



IRRAWANG HIGH SCHOOL



STUDENT HANDBOOK 2018 Edition



General School Information

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Web site:	www.irrawang-h.schools.nsw.edu.au
Address:	Mount Hall Rd, Raymond Terrace 2324
School Mobile App:	For all smart phones (download details available on school website)
Office Hours:	8.00am to 4.00pm
School Motto:	Integrity
School Emblem:	The Koala



Who's Who At Irrawang High School

Principal: Mr P Baxter

Deputy Principal: **Years 7, 9, 11:** Mr T Colley
Deputy Principal **Years 8, 10, 12:** Mrs L Gill

HEAD TEACHERS

English	Mrs T Wallace
Mathematics	Ms S Bailey
Science	Mr G Larkman
HSIE	Mrs C Donnelly
Admin/ LOTE	Mr D.Pearson
TAS	Mr M Groth
PD/H/PE & Sport	Mr P Hosking
CAPA	Ms A Robinson
Welfare	Mr J Tonks
Return to School Centre	Mr C Brown
Special Education	Mrs N Moore

OTHER KEY STAFF

Learning & Support Teachers	Mrs Liddell & Mrs S Morris
IS/IO Support Classes	Mrs N Moore
IM Class	Ms A Williams
RTSC	Mr C Brown
Computers	Mr D Graham
Librarian	Mr S Call
Counsellors	Mr C Jonas & Ms M Pithers
Careers	Mr J Tonks
Aboriginal Education Officer	Ms S Noble
Defence Transition Mentor	Mrs G deWit
Home School Liaison Officer	Mr M Emery
Transition	Ms A Robinson
Community Liaison Officer	Mrs L Fagan
Chaplain/Special Religion Educator	Mrs R Allison

YEAR ADVISERS

Year 7 Advisor	Mr Furey
Year 8 Adviser	Mrs Heffernan & Mr Hurley
Year 9 Adviser	Miss Burgess
Year 10 Adviser	Mrs Yeomans & Mr Graham
Year 11 Adviser	Mrs Burns
Year 12 Adviser	Mr Wyllie

OTHER PEOPLE YOU SHOULD KNOW

Business Manager	Mrs S Todd
Clinic Supervisor	Mrs T Warburton
School Admin Manager	Mrs F Lock
Library Assistant	Mrs C Beerwald
Science Assistant	Mrs Beasley & Mrs McClafferty
General Assistant	Mr E Gerigk
Canteen Supervisor	Mr S Hazley-Jones
Home Science Assistant	Ms N Alexander
Farm Assistant	Mr R White

Table of Contents

	Page
A Message from the Principal	1
Positive Behaviour for Learning	2-6
2018 School Captains.....	7
A Special Note to Year 7 Parents.....	8
Special Arrangements for Year 7	9
P & C Welcome.....	10
Parent Involvement and Community Volunteers	11
Special Education	12
GATS and Enrichment Programs	13
Special Facilities.....	14
School Programs.....	15-16
School and Subject Contributions	17
Financial Assistance	18
General Information	19-28
Uniform Information	29-32
Commendations	33
What Do I Do If?	34-35
School Organisation/ Map	36
Bell Times	37

A Message from the Principal

Welcome to Irrawang High School.

We hope that your time with us will be both happy and productive, and an important milestone on your road to personal success. We are continually building a school where teachers and students work harmoniously, so that we may all achieve the very best of which we are capable. I expect all students to contribute positively to the life of the school by actively participating in the various academic, sporting and cultural activities provided. I hope, too, that parents will become productive partners in the school, assisting their sons and daughters through involvement in their education, and through participation in school organisations and activities.

We hope this booklet will help to answer the many questions you and your parents will have about the school and its activities. A school "Newsletter" will be published prior to P&C meetings and uploaded to the school website. If families require a hard copy they may collect one from the Administration office at the school. This will endeavour to keep the whole family informed of events taking place in the school.

Irrawang High School is endeavouring to create a broad platform for raising educational standards for all our students.

Consistent evidence has revealed that the single greatest in-school influence on student engagement and outcomes is the relationships students have with their teachers that literacy and numeracy are key building blocks of schooling and that social disadvantage is a major factor in students' educational outcomes. We are addressing these factors in our school.

Information about all aspects of the school can be accessed via:

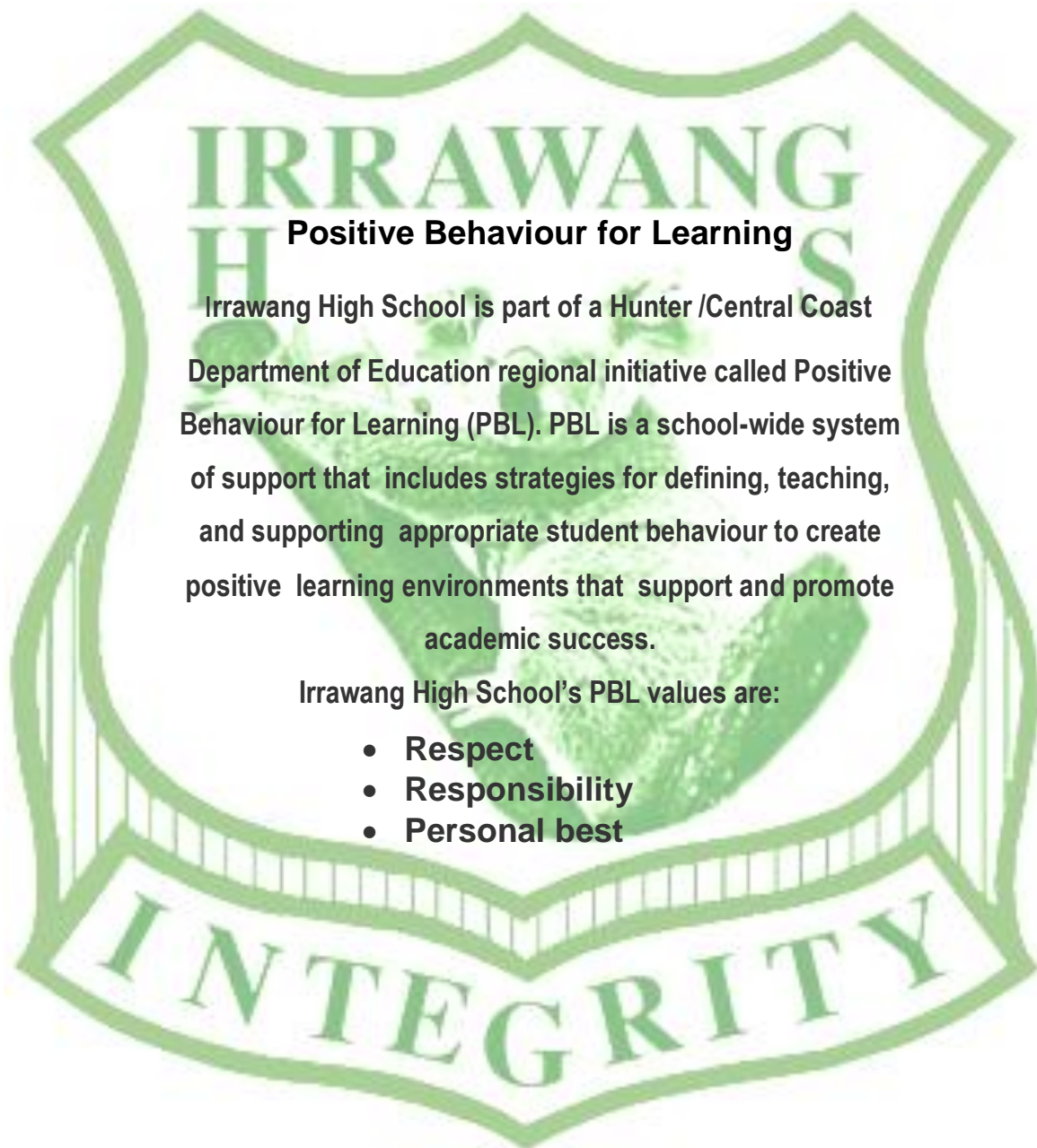
1. School website www.irrawang-h.schools.nsw.edu.au
2. Irrawang High School Mobile phone app for smartphones

