

Student Handbook

Alstonville High School



**Our community values integrity
in all aspects of life**

2024



Our community values **integrity** in all aspects of life.



2024 School Captains

Christopher Barbierato, Liam Greenwood, Evangeline Lloyd and Lyannah Stevenson

Alstonville High School

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Key staff directory

Principal

Mrs Sandra Rosner

Deputy Principals

Mr John Parker (Years 8, 10 & 12)

Mrs Christine Grieves (Years 7, 9 & 11)

Head Teachers and Faculty Supervisors

Mr Vince Trirro

Mr Doug Gardiner

Mr Brendan Fox

Mr Allan Pelley

Mr Andrew Fox

Mrs Stephanie O'Brien

Mr Doug North

Mr Paul Butterfield

Mrs Anna John

English

HSIE

Mathematics

Science, Agriculture

TAS (Ind Arts/Home Ec.)

Creative & Performing Arts

PD/Health/PE

Special Ed. and Learning and Support

Teaching and Learning (*Relieving*)

Subject Coordinators

TBC

Mr Bruce Fleming

Library (Distance Ed.)

School Chaplain

School Counsellor

Ms Bernadette Gordon

Girls Advisor

Ms Jennifer Wilson

Careers Adviser

Ms Karen Horne

Student Support Officer/SRC

TBC

Aboriginal Student Support Officer

Ms Allana Barba

Student Advisers

Year 7 Miss Michaela Griffen

Year 8 Mr Oliver Hughes

Year 9 Ms Kerry Williams

Year 10 Ms Rachel Peyser

Year 11 Ms Deb Barron

Year 12 Ms Mel Strawbridge

michaela.griffengreenwood@det.nsw.edu.au

oliver.hughes16@det.nsw.edu.au

kerry.williams27@det.nsw.edu.au

rachel.peyser2@det.nsw.edu.au

debra.barron@det.nsw.edu.au

mel.strawbridge1@det.nsw.edu.au

School Learning and Support Staff

John Harris

Kate Hallahan

Sarah-Ania Heyden

Leanne Holmes

Matt Lee

Richelle Gibson

Sports Organisers

Mr Paul Francis

Mrs Allison Larrescy

School Administrative Managers

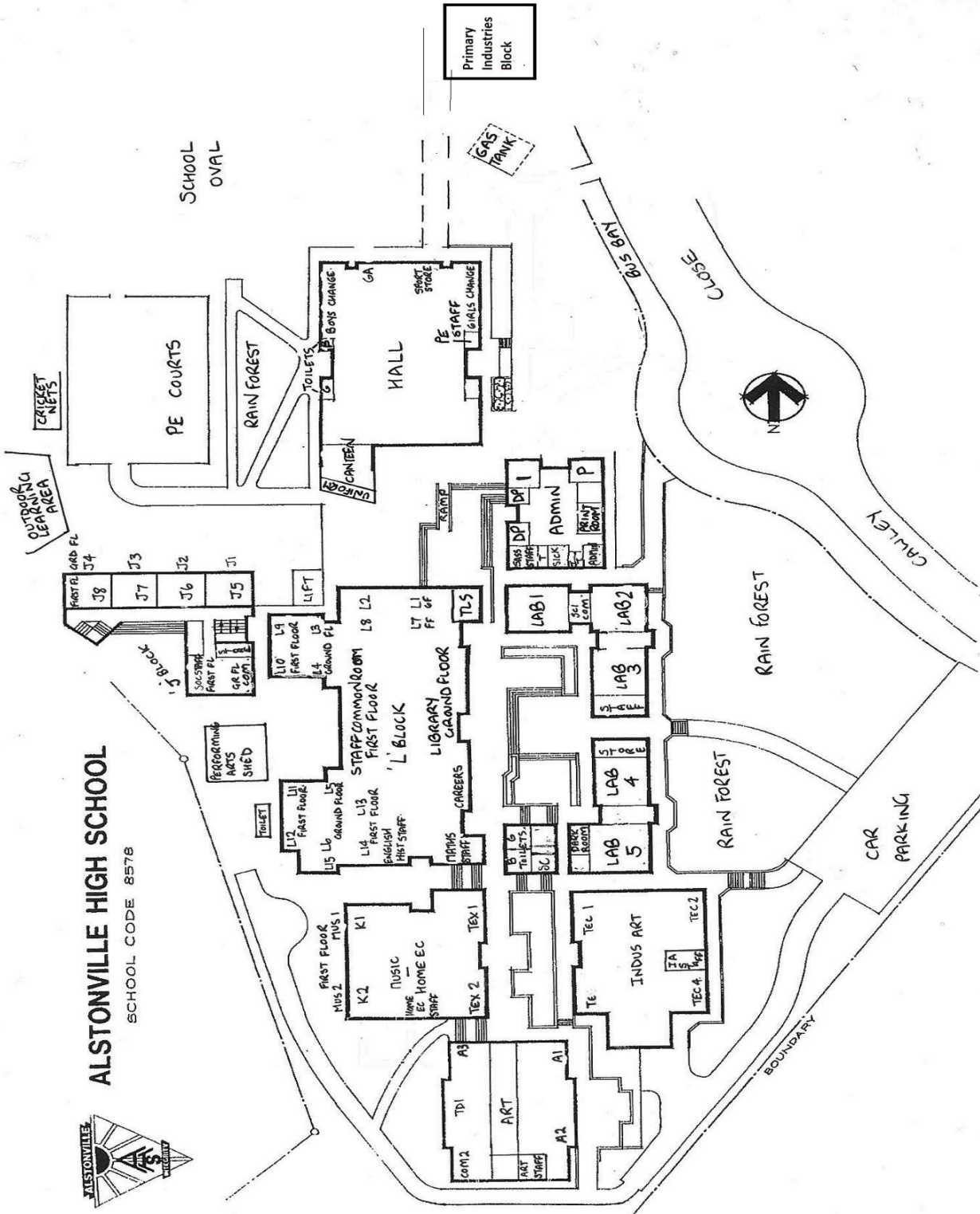
Mrs Wendy Tolland

Mrs Cara Kenway

Applied Studies

TBC

School Map



Bell times

10-day cycle with 6 periods per day of 53 minute in length		
Home Room	9.00am	12 Minutes
Period 1	9.12am	53 Minutes
Period 2	10.05am	53 Minutes
Recess	10.58am	30 Minutes
Period 3	11.28am	53 Minutes
Period 4	12.21pm	53 Minutes
Lunch	1.14pm	30 Minutes
Period 5	1.44pm	53 Minutes
Period 6	2.37pm	53 Minutes
End	3.30pm	

- Senior students will be timetabled for classes on Mon, Tue, Thu and Fri.
- Wed will be only TAFE or possible extension classes.
- Senior students who do not have class at either the start or finish of day will be permitted to either arrive late or leave early. An area will be designated for them when they have study periods between classes.

Back to school dates 2024

Years 7, 11, 12

Thursday

1st February 2024

Years 8, 9, 10

Friday

2nd February 2024 (i.e., **ALL** students)

Year 7 enrolments students please report to the COLA area in front of the canteen by 9.00am on Thursday, 1st February for enrolment and student class placement. Parents will be able to pay school fees from 8.30am onwards. These may be paid at the Front Office.

