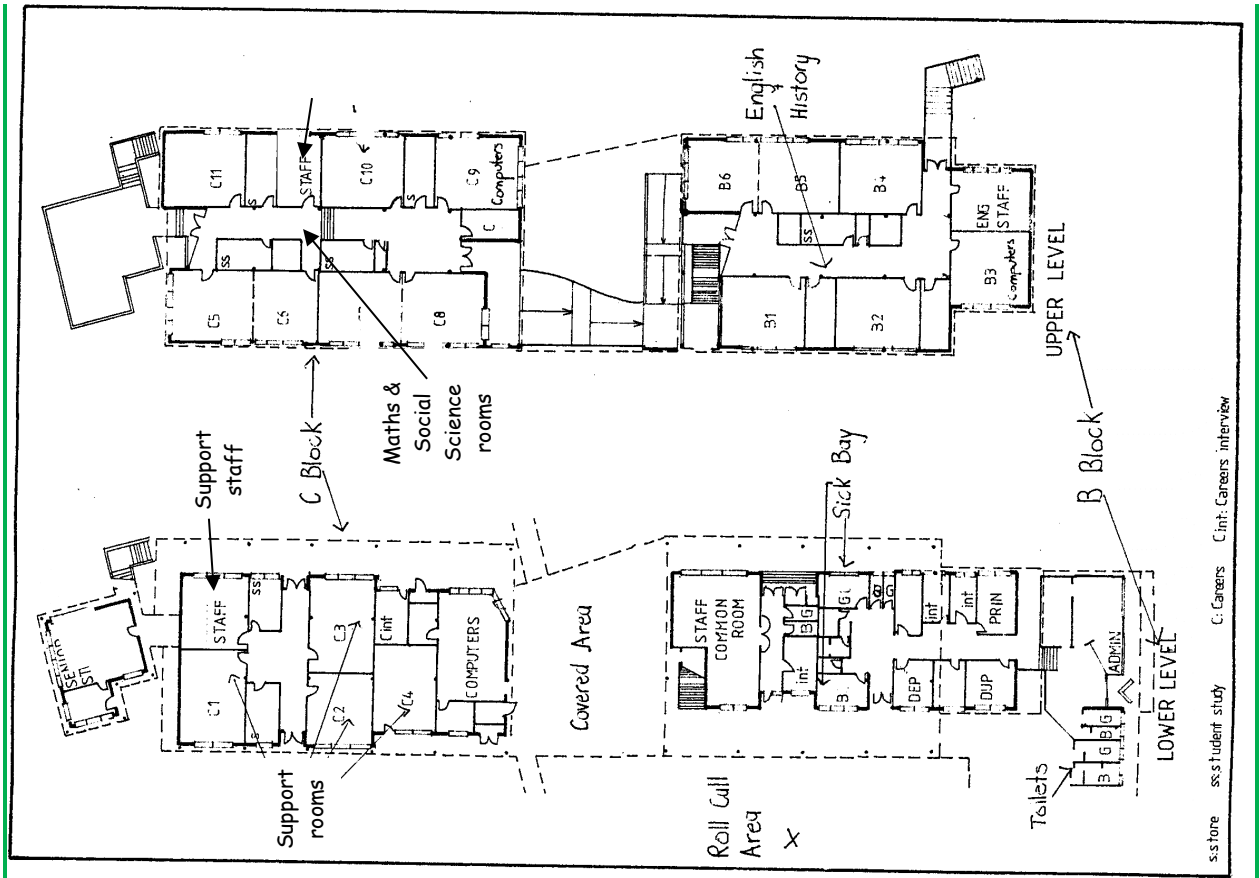
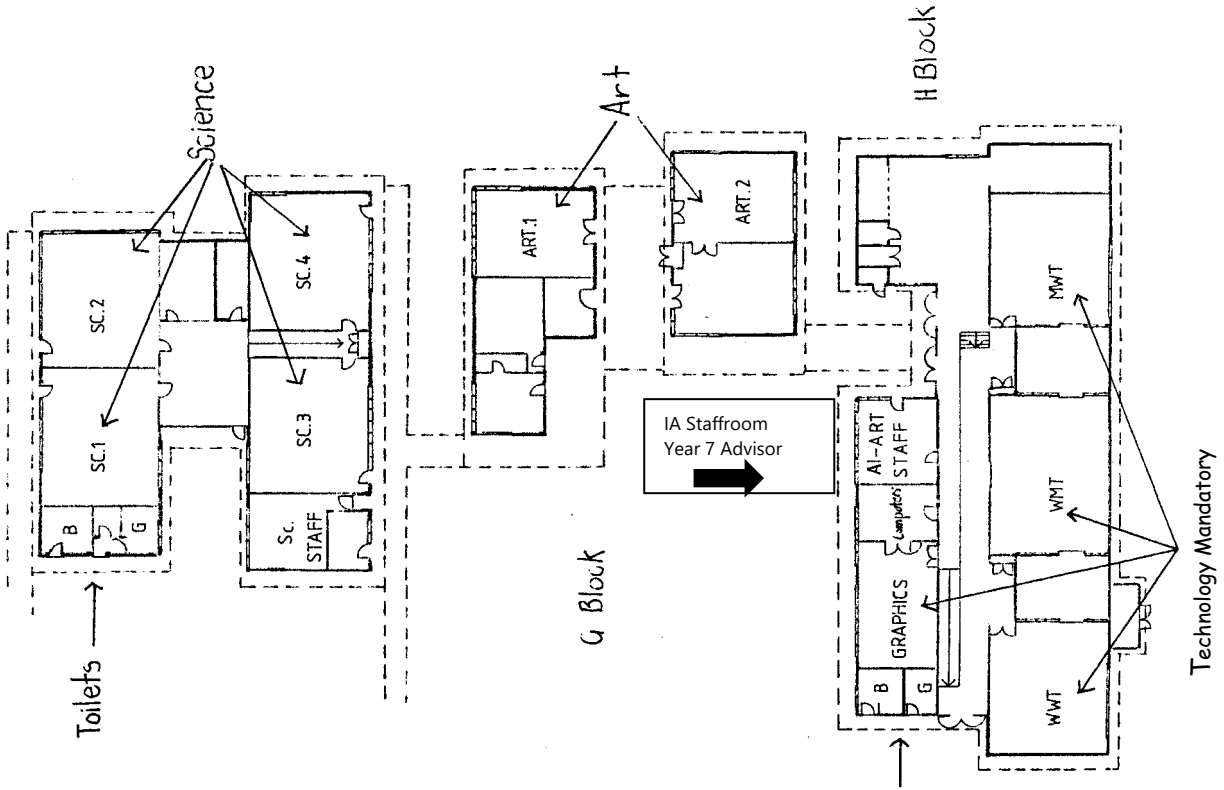
### School Website and Parent Portal

