

PORT HACKING HIGH SCHOOL

**INFORMATION
FOR
NEW STUDENTS
AND
THEIR PARENTS**

2009

THE SCHOOL SONG

ARDENTIBUS NIL ARDUI

*As we gather here, let every heart be pledged anew,
Proudly to uphold the honour of the Red and Blue
To Port Hacking High we pledge our steadfast loyalty,
United in our creed - Ardentibus Nil Ardui.*

*May the love of truth and fellowship imparted here
Be our inspiration when we seek a wider sphere;
May Port Hacking's fame to students to all a beacon be
A guiding star of life - Ardentibus Nil Ardui.*

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STATEMENT OF PURPOSE

Port Hacking High School aims to provide a caring, supportive and stimulating environment in which students are encouraged to fulfil their academic potential. As well as providing for intellectual growth, the School seeks to foster the physical, emotional, social, creative, moral and spiritual development of each student.

PRINCIPAL'S MESSAGE

Welcome to Port Hacking High School. I am pleased that you have made a commitment to this school, and I am confident that you will enjoy your involvement here in future years. Port Hacking High is known as an effective and disciplined learning environment in which students receive individual care and recognition. Our school motto is "Ardentibus nil ardui", to strive is to achieve, and we expect our students to develop self discipline in pursuit of their goals and pride in their achievements during their high school years. We ask you to share in and support these values so that you too can be a proud member of the Port Hacking community.

Port Hacking teachers bring out the best in students by rewarding their achievements, by raising the standards of their learning and by communicating closely with parents. Parents and students currently involved with the school tell us that we achieve these goals with a great deal of success. I congratulate you on your enrolment and I look forward to working and learning with you in future years.

Greg McGrath
Principal

ASSISTANCE AVAILABLE IN THE SCHOOL

In addition to the assistance always available from all members of staff, there are members of staff with particular functions in the school. The persons named below have a number of administrative and management roles but all are committed to ensuring Port Hacking High School is a safe and happy learning environment.

School Postal Address: PO Box 187, Miranda NSW 1490

School Hours: 8:25 am – 3:30 pm

LOCATION

MAIN OFFICE

Mr G McGrath	-	Principal
Mr R Lees	-	Deputy Principal
Ms L van Dulst	-	Deputy Principal
Mrs C Preston	-	Senior School Assistant
Mrs N Goddard	-	Reception

HEAD TEACHERS

Mrs P Northey	-	Administration
Mr P Hardwick	-	English
Mr J Stamell	-	Mathematics
Mrs P Procter (Rel)	-	Science
Mr B Watt	-	HSIE
Mrs K Murphy	-	TAS: Food & Textiles
Mr R Gowan	-	TAS: Industrial Arts
Mr T Price	-	Performing Arts
Mrs L Malcolm	-	Visual Arts
Mrs L Smith	-	PD/Health/PE
Mrs S Carter	-	Welfare

SUPPORT TEACHERS

Mr B Freney	-	Careers Education	Library
Mr R Balderston	-	School Counsellor	Room 128
Ms L Warner	-	School Counsellor	Room 128
Mrs K Fouracre	-	STLA	Room 113
Mrs P Procter	-	ESL	Room 116
Mrs D Royal	-	Librarian	Library

STUDENT LEADERS

Samuel Johnson	School Captain 2009
Georgia Carter	School Captain 2009
Dane Kennedy	School Vice Captain 2009
Vanessa Gregory	School Vice Captain 2009

WELFARE NETWORK

The welfare of our students is important, and in order to provide the care support program which is a notable feature of our school, a network of welfare staff has been established.

Among teachers with particular welfare functions are the Head Teacher Welfare - Mrs Carter, School Counsellors – Mr R Balderston and Ms L Warner and Mr Freney, Careers Education Teacher. If a student needs special care or attention from the school, Mrs Carter can be contacted, either by telephone or letter. A student who needs counselling assistance is advised to make an appointment to see the School Counsellor. If a student needs vocational guidance, an appointment should be made with Mr Freney.

Student Advisers provide an immediate contact for assistance with school and personal problems. They give pastoral care, co-ordinate the Year's activities and advise on matters involving school progress.

