



NARRANDERA HIGH SCHOOL

Student Handbook 2021



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PRINCIPAL'S MESSAGE

The students, staff and parents of Narrandera High School would like to extend a very warm welcome to you as you join our school community. We hope that you will really enjoy learning at our school and that you will also become an active participant in many of the special sporting, cultural and social activities that will be available to you as a student.

We hope that you develop a love of learning that will see you through your schooling and beyond into your adult life and your chosen career path. Your teachers and support staff are ready and willing to help you achieve your goals. Your task is to be an active learner, ready to listen, think and strive to do your best on a daily basis.

Always ask for help if you need it. That is what we are here for!

This handbook contains important information for you and your family to help you understand your new school and enable you to quickly become a member of the Narrandera High School community.

If you do not understand anything in this handbook, please contact us through the front office.

Regards

Marni Milne

Principal



STAFF DIRECTORY

Narrandera High School

Elizabeth St, Narrandera NSW 2700

(02) 6959 1744

(02) 6959 3297

narrandera-h.school@det.nsw.edu.au

PRINCIPAL

Mrs Marni Milne

Deputy Principal

Mrs Helen Langley

Deputy Principal – Instructional Leader

Ms Simone Walsh

Head Teacher English

Ms Kirsty Rogers

Head Teacher Mathematics

Mr David Kroek

Head Teacher Science

Mrs Samantha Irons

Head Teacher HSIE

Ms Kay Dunbar

Head Teacher PDHPE/TAS

Mr Mark Chappell

Head Teacher Administration

Mr Shaun Brooker

Head Teacher Learning & Intervention

Mrs Priscilla O'Mahoney

Learning and Support Teacher

Mr Jamie Gawne

School Administrative Manager

Mrs Linda McGilvray (Rel)

Aboriginal Education Officers

Mr Glen Borg/Ms Joy O'Hara

School Counsellor

Mrs Tracey Jacobson

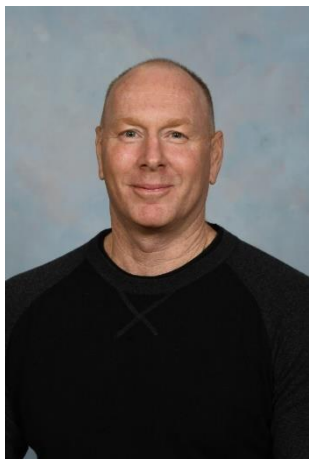
Student Support Officer

Mrs Jacquie Hammond

Careers Advisor

Mr Brett Ireland

YEAR ADVISORS - 2021



Year 7

Mr Mark Elliott



Year 8

Mrs Emma Sergeant

Mrs Michelle Donaldson



Year 9

Miss Naomi Williams



Year 10

Ms Meredith Lewis



Year 11

Mrs Lauren Jess



Year 12

Mr Byron Horrell
(Mr David Kroek)

STUDENT LEADERS

PREFECTS

The student body elects Prefects each year. The prefect body and staff members then elect the School Captains and Vice-Captains.

The Captains and Prefects represent the student body at official functions such as ANZAC Day Services, etc. They also play a role in all formal assemblies and other official school functions.

STUDENT REPRESENTATIVE COUNCIL (SRC)

Each year group elects members to represent them on the SRC. The SRC meets to discuss students' views on various matters that concern the school and its students.



Student Leaders 2021

BELL TIMES

8:50am	-	9:00am	Assembly
9:00am	-	9:50am	Period 1
9:50am	-	10:40am	Period 2
10:40am	-	11:00am	Recess
11:00am	-	11:50am	Period 3
11:50am	-	12:40pm	Period 4
12:40pm	-	1:00pm	Lunch 1
1:00pm	-	1:20pm	Lunch 2
1:20pm	-	2:10pm	Period 5
2:10pm	-	3:00pm	Period 6

Special Note:

- If the bell rings three times, all students and staff are required to attend an Assembly.
- Continuous ringing of the bell signals an evacuation of the school is required. Follow your teacher's instructions.
- Siren means school lockdown. Please follow your teacher's instructions.

CURRICULUM

Narrandera High School run a Compressed Curriculum model. This allows completion of a Preliminary and HSC course (including examinations) in one calendar year instead of two years.

Compressed Curriculum enables a greater range of curriculum offerings and allows students to focus on fewer subjects at a time while acquiring their HSC.

As a result of this model ALL classes (except incoming Year 7) roll forward to their new Year level midway through Term 4.

STAGE 4 (Year 7 and 8)

Students in these years study subjects to fulfil mandatory requirements in the Key Learning Areas as established by NESA. These include English, Mathematics, Science, Human Society and its Environment, Creative and Performing Arts, Personal Development, Health and Physical Education, Language Other Than English (Italian) and Technology Mandatory.

STAGE 5 (Year 9 and 10)

All students study English, Mathematics, Science, Australia History, Australian Geography and Civics, Personal Development, Health and Physical Education. In addition, all students must study three elective subjects. Detailed descriptions of these subjects can be found in the Stage 5 subject selection booklet.

STAGE 6 (Year 11 and 12)

Since the commencement of the Compressed Curriculum in 2014 students will elect subjects from over 25 options, including VET subjects, and will complete 3 subjects in Year 11 (including HSC examination) and 3 subjects in Year 12. The only compulsory subject of all students in Stage 6 is a 2 unit English course.

SPORT

Sport plays an important role in both the culture and character of Narrandera High School. We are a highly successful school in both local and state competitions and our school promotes success through participation.