Student Term dates 2024

Term 1	Thursday	1 st February	Friday	12 th April
Term 2	Tuesday	30 th April	Friday	5 th July
Term 3	Tuesday	23 rd July	Friday	27 th September
Term 4	Monday	14 th October	Wednesday	18 th December



Student Behaviour

Alstonville High School's expectations of student behaviour operate within the [Department of Education Student Behaviour Strategy](#) and the [Behaviour Code for Students](#). All students in NSW government schools are expected to adhere to reasonable standards of respect, safety, and engagement:

Respect

- Treat one another with dignity.
- Speak and behave courteously.
- Cooperate with others.
- Develop positive and respectful relationships and think about the effect on relationships before acting.
- Value the interests, ability and culture of others.
- Dress appropriately by complying with the school uniform or dress code.
- Take care with property.

Safety

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

Engagement

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

AHS School Expectations

Our key expectations are revisited with our students several times a term, including in home room discussion, year meetings and at our positively couched whole school assemblies, held 3 x per term. We represent these expectations with visual prompts displayed across the school:

Our school expectations

Be in FULL UNIFORM

On time for class **READY TO LEARN**
hats/hoods off

HAVE YOUR EQUIPMENT School bag, pens, books etc.

DEVICES off and out of sight

EAT & DRINK during break times

CHEWING GUM in the bin

OUT OF CLASS you need a pass

RUBBISH in the bin, not near the bin

AHS Anti-Bullying Plan

We take bullying very seriously. We are committed to providing a safe, inclusive and respectful learning community that promotes student wellbeing.

Bullying is defined by three key features:

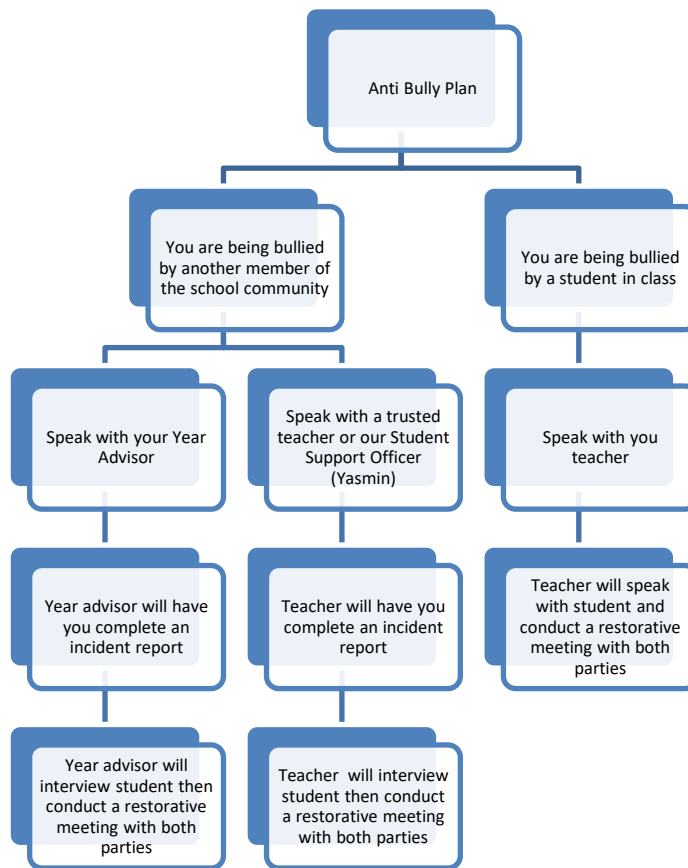
- it involves a misuse of power in a relationship
- it is intentional, ongoing and repeated
- it involves behaviours that can cause harm.

Having a disagreement with a friend, or a single incident or argument is not defined as bullying. These behaviours may be upsetting and should be reported to a teacher or other member of staff, but they are not bullying.

Physical and verbal bullying, such as kicking or name calling can be easy to see (overt). Other types of bullying, such as social exclusion or spreading rumours are not as easy to see (covert).

If a student believes they may be experiencing bullying they must report this behaviour to their Year Advisor or another member of staff to enable action. Students will be asked to make a statement and the incident/s will be investigated. Resolution may involve restorative conversations or may be elevated to include behaviour management strategies and support services, depending on the severity of the situation.

Within the parameters of the Department of Education Student Behaviour Strategy, The Behaviour Code for Students and AHS's proactive Anti-Bullying Plan, (all accessible via our website), the students targeted by bullying behaviours should follow this process:



Curriculum information

Subjects

Year 7

English	Visual Arts
Mathematics	Music
Science	HSIE History
HSIE Geography	Religion
TAS	Information Communication Technologies (ICT)
PD/Health/PE	

Years 8

English
Mathematics
Science
HSIE
PD/Health/PE
Language (Spanish)

Students in Years 8 are also able to choose three of the following potential electives:

Food Technology	STEM – Project Based Learning
Textiles Technology	Digital Technologies Minecraft
Theatre Sports	Physical Activity and Sport Studies
Functional Ceramics and Sculpture	Art Masters
Rock Band	Instrumental as Anything
Musicianship + song writing – for the dedicated musician	Agriculture

Years 9 & 10

English	Science
HSIE History	HSIE Geography
Religion	Careers
Mathematics	
PD/Health/PE	

Students in Years 9 & 10 are also able to choose three of the following potential electives:

Elective Geography	Elective History	Commerce
Industrial Technology –	Industrial Technology – Multimedia	Design & Technology
Textiles Technology	Information & Software Technology	Food Technology
Language	Industrial Technology –Engineering	Improving Performance
Agriculture Technology	Music	Child Studies
Human Movement Studies	Physical Activities & Sports Studies	

Note: The formation of classes **will depend** on sufficient numbers of students selecting the subject.

Years 11 & 12

Courses available for selection into Year 11 may include:

Agriculture 2 Unit	History Ancient 2 Unit	Visual Arts 2 Unit
Biology 2 Unit	History Modern 2 Unit	Investigating Science 2 Unit
Business Studies 2 Unit	Information Processes & Tech 2U	Society & Culture 2 Unit
Chemistry 2 Unit	Legal Studies 2 Unit	Software Design & Dev. 2 Unit
Community & Family Studies 2 Unit	Industrial Technology – Timber	Sport Recreation & Lifestyle 2 Unit
Design & Technology 2 Unit	Products & Furniture Industries 2 Unit	Textiles & Design 2 Unit
Drama 2 Unit	Industrial Technology – Multimedia	History Extension 1 Unit
English Advanced 2 Unit	Mathematics 2 Unit	Geography 2 Unit
English Extension 1 Unit	Mathematics Standard 2 Unit	
English Standard 2 Unit	Maths Extension 1 Unit	
English Studies (CEC) 2 Unit	Maths Extension 2 Unit	
English Extension 1 Unit (Year 12 only)		
Economics 2 Unit	Music 2 Unit	
Food Technology 2 Unit	PD Health & PE 2 Unit	
Physics 2 Unit	Photography	

Note: The formation of classes **will depend** on viable numbers selecting the subject.