Year Student Advisers in 2009 are:

	<i>Year Adviser</i>	<i>Assistant Year Adviser</i>
Year 7	- Mrs M Howie	Mr G Bennett
Year 8	- Mr L Bowen	Ms R Toyer
Year 9	- Mrs Z Hammoud	Mr B Townsend
Year 10	- Mr A Ang	Mrs N Waser
Year 11	- Mrs S Heather	Mrs S Williams
Year 12	- Mr D Allouche	Mrs P Kennelly

If students have a problem, they should see their Student Adviser or we will arrange for them to see somebody who can help with their problems.

PEER SUPPORT PROGRAM

A Peer Support Program operates during Term 1 with the new Year 7 intake. Two Year 11 students are allocated to each group of Year 7 students for one session per week. The Year 11 students are trained at the end of the previous year. Each group is supervised by a staff member.

The Peer Support Program trains senior students to help junior students. It develops a feeling of caring in the school community and reinforces the school environment by providing more personal contact between younger and older students. It gives senior students opportunities to extend their leadership skills and teaches them to look at the world realistically and find practical answers to personal and social problems. It provides junior students with a safe and friendly environment in which to develop their own individuality and discuss issues. Teachers trained for the Peer Support Program are at hand to monitor and evaluate the groups' activities.

DAILY PROCEDURES

Generally, students should aim to arrive at school from about 8.40 am.

The school day starts at 8:50 am with a combined roll call and reading program called RAGE (Read and Engage in Learning).

Staff are rostered for playground duty during recess and lunch.

All students are dismissed at 3.05 pm except on Thursday. On Thursday (Sports Afternoon) students are dismissed at various times, depending on what sport they choose, where it is played, etc. In general, no student should be dismissed before 2.30 pm.

A regular school detention is held from 3.05 to 4:00 pm each Wednesday. Parents will be given at least 24 hours notice in writing if a student is required to attend.

The Principal and Deputy Principals supervise the main exits of the school and students should return home by the most direct route. Any problems after dismissal time each day should be referred to the Principal (phone 9524 8816).

SUPERVISION

The supervision plan recognises agreed duty of care principles and conditions existing at Port Hacking High School. The supervision plan provides for effective supervision of students during recess and lunch and for the half hour before school commences at 8:55 am.

Recess Supervision is provided over the 20 minutes allocated to this break from lessons. Students have been allocated specific areas which are in-bounds for recess. All areas are under direct supervision. Teachers (on roster) patrol each of these areas. Head Teachers (on roster) are also on duty to assist.

Lunch Supervision is provided in two sections (Lunch 1 and L2) over several specified areas designated as in bounds. Teachers (on roster) actively patrol each area. Head Teachers on roster are also on duty to assist. Referral of issues arising are made to the Deputy Principals and Principal.

Before School Supervision - Students have been instructed not to arrive at school before 8:25 am unless there are special circumstances. Some senior classes have been set down to begin from 8:00 am each morning and a number of teachers have organised specific coaching of sports teams or music practices at the beginning of a number of school days. Students have been instructed to stay within the Quadrangle and Basketball Courts areas. No running games or kicking ball games are permitted to be played in these areas. No games without teacher supervision are allowed in other areas. Students have been instructed to report to the nearest staffroom to seek assistance and first aid.

In relation to matters of concern, minimal supervision will be provided from 8:25 am. Any issues which arise are to be referred to the Deputy Principals or Principal.

Traffic – Vehicular entry is restricted to authorised traffic. Parents are asked not to drive into school grounds. Note street parking restrictions.

Parking is restricted within the grounds. Travel past the administration block is restricted to one way traffic. During school hours parents should drive onto school grounds only if they need to pick up a sick child. Pick up at the end of the school day or drop off in the school grounds at the beginning of the school day should not occur unless negotiated with the Principal.

BELL TIMES

The school operates on a 10 day cyclic timetable - Week A, Week B.

