



# *Information Booklet 2017*

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Facebook: Temora High School

Principal: Mr Pat Nethery

Deputy Principal: Mrs Kylea Rowing



Education

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# Principal's Welcome

Temora High School (THS) is a dynamic learning community committed to providing every student with the opportunity to excel and achieve their personal best through outstanding teaching and learning practices, in a safe and happy environment.

The promise, and the challenge, of public education at THS is to welcome and share the responsibility with all students, families and communities of all aspects of a young person's development – physical, intellectual, creative, emotional, social and moral. Temora High School's (THS) mission is to provide opportunities for students to achieve excellence in academic, cultural, sporting and civic endeavours in an environment conducive to learning, teaching and friendship.

THS provides an ordered and inspiring atmosphere where student well-being, as well as, enhanced academic, cultural and sporting outcomes are delivered. We cater for students who are gifted and talented and for those requiring support for learning difficulties. Quality academic and vocational programs are available to meet the needs of all students.

Innovative and strategic programs to engage our students and enhance their spirit are at the forefront of our daily work. THS possesses a wonderful tradition of high achievement, high standards and high expectations. We boast a committed staff whose qualifications, experiences and achievements deliver a quality classroom product.

We are tolerant and understanding of all students. We acknowledge that all students have rights but expect them to recognise over time, that they also have responsibilities to themselves, their peers, the staff, their parents and anyone else who is assisting them in their education.

The students at THS benefit from:

- Innovative teaching in well managed classrooms
- Committed teaching and support staff who are dedicated and caring
- Specialist tuition for individual enrichment and remediation programs
- A strong team of staff to advise/support students; Year Advisers, Girls' Supervisor, Careers Adviser, Counsellor and Chaplain
- Staff who run and assist in welfare programs for students that address social issues; drug and alcohol education; resilience training; anti-bullying programs and anger management
- Study skills, mentoring seniors and access to school counsellor.
- Well defined school uniform, welfare and discipline policies and clearly defined outcomes in each course, forming the basis of reporting to parents and students.

At THS we aim to be a centre of sustained quality teaching practices that lead to the continued improvement in student learning and to demonstrate, develop and share high quality teaching. Our students achieve commendable results in NAPLAN, Record of School Achievement (ROSA), HSC and other external examinations. An important feature of our school is the support that is offered to each student. Special programs address the needs of those with specific needs.

We are determined not only to give Temora students the best education, but provide them with the most pleasant school environment conditions. We are continually upgrading the grounds and surrounds, as well as, the infrastructure. Great teaching demands an extraordinary amalgam of intellect, craft, character, creativity, subject-knowledge, humour and appreciation of the student. Too often teaching is seen as a hard job deserving of acknowledgement, rather than a complex and clever job deserving of respect and admiration.

Parents of students at Temora High can be confident that the teachers of their children are part of a community of men and women who have the capacity to make a difference in the lives of their children. What has been made clear to me at THS is the respect and high regard that the overwhelming majority of students and parents have towards their teachers.

At THS the core values are taught every day – respect, responsibility, integrity, excellence, co-operation, participation, care, fairness and democracy. Rules based on the core values are incorporated into our Welfare and Discipline Policy. These values are reinforced in all school activities, including community service programs, in fact in everything we do.

We celebrate our successes at Temora High as well as being prepared to fail when taking risks. We see merit in finding things that can make a positive contribution. We thoroughly enjoy what we are doing here as a community; teaching, learning and building relationships.

THS prides itself on delivering many and varied significant programs and initiatives. These have included:

- Senior Failsafe and Private Study
- Fine Young Aussie Awards presented by Rotary
- Public Speaking & Debating Programs
- RYPEN Environmental initiatives for students
- Riverina and CHS Sporting Competitions
- Weekly sport on Wednesday
- Work Placement and Experience
- STARS Excursions
- Mentoring of Intern & Practicum students
- Media Studies and compilation of Student Newsletters and the annual Bundawarra
- CSIRO Country Area Foundation Scholarships
- School Beautification Programs
- "Lads and Ladies Eleven" Social Skills Program
- School Cabaret
- "Iron Chef" Hospitality Challenge
- Red Shield Day fundraiser with Temora Schools
- Wagga Eisteddfod
- Golden Plains Dramatic Minds Festival
- Wagga Jazz and Blues Festival
- THS Stage Band
- Mainstream teachers in Support Unit
- THS Excursions and Trips
- Student Representative Council
- THS Outreach Centre
- School Spectacular Excursion
- Lectures & Performances at CSU, Wagga
- Peer DEAR Literacy Tutoring Program
- Mathematics Challenges
- Gifted and Talented Programs
- Transition and Induction Programs
- Assisting at Primary Schools Sports Carnivals, Outdoor Education programs and Primary student Peer Tutoring
- Scientists in Schools Program
- THS teachers to CSU practicum days
- RAGE Program
- Careers guest speakers and events
- Temora's Got Talent
- State Regional Dance Ensemble
- Riverina Dance Festival
- Riverina Drama Camps
- Education Week Performances
- Riverina Art Camp
- Student Leadership Trips
- Darwin Excursion
- Goldenfields Learning Community
- Temora School's Chaplaincy
- Red Balloon Day
- University links including guest lectures CSU and Beyond the Line university students
- Riverina Regional Director's exhibition
- Temora and Beyond
- History Excursions to Temora Aviation Museum

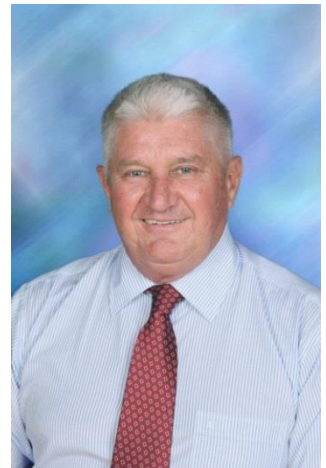
Students are encouraged to ask questions, seek advice and apply themselves to their studies with energy and enthusiasm. Their consideration of others in this pursuit is imperative. Respect for their teachers, their peers and themselves is expected. At THS the act of sharing, assessing and celebrating learning activities provides intrinsic motivation for us all and sets up the potential for future connections and progress. The fundamental human quality of enjoying a sense of progress and achievement is, I believe, experienced by most, if not all parents and community at THS. This good relationship which we have built with the parent body and community reinforces learning, validates effort and leads to future possibilities of success.

We have a well-equipped school with a suite of new technology including i-pads, updated computers, laptop trolleys and banks to give students access to the best classroom technology available, including videoconferencing, and interactive whiteboards. Staff at THS has access to computerised data to help diagnose learning problems and extend students. We are determined to provide better facilities, new technology and equipment to students and make schooling enjoyable and productive. We were successful in attracting \$1,000,000 in Federal Government funding to build the new Trade Skills Centre (TSC) @ THS catering for Metals machining and Construction. The school has a Performing Arts Centre (PAC), undercover COLA, Support Unit undercover COLA play area, state of the art Science Labs and a Hospitality kitchen, disabled pathways and ramps, automotive workshops, Agricultural plots and equipment.

These are the reasons why parents send their children to THS and these are the reasons why we are proud to teach these children.

This booklet has been prepared to welcome you and to assist you to settle into secondary education at Temora High School. We hope that you will read this handbook carefully so that you will be familiar with the school procedures as you begin this new, different and exciting phase of your education.

Mr Pat Nethery  
Principal



## General Information

<b>School Address</b>	Anzac Street, Temora, NSW 2666
<b>Phone Number</b>	(02) 69 77 1988
<b>Fax Number</b>	(02) 69 77 4197
<b>Email address</b>	<a href="mailto:temora-h.school@det.nsw.edu.au">temora-h.school@det.nsw.edu.au</a>
<b>Website</b>	temora-h.schools.nsw.edu.au
<b>Facebook</b>	Temora High School
<b>Area</b>	Cootamundra Network
<b>School Motto</b>	<p><b>Respice Finem: “Looking Toward the Goal”</b></p> <p>While at school, students should be working towards the ultimate goal in life - to be responsible citizens and to achieve their personal goals.</p>
<b>School Colours</b>	<p>The school colours are black and red. They can be seen on the school emblem and flag. The school sports’ uniform is black and red. The school colours serve as a reminder that students are not only an individual, but also a part of the school team.</p>
<b>School Information</b>	<p>Temora High School (THS) with 370 students from Years 7-12, is located 90 km north of Wagga Wagga. The school serves a strong, progressive, active, safe and supportive rural community in the northern Riverina.</p> <p>THS has long been regarded as an outstanding, cohesive and successful rural high school. Teachers at the school deliver a broad range of courses and programs including extension mathematics and English, physics and chemistry, visual arts, music, drama, dance, language, stage band and sport.</p> <p>Student welfare and student leadership complement a strong and expanding vocational education and training focus, as well as a broad range of career initiatives within the school.</p> <p>There is an emphasis on developing well rounded, innovative and self-directed learners with a focus on an e-learning culture that values innovation and creativity. Sport, the Arts, Science and Technology and future pathways into trades as well as tertiary institutions have long been strengths of the school.</p>

# Core Values

At THS the core values are taught every day.

## **Respect**

Having respect for people and their different opinions, and upholding the law.

## **Responsibility**

Being accountable for your individual and community actions towards yourself, others and the environment.

## **Integrity**

Being honest and trustworthy

## **Excellence**

Striving for the highest personal achievement in all aspects of life.

## **Cooperation**

Working together, supporting others and resolving conflict positively.

## **Participation**

Being a proactive and productive individual.

## **Care and compassion**

Care for yourself, other people and the environment, demonstrating empathy and compassion.

## **Understanding, tolerance and inclusion**

Supporting the principles of social justice and opposing prejudice, dishonesty and injustice. Promoting the rights, freedoms and democratic responsibilities of people.

