

# Student Handbook

**Alstonville High School**



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

**2025**



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



### **2025 School Captains**

Lachlan Duley, Bailey Skinner, Ava Crethar, Jasper Hegarty

## **Alstonville High School**

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**FB:** <https://www.facebook.com/ALSTONVILLEHIGH SCHOOL>

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## Key staff directory

### Principal

Mrs Sandra Rosner

### Deputy Principals

Mrs Stephanie O'Brien (Years 7, 9 & 11)

Mrs Christine Grieves (Years 8, 10 & 12)

### Head Teachers and Faculty Supervisors

Mr Bryan Mullard

Mr Vince Trirro

Mr Doug Gardiner

TBA

Mr Jayden Cox

Mr Doug North

Mr Allan Pelley

Ms Mel Badger

Mr Andrew Fox

Mrs Anna John

Creative & Performing Arts (Relieving)

English

HSIE

Learning and Support

Mathematics (Relieving)

PD/Health/PE

Science, Agriculture

Special Ed

TAS (Ind Arts/Home Ec.)

Teaching and Learning (Relieving)

### Subject Coordinators

Mrs Allison Larrescy / Ms Rachel Varela

Mr Paul Francis & Mrs Allison Larrescy

Mr Scott Thomas

Distance Education (Library)

Sports Organisers

Applied Studies

### Year Advisors

Year 7 Mr Toby Francis

Year 8 Ms Michaela Griffen

Year 9 Mr Oliver Hughes

Year 10 Ms Kerry Williams

Year 11 Mrs Melissa Towner

Year 12 Ms Deb Barron

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[debra.barron@det.nsw.edu.au](mailto:debra.barron@det.nsw.edu.au)

### School Learning and Support Staff

John Harris

Kate Hallahan

Holly Cassidy

Sarah-Ania Heyden

Leanne Holmes

Dani Reeks

Matt Lee

Richelle Gibson

Lois Holmes

### School Administrative Manager

Mrs Cara Kenway

### Anti Racism Contact Officer

Mr Alec McCall

### Student Representative Council Coordinator

Mr Jayden Cox

### Careers Advisor

Ms Karen Horne & Mrs Jennifer Wilson

### Student Support Officer

Ms Di Partridge

### Girls Advisor

Ms Emily Kocheff

### Student Vaccinations

Mr Jayden McNall

### School Counsellor

Ms Bernadette Gordon





## 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 2025

From 2025 all students will be returning to school on the same day, 6<sup>th</sup> February 2025

### School Development Days 2025

Term 1 – Friday 31 January to Wednesday 5<sup>th</sup> February

Term 2 – Monday 28<sup>th</sup> April to Tuesday 29<sup>th</sup> April

Term 3 – Monday 21<sup>st</sup> July

Term 4 – Monday 13<sup>th</sup> October

### Year 7 Enrolments

Students please report to the COLA area in front of the canteen by 9.00am on Thursday 6<sup>th</sup> 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 2025

Term 1	Thursday	6 <sup>th</sup> February	Friday	11 <sup>th</sup> April
Term 2	Wednesday	30 <sup>th</sup> April	Friday	04 <sup>th</sup> July
Term 3	Tuesday	22 <sup>nd</sup> July	Friday	26 <sup>th</sup> September
Term 4	Tuesday	14 <sup>th</sup> October	Friday	19 <sup>th</sup> 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:



### Aerosol Cans

Aerosols cans are prohibited at all schools in NSW, this includes spray deodorants as they pose a health risk to students and staff through the potential of asthma attacks, fainting and allergic reactions. Students are encouraged to use roll on deodorants when at school. Aerosol cans should not be brought onto school grounds.