Week A

MONDAY DAY 1	TUESDAY DAY 2	WEDNESDAY DAY 3	THURSDAY DAY 4	FRIDAY DAY 5
RAGE/Roll Call 8.50 - 9:05	RAGE/Roll Call 8.50 - 9.05	RAGE/Roll Call 8.50 - 9:05	RAGE/Roll Call 8.50- 8.55	RAGE/Roll Call 8.50 - 9:05
Period 1 (58) 9:05 - 10:03	Period 1 (59) 9.05 - 10.04	Period 1 (58) 9:05 - 10:03	Period 1 (50) 8.55- 9.45	Period 1 (60) 9.05 - 10.05
Period 2 (58) 10:03 - 11:01	Period 2 (59) 10.04 - 11.03	Period 2 (58) 10:03 - 11:01	Period 2 (50) 9.45-10.35	Period 2 (60) 10.05 - 11.05
Assembly(10) 11:01- 11:11		Assembly (10) 11:01 - 11:11		
Recess (20) 11.11 - 11.31	Recess (25) 11.03 - 11.28	Recess (20) 11.11 - 11.31	Recess (20) 10.35-10.55	Recess (20) 11.05 - 11.25
Period 3 (58) 11.31 - 12.29	Period 3 (59) 11.28 - 12.27	Period 3 (58) 11.31 - 12.29	Period 3 (50) 10.55-11.45	Period 3 (60) 11.25 - 12.25
Period 4 (58) 12.29 - 1.27	Period 4 (59) 12.27 - 1.26	Period 4 (58) 12.29 - 1.27	Period 4 (50) 11.45-12.35	Period 4 (61) 12.25 - 1.25
Lunch 1 (20) 1.27 - 1.47	Lunch 1 (20) 1.26- 1.46	Lunch 1 (20) 1.27 - 1.47	Lunch 1 (20) 12.35-12.55	Lunch 1 (20) 1.25 - 1.45
Lunch 2 (20) 1.47 - 2.07	Lunch 2 (20) 1.46- 2.06	Lunch 2 (20) 1.47 - 2.07	Lunch 2 (20) 12.55- 1.15	Lunch 2 (20) 1.45- 2.05
Period 5(59) 2.07 - 3.05	Period 5 (59) 2.06- 3.05	Period 5(58) 2.07- 3.05	SPORT	Period 5(60) 2.05- 3.05

Week B

MONDAY DAY 6	TUESDAY DAY 7	WEDNESDAY DAY 8	THURSDAY DAY 9	FRIDAY DAY 10
RAGE/Roll Call 8.50 - 9:05	RAGE/Roll Call 8.50 - 9.05	RAGE/Roll Call 8.50 - 9:05	RAGE/Roll Call 8.50- 8.55	RAGE/Roll Call 8.50 - 9:05
Period 1 (58) 9:05 - 10:03	Period 1 (59) 9.05 - 10.04	Period 1 (58) 9:05 - 10:03	Period 1 (50) 8.55- 9.45	Period 1 (58) 9:05 - 10:03
Period 2 (58) 10:03 - 11:01	Period 2 (59) 10.04 - 11.03	Period 2 (58) 10:03 - 11:01	Period 2 (50) 9.45-10.35	Period 2 (58) 10:03 - 11:01
Assembly(10) 11:01- 11:11		Assembly (10) 11:01 - 11:11		Assembly (10) 11:01- 11:11
Recess (20) 11.11 - 11.31	Recess (25) 11.03 - 11.28	Recess (20) 11.11 - 11.31	Recess (20) 10.35-10.55	Recess (20) 11.11 - 11.31
Period 3 (58) 11.31 - 12.29	Period 3 (59) 11.28 - 12.27	Period 3 (58) 11.31 - 12.29	Period 3 (50) 10.55-11.45	Period 3 (58) 11.31 - 12.29
Period 4 (58) 12.29 - 1.27	Period 4 (59) 12.27 - 1.26	Period 4 (58) 12.29 - 1.27	Period 4 (50) 11.45-12.35	Period 4 (58) 12.29 - 1.27
Lunch 1 (20) 1.27 - 1.47	Lunch 1 (20) 1.26- 1.46	Lunch 1 (20) 1.27 - 1.47	Lunch 1 (20) 12.35-12.55	Lunch 1 (20) 1.27 - 1.47
Lunch 2 (20) 1.47 - 2.07	Lunch 2 (20) 1.46- 2.06	Lunch 2 (20) 1.47 - 2.07	Lunch 2 (20) 12.55- 1.15	Lunch 2 (20) 1.47 - 2.07
Period 5(59) 2.07 - 3.05	Period 5 (59) 2.06- 3.05	Period 5(58) 2.07- 3.05	SPORT	Period 5(60) 2.05- 3.05