## Temora High School Expectations

*Strive towards the goal*

<b>Respect</b>	<b>Responsibility</b>	<b>Pride</b>	<b>Achievement</b>
<ul style="list-style-type: none"><li>• Value everyone</li><li>• Speak politely</li><li>• Be kind and caring</li><li>• Maintain personal space</li></ul>	<ul style="list-style-type: none"><li>• On time, ready to learn</li><li>• Follow instructions</li><li>• Bring Equipment</li><li>• Own your behaviour</li></ul>	<ul style="list-style-type: none"><li>• Display citizenship</li><li>• Care for property</li><li>• Keep it clean</li><li>• Right clothes, right place</li></ul>	<ul style="list-style-type: none"><li>• Positive participation</li><li>• Respect the learning of others</li><li>• Learn, persist, grow, thrive</li><li>• Celebrate our success and aim high</li></ul>

# Teaching Staff 2017

**Principal - Mr Patrick Nethery**

**Deputy Principal – Mrs Kylea Rowing**

## **Careers Adviser**

Miss Sharon Kenaly

## **Creative & Performing**

### **Arts**

Mrs Anne Cooper  
Mrs Sheree Elwin  
Ms Alana Hester  
Mr Nick Willoughby

### **English, History, LOTE**

Mrs Sue James HT  
Mrs Jill Corby  
Mrs Michelle Groth  
Ms Tracy Harper  
Mr Bob Hudson  
Ms Jenni Lewis  
Ms Meredith Starke  
Mrs Trish Willoughby

### **HSIE**

Mr Gary Tagliabue HT  
Mr Graham Angel

### **Mathematics**

Mr Roger Bradtke, HT  
Mrs Vicki Breust  
Adam Chandler  
Mr Brett Inch

### **PDHPE**

Mr Tony Stringer  
Miss Kate Bruce  
Mrs Brianna Schiller

### **Science**

Mrs Moira Burns HT  
Mr Ross Devereux  
Mr Ian Groth  
Mr Jonathan Irvine  
Mr Daryl Williams

### **Teacher Librarian**

Mrs Robyn Tagliabue

### **Technology & Applied Studies**

Mr Simon Gaynor HT  
Mr Liam Hackett  
Mr Jason Milnes  
Ms Helen Moses

### **Support Unit**

Mrs Jo Croft  
Mrs Elizabeth LaTrobe  
Mrs Toni Ruskin

### **School Counsellor**

Mrs Jo Brennan

### **Outreach Centre**

Mrs Tennille West

### **Administration Staff (SAO)**

Mrs Tanya O'Reilly SAM  
Mrs Gillian Bett  
Mrs Debbie Englert  
Mrs Cathy Fritsch  
Mrs Julie Mueller  
Ms Helen Tyack

## **Student Learning**

### **Support Officers (SLSO)**

Mrs Angela Breust  
Mrs Louise Brewer  
Mrs Sharree Goesch  
Mrs Louise LaTrobe  
Mr Terry Mannion  
Mrs Denise Miller  
Mrs Laura Mocchi  
Miss Jessica Reid  
Mrs Donna Tudulu

### **General & Farm Assistants**

Mr David Field  
Mr Terry Mueller

### **Technology Support**

Mrs Roslyn Leary

### **Canteen Supervisor**

Mrs Kim Breust

### **Year Advisers**

Year 12: Mr Liam Hackett  
Year 11: Mrs Liz LaTrobe  
Year 10: Mrs Kristy Wallace  
Year 9: Ms Tracy Harper  
Year 8: Mrs Jo Croft  
Year 7: Mr Graeme Angel

## **Student Wellbeing**

Our school places great importance on student wellbeing and has provided a network of people who are able to assist those experiencing difficulties. Regular communication between teachers, the counsellor and parents is encouraged.

### **Wellbeing assistance for students**

All teachers and the school executive provide welfare support for students, but there are some specific welfare services to provide extra assistance if it is required.

**Parents and students concerned about student wellbeing can contact the Year Adviser, Deputy Principal, School Counsellor, Learning and Support Teacher, Girls advisor and/or the careers Adviser.**

## **Staff Roles**

### **PRINCIPAL – Mr Pat Nethery**

Principals oversee the total operation of the school. They are accountable for the education and welfare of all students at Temora High School. Providing a safe and caring environment for staff and students so that effective teaching and learning can take place is a paramount aim of the school. The Principal encourages open, frank lines of communication with students, staff and parents/carers and is available to discuss any matter of concern. Parents/Carers in particular are encouraged to contact the Principal, by phone through the Administration Office, if they have any matter that they wish to discuss. Early discussion and intervention will often prevent misunderstanding from occurring. It is obvious that student potential is best realised when a close, open and harmonious relationship is maintained between school and its parents/carers. The Principal oversees the Student Welfare Network in the school. They are available and approachable to all students. The Principal encourages practices which lead to self-discipline and high self-esteem amongst the school population.

### **DEPUTY PRINCIPAL – Kylea Rowing**

We welcomed Mrs Kylea Rowing in 2016 as she commenced in the Deputy Principal role at THS. The Deputy Principal is responsible for a number of areas of the school. They oversee the day to day routine of the school. The Deputy's main role is in student welfare and discipline. In this area, they:

- are available and approachable to discuss any problems confronting students
- liaise with Year Advisers, Home School Liaison Officer, School Counsellor, Chaplain, Police and other authorities as required
- co-ordinate behaviour management, supervising the Sentral system of record keeping of negative, positive, N award and welfare issues
- provide the appropriate link in the 'Chain of Discipline'
- consult with parents/carers.

### **SCHOOL ADMINISTRATIVE AND SUPPORT STAFF**

Temora High School has the advantage of having an experienced and caring SASS team available to assist parents/carers, students and staff. SASS are available to give students information concerning a wide range of activities including payment of voluntary contributions, excursion information, taking bookings for visiting performances, locating teachers, timetable problems, lost property and late students. The first aid officer also cares for any students who become ill or injured while at school. The school also have staff as Library assistant, Food Technology Assistant and Science Assistant. They all play a valuable role in preparing equipment and resources for lessons and learning.

### **COUNSELLOR – Ms Jo Brennan**

The School Counsellor is part of the school's team of people providing for the special needs of all students. School Counsellors are experienced teachers and educational psychologists who will assist, advise or counsel individual students or parents on matters of the student's personal welfare, i.e. educational, social, personal or emotional. The school has a School Counsellor available two days per week. Counselling services are provided for the benefit of school students and therefore are available to all children for whom the government school system may be responsible and to their teachers and parents/carers. Parents and students can complete referrals for counsellor support.

Our School Counsellor provides:

Individual psychological and educational assessment and counselling in relation to matters as:

- the placement of individual children with special needs
- special transfers from one school to another
- special provisions for external examination

### **GIRLS STUDENT ADVISER – Mrs Robyn Tagliabue**

The Girls Adviser offers counselling and gives guidance to girls in areas such as conduct, grooming, home study, problem situations both within and outside of school.

### **CHAPLAIN – Miss Nisha Reid**

The school community has chosen to employ a Schools' Chaplain funded by the Australian Government Department of Education, Employment and Workplace Relations under the National School Chaplaincy and Student Welfare Program. Participation in any program or service conducted by the School Welfare Chaplain is voluntary. Families may opt out by contacting the Deputy Principal at THS.

The School Welfare Chaplain will:

- operate within and promote the core values in NSW Public Schools
- provide care and support to students
- provide comfort and appropriate referral in times of grief and other critical events
- listen to students, parents/carers and staff who express a desire to share concerns
- support all whole school student wellbeing initiatives including camps, assemblies and other relevant initiatives and programs
- support students and staff in their learning environments e.g. Library, classes, sport
- respond to student queries about spirituality whilst respecting their family's convictions

### **CAREERS ADVISER – Miss Sharon Kenaly**

The Careers Adviser is responsible for all aspects of Careers Education including formal teaching programs, work experience, individual careers counselling, parents interviews and senior subject selection. The Careers Adviser's role is to help students find, and direct students to, information sources which may help them with their chosen career; the role is to help them with their decision making. The Careers Adviser liaises closely with TAFE personnel to implement and arrange courses for senior students. They maintain contact with universities, TAFE, private providers regarding availability of courses and training and with job agencies in order to provide students and their parents with up to date information on employment trends, financial assistance and apprenticeships/ traineeships. Students should seek advice from the Careers Adviser when selecting subjects or electives. Parents/Carers are also welcome to discuss these selections. Students can seek assistance in compiling a resume and all components of job seeking. Parents and students can request interview times by appointment outside normal school hours.

### **LEARNING AND SUPPORT TEACHER (LAST) – Ms Jenni Lewis**

The LAST provides support to students who have individual learning difficulties, considers special provisions, is an integral member of the school Learning Support Team, is the coordinator of homework and assists in the development of effective study techniques.

### **ANTI-RACISM CONTACT OFFICER - Mr Robert Hudson**

The ARCO receives the complaint and reviews incident for a resolution. A suitable project may be set by the ARCO to allow a student to reflect on the causes, reasons or sources of racial comments. The ARCO informs the parties of the grievance procedures existing in the school.

### **YEAR ADVISERS**

The Year Advisers play an important role within the school life of all students. The role is a voluntary one, which barring transfer by student or teacher, usually commences in Year 7 and follows the same group of students as they progress through their high school years. The Year Advisers are the constant 'someone' on whom the student can rely to help point the way to someone who can help sort out any problems or difficulties he/she may be experiencing.

Often the Year Adviser will be the first point of contact for parents/carers too, as they have a need to discuss aspects of their children's education or welfare.



Mr Graham Angel  
Year 7, 2017



Mrs Jo Croft  
Year 8, 2017



Ms Tracy Harper  
Year 9, 2017



Mrs Kristy Wallace  
Year 10, 2017



Mrs Liz LaTrobe  
Year 11, 2017



Mr Liam Hackett  
Year 12, 2017

## Bell Times

The School day commences with Roll Call at 8.52am. The school day commences with Roll Call at 8.52am. Students should not arrive at school until 8.30am. Lessons conclude at 3.30pm.