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.gov.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](http://www.facebook.com/nhs8536)

**NAROOMA HIGH SCHOOL EVACUATION SITE PLAN**





s.s.stone s.s.s student study C: Careers C:inf: Careers interview



## Staff List (2024)

<b>Executive Principal</b>	Mrs Tracy Scobie	
<b>Deputy Principals</b>	Ms F Saunders	
	Mr J Harper	
<b>Senior Leader, Community Engagement</b>	Mrs K Ella Bird	
<b>Head Teacher Mentor</b>	Mrs M Pecovnik	
<b>English, History</b>	Mr A Thomas	Head Teacher
	Mrs C McMahon	Year 12 Advisor
	Mrs P Walpole	
	Mrs D Burkinshaw	Year 10 Advisor
	Ms E Martin	
	Mrs L Martin	
	Mrs J Sultana	
<b>Mathematics</b>	Mr M Hayes	Head Teacher - Administration
	Mrs A Fowler	Head Teacher
	Mr C Allery	
	Mr L Reilly	
	Mr Z Ambrose	
	Mr S Allison	
<b>Science</b>	Mrs B Glyde	Head Teacher
	Mrs G Allison	
	Ms D Loveday	
	Mr B Woolnough	
<b>Social Science</b>	Mr J Van Weerdenburg	Head Teacher
	Mr P Penton	
	Miss M Wicks	Year 11 Advisor
	Ms K Parrish	
<b>PDHPE</b>	Mr D Cafe	Head Teacher
	Mrs M Café	
	Mrs C Mathie	
	Mrs S Jeffrey	
	Mr J Dorfer	
<b>Technology and Applied Studies</b> (Industrial Arts, Economics, Agriculture)	Mr P Zideluns	Head Teacher
	Ms A Harris	Year 10 Advisor
	Mr K Maher	Year 7 Advisor
	Mr M Amey	
	Mrs N Amey	
	Mrs H Abraham	
	Mr M Weber	
<b>Languages</b>	Ms S Rowland	Head Teacher (Wellbeing)
<b>Creative &amp; Performing Arts</b>	Ms L Schroder	
	Mr M Anderson	
	Mr D Efraemson	Technology Coordinator
	Mr J Garkutt	

<b>Learning and Support Teachers</b>	Mrs D Grace	Ms E Smith	
<b>Support</b>	Mrs K Klose	Head Teacher	
	Mr S Norman		
	Mrs S Reid	Tutorial Centre	
	Mrs R Wright		
	Mrs A Evans	Year 9 Advisor	
	Mrs M Austin	Year 8 Advisor	
	Ms C Potts		
	Mr S Vuko		
	Mrs S Daly		
	Ms J Shilling		
<b>Teacher Librarian</b>	Mrs W Jackson		
<b>Careers Advisor</b>	Mrs J Sultana		
<b>Aboriginal Education Officer</b>	Mrs C Sandford		
<b>Aboriginal Education Mentors</b>	Mr C Taylor		
<b>Anti-Racism Contact Officer</b>	Mrs S Rowland		
<b>Wellbeing</b>	Mrs S Rowland		
<b>Hands on Learning</b>	Mr P Callaghan	Mrs J Moxon (SLSO)	
<b>School Counsellors</b>	Ms V Digby		
	Mr S Perry		
	Mr A Van Gent		
<b>Student Support Officer</b>	Ms T Smith		
<b>School Administrative Support Staff</b>	Mrs N Swadling	School Administration Manager	
	Mrs F Ballard		
	Mrs L Breust		
	Mrs H Butcher		
	Mrs E Dawson		
	Mrs K Negus		
	Ms T Craner	Technology Support Officer	
	Mrs S Newton		
	Mrs M Robinson		
	Mr P Butcher/Mr P Haack	General Assistant	
	Mr N Maher	Agriculture Assistant	
<b>School Learning Support Officers</b>	Ms C Cunningham	Mrs L Field	Mrs B Drakos
	Mrs K Thomas	Mr T Wright	Mrs J Oram-Krantz
	Mrs F Constable	Ms G Powell	
<b>Year Advisors</b>	Mrs K Maher	Year 7	TAS Staffroom
	Mrs M Austin	Year 8	Support Staffroom
	Mrs M Evans	Year 9	Support Staffroom
	Miss A Harris / Mrs Burkinshaw	Year 10	TAS / English Staffroom
	Miss M Wicks	Year 11	Social Science Staffroom
	Mrs C McMahon	Year 12	English/History staffroom