If you require any further information please contact the school.

Mr P Baxter - Principal



PBL



Positive Behaviour for Learning

Irrawang High School is part of a Hunter /Central Coast Department of Education regional initiative called Positive Behaviour for Learning (PBL). PBL is a school-wide system of support that includes strategies for defining, teaching, and supporting appropriate student behaviour to create positive learning environments that support and promote academic success.

Irrawang High School's PBL values are:

- **Respect**
- **Responsibility**
- **Personal best**

Irrawang High is a school of integrity

We value respectful, responsible students who strive for their personal best.

Classroom Expectations

Our expectation at Irrawang High School is that students meet the classroom expectations for every class in the school.

EVERYONE. EVERY CLASS. EVERY TIME.



follow
instructions



listen



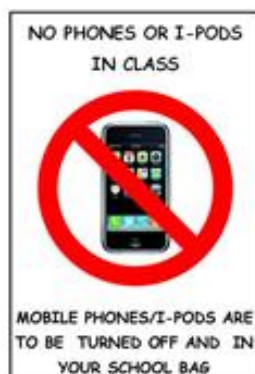
raise my hand
and wait



work
quietly



control what
I do and say



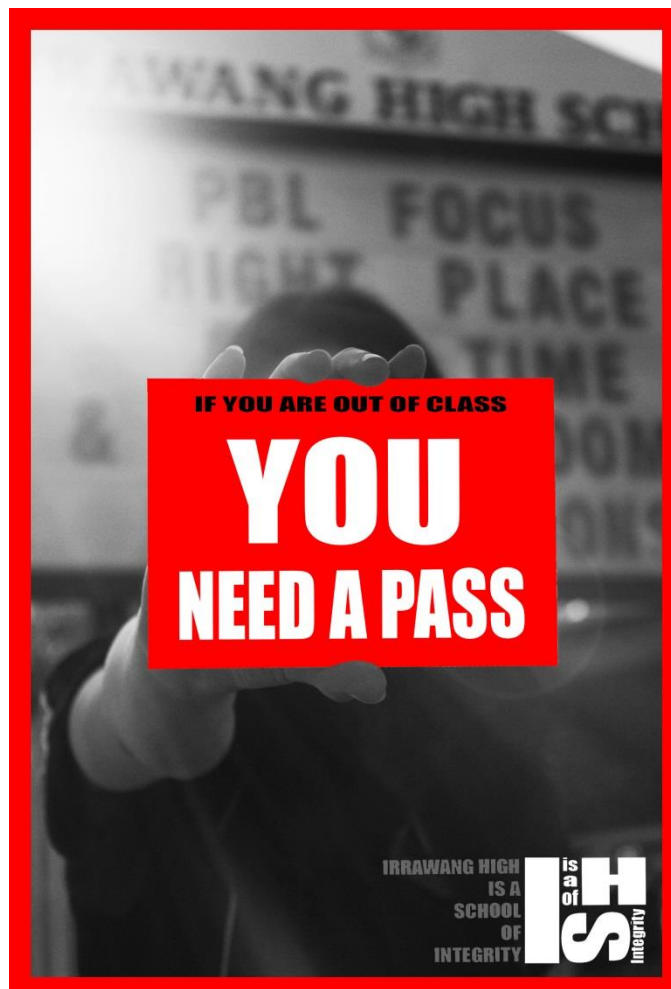
RESPONSIBILITY

1. On the bell, move directly to your timetabled classroom.
2. **Walk quietly** in the buildings.
3. **Quietly** line up in two straight lines outside your classroom.
4. Hats/beanies **off**; phones/personal technology **off and in your bag**.
5. Equipment out; ready to learn.
6. **Quietly** wait for your teacher 's instruction.

LINING UP




IRRAWANG HIGH
IS A
SCHOOL
OF
INTEGRITY



IF YOU ARE OUT OF CLASS

**YOU
NEED A PASS**

IRRAWANG HIGH
IS A
SCHOOL
OF
INTEGRITY



BOOK WORK

EVERYONE

EVERYWHERE

EVERY TIME

RESPONSIBILITY

PERSONAL BEST

BE PREPARED

DELIVER QUALITY WORK

- Have the required book for each timetabled period each day
- Clearly label each book with name, class and subject
- Care for and maintain all my books
- Complete all work in my book

- A margin of at least 2cm on the left drawn with a ruler
- Date of each item of work
- Clearly defined headings and sub headings
- Neatest possible writing
- All sheets pasted in neatly
- Only the required work for the relevant course (no graffiti, scribbles, doodles etc.)



2018 School Captains



From left to right
Vice-Captain Ismail Adebayo, CAPA Ambassador Rebecca Collins
Captain Georgia Sulis, Vice- Captain Dakota Gordon
Student Leader Kyah Cox, Captain Mitchell Swan

A Special Note to Year 7 Parents

Your child will find High School very different from the past seven years in Infants and Primary School. They will find:

- the school will be **larger** and more complicated in layout. Students may experience a sense of being lost, lonely and overawed.
- there may be a need to make new **friends**. There will be opportunities to meet many new people in their own year. Make sure they remain inclusive of old friends as well!
- the single primary teacher is replaced by a group of many **different teachers**. These teachers may teach up to a couple of hundred students - they will not have the same chance to get to know your student personally.
- many **courses** are experienced for the first time.
- greater **responsibility** is being placed on the child - he/she is responsible for their own actions.
- the amount of **homework** may increase.
- **competition** will be greater.
- High School is a **more mature** environment – students are older, and range up to adults. Students are no longer working in a children's' environment.
- Students go from being children to being teenagers – be prepared for changes. These are primarily changes due to age and stage, not school.