### 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:

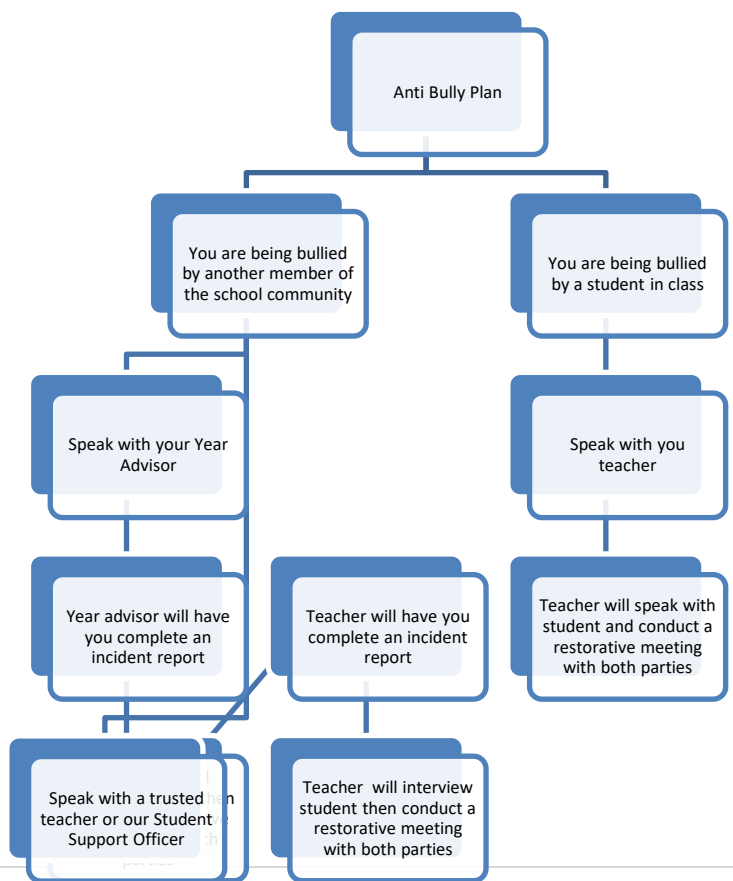
- it involves a misuse of power in a relationship
- it is intentional, ongoing and repeated
- it involves behaviours that can cause harm.

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

#### Years 8

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

**Students in Years 8 are also able to choose two electives that may include:**

Agriculture	Music
Art Masters	Photography
Ceramics	Physical Activity and Sport Studies
Digital Technologies Minecraft	STEM – Project Based Learning
Food Technology	Textiles Technology
Functional Ceramics and Sculpture	Theatre Sports

#### Years 9 & 10

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

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

Agriculture Technology	Food Technology	Language
Child Studies	Human Movement Studies	Music
Commerce	Industrial Technology – Engineering	Textiles Technology
Design & Technology	Industrial Technology - Metal	Physical Activities & Sports Studies
Drama	Industrial Technology – Multimedia	Visual Arts
Elective Geography	Industrial Technology - Timber	
Elective History	Information & Software Technology	

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

## Years 11 &amp; 12

**Courses available for selection into Year 11 may include:**

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

**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 2 unit	Work Studies 2 Unit
	Sport & Lifestyle Rec 1 or 2 Unit	English Studies 2 Unit
		Mathematics - Numeracy

**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 Cara Kenway) 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 2025

**Year 7** - School fees for Year 7 2025 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 2<sup>nd</sup> Edition (Year 7-12) \$35.00

### **Year 8 – Students do some of these subjects (per year)**

Art Masters	\$30.00
Ceramics	\$40.00
Food Technology	\$50.00
Industrial Technology - Timber	\$50.00
Industrial Technology - STEM	\$50.00
Music	\$30.00
Photography	\$30.00
Textiles Technology	\$30.00

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

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

Industrial Technology – Metal	\$30.00
Industrial Technology – Timber	\$30.00
Photography	\$30.00

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

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

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

Design & Technology	\$40.00
Drama	\$15.00
Food Technology	\$55.00
Hospitality – Food (VET)	\$80.00
Chef’s Uniform & Tool Kit hire	\$20.00
Industrial Technology – Wood Products & Furniture Industries	\$40.00
Music	\$30.00
Photography	\$50.00
Visual Arts	\$50.00

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

Design & Technology	\$60.00
Drama	\$15.00
Hospitality – Food (VET)	\$80.00
Chef’s Uniform & Tool Kit hire	\$20.00
Industrial Technology – Wood Products & Furniture Industries	\$60.00
Music	\$30.00
Photography	\$50.00
Visual Arts	\$50.00