## SCHOOL TERMS 2025

### TERM 1

School Development Days	-	-	-	-	-	Friday 31 January
	-	-	-	-	-	Monday 3 February
	-	-	-	-	-	Tuesday 4 February
	-	-	-	-	-	Wednesday 5 February
Term 1 (Years 7, 11 and 12 commence)	-	-	-	-	-	Thursday 6 February
Term 1 (Years 8, 9 and 10 commence)	-	-	-	-	-	Friday 7 February
Term 1 concludes	-	-	-	-	-	Friday 11 April

### TERM 2

School Development Days	-	-	-	-	-	Monday 28 April
	-	-	-	-	-	Tuesday 29 April
Term 2 commences for students	-	-	-	-	-	Wednesday 30 April
Term 2 concludes	-	-	-	-	-	Friday 4 July

### TERM 3

School Development Day	-	-	-	-	-	Monday 21 July
Term 3 commences for students	-	-	-	-	-	Tuesday 22 July
Term 3 concludes	-	-	-	-	-	Friday 26 September

### TERM 4

Term 4 commences (for <b>staff and students</b> )	-	-	-	-	-	Monday 13 October
Term concludes	-	-	-	-	-	Friday 19 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. Bell times are listed below.

<b>8:55am</b>	<b>Move to Roll Call</b>
<b>9:00am – 9:10am</b>	Roll Call
<b>9:10am – 10:02am</b>	Period 1
<b>10:02am – 10:54am</b>	Period 2
<b>10:54am – 11:14am</b>	<b>Recess</b>
<b>11:14am – 12:06pm</b>	Period 3
<b>12:06pm – 12:58pm</b>	Period 4
<b>12:58pm – 1:18pm</b>	<b>First Half of Lunch</b>
<b>1:18pm – 1:38pm</b>	<b>Second Half of Lunch</b>
<b>1:38pm – 2:30pm</b>	Period 5
<b>2:30pm – 3:22pm</b>	Period 6

### 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

## Stage 4

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

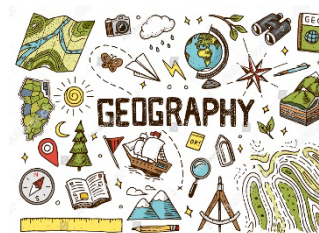
English, Mathematics, Science, Creative Arts, Human Society and its Environment (History, Geography, Aboriginal Studies), STEM (Science, Technology, Engineering, Mathematics), Technological and Applied Studies (Technology Mandatory), Languages other than English and Physical Education, Health and Personal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

## English

English is a subject that is a requirement across the 7-12 curriculum. Students follow set programs, covering reading, writing, listening, speaking, viewing and representing. Students are exposed to multiple text types such as novels, articles, plays, films and websites, to name a few. Students, 7-10, are immersed in valuable lessons that embrace twenty-first century approaches to teaching and learning before being able to select their learning pathways in Years 11 and 12. Provisions are made for students of all abilities, including high performing and gifted. We have an approachable, dedicated staff that offer a range of extra-curricular experiences in line with student interests.

## 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. 'Landscapes and Landforms' 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 fascinating topics such as basic archaeology, ancient and medieval civilisations. As well as class work, students engage in creative tasks, problem solving, library research and learn to use the internet as a study aid. A variety of life long skills are developed in the History course.

## Japanese

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.

家

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

Students in Year 7 study a common course which is organised according to the strands: Number and algebra, Measurement and space, Statistics and Probability. The focus of Year 7 Mathematics is developing foundational mathematics skills in each of the three strands. The Mathematics syllabus identifies essential knowledge and skills that will allow students to succeed in and beyond their schooling and focuses on improving their ability to communicate mathematical ideas using appropriate technology, diagrams and symbols.

Students that excel in Mathematics in Year 7 and 8 will study the Advanced pathway in Years 9 and 10, and these students may also choose to complete this pathway in one year by participating in the Mathematics Accelerated 100 hour elective in Year 9. This will allow students to complete the HSC Mathematics Advanced course in Year 11.

## Music

The Year 7 core music course has been programmed with an emphasis on practical music. This course concentrates on introducing students to a range of instruments including the keyboard, bass, 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 7. 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, voice, 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 voluntary contribution of \$10 to cover materials consumed will apply to this subject.**

## Personal Development, Health and 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, wellbeing, 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.

Year 7 students will engage in an integrated sports program at Narooma High. Students will participate in four extra sport periods on top of their PDHPE lessons across the fortnight. Sports covered include: basketball; netball; AFL; soccer; gridiron; cricket; tee-ball; softball and badminton just to name a few. Students are required to wear full NHS PE uniform to all PE practical and integrated sports lessons.

