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**2024**



Student Handbook

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# Message from the Principal

Welcome to Condell Park High School.

We are proud of our learning environment and look forward to embracing new members into our community. Our school is a place where you can seize opportunities to develop into a successful student and lifelong learner. The student handbook serves as a go-to guide for questions and queries about who, what, where, when and why in relation to school operations.

At CPHS, we recognise that success requires discipline. Each rule and process exists specifically for the benefit of the individual as well as the overall group. As we open our gates to you and invite you to call CPHS your home, we expect that by joining us, you commit to, respect and uphold the requirements outlined in this information booklet.

We encourage all students and their families to maintain strong communication with the school in order for us to achieve the best learning outcomes at all times.

# Roles and Responsibilities



**Principal – Ms Susie Mobayed**

Responsible for the organisation, management, supervision and efficiency of the school. Parents and students who wish to discuss issues with the Principal can make appointments through the Front Office.

**Deputy Principals**

Responsible for the efficient running of school operations and the general supervision of staff and pupils. They assist the Principal in the development of teaching programs and curriculum planning. They address and resolve matters relating to school discipline and the welfare of the students. Parents and students who wish to discuss issues with one of the Deputy Principals can make appointments through the Front Office.



**Mr Jon Harding**

Mr Harding is in charge of Years 7 and 12.



**Ms Victoria Nielsen**

Ms Nielsen is in charge of Year 11.

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**Acting DP/HT Admin – Mr Adam Wilson**

Assists the Principal, Deputy Principals and HT Welfare in ensuring the welfare and safety of students through the monitoring of attendance and the implementation of whole school welfare programs.

Mr Wilson is in charge of Year 9.

**Deputy Principal Instructional Leader – Ms Katarina Parry**

Ms Maslen is in charge of Year 8.

A person in a black and white dress

Description automatically generated**Deputy Principal Instructional Leader – Ms Tania Safar**

Ms Safar is in charge of Year 10.

**Head Teachers**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Welfare – Mrs Lucy Watts**  Assists the Principal, Deputy Principals and HT Admin in ensuring the welfare and safety of students through the monitoring of attendance and the implementation of whole school welfare programs. | | |
|  | **Instructional Leader Literacy**  **Ms Laura Williams** |  | **Instructional Leader**  **Numeracy**  **Ms Joumana Fares** |
|  | **Teaching and Learning**  **Ms Kocsi-Thwaites** |  |  |
|  | **English**  **Nardine Luke**  **(Relieving Head Teacher)** |  | **Mathematics**  **Ms Khayat** |
|  | **Science**  **Mr Stephan**  **(Relieving Head Teacher)** |  | **Human Society and Its Environment (HSIE)**  **Ms Ellem-Honeywill** |
|  | **Physical Education (PDHPE)**  **Mr Frappell** |  | **Secondary Studies**  **Music, Art, Languages (MAL)**  **Ms Singh** |
|  | **Technical and Applied Studies (TAS)**  **Ms Brackley** | **A person with long hair wearing a floral shirt  Description automatically generated** | **Support Unit**  **Ms Sonya Honey**  **(Relieving Head Teacher)** |

**Year Advisers**

Responsible for the personal welfare of students including checks on academic progress, attendance, behaviour and contacting parents/carers in relation to these matters. Students are encouraged to approach their Year Adviser in relation to any issues. Parents/carers are also encouraged to make appointments to obtain a full report on the progress, conduct and adjustment of their child from the Year Adviser.

|  |  |
| --- | --- |
| A person with long hair smiling  Description automatically generated | **Year 7 – Ms Issa**  **Assistant – Mr Isaac Barbara** |
|  | **Year 8 – Mr Fakhouri**  **Assistant – Ms Lu** |
|  | **Year 9 – Mr Frazer**  **Assistant – Ms Kaur** |
|  | **Year 10 – Ms Ali**  **Assistant – Ms Eldahr** |
|  | **Year 11 – Ms Eisa**  **Assistant – Ms Gribble** |
|  | **Year 12 – Mr Smith**  **Assistant – Ms Gullo** |
|  | **Sports Coordinator – Mr Smith**  Organises all timetabled sport for Years 7‑10. |

**Community Liaison Officers (CLOs) – Ms Antoinette Balamoan, Mrs Siunipa Fifita, Mrs Howaida George and Mrs Maggie Flaha**

CLOs are available to respond to concerns and queries of parents/carers who do not feel confident about who to contact in the school. Currently our CLOs can translate for Arabic and Tongan speakers.

**Learning Assistance Support Teachers (LASTs)**

LASTs assist students experiencing difficulties in the key learning areas from Years 7-10. Information obtained from primary school record cards, discussions with Year 6 teachers and information supplied by parents/carers act as indicators in identifying "educationally at risk students". Condell Park High School supports facilitating the integration of students into mainstream learning experiences. Thereafter, assistance and support are given on a withdrawal and team teaching basis. Withdrawal teaching involves withdrawing students from class for short periods for intensive learning. Team teaching involves collaborative consultation with class teachers in order to provide appropriate adjustments to programs for students. The support teacher also regularly monitors students’ class and homework, and maintains contact with parents/carers if there is an area of concern.

**School Counsellors – Ms Nerine Corbett**

Provides support to students and their families who may be experiencing some personal difficulties. They also deal with problems referred by the Principal or members of staff. Parents/carers and students may arrange interviews with the School Counsellor by appointment. Deputy Principals, Year Advisers and HT Welfare may also refer students to the Counsellor according to identified needs. For more information, the Department of Education “Responding to and reporting students at risk of harm” policy can be found via the following:

<https://education.nsw.gov.au/policy-library/policies/child-protection-policy-responding-to-and-reporting-students-at-risk-of-harm>

**School Administrative Support Staff**

Provide parents/carers and students with general information on school activities. Appointments to see the Principal and Deputies should be made through the Front Office. Enquiries about leave applications, Opal cards, payment of monies and lost property should be directed to the Front Office.

# Student Code of Behaviour

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# Respect, Equity, Safety and Positivity (RESP)

RESP is a set of values that we as a school community are promoting in our daily teaching and learning and can be seen in signage around the school, school assemblies, merit system, parent/carer interviews and all communication that encourages a healthy, productive teaching and learning environment.

To further reinforce our RESP values, effective behavioural support is implemented consistently through a merit system and the values are clearly emphasised at all levels of interventions.

Under this system, students receive RESP tokens from their teachers in recognition of upholding school values. Students are acknowledged at weekly school assemblies and invited to attend an end of term barbecue held by the Principal for their commitment to RESP.

|  |
| --- |
| **RESPECT** |
| * By wearing the full school uniform; * By showing respect to other people, for property and the environment; * By being focused and cooperative; * By using respectful language; and * By maintaining a quiet and peaceful environment. |
| **EQUITY** |
| * By including others in games, activities and conversations; * By sharing space and resources; * By working to the best of your ability and allowing others to do the same; * By maintaining a positive learning environment, free from disruptions; and * By taking ownership of words and actions. |
| **SAFETY** |
| * By keeping your hands to yourself; * By being punctual at school and class; * By following instructions; * Bringing the right equipment; and * Behaving safely and appropriately at all times.   **POSITIVITY**   * By using positive language; * By encouraging others to follow the rules; * By being supportive and helpful; and * By being sensitive and concerned about others. |

# Condell Park High School’s No Contact Policy

The school’s Welfare and Discipline policy articulates the shared values of Respect, Equity, Safety and Positivity as the foundation for all interactions within our school community.

The No Contact policy simply states:

All students are to keep their hands to themselves. This is regardless of intention and personal perspective regarding the nature of the physical contact.

Refraining from physical contact with other students supports the values associated with the Respect, Safety, Equity and Positivity of our RESP behaviours.

In order to comply with the No Contact policy, students must:

A no hand print sign

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* Keep their hands to themselves at all times – “hands off” rule.
* Refrain from pushing, hitting, kicking or any other physical contact that constitutes an act of violence and/or aggression.
* Refrain from hugging, stroking/caressing or kissing other students.
* Refrain from holding or shaking hands (shaking hands/hugging is permitted in formal, ceremonial contexts).

By maintaining the personal space of each individual, the following is ensured:

1. Avoiding and preventing the development of violent exchanges, resulting in potential injury and consequent suspension.
2. Safer and more conscious movement around the school grounds including stairwells, corridors, classrooms and playgrounds.
3. A safer environment that focuses on the business of learning is further encouraged and secured.
4. Equity in the nature of student exchanges is fostered. Students who lack assertiveness will not be faced with the discomfort of their personal space being challenged. It reduces the risk of sexual harassment. It reduces opportunities for exclusion through the selective visible expressions of affection for some students in preference of others.
5. A reduction in the exchange of bacteria and contagious illnesses, promoting sound hygiene practices when combined with regular and effective hand washing.
6. Positive communication is promoted with a reliance on language that ‘builds up’ the confidence of others rather than ‘put-downs’.

# General Information

## Assembly

A whole school Assembly occurs each Monday after Period 1. Attendance is compulsory for all students. Students are to move to the designated assembly area immediately and sit in alphabetical order with their class in their Year Group. Students must pay attention to each speaker and no eating is permitted during Assembly. If for any reason an Assembly is postponed or cancelled, notification will be given. Students must demonstrate respectful behaviour at all year meetings, whole school assemblies and formal whole school ceremonies.

## Attendance

Start of School Day

* 8.50am

End of School Day

* Monday 2.20pm
* Tuesday 2.30pm
* Wednesday, Thursday and Friday 2.50pm

Attendance is compulsory at all timetabled lessons and the roll is marked every lesson. Truancies from class are reported and will be followed up (see Truancy Flow Chart on Page 25). Parents/carers will be notified where truancy is a concern, and appropriate steps taken. Students must be in class within the duration of the musical bell (song) being played. Students will be recorded as Partial Truancy Late if they arrive to class after the duration of the song without a note. Any student out of class during lessons must have a note from the teacher (except for Year 11 and 12 study periods).

Students in Years 10, 11 and 12 with poor attendance will be issued with NESA Course Warning Letters for not having satisfied requirements and for inability to meet course outcomes.

The NSW DoE Compulsory School Attendance Information for Parents fact sheet can be found via the following:

https://education.nsw.gov.au/public-schools/going-to-a-public-school/translated-documents/compulsory-school-attendance-information-for-parents.