**Fees and contributions can be paid via School Bytes (see page 32 for information on how to set up an account and link students), alternatively you can pay by cash or card at the school office**



## 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

#### 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<sup>nd</sup> addition \$35.00 (purchase from the office) \*

#### Science:

Olympic Binder book A4 8mm Ruled 192 pages

#### History/Geography:

Olympic Binder book A4 8mm Ruled 128pg

#### Music:

Olympic Music Book A4 (feint & stave) 96 pages  
Marbig Refillable Display Book A4 20 Pocket Black

#### Technology: (Timber & Metal, Food & Textiles)

2 x Marbig Refillable Display Book 20 Pocket Black  
Staedtler School Pencil HB

#### 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. Uniforms are available to purchase from The School Locker, Ballina.

#### 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

#### 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<sup>nd</sup> edition \$35) available at the front 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 8, 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 7 and 8 (Timber & Metal) – pens, A3 book, 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 Tupperware style container (for food to be taken home)
Hospitality:	Hospitality uniform Tool kit
Textiles Technology:	Years 9 and 10 A4 display folder 2 Display folders Practical work and gear as advised
Industrial Technology:	Timber Years 9 - 12: Leather or suede Shoes suitable for the workshop, A3 Book, pencils Metal and Engineering Years 9 and 10 : Leather or suede Shoes suitable for the workshop, A3 Book, sharpie pens
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

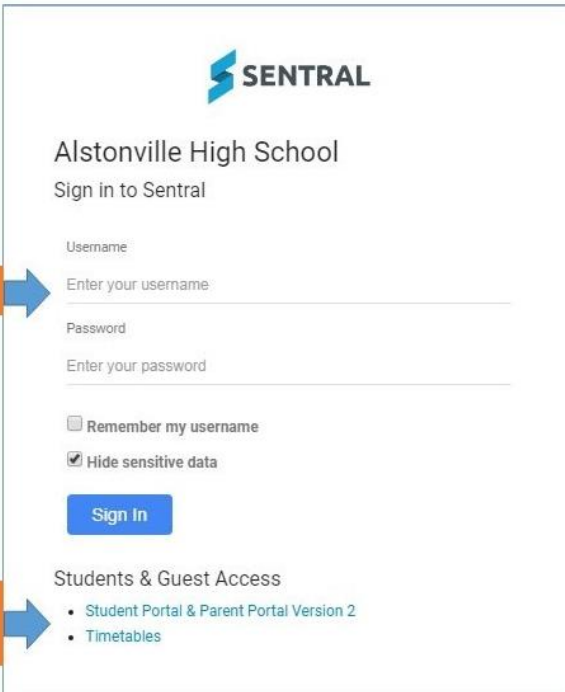
1. Daily information as well as individual information regarding your child is available to students and parents via Sentral and the Sentral Parent Portal

<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** →

Username  
Enter your username

Password  
Enter your password

Remember my username

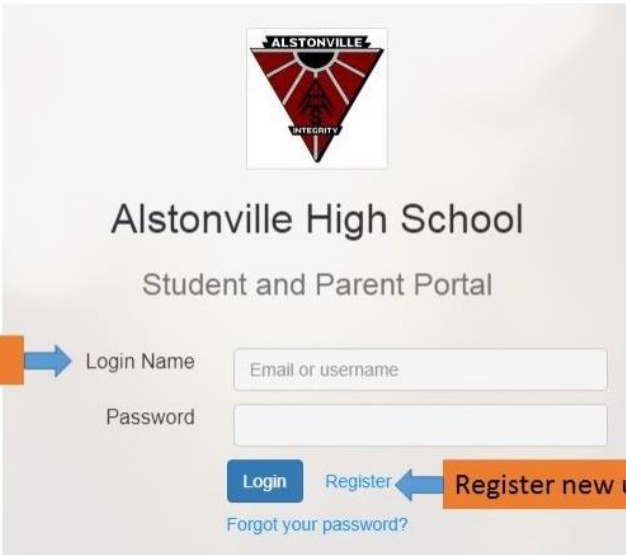
Hide sensitive data

**Sign In**

**Students & Guest Access**

- [Student Portal & Parent Portal Version 2](#)
- [Timetables](#)