Parents can therefore help by:

- being aware of these new demands;
- being calm in their approach to difficulties, and keeping them in true perspective, giving hope and encouragement;
- providing regular opportunity for their student to discuss activities and problems voluntarily;
- constantly encouraging and praising their students for a genuine effort regardless of results;
- showing interest and expressing confidence in the student and school;
- attempting to provide study facilities;
- ensuring the student develops good homework patterns and study habits early in his/her school career;
- avoiding unnecessary absences - catch up is essential.
- avoiding making critical decisions and judgements about their students, the teacher or the school in general without full discussion of the facts. Do not allow worries and problems to persist. Contact the school. (See numbers at the front of this book.)

Special Arrangements for Year 7

To assist Year 7 with their introduction to high school, Irrawang High offers several concessions and activities. These include:

Literacy and numeracy assessments will occur during the first weeks of term.

CANTEEN: Year 7 are released from class earlier than other years for the first 2 weeks to enable them to be first in the canteen line at recess and lunch.

BUS LINES: Year 7 are also released earlier at the end of the day to enable them to form up first in bus lines. This concession also runs for the first 2 weeks of the school year.

STUDENT AMBASSADORS: will work with Year 6 students coming to our school and again with they start Year 7.

EVERYONE EVERYWHERE EVERY TIME

PERSONAL BEST

WEAR SCHOOL UNIFORM

ACTIVELY PARTICIPATE

DELIVER QUALITY WORK



IRRAWANG HIGH SCHOOL
SCHOOL OF EXCELLENCE
SCHOOL OF LEADERSHIP

P&C

The Irrawang High School Parents and Citizens Association would like to welcome you to our school. Parents and guardians of our students are welcome at our school at all times and your involvement in the many and various school activities is valued.

Parents and guardians can take an active role in our school via the P & C Association. Our P & C Association is a devoted group of parents, guardians and community members committed to being partners in our students' education and their future. Following each monthly meeting, parents and guardians are able to stay for a light supper and informal discussion with the Principal and other staff who frequently attend meetings and are always ready to answer queries in or out of meeting times.

You are welcome to become a member of the P&C and to participate in some of the associations activities, or just to attend meetings to keep in touch with school matters.

P&C meets: the fourth Monday of each month
at 6.30 PM
in the library

P&C SUB-COMMITTEES

- ◆ **Canteen** The canteen is run by the P&C committee, and raises around \$20,000 each year for the school to use on educational needs.

The P&C wish you and your students a very pleasant entry into our school. P&C executive may be contacted through the school office or email ihs.pcassociation@gmail.com if more information is required.



Parent Involvement and Community Volunteers

We encourage you to be involved in your student's school. Some activities in our school that parents can become involved in are:-

P & C	A dedicated and active group of parents and guardians who discuss a wide range of school matters, as well as helping the school with finance and developments in its facilities and grounds.
Canteen	A friendly, fun atmosphere where parents meet other parents and all help is welcome no matter how little.
Development Days	A way to meet staff and learn about policies and practices within the school.
Parent/Teacher Afternoons:	Parents can make appointments to see how their child is progressing. These are held mid-year after the first reports are completed.
Presentation Assemblies	Parents and friends are welcome to attend any of the ceremonies for our students receiving awards.
Parent Information Nights	Information and help with student's course selections.
CAPA Evenings (E.g. Showcase Practical Evenings, Art Exhibitions)	Parents are urged to attend these nights, to Stage 6 see the extent of the talents of some students students and for a good night of entertainment.

A school "Newsletter" will be published prior to P&C meetings and uploaded to the school website. The School Newsletter contains valuable information for both parents and students.

Irrawang High School has a friendly atmosphere and parents are welcome to make contact with the school and staff at any time. Please 'phone in advance if you wish to meet with staff, as they are not always available at short notice.

Support Faculty/ Special Ed

Students with disabilities will have a Personal Learning Plan developed in consultation with the student, parent/caregiver and any other relevant parties. This plan will be the basis for development of the student's program of study and cater for the vocational and vocational needs.

Living skills and work experience skills both in school and the community are key areas students within the faculty develop. The plan is reviewed yearly to cater for students changing needs.

Educational Environments include:

- **Integration** - regular classes
- **Support Classes (IO/IS)** - intellectual disabilities
- **Support Classes (IM)** - intellectual disabilities
- **Support Classes (ED/BD)** - emotional disturbance/ behaviour disorder

SUPPORT CLASSES offer a variety of individualised programs with qualified teachers.

Special Programs

- Integration
- Transition- TAFE, work experience in school and in the com
- Distance Ed
- Students within the support faculty can participate in mainstream electives with and without SLSO support.
- Community access in local community and Raymond Terrace
- Learn to swim program at local swimming pool.

Specialised facilities and **adequate resources** cater for needs of all students, not only those in the special classes.

Mobility - ramps, lift

Toileting - private toilet and shower areas

Support - trained School Learning Support Officers (SLSOs)

Equipment - classrooms are set up to accommodate special needs - Living Skills Areas

Transport - travel to and from school for approved students.

Achievements

Students with disabilities are involved with all school activities including:

- Hospitality
- Travel Training
- School dances/Sport carnivals
- Paper recycling
- School dances/Sport carnivals
- Community Access Programs
- Stewart House
- Variety Performances
- Roll Call integrated
- Gardening Program
- School Choir

Irrawang High School is committed to providing relevant educational services so that students with disabilities may reach their full potential at school and in the community.

The staff and students are extremely supportive and accept all students as individuals. The positive, caring environment encourages improved community attitudes towards people with

GATS and Enrichment Programs

At Irrawang High, we cater for all students, whatever their level.

For the brighter students, we offer the following:

ACCELERATION:

Students showing outstanding development in a particular course may be accelerated (promoted ahead of their cohort) in that course. Such acceleration must be within Board of Studies guidelines, ensuring that students cover all levels without skipping years, and accelerate at the highest possible level.

EXTENSION & ENRICHMENT:

All students, but especially those achieving outstanding results in the standard course work, are provided with extension exercises within the normal unit offerings.

In junior years, talented students are placed in a special class to further extend their development.

COMPETITION:

Students with particular abilities in courses are encouraged to take part in state and national competitions. These are conducted in English, Mathematics and Science. Students can also be involved in specific GATS competitions including Tournament of the Minds, EV Challenge, Junior Robocup, Robogals and in GATS enrichment programs such as working with mentors from the University of Newcastle.

EXTRA-CURRICULAR TALENTS:

Students are given many opportunities to receive additional training and to participate in extra-curricular activities covering such areas as, dance, drama, speaking and debating, performance ensembles e.g. Drum Corps and Selective Dance Ensembles, art works, science, debating, creative writing, music and several sports.