### Late Arrival

When a student arrives at school after 8.50am, he/she must sign in at the Front Office to obtain a late note. The student should have a note from the parent/carer giving an acceptable reason for the late arrival. If there is a problem with buses or trains, this will be taken into account. Teachers will not accept students to class without a note from the front office. If students fail to report to the Front Office when late, they will be marked absent for the day. Persistent lateness to school will result in contact with the parent/carer.

### Persistent Lateness

On the 4th occasion of a student attending school late, parents will be notified via a phone call. Further incidents of lateness may result in serious consequences. Parents may be requested to attend an interview with a Deputy Principal.

### SMS

The school uses Sentral SMS texting service which enables the school to text parents every day advising them of their child’s absence. All parents will be notified via SMS if their child is absent. This SMS will come from the following number - **0429 126 218. Please save it in your contacts. Please also check that this number has not been blocked from your phone contacts.**

If you receive a message from this number, you need to reply with an SMS, the reason for your child’s absence and that reason will be recorded. This needs to happen on the day of the absence. This number is for SMS responses only. Please continue to use Condell Park High School’s phone number - 9709 4522, for any other calls.

It is important that we have your correct contact details in case of any emergencies, so if you update or change your mobile number, please immediately advise the school.

### Early Leave

Students may be granted permission to leave school before the end of the school day on an Early Leave pass. Parents are advised that this Early Leave may be granted in exceptional cases of medical necessity or emergency. A letter from the parent/carer is required and should show the date it is written, student’s name, the time and date when the student wishes to leave, the reason for the request and the parent’s/carer’s signature. The school may require a medical certificate as evidence to substantiate the approval for leave for a specialist medical appointment. This must be submitted to the Deputy Principal in charge before school on the following school day. Failure to provide the required evidence may result in a parent interview with the Deputy Principal in charge.

The parent request letter for Early Leave must provide the mobile contact number of the parent/carer. This letter should be presented to the Front Office before 8.50am. If permission is granted, the student will be issued with a leave pass and may leave the school grounds at the allocated time. Students must not leave the school grounds without written permission from the Principal or a Deputy Principal (either at recess, lunch or in study periods).​

### Absence

If a student is absent from school, the parent/carer should provide an appropriate explanation at the earliest opportunity. This must be in the form of a letter to the school and should be handed in to the Front Office. The information provided should include the date, student’s name the days and dates the student was absent, the reasons for the absence and a parent signature. If the student is going to be absent from school for more than three days, parents/carers need to notify the school. Responding to the SMS (as outlined above) with an appropriate reason for your child’s absence will also be accepted in lieu of a written note.

## Bullying

Condell Park High School has proactive and reactive ways of dealing with students who bully or harass others. Firstly, when bullying occurs it needs to be reported and both parents/carers and students are encouraged to contact the school. We can’t help if we don’t know. The school’s anti-bullying slogan is “STOP, RESPECT” emphasizing assertiveness, action and communication. Secondly, we have a number of programs relating to bullying prevention. Relationship and friendship dynamics is taught in PDHPE and in our explicit lessons upon inducting/orienting Year 7 into the school. (Refer to the school’s Anti-bullying Plan on the Condell Park High School website).

## BYOD

Student Use of Laptops and Online Services Procedure Year 7-12 2024

Purpose

This procedure guides student use of laptops and online services at our school.

Our school acknowledges the educational value of laptops and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to use them in safe, responsible and respectful ways.

In 2024, the school is strongly encouraging the use of these laptops in teaching and learning at school. Students with laptops are required to bring laptops to class every Monday and Thursday.

Scope

This procedure provides a consistent framework for the safe, responsible and respectful use of laptops and online services by students in our school. It sets out the shared responsibilities of school staff, students and parents and carers. It also provides a framework to manage potential risks to student safety and wellbeing.

This procedure covers student use of laptops and online services in school-related settings, including on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This procedure covers the use of school-provided and personal laptops and all online services.

Our School’s Approach

Our school supports and promotes the use of laptops for educational purposes only during school time. The school strictly adheres to not allowing the use of mobile phones, iWatches or iPads in all classrooms and school settings during school time. During school recess and lunchtimes, students are encouraged to interact with one another and refrain from on-line activities.

The school takes an equitable approach to providing students with access to technology through offering students with the latest laptops at a substantially reduced cost. The ACER laptops cost $806.80 but the school is subsidising the cost to families and selling them for **$300.00** per laptop.

**A screenshot of a computer

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The payment of $300.00 for the laptop can be paid at the office before school, at recess and lunch Monday to Friday. A receipt will be issued. **Only full payment for the laptop will be accepted**. We are unable to accept part payment for the laptop or layby the laptop.

Payment can also be made online by logging onto the school website: http://www.condellpk-h.schools.nsw.edu.au/public/website/ then clicking on “Make a Payment” and following the prompts to make a payment via Visa or Mastercard. Payments made via this method take 24 hours to process. Students need to come to the office to get their receipt for payment.

After payment, students present their receipt to the IT staff in the Mathematics staffroom at Recess or Lunchtime to collect the laptop on Monday, Tuesday, Thursday and Friday only.

The school is committed to providing students with future focussed teaching and learning activities designed to lift student academic engagement and performance. Whilst teachers will be providing students with activities to strengthen literacy and numeracy skills via the use of laptops, face to face teaching and learning will still be the primary mode of delivery in the classroom in all subjects. Students will be able to access the school’s internet to engage with digital leaning. Students may be exempt from using a laptop in order to meet their learning and support needs. Students may use their laptop before and after school; during class, recess and lunch; on school grounds or in designated spaces; on excursions and other school events such as camps; on other educational sites such as TAFE; during detentions and exams. This is subject to change at the Principal’s discretion.

Students are responsible for their laptops and the school takes no liability for damage to laptops. Students are responsible for bringing a fully charged laptop to class every day.

Consequences for inappropriate use

* The student is given a warning from a teacher or other staff member.
* The student’s laptop is confiscated by a staff member.
* Confiscated laptops are returned at the end of class.
* Continued misuse of the laptops will result in head teacher and deputy principal interventions and recorded on Sentral.
* The deputy principal may suspend a student’s privilege to use their laptop at any time.
* The deputy principal may arrange a meeting with the student’s parent or carer.
* Wilfully damaging a laptop, whether their own or someone else’s, may result in suspension, repair costs and possible police and/or Child wellbeing involvement for serious incidents.

Exemptions

Exemptions to any part of this procedure may apply for some students in some circumstances. Parents and carers can request an exemption and these will be considered on a case-by-case basis and granted when required by law or at the principal’s discretion.

Contact between students and parents and carers during the school day

During school hours, parents and carers are expected to only contact their children via the school office.

Responsibilities and obligations

Supporting students to use laptops and online services in safe, responsible and respectful ways is a shared responsibility. Recommended inclusions are listed below.

For students

* Be safe, responsible and respectful users of laptops and online services, and support their peers to be the same.
* Respect and follow school rules and procedures and the decisions made by staff, knowing that other schools may have different arrangements.
* Communicate respectfully and collaboratively with peers, school staff and the school community and behave in the ways described in the Behaviour Code for Students. See CPHS Student Handbook:

<https://condellpk-h.schools.nsw.gov.au/about-our-school/rules-and-policies.html#Student3>

For parents and carers

* Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of laptops and online services.
* Support implementation of the school procedure, including its approach to resolving issues.
* Take responsibility for their child’s use of laptops and online services at home such as use of online services with age and content restrictions.
* Communicate with school staff and the school community respectfully and collaboratively as outlined in the [School Community Charter](https://education.nsw.gov.au/public-schools/going-to-a-public-school/school-community-charter).

For the principal and teachers

* Deliver learning experiences that encourage safe, responsible and respectful use of laptops and online services. This includes:
  + Establishing agreed classroom expectations for using laptops and online services, in line with this procedure and departmental policy.
  + Identifying strategies to ensure that all students are able to engage in classroom activities including strategies to accommodate students without a laptop.
  + Reading and abiding by the Terms of Service for any online services they use in teaching, including those limiting use by age.
  + Educating students about online privacy, intellectual property, copyright, digital literacy and other online safety related issues.
* Model appropriate use of laptops and online services in line with departmental policy.
* Respond to and report any breaches and incidents of inappropriate use of laptops and online services as required by school procedures, departmental policy and any statutory and regulatory requirements. This includes:
  + Reporting the creation, possession or distribution of indecent or offensive material to the Incident Support and Report hotline as required by the Incident Notification and Response Policy and Procedures and consider any mandatory reporting requirements.
  + Working with the department and the Office of the eSafety Commissioner (if necessary) to resolve cases of serious online bullying and image-based abuse.
  + Following the school’s behaviour management plan when responding to any incident of inappropriate student behaviour relating to the use of laptops or online services.
* If feasible and particularly as issues emerge, support parents and carers to understand strategies that promote their children’s safe, responsible and respectful use of laptops and online services.
* Participate in professional development related to appropriate use of laptops and online services.

For non-teaching staff, volunteers and contractors

* Be aware of the department’s policy, this procedure and act in line with the conduct described.
* Report any inappropriate use of laptops and online services to the principal, school executive or school staff they are working with.

Communicating this procedure to the school community

Students will be informed about this procedure through school year group assemblies from 21 February 2024.

Parents and carers will be advised via the school newsletter. This procedure can be accessed electronically via the school’s website and in hardcopy at the school’s administration office.

Complaints

If a student, parent or carer has a complaint under this procedure, they should first follow our school’s complaint process. If the issue cannot be resolved, please refer to the department’s [guide for students/parents/carers about making a complaint about our schools](https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions/guide-for-parents-carers-and-students).

Review

The principal or delegated staff will review this procedure annually.



BYOD – Expected Protocols

All BYOD students are expected to abide by all NSW DoE policy and our school Laptops and Online Services procedure that directly supports the implementation of the NSW DoE policy for Laptops. Additionally, it is expected that students ensure:

* Laptops are brought to school every Monday and Thursday.
* Laptops are protected with anti-virus software.
* Laptops are brought to school fully charged.
* They are **responsible** for their own equipment including charger, protective case and laptop.
* Laptops are used for learning purposes only whilst in class.
* Laptops remain in school bags for all practical lessons unless otherwise instructed by the teacher.
* Class work is completed and turned in via Microsoft Teams when required.
* Class work is organised into appropriate folders in Microsoft Teams and backed up in folders on virtual desktops.
* All subject folders on virtual desktops should be clearly labelled eg Project, PDHPE, etc.
* Folders and virtual desktops are made available for teachers to monitor and provide feedback to students.
* They **respect** instructions given by their teacher. If students are instructed to close their laptop or turn the screen around they must respond accordingly to allow the teacher to teach and students to learn.
* The school common values are at the forefront of their journey as a digital citizen.
* They use technology to enhance their learning, not control their learning or time.
* They do not use their laptops to access inappropriate websites.
* They do not use their laptop in class to access social media or non‑educational games.
* They do not engage in any conduct online that is considered as bullying or anti‑social.
* They are aware that if they do misuse their laptops the device may be kept by teacher/DP for the parent collection **ONLY**. In extreme circumstances of misuse, laptops may be handed over to the Police and parents will be required to collect the laptop from the Police Station.
* Learning is valued and **participation** in class is important at all times.