The school offers an extremely wide and diverse choice of sports catering for both individual and team based sports. Virtually every sport imaginable is offered either by the school or under the Combined High Schools sports umbrella. Some of the more common sports that we compete in include:

- Swimming
- Cross Country
- Athletics
- Basketball
- Netball
- Australian Rules Football
- Cricket
- Golf

The school is very proud of our successes on the sporting fields and we promote and encourage participation from all members of the school community in both representative and school based sports programs. Parental involvement is also encouraged in supporting students with their representative sporting ambitions.

Sport is a mandatory part of the school curriculum. Sport is held once per week. All students are expected to be in sport uniform and to participate. This is especially the case when representing the school at sporting carnivals etc.

Department of Education and Communities requires that all students be involved in sport. The aims of this policy are the promotion of:

- Pleasurable involvement in physical activity;
- Cognitive aesthetic, expressive, physical and social development
- Fitness and health; and
- Positive attitudes and good sportsmanship

From time to time students elect to participate in sports based outside of the school. This involves walking. Students are supervised by teachers to and from the venues. Some sports require hire costs and are paid on the day if students elect that sport.

Consent is sent home at the start of the school year and is valid for a 12 month period.

If a student is unable to participate in sport they must bring a note explaining the reason why they are unable to participate and give this to the sports organiser by recess on the day in question.

- Twilight Swimming Carnival is held early Term 1
- Athletics Carnival in late Term 1
- Cross Country is held mid-year

The competitions are organised on a Sports House basis, and everyone is encouraged to participate.

House groups are:

- Berrembed
- Gillenbah
- Midgeon
- Uroly

These names are taken from surrounding well known farming stations in the area.



PROCEDURES

POSITIVE BEHAVIOUR FOR SUCCESS

Positive Behaviour for Success at Narrandera High School encompasses the values of:

- Respect
- Responsibility
- Learning

STATEMENT OF PURPOSE

The Narrandera High School Community has developed the following rationale for adopting the Positive Behaviour for Success (PBS) approach within the school:

- Creation of a positive attitude and culture within the school.
- Transformation of relationships in the school between staff and students, the school and the community
- Significant decrease in negative and socially inappropriate behaviours
- Empowerment and support of students and staff

STUDENT WELFARE SUPPORT

The welfare of students is central to everything we do at Narrandera High School.

There are many support services and personnel involved in student welfare across a range of areas including the following:

STUDENT WELFARE SUPPORT

- Student Welfare Team
- Positive Behaviour for Success Team
- Explicit teaching of behavioural expectations
- Leadership opportunities and promotion of positive peer role models via Student Representative Council, School Captains, Prefects and Sport House Leaders
- Aboriginal Cultural Programs (NAIDOC etc)
- Boy's Engagement Programs (Links to Learning etc)
- Girl's Engagement Programs (Links to Learning, Girl's Group etc)
- Child Protection policies
- Transition from Year 6 into 7, incorporating Parent Information Nights, Hands on High School
- Workplace Health and Safety
- Anti-Bullying policy and procedures
- Crossroads - a self-esteem and decision making course from Year 11 into Year 12.
- Individual Health Care Programs

- Student Assistance Scheme
- Restorative Practice

FOCUS ON LEARNING

- Literacy and Numeracy support (including Quicksmart Literacy and Numeracy)
- Learning Centre
- Small group literacy and numeracy intervention
- Tutorial Centre (After School Homework assistance)
- Multicategorical classes
- Adjustments for students with learning difficulties and disabilities
- Community Involvement and Work Programs

PERSONNEL

There are a number of people in the school that play a significant role in welfare as a part of their work.

- School Counsellor - Mrs Tracey Jacobson
- Learning and Support Teacher - Mr Jamie Gawne
- Student Support Officer – Mrs Jacquie Hammond
- Aboriginal Education Officer - Mr Glen Borg and Ms Joy O’Hara
- Anti-Racism Contact Officer - Mrs Lynne Gilmour
- MC Class Teacher – Mrs Lauren Jess and Ms Naomi Birch



ANTI BULLYING POLICY

Narrandera High School's anti-bullying policy reflects the values of equity, diversity and acceptance in our community. Our policy is consistent with our school's discipline code.

NO SCHOOL INCLUDING NARRANDERA HIGH SCHOOL, ACCEPTS BULLYING RATIONALE

Narrandera High School is dedicated to providing a secure and supportive environment for all members of the school community—free from all types of bullying.

All people entering our school, who behave in a respectful and acceptable manner, have a right to feel safe and freely express themselves without fear of bullying.

This policy will:

- Define bullying
- Identify strategies for all members of our school community to prevent bullying within the school
- Summarise our approach to bullies and bullying

WHAT IS BULLYING?

Bullying is a deliberate, repeated behaviour by an individual or group of individuals that causes distress, hurt or undue pressure on an individual. Bullying can take many forms:

- Verbal—such as name calling, teasing, abuse, put downs, sarcasm, insults, threats, racist, homophobic or gender based remarks
- Physical—such as hitting, punching, kicking, scratching, tripping, spitting, taking others' belongings, throwing objects
- Social—such as ignoring, excluding, ostracising, alienating, making inappropriate gestures, forcing others to act against their will
- Psychological—such as spreading rumours, dirty looks, hiding or damaging possessions
- Electronic—Such as malicious SMS, "sexting", cyber bullying, chat mail and email messages, inappropriate use of camera phones and cameras, abusive or threatening phone calls

HOW DO WE KNOW IF SOMEONE IS BEING BULLIED?

Students experiencing bullying may be scared to tell anyone or feel ashamed about being bullied so they may try to hide what is going on. Some signs that someone is being bullied are:

- Lack of motivation
- Vagueness (especially around certain topics)
- Unusual behaviour
- Seeing the person be hassled
- Physical injuries

HOW IS NARRANDERA HIGH SCHOOL DETECTING AND REDUCING THE INCIDENCE OF BULLYING?