Instructions for after you have clicked on the link



**ALSTONVILLE**  
**INTEGRITY**

**Alstonville High School**  
**Student and Parent Portal**

**Login** → Login Name:

Password:

**Login** **Register** ← **Register new user**

[Forgot your password?](#)

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

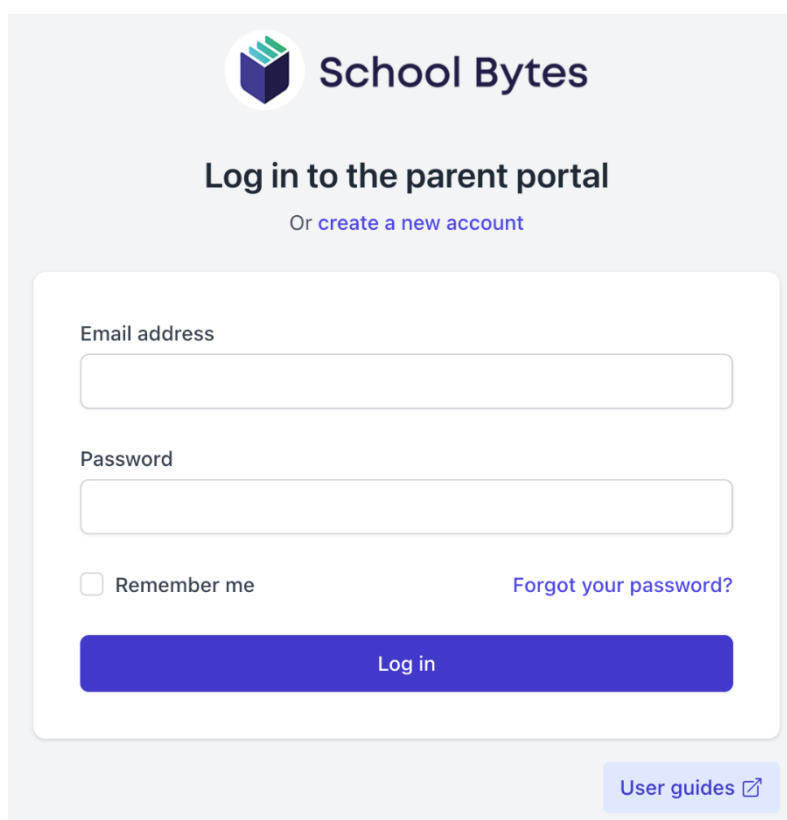
## School Bytes

School Bytes provides a parent portal to help your school communicate with you.

It is used for online permission notes and payment, which can be accessed via a secure link. The School Bytes parent portal enables you to view all your children in one portal and process payments for multiple siblings in one transaction.

**IMPORTANT:** To ensure that the registration process works smoothly and you can link your account to your child(ren), make sure that you use the same email address that you have provided to the school or if using a different email address, an SMS verification code will be sent to the mobile phone number on record for you at the school.

**To set up your parent portal, follow the steps below:**



The screenshot shows the 'School Bytes' login page. At the top left is the School Bytes logo, a blue cube with green and yellow accents. To its right is the text 'School Bytes'. Below the logo and text is the heading 'Log in to the parent portal' in a bold, dark blue font. Underneath this heading is a link 'Or create a new account' in a smaller, lighter blue font. The main content area is a white box with rounded corners containing two input fields: 'Email address' and 'Password'. Below the 'Password' field is a checkbox labeled 'Remember me' and a link 'Forgot your password?' in blue. At the bottom of the white box is a large blue button with the text 'Log in' in white. In the bottom right corner of the overall page, there is a blue button with the text 'User guides' and an external link icon.

1. Open the parent portal link; <https://portal.schoolbytes.education/auth/login>
2. Select Create a new account link.
3. Enter your first name & last name as it appears on your students profile at the school
4. Enter the email address that you use for school communication
5. Enter and reconfirm your password

An email will be sent to the email address nominated so that you can verify your access to the email address.

Once you have created your account, log in to the School Bytes parent portal.