Appendix 1: Key terms

**Bring your own laptop** is an optional program where parents and carers can purchase a laptop at a substantially reduced cost for use at school and at home for educational purposes. Parents and carers may also opt to provide their child/ ward with an existing laptop or laptop purchased elsewhere. Any decision to adopt a bring your own device program is made by the principal in consultation with a school community. All laptops are covered by the *Student Use of Laptops and Online Services* policy. Schools retain discretion to determine the specifications of personal laptops to be used at school.

**Digital citizenship** refers to the skills and knowledge a person needs to effectively use digital technologies in a positive way so they can participate in society, communicate with others, and create and consume digital content.

**Laptops** used at school are restricted to laptops that can receive, store, process and share digital information and connect to applications (apps), websites and other online services. They include desktop computers and laptops.

**Digital literacy** is the set of social, emotional and technological skills and competencies that people need to understand to use laptops and online services, and to expand their opportunities for education, employment and social participation, including entertainment.

**Educational purpose** is any use approved by school staff that supports student learning, wellbeing and educational outcomes.

**General capabilities** are the broad collection of knowledge, skills, behaviours and dispositions described within the Australian curriculum and NSW syllabus.

**Image-based abuse** occurs when intimate, nude or sexual images are distributed, or threatened to be distributed, without the consent of those pictured. This includes real, altered and drawn pictures and videos. This is a crime in NSW.

**Online bullying** involves u*sing technology such as the internet or mobile devices to bully someone. Bullying behaviour has three key features. It involves the intentional misuse of power in a relationship. It is ongoing and repeated, and it involves behaviours that can cause harm.  Bullying behaviour can also involve intimidation, victimisation and harassment, including that based on sex, race, religion, disability, or sexual orientation.*

**Online safety** is the safe, responsible and respectful use of digital media, devices, other technology and online services.

**Online services** are any software, website or application that can gather, process or communicate information. This includes digital classrooms, chat and messaging, online games, virtual reality, social media and other online spaces.

**Reasonable adjustment** is a measure or action taken to assist a student with disability to participate in education and training on the same basis as other students.

**School-related settings** include school grounds, school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This connection may exist in situations where: there is discussion about school taking place outside of school hours; a student is wearing their school uniform but is not on school premises; a relationship between parties commenced at school; students are online in digital classrooms; and where online contact has flow on consequences at school and duty of care requires the school to respond once an incident is reported.

**School staff** refers to school personnel who have some level of responsibility for implementing policy and the school laptops and online service procedure. This includes principals, senior staff, teachers, non-teaching staff, school administrative staff, volunteers and contracted staff engaged by schools.

Appendix 2: What is safe, responsible and respectful student behaviour?

**Be SAFE**

* Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details.
* Only use your own usernames and passwords, and never share them with others.
* Ask a teacher or other responsible adult for help if anyone online asks for your personal information, wants to meet you or offers you money or gifts.
* Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, in appropriate or makes you uncomfortable.
* Never hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings.

**Be RESPONSIBLE**

* Follow all school rules and instructions from school staff, including when using laptops and online services.
* Take care with the laptops you use.
  + Make sure the laptops you bring to school are fully charged each day and are stored appropriately when not in use.
  + Understand that you and your parents and carers are responsible for any repairs or IT support your laptops might need.
  + Make sure the laptops you bring to school have the latest software installed.
  + Take care with the school-purchased laptops you share with others.
* Use online services in responsible and age-appropriate ways.
  + Only use online services in the ways agreed to with your teacher.
  + Only access appropriate content and websites, including when using the school’s filtered network and personal, unfiltered networks.
  + Do not use online services to buy or sell things online, to gamble or to do anything that breaks the law.
* Understand that everything done on the school’s network is monitored and can be used in investigations, court proceedings or for other legal reasons.

**Be RESPECTFUL**

* Respect and protect the privacy, safety and wellbeing of others.
* Do not share anyone else’s personal information.
* Get permission before you take a photo or video of someone, including from the person and from a teacher.
* Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a laptops or online service.
* Do not send or share messages or content that could cause harm, including things that might be:
  + inappropriate, offensive or abusive;
  + upsetting or embarrassing to another person or group;
  + considered bullying;
  + private or confidential; and/or
  + a virus or other harmful software.

Appendix 3: Specifications required for bring your own devices

*Wireless connectivity*: WiFi capability.

*Operating system*: 4-Core Intel Pentium CPU or better, Windows 10 or 11.

*Battery life*: 7 hour battery life.

*Memory and RAM*: 4GB RAM, 128GB storage.

*Accessories*: Webcam.

*Other considerations*:

* Anti-Virus Protection – Windows 10 comes with an in-built antivirus (Windows Defender). Software with inbuilt VPNs or website filtering may cause issues connecting while at school.
* Anti-Malware – Malwarebytes can generally be used alongside your existing AntiVirus solution. Not required.
* Protective cover/sleeve.
* Accidental loss or damage insurance.

*Software and apps*: Students will need to perform the following tasks on the device and therefore have relevant software for each task. Before purchasing any software, please read the following two points:

* Google Apps provides the ability to create and store documents, presentations and spread sheets for free. This works ‘in the cloud’ and work can be shared across a variety of devices and operating systems. Google Suite comes at no cost as it is provided as part of their DoE account.
* Microsoft Office and Adobe Creative Suite are available to students free from the DoE Portal and are available for both Mac and Windows laptops. Students are to download independently.

**Downloading Software**

Microsoft Office 365 and Adobe software can be downloaded from the DoE Student Portal for free. Each student has access to Microsoft Office 365 and can download the software onto either a Windows 10 or MacOS device. The license is valid for multiple devices and can be revoked and added where needed. Students can also download an array of software from the Adobe Creative Cloud Suite if they wish.

|  |  |
| --- | --- |
| Access the internet | Browsers include Microsoft Edge, Mozilla Firefox and Safari. Google Chrome is recommended but having multiple browsers may assist. |
| Create documents | Word processing software. Includes Microsoft Word (Available from the DoE) and Google Docs |
| Create presentations | Any presentation tool. Examples include Microsoft PowerPoint (Available from the DoE) and Google Slides |
| Create spread sheets | Any spreadsheet tool. Examples include Microsoft Excel (Available from the DoE) and Google Sheets |
| Note-taking | Students can use their device to take notes either through a word processor, Microsoft One Note (Available from the DoE) or Apps like Evernote |
| PDF Reader | Acrobat PDF Reader recommended. (free). Opening PDFs with a web browser is also acceptable |

**Student User Agreement:**

**SIGN AND RETURN THIS PAGE TO SCHOOL**

Condell High School requires all BYOD students to be responsible learners. This document, once signed, confirms you and your parent/carers support the responsible use of technology for learning as outlined in the following documents:

1. BYOD – Expected Protocols (page 17)

2. Behaviour code for students (page 6 & 7)

Whilst at school students must connect to the free Wi-Fi provided by the NSW Department of Education ONLY using their portal username and password. Logging on to this WiFi will ensure all students are accessing age appropriate content that is filtered and secure. Failure to comply with these documents may result in the school acting in accordance with the NSW Department of Education Student Discipline in Government Schools Policy.

This Agreement must be signed and returned to the school before participating in the CPHS BYOD program.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I/We confirm that as a student of CPHS:

❏ I have read the documents: BYOD – Expected Protocols, Student Use of Laptops and Online Services Procedure and Behaviour Code for Students.

❏ I understand that I must bring my laptop to school every Monday and Thursday.

❏ I agree to abide by the terms and conditions within the documents listed above.

❏ I understand my responsibilities regarding the use of laptops at Condell Park High School.

❏ I will only access the internet during school hours via the NSW Department of Education internet service ‘detnsw’.

❏ I will always use the internet in a respectful manner.

❏ I will participate in online activities that contribute to a positive and inclusive digital society.

❏ I understand and agree to the Condell Park High School Student User Agreement.

❏ I understand that if I do not comply with the Student User Agreement the school may need to follow guidelines within the NSW Department of Education Student Discipline in Government Schools Policy.

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Name of student: Year group:

Signature of student:

Name of parent/carer:

Signature of parent/carer:

Student received laptop

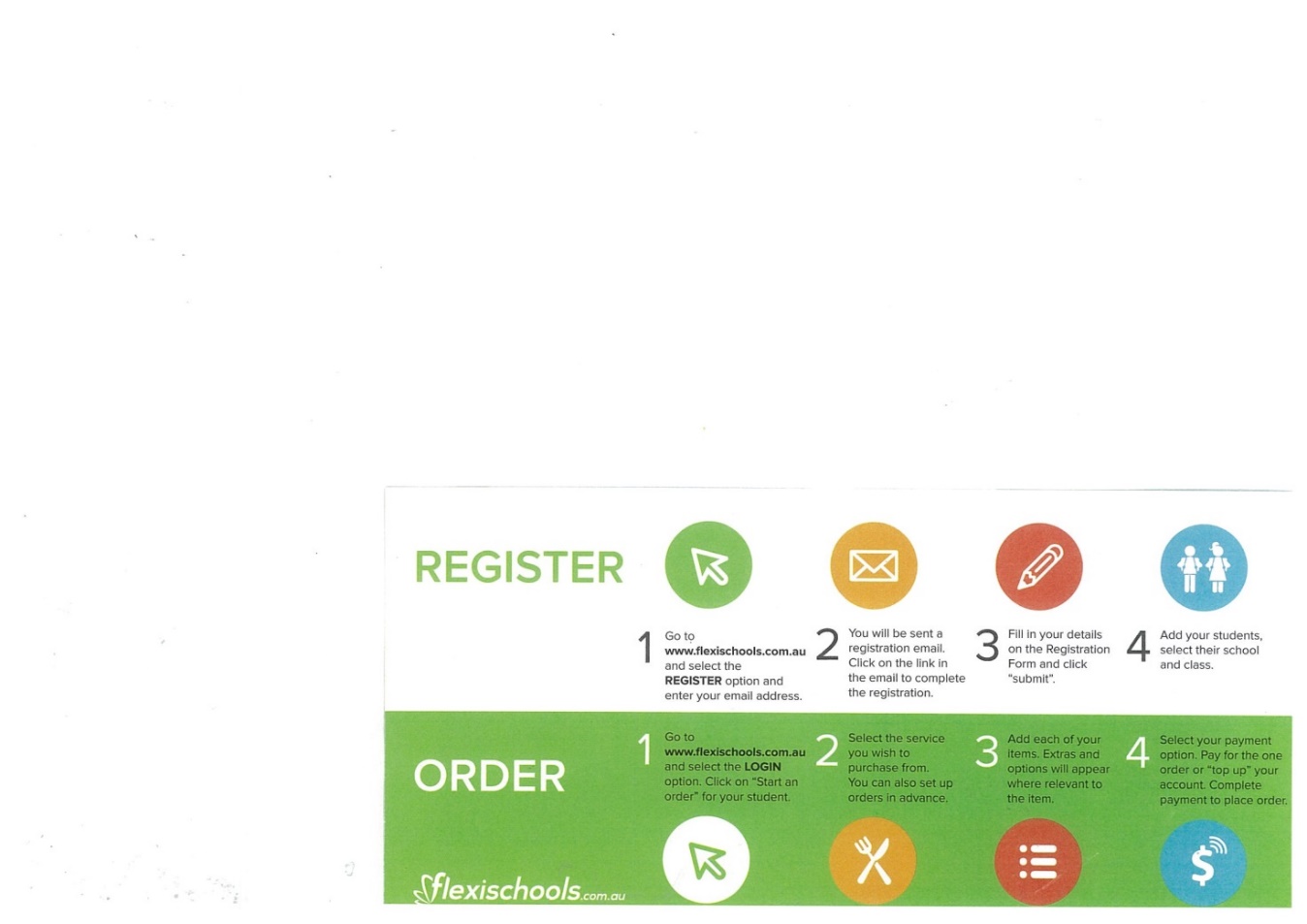
signature: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

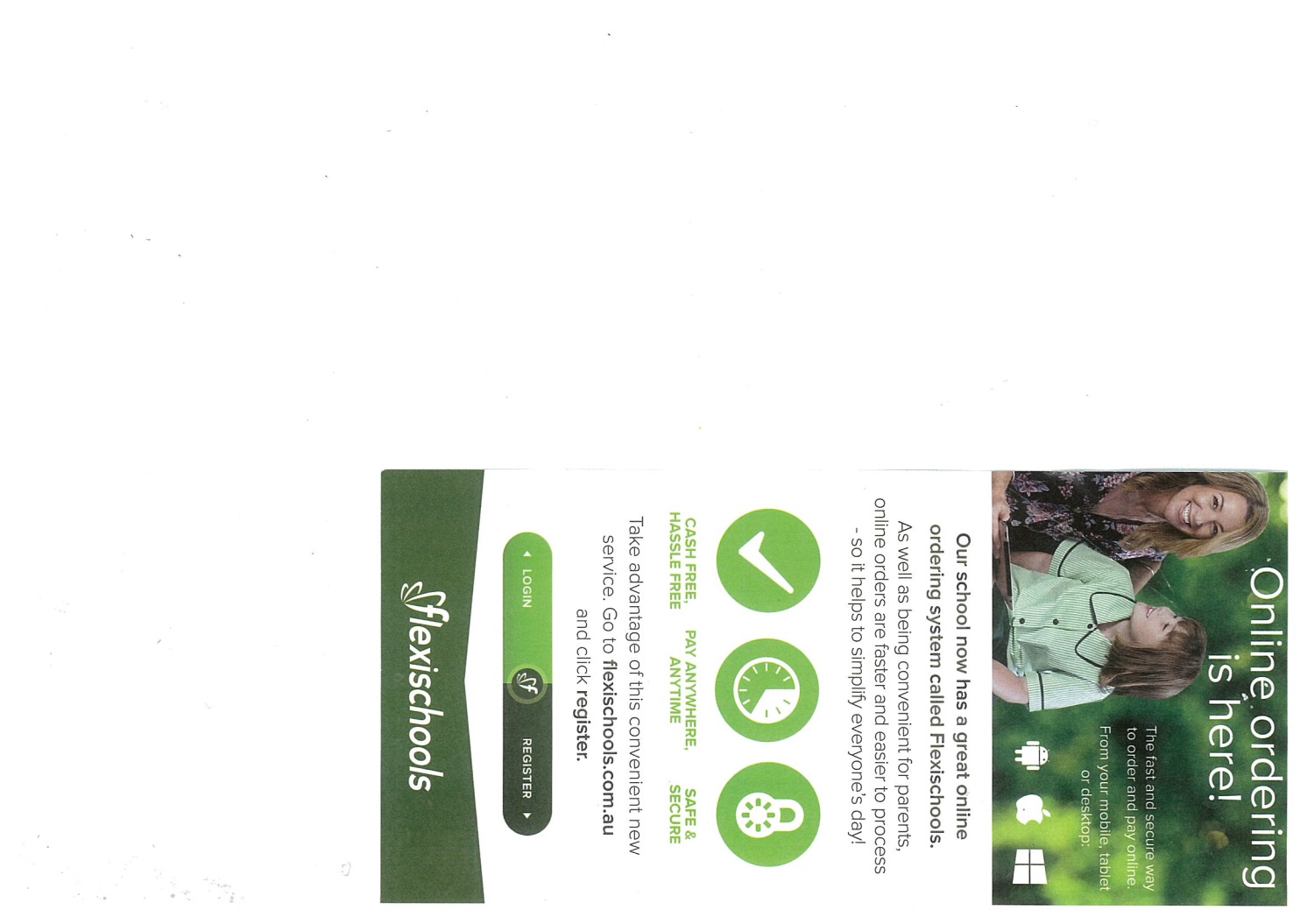
Technician signature: Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

## Calculators

Students use scientific calculators (Casio fx-82AUPLUS II) in their Mathematics classes and will need them for the remainder of their secondary studies. While it is not compulsory it is strongly recommended to buy through the school. The price is competitive due to our ability to buy in bulk. Should you wish not to take advantage of buying through the school, you are requested to verify the model required with the Head Teacher Mathematics to avoid purchasing the incorrect equipment.

## Canteen

The canteen service operates throughout the year and is run by a private operator. It offers a variety of tasty and nutritious foods and beverages, and is following the ‘Healthy School Canteen Strategy’. The Canteen is open to students before school, at recess and lunch. Students are to buy for themselves only and stand in line (no pushing or queue-jumping). You can also place orders online.



## Course Requirements

All class work, homework, assignments and assessment tasks must be completed. Students not meeting course requirements will repeat.

Students studying the Year 10 course and the Preliminary course (Year 11) must satisfy all course requirements before being eligible for a Record of School Achievement (RoSA). Only then will students be permitted to continue into the HSC course.

Students studying the HSC course must satisfy all requirements prior to the award of the HSC. All coursework, homework, assessment tasks must be completed.

## Detention – After School

To ensure the safety and wellbeing of all students and staff, as well as provide an educational environment where all students can achieve and succeed, it is essential that behaviour is managed appropriately. Where students do not respond positively to the standards and expectations of the school, it may be necessary to apply a fair, reasonable and proportionate action.

After school detention is held on Wednesday afternoons from 2.50pm to 3.30pm and on Thursday afternoons from 2.50pm to 3.30pm.

* Students can be placed on detention for serious offences.
* Students can only be placed on detention by the Principal and Deputy Principals.
* The student’s name and other relevant information are recorded in the Detention Register.
* A letter outlining the date of and reason for the detention is to be given to the student and an acknowledgment slip signed by parents/carers is to be returned to the person placing the student on detention. Alternatively, a phone call will be made to the parent/caregiver and the details negotiated and recorded.
* Detention is supervised by the class teacher or Head Teacher of the subject from which the student has truanted.
* Students failing to attend detention without a satisfactory reason will have their detention doubled, in the first instance, and thereafter will be referred to the Deputy Principal.

Diagram

Description automatically generated

Diagram

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Diagram

Description automatically generated

CT = Classroom Teacher

HT = Head Teacher

## Diary

A Student Diary will be provided to all students at the beginning of the year. It has been compiled by the school staff to cater to the needs of our students.

The diary is an important learning tool for students to record homework assignments and plan how they should be completed. The diary also promotes communication between the school and home. On each weekly planner page there is a section for comments for teachers and parents/carers to write messages to each other regarding student learning issues. Your school diary must be brought to school each day.

## Driving and Parking Safely

The beginning and end of the school day are busy times for pedestrians and drivers outside schools.

Road safety is of paramount importance. We expect students who drive to school to demonstrate absolute respect for road rules. Students observed to breach speed limits and/or drive with malicious intent, will be reported to police.

Students driving to and from school must follow the NSW Government road rules.

Students attending excursions or any school organised activity that requires transport MUST use the school organised bus or public transport. Under no circumstances are students allowed to drive a vehicle as an alternative means of attending the school based excursion/activity.

Complaints by neighbours citing students blocking or partially blocking driveways may result in a serious breach of school rules.

We expect students to park their cars with consideration to neighbours’ driveways. Park responsibly even if it means walking further to the school gate.

Always give way to pedestrians, particularly when entering and leaving driveways.

Failure to comply with these rules and expectations may result in a suspension and/or further consequences.

## Emergency Procedures

General evacuation of all the buildings will be signalled by 5 short bells or portable air horn in the case of power failure. Students are to follow the instructions of their teachers and line up in designated areas and then move to the back oval.

In the event of a Lock Down the bell will ring continuously for a total of five minutes. Emergency procedures are practised twice a year.

Evacuation and lockdown procedures can be found on all classroom doors.

## Higher School Certificate (HSC), Year 11 and Year 10 Results

**GETTING YOUR RESULTS**

Your HSC results, Year 11 and Year 10 grades are available to view in your **Students Online** personal account as soon as they are released by NESA.

**HSC Credential**

You can download your NESA credential as a free PDF via your **Students Online** account through Results Services. Your HSC credentials will include a HSC Testamur, Record of Achievement detailing your Year 12, 11 and 10 results, and personalised course reports for relevant HSC courses. After downloading, remember to save or print your credentials as your **Students Online** account will only remain open until 30 June of each year.

In addition to your free HSC credential as a PDF, eligible students receive a hard copy HSC Testamur. You can order a further copy of your HSC Testamur or a printed copy of your HSC Credential Package, including Record of Achievement and course reports, via your **Students Online** account for a small fee.