Board Developed Vocational Education Courses:	Primary Industries 2 Unit	Hospitality Operations 2 Unit
Board Endorsed Courses:	Photography 1 Unit or 2 unit	Work Studies 2 Unit
	Sport & Lifestyle Rec 1 or 2 Unit	English Studies 2 Unit

Year 12 – As for Year 11 plus Extension 2 English, Extension 2 Mathematics and Extension History. (Note: The courses offered in Year 12 each year are determined by those that are timetabled in Year 11 the previous year)



Academic Merit (AM) Classes

Alstonville High School offers Academic Merit (AM) classes from Years 7-10.

The AM classes offer students enriched learning experiences, including outside the regular classroom, designed to increase their capacity for success in senior schooling and the workforce.

As the AM classes are competitive, results are collated at the end of each semester to determine if students need to be moved into or out of these classes. As students progress to Years 9 and 10, these AM classes become more subject-specific, so students may be in the AM class for some subjects but not others, based on their academic performance.

School contributions

Rationale

We strive to provide a diverse and well-resourced curriculum for our students. Although a significant part of that resource is provided by the government, this contribution does not allow us to deliver the rich tapestry of learning activities and resources we believe our students deserve.

To supplement our funding, we have developed a general contribution and elective fee structure. It offers great value and is very reasonable. The full financial support of parents/carers is an essential component of the school's budget. Students who do not pay subject fees may not be eligible to participate in the full range of learning activities and enrolment in elective courses may be reviewed.

It is not the aim of the school to disadvantage students in any way. However, payment of fees is important. If you find you are unable to pay subject fees because of financial hardship, please contact our School Administrative Manager (Mrs Wendy Tolland) so we can arrange terms of payment or other financial support.

Types of contributions:

General School Contributions

General school contribution (Voluntary)

Years 7 – 12 **\$80-00 per student**

These can be paid in instalments

Textbook fees

Compulsory for years 9-12, to be paid annually.

In addition, we request parents to pay an annual textbook contribution of \$30.00 per student, which is non-refundable and goes to maintaining our pool of textbooks in a number of subject areas.

\$30.00 per student

Special Subject Materials Fees: These contributions cover the cost of consumable items in such subjects as Food Technology, Industrial Technology and Visual Arts.

Special materials fees 2024

Year 7 School fees for Year 7 2024 are \$150.00 per year, (for resources and consumables) plus a voluntary General School Contribution of \$80. Fees can be paid in instalments.

The following items are available for payment from our Front Office:

- Year 7 Book packs - \$45.00
- Calculators - Casio FX 82-AU 2nd Edition (Year 7-12) \$35.00
- Textbook Protectors \$6.00 (compulsory for Maths Textbooks)

Year 8 - School fees for Year 8 2024 are \$150.00 per year, (for resources and consumables in KLA subjects) plus a voluntary General School Contribution of \$80. Fees can be paid in instalments.

Year 9 – Students do some of these subjects (per year)

Food Technology	\$55.00
Textiles Technology	\$30.00
Visual Arts	\$40.00
Music	\$20.00
Industrial Technology – Timber	\$30.00
Industrial Technology – Metal	\$30.00
Industrial Technology – Multimedia	\$20.00
Industrial Technology – Engineering	\$20.00
Design & Technology.	\$20.00
Drama	\$15.00
Photography	\$30.00
Ceramics	\$40.00

Year 10 – Students do some of these subjects (per year)

Food Technology	\$55.00
Textiles Technology	\$30.00
Visual Arts	\$40.00
Music	\$20.00
Industrial Technology – Timber	\$50.00
Industrial Technology – Metal	\$50.00
Industrial Technology –Multimedia	\$20.00
Industrial Technology –Engineering	\$20.00
Design & Technology.	\$20.00
Drama	\$15.00
Photography	\$30.00
Ceramics	\$40.00

YEAR 11 – Students do some of these subjects (per year)

Food Technology	\$55.00
Textiles & Design	\$30.00
Visual Arts	\$50.00
Music	\$30.00
Hospitality – Food (VET)	\$80.00
Chef’s Uniform & Tool Kit hire	\$20.00
Industrial Technology – Wood Products & Furniture Industries	\$20.00
Industrial Technology – Multimedia	\$20.00
Drama	\$15.00
Design & Technology	\$20.00
Photography	\$50.00

Year 12 – Students do some of these subjects (per year)

Food Technology	\$50.00
Textiles & Design	\$20.00
Visual Arts	\$50.00
Music	\$30.00
Hospitality – Food (VET)	\$80.00
Chef’s Uniform & Tool Kit hire	\$20.00
Drama	\$15.00
Industrial Technology – Wood Products & Furniture Industries	\$30.00
Industrial Technology – Multimedia	\$20.00
Information Processes & Technology	\$20.00
Design & Technology	\$20.00
Photography	\$50.00

Subject requirements

Year 7 Book Pack (available from front office, priced at \$45.00) (Items * are not included)

English: Olympic Binder Book A4 8mm Ruled 192pg Pen Inkjoy 100 Blue Medium Pen Inkjoy 100 Red Medium	Music: Olympic Music Book A4 (feint & stave) 96 pages Marbig Refillable Display Book A4 20 Pocket Black
Mathematics: Olympic Graph Book – 128 page 5mm Clear Ruler Staedtler School Pencil HB Pen Inkjoy 100 Blue Medium Pen Inkjoy 100 Red Medium *Calculator Casio FX 82-AV 2 nd addition \$35.00 (purchase from the office) *	Technology: (Timber & Metal, Food & Textiles) 2 x Marbig Refillable Display Book 20 Pocket Black Staedtler School Pencil HB
Science: Olympic Binder book A4 8mm Ruled 192 pages	PDHPE: For Sport & PE Classes, students are to wear the AHS junior school uniform, consisting of the junior maroon polo, along with either the AHS Black sports-style skorts or mid-length black shorts.
History/Geography: Olympic Binder book A4 8mm Ruled 128pg	Visual Arts: Staedtler School Pencil HB Staedtler School Pencil 2B Staedtler 110 Tradition 3B pencil Visual Art Diary – A4 120 pages Black Cover (single wire) Eraser Large PVC Free Glue stick 36g
Language: Olympic Binder Book – A4 8mm Ruled 64 pages Red Margin A5 Visual Arts Diary 60 pages (single wire) Staedler Noris Club Coloured Pencils (12 assorted)	Extras: Sharpener Metal single Hole Eraser Large PVC Free Glue stick 36g

Years 8 – 12

English:	Years 8, 9 and 10 – 1 x 198 A4 or Exercise Book and pens
Mathematics:	Years 8, 9 and 10 – Grid book, more than 128pgs, ruler, pencils and pens Years 8 – 12 require a calculator (Casio fx 82-AU 2 nd edition \$35) available at the front office 1 textbook protector (\$6.00 from the office)
Science	Years 8, 9 and 10 – 1 A4 book 190 pages
Agriculture	Years 8, 9 and 10 – 1 A4 book 190 pages