Narrandera High School has embraced a whole school approach to bullying, which ensures that bullying is handled consistently.

The school applies a range of strategies to improve student welfare and prevent bullying. These strategies include:

- Identifying areas within the school, which are seen as unsafe by students. This is done through the SRC, formal and informal student surveys and staff contributions in staff meetings
- Activities in self-esteem and conflict resolution are part of the school curriculum in Personal Development, Health and Physical Education

Staff participate in weekly Welfare Meetings and Faculty Meetings and monthly Whole Staff meetings to discuss bullying, strategies to prevent bullying and staff responsibilities concerning bullying. Staff involved in Welfare meetings include: Year Advisors, Support Teacher, Learning Assistance, Executive, Aboriginal Education Officer and School Counsellor

- Year Advisors and staff involved in the welfare meetings publish their photographs, details and times available for students on a central poster board to assist students in accessing advice and guidance
- Staff have appointed teaching staff as Girls' Supervisor and Year Advisors to offer guidance and assistance for students and a point of contact
- Professional Development of staff in dealing with bullying behaviour through internal and external programs

RAISING COMMUNITY AWARENESS ON OUR ANTI-BULLYING PLANS

- Reminders are given to students during morning assemblies about bullying. Consequences for bullying are constantly reinforced, as is the definition of bullying
- Whole school programs and Key Learning Areas are designed to empower students to respond appropriately to bullies
- Development and communication of our anti-bullying policy occurs in our newsletter, P&C meetings and discussions at the Aboriginal Education Consultative group forums

RESPONSIBILITY OF THE SCHOOL COMMUNITY

Bullying is an antisocial behaviour. It has no place at Narrandera High School. It is the responsibility of every member of the school community to be proactive in ensuring the prevention of bullying.

TEACHER RESPONSIBILITIES

- Be role models for students in what they say and what they do in every class and in the playground
- Ensure classrooms are safe places, free from ridicule and harassment; where possessions are not stolen or “borrowed” by others; and where learning takes place in a supportive environment
- Participate in an annual review of bullying and discussion of strategies to deal with bullies
- Be vigilant in the monitoring of potential bullying incidents and intervene in a safe manner in order to assist in the reduction of bullying incidents
- Treat any report of bullying seriously and take appropriate action. This action should include the following:
 - Listen to students and ask questions to clarify the incident
 - Investigate thoroughly
 - Write a Sentral report promptly, ensuring it contains all appropriate information. Give a copy of the report to the Year Advisor, Head Teacher or Deputy as appropriate
 - Isolate the aggressor/s if physical bullying occurs.
 - Advise students, where possible, on how to deal with any repeat incidents which may occur before initial incident can be dealt with
 - Follow up with the victim and the person to whom the Sentral report was sent
 - An effort should be made by either Year Advisor, Head Teacher, Deputy Principal or Principal to contact the parents/guardians of students involved.

STUDENT RESPONSIBILITIES

- Report incidents of bullying to any member of staff
- Understand the anti-social nature of bullying and the consequences of bullying (at school)
- Prevent bullying from happening wherever possible
- Stand up for the victim without fear or reprisal

WHAT CAN PARENTS/GUARDIANS DO?

- Look for signs or distress in your child.
- Listen to your child and investigate carefully to avoid jumping to conclusions
- Support your child by:
 - Believing in them
 - Sympathising with them
 - Telling them that you are pleased they told you.
- Advise your child to report the bullying to a staff member as this will give your child confidence in dealing with the issue.
- Contact either your child’s Year Advisor, Head Teacher, Deputy Principal or Principal.

ATTENDANCE PROCEDURES

Education for your child is important and regular attendance at school is essential for your child to achieve their educational best and increase their career and life options.

Education in New South Wales is compulsory for all children between ages of six years and below the minimum school leaving age. The *Education Act 1990* requires that parents ensure their children of compulsory school age are enrolled at, and regularly attend school.

ABSENCE FROM SCHOOL

If you are absent from school for any reason you must bring a note on your first day back at school. If you know you will be absent on a certain day, please bring a note beforehand. Notes must have a date and a parent or guardian's signature and state the reason for the absence. Absences can only be approved for sickness or genuine emergencies. Text messages are sent daily advising of student absence. Parents are able to reply directly to this message or call the school to advise of absence.

EARLY LEAVER

If a student needs to leave school early then they must bring a note from their parent/guardian and give it to the front office staff before 8:50am. A pass will be issued for the student to leave school and can be picked up at the front office on departure. Parents are requested to meet students at the front office.

Students who leave the school grounds without permission are truanting and disciplinary action will be taken. Please note: Lunch passes are not issued.

EXTENDED LEAVE

For periods of extended leave an application for needs to be collected from the front office and completed and returned to the Principal for approval PRIOR to absence. A certificate will be issued and must be carried with the student during the period of leave. It is recommended that leave be taken during school holiday periods.

LATE ARRIVAL

Any student who is late to school must have a note or phone call from their parent/guardian explaining the reason for the lateness. Students **must always report** to the Front Office when arriving late. They will be issued with a Late to Class slip. All late arrivals ultimately affect students' overall attendance.

LATE FOR CLASS

If you are late to class you will be required to obtain a note from your previous teacher.

LEAVING SCHOOL GROUNDS

Students are not to leave the school grounds for any reason during the school day. The only exception is with written permission from parent/guardian and the principal.

LEAVING SCHOOL (PERMANENTLY)

Students who intend leaving school on a permanent basis (for example, changing schools, taking up a job) must have a note from their parent/guardian. For those under the age of 17 who are employed, a letter from their employer is required stating working hours.