Normal classes are 1 hour in duration. Years 7-10 complete a DEAR (Drop everything and read) program during period 5 on Monday, Thursday and Friday. Each Wednesday there is a 20 minute segment for either a full school assembly, a SWOT lesson or a Year meeting which are rotated. All students in Years 7-10 will participate in sport every Wednesday. Year 11 students can choose to complete either sport or Failsafe during Wednesday afternoon. Year 12 students have mandatory Failsafe during Wednesday afternoon.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
Rollcall	8.52am-9.00am	8.52am-9.00am	8.52am-9.00am	8.52am-9.00am	8.52am-9.00am
Period 1	9.00am-10.00am	9.00am-10.00am	9.00am-10.00am	9.00am-10.00am	9.00am-10.00am
Period 2	10.00am-11.00am	10.00am-11.00am	10.00am-11.00am	10.00am-11.00am	10.00am-11.00am
Recess	11.00am-11.20am	11.00am-11.20am	11.00am-11.20am	11.00am-11.20am	11.00am-11.20am
Period 3	11.20am-12.20pm	11.20am-12.20pm	11.20am-12.20pm	11.20am-12.20pm	11.20am-12.20pm
Period 4	12.20pm-1.20pm	12.20pm-1.20pm		12.20pm-1.20pm	12.20pm-1.20pm
Assembly			12.20pm-12.40pm		
Lunch	1.20pm-2.10pm	1.20pm-2.10pm	12.40pm-1.30pm	1.20pm-2.10pm	1.20pm-2.10pm
Period 5	2.10pm-2.30pm Yrs 7-10 DEAR	2.10pm-3.10pm Yrs 7-10 DEAR	SPORT	2.10pm-2.30pm Yrs 7-10 DEAR	2.10pm-2.30pm Yrs 7-10 DEAR
Period 6	2.30pm-3.30pm			2.30pm-3.30pm	2.30pm-3.30pm

## Reading Your Timetable

Students will receive a copy of your timetable on your first day. In 2017 Parents will also be able to access it through the Parent Portal (logon information will be supplied). It is personalised for you, so it is very easy to follow. It is the student's responsibility to carry their own timetable and to be prepared for the scheduled classes on each day. Students who misplace or forget their timetable may approach the administration office to ask for a replacement. Temora has a two week cycle (Week 1 and Week2) which are rotated. See example below.

MON 1.		TUE 1.		WED 1.		THU 1.		FRI 1.		MON 2.		TUE 2.		WED 2.		THU 2.		FRI 2.	
AM		AM		AM		AM				AM		AM		AM		AM			
p.1	16DT2 MOSH 12	p.1	16DT2 MOSH 12	p.1	16GEG WILN 15	p.1	16ENG STAM 05	16GEG WILN 15	16ENG STAM 05	p.1	16DT2 MOSH 12	p.1	16SCG BURM 25	p.1	16LIG TAGR LIB	16DT2 MOSH 12			
p.2	16SCG BURM 17	p.2	16MA2 INCB 10	p.2	16MA2 INCB 10	p.2	16SCG BURM 25	16MUG WILN 15	16GEG WILN 15	p.2	16ENG STAM 05	p.2	16MA2 CHAA 10	p.2	16MA2 INCB 10	16KOG JAMS 05			
p.3	16KOG JAMS 05	p.3	16SCG BURM 17	p.3	16PDG ELWS MPU	p.3	16KOG JAMS 05	16SCG BURM 17	16MUG WILN 15	p.3	16ENG STAM 05	p.3	16PDG ELWS MPU	p.3	16ENG STAM 05	16ENG STAM 03			
p.4	16ARG HACL 16	p.4	16KOG JAMS 05	p.4	MEET	p.4	16ARG HACL 16	16MA2 CHAA 10	16MA2 CHAA 10	p.4	16PDG BRUK 23	p.4	MEET	p.4	16SCG BURM 25	16MA2 INCB 10			
p.5	DEARH MILJ 14	p.5	16ARG HACL 16	p.5		p.5	DEARH MILJ 14	DEARH MILJ 14	DEARH MILJ 14	p.5	16SCG BURM 23	p.5		p.5	DEARH MILJ 14	DEARH MILJ 14			
p.6	16ENG STAM 05	p.6		p.6		p.6	16PDG BRUK 23	16DT2 MOSH 12	16GEG WILN 15	p.6		p.6		p.6	16KOG JAMS 05	16GEG WILN 15			
PM		PM		PM		PM				PM		PM		PM					
Duty		Duty		Duty		Duty				Duty		Duty		Duty					

MON 1.		TUE 1.		WED 1.	
AM		AM		AM	
p.1	16DT2 MOSH 12	p.1	16DT2 MOSH 12	p.1	16GEG WILN 15
p.2	16SCG BURM 17	p.2	16MA2 INCB 10	p.2	16MA2 INCB 10
p.3	16KOG JAMS 05	p.3	16SCG BURM 17	p.3	16PDG ELWS MPU
p.4	16ARG HACL 16	p.4	16KOG JAMS 05	p.4	MEET
p.5	DEARH MILJ 14	p.5	16ARG HACL 16	p.5	
p.6	16ENG STAM 05	p.6		p.6	
PM		PM		PM	
Duty		Duty		Duty	

16KOG JAMS 05
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The top text represents the subject.  
In this example 16KOG is the code for Korean for a student in the green class that commenced schooling in 2016

Mondays, Thursday and Fridays have six periods. Tuesdays have five periods. Wednesdays have 3 followed by a meeting/assembly and sport

Some common codes you will find on your timetable

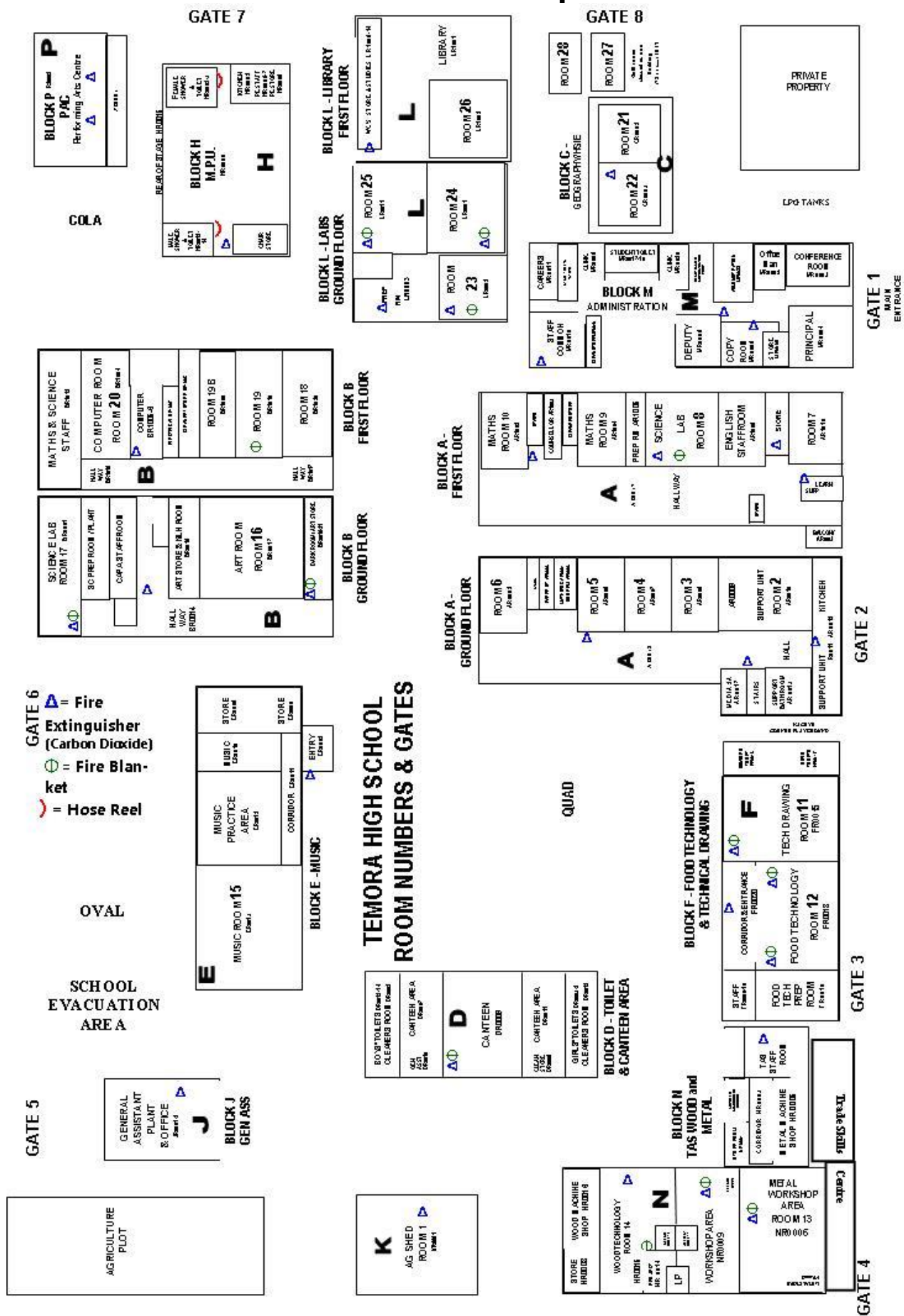
Top texts middle letters:

AR = Art  
DEAR = Drop everything and read  
DT = Technology Mandatory  
EN = English  
GE = Geography  
HI = History  
MA = Mathematics  
MEET = Year meeting or assembly  
MU = Music  
PD = PDHPE  
SC = Science

Bottom Text Rooms:

Rooms Numbered 1—28  
LIB = Library  
MPU = Multi-purpose unit (Hall)  
PAC = Performing arts centre