Australian Geography:	Years 8, 9 and 10 – A4 Binder book with pre-drawn margin 240 page
Commerce:	Years 9 and 10 – A4 binder book with pre-drawn margin 240 page
Australian History:	Years 9 and 10 – A4 Binder book with pre-drawn margin 240 page
History (Elective):	Years 9 and 10 – A4 198-page book
Visual Arts:	Years 8, 9 and 10 - 2 x 4B pencils, art sketch book
Photography	USB
Ceramics	Art sketch book
Music:	Years 9 and 10 - Display folder, 2B pencil and soft eraser Music Book – 96 Page - Yr 10 only
Language:	Years 9 and 10 - 198-page book – student workbook available to purchase
PD/Health/PE:	Years 8, 9 and 10 – For Sport and PE classes, students are to wear the AHS junior school uniform, consisting of the junior maroon polo, along with either the AHS black sports-style skorts or Black mid-length shorts.
Physical Activity & Sports Studies:	Years 8, 9 and 10 – For Sport and PE classes, students are to wear the AHS junior school uniform, consisting of the junior maroon polo, along with either the AHS black sports-style skorts or Black mid-length shorts.
Technology:	Year 8 (Timber & Metal) – pens, pencils, leather or suede shoes Year 8 (Food & Textiles) - display folder Apron (any apron from home) Practical gear as advised by teacher
Food Technology:	Years 9 and 10 A4 display folder Apron (any cloth apron from home) Years 11 and 12 A4 folder and paper
Textiles Technology:	Years 9 and 10 A4 display folder 2 Display folders Practical work and gear as advised Years 11 and 12 A4 folder and paper Display folder Practical work and gear as advised
Industrial Technology:	Years 9 – 12 Leather or suede Shoes suitable for the workshop
Years 11 & 12:	Subject departments will advise where books and materials (other than a ring back folder) are required. Sciences need prac book for each Science (A4 190 pages), notebook A4 190-page book

General Information

Communication channels of Alstonville High School

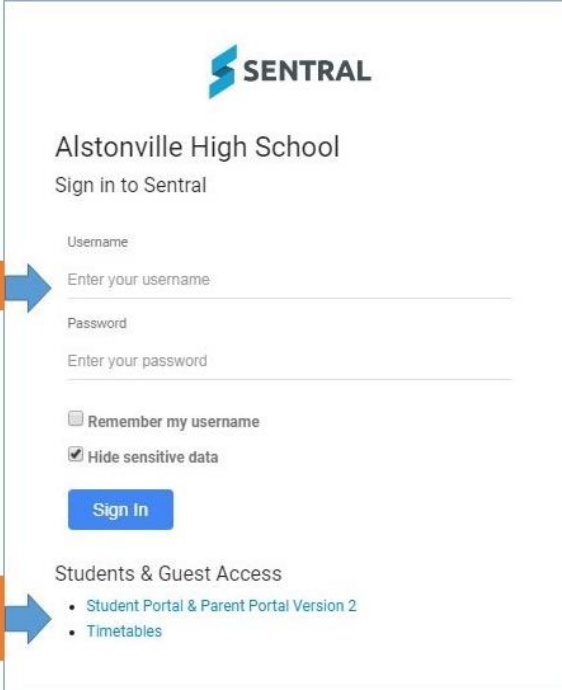
1. Daily information as well as individual information regarding your child is available to students and parents via Sentral and the Sentral Parent Portal

<https://alstonvillehs.sentral.com.au/> 

The Parent Portal is where parents can access information regarding their child. You will have access to your child's timetable, attendance history, school reports, assessment policies and can communicate with their child/ren's teachers through the portal messaging system.

This link gives you the opportunity to either register as a new user or login.

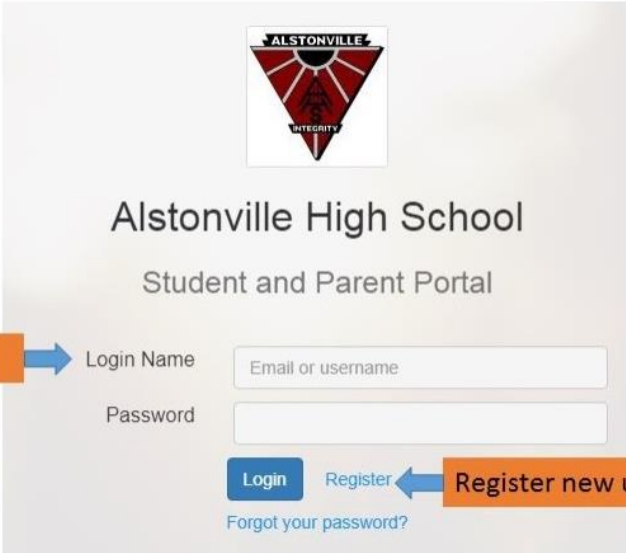
The SENTRAL app on your phone should still work as normal.



Staff Only →

Student & Parent sign in click here →

Instructions for after you have clicked on the link



Login →

Register new user ←

Instructions for after you have clicked on the link

1. Our website provides regularly updated information both from our school and the NSW Department of Education
2. You can follow us on Facebook <https://www.facebook.com/ALSTONVILLEHIGH SCHOOL> We also host an Alstonville HS Careers Facebook page <https://www.alstonvillehighcareers.com/>
3. Our school sign at the roundabout is updated each week
4. We undertake media releases to the local on-line papers on a regular basis

Homeroom

Homeroom were introduced in 2023. These are important pastoral care lessons that run from 9:00am – 9:12am each morning. Homeroom is vertically integrated and is modelled on a ‘family of students’ approach whereby small groups of students and their teachers get to know each other well throughout the school year. Homeroom teachers will support their students to engage with their studies, interact positively with their peers and take good care of their emotional and mental health. Older students in each home group will act as role models for younger students.

Absence from school

Parents of students attending Alstonville High School may access information on whole day and partial attendance through the parent portal on Sentral. Parents can provide an explanation for the absence through the portal. The school will notify parents via SMS of a student’s absence. Absences may be confirmed by replying to this SMS. The message will also provide a friendly reminder that a note explaining the absence should be provided the first day the student returns to school.

If a student is absent on any occasion, a note explaining the reason needs to be brought to the school on the first day of return. The note must provide the following information - Student’s Given Name, Surname, Year Level, Roll Class, Dates of Absence, Reason, and must be signed by a parent or carer.

Students who do not bring in an explanatory note will be given a verbal reminder. After 7 school days from the return from an absence, if a satisfactory note has not been handed in, the computerised roll system will automatically record the absence as *unjustified*. This has implications in regard to contact by the Home School Liaison Officer or refund of Centrelink payments. Absences are also recorded on school reports.

Any student absent from a timetabled period without an appropriate explanation will be referred to a Deputy Principal or Head Teacher – Faculty to ascertain the whereabouts of the student. Students who truant, or fractionally truant, will be placed on lunchtime detention and their parent/carer will be informed.

Students who are aware of an upcoming absence should bring a note in advance, especially if it involves an extended absence. The families or carers of students away for 4 or more consecutive days may be contacted by mail or phone to ascertain the reason for the absence. Parents/carers could assist by contacting the school to pass on information regarding absent students.

Students with a poor attendance record with no satisfactory explanation or underlying problem will be referred to the Department of Education Home School Liaison Officer.

If you have any concerns about the accuracy of an absence notification, please check with us.

Late arrivals

Students arriving late must report to the Student Services desk to be issued a Late Note which will indicate the reason for lateness (if specified) and the time of arrival. This note is shown to the teacher to gain late entry to class. Students also have the option of having their parents ring to confirm the reason for the late arrival.

An SMS is sent on a daily basis to parents of students absent from school. Students late for any lesson (i.e., have been detained by another teacher, been at the sick bay or Front Office etc) should have a note explaining their lateness.