**Delivery of 2024 HSC results**

HSC results will be delivered via email and text message. You will also be able to access your results by logging in to your **Students Online** account.

**Record of School Achievement (RoSA)**

If you leave school before completing your HSC you may be eligible for the Record of School Achievement (RoSA).

Once your school has nominated you for a RoSA, it will be available to download as a free PDF via your **Students Online** account. This credential may disappear from your account after June of 2025.

**Students Online Account**

Students will be provided with their Student Online account number in Term 1 Year 10. It is the student’s responsibility to access their account and set up their pin for this account. Students are advised to store their Students Online account and pin in their diary. The school has NO ACCESS to students’ online accounts and therefore will not be able to provide any RoSA or HSC certificates. These are only available through the **Students Online** account and only open until 30 June each year.

## Homework

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

All students are encouraged to revise the day’s work at home each night, or engage in some reading activity. Formal homework might consist of:

* the completion of work set in class
* remedial work to strengthen skills
* additional work to enhance skills
* home study booklets (Year 7 only)
* assignments
* assessment tasks

More information about the Department of Education homework policy can be found at:

<https://education.nsw.gov.au/policy-library/policies/homework-policy?refid=285831>

### Teams

The school has moved from Edmodo to Microsoft Office 365. Teachers have created classes using Office 365/Teams.

Student owned devices and BYOD

These products are available at no cost to students under our enterprise agreement.

* Office 365: Online Office apps

Students portal > Learning > Office 365

* Microsoft Office 365 Desktop Apps: May be installed on up to 5 computers and 10 mobile devices

Students portal > Learning > Office 365 > Install Office

* Minecraft Education Edition

Class activities and homework are uploaded onto this app.

## Home Study Program

It is advisable that students establish a home study program. Good study habits are essential for students to achieve worthwhile results. They also provide a sound start to the demands of the senior years. At least an hour per day five days a week is recommended for Year 7 students for study and homework. Closer to exams, a study timetable should be organised and an extra half an hour per day for two weeks prior to major exams should be included.

## HSC Minimum Standard

The HSC minimum standard is part of an effort to improve the literacy and numeracy outcomes for students. Students in NSW need to demonstrate a minimum standard of literacy and numeracy to receive their HSC. The HSC minimum standard is a way of supporting and ensuring students have a functional level of literacy and numeracy.

Link to NESA: [**http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/hsc-minimum-standard/online-tests**](http://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/hsc/hsc-minimum-standard/online-tests)

**Online Tests**

To achieve an HSC in 2024 and beyond, students must sit the HSC minimum standards online tests in reading, writing and numeracy. Each of the three tests are of 45 minutes duration. Students must achieve a level 3 in each test in order to meet the HSC minimum standard. This aligns with level 3 of the Australian Core Skills Framework (ACSF) which is considered the level required to function in everyday life, for work and further study beyond school.

Once the HSC minimum standard is achieved in all three areas, a student is eligible to receive the HSC.

Students can sit the online tests up to 4 times a year, in Year 10, 11 and 12 and up to five years after they start the HSC.

Condell Park High School will advise students when these tests and or preparation for these tests will be scheduled. It is the students’ responsibility to attend all scheduled preparation workshops and tests. Failure to attend may result in your child not meeting HSC Minimum Standard requirements for achieving an HSC testamur.

**Support for students with additional needs**

Some students with additional needs will be eligible for provisions for the minimum standard tests. These provisions can be approved by the Principal. The learning support team will liaise with the Principal about extra provisions for the HSC minimum standard tests.

## Leadership

Student Representative Council (SRC)

The SRC Coordinator in 2024 is Sladjana Zubac. There are several ways to join the SRC. Students can be nominated by peers, their teachers or seek entry themselves. Announcements are also made at assembly at the beginning of the year to invite interested students to join. Regular SRC meetings are held in order to organise ensuing activities where students are delegated responsibilities. SRC members attend regular Inter-School meetings where they network and share ideas with SRC members from other schools. Additionally, SRC members run charity-related activities, such as selling bandanas, in order to raise money for Canteen. Overall, the SRC is an excellent opportunity for young people to develop their leadership and communication skills. It also provides students the opportunity to develop confidence in their organisational capabilities. The SRC is also an excellent foundation for young people who aim to lead the school as prefects or school captains once they reach senior level.

School Captains and Vice Captains 2024

These students are the leaders of the student body at Condell Park High School. They are the chief student ambassadors of the school. As such, they set and uphold standards for all students. All students should respect them and cooperate with them in their work.

Captains: Litiana Alam, Sarkis El Rehban

Vice Captains: Sibel Ali, Habib Al Bitar

Senior Prefects: Rianne Taha, Jafar Hamed, Medina Halilovic, Adam Chahal

Sports Captain: Ibrahim Al Badawi, Bryell Peita

Wellbeing Captains: Sabah Sayed, Leo Tavete

Ambassadors: Hadeel Ghassani, Haidar Karkamaz

Prefects: Lynn Hadid, Sireen Roude, Mason Phosri, Daniel Htoo, Mohamed Assoum, Lillian Nadde

## Learning Charges

Learning charges or any payments can be paid by students before school, recess or lunch of any day. Receipts will be issued. Payment of learning charges can be made by cash, cheque, money order or EFTPOS (no cash advances available). We also have credit card facility for transactions by Visa or MasterCard.

Payments can also be made online by logging onto the school website: [**http://www.condellpk-h.schools.nsw.edu.au/public/website/**](http://www.condellpk-h.schools.nsw.edu.au/public/website/)then clicking on **“Make a Payment”** and following the prompts to make a payment via Visa or Mastercard.

## Learning Support

The Learning Support Faculty works collegially across the school with all other faculties to assist in the development of students with special learning needs. These needs can range from the High Potential and Gifted Education, an English as a Second Language profile, Behavioural needs or those who require Learning Assistance. The Learning Support Faculty use their allocation to plan, program and team teach in order to individualise their approach towards targeted students.

## Library

The CPHS Library is open for all students at recess and lunchtime (excluding Tuesday lunchtime and Friday recess). Each student is issued with an identification card for borrowing. Books are available for borrowing for two weeks. In Years 7 and 8, students may borrow up to two fiction and two non-fiction books. In Years 9 and 10, students may borrow up to four fiction and four non-fiction books. In Years 11 and 12, students may borrow up to six fiction and six non-fiction books. Books may be returned before school, recess and lunchtime. Computers are also available for students to do school work only. Books lost, damaged or unreturned must be paid for. Library privileges may be withdrawn from any student if their behaviour is inappropriate.

Students have access to a printer in the Library. The cost for black and white printing is 5**¢** per page and for colour 30**¢** per page. Students can put money on their printing account at the Front Office.

## Lockers

The school has a small number of lockers that will be available for hire by Year 7 students. The introduction of lockers is intended as a support for smaller students with heavy bags who might benefit from having a place to put books and equipment during the day. There are not enough lockers for all students, therefore they are hired to those who can establish a need for one. The cost to hire a locker for the year is $20.00 (this includes a $10.00 refundable key deposit). More information will be distributed about lockers at the beginning of the year.

## Lost Property

All items including books, equipment and clothing which are brought to school should be clearly identified with the owner's name. Enquiries regarding lost property can be made at the Front Office.

## Make-up/Nails

### Make-up

The school encourages students to refrain from wearing make-up to school. Students wearing heavy and obvious applications of make-up will be asked to remove it.

### Nails

Diagram

Description automatically generatedNails should be kept to a safe and sensible length. Students whose nails are deemed to be of an unsafe length and pose a potential injury in practical lessons, will be asked to have them trimmed.

We ask that student nails are kept to a safe length as seen in the photo.

## Mobile Phones/iPods/Electronic Equipment – Improper Use

### Mobile Phones

Mobile phones are strictly banned for use in all areas of the school and extra-curricular activities/excursions. Students must book their phone in at the front office before school. Mobile phones can be collected at the end of the school day. Mobile phones are not allowed to be kept on a student’s body or in school bags during school time.

If a student is found to be in possession of a phone, **smart watch** or other electronic equipment during the school day it will be confiscated for a **period of two weeks** and only returned to the parent/carer.

iPods and other electronic equipment are banned objects and are not to be used during class time by students. The school takes no responsibility for their loss, damage or theft. They should not be taken into exams. A student is obliged to hand in their phone or other electronic equipment to the Front Office before the first bell of the day (see banned objects list on page 44).

## Newsletter

The school newsletteris available on line via the school website. Thenewsletter contains reports by the Principal and Deputy Principals and other important information about school activities.

## Non-Timetabled Periods (Years 11 and 12)

Students are permitted to:

* Study in the Hub when supervised by a teacher.
* Study in the Foyer Study Area (no eating/drinking except during recess/lunch).
* Study in the Library.
* Sit/study in the Outdoor Classrooms (eating/drinking permitted).

## Parents’ and Citizens’ Association

Parents/carers and citizens are invited to join this association which meets once a term. These meetings are advertised in the school newsletter. By attending P&C meetings, parents/carers will get to know other parents/carers of our school community and will better understand the goals of the school. School policies and issues are discussed and reports on school activities are given. Parent/carer meetings are also held at the school on Thursdays. These are information sessions on various topics that may be of relevance to the parent/carer.

## Parent/Carer-Teacher Morning Meetings

Parent/Carer-Teacher nights are held in the middle and at the end of the year to enable parents/carers to receive feedback on their child’s academic progress. Parents/carers will receive advice about the dates of these meetings in Terms 1 and 4.

Parents/carers and teachers may arrange a meeting to discuss a student's progress at any time throughout the year, although in all such cases the student's immediate supervising Year Adviser should be consulted.

## Reports

Reports are available for collection at the end of Term Two (Semester 1) and Term 4 (Semester 2). During this time payment of school learning charges is appreciated. Year 7 parents/carers can also collect a progress report at the end of Term 1 that provides a snapshot of how a student has transitioned to high school.

## Safety Requirements

When working in practical classroom areas, the students must observe special safety practice and wear safety equipment. This includes:

* A protective apron which must be worn in Technology and Applied Science classrooms.
* Department of Education and Communities regulations state: "*Where a student's hair is of such length as to create a hazard in the practical workshop, the hair should be confined by a hair net or snood whilst the student is in the work area".*
* A suitable apron may be purchased from the school.
* Students must wear shoes with leather uppers when in the work area. Their school shoes are satisfactory if they comply with the school uniform. Students will not be permitted in class if this rule is not complied with. See **Page 45** for correct school shoes.

The provision of the above safety equipment is the student's responsibility.