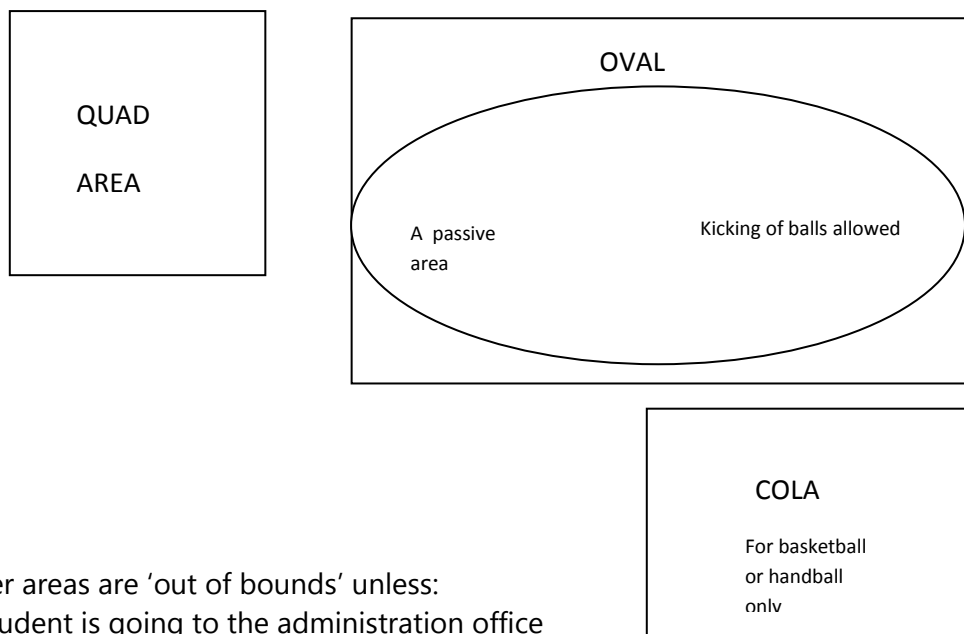
## School Map



## Playground Areas

### Boundaries (In Bounds Areas)

These are areas where students may move freely before school, recess and lunch. During these times, these areas are supervised by teachers. Should a student need assistance, he or she should approach the teacher on duty.



All other areas are 'out of bounds' unless:

- a student is going to the administration office
- a student is going to the library
- moving to an 'Out of Bounds' area with written permission from a teacher: e.g. the agriculture teacher provides a note for an agriculture student to attend to duties in the ag plot
- a student is leaving the school ground with permission (lunch pass or school pass)

## Curriculum

Temora High School offers a diverse curriculum catering for the common and differing needs of students. The NSW school curriculum is organised into key areas of learning as required by the Education Reform Act 1990. The secondary school key learning areas are:

- |                                       |   |
|---------------------------------------|---|
| • English                             | • Technological and Applied Studies (TAS)                     |
| • Mathematics                         | • Creative and Performing Arts (CAPA)                         |
| • Science                             | • Personal Development, Health and Physical Education (PDHPE) |
| • Human Society and Its Environment   |   |
| • Languages Other Than English (LOTE) |   |

During Years 7-10 students must study a minimum number of hours in English, Mathematics, Science, PDHPE, LOTE (Languages Other Than English), Music, Visual Art, Australian History, Geography and Design and Technology.

The structure exists at Temora High for students to study subjects of their choice from a broad offering. Temora High students can be well satisfied with the breadth and depth of subjects offered.

- During Year 8 students are able to study 3 elective subjects over the year, with each subject running for 1 Semester (2 Terms). This is aimed at assisting Years 9/10 elective choices.
- During Years 9 and 10 students are able to study three (3) elective subjects over the two year Stage 5 Course. An information session will be held in Term 3 each year, allowing students to select up to 6 subjects which they would like to study. Elective choices are then given, with students selecting 3 subjects.

- During Years 11 and 12, students select at least 12 units of study, with most subjects being a 2 unit course. English must be studied, but students have a wider choice in their curriculum study pattern. An information session will be held in Term 3 each year, allowing students to select a minimum of 6 subjects which they would like to study. Elective choices are then given, with students selecting their subjects.

Temora High has a unique curriculum structure over Years 11 and 12. Students may elect to take formal subjects on all days except Wednesday. Wednesday is 'FAILSAFE' (Faculty Assisted and/or Independent Learning) day, where senior students use the library to complete independent learning. Teachers are assigned to tutor students. Students are able to apply to work outside the library, depending on their individual plans. e.g. art room, computer room or TAS Building.

Years 7, 8 and 10 complete subject selection. A subject selection night is held in Term 3. All parents and students are expected to attend. Students must consider any fees associated with subjects prior to selection.

## **D.E.A.R. - DROP EVERYTHING AND READ**

Students in Years 7-10 have quiet reading for one hour per week. This occurs in three 20 minutes sessions after lunch on Mondays, Thursdays and Fridays. Temora High School aims to develop a continuing interest in reading - both for pleasure and for continued education. The aims of the program at Temora High School are:

- to encourage students to read actively and improve literacy
- to encourage self-discipline
- to model reading to students
- to provide a settling productive time immediately after lunch
- to allow for intensive assistance to targeted students through our Peer Tutor Program.

### Student Responsibility and Expectations

Students will be expected to bring appropriate reading material to DEAR. This must be a fiction or non-fiction book. All students will be expected to have such a book in their bag at all times. Writing or talking is not permitted during DEAR. Students will be expected to read their book quietly during DEAR. Flicking through newspapers or magazines will not be accepted nor will disruptive or irresponsible behavior. Students are encouraged to borrow from the school library to source reading books for DEAR.

Peer DEAR: Year 7 and 8 students are selected to participate in PEER DEAR during normal dear time at the school library. Students work with a peer tutor in Year 10 to complete activities. Peer dear has been developed to improve literacy and numeracy skills of students. Peer tutors volunteer to participate and complete training at school and through a TAFE delivered program.

DEAR Extra Assistance: For some students who are struggling with completing homework and assessment tasks, the opportunity is given to be withdrawn from their normal DEAR class for a 2 to 5 week period. This allows them to work to complete work. Students can self-nominate for this opportunity by approaching the Deputy Principal. Students may be nominated by staff to attend.

## School Contributions (General)

School contributions provide necessary funds to help provide resources for all students at Temora High. The funds raised are spent on textbooks, sports equipment, library books, examination material, office equipment and photocopying materials.

School contributions are calculated as a general contribution, plus a family contribution plus subject material contributions. Payment of the General School Contribution is a matter for decision by individual parents and care givers and is entirely voluntary, whereas **Subject Material Contributions** must always be paid unless extenuating circumstances have been discussed, in advance, with the Principal. Failure to do so could result in your student being withdrawn from the elective subject and/or THS being unable to offer the elective subject in the future. Our school would welcome your contribution as this will significantly enhance the resources available to students. While the general school contribution is important in the context of the school's overall finances, all parents are assured that no embarrassment or discrimination will occur in our school as a result of non-payment of the contribution. Should you wish, the principal will be pleased to discuss difficulties with you, including exemptions, support and options for payment by installments.

## Contributions Table

Temora High School offers a diverse curriculum which has proved to be highly relevant and worthwhile in today's society, building many skills in our students. The Department of Education & Communities (DEC) does not fund schools for resources and materials used in elective classes and as such the students who choose those electives are responsible for the payment of such supplies. We have chosen to run these elective classes as there has been considerable student interest and also agreement from the parent body that fees will be paid by parents for the benefit of the students. There is no compulsion on the school to continue these subjects and the school can only continue to offer these subjects while the parents are willing to pay the fees attached.

The General School Contributions for **2017** have been set as follows:

### 1. General School Contributions

Base Contribution:	\$50.00
Plus:	\$40.00 for each senior student (Years 11 & 12) in the family
Plus:	\$30.00 for each junior student (Years 7 - 10) in the family
For Example	One senior student: $\$50.00 + \$40.00 = \$90.00$
	One junior student: $\$50.00 + \$30.00 = \$80.00$
ONE senior student + ONE junior student in the same family:	$\$50 + \$40 + \$30 = \$120.00$
TWO junior students in the same family:	$\$50 + \$30 + \$30 = \$110.00$
ONE senior and TWO juniors in the same family:	$\$50 + \$40 + \$30 + \$30 = \$150.00$
THREE junior students in the same family:	$\$50 + \$30 + \$30 + \$30 = \$140.00$

## 2. Subject & Material Fees

Payment of these charges provides the basis of funding for the subjects.

Add these fees to the General School Contribution.

*\*An ELECTIVE subject fee is compulsory. Upon acceptance of a placement in the class you agree to pay this charge.*

SUBJECT	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Technology	\$25	\$25				
Visual Art	\$25	\$25				
*Dance			\$15	\$15	\$15	\$15
*Design & Technology					\$80	\$60 + materials
*Photographic & Digital Media		\$10	\$10	\$10		
*Drama		\$10	\$15	\$15	\$15	\$15
*Visual Art			\$30	\$30	\$50 + materials	\$50 + materials
*Food Tech		\$35	\$80	\$80	\$120	\$120
*Textiles		\$25				
*Industrial Technology Auto			\$80	\$80		
*Industrial Technology Farm Maintenance			\$80	\$80		
*Industrial Technology Metal		\$35	\$80	\$80 + materials		
*Industrial Technology Multimedia					\$30	\$30
*Industrial Technology Timber		\$35	\$80	\$80 + materials	\$100	\$80
*Information Software Technology			\$10	\$10		
*VET - Construction					\$120	\$120
*VET - Hospitality					\$130	\$130
*VET - Metals					\$120	\$120
*VET – Primary Industries					\$80	\$80
<b>The total amount due for students in these years will depend on choice of elective subjects.</b> <b>*Please Note: Yrs 8 - 12 Elective Subject Fees: 50% must be paid by Week 2 in Term 2 with the remainder due by the end of Term 2, 2017</b>						

**What expenses can be paid online?**

- Voluntary School Contributions
- Subject Contributions
- Excursions
- Sport
- Creative and Practical Arts
- Sales to Students
- Other

**How?**

Log onto School site at: <http://www.temora-h.schools.nsw.edu.au/>

Click on "Make a Payment" and follow the prompts to make a payment via Visa or MasterCard.