Students leaving are asked to have a clearance sheet (obtained from the front office) signed. This signifies that all texts have been returned and outstanding fees paid.



BRING YOUR OWN DEVICE (BYOD) POLICY

RATIONALE

Narrandera High School values the rich learning experiences that educational interactions with technology can bring. The promotion and advancement of this possibility is part of the school's educational philosophies. We have noticed an increasing number of students from all year groups bringing their own devices and would like to support students and families in this aspect of their education.

By facilitating Bring Your Own Device (BYOD), Narrandera High School will be able to empower its students and give them direct involvement in the way they use technology in their learning. At the same time, BYOD enables teachers to build on their experiences in the previous centrally-delivered model and adapt to this new BYOD environment without losing the core technological capabilities on which they have been able to rely. An important advantage of a BYOD Policy is that it will enable students to bring a device to school that they can use confidently and in the knowledge that it will support them in their learning goals.

We do understand that not all students will find it possible to purchase a device to bring to school and will explore a range of options to support equitable access to technology for all students, including the use of our existing fleet of laptops for class sets and loan schemes.

OBJECTIVES

- To facilitate and promote the bringing of a computing device to school by students in Years 7 - 12 for use in their education
- To provide a safe environment in which students can achieve Objective 1
- To ensure a minimum standard of device compatibility
- To enable students to use technology to further their learning, independently and in structured lessons
- To provide a basis on which Narrandera High School teachers can continue to tailor lesson delivery so that students can use their devices in class toward specific learning outcomes

BYOD STUDENT RESPONSIBILITIES

When I use my mobile digital technology:

- I will use the schools' Wi-Fi network for learning purposes only
- I will use my device during school activities at the direction of the teacher
- I will bring my device to school fully charged

- I will not attach any school-owned equipment to my mobile device without the permission of the school.
- I will use my own portal/internet log-in details and will never share them with others.
- I will stay safe by not giving my personal information to strangers.
- I will not hack or bypass any hardware and software security implemented by the department or my school.
- I will not use my own device to knowingly search for, link to, access or send anything that is:
 - Offensive
 - Pornographic
 - Threatening
 - abusive or
 - Defamatory
 - considered to be bullying.
- I will report inappropriate behaviour and inappropriate material to my teacher.
- I understand that my activity on the internet is recorded.
- I acknowledge that the school will not take responsibility for any damage to, or theft of my device.
- I understand and have read the limitations of the manufacturer's warranty on my device, both in duration and in coverage.
- I have read the BYOD Student Responsibilities document and agree to comply with the requirements.
- I have reviewed the BYOD Device Requirements document and have ensured my device meets the minimum outlined specifications.
- I have read and will abide by the NSW Department of Education and Communities' Online Communication Services – Acceptable Usage for School Students. Which can be found at <https://education.nsw.gov.au/policy-library/policies/online-communication-services-acceptable-usage-for-school-students>
- I will follow teachers' directions as to appropriate use of the devices in the classroom as use of the device during the day is at the discretion of the teachers and staff.
- Each student is absolutely and solely responsible for the care and conduct of his own personal device whilst:
 - at school or at other school activities
 - travelling to and from school or to and from other school activities
- Students must connect their device to the designated wireless data network supplied by Narrandera High School using their own, individual user account credentials only. Students must not connect to any other network, wired, wireless or cellular. Students must not bridge the Narrandera High School designated network to any other network.
- Students should bring devices to school fully charged and ready for use as charging facilities may not be accessible in all classrooms. Students may only have access to a

power source at the discretion of a teacher but this cannot be guaranteed at any time.

- Students are discouraged from bringing peripheral equipment, including power charges and cables to school with their device. Liability for damage or loss of peripheral equipment will in all circumstances be borne by the student.
- I will not connect my device to the schools' network by the use of a network cable.

DAMAGE/LOSS OR COSTS OF EQUIPMENT

Students bring their own device for use at Narrandera High School at their own risk.

Narrandera High School will not be responsible for any loss, theft or damage to:

- the device
- data stored on the device
- any peripherals the student has brought to school;

while the device is at school or during a school-related activity.

In the case a student uses their own internet using their own internet provider, in contradiction to the BYOD policy, they and their parents will be responsible for any data charges incurred during this use.

NOTICE OF AGREEMENT

Students enrolled at Narrandera High School who choose to bring their own device to school do so under the conditions outlined in the above procedures, and in the knowledge that any breach or failure to abide by these conditions may result in internet and mobile technology access privileges being suspended or revoked. Any devices brought to school by students are the sole responsibility of the student at all times.

For further Support with online issues students can call Kids Helpline on 1800 55 1800.

Parents/carers can call the Parentline on 132289 or visit

<http://www.cybersmart.gov.au/report.aspx>

A digital copy of this agreement can be found on the Narrandera High School website

ELECTRONIC DEVICE POLICY

This policy covers the appropriate use of electronic devices, such as mobile phones, laptops or tablets at Narrandera High School.

All of these have the potential to be incorporated into lessons, opening exciting new approaches to learning. When these technologies are misused by students they can be very disruptive to teaching and learning and in some cases cause harm. For the well-being of students, electronic devices should be used to build health and feelings of safety, not distracting students or impacting upon them by missing work, being caught up in negative comments or being focused on their device instead of people or other parts of their life.

Narrandera High School acknowledges that:

- Students may need to be in possession of an electronic device at school for reasons relating to their safety in travelling to and from school
- There may be some times during school that electronic devices may be used for lesson delivery and educational engagement. A decision to use an electronic device will be under **the explicit direction and supervision of the classroom teacher**
- When used appropriately, electronic devices can be a medium for students to socially connect and interact with each other in a meaningful and productive way.