Leave passes

A pass will be issued if a student's parent/carer requests to leave school during the day for a specific purpose such as a dental, orthodontist, physiotherapy, optometrist or doctor's appointment. These situations during school hours are to be avoided to minimise disruption to learning. Appointments should be made outside school hours wherever possible.

Leave pass applications must be brought to the relevant Deputy Principal in the morning for their consideration. If the leave request is approved, a pass is issued. It must be carried by student as it could be requested by the Police or Home School Liaison Officer.

All notes MUST have the following information: student's given name and surname, date, year, roll class, leaving time, returning time, reason for leave and telephone contact number for verification or discussion

It has been noticed that parents make many medical or dental appointments on Wednesdays. Students and parents are reminded that sport and applied studies are part of the curriculum for Years 7-10. Unfortunately, if too many students seek leave passes at this time it affects the viability of buses for some groups attending out of school activities on Wednesdays. We seek parent/carer co-operation in avoiding this problem. Students who cannot participate in sport or specific applied studies because of injury will be entered into non-sport group under supervision, rather than leave school.



Truancy

When a student truants class, we alert parents and carers via text message. We ask that when you receive a truancy message, you talk with your child about their behaviour to enforce the importance of attending every class.

Leaving procedures (Termination of enrolment)

Parent/carer must send a note or phone us to indicate a student is leaving.

All leaving students must obtain a *Leavers Form* from the Front Office. This form will indicate the members of staff who are required to sign the form. The signatures indicate that all textbooks and borrowed equipment have been returned and that there are no outstanding fees.

The parent/carer of students under the age of 17 must indicate where the student will be continuing their education. These students will not be taken from the school's roll until confirmation is made of the student's enrolment into a recognised education provider.

Buses and travel

Standards of behaviour on buses the code of conduct

To make clear to students the standards of behaviour expected of them when travelling on buses, the NSW Department of Transport has developed, in consultation with bus operators, school organisations and parent groups, a Code of Conduct.

To ensure students' safety and the comfort of other passengers' students will:

- Behave safely at all times.
- Respect the needs and comfort of other passengers.
- Behave appropriately at all times (e.g., no use of offensive language, fighting, spitting, placing feet on seats or throwing things in or from the bus).
- Protect bus property and report any vandalism.
- Show their travel passes or tickets to the driver on boarding and when requested.
- Only use the travel pass for its intended purpose.
- Maintain possession of the travel pass at all times.
- Follow the driver's instructions about safety on the bus (e.g., instructions on where to sit).
- Adhere to the law that bans smoking on buses.
- Only eat or drink (other than water) on the bus with the written permission of the bus operator.
- Keep arms, legs and other parts of their bodies inside the bus.
- Only attract the attention of the driver in the case of an emergency.

Free bus passes

Students are eligible if

1. The straight-line distance from their home address to school is more than 2 km, or the walking distance from home to school is 2.9 km or further
2. Your entitlement will be determined by the Department of Motor Transport after you have completed an application online at <https://apps.transport.nsw.gov.au/ssts/#/>
3. Changes of address must be notified also online at <https://apps.transport.nsw.gov.au/ssts/#/>

School Drive Subsidy

School Drive subsidy may be claimed for parents transporting students by private vehicle between home and the school. This is only available where there are no other public transport options.

Application for School Drive Subsidy is to be made online at <https://apps.transport.nsw.gov.au/ssts/#/schoolDriveSubsidy>

Change of address

Parents need to notify us of any changes of address, phone number, email address or family circumstances. This can be done via the Parent Portal on Sentral, by emailing the school or by filling in the change of address form available from the front office. You would appreciate that these details are essential for home-school communication especially in cases of emergency.

Community members in our school

Whilst we encourage community members to be actively involved in the life of our school the following conditions apply:

- All visitors must enter and leave the school via the Administration Office. You will be required to sign in using the QR code and wear an identifying “visitors” name tag.
- Parent, Carers and Community Members who work with our students must complete appropriate child protection documents. These are retained in the school.
- Where an Occupational, Health and Safety issue arises it must be immediately reported to the Principal.

DUX of year policy

Year 7 – 8

The Dux of the Year shall be awarded to the student with the highest points aggregate based on Semester 1 and Semester 2 results.

English, Mathematics Science and HSIE: 1st - 6, 2nd - 5, 3rd - 4, 4th - 3, 5th - 2, 6th - 1

From all other across year level ranked subjects: 1st - 4, 2nd - 3, 3rd - 2, 4th - 1

Year 9 – 10

The Dux of the Year shall be award to the student with the highest points aggregate based on Semester 1 and Semester 2 results.

1st - 6, 2nd - 5, 3rd - 4, 4th - 3, 5th - 2, 6th - 1

Year 11 – 12

The Dux of Year 11/12 will be awarded to the student with the highest point aggregate where points are earned at the end of the Course.

Assessment rank in the following manner:

1 Unit subjects: 1st - 6, 2nd - 5, 3rd - 4, 4th - 3, 5th - 2, 6th - 1

2 Unit subjects: 1st - 12, 2nd -10, 3rd - 8, 4th - 6, 5th - 4, 6th - 2

- **Extension 1 English and Extension 2 English** will be awarded as **1 Unit** subjects.
- **Extension 1 and 2 Mathematics** will be awarded as **2 Unit** subjects for **4 Unit students**.
- **Extension 1 Mathematics** students who are not doing Extension 2 Mathematics will receive points in this course as a **1 Unit subject**
- **Extension History** will be awarded as a 1-unit subject.
- **Content Endorsed** courses will not contribute to the calculation.
- **Category B Subjects** will only contribute where students are performing at the equivalent of band 5 or 6 standard.
- **Any courses studied external** to Alstonville High will not contribute to the DUX calculation.

A student's overall position in the year, for the purpose of calculating Dux of the Year, will be based on an aggregate of their 10 best units.

Where two (or more) students achieve the same rounded assessment mark (i.e., Less than 1 full mark difference), they can be given the same position in the course (after consultation with the class teacher, Head Teacher and Deputy Principal/Principal).

Enrolment procedures

The parent or carer of all enrolling students needs to complete an official 'Enrolment Form' to be brought to the Front Office on or before the day of enrolment.

New enrolments other than those from the feeder primary schools must follow the procedure below:

- An appointment will be made with the relevant Deputy Principal who will interview the student along with the parent/carer.
- On the student's first day a *Class Placement Form* will be issued. This will be taken by the enrolling student and a student buddy to the listed members of staff. This will result in placement in classes and sport house. It also gives the new student a chance to become familiar with the school and staff members.
- A timetable will also be provided.

Excursions

Excursions are an important part of the curriculum and are prescriptive to meet course requirements in certain subjects. Students are to complete a consent form which will give details of the excursion and costs involved. The form must be signed by a parent/carer. No student will be disadvantaged through inability to meet the costs of mandatory excursions organised on a class or year level basis for educational purposes. All excursions will require payment and permission forms submitted by the due date to ensure they do not miss out on attending.