Irrawang High Drum Corps



Special Facilities

Canteen	a modern facility providing both hot and cold foods for recess and lunch
Careers	a centre containing up to date information in the form of brochures, pamphlets, booklets and posters on the current job market and a computer
Computer Rooms	three computer rooms have been established for use by every subject and all students. Computers are also based in individual subject areas and in the Library. Wireless access is also available across the school for student laptops
Dark Room	equipped with four enlargers, developing tank and other equipment required for processing black and white photographs
Library	a resource centre for the school containing books, computers, (including internet) and multi-media resources
Multi-Purpose Centre	a large hall/gymnasium with a stage (including curtains), lighting, amplification system, toilets/change room, basketball court, gymnastics equipment and fitness gym
Pottery Annex	outfitted with electric potter's wheels and electric kilns
Learning Laboratories	two small group room outfitted with special resources for developing literacy/numeracy skills
Theatre Workshop	a large open space for drama and dance with special lighting facilities and props
Video Facilities	for use by students to work with video cameras, video editing and special effects
Music Rooms	microphones, mixer, electric and acoustic drum kits, electric and acoustic guitars, piano and keyboards.
Connected Classroom	high-tech classroom located in the library, providing access for students to connect with educators and students across the world through the use of IT and the World Wide Web
Trade Training Centre	specially designed classroom and work area for teaching/learning Agriculture and senior Primary Industries

The school is also well equipped for senior vocational courses in Hospitality, Primary Industries, Metal & Engineering, Retail, Information Technology and Business Services.

School Programs

Year Camps	year camps are run to assist year group's development.
Writing Workshops	students work with a published author to extend their narrative writing skills
Debating/Public Speaking	students are given training in debating skills and speaking and have the opportunity to become part of the debating teams. These teams have excelled in Hunter and State competitions over recent years
Science Competition	students have the opportunity to participate in the Science Competition conducted by the University of NSW
Mathematics Competition	students have the opportunity to take part in the Australasian Mathematics Competition
English Competition	students have the opportunity to participate in the Australian English Competition conducted by the University of New South Wales
Learning Support Meetings	special meetings with key school personnel to discuss student progress and support strategies which are the basis of individual improvement plans
Performance Nights	showcases of student achievements at Irrawang High School including displays of visual artworks, musical items, dance and drama performances
Elite Performance Ensembles	Drum Corps, Junior Dance Ensemble, Senior Dance Ensemble, Elite Dance Ensemble, Vocal Ensemble
Parent/Teacher Evenings	provide an opportunity for parents and teachers to meet and discuss student's progress. Special evenings are held for School Certificate and Higher School Certificate information as well
Anti-Harassment Anti-Discrimination Anti-Vilification	this school is a harassment/discrimination/vilification (DHV) free zone, where students are educated about their rights and responsibilities as community members
Extra Curriculum in all Programs	each course organises a variety of activities to compliment the classroom programs - they are diverse, dynamic, relevant and motivating
School Nurse	a nurse is available one day each week to discuss health and welfare issues with students

Presentation Ceremonies	Year 12 graduations and an end of year presentation evening, with both academic and sporting awards for their achievements throughout the year. Year assemblies are also held to acknowledge student achievement in a range of areas.
Student Representative Council (S.R.C.)	students are elected to officially represent Irrawang High School and provide advice to the Principal
Work Experience	an opportunity for Year 10 and Year 11 students to spend time in the workplace
Work Placement	students in vocational courses spend time in the workplace, where they are graded on their progress as part of their course assessment.
Snack and Study	one afternoon a week students can attend the library and work under the supervision of a teacher and aide to complete homework and assignments. Snack and Study is open every Monday from 3.30pm - 5.30pm.
Other Programs	Project Real, Bro Speak and Sista Speak, Peer Reading Tutors, GATS Program, Stage 6 Practical Celebration



Weekly “Snack and Study”

School and Subject Contributions

The Parents' and Citizens' Association and the school's Finance Committee each year ask parents and guardians to contribute to the costs of schooling. From 2000, these contributions have been dedicated to the Library fund. As such they are tax-deductible. These contributions are used to provide resources for the school's library. Payment of the general school contribution is a matter for decision by individual parents and guardians. We stress that your contributions are really welcome as they are the main fund-raiser in our school community and are vital in planning for and meeting the needs of students

We also require your support to purchase some materials used and consumed by students in their chosen courses. These subject contributions enable the school to buy materials such as timber, cloth and food used in such courses as Mandatory Technology. It is a lot easier for the school to buy these for all students rather than expect students to bring in their own for each lesson.

While your contributions are extremely important to the school, we can assure you that no embarrassment or discrimination will occur in our school as a result of any inability to pay the contribution. The Principal will discuss reductions, exemptions, support and payment by instalments with any parents or guardians who contact me.

If you have any concerns about contributions please discuss them with your representatives on the Finance Committee or with the Parents' and Citizens' Association or with the Principal.

GENERAL SCHOOL CONTRIBUTIONS 2018

Year 7	\$50	The money raised by these general contributions will be spent on resources in the school's library to assist all students' learning.
Year 8	\$50	
Year 9	\$50	
Year 10	\$50	
Year 11	\$60	
Year 12	\$60	

SUBJECT MATERIALS CONTRIBUTIONS 2018

Years 7	Cost	Money Used for
Technology (Mandatory)	\$60	Covers the cost of materials used (food, timber, fabric, metal) and safety kit (glasses, apron, hat and kit bag) used for all TAS subjects Year 7-12
Visual Arts	\$25	Paints, clay, brushes etc.
Music	\$15	Jacks, guitar strings drum sticks, microphones

We ask that contributions, especially subject contributions, be paid as early as possible to enable the school to offer resources to your students. Arrangements can be made for payment by instalments, or to defer payments, by contacting the Principal.

Financial Assistance

A Special Note to Year 7 Parents

Student Assistance Scheme (SAS Scheme)

Irrawang High School provides some funds to assist students needing help with the purchase of school uniforms, writing materials, excursion costs and subject contributions. The funds are limited and not all requests may be met. Funds will be allocated in response to completion of the appropriate form and presentation of a Health Care Card or Pension Card.

Objectives - Policy statement

- The Student Assistance Scheme (SAS) enables financial assistance to be provided to eligible families of primary and secondary students attending NSW government schools for school related expenses, such as uniforms or excursions.
- All applications and details of assistance provided are to be kept strictly confidential. Under no circumstances is any information on individual cases to be released by the school.
- The monies are not to be made available for the payment of general school contributions.
- In all cases, assistance is for students in need and is not to be used for items, which the school is currently paying for, or is required to pay for at present.

Who is eligible for student assistance?

Any parent or carer who is eligible for a Health Care Card/ Pension Card i.e. receiving Centrelink benefits is eligible for the Student Assistance Scheme (SAS scheme) at Irrawang High School.

What will student assistance cover?

- Individual subject fees not general school contributions.
- Subject specific workbooks (purchased by the school)
- 2/3 payment for compulsory excursions (day only)
- Partial payment for school uniforms able to be purchased from the school (Depending on availability)

What you need to do to get student assistance for your child?

Only those parents and carers who present their Health Care Card / Pension Card or a copy of it with the completed application form to the front office of the school will be eligible to get student assistance for their child. Student Assistance Forms are available from the schools front office.