Devices may include: Mobile phones, digital cameras, MP3 players/iPods, iPads, tablets, game consoles and other similar devices

- The device is the student's responsibility. Narrandera High School will not accept any responsibility for the security, loss or damage of the device while in the student's possession
- Electronic devices may be used at recess and lunch as long as it does not impact the safety, enjoyment of the playground or wellbeing of other students, however, during class all devices are to be turned **OFF AND AWAY** in the student's bag
- Students should not use device for accessing, downloading or sending inappropriate, offensive or prohibited material
- Students should not use the device to contact a parent/caregiver during school hours. All such calls or messages should be made from the school administration office. Emergency contact should only be made through the front office

A) JUNIOR STUDENTS (YEAR 7-10)

- During class, the devices are only to be used for appropriate use in accordance with teacher instructions. Eg. Music class, filming sports for feedback, reading books.
- No music during class time. All devices should be turned **OFF AND AWAY** in the student's bag.

B) SENIOR STUDENTS (YEARS 11-12)

- During class, the devices are only to be used for appropriate use in accordance with teacher instructions. Eg. Music class, filming sports for feedback, reading books.
- During class, all devices should be turned **OFF AND AWAY** in the student's bag
- Students may listen to music during tutorial lessons and student lessons in the library with headphones only. The sound should be not high enough to be heard by others. Failure to regulate the volume as to not distract others may result in the student being asked to put their device away. This is at the discretion of the class teacher

CONSEQUENCES OF A BREACH OF THIS POLICY MAY INCLUDE:

- Confiscation of the device until such time as a parent/caregiver is able to attend school to collect the device or pending an interview between student, parent/caregiver and the Deputy Principal or Principal
- In cases of bullying, harassment or threatening behaviour, school based management (detentions, meetings, suspensions) as well as outside agencies such as the police could be involved.

DEVICES CONFISCATED BY THE DEPUTY PRINCIPAL WILL BE:

- Turned off by the student
- Placed in an envelope with the student's name marked on it
- Taken to the Deputy Principal and locked in the school safe

GENERAL INFORMATION

ACCIDENTS

Accidents which occur at school should be reported immediately to the teacher on playground duty or to the Head Teacher on duty. In cases of emergency, report it to the Deputy Principal or Principal.

ASSESSMENT

Assessments are an important part of your studies, and must be completed and handed in on time. In preparation for the beginning of the school year, teachers in all subject areas map out assessments that students will be undertaking for the year. Booklets outlining these tasks and their scheduling for each year are distributed at the beginning of each academic year. Progress is based on cumulative assessment of student work during the school year. The assessment will be based on assignments, classwork, class tests and yearly examinations.

BANNED PRODUCTS

The following items are banned at school:

- Aerosol spray cans (deodorant etc.)
- Steel Rulers

Students are not to bring any of these products to school nor have them in their possession. Chewing and bubble gum (or similar substances) are also banned. Further, the possession and/or use of cigarettes, alcohol and any illegal substance is strictly forbidden. Police will be called in the case of illegal substances.

BIKES

Bike racks are situated at the entrance off Lethbridge Street (formally Chantilly Street). For security, students leaving their bikes in this area should use a lock and chain. Bikes ridden and left at school are done so at student's own risk. The school accepts no responsibility for loss or damage.

Students should note that, by law, approved safety helmets must be worn by cyclists. Care and security of helmets is the responsibility of students. Students are not permitted to ride bikes inside the school grounds. Borrowing of bikes is not allowed.

Scooters and skateboards are not permitted to be ridden on school grounds. These are to be stored at student's own risk. The school accepts no responsibility for loss or damage.

BUS TRAVEL

Travel to and from school is subsidised by the NSW Government. Please contact the school for enquiries. All applications are now on-line. www.transport.nsw.gov.au/ssts/applyNow

School Drive subsidy (formally Private Vehicle Conveyance—PVC) is available if you need to drive a student to a transport pick up point. Payments are made twice yearly. For details visit www.transport.nsw.gov.au/schooldrive or call 131 500.

CHEATING/PLAGIARISM

Any student found guilty of these offences will be awarded a zero for an assessment task. The action will be documented and parent notified. Students in Year 10 participate in a mandatory All My Own Work program established by NESA.

CLASSROOM BEHAVIOUR

Students must arrive to each class on time throughout the day. Teaching and learning happen in the classroom and students need to pay attention during class. No other student should interfere with the learning of others.

CLOTHING POOL

The school has a clothing pool containing a selection of used uniforms that are available for sale. Please contact the school for further information.

CONFERENCE REPRESENTATIVES

Many of our students have been selected to represent Narrandera High School at various gatherings such as the Reconciliation Conference at Parliament House where there are keynote speakers. Other opportunities have been at SRC Regional Conferences and School Leadership Conferences where the School Captains meet the Governor of NSW.

EXCURSIONS

These are held by most subjects to complement the work done in class. To attend any excursion a student must hand in a permission note signed by a parent or guardian and on the day of the excursion the student must be wearing suitable clothing. The type of clothing that is acceptable will be stated prior to the excursion day. Students dressed inappropriately will not be permitted to attend. Generally there is a charge for the excursion to cover the hire of buses.

Money and notes are due in at least one week prior to the excursion departure. Students will not be able to attend if payment hasn't been made. Where the excursion is compulsory

(advised on permission note) in Years 10, 11 and 12, financial assistance can be sought by application. Students on Steps 2, 3 and 4 of the Discipline Policy may not be allowed to participate in an excursion.