Homework policy

Reasons for setting homework

As Preparation:	In advance of a subsequent lesson. This is used most commonly in the senior school and students need clear guidelines about the type and the amount of information they need to collect.
As Completion:	To finish off class work. This is to keep the class together (e.g., completing a diagram, exercise in Mathematics or summary of a chapter).
As Revision or Practice:	To reinforce classroom learning.
As Extension:	To take students beyond the work in the classroom and to allow them to apply a skill or concept to a new situation.
As Training in Independent Study Skills:	To build self-discipline and personal responsibility.

Guide for students

- Record what homework is set and when it is due.
- Prioritise tasks according to what is required and when it is due. Some research assignments and essays may take several nights to complete.
- There is always homework to be done. Even if you have no set work, revision of the day's lessons and additional reading about a topic can be regarded as homework.

- d) If students know they will have difficulty in completing homework by the due date, they should see the teacher as soon as possible to seek to resolve the issue. Normally the day it is due is too late to do this.
- e) Homework centre is staffed by teachers and is free to access. It runs on Monday afternoons from 3:30pm to 5:30pm in the school Library.

It would be expected that when students are preparing for examinations and in the senior years, considerable time on the weekends would be given to revision.

TAS

Policy Statement - Safety in Practical Work Rooms

To protect your child from injury, Workcover has stipulated the following in respect to footwear and protective clothing:

“Suitable clothing and substantial footwear, consisting of solid sole and firm leather fully covered uppers must be worn at all times in work areas in practical Industrial Art rooms. Thongs, open sandals, sandshoes, volleys and the like do not offer sufficient protection against hot fluids, solder, acids, metal slivers or other substances that could inflict serious injury when a pupil is engaged in practical activities”. If your child does not wear correct footwear s/he cannot participate in practical work in Technology 7-12.

Practical work is the major component of Technology. A child excluded from practical work will not be able to satisfy ROSA requirements and therefore will receive no award in the subject.

While it is not possible to specify any one standard to meet all situations, shoes with strong soles and firm leather uppers are considered necessary to protect students. The black leather or suede shoe, which is part of the school uniform, fulfils these requirements.

Protective Clothing

A bib-type apron made from cotton is supplied in each workshop. It is faculty policy that students doing practical work must wear an apron. This is for protection of their school uniforms and inspires an industrious mindset.

Ear and Eye Protection

The wearing of safety protective glasses or a face shield is mandatory when entering a workshop for a practical lesson. This applies to everyone for the whole period. The faculty supplies enough protective eyewear in all workshops; however, students are encouraged to purchase their own. Earmuffs are also supplied in each workshop.

Hair Restraint

When using machines, long hair must be restrained by a hairnet, cap or hair-tie. This applies to all students and is to be worn together with eye protection.

Note: Footwear regulations also apply to Home Economics, Science, Agriculture and Art.

Library

Hours: Monday to Friday - 8:30 am to 3:30 pm - Open during Recess and Lunch except on Wednesdays.

Before school, Recess and Lunchtime

Students who wish to read, research or study have priority in the library. As such, students who wish to use the library for recreational purposes must be considerate of others and keep noise to a minimum. Students who are not participating in *library* activities or who choose to socialise and chat, may be asked to leave the library.

Class Bookings

- Classes must wait outside until their teacher arrives.
- Class bookings must be for educational purposes, not free time.
- Students are not permitted to play computer games at any time unless the game is authorised by their class teacher and the game must be educational.

Independent Learning

Students who come to the library to borrow or research during class time must have a note from their teacher and ask library staff for permission to stay. They may use vacant computers if they have consent from the teacher who has booked the computers and they do not disturb the class.

Standard of Behaviour

Students must be considerate of others by keeping noise to a minimum at all times. Bags, food and drinks (including water) are not permitted in the library. Shoes must remain on feet, feet off furniture. Reclining on the furniture can cause damage and is not permitted.

Library Staff

Friendly and skilled library staff are available to assist students who need help with research, information technology or recreational reading.

Lockers

1. Modern lockers are available for hire for \$25 per year including combination lock. Any student who does not pay for rehire in the prior year will have lockers emptied and locks removed at the end of each year.
2. Students are permitted in the locker area before school and at break times only to return or obtain books or equipment from their lockers. No food or drinks to be consumed in this area.
3. If we need to inspect/open a locker or the key is lost, the padlock will be cut, and the student will be liable for the replacement cost.

Lost property

All personal items should be identified by waterproof labelling or inscribed with the student's name. Any property found by staff, students or cleaners is to be taken to the Canteen where it may be claimed on correct identification.

Unidentified property not claimed from the canteen will be stored in the Uniform Shop until the end of each term. Any unclaimed property will be given to the second-hand uniform pool.

Medications

Students, who are required to bring medication to school must notify the Deputy Principal of the reason. Arrangements will be made for the medicine or tablets to be retained by the general office staff for safe keeping. Form to be completed by parent & doctor and returned to office.

Please note: Departmental regulations prohibit any staff member from administering medicines or tablets to students other than those prescribed.

Note: The school does not have a school nurse. All first aid is handled voluntarily by the School Administrative Officers.

Mobile phone Management Strategy – Phones Off and Away

Background

The NSW Department of Education implemented a new Students' Use of Mobile Phones in Schools policy at the beginning of Term 4, 2023. Mobile phones are now banned in New South Wales public high schools from arrival to departure. This policy was implemented statewide to increase focus and learning in classrooms, remove distractions and promote positive social interactions. In implementing this policy, our school opted for the Phones Off and Away option provided to us by the department.

Students

The policy is for all students, year 7 to year 12. *Phones Off and Away* means that the phone and associated devices including earbuds are turned off and kept in the student's school bag, not on their person. Non compliance will result in consequences ranging from confiscation of the device/s to suspension. In the event of a teacher requiring students to use their phone in class, then appropriate notification will be provided. **Note:** such event are likely to be infrequent.

On Arrival

Students are to have their phones off and away on entry to the school grounds. This includes students who arrive early in the morning. We encourage these students to bring a non-electronic option to occupy them while waiting for their friends, such as a book or puzzle. Phones and associated devices are not to be visible nor in use at any time on school grounds and must be in school bags, not on student's person; this ban includes classrooms, the playground and sick bay.

What happens if my child is seen using their phone at school?

Students seen with a mobile phone on their person during school hours, including break times (before school, recess, and lunch) will receive a warning; upon the third warning the student will be suspended.

- Warning 1 – The student will be directed to take their phone to the office where it will be kept safely for student collection at 3.30pm. If the student is non-compliant with this request, they will be issued with a suspension warning.
- Warning 2 - The student will be directed to take their phone to the office where it will be kept safely until their parent/carer collects the phone, the student will be issued with a warning of suspension.
- Warning 3 - When a student has received two prior warnings and has been seen with their phone out for a third time, they will be suspended. Their parent/carer will be asked to collect their child and the length of suspension will be advised.

Exemption

Exemptions will be made for mobile phones that are required for medical or learning requirements. If your child requires an exemption, please contact the front office for an exemption application form.

How can you help?

Please speak to your child/ren about the mobile phone management strategy that commenced in NSW high schools in term 4, 2023. If you have any questions, please contact the office on 6628 5222.