Transport

Passes for free travel to and from school are issued to students who live beyond 2 km radius from the school.

Fares must be paid to and from sport. Bus students MUST enter the grounds immediately they arrive at school. They will line up in an orderly fashion in the designated area at the end of the school day, and board the bus under teachers' directions. Students are expected to behave sensibly on the buses at all times. (You must read the statement issued by the bus company which is distributed with your bus pass)

Roll Call Tutor Groups

Rolls are marked each morning in your Tutor Group Room at 8:50 AM. Class rolls are marked each lesson to ensure pupils are present in all lessons. Fractional truants will be severely dealt with and parents will be notified. Junior students are placed in year-based roll groups from Years 7 to 10. Year 11 and Year 12 students will be in ATAR, HSC or ROSA roll groups. Special groups of reading tutors and students requiring some reading support also operate. The Student Representative Council meets as a separate roll group each morning.

Tutor Group Leaders

Each roll group in the school has a teacher-in-charge known as the Tutor Group Leader. Students may seek advice from their Tutor Group Leader on school matters. Notices of school events will be read to roll groups each morning. The Tutor Group Leader will also monitor uniforms.

Bells

Bells are used to indicate class periods, assemblies, etc.

1 bell: Go to class (a warning bell will ring 3 minutes before the start of lessons – move to class on this bell.)

2 bells: Students are allowed in the foyers during extreme weather (wet or inclement.)

3 bells: Assembly – move to the assembly area of the quadrangle.

Continuous bells: Evacuation warning – follow evacuation guidelines.

Late Arrivals

When arriving late, students must first report to the Front Office, where they will be issued with a late note. If no satisfactory explanation is provided, the partial absence will be recorded as Unexplained. The student must bring a note in the next day explaining the late attendance.

Early Leavers

Students who need to leave early must provide a written explanation to the Front Office and put their notes in the blue box at the start of the day. Parents/Caregivers need to ensure they have written the students first and last name on the note including the date and time they are required to leave. They then collect their pass at recess. When it is time for the student to leave, they show their teacher the pass and the front office staff before leaving.

Notes

Notes for absences are to be handed to the Tutor Group Teacher during Tutor Group. Parents or Caregivers are required to write a note explaining the absence on the **first** day back to school. It must contain the students name, year, roll group, and the reason for absence.

Assemblies

Assemblies are held every morning except Tuesday. Other assemblies are called as required. They are indicated by the ringing of three bells. Formal assemblies are held regularly. School announcements and presentations are made at these assemblies. Additional announcements are made during Roll Call. Year assemblies are held Wednesday week 1 at 10:50am. All students are expected to report promptly to the designated year area, and to listen carefully to all items. A positive Behaviour for Learning Assembly will be held every Monday morning.

Illness at School

If you become ill at school you need to obtain a note from the teacher you have in that period in order to report to the Clerical Office, where you should see Mrs Alexander.

All students and parents are advised that our clinic is a First Aid station only. We do not have a trained nurse on duty. No medication will be dispensed to students without written permission from parents. Panadol or any other analgesics are **NOT** available at the school.

The office staff and Year Advisers need information re individual student's medical conditions. Please take the time to notify the staff.

Bikes

The law requires cyclists to wear approved helmets. For your safety your bike must be legally roadworthy. No riding bikes on pathways and lawns. This means that bikes must be walked, not ridden through the school grounds. A lock and chain are recommended for students to lock up their bikes. Students wishing to ride their bike to sport need to get a pass from the front office by bringing a note from home. Bike racks are located at the front of the school

PLEASE NOTE: THE SCHOOL ACCEPTS NO RESPONSIBILITY FOR ANY DAMAGE TO OR LOSS OF BIKES.

Prohibited Items

Students must not bring any item to school which will place the safety of other students at risk. Such items include the following:

Weapons: Or items which can be used as weapons: items such as slingshots, blow guns, knives, etc.

Imitation weapons are also banned. Toy weapons are also not to be brought to school.

Aerosol Sprays: body sprays and deodorant sprays (only roll on or pump action deodorants to be used at school).

Drugs of any kind: illegal drugs, cigarettes and alcohol.

Pornographic materials in any form are also banned from school premises.

Skateboards, roller blades, skates or scooters. If ridden to school, they must be left in the designated areas from the start of the day.

Matches or cigarette **lighters** of any kind.

Students should also note that family **pets**, and chewing **gums** of all kinds, are banned from the school grounds.

Property

All personal property including all articles of clothing should be marked with the owner's name. Lost property is to be handed to the print room (clothing) or the office (jewellery; equipment; watches etc.).

Avoid bringing large sums of money or valuables to school.

Ipods, mp3 players etc are best left at home. If brought to school, they must be turned off and put away during class, assemblies, year meetings, etc.

Skateboards, roller blades, skates or scooters **should not** be brought to school.

School bags provide little security and make thefts difficult to detect.

Money is to be carried with you rather than left in a school bag.

Watches, money and other valuables are to be kept with them throughout the day. All other valuable items should be left at home. It is emphasised that students are ultimately responsible for the security of their property.

Mobile Devices

Irrawang High School recognises the dramatic rate of change in technology in society and the enormous range of applications available. Proper use of this technology will benefit students and the school alike. This policy aims at addressing the issues of appropriate and proper use of electronic devices at Irrawang High School.

To foster a culture of appropriate use of technology and an instructional climate that is free from interruption and distraction, we require all parents and carers to agree to support the school in the appropriate use of technology and electronic devices in particular mobile phones.

Guidelines

Students are allowed to use their mobile phones outside school buildings before school, during recess and lunchtime. As soon as the bell rings they are to be switched off. They must not be turned on until students have left the building at recess, lunch or after school. Students are not to take photos or make recordings without permission. Phones may only be used when requested by staff as part of curriculum delivery – eg. to provide music in CAPA; as diaries for homework. **NOTE:** The school takes no responsibility for loss of phones, except for those in its care.

Summary:

Students	Parents	Teachers
<ul style="list-style-type: none"> • Turn your phone off as soon as the bell goes. • Keep your phone with you at all times but switched off and out of sight. • Leave it off at all times except before and after school, recess and lunchtime. Phones are not to be used between periods. • Do not arrange to leave the school via your mobile phone. • Do not take photographs of people without their permission or harass and intimidate others – relevant laws will be adhered to. 	<ul style="list-style-type: none"> • Encourage students to leave their phones at home. They really do not need them at school. • Do not arrange for your child to leave the school via their mobile phone. • Inform the school if you are taking your child out of school, in writing, by phoning the school, or in person. • Do not contact your student on their phone during class times • Support the school in this policy. 	<ul style="list-style-type: none"> • Clearly indicate when phones may be used as part of a lesson. • 1st Offence: Issue a verbal warning for student to put phone away if student re-offends confiscate the phone for the duration of the lesson. • 2nd Offence: Confiscate phone and place in the office for the remainder of the day. • 3rd Offence: Refer to Deputy Principal. Phone will be confiscated and kept in the office until parent contact.