## Science

Much of the Year 7 Science course is based on experiments and developing their investigation skills. We aim to build upon students' scientific inquiry skills. 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 STEM into all aspects of this subject.

Students are also encouraged to become involved in other activities, such as Robotics and workshops offered by external providers. All students study a common course through Years 7 to 10.

## Technology Mandatory

Technology Mandatory engages students in design and production activities as they develop solutions to identified needs and opportunities. Through the practical application of knowledge and understanding they learn about Agriculture and Food Technologies, Digital Technologies, Engineered Systems and Material Technologies.

Students develop knowledge and understanding of the four Technology contexts through the Design and Production of solutions to meet identified needs or opportunities. Classes rotate each semester in Year 7 and 8 to facilitate covering the four mandatory contexts.

In Food Technologies students learn about the processes of food and fibre production and investigate the innovative and sustainable supply of agriculturally produced raw materials. Students are provided with opportunities to develop knowledge and understanding about food selection and preparation, food safety and how to make informed choices when experimenting with and preparing nutritious food.

In Agriculture students will undertake a range of practical experiences at the agricultural plot. They will investigate the innovation and sustainable supply of agriculturally produced raw materials. Students are provided with opportunities to develop knowledge and understanding about agricultural practices.

The Digital Technologies context encourages students to develop an empowered attitude towards digital technologies, use abstractions to represent and deconstruct real-world problems, and implement and evaluation digital solutions. Students are provided with opportunities to develop fluency in a general-purpose programming language and use these skills to solve information problems and to automate repetitive tasks.

The Engineering Systems context focuses on how force, motion and energy can be used in systems, machines and structures. Students are provided with opportunities to experiment and develop prototypes to test their solutions. They are lead to understand how forces and the properties of materials affect the behaviour and performance of engineered systems, machines and structures.



The Material Technologies context focuses on the application of specialist skills and techniques to a broad range of traditional, contemporary and advancing materials. Students develop knowledge and understanding of the characteristics and properties of a range of materials

through research, experimentation and practical investigation. These are applied when they produce products to satisfy identified needs and opportunities.

### **Particular Course Requirements**

The following requirements apply to the study of Technology Mandatory in Years 7-8:

Students must follow DOE safety guidelines that mandates wearing shoes with enclosed leather uppers and the use of PPE provided by the school.

Students are required to produce a folio for each of the four contexts.

**A financial contribution of \$45 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 \$30 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.**

### **Stage 5 Subjects:-**

English, Mathematics, Science, History, Geography, PDHPE, Accelerated Mathematics (100hr), Food Technology (100hr), Aquatic and Marine Technology (100hr), PASS (100hr), Agriculture (200hr), Commerce (200hr), Food Technology (200hr), Industrial Technology Metal (200hr), Industrial Technology Timber (200hr), Music (200hr), Photographic & Digital Media (200hr), PASS (200hr), Visual Arts (200hr)

### **Stage 6 Subjects:-**

Aboriginal Studies, Ancient History, Biology, Business Studies, Chemistry, Community and Family Studies, Construction, Engineering Studies, Engineering Pathway – Metal, English, Food Technology, History Extension, Hospitality, Industrial Technology Timber Products and Furniture Technologies, Japanese Beginners, Legal Studies, Mathematics, Modern History, Music, Photo, Video and Digital Imaging, PDHPE, Primary Industries, Physics, Society and Culture, Sport Lifestyle and Recreation, Visual Arts.

## **Support Services**

### **Support Faculty**

The Support Faculty at Narooma High School provides a trauma informed learning environment for Stage 4, 5 and 6 students with diagnosed disabilities.

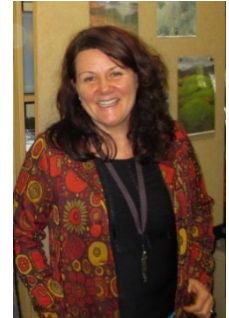
The Tutorial Centre serves the needs of those students in mainstream classes who do not have a diagnosed disability but have been identified through the Learning Support Team as needing assistance.



There are currently 6 classes. The organisation and size of each class may vary from period to period and year to year depending on the needs of the students both academically and socially. Whenever possible the day structure will mirror each individual student's mainstream timetable.

### **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, Mrs Sultana, who provides up-to-date information on career choice and subject selection. They can also provide information on support grants available for school students. In later years all students can access:

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

### **Counsellor Services**

School Counsellors Ms Digby, Mr Perry and Mr Van Gent provide/offer a wide range of support, psychological/counselling services for the school community.

**What do students come and see us about?** Many things including issues with friends, family members and parents, school related difficulties or maybe personal issues.

**How can you contact us?** Visit our office immediately after roll call or during recess/lunch to discuss an appointment time.

**Days of service** - The itinerary outlining counsellor service is located in the school reception area and on the counsellor's office door.

**Where am We?** Our office is downstairs near the Staff Common Room in B Block.

### **High Performing and Gifted Students**

High performing and gifted 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 High Performing and Gifted 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 high performing and gifted athletes can access competitions, events and support through various outside agencies.

### **Learning and Support Teacher (LAST)**

The school has the services of Learning and Support staff who are 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. The Head Teacher Wellbeing, Mrs Rowland, also assists the Year 7 Advisor with any wellbeing needs.