**Another Option: Direct Debit**

You can also make a direct debit into our account:

Westpac BSB: 032-001

Account Number: 154235

When making a payment please make a notation of what your payment is for.

**Required**

Once you have made a payment you will need to send in the attached slip to make the Administration Office aware of your payment.

**On-Line Payment Acknowledgement**

I have made an online payment, totalling: \$

My receipt number: \_\_\_\_\_

The payment for: \_\_\_\_\_

Student Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Parent/Guardian      Date: \_\_\_\_\_

## Library

**Hours of Operation**

Monday to Friday: 8:30am-3.30pm.

The library has written a Library Use Policy. For a full copy of this policy contact the Administration Office.

**Rules**

- Noise level will be kept to a minimum. This ensures that the library is a pleasant place for both students and staff to use.
- Students are required to leave all bags outside the library. They are advised to remove all valuables from their bags
- All resources which are borrowed or returned must be processed by the library staff at the desk
- Students from any class may be sent to the library for individual research.

**Services**

- borrowing: students may borrow up to three (3) books for a period of two (2) weeks. These loans are renewed if the books are required for a longer period of time.
- photocopying and printing is available to all students in the Library
- senior students and students doing correspondence courses use the library for private study periods
- computers/Laptops/i-pads: available for students to access information using Internet, and/or for students typing and printing assignments
- video-conference and interactive whiteboard (IWB) access may be booked for meeting or class groups
- Kobo e-readers – available for students to read e-books, e-magazines and e-newspapers.

## **Student Representative Council (SRC)**

The Student Representative Council (SRC) is a group of students elected by their peers who work hard to improve school life for everyone. Students vote for their chosen SRC representative on a year list. Four from each year group are elected to the student body. Elections are held early in Term 1 each year. A school Induction Ceremony is held after the elections. Parents/Carers, family and friends are invited to the ceremony. The SRC meets regularly to discuss matters of concern to the student body and to plan events. It plays an important role in addressing student needs and promoting change. Students develop a range of skills including leadership, organisational, communication and negotiation.

## **Sport**

Temora High School has a proud tradition of sporting involvement. Knockout competitions are open to all students in a wide range of sports, from soccer, netball, cricket, basketball, triathlon, volleyball, and many more.

- sport is held every Wednesday afternoon from 1.30pm
- sport is a compulsory part of the school curriculum for all students in Years 7-10
- students in Year 11 may select sport
- the only students excused from participation in sport are those with medical reasons. These students should present themselves, with a note from a doctor, parent or guardian, to the sports organiser on Wednesday morning, when they will be assigned to the teacher responsible for non-sport
- students will have a sports assembly on the oval before a roll is marked and students move to their sport under the supervision of their teaching staff.
- students who bring bikes to school on sport day may only walk them to sport with the group if they also have a helmet with them, as the law requires helmets to be worn whilst riding push bikes in NSW. Bikes must be walked to sport with the group, not ridden. Those students who bring a bike to school without a helmet, must walk to sport and return to school at the end of sport to collect their bike
- failure to attend sport without a legitimate reason, is classified as truancy, and will result in an incident slip being issued.

Students are allocated sports on a rotational basis on those sports days when school sports carnivals do not occur. Sports on offer may include:

- tennis, netball, soccer, softball, cricket, life-saving, basketball, cross country running, softball, badminton, volleyball, touch football, lawn bowls, clay target shooting, hockey, ultimate frisbee and fitness walking.

To cater for bus travellers, sport finishing times will vary according to location.

- sport at school, basketball stadium and swimming pool - 3.20pm
- east of railway line - 3.10pm
- soccer ground and golf course – 3.00pm. (Students should catch their bus at the nearest pick-up point)
- once students are dismissed from sport they are out of the care of the teachers taking sport, and may travel home, be collected by parents or can walk to the high or primary schools to catch buses
- student's who catch buses are to follow any instructions given to them by supervising teachers at the bus stop they are attending, including high or primary school teachers. Failure to follow these instructions will result in the student being banned from catching buses at the primary school and require them to return to the high school bus stop in the future.

## **Student Behaviour at Sport**

The same rules of behaviour apply to sport as to a classroom situation. In cases of extremely bad behaviour where a child's continued presence would disrupt the activity, the child will be returned to school and placed in the charge of the executive. These students will be given a 'Return to School' note (Found inside the sports roll). Students who are poorly behaved at sport may be placed on a sports detention for the following week of sport. Students who owe money for sport will be notified via student's notices. Students who fail to make payment will attend sports detention.

## **Wet Weather Organisation**

In the event of wet weather before sport, the sport organiser and Deputy Principal will decide if sport is to proceed as normal. In the event of wet weather, indoor sports will operate as normal and outdoor sports will be transferred to an indoor venue if possible.

## **Sports Carnivals**

There are two sports carnivals during the school year:

- I. Swimming Carnival: usually Week 3 of Term 1. Students are encouraged to participate in more than one event. Students should wear a wide brimmed hat and sunscreen protection. Lunch is available at the pool.
- II. Athletics Carnival: usually in the last week of Term 1 over 2 days. The main carnival is on the second day for a full day and the 1<sup>st</sup> day of events is held during Wednesday Sport. The Carnival is held at Nixon Park.

Students are encouraged to participate in more than one event. A wide brimmed hat and sunscreen protection are essential. Successful participants can qualify at these carnivals to proceed to zone, regional and state representation.

## **Extra Activities**

Student can participate in the extra activities offered in the school. It is required that students approach the coordinator.

<b>Activity</b>	<b>Staff Coordinator</b>
Debating	Mrs Groth/ Mrs Corby
Band	Mr Willoughby
Tuesday music group	Mr Willoughby
Chess club	Mr Groth
Premiers Sporting Challenge	Mr Stringer
Sports Coordinator	Mr Stringer

## Award/Achievement System

Temora High School prides itself on the opportunities it provides for its students and the way it continually recognises, encourages and rewards positive behaviour.

**Merit System:** Class Merits are awarded to students for a whole range of criteria including excellence in class, improvement, honest effort, above the call of duty, consideration for others, empathy and understanding, initiative, resilience and perseverance. Students must collect awards and submit for further recognition using the following guide.

The awards system Temora High School works in the following way.

Students will receive a 'Class Award' from teachers for many different reasons. When you receive three (3) awards (from any teacher, in any faculty) you are to hand in your awards.

Handing in Awards - There is a box placed at the Front Office (where the runner sits) and the English Staffroom. You are to put your awards in a snap lock bag or have them bound together with a paperclip and place them in one of these boxes. It is your responsibility to hand in your awards.

At the next Year Assembly, you will receive a Bronze Award (+ your original 'Class' awards).

The number of Bronze Awards you have received will be monitored and when you have three (3) Bronze Awards, you will receive a Silver Award + \$5 Canteen voucher.

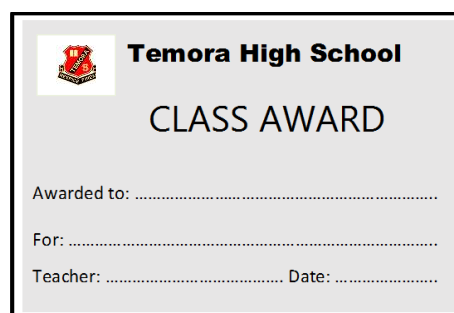
### Structure of the Award System

3 Class Awards = 1 Bronze Award.

3 Bronze Awards = 1 Silver Award + \$5 Canteen voucher

3 Silver Awards = Gold Award + \$ 5 Canteen Voucher

3 Gold Awards = School Medallion.



\*The principal reserves the right to withhold a school medallion if the student has a poor attendance pattern or have had a number of major infringements in the area of behaviour.

**STARS:** Positive rewards excursion. This excursion rewards good behaviour and attendance by providing an opportunity for students to go on an excursion in Temora or to Wagga Wagga. Students must attend school more than 85% of the time and have no more than two action slips or 8 record slips (or combination of the two) in a semester to be eligible to attend. Students will be advised if they are not eligible to attend STARS

**Semester Grading Certificates:** These are awarded for satisfactory work application and effort, attendance, uniform and conduct for every semester. In each of their subjects, students are assessed as either satisfactory or unsatisfactory in terms of application, assignment work and homework. If a student has more than three unexplained absences or late arrivals to school, he/she will receive a 'U' for attendance. If a student has three or more incident slips in this period, he/she will receive a 'U' for conduct. For students in Years 7 and 8, a letter will be sent home for students who receive a 'U' in more than one subject, while students in years 9 to 12, a BOSTES N warning letter will be sent home for each 'U' in a subject unless there are extenuating circumstances. For students who do not receive any 'U's a Certificate of Merit will be issued each semester. This may qualify a student for the Annual Certificate of Merit to be awarded at Presentation Day at the end of the year.

**Annual Merit Certificates:** These are awarded to students who have not received any 'U' gradings throughout the year. These are presented on Annual Presentation Day. The Principal has discretionary power and may award an Annual Certificate to students.

**Academic Excellence Awards:** These are awarded at Annual Presentation Day to the top ten academic students in each year to reward academic excellence. The winners receive a certificate and a book voucher.

**School Achievers:** These are very prestigious awards which are recognised by the photographing of individual students for mounting on special School Achievers' Awards. These are hung in the Administration Building during the year.

To qualify for a School Achievers' Award:

- students may excel academically, at distinction or above, in one of the national competitions, such as the English, science or mathematics competitions.
- students may excel at, at least regional or higher level of representation in school sporting competition. e.g. Girls' under 16 basketball team, State Champions in 2012.
- students who may represent their school at regional or zone level for academic achievement. e.g. Shakespearian competition, debating, public speaking.
- other significant achievement recommended by the school executive.

**Sporting Certificates:** These are awarded to students who represent the school at any level; whether through playing or officiating. These awards can be used as credit towards the class merit system leading to a Principal's Award.

## Discipline

The school will not permit the misbehaviour of any student to interfere with the education of others. Neither will the school permit the misbehaviour of any student to interfere with the professional environment that teachers have a right to expect. The Principal will give first consideration to the need to protect the rights of teachers to teach and students to learn.