Out of bounds areas

The following areas are out of bounds before and after school, during recesses and the lunch period:

1. All rooms unless a staff member is present.
2. The hall except for organised groups involved in sport or other activities with a supervising teacher.
3. Ground and upper floor corridors during non-teaching periods unless special permission is given for use of these areas during unfavourable weather.
4. The western and northern sides of the oval.
5. Landscaped areas around buildings.
6. Bike rack areas during recess and lunch.
7. Any rooms or offices designated for administration and support staff, cleaning or ground staff.
8. Gas storage area and agricultural area.
9. Behind buildings, under the demountable's or the front footpath.
10. All car parks.
11. Before school students must be in either:
 - The canteen area
 - Science quadrangle
 - The grassed area between J Block and the basketball courts
 - The basketball courts
 - The Eastern side of the Assembly Hall
 - The library
12. Bus travellers must be dropped off at school and stay in the designated areas. They are not permitted to leave the area in the time before classes start.
13. All students catching buses should board them at school not at the Primary school nor in the village.

Parent/Teacher interviews

Two Parent/Teacher interviews will be organised for each year to provide general updates on student progress. They will be spread across the year as appropriate. Bookings can be made online through the parent portal.

Parents/Carers who wish to hold an extended interview with a staff member is encouraged to do so by making an appointment during school time when the staff member is not on class.

Personal property

School bags may be taken to each period but are not to be taken into specialist rooms. Students are not permitted to leave bags elsewhere for security reasons (except in lockers).

Students are discouraged from bringing any valuable items to school. If they must, for safety reasons, sums of money and any other valuable non-essential items should not be left in bags. If students are carrying money for school contributions or excursions, it is to be paid into the front office on arrival.

Students who bring personal items to school do so at their own risk. Whilst the school encourages a culture of honesty, we assume no responsibility for the loss of such items. Valuable items, when needed to be brought to school, should be left at the front office and collected by the student when required. Students with other bags or equipment are to place them in the wire cage located near the canteen.

No student is to interfere with any other person's property in any manner.

Religious education

Alstonville High School offers an interesting and innovative religious education program that is designed to be relevant and appealing to youth.

Alstonville Religious Education Association (AREA) employs a full-time staff worker to co-ordinate the program for Year 7 and 8. The lessons provide an opportunity for young people to explore and express their moral and spiritual values in a way that is relevant to their lives, their school and their community. Occasional forums, seminars and workshops are offered for the senior school and are advertised at the time. Mr Fleming is also an active member of the school's welfare committee and is involved in leadership training and is involved in Peer Support. He provides individual pastoral care when needed or requested. AREA is an initiative of the Alstonville Ministers' Association and is non-denominational, non-sectarian and operates within Departmental guidelines.

In recognising Departmental guidelines, the Special Religious Education lessons are not mandatory. Students may opt into these lessons by filling in a permission form signed by their parents on enrolment at Alstonville High School.

Reports

Each student, from all year groups, will be issued with a formal report on their progress twice during the year. This will generally occur at the end of each semester. They will be sent electronically. Hard copies available on request.

Assessments will be derived in a different manner for each subject, but will depend on unit tests, assignments, projects, reports, practical tests and any other component which can be used to assess how the student is achieving their learning outcomes.

Areas of Assessment are incorporated into all subject reports. Grades will indicate student performance in each area of assessment.

ACE (Attitudes, Commitment and Effort) Reports

AHS issues ACE Reports at intervals throughout the year to provide parents with a snapshot of the Attitudes, Commitment and Effort (ACE) students are demonstrating in each of their subjects. These reports also provide parents with attendance percentages for their child/ward in each subject. ACE Reports are sent to parents electronically.

The purpose of ACE reports is to provide regular feedback to parents/carers on how their child is approaching their learning and to inform discussions between the school and parents/carers when concerns are raised.

School Counsellors + Student Support Officer

Alstonville High School has several designated counsellors attached to our school.

The counsellor is a teacher who is also trained as a psychologist and provides a variety of services to the students. This includes educational assessments, counselling, consultancy, early intervention and preventative programs and identifying pathways to further specialist and community services. The Counsellor works with school personnel, parents, community agencies and other professionals at different times to provide support as needed for students, for example:

- a) Identification of learning disabilities.
- b) Short term counselling support to students and parents during times of family crisis.
- c) Helping students with peer issues.
- d) Helping new students adjust to high school.
- e) Referring students and families to community agencies such as Adolescent Health/Speech Pathology and Paediatricians.
- f) Assisting integrated students and students with special needs access Transition and Life Skills programs.

Referrals are made to the School Counsellor:

1. Via class teacher to the Learning Support Team.
2. By parents who contact the Counsellor about their child.
3. By self-referral, any student can refer themselves to our counsellors.

Our Student Support Officer works outside of, but complementary to, our counselling service, assisting students to work through their emotional and wellbeing needs. The Wellbeing Officer works with individual and small groups of students to help them work through their concerns in a nurturing environment. Students can self-refer. The Wellbeing Officer may direct students to appropriate services and agencies as needed.

Aboriginal Student Support Officer

Our Aboriginal Student Support Officer (ASSO) assists all Aboriginal and Torres Strait Islander students in their high school journey, providing a conduit to community and youth programs designed to enrich the experiences of our first nations students. Our ASSO also provides support for Aboriginal and Torres Strait Islander Students experiencing social or emotional stress, having difficulty in adjusting to the demands of their studies or experiencing difficult personal situations.

Girls Advisor

Our Girls Advisor (GA) is available to advise and guide our female students who are under social or emotional stress, having difficulty in adjusting to the demands of their studies or experiencing difficult personal situations. The Girls Advisor provides a point of contact, mentorship and communication, referring girls to counselling and other appropriate services as required.

Senior student attendance policy

It is expected that senior students will attend school as per NSW DoE policy and will participate in associated activities and assemblies. Satisfactory completion of any course for the Preliminary or Higher School Certificates requires that class attendance be satisfactory, and that application and effort be acceptable to the requirements of the NSW Education Standards Authority. Where attendance is deemed to be unsatisfactory, and it has prevented satisfactory completion of a course it may result in an 'N' determination which prevents the student from attaining the relevant certificate.

Senior students are reminded of the following responsibilities:

- Students are not to transport other students unless the appropriate permission notes have been handed in.
- Students must attend all special assemblies and carnivals such as the Swimming, Cross Country and Athletics Carnivals.

Sickness & injury

If a student is injured (or becomes ill) during a recess or lunch break, they are to report to the teacher on playground duty first. The student will then be directed to the Front Office where first aid will be given for minor problems.

If a student becomes ill during class they are to report to their teacher and then to the Front Office.

Should an injury or illness be serious enough a parent or carer will be contacted by phone and asked to come to the school, to take the student home. If the school cannot contact parents or carers, it is essential that the school be provided with an emergency contact number. This number should be updated in the school records as circumstances change. Students must not make direct contact with parents/carers via the use of mobile phones prior to reporting to the front office.

If an emergency requires a doctor or ambulance, parents/carers will be notified as soon as possible. Staff involved will exercise their discretion immediately as to the need for treatment.

Names of all students will be recorded who are admitted to sick bay and receive treatment or are sent home. Female students have the option to report to the Girls Advisor.