✍PLEASE RETURN TO THE ADMINISTRATION OFFICE

We agree to support the school's electronic devices policy:

Parent/Caregiver Signature Date:

Student Signature Date:

Bring Your Own Device

Now that the Federal Government's laptop program has been abolished, students are encouraged to bring their own laptops or tablets to assist their work in lessons. All such devices need to be linked to the school's network, and are subject to all guidelines and laws as within the previous programs were. Students must only use their devices as directed by the teacher for that lesson.

Library

Opening Hours

The Library is open Monday to Friday 8:30am to 3:15pm. The Library will be closed when the Librarian is on recess and lunch duty. The library is also open every Monday afternoon from 3.30pm – 5.30pm for the "Snack and Study".

Borrowing

- Year 7 & 8 - 2 library books and 3 other items may be borrowed for 2 weeks.
- Years 9 & 10 - 3 library books and 3 other items may be borrowed for 2 weeks.
- Year 11 - 4 library books and 6 other items may be borrowed for 2 weeks.
- Year 12 - 6 library books and 10 other items may be borrowed for 2 weeks.

Loans may be extended for a further 2 weeks, if necessary. Books must be returned on or before the due date.

Students will be expected to pay for books which are returned in a damaged state, or not returned at all.

Computers

Students may book time on the library computers during recess and lunch time for word processing and/or for using the internet or the library's CDs.

Senior students may use the Library computers during study periods if they are free.



Canteen – Your Children Need You

Parents are invited to assist in the canteen. Any time you can give to help make this service available to the students would be welcome. If you would like to help out in this way, please do not hesitate to phone. Helpers do not have to serve students directly, as we use a cafeteria-style system.

The canteen is staffed by a full-time supervisor, assisted by voluntary workers. Students should extend every courtesy to the parents and community members who generously give their time to help the school.



The Canteen is open from 8.15 am every morning. Lunch may be ordered before school or at recess. Students will form an orderly line, which will proceed under the direction of the teacher on duty. Senior students may merge from a separate line. Pushing in or getting others to buy is not permitted.

No students will not be served during lesson time, except in special circumstances (Eg. during exams).

At recess and lunch, the canteen area is supervised by staff. Students are expected to carry out the instructions of staff. Students who behave irresponsibly will be sent away from the canteen.

School Books

A special Year 7 stationery list will be included in the Year 7 information pack. This list has been prepared in consultation with heads of departments in our school and contains all your student's stationery needs.

Students in other years will be told their book and equipment requirements by their class teachers.

Students should note the *Minimum Expectations: Bookwork* sheet issued to all new students.

Snack 'n' Study

The purpose of homework is to reinforce learning. It assists students to build on what they have already learnt in the classroom, and prepares them for the next stage of learning. Homework is also useful for teachers, as it assists them to assess the progress of their students. Finally it is an important aspect of the school-home partnership, enabling parents to support their children while they learn.

The most valuable work a student can do at home is self-directed, organized study. This is a measure of progress towards independence as a learner.

Home Study Program

It is advisable that students establish a home study program. Good study habits are essential for students to achieve worthwhile results; they also provide a sound start to the demands of the senior years. At least an hour per day five days a week is recommended for students for study and homework. Closer to exams a study timetable should be organised and an extra half an hour per day for two weeks prior to major exams should be included.

Excursions

Excursions are activities which require the removal of students from their timetabled classes. Excursions complement and enhance the students learning - they are a vital part of the overall education provided. Excursions are planned as part of the course and will involve follow-up work. Students will be expected to wear school uniform to excursions unless parents/guardians are specifically told otherwise.

Some excursions are mandatory – i.e. students must participate to satisfactorily complete the course. Some excursions involve the whole day, but sometimes may only be a few periods. Occasionally, excursions may be for more than one day if students are going on a bush camp or visiting distant places. Parents will always be notified in advance.

- **Permission notes** - to be signed by the parent/caregiver and returned to the teacher in charge of the excursion. Since the law requires that parents have completed a permission note, only those students whose notes have been returned will be allowed to attend the excursion. Medical information forms will be required. Date, times and methods of transport will be included on the information sheet.
- **Payment** for excursion - The school calendar will provide dates for excursions to allow parents to plan payment. Closing dates must be strictly adhered to. Payments can be made by the following options: Online via webpage, credit card by phone, or cash/eftpos at the front office.
- **Refunds** - see Head Teacher of Faculty organising the excursion as soon as possible. Refunds (less non refundable deposit) will be considered in special circumstances eg medical reasons.

Courses

All students in **Year 7** will follow the same course studying English, Mathematics, Science, History, Geography, Language, Music, Visual Arts, Mandatory Technology, PD/Health/PE and Sport. These courses **must be completed satisfactorily** in Year 7 for students to receive their Record of Achievement after Year 10.

Students in **Year 8** will study English, Mathematics, Science, History, Geography, Visual Arts, Technology, PD/Health/PE and Sport. As well, they will have some choice of semester Additional Studies courses.

Students in Years 9 and 10 will study English, Mathematics, Science, History, Geography, PD/Health/PE, Work Education and Sport, as well as two Additional Studies courses. Students who do not satisfactorily complete Year 9 mandatory courses by the time of the Yearly examination may be required to repeat Year 9 before proceeding to Year 10.

There are four **Special Education Classes** (Junior and Senior IO/IS, IM and ED) operating within the school for students with disabilities. Some of these students will be integrated at times into the main stream classes.

Three Learning Assistance Support Teachers (LAST) operate in the School. Parents should contact them should they have any real concerns regarding the learning difficulties of their child.

Sport

There are three special sporting competitions throughout the year. Parents are always welcome to attend these events. (Look in the newsletter for dates of competitions.)

Swimming: Competitors only **Term 1** (Full day competition)

Athletics: All students **Term 1** (Full day carnival)

Cross Country: All students **Term 1** (Afternoon only)

All students are assigned alphabetically to houses when they enrol. These groups are:

<u>HOUSE GROUPS</u>		<u>COLOUR</u>
Bramley	(A-D Surnames)	Red
Osborne	(E-L Surnames)	Blue
Dawson	(M-Q Surnames)	Green
Mo	(R-Z Surnames)	Gold

SPORTS PROGRAM

All students from Years 7 to 10 are expected to take part in the weekly sports program. This is integrated into the weekly timetable, it will be held either Tuesday from 11.40AM - 1.40PM for Years 7 and 8, or Thursday from 11.40AM - 1.40PM for Years 9 and 10. Satisfactory participation in this program is a Department of Education and community requirement for the award of the ROSA. Students are required to wear approved sports uniform, as outlined in the section on uniform earlier in this book.

Sport continued

Sporting Activities Available to Students

Students select sports for each term (appropriate to the season). Some bear a cost for use of the facilities. Most require the students to be bussed to venues away from the school, at a small cost.