### Negatives

Negatives – depending upon the negative behavior, a teacher will enter information into one of two categories, Record slips or Action slips.

#### Record Slip

Record Slip – for minor misbehavior, that is usually dealt with by the teacher with consequences ranging from the student being spoken to, to detentions or referral to their Year Adviser, Head Teacher or Deputy Principal as it may be on-going or represent deterioration in their behavior.

#### Action Slip

Action Slip – usually for major issue, that requires assistance in dealing with the issue or it is serious and will have further consequences

	Record Slip	Action Slip
Aggressive Behaviour	<ul style="list-style-type: none"> <li>• Bullying (First instance)</li> <li>• Harassment</li> <li>• Physical abuse</li> <li>• Pushing</li> <li>• Verbal abuse</li> </ul>	<ul style="list-style-type: none"> <li>• Bullying</li> <li>• Fighting</li> <li>• Cyber bullying</li> <li>• Harassment</li> <li>• Physical abuse</li> <li>• Use of a weapon</li> <li>• Verbal abuse</li> <li>• Violence</li> </ul>
Disrespect	<ul style="list-style-type: none"> <li>• Being disrespectful</li> <li>• Damage to property</li> <li>• Littering</li> </ul>	<ul style="list-style-type: none"> <li>• Swearing</li> <li>• Damage to property</li> <li>• Unsafe behaviour</li> </ul>

	<ul style="list-style-type: none"> <li>• Rude</li> <li>• Swearing</li> <li>• Unsafe behaviour</li> </ul>	<ul style="list-style-type: none"> <li>• Vandalism</li> </ul>
Electronic Device Infringement	<ul style="list-style-type: none"> <li>• Inappropriate use of technology</li> <li>• Using device at wrong time</li> </ul>	<ul style="list-style-type: none"> <li>• Taking photographs of other students</li> </ul>
Irresponsible	<ul style="list-style-type: none"> <li>• Disruptive</li> <li>• Not bringing equipment</li> <li>• Inappropriate use of equipment</li> <li>• Out of uniform</li> </ul>	
Not following instructions progresses to continued disobedience	<ul style="list-style-type: none"> <li>• Avoid activity</li> <li>• Not completing assessment</li> <li>• Not completing homework</li> <li>• Not completing work</li> <li>• Not participating</li> <li>• Not trying</li> <li>• Refusing to do as asked</li> <li>• Unco-operative</li> </ul>	<ul style="list-style-type: none"> <li>• Continued disruption of a lesson</li> <li>• Continual refusal of a reasonable request</li> <li>• Failure to attend detention</li> </ul>
Anti-Social		<ul style="list-style-type: none"> <li>• Drug use</li> <li>• Smoking</li> <li>• Theft</li> </ul>
Attendance Issues		<ul style="list-style-type: none"> <li>• Late to class</li> <li>• Late to school</li> <li>• Out of bounds</li> <li>• Truancy</li> </ul>

The overwhelming majority of our students are not affected by this system, as their behaviour is always excellent.

**Some students do need assistance in learning appropriate behavior and how to better meet their responsibilities. Parental contact will be made if students have a number of slips and/or if more severe consequences are to be applied.**

#### **Discipline: Suspension (Causes)**

The Principal will suspend immediately any student who:

- is physically violent
- is in possession of a firearm, prohibited weapon or knife
- uses or is in possession of a suspected illegal substance or supplies a restricted substance.
- is engaged in continued disobedience
- engages in aggressive behaviour towards students, staff or other persons

Suspension may take the form of:

- in-school suspension - the offending student is isolated from the rest of the student body. The student will continue his or her class work, alone in a separate room and recess and lunch times are varied from normal times.
- Formal Suspension - the offending student is unable to attend school for a specific period of time, during which he or she should continue organised school work under supervision of a parent or caregiver. An interview between the student, his or her parent/carer(s) and the School Principal must take place before the student can return to normal lessons.

A formal suspension may be necessary to allow time for the student, school and parents to come to some arrangement for the successful continuation of the education of the student involved and to implement procedures where other students' education is not being disrupted by the student.

Parents or caregivers will be notified in writing of:

- a) the suspension the date and probable duration of the suspension
- b) the expectation that the student will continue with studies at home
- c) the importance of their assistance in resolving the matter
- d) their responsibility for the care and safety of the student while under suspension
- e) any intention to proceed to exclusion or expulsion
- f) the date for the resolution of suspension interview

If a short suspension has not resolved the problem or the behaviour is so serious, then a long term suspension may be employed. A long term suspension is up to twenty school days. The Principal may impose more than two long suspensions in any 12 month period with approval from the School Director. If after two long suspensions, the matter has not been resolved, including alternative educational programs, expulsion could result.

### **Expulsion**

The Principal has the authority to expel a student from the school on the grounds of:

- extreme misbehaviour
- unsatisfactory participation in learning (by a student of post-compulsory age)

A student who is expelled from a particular school may enroll in another school. Only the Minister for Education can approve the expulsion of a student from all schools in the NSW government schools system.

### **Violence**

To minimise the occurrence of and/or the opportunity for violence, no person(s) should enter the school grounds without the permission of the Principal.

### Assault

Temora High School has a range of initiatives in place to ensure the safety of students and staff. Procedures are in place to deal with the three main forms of assault - physical, sexual and emotional. As well as our Anti-Discrimination measures and Anti-Racism policy, we have a Student Welfare and Discipline Policy in place to monitor and support students in crisis and also those with behavioural disorders. Parents who feel angered by any happenings at the school should contact Principal, who will in turn deal with the problem according to Departmental guidelines. Parents should not deal directly with any other staff member and are advised to contact the Principal in the first instance of any problem.

### **Weapons**

A weapon is defined as any object which may be used with the express purpose of injuring or hurting any other person. It is an offence to bring weapons of any description to school. The Principal will suspend any student who is in possession of a prohibited weapon.

### **Conduct Monitoring Card**

A student may be required to use a Conduct Monitoring Card to encourage them to make a greater effort with work and / or behaviour, and to provide positive reinforcement for students who show improvement. The card is to be presented to the teacher at the start of every lesson for comment and signature. It is shown to the DP at the end of each day. It is taken home to the parent each night and signed. Students will usually continue on a monitoring card for 10 school days.

### **Lunchtime Detention**

It may sometimes be necessary for a student to be placed on detention at lunchtime. This detention may take the form of a faculty detention or a playground litter duty.

### **School Detention**

If a student is placed on a school detention, both the student and the parent will be notified at least 24 hours in advance in writing. School detention is held on Tuesday afternoons between 3.10pm and 3.30pm. It may be necessary to make alternative transport arrangements when a student is placed on detention. The school regrets any inconvenience that this may cause to parents, but detentions are necessary to assist in the enforcement of the school's code of conduct and expectations.

### **Withdrawal from Classes**

Where a student continues to disrupt the education of other students in class, it may be necessary to withdraw the student from class. Work will be set for the student to complete while on this withdrawal. A Deputy Principal or Head Teacher will supervise the withdrawal period.

## **Attendance**

The only legal reasons for absence from school are illness or injury. In the case of a student who will be away from school for a number of days because of illness or injury, a parent or guardian is asked to notify the school so that work can be organised for the student to complete during their absence.

Should a student become ill or injured when they are at home for lunch, parents are asked to telephone the school immediately. In the event of an emergency, the school office must know the whereabouts of each and every student, so this information is vital. Parents are urged to arrange dental and medical appointments outside school hours wherever possible. Poor attendance could result in failure to reach outcomes and thus lead to the withholding of the Record of School Achievement or Higher School Certificate.

Student absence, whether a full day or part of a day, must be accounted for. All absences must be covered by a note from a parent or guardian, which should be brought to school on the student's return. The absence note should clearly state: the student's name, date(s) on which the student was absent, a reason for that absence and should be signed by a parent or guardian.

If a student arrives at school after Roll Call, he or she must report to the Administration Office to use the electronic marking system and sign into the school. Students who arrive late to school should provide a note from a parent/carer to explain their lateness. The Administration Office will issue a Late Note which will enable them to join their class. Any absentee notes may be given to the Roll Call teacher. These will be included in the roll on its return to the office, or notes may be handed directly to the office. Students who are regularly late (without a note) may receive a "U" grading and be placed on detention. Under certain circumstances, a "red attendance monitoring card" will be assigned to a late students, which requires a signature from each of their teachers for each individual class during the day. The student must then hand this 'Red card' in to the Deputy Principal at the end of the day. Letters will be sent home on a regular basis to those students whose attendance is causing concern. Parents are asked to return these with appropriate reasons for the absences.

### **Absence Notes**

Parents are reminded that all notes sent to school on behalf of their children should contain:

- Date, Student's name and year and a valid reason in the case of your child's absence
- All notes should be handed into the office upon the student's return to school.

### **Leave from School with Permission**

From time to time, it may be necessary for students to leave the school grounds - to attend Orthodontist or medical appointments, pick up items for parents, attend interviews etc. Should this type of occasion occur, a parent or guardian should always send written permission for their child to leave the school grounds. This note should be handed into the Administration Office in the morning. An Early Departure Request will be issued by the office, giving the student permission to leave class at the appropriate time. Permission to leave the school is issued by the office as the student signs out and permission to re-enter class is issued to the student at the office on their return. Year 12 students who have provided written parental approval may leave the school during their designated study periods to go home to study, but they are required to sign out at the office before departure and must sign back in when returning.

### **Truancy**

Truancy is of great concern to both parents and the school. Paramount to the school is the 'duty of care' entrusted to it by parents. It is vital that the school knows the whereabouts of each and every student during the time they are meant to be at school. When a student truants, the school will immediately contact a parent or guardian. This occurs when a student is out of the classroom or school without permission. It will result in the issue of a Action Slip and the student may be required to make up time lost or attend an afterschool detention. In the event of a student being late to class from the previous lesson, a note is required from the former teacher stating the reason. If contact is not possible, it is school policy to contact the police.