Excursion refunds—If you are unable to attend an excursion due to extenuating circumstances, refunds may be available via payment method. A form needs to be signed at the front office.



EXTRA CURRICULAR ACTIVITIES

Students at Narrandera High School have the opportunity to be involved in additional activities. These occur throughout the year:

- Chess Club
- Choir
- Debating Competitions
- Workshops
- Sporting Activities - representative teams
- Leadership Conferences
- Glue Days
- Links to Learning Program

LIBRARY

Narrandera High School has a relevant, current and well equipped Library, with access to accredited school Library staff. Students can enjoy a warm, welcoming and safe environment, conducive to individual and shared learning, with equitable access to high quality resources in a variety of formats. The Library supports cross curricular and instructional goals and responds to the diverse needs and interest of students. The NHS Library fosters a community of learning, helping to develop Information Literacy and Technology Skills as well as encouraging leisure time reading.

Junior students are welcome to come to the Library at Recess and during the second half of lunchtime. Seniors are welcome any time. All students are encouraged to visit the Library at various times for classwork, research, leisure reading and we provide board games for students to engage with on Tuesday and Thursday lunchtimes. The Library has a comprehensive collection of reading resources (Nonfiction and fiction books, kits, newspapers, vertical file articles, magazines and study guides) as well as an array of modern technological resources to assist with supplementing the Curriculum, including DVDs and CDs, computers, audio books, an accessible eBook ePlatform, eReaders, Tablets, subscription electronic Databases, Laptops, Scanner and Printer, Cameras and Video equipment, electronic Smartboard, Video Conferencing facilities, Distance Education options and a Media Recording Service to help with resourcing the curriculum.

The school's technical support officer works from the Library and is available for staff and students to assist with any technology queries.

The school is focused on integrating the Library program throughout every student's education by collaboration and advocacy.

LOST PROPERTY

Property found around the school is taken to the front office. Students who lose equipment should report this to the front office or the Deputy Principal. Students should take care not to leave money or valuables unattended in their bags. All students are encouraged to label all clothing and belongings.

MEDICATION

If you need to take any medication at school you must contact the front office and complete the Parental Request Form– Administer Medication. You must leave the medication (in its original packaging) with the administration staff in the front office with this form and clear, written instructions as to how and when it should be taken. Medication should not be left in school bags.

OFFICE MONITOR DUTY

Year 8 students are rostered to do messenger duty during Term 1, Year 9 students during Term 2 and 3 and Year 7 students during Term 4. They will be expected to bring work to do and to catch up on work missed in class.

PRESENTATION NIGHT

The Annual Presentation Night is held at the school at the end of Term 4. Academic, Sporting and Citizenship prizes are awarded. All parents are cordially invited to attend.

RELIGIOUS EDUCATION

Regular services are conducted by the Ministers Fraternal for all students in Year 7-12. A program is circulated each term and students are advised on the morning assembly of specific arrangements. There is a specific program for Year 7 and Year 9 students over approximately 4 weeks.

SCHOOL BAGS

It is recommended that a strong, good quality school bag be used to provide adequate protection for the number of books and equipment needed each day. A lockable bag would provide security for books and personal property.

SICK AT SCHOOL

If you are sick while at school, let your class teacher know. The teacher will give you a pass to report to the front office. The front office will contact your parents or guardians to come and collect you.

STUDENT ASSISTANCE

At times it can be financially difficult for parents to send their students to school. Assistance in this regard is available in some areas. Enquiries can be made to Mr Gawne or the Principal. All enquiries are confidential.

STUDENTS WITH CARS

Students who intend to drive a motor vehicle to school are required to have written permission. Students are not permitted to use their vehicle during school hours. Only siblings may be driven to and from school and only with written parental permission. **Students are not to transport other students.**

SUPERVISION

Students should not enter the school grounds before 8:30am and must leave promptly at 3:00 pm unless waiting for a school bus. School assembly starts each day at 8:50am. Students attending school between 8:30 and 8:50am must go to Area A where they will be supervised by a teacher on duty.

When students arrive at school they are required to go to the assembly area. The basketball courts and the whole of the area out the back of the school are out of bounds. Bike racks are located inside the school grounds near the Counsellors' office. It is most important that students exercise care in road safety as they are coming to and from school.

TOILETS

The main toilets are open before school, at recess and at lunch. Students are expected to use the toilet facilities at these times. If there is an urgent need to use the toilet during class time, the student is to ask the teacher who will issue a pass. Students should then present to Mrs Langley with their toilet pass. Parents of students with medical conditions should contact the Front Office to discuss their needs.

VALUABLES

Students are encouraged NOT to bring valuables including large amounts of money, to school because of the danger of loss. If you must bring valuables to school, contact the Deputy Principal who will arrange for safekeeping. The school accepts no responsibility for loss or damage of valuables.

VISITORS TO THE SCHOOL

All visitors to the school are requested to call at the front office. This is a Work Health and Safety requirement. The school must know who is on school premises at all times. This also applies to parents collecting their children during school hours.

YEAR DAYS

Throughout the school year at Narrandera High School each year group participates in “Year Days”. These days provide a chance for students to develop communication skills and interpersonal skills. Students bond as a group through team building activities. It also provides the opportunity for students to develop relationships with their year advisors to allow them to work with students to develop individual goals for their future.



COMMUNICATION

School office hours are 8:00am to 3:30pm. Sometimes it can be confusing to know exactly who to contact about an issue or concern at school. The following has been developed to try and help you get in touch with the right person to assist you.

If calling the school, our administrative staff **WILL** ask you what your call is about. Please cooperate with this request as they are simply trying to put you in contact with the appropriate person, otherwise you may end up talking to someone who can't help you.