You can now link your account to all students in schools that use the School Bytes platform.

### To link a Student in School Bytes, follow the steps below:

When linking a student, the system automatically matches the data you provided with details stored on the student's school profile.

1. Select *link other student*.
2. Search for the school's name.
3. Enter the student's first name.
4. Enter the student's last name.
5. Select the student's current grade.
6. Enter the student's date of birth.
7. Select search.

If all student information matches with parent information according to the student's official enrolment stored at the school, the system will add the student to the parent account automatically.

### 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.

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 daily 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 Student Services 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: 1<sup>st</sup> - 6, 2<sup>nd</sup> - 5, 3<sup>rd</sup> - 4, 4<sup>th</sup> - 3, 5<sup>th</sup> - 2, 6<sup>th</sup> - 1

From all other across year level ranked subjects: 1<sup>st</sup> - 4, 2<sup>nd</sup> - 3, 3<sup>rd</sup> - 2, 4<sup>th</sup> - 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.

1<sup>st</sup> - 6, 2<sup>nd</sup> - 5, 3<sup>rd</sup> - 4, 4<sup>th</sup> - 3, 5<sup>th</sup> - 2, 6<sup>th</sup> - 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. We have limited places for out of zone enrolments. These will be considered by a panel prior to possible offer of placement.
- 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. 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 forms are to be completed by Parents/Carers on School Bytes and can be paid either through School Bytes or by cash or card at the front office. 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

- a) Record what homework is set and when it is due.
- b) Prioritise tasks according to what is required and when it is due. Some research assignments and essays may take several nights to complete.
- c) 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, sandals, slippers 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 the Students' Use of Mobile Phones in Schools policy, which took effect in 2023. Mobile phones are 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. Our school has a Phones Off and Away policy as 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.

### Excursions

During excursions, the use of mobile phones is subject to the specific guidelines.

- Mobile phones are allowed for communication and safety purposes during excursions that are outside of school hours but should not be used for non-educational activities.
- Mobile phone use for communicating with a group of students during an excursion must have parental and principal endorsement. Students should seek permission from teachers before using their phones. Teachers may set specific rules regarding when and how phones can be used. E.g. photo opportunity, ear phones, WhatsApp, student exemption. **IMPORTANT:** Excursions unless otherwise advised fall under the general phones off and away policy.
- Students are encouraged to keep their phones accessible in case of emergencies, but they should remain focused on the excursion activities.
- Teachers will monitor phone use to ensure it aligns with the excursion's objectives and maintains a safe environment.

- Misuse of mobile phones during excursions can lead to disciplinary measures, including confiscation or loss of phone privileges.
- Students with exemptions who need to use their phones on buses will be required to sit at the front of the bus under teacher supervision.

### 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.

### What happens if my child is seen using their phone inappropriately on an excursion?

If a student is found misusing their phone (e.g. accessing inappropriate content, excessive texting, or taking unauthorised photos).

- Warning 1 – The teacher in charge of the group will discuss the misuse of the mobile phone with the student and may confiscate the student's phone for the remainder of the excursion.
- Warning 2 - The teacher in charge of the group will attempt to contact the parent/carer to discuss the issue, the phone will also be confiscated for the remainder of the excursion, a loss of phone privileges on future excursions along with the student issued with a warning of suspension.

### 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. 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 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

Due to the recent retirement of our religious education teacher, Religious Education will not be offered in 2025. Plans are in place for an alternative model.