Archery	Lifesaving
Basketball	Softball
Bushwalking	Lawn Bowls
Cricket	Ten Pin Bowling
Netball	Soccer
Touch Football	Tennis
Weight Training	Volleyball

COMPETITIONS:

The school also enters teams in the State-wide knockout competitions, and competes in Regional and State athletics, swimming and cross country competitions.

NON-SPORT:

Study facilities with supervision are made available for those students who cannot take part in sport because of injury or illness. Some students may also be sent to this group as a consequence of unacceptable behaviour in sporting activities.

WET WEATHER:

Arrangements are made for rainy days. Indoor sports go ahead as planned. Students from outdoor sports take part in alternative activities, held at the school.



Uniform Policy Irrawang High School

School uniform at Irrawang High is mandatory and there are consequences for not wearing school uniform ie, detention at recess and parents/carers contacted. For a comprehensive list of uniform requirements please visit our website:

<http://www.irrawang-h.schools.nsw.edu.au/our-school/school-uniform>

Footwear

WORKPLACE HEALTH and SAFETY legislation makes it mandatory for all students to wear **BLACK, SOLID** and **ENCLOSED** shoes within the school grounds especially in practical and science areas.



they all have solid uppers
there are no punched holes
they are **NOT** canvas /fabric
they cover the upper part of the foot



Black Jumper/Jacket

Plain black jumpers/jackets .

Hoodies are permitted as part of the school uniform provided they are **PLAIN BLACK** and have **NO LOGOS** or **NO WRITING** on them.



Black Shorts



Black shorts/skirts are required to be **MID-THIGH** or **LONGER**.



School Uniform

- Tartan skirt (official school uniform)
- Black Tailored Trousers or Mid-thigh School Shorts
- Junior White School Blouse (School Crest)☒

Junior Girls

- Green School Polo (School Crest)
- White Socks (visible)
- Black Jumper/Cardigan/ Plain Black Sweatshirt
- Black Shoes - fully enclosed leather/suede/synthetic

- Black Trousers or Black Shorts
- Junior White Shirt (School Crest)
- Green School Polo (School Crest)
- White Socks (visible)
- Black Jumper/Plain Black Sweatshirt
- Black Shoes - fully enclosed leather/suede/synthetic

Junior Boys

- Tartan skirt (official school uniform)
- Black Tailored Trousers or Mid-thigh School Shorts
- Senior White School Blouse (School Crest)☒

Senior Girls

- Green School Polo (School Crest)
- White Socks (visible)
- Black Jumper/Cardigan/ Plain Black Sweatshirt
- Black Shoes - fully enclosed leather/suede/synthetic

- Black Trousers or Black Shorts
- Senior White Shirt (School Crest)
- Green School Polo (School Crest)
- White Socks (visible)
- Black Jumper/Plain Black Sweatshirt
- Black Shoes - fully enclosed leather/suede/synthetic

Senior Boys

- Black IHS Sports Shorts
- White IHS Sports Shirt
- White Socks (visible)

SPORT PDHPE – Girls and Boys

- Black Track Pants
- Supportive Sport Shoes with Laces

Irrawang High School WELFARE & DISCIPLINE FLOWCHART

RESPECT

RESPONSIBILITY

PERSONAL BEST

EVERYONE

EVERYWHERE

EVERY TIME

1. Expected and Appropriate Behaviour

All students start at this level

GOTCHA'S

Students are awarded Like's by members of staff for being caught following the values and expectations of Irrawang High School. Students place Like's in the box to win a weekly prize. Drawn at weekly PBL assembly each Monday.

COMMENDATION

Students are awarded a commendation for consistently following the values and expectations of Irrawang High School. All students who receive commendations get a letter home acknowledging their positive contribution to Irrawang High School and go into a weekly draw for a \$20 marketplace voucher. Drawn at weekly PBL assembly each Monday.

BRONZE AWARD

Students are awarded a Bronze Award for receiving five commendations.

SILVER AWARD

Students receive Silver Award for receiving 10 commendations (two Bronze Awards)

GOLD AWARD

Students receive a Gold Award for receiving 20 commendations (two Silver Awards)

PRINCIPALS AWARD

Students receive a Principal's Award for receiving 40 commendations (two Gold Awards). Lunch with the Principal

PBL ATTENDANCE COMMENDATIONS

Students who have had 95% attendance for the term or greater a letter home from the Principal and a Certificate acknowledging their contribution to Irrawang High School.

PBL OUTSTANDING ACHIEVEMENT

At the end of each year any student who has had 100% attendance for the year and zero negative referrals is acknowledged at our annual awards ceremony with a \$50 voucher from Raymond Terrace Marketplace.

2. Causing Concern

Parents/carers notified by phone or letter from individual teachers. Year Adviser and or HT Student Wellbeing Intervention. Referral to in school supports/DEC supports i.e. DSC, LAST, Senior Mentor, Chaplain, School Nurse.

3. Continuing to Cause Concern

Referred to faculty head teacher
Faculty Monitoring Card
Parents contacted by phone and or mail
Year adviser intervention and or HT Student Wellbeing
Learning Support Team meeting, DSC, LAST, School Nurse, HSLO and or referral to other key personnel outside school supports

4. Formal Caution

School Monitoring Booklet
Students interviewed by DP.
Parents notified by letter and or phone by DP
Students counselled by Year Adviser, Head Teacher Student Wellbeing. Learning Support Team meeting, DSC, LAST, School Nurse, HSLO and or referral to other key personnel inside and outside school supports

5. Suspension from School 4877

Suspensions may be imposed immediately if behaviour warrants according to DEC guidelines. Students interviewed by DP. Parents notified by letter and or phone by DP. Students counselled by Year Adviser, Head Teacher Student Wellbeing. Learning Support Team meeting, DSC, LAST, School Nurse, HSLO and or referral to other key personnel inside and outside school supports. Return from suspension meeting and appropriate plans/supports put in place.

What Do I Do If...

- I AM LATE TO SCHOOL?**
- You must have a good reason for being late.
 - If you arrive **during** the first five minutes of Roll Marking (8:50-9:00am), go straight to Roll Call and make sure your attendance is marked on the Roll.
 - If you arrive **after** 9:00am, go to the Front Office and you will be given a Late Note.
- I FEEL SICK AT SCHOOL?**
- Report to the Clinic, with a note from your teacher.
 - You will be given First Aid in the Clinic.
 - If you are too sick to remain at school, your parent/caregiver will be contacted to take you home.
- I FEEL SICK AT HOME IN THE MORNING?**
- Do not come to school.
- I LOSE MY TIMETABLE?**
- See your Year Advisor or Deputy Principal for a new copy.
 - Take care to keep your timetable safe!
- I GET LOST?**
- Any teacher will help you.
 - Ask your friends before you leave the room.
 - Report to one of the Deputy Principals or the Front Office.
- I NEED TO LEAVE SCHOOL EARLY?**
- Bring a note from your parents/caregiver.
 - Take your note to the Front Office before school.
 - Sign the Leavers' Book at the Front Office before leaving.
- I LOSE SOMETHING AT SCHOOL?**
- Check to see if it was handed in at the Front Office (valuables) or Print Room (clothing items).
 - If something valuable is lost or stolen, give a written report to the Deputy Principal for your year.
- I AM NOT IN CORRECT UNIFORM?**
- your note endorsed for the day.
- Report, with a note from your parent/caregiver, to your Roll teacher. You will be loaned correct uniform, or have
 - Ensure you are in correct uniform the next day.
- IF YOU FEEL BULLIED OR UNCOMFORTABLE**
- Don't take it! Don't do it!
 - Tell an adult
 - Fill in an incident report form
- I AM CONCERNED ABOUT CLASS WORK/ ASSESSMENT**
- See your teacher first. If you are still concerned, see the Head Teacher of the faculty, then the Deputy Principal.