CLASSROOM TEACHER

- Concerns regarding a specific class
- Questions or concerns regarding an assessment task from a specific class
- Behaviour concerns in a specific class (Step 1)

HEAD TEACHER

- Questions regarding N Warning Letters
- Extensions on assessment tasks or appeals
- Doctors certificates relating to a medical issue impacting an assessment task
- Class placement concerns or questions (Year 9 and 10)
- Behaviour concerns in a specific faculty (Step 2)

GIRLS SUPERVISOR

- Any issue where the student would feel more comfortable discussing it with a female member of staff

YEAR ADVISOR

- Welfare issues (wellbeing, concerns regarding social issues)
- Class placement concerns or questions (Year 7 and 8)
- Ongoing medical issues that the staff need to be made aware of that is impacting their schooling
- Most other concerns (if in doubt, the Year Advisor should be the first point of contact with the school. They can then assist you to find the right person)

DEPUTY PRINCIPAL

- Behaviour or discipline issues of a whole school or serious nature (step 3)
- Questions or queries about subject selection or timetabling
- Bullying issues

PRINCIPAL

- Long term absences from school that require Principal approval
- Enrolment interviews
- School leavers

ASSEMBLIES

Full school assemblies are held each morning at 8:50am. Students assemble in the Quadrangle and line up in year groups.

On special occasions, a Formal Assembly will be held in the school hall. On these occasions students may be given special directions by the teacher in charge. These are used to reward student achievement and display students' work. A personal invitation is sent to parents whose children are receiving awards.

NEWSLETTER

A school newsletter is released twice a term. The newsletter can also be sent as an email upon request. It is also published on our website. A small number of hard copies are printed and are available from the front office.

WEBSITE/SOCIAL MEDIA

Parents are encouraged to visit our website <http://www.narrandera-h.schools.nsw.edu.au/>

The website provides information on what's been happening in the school and also provides a calendar of events.

Regular updates are posted on the schools Facebook page. Search Narrandera High School.

PARENT INFORMATION NIGHTS

Parent Information Nights are held for Stage 6 elective subject selection, incorporating careers/university options and also incoming Year 7. These nights provide the opportunity for parents to meet teachers and discuss any questions they may have.

REPORTS

Reports are issued at the end of each Semester.

PARENT/TEACHER INTERVIEWS

These provide an opportunity for parents and teachers to meet and to discuss students' progress and are held early (Stage 6) and mid (Stage 4 & 5) June each year. Please remember that you are more than welcome to contact with school at any time to arrange to meet with your child's teachers and are not restricted to Parent/Teacher Interview evenings.

PARENT INVOLVEMENT

UNIFORM

We are a school that requires all students to wear uniform. However, it is valuable to consider why we wear uniform. There are a number of powerful reasons:

- **We are all seen as equal**—The wearing of uniform means that people are not misjudged as individuals by something as superficial as the clothes they wear
- **No competition**—The forces of fashion are very strong. Without a uniform, many students would compete in a fashion stakes
- **We are all members of one community**—By wearing uniform we identify as one group. Without it there would be greater splinter groups based on clothing styles
- **Safety**—Uniforms help make our school safe. We can more easily identify people who should not be within the school and who could place students at risk. We can also identify you more easily if you need assistance because your uniform says you are one of us
- **Members of a team**—We all enjoy and take pride in being part of a successful team. The community recognises and supports us in wearing our school uniform with pride
- **But we are all individuals**—Yes, we are and in a way by wearing uniform we are foregoing some of that individuality. However, we can express our individuality in a variety of ways through our achievements and contribution in academic, sporting, musical, social, technological and creative aspects of school life. We feel that the many benefits of proudly wearing our school uniform contribute to making our school a positive learning community.

If a student cannot wear their uniform for any reason they must bring a note signed by their parent/guardian to their year advisor before school. They will be issued with an out of uniform permission note for the day.

Note—School spray jackets may be worn by girls and boys as part of the school uniform. Seniors may wear the official spray jacket which is predominantly navy blue. In some practical classes it may be necessary to wear a hair net when working near or with machinery. Protective clothing or goggles may also be required.

School uniform is to be worn each day and on all occasions where the student is representing the school (ie, trips and excursions), unless otherwise instructed. Students' names should be clearly marked on all items for easy identification in case of loss.

SAFETY NOTICE

It is a Department of Education and Communities requirement that Leather Lace-Up shoes must be worn in all practical lessons. These shoes provide proper safety and foot care. Sports shoes should only be worn for sports lessons.

No Jewellery, except small sleepers or studs may be worn. No cosmetics are allowed at school.

Junior Boys	Senior Boys
Summer	Summer
Grey shorts	Grey shorts
Blue school polo shirt with logo	White school polo shirt with logo
Grey socks	Grey socks
Maroon school jumper	Maroon school jumper
Maroon and Gold school spray jacket	Blue and White senior spray jacket
Black leather lace-up school shoes	Black leather lace-up school shoes
Winter	Winter
Grey long trousers	Grey long trousers
Blue school polo shirt with logo	White school polo shirt with logo
Grey socks	Grey socks
Maroon and Gold school spray jacket	Blue and White senior spray jacket
Black leather lace-up school shoes	Black leather lace-up school shoes
Junior Girls	Senior Girls
Summer	Summer
Blue and White check pattern skirt	Light blue skirt
White school polo shirt with logo	White polo shirt with logo
White short socks	White short socks
Maroon school jumper	Maroon school jumper