### **Head Teacher Wellbeing**

Mrs Rowland has a crucial role in developing, implementing and leading wellbeing programs in conjunction with students, staff and parents. The Head Teacher Wellbeing aligns with the Deputy Principal, collaborates with Career Adviser and works closely with School Counsellors and other support staff who have the skills, training and commitment to provide wellbeing guidance and support to students.

Mrs Rowland also supervises Breakfast Club Monday to Friday in the Food Technology room from 8.10am - 8.45am. All students are welcome to make sure they have had breakfast in order to prepare for a day of quality learning.

Mrs Rowland is also our **Anti-Racism Contact Officer** (ARCO) and is an executive member of staff. Her role is to support anti-racism education, support complaint handling and monitor incidents of racism in the school.

## **Student Information**

### **Bullying, Harassment and Intimidation**

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 to report their concerns immediately.

The types of anti-social 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, harassment or intimidation is a police matter.

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

While staff will make every effort to prevent incidences of bullying, harassment or intimidation occurring it is not possible to be in all places at all times. It is essential that incidents involving bullying, harassment or intimidation be reported to the teacher on duty, Year Advisor, Deputy Principal or any staff member, as soon as possible, so they can be dealt with.

Students who are found to be the instigators of behaviours that are consistent with bullying, harassment or intimidation will be regularly monitored and appropriate action will be taken both as a consequence 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. The website link is listed here <https://www.service.nsw.gov.au/transaction/apply-for-a-school-travel-pass>

## Core Rules – Behaviour Code for Students

All students in NSW government school 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. (See Behaviour Code for Students at Page 35)

## 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

See School Behaviour Matrix on page 34.

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

### 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.



Permission and payment for excursions must be provided at least two days prior to the excursion date. The Executive Principal reserves the right to exclude any student from an excursion who has broken the School Discipline Code.

### Illness or Accident at School

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

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, other medical conditions requiring an emergency response.**

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 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 – Off and Away

Narooma High School believes that learning empowers each individual and gives them the opportunity to achieve their potential. NHS is committed to inspiring students to achieve the highest standards of intellectual and personal development through a stimulating and engaging learning environment.



Within a caring and respectful environment, the school provides students with opportunities to learn, to make informed decisions and to accept challenges. We aim to ensure students are self-motivated, confident individuals who will be valued members of our community and society. By working together, students, staff and parents aspire to provide a safe and nurturing environment at Narooma High School. This is in line with the NSW DoE ban on mobile phones in schools.

## Student Responsibilities

While we understand students may require a phone for a variety of reasons when travelling to and from school and for medical reasons, **students must take full responsibility for these devices**. The school or staff will not be responsible for their loss, theft or damage. Students who bring them to school do so at their own risk.

Mobile phones must be switched '**off and away**' in school bags during school operational hours if brought to school. While at school, students are expected to follow instructions from staff in regards to mobile device use. Students should keep mobile phones in school bags at all times unless needed for medical reasons or otherwise instructed. Mobile devices are not to interfere with the process of learning during class time. Students will be reminded to keep phones '**off and away**'. Away refers to the device being in a school bag and not in pockets.

Students must not use mobile telephones or other devices to threaten, bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other

data transfer system available on the telephone or for any illegal activity such activities may incur disciplinary action including suspension.

NHS will not tolerate inappropriate use of mobile telephones under any circumstances. Students found to be using any device will have consequences imposed under the student discipline system.

**Improper use of mobile telephones or other electronic devices may result in:**

- Appropriate disciplinary measures as determined by the school's behaviour management procedures. This may include self-reflection, interview with HT/DP/Principal, parent/carer contact, community service and suspension.
- The student being required to hand in the mobile telephone or other electronic device at the beginning of the school day and collecting it when the student goes home.
- Confiscation of the mobile telephone or other electronic devices until such time as their parent or care giver is able to attend an interview with the DP or Principal.
- Other sanctions or contact with the police in cases where students have been involved in bullying, intimidation or harassment of other students or staff via the mobile telephone or other personal communication device or where the device has been used to take photographs, video footage or display inappropriate material.

**Emergency Contact**

If a parent or carer needs to contact a student at school, they are required to contact the school through the Front Office and a message will be sent to the student as soon as possible. The school telephone number is **44764377**.

If a student needs to make emergency contact with their parent/carer, they can do so through the Front Office in the Administration block or see their Year Advisor, HT Wellbeing or any staff member for assistance.

**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. 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, chewing gum, 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.

**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.

### **Supervision of Students**

Students should not be in the school grounds before 8.15am. From 8.15am 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.

### **House Groups**

Students will be allocated to a house group alphabetically. The groups are:

Baranguba	Yellow	A – C
Corunna	Red	D – I
Gulaga	Blue	J – P
Wagonga	Green	Q – Z



## 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. 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.

### 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.



## 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 **Sentral** 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. Repeated incidences of illness need a supporting letter from a doctor or medical professional.

### Canteen

The Canteen is run and managed by Mrs Clover Van Zyl.

### 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 acknowledged for special performance, achievement or contribution to school life.

Parents and community members are especially welcome at these assemblies.



## 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
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 6.30pm. Meeting locations alternate between Bermagui and Narooma each month. All parents and interested citizens are invited to attend and keep informed of current school policy. The AGM is held in March.