Students will be given general safety instructions before commencing practical work when necessary. Special instruction on specific power-operated machines will be given prior to use in Industrial Arts when necessary. The school will supply specialised safety equipment during practical lessons, including eye safety protective shields and glasses, which the student must wear whilst using a power-operated machine or during Science practical lessons.

## School Uniform/Bags

Full school uniform must be worn (see Uniform List). **No uniform notes will be issued**. Parents will be contacted and requested to bring their child’s correct school uniform or for their child to be sent home. The PE uniform is only to be worn for sport on Tuesday. Black hats with no logos must be worn for sport afternoons.

All uniform clothing must be purchased from the school’s uniform shop. Uniform costs are kept to a minimum with no profit to the school. This ensures full compliance with all school uniforms representing the school logo.

### Junior Uniform Girls (Years 7-9)

Polo and skirt/pants.

### Junior Uniform Boys (Year 7-9)

Polo and short/long pants.

### Senior Summer Girls Uniform (Years 10-12)

Senior white shirt, skirt/pants and black school hat.

### Senior Summer Boys Uniform (Years 10-12)

Senior white shirt, shorts/pants and black school hat.

### Senior Winter Girls Uniform (Years 10-12)

Senior white shirt, skivvy (white) underneath, long pants/skirt and tie in Term 2 and 3.

### Senior Winter Boys Uniform (Years 10-12)

Senior white shirt, shorts/long pants and tie in Term 2 and 3.

### Sport Uniform (Years 7-12)

Sports polo, sports shorts/track pants and black school hat.

Please note:

For girls who choose to wear a scarf for religious/cultural reasons, the scarf must be either white, green or black (school colours). Woollen winter scarves must be school colours, either white, green or black.

School jumper/jacket only.

School bags need to be a sturdy back-pack style, large in size. A large bag is defined (at the discretion of the Principal) as one substantial enough to fit all equipment necessary in a full day including practical lessons and meal breaks. A school bag with the school’s crest is available to purchase from the school’s uniform shop. **No** handbags, draw-string light‑weight bags, shoulder bags and/or satchels are allowed.

## Senior Student Expectations

**An introduction to a different way of learning**

It is generally recognised that older students learn more effectively when:

* they have as much choice and control as possible over their own studies;
* they enjoy a variety of teaching and learning techniques and experiences;
* they understand how learning happens; and
* they are responsible for their own learning.

At Condell Park High School*,* the senior school is structured to allow this to happen.

We have:

* NESA requirements for the HSC qualification monitored by teachers in each subject.

**Study Expectations of our Year 11 Students**

**Students ARE expected to:**

* demonstrate the school’s RESP values of Respect, Equity, Safety and Positivity;
* be responsible, self-disciplined and a credit to their school; this is particularly important when travelling to and from school or representing the school or in the public eye;
* wear full school uniform at all times, including travelling to and from school and on school activities;
* maintain our high standard of behaviour by following all school rules and responsibilities, be polite and considerate and be seen as role models for junior students by setting a good example;
* apply self-discipline to work and be motivated independently; they need to apply themselves to their studies to the best of their ability;
* be on time for each class in order to meet Year 11 and HSC requirements for application to studies; and
* attend whole school assemblies on Tuesdays.

**Senior Students MAY NOT**:

* be in the playground playing games or go to the canteen during lesson time;
* interfere with PE lessons;
* disrupt the learning of any other student within the school;
* loiter in cars or in areas near the school;
* drive their car onto school grounds or be a passenger in a student-driven car that does so;
* go to their car during the school day; or
* leave school grounds to go to the shops or for any other reason without approved leave, including school and parental consent.

The Deputy Principals will monitor students’ attitude, academic performance and attendance. If there are any concerns, parents will be notified and parent interviews will be conducted to discuss these issues.

## Sick Bay Procedures

If a student becomes ill during the day, arrangements will be made for them to be collected from the Front Office. Students are to obtain a note from their teacher before approaching Front Office staff. **Front Office staff will contact the parent/carer** and organise for the student to be collected at the earliest convenience. In the event that a parent/carer cannot be contacted and at the discretion of the school’s first aid officer, the student will be directed to return to class until such time as the parent/carer makes contact.

If a student is repeatedly making use of sick bay procedures, the Head Teacher Welfare will be informed. If a student is experiencing emotional upset, please advise the school at the earliest opportunity.

Medication

Any medication that needs to be taken during the school day must be left at the Front Office. The medication must be labelled from the pharmacy and include the student’s name. Direct contact with the Head Teacher Welfare needs to be made to negotiate the administering of the medication. Headache relieving medication such as Panadol will never be administered by any staff.

Accidents

In the event of accidents, the incident should be reported immediately to the nearest teacher. Parents/carers of students who have sustained a significant injury (for example to the head, eyes or back) will be contacted at the earliest opportunity. These students will generally not return to class, but will be kept in the front office area until they can be collected by a parent/carer. If necessary an ambulance will be called and the parent/carer advised.

## Smoking/Vaping

Smoking/vaping is not allowed at school, near the school, nor on the way to and from school. Students caught in the vicinity of smokers/vapers will also face consequences. Parents/carers will be informed and suspension may follow repeat offences.

## Sport

Sport Year 7-10

Condell Park High School students participate in a compulsory weekly sports program on Tuesday afternoons between 12.40pm and 2.30pm. A variety of options that promote physical activity are available to students.

Grade Sport

Students who wish to play in a competitive structured game may wish to trial for a grade sport. Grade sports involve a round robin style competition against others schools in the Bankstown Secondary Schools Sports Association. These schools include Chester Hill HS, East Hills Boys HS, Moorebank HS, Picnic Point HS, Punchbowl Boys HS, Sefton HS, Sir Joseph Banks HS and Strathfield South HS.

Grade competitions run over three seasons. Students involved in a winning team in the grade competitions receive a trophy from the zone.

Grade sports rotate each season and include Soccer, Oz tag, Volleyball, Netball, Basketball, European Handball and Dodgeball. There are competitions for both genders with one mixed competition offered each season. Students from Years 7 and 8 are permitted to trial for the junior grade teams. Students from Years 9 and 10 are able to trial for a senior grade team.

Grade sports are run at a central venue, which means all teams in the competition attend the same venue every week of the season. Some venues require students to travel by bus at a cost of $7.00 per week which is payable as they board the bus. Buses leave for sport at 12.10pm and students are required to meet the supervising teacher on the front lawn at the start of lunch. Some venues are in close proximity to the school and students can walk to the venue. Students walking to the venue are required to meet their supervising teacher on the front lawn at 12.40pm.

Students who trial for and are selected in a grade team are expected to make a commitment to that team for the entire season. Students will be made aware of any costs or particular requirements for their sport at the trials.

Recreational Sport

Students who do not wish to be involved in a grade sport or are not selected will enrol in a recreational sport. Recreational sports vary from season to season with a range of options available at venues both in school and out of school. Sports offered may include tennis, table tennis, gym, ten pin bowling, ice skating, basketball, netball, volleyball, Oz tag, touch football, soccer, handball, badminton, skipping and dance. Some sports have a weekly cost, for example, tennis - $3.00 per week and some require travel by bus, for example, ten pin bowling - $15.00 per week. Students pay for ice skating and ten pin bowling at Recess time in the Foyer (correct money is appreciated). Permission notes are sent home each season for sports that leave school and will inform parents/carers of any costs involved. Recreational sports are not competitive and give students an opportunity to participate in regular physical activity with a focus on fitness, personal development and team building skills.

Non-Sport

Students who are sick/injured on Tuesdays are required to bring a note from home. They will then attend non-sport in the library between 12.40pm and 2.30pm where they are expected to participate in structured learning activities. Students who become sick or injured throughout the day can see the Sports Coordinator for permission to attend non‑sport. Students must obtain a slip from the Sport Coordinator to be able to attend non‑sport. **Students who do not wear the full and correct sports uniform must attend non‑sport**.

Representative Knockout Sports

Condell Park High School also participates in a variety of regional representative knockout sports throughout the year. These competitions are run in a knockout format, meaning you must win every game to progress in the competition. The top two placed sides in the Sydney South West regional competition will progress to the Combined High Schools state finals.

The coach of each team will advertise trial dates in the daily notices and on assembly. Game dates and times will vary for each match. Students in these knockout teams will miss normal classes at times and it is their own responsibility to catch up on any missed work.

Knockout sports on offer each year depend on student interest and may include:

* Open boys soccer and open girls soccer
* U/15s boys soccer and U/15s girls soccer
* Open boys rugby league and U/14s boys rugby league
* Open boys touch football and open girls touch football
* Open boys basketball and open girls basketball
* U/15s boys basketball and U/15s girls basketball
* Open boys volleyball and open girls volleyball
* Open girls netball

Carnivals

Condell Park High School students have the opportunity to participate in three carnivals throughout the year: the Swimming Carnival, Cross Country and Athletics Carnival. Students who perform well in these carnivals may earn qualification to the Bankstown Zone Carnival. Students then have the opportunity to progress to regional, state and national championships.

## Teacher Absence

In all circumstances, for students in Years 7-10, classes will be covered by permanent or casual staff and work will continue. Year 11 and 12 students report to usual classroom at start of a lesson. Students should do private study at any time their teacher is absent, and no replacement teacher is available.

## Toilets and Toilet Blocks

Gathering in groups and leaving bags in toilet blocks are not allowed. Food should not be eaten in toilet blocks and the area needs to be left clean with toilet paper being used responsibly.

Only one student per cubicle is permitted. Students in Year 7 to Year 10 must use the junior toilets. Only students in Year 11 and 12 are allowed in the senior toilets. This is clearly signposted upon entry into the toilet block. Failure to adhere to these rules may result in serious consequences.

Students wishing to use the bathroom during class time must have a signed permission note in the student’s diary accounting for the date and time of absence from the duty of care from the supervising classroom teacher.

Students who have a medical certificate citing medical reasons for frequent use of the toilet will be provided with a toilet pass. Students must seek verbal permission from the supervising teacher before leaving the learning environment.

## Travelling To and From School

Train and Bus Travel

Students are reminded that members of the community often judge a school on the behaviour of students travelling to and from school. Be polite to members of the community when travelling between home and school and respect the peace and property of your neighbouring community. While in uniform you represent school values at all times.

The School Opal card gives eligible students free or discounted travel between home and school using the train, bus, ferry and light rail services you nominate in your application.

**The student must be:**

* a resident of NSW, or an overseas student eligible for free government education.
* aged 4 years 6 months or older. Pre-school children are not eligible.
* living within the minimum distance from the school as detailed below.