Black leather lace-up school shoes	Black leather lace-up school shoes
Winter	Winter
Maroon knee length check skirt or plain maroon trousers	Maroon knee length check skirt or plain navy trousers
Black opaque tights with skirt or white short socks with trousers	Black opaque tights with skirt or white short socks with trousers
White school polo shirt with logo	White school polo shirt with logo or white collared shirts with logo optional
Maroon school jumper	Maroon school jumper
Maroon and Gold school spray jacket	Navy and White school spray jacket
Black leather lace-up school shoes	Black leather lace-up school shoes
PE and SPORT (Boys and Girls)	
Sports Shoes	Students are expected to change into their sports uniform when participating in PE lessons. Students may wear their PE clothes to school on Sports Day (WEDNESDAY).
White ankle socks	
Black sports shorts	
School sports polo shirt	
Plain black tracksuit pants (Winter)	
REPRESENTATIVE UNIFORM	
Girls	Boys
Representative Blazer	Representative Blazer
Maroon knee length check skirt	Grey long trousers
Black opaque tights	Grey socks
White collared blouse	White collared shirt
Black leather lace-up school shoes	Black leather lace-up school shoes
School tie	School tie

The following items of uniform are available only from the school. Some items may need to be fitted and ordered.

- Representative Blazer
- School Tie
- Junior and Senior bucket hats

Note—Uniform items are available from Robinson's Department Store, including material for girls summer and winter skirts. Navy and Maroon trousers are also available at Country Flair.

A winter skirt pattern is available from the school office.

There is no excuse for any student not to have the correct uniform, including correct, sale footwear.

STATIONARY

Year 7 book packs are sold at Narrandera Newsagency. Requirements are:

- 7 x A4 128 page exercise books (covered and labelled clearly)
- 1 x A4 192 pages Maths grid book (5mm)
- A3 Art Drawing Book (Plain sheets)
- Glue
- Geometry Set
- Ruler
- Red, Blue and Black pens
- HB Pencil
- Eraser
- Calculator - Scientific (only available at NHS \$25.00)
- Highlighter

All other years require similar stationary and must have new books at the commencement of the new school year (Term 4).

PARENTS & CITIZENS ASSOCIATION

The P&C meets on the second Tuesday evening of each month, during school terms, at 7:30pm in the Meeting Room. Parents are urged to join the P&C Association and to attend meetings and make it a strong and influential body. Through these meetings you will be able to take part in the decisions involving the school. Members for school policy making committees are also recruited from the P&C.

CANTEEN

Our school has a well-stocked canteen run by the Parents and Citizens Association, which provides nutritious lunches, other foodstuffs, fruit and drinks. Lunches are to be ordered prior to morning assembly. Profits from the Canteen are donated to the P & C Association to assist the school to purchase many of its requirements.

Your support of the Canteen helps maintain the resources at Narrandera High School. Daily canteen specials are posted on our Facebook page.



SCHOOL CONTRIBUTIONS

Your assistance is invaluable.

The General School Contribution is exempt for the third child in the family.

Please note: Distance Education Courses have an additional fee. Details from Mr Ireland. Families requiring assistance, please contact Mr Gawne or Mrs Milne.

	7	8	9	10	Stage 6
General School Contribution	50	50	50	50	55
Subject Material Contribution					
Agriculture			50	50	50
Art	15	15	50	50	100
Design & Technology					100
Drama			10	10	
Food Technology			60	60	135
Industrial Technology - Metal			75	75	
Industrial Technology - Timber			75	75	
Information & Software Technology			15	15	40
Instrument Hire			50	50	100
iStem			50	50	
Music			35	35	20
Photography					150
Technology (Mandatory)	30	30			
Textiles			75	75	

INVOICING

Families are issued Statement of Accounts at the beginning of Terms 1, 2 & 3. Payment options are listed below.

PAYMENT OPTIONS

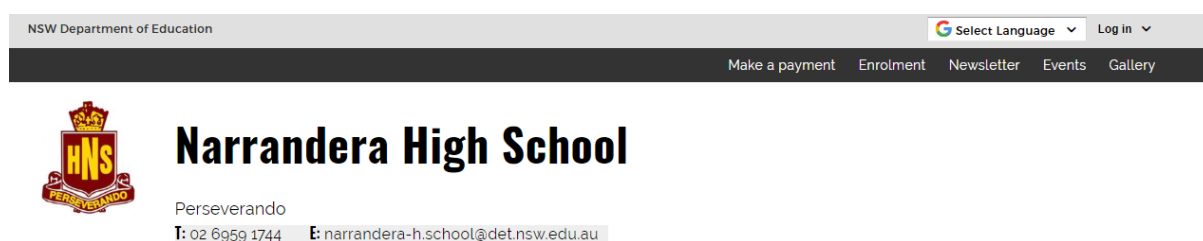
Payment for School Fees can be made by the following methods:

- Cash/Cheque
- Eftpos (No cash out)
- Credit Card
- Over the counter
- Parent online payment portal

<http://www.narrandera-h.schools.nsw.edu.au/>

Payments can be made using Visa/MasterCard credit /debit card. The payment page is accessed from the front page of the school's website. Once selected, the

\$ Make a payment tab will transfer you to the secure Westpac banking page.



ENROLMENT

Parents/Carers wishing to enrol their children at Narrandera High School are required to fill out an Application for Enrolment form and also make an appointment to see the Principal (with the exception of transition from Year 6 to 7).

The following needs to be included when the enrolment form is returned:

- Students Birth Certificate or Identity documents
- Proof of student's residential address (Council Rates, Electricity account etc)
- Paperwork for any Learning Support/Disability needs
- Any Medical/Healthcare plans, including Asthma and Emergency Action Plans
- Copies of latest school reports

NARRANDERA HIGH SCHOOL FLOOR PLAN