President:	Mrs S McKee
Vice President:	Mrs F Cementon
Secretary:	Mr C Clarke
Treasurer:	Mrs A Baker

## 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 each term**. In **2025**, these days will be:

- Term 1: Friday 31 January , Monday 3 February, Tuesday 4 February, Wednesday 5 February 2025
- Term 2: Monday 28 April 2025 and Tuesday 29 April 2025
- Term 3: Monday 21 July 2025
- Term 4: Monday 13 October 2025

Parents will be advised in advance of all details.

### School Newsletter

The school Newsletter goes out each term. A link to the newsletter is emailed to preferred contacts and the newsletter link is also put on NHS Facebook page. The newsletter 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 acknowledgement.

### 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.



## Merits

Milumba tokens are handed out as a way to acknowledge students who are demonstrating a commitment to learning our school values. Every fortnight each house group will have one winner drawn from their box. The winners will receive a \$5 voucher to use at the school canteen.

Our new Merit system will now consist of 4 merits= 1 Bronze award. 3 Bronze Awards= 2 Silver awards. 2 Silver awards= 1 Gold award. And now an extra achievement for student show gain 2 Gold Awards, will receive a diamond award. Further details about the Milumba Merit system are attached to the end of this document.

## 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 50 days.

Sanctions apply to students on receipt of a Formal Caution to Suspend or on return from a suspension. This is given for disciplinary reasons.

### Formal Caution to Suspend and Suspension

The purpose of a formal caution to suspend is to provide a circuit breaker for a student to understand the impact of their behaviour/s of concern and engage them with positive behaviour supports. Timeframes for the validity of the formal caution will be calculated as up to 50 school days from the date the most recent caution is issued.

The purpose of a suspension is to allow the school to implement appropriate supports in the absence of the student to manage unacceptable risks to health, safety, learning and wellbeing posed by the student's behaviour. It is not intended as a punishment. Suspension allows time for the school to plan appropriate support for the student to successfully re-engage with learning at school.

It is most effective when parents' or caregiver's take 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. Principals may also use suspension as a behaviour management response. When behaviour support measures have been attempted and there is a believe that a student's behaviour/s of concern:

- causes actual harm to any person; or
- poses an unacceptable risk to health and safety, learning, and/or the wellbeing of any person, including where such a risk is posed by a student's continuing, consistent, unproductive and disruptive behaviour that results in a detrimental impact on the educational interests of other students and all possible interventions and supports to redirect or minimise this behaviour have already been attempted
- a student's behaviour that causes damage to or the destruction or loss of property.

Actual harm or unacceptable risk to health, safety, learning and/or the wellbeing of any person may include the student exhibiting the behaviour/s of concern. These could include physical violence, verbal abuse or psychological abuse. Other examples may include:

- bullying
- drugs in schools
- weapons and knives in schools
- assault
- racism or discrimination, including that based on sex, race, religion, disability, sexual orientation or gender identity
- mis-use of technology

## Narooma High School Uniform

Narooma High School requires its students to wear the school uniform. The uniform is simple, practical and effective. Daylight Schoolwear will be on site and open day per week. The uniform consists of the following:

<b>Junior Uniform</b>	Grey school shorts White polo shirt (with NHS logo preferred option) Tartan skirt Tartan short
<b>Senior Uniform</b>	Grey Chino Pant Grey Chino Short Tartan Skirt Collared Shirt
<b>Sports Uniform</b>	Black shorts with NHS logo Green sports shirt with NHS logo
<b>Winter uniform (all students)</b>	Long grey pants Plain grey or black track pants Stockings/tights (under uniform) Grey crew neck or ¼ zip fleece jumper Green softshell jacket, plain dark green, grey or black jackets over school uniform
<b>Shoes</b>	Leather closed in shoes (black)/sports joggers

## 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".

### Note:

- Students may wear PE uniform on days they have practical lessons.
- Students may wear Senior/Year 12 jumpers instead of school jacket.
- On Wednesdays, students who represent NSW CHS, the South Coast Region or School teams may wear official shirts, jackets or jumpers recognising their participation **only in the year that they represent**.
- Any undershirts must be a **plain white** shirt.

## Unacceptable Apparel

**Shoes** Mesh top, canvas, thongs, sandals, open-toed shoes, ugg boots

**Skirt** non-school

**Pants** Jeans of any colour, leggings (unless under uniform), ripped/torn/cut-off

**Tops** Brand names/logos, hoodies (except current Year rep), coloured undershirts or T-shirts, football jumpers, collarless or midriff shirts.