**Minimum distance**

Free school travel is available to students who live **outside** of the following distances from their school. If you live **within** these distances, you are able to buy a School Term Bus Pass if you meet all the conditions.

The minimum distance varies according to the year or grade the student is enrolled in that calendar year. You are able to buy a School Term Bus Pass for a:

* **Year 3 to Year 6** student if the straight line distance from their home address to school is less than 1.6 kilometres.
* **Year 7 to Year 12**student if the straight line distance from their home address to school is less than 2 kilometres.

If your application for free school travel has been rejected for reasons other than distance, you cannot apply for a School Term Bus Pass. You can [get a Child/Youth Opal card](https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/child-youth).

A close-up of a letter

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A close-up of a paper

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## Vaccinations

NSW Health works with schools to offer **human papillomavirus (HPV)** and **diphtheria-tetanus-pertussis (dTpa)** vaccines to Year 7 students in a school-based vaccination program. **In Year 10 students are vaccinated against meningococcal**. For your child to be vaccinated, consent for each vaccine must be provided by the parent/guardian by completing an online form through the MyGov app. The vaccines are only provided free at school if you complete, sign and return the Consent Form while your child is in Year 7 and Year 10.

## Whole School Exams

Separate exam timetables and rules are issued. Students must take responsibility for following policies/procedures in exams.

## Year 7 Camp

A two night camp for Year 7 is held in Semester One. The students will really enjoy this important team building experience, getting to know each other in a challenging and fun-filled environment under the care of expert staff. Further information will follow in the new year.

## Year 7 Swim School

Year 7 swim school takes place over three days late in Term 4. The first two days are spent at a designated swim centre where students participate in a variety of water awareness and safety activities. The third day is spent at South Cronulla beach where students participate in a talk from lifeguards and are involved in activities on the beach and in the water. Permission notes and information regarding swim school are distributed in Term 4.

## Year 11 Snow Camp

Year 11 Snow Camp takes place in late Term 2. Participating students spend a week at Thredbo Ski Resort participating in ski lessons with qualified instructors. Students stay at the ALI – Action Learning Initiatives Lodge in Jindabyne.

# Uniform

|  |  |
| --- | --- |
| ***Official School Uniform*** | ***The following items are NOT to be worn at any time*** |
| **BOYS**  Bottle Green Trousers  Bottle Green Shorts  White Polo Shirt with School Crest  Senior Short Sleeve Shirt with School Crest  Senior Long Sleeve Shirt with School Crest  **GIRLS**  School Skirt  School Shorts  School Trousers  White Polo Shirt with School Crest  Senior Short Sleeve Shirt with School Crest  Senior Long Sleeve Shirt with School Crest  **BOYS & GIRLS**  Black Knit Jumper with School Crest  Black Fleece Jacket with School Crest  Black Fleece Sloppy Joe with School Crest  Black Bomber Jacket with School Crest  Black Bag with School Crest  Black Cap  **SENIOR SCHOOL BLAZERS**  School Blazers  Ties (**must** be worn by Years 10, 11 and 12 students in Terms 2 & 3)  **PE/SPORTS UNIFORM**  (Full Sport Uniform Must Be Worn On Tuesdays)  **Boys (*compulsory*)**  PE/Sport Striped Shirt  Black Shorts  **Girls (*compulsory*)**  PE/Sport Striped Shirt  Black Shorts  **OPTIONAL** (for both boys and girls)  School Tracksuit Pants  School Tracksuit Jacket (May Be Worn Instead of Fleecy Jacket/Sloppy Joe)  **SHOES** (not available from school uniform shop)  Black Leather Lace-Ups/Slip-ons)  Lace-up joggers (Sport and PE Only)  **SOCKS** (not available from school uniform shop)  White  Black | **ALL STUDENTS**   * An upper body outer garment (eg shirt, jumper) without a school logo. * Clothing displaying logos/pictures of any type (except the official School Logo). * Coloured shirts, jumpers, sweaters or jackets. * Tracksuit pants (except the school tracksuit pants on sport days). * Jeans or other clothing made from denim. * Flannelette shirts/football socks. * Cargo shorts/pants. * Canvas shoes (eg “boat style” shoes). * “Ballet style” slip-on shoes. * Joggers, except with sport uniform on Tuesdays/during PE or SLR lessons. * Slip-on or velcro joggers. * Black joggers, except with sports uniform on Tuesdays/PE or SLR lessons (this is a safety requirement, black leather shoes MUST be worn). * Coloured hats (black only). * Hats with logos. * Coloured t-shirts/singlet tops/skivvy underneath the school shirt (white t‑shirts/singlet/skivvy only). * Long sleeve top worn underneath a short sleeve top. * Coloured scarf (black, bottle green, white only). * Coloured shoe laces. * Shirts with rolled up sleeves. * Skins or thick black/coloured tights under shorts. |

|  |  |  |  |
| --- | --- | --- | --- |
| Uniform Prices 2024 | | | |
|  |  |  |  |
| **BOYS** |  | **PRICE** |  |
| Junior White Polo Shirt with school crest |  | $ 30.00 |  |
| **Boys Senior Shirts with school emblem** |  | **$ 35.00** |  |
| Boys Bottle Green Trousers |  | $ 50.00 |  |
| **Boys Bottle Green Shorts** |  | **$ 40.00** |  |
| **GIRLS** | | | |
| Junior White Polo Shirt with school crest |  | $ 30.00 |  |
| **Girls Senior Shirts with school emblem** |  | **$ 35.00** |  |
| Girls Checked Skirt |  | $ 55.00 |  |
| **Girls Green Trousers** |  | **$ 50.00** |  |
| **BOYS & GIRLS** | | | |
| Jumper Fleece Black Sloppy Joe with school crest |  | $ 40.00 |  |
| **Jacket Fleece Zipper Black with school crest** |  | **$ 50.00** |  |
| Jumper Knit Black with school emblem |  | $ 55.00 |  |
| **Jacket Bomber Black with school emblem** |  | **$ 55.00** |  |
| Blazer Senior Black with school emblem |  | $ 180.00 |  |
| **Caps Black** |  | **$ 10.00** |  |
| Senior Ties |  | $ 20.00 |  |
| **BOYS & GIRLS - SPORTS/PE UNIFORM** | | | |
| Sports SHIRTS with CPHS embroidery |  | $ 35.00 |  |
| **Sports SHORTS Black with CPHS embroidery** |  | **$ 30.00** |  |
| Sports TRACK PANTS with CPHS embroidery (OPTIONAL) |  | $ 45.00 |  |
| **Sports TRACK JACKET with CPHS embroidery (OPTIONAL)** |  | **$ 50.00** |  |
| Sports TRACK SUIT (Set of Jacket & Pants - OPTIONAL) |  | $ 90.00 |  |
| **Subject Items - Paid for at the office (receipt must be shown to student's teacher to obtain item)** | | | |
| Calculator (Mathematics) |  | $ 30.00 |  |
| Apron (Hospitality) |  | $ 7.00 |  |

|  |  |
| --- | --- |
| Examples of the type of school shoes that are appropriate | |
| **Covered**  **Leather/Equivalent**  **Supportive**  **Protective** |  |
| **Examples of the kind of school shoes that are not appropriate** | |
|  |  |

Please note, while other shoes may be black, leather and not included in the images above, the school reserves the right to determine the appropriate ‘uniform look’ as indicated in the box marked with a tick.

# Banned Objects

|  |  |
| --- | --- |
| * Aerosol cans (incl. aerosol deodorants) | * Large buckles on belts |
| * Alcohol | * Laser pointers |
| * Batons | * Matches |
| * Belts wider than 30mm | * Metal chains (including heavy jewellery chains) |
| * Birds/animals/reptiles/insects (unless approved by the Principal | * Metal forks/spoons |
| * Bottled liquid paper/liquid paper pen (correction tape is ok) | * Metal/plastic tubing |
| * Bows/arrows/slingshots | * Mobile phones |
| * Cameras (unless approved by the Principal) | * Motor vehicles (unless approved by the Principal) |
| * Chemicals | * Needles/pins |
| * Chewing/bubble gum | * Objects used for drug taking |
| * Cigarette lighters | * Other objects used for communication (eg 2 way radios) |
| * Cigarettes | * Paint |
| * Clothing with offensive pictures/words | * Pornographic material |
| * Darts | * Prescribed medicines unless approved by the Principal |
| * Earrings/body pierced jewellery larger than 15mm diameter/length | * Radios, CD players, MP3 players, iPods, iPads |
| * Edible seeds (eg pumpkin, sunflower etc) | * Rope/string |
| * Electronic devices including smart watches etc. | * Scissors longer than 12cm |
| * Electronic games | * Smart watches |
| * Felt marker pens of any size | * Steel rulers/steel edged rules (plastic/timber rulers only) |
| * Fireworks | * “Stink bombs” (manufactured/naturally occurring plants) |
| * Flammable substances | * Sharp jewellery |
| * Glass bottles or containers eg bottled perfume or drink | * Skateboards/roller blades/roller skates |
| * Guns/firearms | * Spray paint |
| * Illegal drugs | * Studded belts |
| * Imitation guns/firearms | * Trade tools (unless approved by the Principal) |
| * Imitation knives/swords | * Uber Eats |
| * Items to be traded | * Vapes |
| * Knives/swords/sharp implements of any type |  |

# Bell Times

**MONDAY TUESDAY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Period 0 | 7.50 – 8.50 |  | Period 0 | 7.50 – 8.50 |
| Period 1 | 8.50 – 9.50 | Period 1 | 8.50 – 9.50 |
| Period 2  Assembly | 9.50 – 10.20 | Period 2 | 9.50 – 10.50 |
| Recess | 10.20 – 10.50 | Recess | 10.50 – 11.10 |
| Period 3 | 10.50 – 11.50 | Period 3 | 11.10 – 12.10 |
| Period 4 | 11.50 – 12.50 | Lunch | 12.10 – 12.40 |
| Lunch | 12.50 – 1.20 | SPORT  12.40 – 2.30 | |
| Period 5 | 1.20 – 2.20 |

**WEDNESDAY**

|  |  |
| --- | --- |
| Period 0 | 7.50 – 8.50 |
| Period 1 | 8.50 – 9.50 |
| Period 2 | 9.50 – 10.50 |
| Recess | 10.50 – 11.20 |
| Period 3 | 11.20 – 12.20 |
| Period 4 | 12.20 – 1.20 |
| Lunch | 1.20 – 1.50 |
| Period 5 | 1.50 – 2.50 |

**THURSDAY FRIDAY**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Period 0 | 7.50 – 8.50 |  | Period 0 | 7.50 – 8.50 |
| Period 1 | 8.50 – 9.50 | Period 1 | 8.50 – 9.50 |
| Period 2 | 9.50 – 10.50 | Period 2 | 9.50 – 10.50 |
| Recess | 10.50 – 11.20 | Recess | 10.50 – 11.20 |
| Period 3 | 11.20 – 12.20 | Period 3 | 11.20 – 12.20 |
| Period 4 | 12.20 – 1.20 | Period 4 | 12.20 – 1.20 |
| Lunch | 1.20 – 1.50 | Lunch | 1.20 – 1.50 |
| Period 5 | 1.50 – 2.50 | Period 5 | 1.50 – 2.50 |

# Student Equipment Requirements 2024

All students require the following stationery items in addition to the items required for the subjects that they study:

|  |  |  |
| --- | --- | --- |
| * Black pens | * Eraser | * Red pens |
| * Blue pens | * Glue stick | * Scissors (no longer than 12cm) |
| * Coloured pencils | * HB lead pencils | * School diary |
| * Correction tape | * Highlighters | * Wooden or plastic ruler |
| * Dictionary | * Pencil sharpener | * USB flash drive |

* All stationery items must be placed in a pencil case.
* All notebooks must be covered in contact or plastic.
* You must also bring your issued textbooks.