### **Exemption from School**

This process has previously been referred to as 'Partial Attendance' and used sometimes to implement a negotiated return to school. This can support students to achieve a successful re-engagement with school. The use of this process would be negotiated with the parents.

### **HSLO - Home School Liaison Officer**

If a student is absent from the school on a regular basis or for long periods without apparent reason, then the Home School Liaison Officer may become involved in solving any problems.

## **Canteen**

Temora High School Canteen operates each day, offering a wide range of both hot and cold food. The menu varies to allow for seasonal preferences. The canteen is run by Parents & Citizens Association with Mrs Kim Breust as Canteen Manager. Parents are invited to help with the daily running of the canteen on a voluntary basis. The telephone number for the canteen is 69 771741. Stationery requirements such as pens, pencils, glue, paper, rulers, erasers etc. are also available from the school canteen. NO credit is available for any purchases unless approval has been given by the principal.

#### Guidelines:

- Years 10, 11 and 12 line up on the northern or the oval side of the canteen
- Years 7, 8 and 9 line up on the south side or Anzac St side of the canteen
- no pushing in lines
- good manners are required at all times
- order lunch to avoid disappointment. Orders can be left at canteen before school or at recess. There is a window for lunch orders to be picked up on the northern or oval side of the canteen
- students should only use the canteen for the purchase of food and drink before school, at recess and at lunchtime
- students should not be buying food for anyone else
- no lollies or chips will be sold before school

## Book Packs

Most parents take advantage of the opportunity to purchase a complete Book Pack for incoming Year 7 students. It is very reasonably priced and contains everything the new student will require to commence their secondary schooling. Many other items of stationery are also available from the canteen.

## Excursions

Excursions are a valuable part of a child's education at Temora High. In many instances, they provide experiences which are not available in a classroom. When an excursion is planned for a class or group you will be given a **parental information and consent form**. Parents should appreciate that excursions are meant to be 'cost neutral' to the school. If payment problems exist, parents are urged to contact the school to see if any assistance is available. Payment time for excursions will vary, depending on the nature and cost of the excursion. In some cases, it is possible to pay in instalments. All payments must generally be completed at least 48 hours before departure. This note and the required exact money (wherever possible) must be brought to the Administration Office. We accept cash, cheque (payable to Temora High School), EFTPOS and credit card (Mastercard and Visa). You will receive a receipt at the time of payment. Payment by students can only be made at recess, lunch, or before school from 8.30 – 8.55am. Alternatively you can use our online facilities as indicated on page 19.

Student's behaviour also impacts on their participation in an excursion. Students on a behaviour management card, have been suspended during the year, have a record of poor behaviour or have not demonstrated suitable behaviour consistently for an extended period of time, will generally not be permitted to attend an excursion. Temora High School has a local excursion policy which is signed yearly. This enables local excursions to take place where students travel on foot under the supervision of THS staff without the requirement of individual notes in each instance.

Temora High School has an Excursion and Risk Management Policy which outlines the procedures in organising an excursion that must be undertaken by staff before the excursion date. For a full copy of the excursion policy contact the school administration office.

Parent/Carers may expect to receive at least one note involving an excursion outside of Temora - or within Temora if transport, other than by foot, is to be utilised. Parents may expect two notes if the excursion is a major one. There will be returnable section which asks parents to notify of any medical problems which their child may have and the method of treatment. It is important that parents carers always provide an emergency contact. If the excursion including swimming parents must give an indication of swimming ability on the permission note. In some cases parents provide support to the school by transporting their children and those of others to specific events. If parents are driving their personal vehicle for a school excursion they must provide a copy of their license, registration and comprehensive car insurance. These records will be kept in the administration office.

## Homework/Homestudy

Homework is a valuable and essential part of school life. Students and parents should expect that homework and study is an accepted part of the learning process. Students are encouraged to keep a diary recording the homework given. Parents often equate 'homework' to being specific tasks set to do overnight or from one lesson to the next. In some subjects this is the case. In many subjects, there is a broader meaning of the term 'homework'. Homework can include assignments, study, revision, reading of novels, project diaries as used in Design & Technology and Art, projects, etc.

Homework is set for three reasons:

- I. *Extension* homework asks students to apply skills they already have to new situations.
- II. *Preparation* homework introduces material that will be presented in future lessons. These assignments aim to help students learn new material better when it is covered in class.
- III. *Consolidation* homework is meant to reinforce learning, complete class work and help the student master specific skills.

*Parents and Caregivers can help by:*

- taking an active interest in homework
- ensuring that there is time set aside for homework
- encouraging and supporting students to complete homework
- providing, where possible, a dedicated place and desk for homework and study.
- encouraging their children to read and take any interest in current events
- assisting teachers to monitor homework by signing completed work, if requested, and being aware of the amount of homework set.
- communicating with teachers any concerns about the nature of homework and their children's approach to the homework
- alerting the school to any domestic or extracurricular activities which may need to be taken into consideration when homework is being set or corrected.

*Generally, time frames for homework at Temora High School can be summarised as follows:*

<b>8 times</b> a fortnight for junior students	Year 7 – up to 1 hour in total per night for all subjects
	Year 8 – up to 1 hour and 15 minutes in total per night for all subjects
	Year 9 – up to 1 hour and 30 minutes in total per night for all subjects
<b>10 times</b> a fortnight for senior students	Year 10 – up to 1 hour and 30 minutes in total per night for all subjects
	Year 11 – up to 2 hours in total per night for all subjects
	Year 12 – up to 3 hours in total per night for all subjects

These hours are not compulsory, but they are a *recommended time frame* to allow all students to maximise their potential, enhance student learning, complete all set work and complete all extension assignments or assessment tasks for senior students.

## Lost Property

Lost property is kept in the Administration Office. Students may go there before school, recess or lunch. Please ensure all items are labelled with your name, especially uniform items. Efforts will be made to return labelled items to their owners. Any unclaimed lost property is either placed in the clothing pool or donated to charity.

## Mobile Phones and Electronic Devices

Students are allowed to have mobile phones at school but must be turned off and put away in class, during exams and assemblies. If a student fails to comply then the mobile phone will be confiscated for the day. If the rules are broken twice then the phone is confiscated for a week and must be collected by a parent or caregiver. ***Where students bring a mobile telephone, portable computer game, MP3 player/iPod, camera and similar devices to school:***

- the student must take full responsibility for these devices. The school or staff will not be responsible for their loss, theft or damage. Students who bring them to school do so at their own risk
- students will use their mobile phone or any other electronic device that the Principal or Deputy Principal deem allowable in a way which reflects the core values being taught in school.
- students must not use mobile telephones or other devices to disrupt the learning environment or interfere with the operation of the school. Such activities may incur disciplinary action including detention and/or suspension
- students must not use mobile telephones or other devices to threaten, bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the telephone or for any illegal activity. Such activities may incur disciplinary action including detention and/or suspension and/or police contact where the device has been used to take photographs or display inappropriate material.
- under no circumstances will inappropriate use of mobile telephones with cameras be tolerated. Students found to be using any camera contrary to this acceptable THS policy will be dealt with under the school discipline policy. Disciplinary action will be taken in all cases.
- if a parent/carer needs to contact a student at Temora High School as a result of an emergency or any other grounds, they are required to call the school's Administration Office on 69771988 and a message will be sent immediately to the student
- under no circumstances are students or parents entitled to call or text one another during the course of the normal school day at Temora High School
- if a student needs to make emergency contact with their parent/carer or other person deemed essential, they can do so through the school's administration office at any time

***Special Plea: If a student needs to go home because he/she is feeling sick, the student MUST go to the administration office, indicate his/her intentions and phone home from the office. Students are not to use their mobile phones for this purpose. The school will then know that duty of care has been transferred from the school to the parent/carer.***

## **Illness or Injury at School**

### **Illness: at Home**

Parents of students who take ill at home are required to notify the school immediately on the return of the student to school:

- if a student becomes ill at lunch time and will not be returning to school in the afternoon, parents are required to phone the school to avoid the student being recorded as a 'Fractional Truant' and so that the school can exercise appropriate duty of care
- in case of a prolonged absence due to sickness, then it is a courtesy to notify the school as soon as possible
- in the case of an impending known absence, parents should give prior notice
- if the school is able to arrange home study units of work where the absence is over an extended period then the school will need at least one working day to arrange the material.

### **Illness: at School**

Children who are ill must request permission to see the First Aid Medical Officer, located in the Administration Office. If warranted, she will contact parents to take the child home. If not, or the parents cannot be contacted, the sick child will usually be put in the clinic. In serious cases of injury or illness, the school will call an ambulance. The school does belong to an ambulance fund.

### **Medications**

Prescribed medication can be dispensed to students. Medication should be brought to school in its original packaging showing; name of recipient, dosage etc. Parents must also provide a signed note for permission to medicate. Ms Tyack will record all medications and their administration. Students must not

bring any medication to school unless the Principal and Ms Tyack have been advised beforehand of the nature and purpose of it. Such medication needs to be left at the administration office. Painkillers will not be available to students.

### **Immunisation Clinics**

Immunisation clinics are held on a regular basis in conjunction with Community Health. Parents/Carers can expect to be notified and will be required to provide signed permission that their child may be involved.

### **Accidents**

Temora High ensures that all accidents are documented in accordance with the NSW DET Policy. After an accident, the supervising teacher, students involved and witnesses will complete an Accident Report.

### **Should an Accident Occur**

- I. seek assistance from the nearest staff member
- II. send for assistance to one of the school's first aid officers
- III. complete the required accident report form as soon as practicable.

Where medical attention is obviously necessary, the responsibility for obtaining such attention rests with the parent or guardian, who will be contacted immediately by phone. If parents/guardians cannot be contacted then the First Aid Officer will make necessary arrangements for medical attention.

### **Long Term Illnesses**

If your child has a health care plan for any of the following illnesses – diabetes, asthma, anaphylaxis and/ or any other severe condition this is required to be submitted to the front office. Please ring and discuss any special health care needs with the Administration office. It is the responsibility of the parent to ensure the school is aware of any treatments required and supplies any medication including EpiPen's.