**Jackets** Coloured/logo/brand/denim

Clothing advertising banned items (eg tobacco/alcohol)

## Book and Technology Requirements For Stage 4

**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
<b>All classes</b>	<b>8GB USB</b> (flash drive). If it is on a lanyard, it is easier to remember it!	<b>Pencil case</b> containing... <ul style="list-style-type: none"> <li>• 30cm ruler</li> <li>• blue, red, black pens – 2 each</li> <li>• lead pencils – 2 each</li> <li>• coloured pencils</li> <li>• pencil sharpener</li> <li>• glue stick and eraser</li> <li>• paper scissors</li> </ul>
<b>Art (Year 8)</b>	Visual Art Diary  Supplied by the Art Staff on payment of student contribution	<ul style="list-style-type: none"> <li>• Fine black Artline pen</li> <li>• 2B pencil</li> <li>• 4B pencil</li> <li>• Fine paintbrush</li> <li>• scissors</li> <li>• glue stick</li> </ul>
<b>English</b>	192 page exercise book	
<b>History</b>	128 page exercise book	
<b>Mathematics</b>	128 page exercise book (A4)	<ul style="list-style-type: none"> <li>• geometry set</li> <li>• scientific calculator <i>(Approved scientific calculators are available from the Front Office for \$30.00)</i></li> </ul>
<b>Science</b>	192 page exercise book	
<b>Geography</b>	128 page exercise book	
<b>Japanese</b>	128 page exercise book	
<b>Music</b>	A4 Music book with Large Stave (40910)	
<b>PDHPE</b>	128 page exercise book	<ul style="list-style-type: none"> <li>• Black shorts</li> <li>• Green PE shirt</li> </ul>
<b>Technology Mandatory</b>	A4 display folder with plastic inserts	<ul style="list-style-type: none"> <li>• Leather shoes are required for practical work.</li> </ul>

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. **Students must not use phones to 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. Payments can also be made online using the POP payment system on the Narooma High School website.

#### **You have lost something**

Enquires about lost property should be made to the Home Ec Prep Room or Wellbeing Staff Room.

#### **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											
Support	Responsibility	Respect	All Settings	Moving to class	Before/After school & Excursions	Toilets	Classrooms	Playground/ Oval	Canteen	Assembly	Office Areas
<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>Respect personal space</p> <p>Value each others Opinions</p> <p>Act in safe and positive ways</p> <p>Wear school uniform</p>	<p>Be polite</p>	<p>Move quietly (inside voice)</p> <p>Let people pass</p>	<p>Represent school positively – show pride</p> <p>Show respect &amp; good manners to community members, their property and public property</p> <p>Be polite on the bus – consider others</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>Look after school property</p> <p>Respect the property of others</p> <p>Respect the differences of others</p>	<p>Best manners – please and thank/you</p> <p>Quietly wait in line</p>	<p>Active listening</p> <p>Face the presenters</p> <p>Hats/beanies off</p> <p>Show respect for 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>Treat others as you like to be treated</p> <p>Participate in school activities</p> <p>Model appropriate behaviour</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>Accept differences &amp; be sensitive to the needs and feelings of others</p> <p>Be a positive role model &amp; look out for others</p> <p>Give personal space</p> <p>Care for younger students</p>	<p>Feel safe, be safe</p>	<p>Accept differences &amp; be sensitive to the needs and feelings of others</p> <p>Be a positive role model &amp; look out for others</p> <p>Give personal space</p> <p>Care for younger students</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>Safe play</p> <p>Keep it clean</p> <p>Right place, right time</p>	<p>Wait your turn</p> <p>Make healthy choices</p> <p>Plan your purchase, money ready</p>	<p>Celebrate Success</p> <p>Appropriate</p> <p>Congratulate recipients</p>	<p>Be patient while waiting</p> <p>Follow instructions</p>
<p>Ask for help</p>	<p>Participate in all activities</p>	<p>Participate in all activities</p>	<p>Keep graffiti-free</p> <p>Report problems</p>	<p>Share voice</p> <p>Care for equipment</p>	<p>Active participation</p> <p>Use pathways</p> <p>Support each other</p>	<p>Be patient</p> <p>Consider younger students</p> <p>Only buy for yourself</p> <p>Leave the area once served</p>	<p>Engage in proceedings</p>	<p>Be patient</p>	<p>Engage in proceedings</p>	<p>Engage in proceedings</p>	

# Behaviour code for students

## NSW public schools

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our 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.

### 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

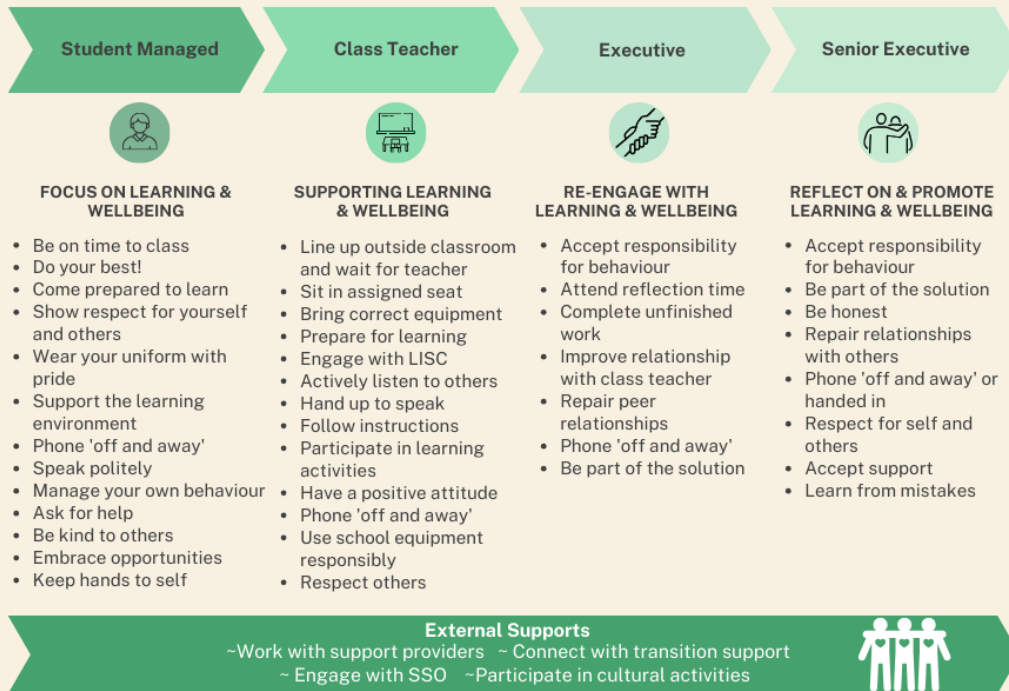
- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