Sport

1. A two-hour sport program is delivered each week.
2. Students are required to participate in physical activity during this time.
3. All sports groups will go to a classroom for a roll call and then walk to their sport venue with their teacher.
4. Students then return to the classroom with their teacher at the completion of sport.
5. Students must have signed parental permission to do all sports, this is given out at the beginning of the year.
6. Students must wear prescribed sports uniform and always keep shoes/joggers on at sport (see uniform list)

Sports that could be offered throughout the year include:

Archery	Indoor Soccer	Table Tennis	Volleyball
Basketball	Musical	Tennis	Water Polo
Beach Games	Netball	Ten Pin Bowling	Water Volleyball
Cricket	Recreational Walking	Theatre Sports	
Fishing	Soccer	Touch Football	
Fitness	Softball	Underwater Hockey	

The availability of some of these sports will depend on the availability of venues and teachers' expertise. A student should get a chance to participate in 4 different sports in a year. Some sports require an upfront payment to cover bus transport or to assist with equipment purchase.

At the beginning of each year a general permission note will be distributed to be taken home and completed by parents/carers and returned to the front office. This note will give your child permission to do sport for the entire year. All new students are to collect a sport permission note from Mrs Larrescy in the PE Staffroom on enrolment. This note is to be signed and returned to the front office.

Senior students do not do sport at school and will not normally be required to attend on Wednesdays.

Annual Swimming, Athletics and Cross-Country Carnivals are held each year. The talented competitors at these carnivals are given the chance to compete at Zone, Regional and State Carnivals. The school also enters a number of C.H.S. Knockout Competitions. These include:

Boys		Girls	
Australian Football (AFL)	Rugby Union (15 yrs)	Basketball	Soccer (15 yrs)
Beach Volleyball Opens	Rugby Union (Opens)	Beach Volleyball (15 yrs)	Soccer (Opens)
Beach Volleyball (15yrs)	Soccer (15 years)	Beach Volleyball (Opens)	Table Tennis
Cricket (14 yrs)	Soccer (Opens)	Cricket	Tennis
Cricket (Opens)	Table Tennis	Cricket (14 yrs)	Touch Football
Futsal 14yrs & 16yrs	Tennis	Futsal 14yrs & 16yrs	Volleyball
Hockey	Touch Football	Netball	Water Polo (15 yrs)

Lawn Bowl	Volleyball	Netball (15 yrs)	Water Polo (Opens)
Rugby League (14 yrs)	Water Polo (15 yrs)	Rugby Union (15yrs)	
Rugby League (Opens)	Water Polo (Opens)	Rugby Union (Opens)	

Inability to participate in sport

In the event of injury or illness, a student must provide evidence in the form of a written statement from a parent/carer to the Sports Organiser before school on sports days. Alternative arrangements will be made for those students. Students will not simply be allowed to go home.

A Doctor's Certificate is needed for an extended exemption.

Inability to participate in Physical Education

Students are required to present a written explanation of the reason for non-participation to the staff member in charge of their P.E. group. Any extended exemption from PE can only be given following presentation of a Doctor's Certificate.

Applied Studies

Applied Studies runs each Wednesday for a double period and students reselect each term. Teachers on Applied Studies are enthusiastic and committed to the activities they propose to engage students in something new and different that complements our curriculum. The activities offered are designed to work on students' capabilities including collaboration, creativity and problem solving. Applied studies might include mountain bike riding, building bird boxes, environment club, media club or eSports.

Student Representative Council (SRC)

The SRC is a group of students who represent the student body and work towards continuous improvement in the school environment. They are a channel through which students can present their ideas and opinions to the school staff and executive. They also provide leadership in the school community. Through SRC meetings (held once a week) they discuss and make decisions on issues which they students raise.

The SRC is made up of at least 4 students from each of the years, plus the School Captains in Year 12 and 2 ATSI students nominated by the Aboriginal Education team. Most year groups elect representatives in Term 4 of the previous year. Year 7 will elect their representatives early in the new school year.

Some SRC initiatives include:

- Outdoor Learning Area
- Spirit Week
- Fundraising for charities
- Child sponsorship through World Youth International
- Support of students representing the school at State level
- Volunteer at community events – ANZAC Day and staff/student information nights
- Connect with wider community via Facebook promoting success within the school

Students with special needs

The school has established a program which supports students with additional learning needs. Students are screened for Learning Disabilities and if warranted, further investigation is undertaken.

The integration of many of these students into mainstream classes occurs with the support of the Learning Support Team. If a learning disability is established, students are provided with approved support in class, during exams or whole year assessment tasks. This support can consist of large print, use of computers in class, use of readers and/or writers during exams as well as targeted programs and projects.

Extra support for exams and assessments is provided by voluntary community members. We always welcome new volunteers and training is provided.

A committee consisting of parents, students and staff discuss issues and make recommendations to the Principal relating to students who learn differently. If you are interested in helping out, please contact the Head Teacher – Welfare at school.

Uniform policy

The wearing of school uniform each day is official school policy and fully endorsed by our P&C, who oversee the design. The standard uniform is as indicated below. Uniforms must be worn in the conventional manner and no midriff, bare flesh or underwear is to be exposed at any time. Branded clothing and logos are not permitted. Items can be purchased from the School Locker in Ballina or online – www.theschoollocker.com.au.

Tops

- Junior polos - unisex, maroon with grey & white
- Senior polos - unisex, white with maroon and grey
- Senior & Junior girls or boys white cotton shirts

Bottoms

- Black tracksuit pants, unisex, loose fit, AHS logo or unbranded
- Black shorts, skirts or skorts, microfibre, mid thigh, loose fit, AHS logo or unbranded
- Junior skirts – maroon and white check, mid thigh, loose fit
- Senior skirts – maroon, mid thigh, loose fit

Jumpers

- School hoodies and spray jackets
- CHS sports and AIME hoodies are acceptable
- Undershirts may be white, grey or black.

Hats + Shoes

- Shady, unbranded maroon hats are encouraged
- Enclosed black shoes with black or white socks are the 'gold standard' Note that students must wear closed leather shoes to some practical lessons as an OH&S requirement.

Formal uniform

ASH representative uniform includes dark grey skirts and trousers which are matched to our blazers and ties for special occasions, generally worn by School Captains and SRC members as needed. These will be supplied by the school if required for the occasion.

You may wish to take a few moments to view the range of items that make up our AHS uniform.

Parents & Citizens Association – alstonvillehs.pc@gmail.com

Alstonville High School P&C is a group of dedicated parents, carers, grandparents, teachers, and community members who are committed to ensuring that the best possible education is provided for all the students at Alstonville High School.

Meetings

P&Cs work very closely with the school, aiming to build a stronger school community where all students benefit. The Principal or one of the Deputy Principals attends every meeting. If you like to be involved in your child's schooling, join the P & C and you'll be able to connect with other like-minded parents and carers.

For information on meetings please contact alstonvillehs.pc@gmail.com.

To become a member, please register [here](#).

Note: There is a \$2.00 membership fee to have voting rights.

Activities

The P&C funds are sourced from fundraising. Parents and carers can show support for their children by getting involved in P&C activities including:

- Attending meetings
- Acting as an advocate for the school
- Offering voluntary labour and expertise
- Organising or assisting at fundraising activities

The Canteen

Alstonville High School canteen is privately operated by The Queen of Hearts. Fresh food is prepared daily, and a variety of hot food items are also available. Lunch orders are welcome.

Queen Of Hearts follows the NSW Healthy Schools canteen guidelines. See menu on site for full options.