What Do I Do If... continued

I AM LATE FOR CLASS?

- If you are delayed in a previous class by a teacher, ask for a note with a reason for your lateness.
- Give the note to your **next** teacher as soon as you arrive to your next class.
- Unacceptable lateness will result in consequences.

I WANT TO GO TO THE TOILET DURING CLASS?

- Put your hand up and ask the teacher.
- Your teacher will allow you to go if it is an emergency.
- You will be given a "Permission to be out of Class" pass.
- To avoid classroom disruption, visit the toilet during normal Recess and Lunch breaks.

I FORGET MY LUNCH?

- Calls home can be arranged by seeing your Deputy.
- See your Year Advisor or the HT Welfare (Mr Tonks).

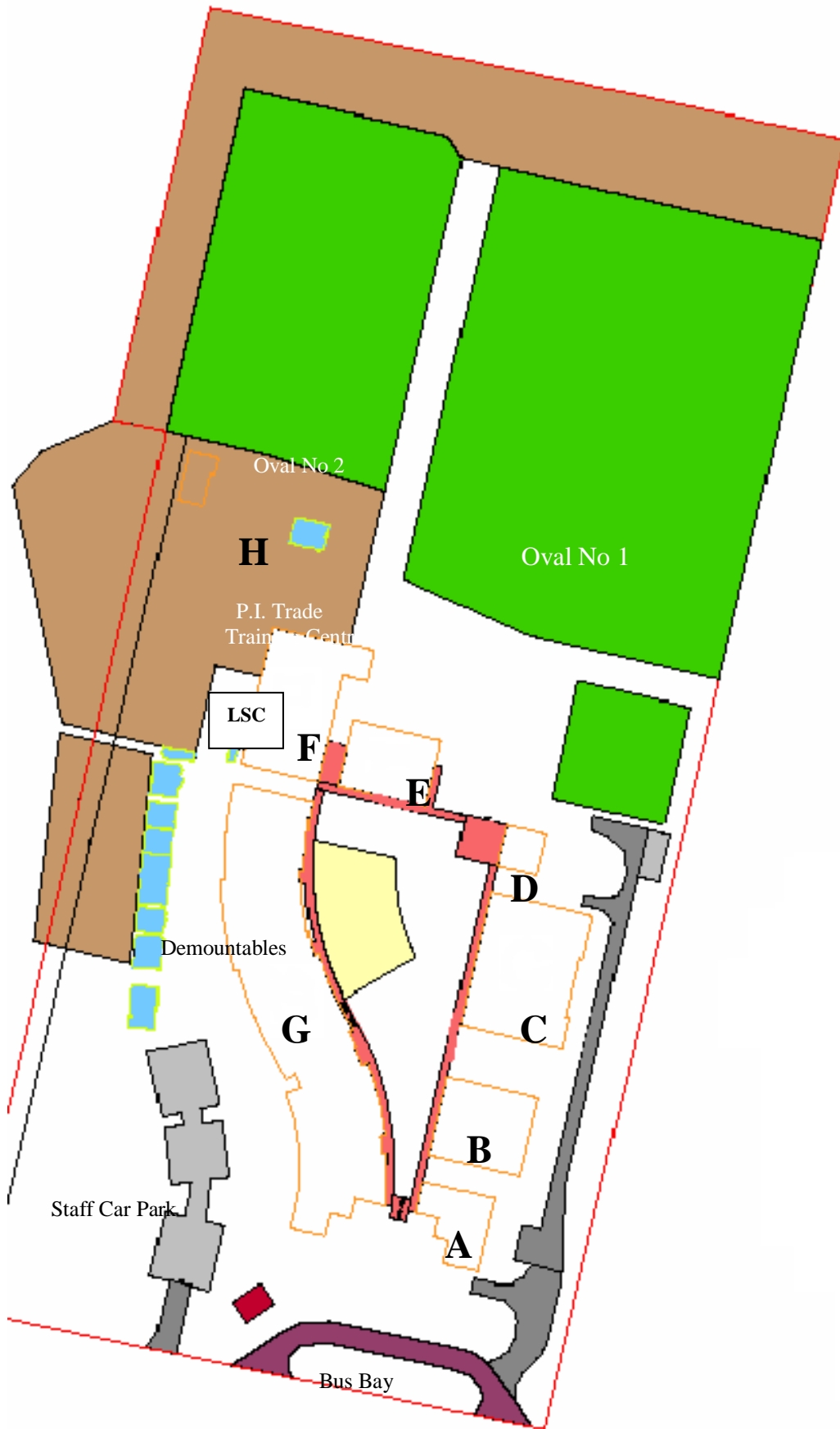
I FORGET MY SPORT MONEY OR BUS MONEY?

- Calls home can be arranged by seeing your Deputy.
- See the Sports Organiser - Mr Turner.

I CANNOT GO TO SPORT?

- Bring a note from your parent or caregiver - it must be for an important reason.
- Note to be given to Mr Turner in the PD/H/PE staffroom.
- Attend the study room for the afternoon.

Irrawang High School



- A** Administration
- B** Home Science
- C** Multipurpose Centre
- D** Canteen
- E** Art
- F** Industrial Technology
- G** Various
- H** Agriculture Primary Industries
- De** Demountable
- LSC** Learning Support Centre

Irrawang High School Bell Times

Terms 1 to 4

Weeks 1 & 2

	Mon/Tues/Thurs/Fri		Wednesday 1 & 2
Period 0	8:00	Period 0	8:00
Warning Bell	8:47	Warning Bell	8:47
Roll Call	8:50	Roll Call	8:50
Assembly	9:00	PBL Lesson	9:00
Period 1	9:10	Assembly	9:10
Period 2	10:10	Period 1	9:20
Recess	11:10	Recess	10:20
Period 3	11:40	Year Meetings	10:50
Period 4	12:40	Period 2	11:00
Lunch	1:40	Period 3	12:00
Warning Bell	2:08	Lunch	1:00
Period 5	2:10	Warning Bell	1:28
School Finishes	3:10	Period 4	1:30
		School Finishes	2:30
		Staff/Faculty Meetings	2:40