### Engagement

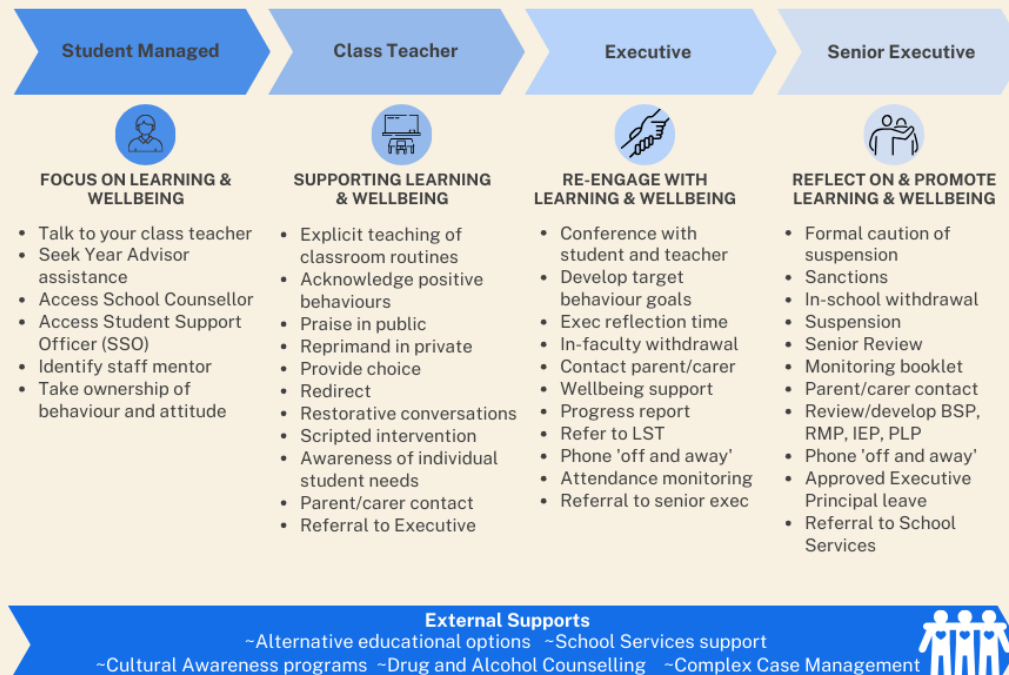
- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

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.

## NAROOMA HIGH SCHOOL Behaviour Expectations



## NAROOMA HIGH SCHOOL Behaviour Support



## NAROOMA HIGH SCHOOL Zero Tolerance Behaviours

### Behaviour



- Harassment/intimidation
- Bullying
- Misuse of technology
- Illegal substances
- Verbal abuse
- Physical abuse
- Violence
- Possession or use of weapons
- Vandalism
- Destruction of property
- Theft

### Response



- Immediate removal from learning environment
- In-faculty withdrawal
- Executive withdrawal - senior timetable
- Formal caution to suspend
- Suspension
- Expulsion
- Emergency Services

### Enforcer



- Teacher
- Faculty HT
- HT Wellbeing
- HT Mentor
- HT SRT
- DP
- Executive Principal

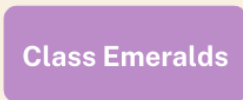
## NAROOMA HIGH SCHOOL Acknowledgement of Positive Behaviours

### Milumba Token



- Acknowledging commitment to learning
- Acknowledging school values of respect, responsibility and support both in and out of the classroom

### Class Emeralds



- **Academic:** effort, improvement, grades and assessment
- **Behaviour:** kindness, respect, support and responsibility
- **Class Pride:** participation in class, participation in extra-curricular activities and caring for the environment
- **Attendance:** right place, right time

### School Emeralds



- **Citizenship:** representation in community events, volunteering, peer support and assembly presentations
- **Sport:** representation in sporting event and competitions, coaching and officiating
- **School Pride:** consistent uniform, attendance (+85%) and looking after the environment



## NAROOMA HIGH SCHOOL Celebrating Student Achievement

2+  
Gold Awards=  
Diamond



1 x  
Gold Award

2xS  
= 1xG

1 x  
Silver Award

1 x  
Silver Award

3xR  
= 1xS

1 x  
Bronze Award

1 x  
Bronze Award

1 x  
Bronze Award

4xE  
= 1xR

**Emerald Merit**

**Emerald Merit**

**Emerald Merit**

**Emerald Merit**

### MILUMBA MEANS 'SPARKLE' IN DHURGA

## NHS Milumba Token

NAME:

FROM:  
MRS BURKINSHAW