NOTES AFTER ABSENCE

An SMS message is sent to parents of absent students each day. An SMS reply to this will explain the absence. Alternatively, on the first day of return after an absence from school through illness or any other reason, the pupil can present to the Roll Teacher a note indicating:

- (i) the student's full name
- (ii) roll class
- (iii) date(s) of absence
- (iv) reason for absence

Notes must be written and signed by the *parent*. Please *print* your child's name and roll class at the bottom of all notes. A contact *phone number* should also be included on all notes. Notes are filed and may be required for later interviews.

Absence note forms are provided within an early edition of Deeban.

LATE ARRIVAL

All pupils late to school should bring a note from their parents explaining the reasons for late arrival. Such a note may need to be provided on the day following late arrivals. Pupils must report to the Main Office for a permission note to enter class. A school detention will be organised and/or the Home School Liaison Officer will be contacted for students who are continually late.

An SMS will be sent informing parents of students' lateness if they do not supply a note from their parent.

SWIPE CARDS

Following the school photographs in March, all students will be issued with an identification card (commonly called a swipe card). Students are to carry their swipe card at all times.

The swipe cards are used for:

- Borrowing books in from the library
- Activating the attendance system for students who are late or for those students who are leaving early.

EARLY DEPARTURE

If a pupil has to leave early, parents should send a note showing name, Year, roll class, date of birth, reason, time and telephone number. The note should be given to the Deputy Principal (Ms van Dulst for Years 8, 10 and 12 students or Mr Lees for Years 7, 9 and 11 students) ***before Roll Call*** so that an Early Pass can be issued. The Early Pass may be requested by routine truancy checks outside the school. **All appointments for doctors, dentists, etc should be made outside school hours. For this purpose, sports afternoon is regarded as school time.**

ABSENCES FROM SPORT

Parents are requested to provide a note for sport absence *on the day prior to sport*. Sport is an important part of the school curriculum. Dental, doctor and other appointments should not be made for sports afternoons.

LATENESS TO CLASS

Students who are detained by a teacher, causing them to be late for their next class, must obtain a note from that teacher. Late notes in these circumstances will not be issued by the Deputy Principal.

Any students out of class at any time should be in possession of an OCA (out-of-class authority) issued by the class teacher or by the teacher requiring the student's presence. Students should present the OCA to any teacher who asks to sight it.

Sample OCA (Out of Class Authority)

DEPUTY PRINCIPAL'S O.C.A.	
Dear _____,	
_____ is late for your class because he/she has been to see me.	
Thank you L van Dulst/B Lees	
_____	_____
Date:	Time:

SICKNESS AND MEDICAL ROOM

If a student becomes sick at school he/she is to report to the Office. If necessary, parents will be contacted and asked to pick up the student as soon as possible, as we do not have staff to look after them at school. All parents are requested to provide a telephone number at which they may be reached in an emergency. Students are not permitted to leave school unless the Front Office staff have had contact with a parent, guardian or carer.

MEDICATION

If a student has to take tablets for a medical reason, parents are requested to send a note to indicate the hours and reason for the medication. When a student with a medical condition requires the administration of prescribed medication during the school day, certain proformas, available from Ms Soothill (PD/H/PE Dept) must be completed by the parent or guardian. Tablets or medicine should be left at the Office. A special "pass-out" card will be issued. The school cannot supply any medication, including analgesics, and these are not available at the school.

ANAPHYLAXIS

Port Hacking High School is committed to providing a safe and supportive educational environment for every student. All teachers have an improved understanding of allergic reactions, the signs and symptoms of anaphylaxis and its emergency treatment. Students with severe allergic reactions must inform the school on the enrolment form with relevant health care plans.