## 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.



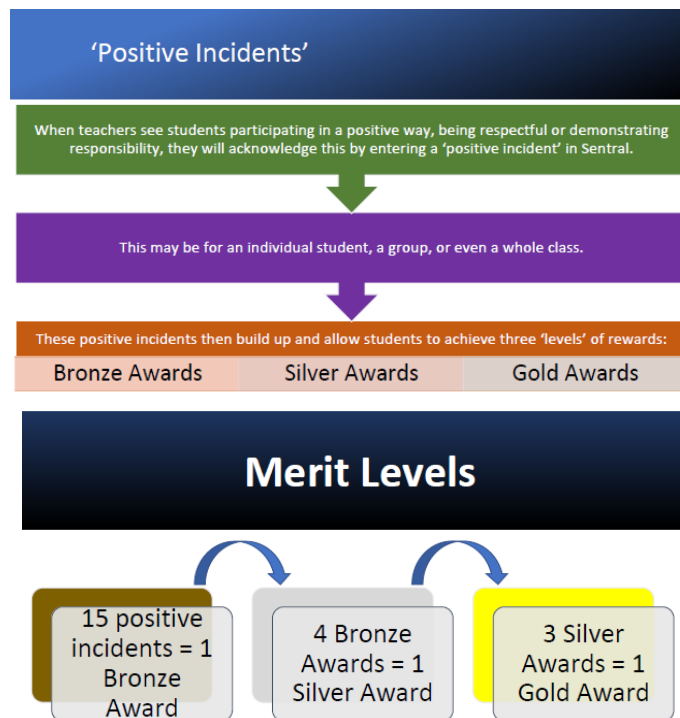
## Merit System

### What is the AHS Merit System

As teachers, we would like to acknowledge and reward students who are displaying behaviours consistent with the school values.

These behaviours fall into three broad categories:

- Participation
- Respect
- Responsibility



### Rewards: Bronze Award



WHEN A STUDENT REACHES THEIR 3rd BRONZE AWARD, THEY WILL RECEIVE A \$10 CANTEEN VOUCHER.



THEY WILL ALSO RECEIVE A CERTIFICATE FOR EACH BRONZE AWARD, WHICH WILL BE PRESENTED AT YEAR MEETINGS.



WHEN STUDENTS RECEIVE THEIR 4th BRONZE AWARD THEY ALSO RECEIVE THEIR 1st SILVER AWARD.



WHEN A STUDENT REACHES THEIR 2nd SILVER AWARD, THEY WILL RECEIVE A \$25 VOUCHER TO SPEND AT A LOCAL BUSINESS.



THEY WILL ALSO RECEIVE A CERTIFICATE, WHICH WILL BE PRESENTED AT THE NEXT WHOLE SCHOOL ASSEMBLY.



STUDENTS RECEIVE A CERTIFICATE EACH TIME THEY EARN A SILVER AWARD, BUT THE VOUCHER IS ONLY ISSUED FOR THE STUDENT'S 2nd SILVER AWARD EACH YEAR.

### Rewards: Gold Award



A BOOK PRIZE TO THE VALUE OF \$50.



A SPECIAL CERTIFICATE FOR THEIR CV/RESUME – PRESENTED AT THE END OF YEAR ASSEMBLIES.



A FULLY CATERED LUNCHEON FOR THE STUDENT AND THEIR PARENTS/GUARDIANS.

### Extra Details

The Merit Levels will reset at the end of each school year.

Any combination of Participation, Respect or Responsibility entries qualifies students for Awards.

'Negative' incidents or suspensions do not disqualify students from reaching merit levels or being recognised for positive behaviours.

If students have questions or concerns they can approach the Deputy Principal for their year group.



## 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.

## Anti Racism Contact Officer

Our Anti Racism Contact Officer (ARCO) provides advice and support for students, staff and carers and assists in leading anti racism education in schools.

## 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 Cup every Friday
- 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

## 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](http://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

AHS 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.



BLOUSE JNR WHITE



POLO JNR MAROON (T)



BLOUSE SNR WHITE



SHIRT WHITE SNR



POLO SNR WHITE



SKIRT JNR CHECK



SKORT SPORTS BLACK



SHORTS EVERYDAY BLACK W/ LOGO



PANTS TRACK BLACK W/ LOGO



SKIRT SNR MAROON



SHORT FORMAL GREY



JACKET MF UNISEX

## Parents & Citizens Association

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](mailto: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

### Busary

The P&C can provide financial support for students who make it to State level in their chosen sport. Please contact the P & C to obtain an application form.

## 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. Please note phones cannot be used for payment at the canteen. The canteen is open before school, recess and lunch.

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

## School Events

Our School holds various events throughout the year for parents/carers to attend:

- Back to School Showcase – Term 4
- CAPA evenings
- TAS evenings
- Wellbeing Day – End of Term 1