All students must wear full school uniform including closed leather shoes (this is a safety requirement) to all classes except PE & Sport where the sport uniform must be worn.

| **Subject** | **Stage 4 (7 & 8)** | **Stage 5 (9 & 10)** | **Stage 6 (11 & 12)** |
| --- | --- | --- | --- |
| Ancient History |  |  | 2 A4 notebooks 196 pages  1 A4 ring binder  A4 plastic display sleeves  1 highlighter  1 USB |
| Arabic |  | 1 A4 notebook 128 pages  A4 plastic display sleeves | 1 A4 notebook 128 pages  A4 plastic display sleeves  Arabic Dictionary |
| Biology |  |  | 1 USB  2 A4 notebooks 128 pages  Scientific calculator  (Casio fx-82AUPLUS II)  Geometry set  1 hair tie (for long hair) |
| Business Studies |  |  | 2 A4 notebooks 196 pages  1 A4 ring binder  A4 plastic display sleeves  1 highlighter  1 USB |
| Chemistry |  |  | 1 USB  2 A4 notebooks 128 pages  Scientific calculator  (Casio fx-82AUPLUS II)  Geometry set  1 hair tie (for long hair) |
| Child Studies |  | 1 A4 notebook 128 pages  1 USB |  |
| Commerce |  | 2 A4 notebooks 196 pages  1 A4 ring binder  A4 plastic display sleeves  1 highlighter  1 USB |  |
| Community & Family Studies |  |  | 2 A4 notebooks 228 pages |
| Construction |  |  | 1 high visibility shirt  1 high visibility hard hat  1 A4 notebook 128 pages  A4 plastic display folder  Steel cap shoes (boots)  1 hair net/tie (for long hair) |
| Crime Through Time |  | 2 A4 notebooks 196 pages  1 A4 ring binder  A4 plastic display sleeves  1 highlighter  1 USB |  |
| Design & Technology |  |  | 1 A4 notebook 96 pages  1 A4 display folder  1 A3 display folder  1 USB |
| Drama |  | 1 A4 notebook 164 pages | 3 A4 notebooks 196 pages  A4 plastic display folder |
| English | 2 A4 notebooks 196 pages | 2 A4 notebooks 196 pages | 1 A4 ring binder or folder  A4 plastic display sleeves  A4 notebook 196 pages  A4 lined paper  1 USB |
| Engineering Studies |  |  | 1 A4 display folder  1 A4 notebook 128 pages  1 A4 drawing pad  1 protractor  1 ruler  1 calculator  30/60 set squares  1 eraser  1 mechanical pencil (Pacer) |
| Exploring Early Childhood |  |  | 2 A4 notebooks 228 pages |
| Food Technology |  | 1 USB  1 white cooking apron  1 A4 notebook 128 pages  1 A4 display folder  1 tea towel  1 storage container |  |
| Geography | 2 A4 notebooks 128 pages  A4 plastic display sleeves  1 highlighter  1 USB | 2 A4 notebooks 128 pages  1 A4 ring binder  A4 plastic display sleeves  1 highlighter  1 USB | 2 A4 notebooks 196 pages  1 A4 ring binder  A4 plastic display sleeves  1 highlighter  1 USB |
| History | 2 A4 notebooks 128 pages  A4 plastic display sleeves  1 highlighter  1 USB | 2 A4 notebooks 128 pages  1 A4 ring binder  A4 plastic display sleeves  1 highlighter  1 USB | 2 A4 notebooks 196 pages  1 A4 ring binder  A4 plastic display sleeves  1 highlighter  1 USB |
| Hospitality  (Food & Beverage) |  |  | 1 USB  2 black aprons/polo shirt (buy $50)  1 pair black dress pants  1 tea towel  1 A4 display folder  1 A4 notebook 96 pages |
| Hospitality  (Kitchen Operations) |  |  | 1 USB  Chefs uniform (buy $75)  1 tea towel  1 A4 display folder  1 A4 notebook 96 pages |
| Industrial Technology – Building & Construction |  | 1 A4 notebook 128 pages  A4 plastic display folder  2 x HB pencils  1 USB |  |
| Industrial Technology – Timber |  | A4 notebook 128 pages  A4 plastic display folder  1 USB  2 x HB pencils | 1 apron  1 A4 notebook 128 pages  1 USB  A4 plastic display folder  1 A3 plastic sleeve display folder  2 x HB pencils  1 hair net/tie (for long hair) |
| Information and Software Technology |  | A4 notebook 128 pages  A4 plastic display folder  1 USB |  |
| Investigating Science |  |  | 1 USB  2 A4 notebooks 128 pages  Scientific calculator  (Casio fx-82AUPLUS II)  Geometry set  1 hair tie (for long hair) |
| iSTEM |  | 1 USB  1 A4 notebook 128 pages  Scientific calculator  (Casio fx-82AUPLUS II)  Geometry set  1 hair tie (for long hair)  Headphones for online practical exam |  |
| Language | 1 A4 notebook 128 pages  A4 plastic display folder |  |  |
| Legal Studies |  |  | 2 A4 notebooks 196 pages  1 A4 ring binder  A4 plastic display sleeves  1 highlighter  1 USB |
| Marine Studies |  |  | 1 USB  2 A4 notebooks 128 pages  Scientific calculator  (Casio fx-82AUPLUS II)  Geometry set  1 hair tie (for long hair) |
| Mathematics | 2 A4 notebooks 196 pages  Scientific calculator  (Casio fx-82AUPLUS II or Casio fx-100AUPLUS)  Geometry set & ruler  1 USB  Display folder | 2 A4 notebooks 196 pages  Scientific calculator  (Casio fx-82AUPLUS II)  Geometry set & ruler  1 USB  Display folder | 2 A4 notebooks 196 pages  Scientific calculator  (Casio fx-100AUPLUS)  Geometry set & ruler  1 USB  Display folder |
| Modern History |  |  | 2 A4 notebooks 196 pages  1 A4 ring binder  A4 plastic display sleeves  1 highlighter  1 USB |
| Music | 1 A4 music book (with manuscript section in middle)  Pencil/Rubber | 1 A4 music book (with manuscript section in middle)  Pencil/Rubber | A4 plastic display sleeves  A4 book lined  Music manuscript lined paper |
| PD/H/PE | 1 A4 notebook 128 pages  Sports uniform | 1 A4 notebook 128 pages  Sports uniform | 2 A4 notebook 128 pages  1 highlighter |
| Photography & Digital Media |  | 1 Plastic sleeve folder  11 USB  2 2B pencils | 1 Plastic sleeve folder  1 USB  2 2B pencils |
| Physics |  |  | 1 USB  2 A4 notebooks 128 pages  Scientific calculator  (Casio fx-82AUPLUS II)  Geometry set  1 hair tie (for long hair) |
| Science | 1 USB  1 A4 notebook 128 pages  Scientific calculator  (Casio fx-82AUPLUS II)  Geometry set  Headphones for online practical exam  1 hair tie (for long hair) | 1 USB  1 A4 notebook 128 pages  Scientific calculator  (Casio fx-82AUPLUS II)  Geometry set  1 hair tie (for long hair)  Headphones for online practical exam |  |
| Society & Culture |  |  | 2 A4 notebooks 196 pages  1 A4 ring binder  A4 plastic display sleeves  1 highlighter  1 USB |
| Sport, Lifestyle and Recreation (SLR) |  |  | 1 A4 notebook  Sports uniform |
| Sports Coaching |  | 1 A4 notebook 128 pages  Sports uniform |  |
| Studies of Religion |  |  | 2 A4 notebooks 196 pages  1 A4 ring binder  A4 plastic display sleeves  1 highlighter  1 USB |
| Technology  (Mandatory) | 2 plastic display folders  1 white cooking apron  1 A4 notebook 128 pages  1 HB pencil  1 hair net/tie (for long hair) |  |  |
| Visual Arts | 2 HB or 2B lead pencils  Art book or portfolio to be purchased via school – teacher will specify | A3 Visual Art spiral diary  2 2B pencils | A3 Visual Arts diary  2 2B pencils  1 eraser  A4 plastic display sleeves |
| Visual Design |  | Plastic sleeve folder  1 USB  2 2B pencils | A4 plastic display sleeves  1 USB  2 2B pencils |

**Workbook Quality Expectations**

* MCj02340830000[1]Years 7-10 students use a bound workbook (or special subject folio/folder).
* Years 11-12 students can use a bound or loose-leaf workbook (or special subject folio/folder).
* Workbooks are covered.
* Front cover states: *Student Name, Subject, Class*.
* Subject-based marking schedule/feedback sheet is pasted onto the first page.
* Years 7-10 students have a title page for each new topic.
* Margins are ruled.
* Pages are dated and numbered.
* Writing is neat and legible and done in black/blue pen.
* Headings and sub-headings are underlined in a different colour (eg red).
* Diagrams, graphs, tables, illustrations, maps etc. have a title.
* Diagrams, graphs, tables, illustrations, maps etc. drawn using appropriate equipment eg ruler, compass.
* Duplicated sheets are pasted onto a page.
* Work is complete.

# Map of the School

A map of a school

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