***Please inform the school if any information changes through the year.***

## **Textbooks/Other Books**

Textbooks/ other books are issued to students on a loan basis. Please take good care of your books and return them promptly on request. Loss or damage beyond reasonable wear and tear must be paid for. In most instances text books are retained in the classroom. Parents may make special requests to borrow text books. Parents may be required to purchase covers from the office before they can be borrowed.

## **Travel to and from School**

Travel pass applications are available on request at the Administration Office. Normal school rules apply whilst travelling to and from school. Your reputation, safety and the school's good name are all at stake. School rules apply officially from the time you leave home until you return home at the end of the day. Smoking, swearing, fighting, etc are all strictly against school rules. Contact the Administration Office for information regarding bus proprietors on 02 69771988.

### **Motor Vehicles**

Students must complete a Driver Approval Form if they are driving to and from THS. This is available from the Administration Office. There are strict guidelines which must be followed.

Please note: No student will be permitted to carry passengers or drive a motor vehicle on any school excursion.

## **Lunch Passes**

A lunch pass is a privilege which entitles a student to leave the school at lunch time for the express purpose of going directly home for lunch - and returning directly to school in time for afternoon classes. Lunch passes are not available on Wednesdays. Parents/Carers MUST provide written permission before a Lunch Pass can be issued to their child.

Lunch passes are NOT issued for students to go down the main street for lunch, or to go to the home of another student. Students must carry their lunch passes with them.

If a student abuses the privilege of a lunch pass, then this privilege will be withdrawn. It is vital that all parents and students understand that a 'Duty of Care' exists between the times of a student's arrival and departure at school. The school MUST know the whereabouts of each and every student at all times during the school day. e.g. In the case of a whole school evacuation because of fire or misadventure, every student needs to be accounted for.

## **Uniform: School**

The school uniform, like the school colours and the school badge, identifies a student with the school and all it stands for. The school uniform is a big factor in developing school spirit and school tone. It gives the wearer a healthy interest in his/her own appearance and in the neatness of his/her fellow students, while preserving good taste and quality. Further, it helps carry the protection and prestige of the school far beyond its boundaries. On the grounds of economy, also, there is much to recommend a uniform. It also prevents self-consciousness on the part of those pupils who may not have as many clothes as others. For those attending public functions, excursions, inter-school visits, etc. school uniform is obligatory. Parents are asked to co-operate with the school in its efforts to have all our students wearing the school uniform.

N.B. The owner's name should be clearly marked on all items of clothing. The majority of parents support the wearing of school uniform. It is understandable that there will be times when the uniform is not available. During such rare times, the students should be dressed in a manner which is appropriate to a classroom. Parents are asked to provide a note to cover these rare occasions.

### **Out of School Uniform Days**

Temora High School will occasionally hold Out of School Uniform days to raise money for charities and projects and/or during excursions. On these occasions, you must dress appropriately. This means:

- clothing must not be skimpy – eg no bare midriffs, excessively short shorts or skirts. Singlets are not permitted.
- clothing must not have any offensive words or pictures, or advertise or name items that are illegal at school, such as alcohol or tobacco.
- if you have PE on an Out of School Uniform day, you must bring your full sport uniform to change into.
- school compliant footwear must be worn as a requirement of the Department of Education.

### **OPEN FOOTWEAR SUCH AS THONGS AND SANDALS IS STRICTLY PROHIBITED**

If you have a timetabled practical lesson on an Out of School Uniform day, such as Industrial Technology, Food Technology, Textiles, Science, Visual Arts, you must wear sturdy, leather shoes that enclose the whole foot. The following is to be worn each day by students at school and on school excursions (unless otherwise notified). If a student is out of uniform, they must have a written note from their parent/carer and then they see the Deputy Principal before roll call and receive a uniform pass.

## Junior Uniform

BOYS		GIRLS
Shorts: grey or black Pants: grey trousers Track pants: black <u>Formal Occasions:</u> Black Shorts or pants Red Shirt	Baseball caps: can be worn all year not in classes or buildings Beanies: may be worn Terms 2 & 3 <b>NO HOODS PERMITTED AT ANYTIME</b> Shirt: Red polo Undershirt: Red/white/ black/grey Jumper/ Sloppy Joe: Red/Riverina Grey striped / Year 10 school Jacket: Red/black or school	Skirt: grey Shorts: black Pants: black slacks Track pants: black <u>Formal Occasions:</u> Grey Skirt Red Shirt

## Senior Uniform

BOYS		GIRLS
Shirt: White polo/ Buttoned Undershirt: White/black/grey Shorts: grey/black Pants: grey trousers Track pants: black <u>Formal Occasions:</u> Black Shorts or pants White Shirt	Baseball caps: can be worn all year, not in classes or buildings Beanies: may be worn Terms 2 & 3 <b>NO HOODS PERMITTED AT ANYTIME</b> Jumper/ Sloppy Joe: Red/Riverina Grey striped/ Year 10 school Jacket: Red/ black or school Jacket: Red/ black or school	Shirt: White Polo/blouse Undershirt: White/black/grey Skirt: grey Shorts: grey/black Pants: grey/black Track pants: grey/black <u>Formal Occasions:</u> Grey Skirt White Shirt

## Footwear

### WORK, HEALTH and SAFETY:

Students are required to wear substantial footwear (not sandals or thongs). This footwear needs to fully enclose and support the feet and be made of a material that protects the feet from accidental spills, crush related injuries, burns or potential ligament injuries caused by loss of balance, falls or work being undertaken on an uneven surface.

### GENERAL FOOTWEAR REQUIREMENTS:

- ♦ **School shoes must be made of leather and offer adequate support to the foot.**
- ♦ **The shoe must cover the entire upper section of the foot to provide protection.**

**COVERED + LEATHER + SUPPORTIVE + PROTECTIVE**

***Thongs, sandals, canvas or open backed shoes are prohibited at all times.***

- ***See THS Footwear Shoe Policy for further clarification.***



Examples of Appropriate Footwear



## **Jewellery and Piercing Policy**

- for WHS reasons, studs or sleepers in the ears are the only piercings allowed to be worn at school
- facial piercing should be kept to a minimum
- THS staff may ask students to remove articles of jewellery, which are loud or offensive or is not WHS compliant

### **Acceptable:**

- Minimal ear stud or small hoop
- Nose stud
- Tongue bar
- Nose rings

### **Not acceptable:**

- Ear lobe extender
- Piercings with chains or sharp ends
- Hoop or dangling earrings

## **Especially For Parents**

### **Access: to Students and Staff**

All school visitors are required to present themselves at the Administration Office before making contact with either students or staff members. A messenger will be sent to bring the student or the staff member to the visitor. Under certain circumstances, the principal may deny access.

### **Student Access**

Any contact with a student of Temora High School by a person from outside the school, must be done through the Administration Office and with the permission of the principal. It is vital that parents/carers notify the principal immediately of any legal restrictions imposed on any person (such as Apprehended Violence Orders) which may relate to student access.

### **Communication between Home and School**

Communication between home and school is an important part of your child's education. When necessary, please contact the Administration office so that your questions can be directed to the right person.

### **School Website – [www.temora-h.schools.nsw.edu.au](http://www.temora-h.schools.nsw.edu.au)**

The school website is an important source of information. News, assessment booklets, examination timetables, the school calendar and other information can be found here.

Please consult the website calendar regularly, as it is the most up-to-date source of information.

You may also wish to follow school news on: **Facebook page: Temora High School**

### **THS Newsletter**

This is published twice per term and is posted home to each family. 'THS News' contains items of interest to parents, including such things as a school calendar of coming events, Principal's Report, news from P&C concerning their many special projects as well as details of student based activities. THS News often contains information of value from external organisations such as TAFE, sporting clubs and community groups.

### **Student Newsletter**

The student oriented publication is written, photographed, printed and collated by the media studies classes. The student newsletter is published on a fortnightly basis during term and distributed on a Friday. It contains lots of photographs and items of interest to the student community and it aims to cover as many of the activities in which THS students are involved, as possible. Newsletters are the most effective ways of communicating with our school community.

**Reports**

Reports on students' progress are issued twice each year, at the end of each Semester. Students usually receive their reports at 3:15 on a given day.

**Parent/Teacher Evening**

Parents/Carers are invited to discuss any aspect of their child's education or development at any stage during their schooling by telephoning the school on 69 771988 to arrange an appointment time (s) with the Principal and/or Year Adviser and relevant subject teachers. Following the issue of the Half Yearly reports, full Parent Teacher Evenings are held for the Junior School (Years 7-10) and another one for the Senior School (Years 11 and 12). Parents are invited to participate in these evenings in the regular publication School News, the 'Independent' newspaper and by school note. All students will bring home an appointment schedule on which their parents should indicate preferred teachers and times. Students are then responsible for approaching their individual teachers to confirm these times. Any necessary alterations will be noted by the teacher on the student's appointment schedule. These interviews are of ten minutes duration, commencing at 4.00pm and concluding at 7.00pm. If it is not possible for parents and teachers to get together on this evening, alternative interview times can be arranged by telephoning the school on 69 771988.

**Letters**

The school may write to parents regarding student achievements and awards, attendance, homework matters or discipline matters. At all times a prompt reply is greatly appreciated if necessary.

**Parents and Citizens Association**

The Parents and Citizens Association exists to promote the interests of students by encouraging communication and cooperation between parents and the teaching staff. The association allows and encourages parents to have their say in school policies on educational, student wellbeing and school-management matters.

We welcome new families to the school and hope you take the opportunity of becoming involved so that your association with the school is enjoyable and productive. All parents are automatically members of the P&C and are welcome at meetings, which are held at 7.00pm on the third Tuesday of the month (with some exceptions) in the school Administration building. From time to time special working parties are set up to investigate and report to the general meeting on specific issues. All parents are encouraged to join these groups and attend meetings advertised at the monthly general meeting.

**Bus Proprietors**

Contact the administration office for information regarding bus proprietors on 02 69771988.