SCHOOL CONTRIBUTIONS

To enable the School to budget for its expenditure, we rely on the prompt payment of School Contributions at the beginning of the school year.

The payment of the General School Contribution entitles a student to:

- the loan of all text books;
- the use of lending and reference libraries and computer and language laboratories;
- copies of relevant handbooks published by the School;
- photocopied notes, maps, examination papers and other supplementary material distributed by class teachers;
- the use of sporting equipment and materials;
- the use of clinic supplies;
- the benefits of other amenities and general equipment purchased from school funds.

If total contributions are paid by the end of February, a reduction of \$10.00 per student is allowed.

A School Contribution Schedule is issued yearly to students. This details the relevant school general contribution and additional costs required for elective or practical subjects.

If parents experience financial difficulty in relation to payment of school contributions, elective fees, excursions or provision of uniforms, they are requested to contact Mr McGrath (Principal). All matters will be dealt with confidentially. Please do not leave such contact to the end of the year.

Reminder notes on outstanding fees will be sent out every term.

GENERAL AND MATERIALS CONTRIBUTIONS 2009

YEAR 7

General School Contribution	please refer to contribution letter for details	\$110.00
Music/Band	covers maintenance of a wide range of instruments	\$25.00
Science equipment	covers the cost of science materials	\$5.00
Technology	covers the cost of practical materials	\$55.00
Visual Art	covers ceramic materials, canvas, extra paint	\$20.00
Year 7 Sport	covers maintenance of a wide range of equipment	\$82.00
Diary		\$8.00
P & C Annual Subscription (one payment per student)	used to purchase equipment, grounds maintenance and Ambulance Scheme membership	\$40.00

YEAR 8

General School Contribution	please refer to contribution letter for details	\$110.00
Languages	covers a range of resources used	\$25.00
Performing Arts	covers maintenance of wide range of instruments	\$10.00
Science equipment	covers the cost of science materials	\$5.00
Technology	covers the cost of practical materials	\$55.00
Visual Art	covers art and extra materials for major works	\$35.00
Diary		\$8.00
P & C Annual Subscription (one payment per student)	used to purchase equipment, grounds maintenance and Ambulance Scheme membership	\$40.00

YEAR 9

General School Contribution	please refer to contribution letter for details	\$130.00
Child Studies	covers the cost of materials	\$25.00
Dance	covers the cost of materials eg tapes, CDs	\$10.00
Drama	covers the cost of drama materials eg masks, makeup	\$10.00
Food Technology	covers the cost of food practicals and experiments	\$60.00
Industrial Technology Metal	covers the cost of technics materials	\$40.00
Industrial Technology Wood	covers the cost of technics materials	\$40.00
Info Software & Technology	covers the cost of disks, paper, modem, software	\$30.00
Japanese Workbook	covers the cost of the workbook	\$25.00
Multi-Media	covers the cost of practical materials	\$35.00
Music	covers repair/replacement of wide range of instruments	\$15.00
Photography	covers the cost of practical materials	\$35.00
Science equipment	covers the cost of science materials	\$5.00
Textiles Technology	covers the cost of textiles sundries	\$30.00
Visual Art	covers art and extra materials for major works	\$40.00
Diary		\$8.00
P & C Annual Subscription (one payment per student)	used to purchase equipment, grounds maintenance and Ambulance Scheme membership	\$40.00

YEAR 10

General School Contribution	please refer to contribution letter for details	\$130.00
Careers & Resources	covers personal info folder and work experience organisation	\$10.00
Dance	covers the cost of materials eg tapes, CDs	\$10.00
Drama	covers the cost of drama materials eg masks, makeup	\$10.00
Food Technology	covers the cost of food practicals and experiments	\$60.00
French Workbook	covers the cost of the workbook	\$25.00
Graphics Technology	covers the cost of a range of equipment and materials	\$25.00
Ind Technology Electronics	covers the cost of technics materials	\$50.00
Industrial Technology Wood	covers the cost of technics materials	\$35.00
Info Software & Technology	covers the cost of disks, paper, modem, software	\$30.00
Music	covers repair/replacement of wide range of instruments	\$15.00
Photography	covers the cost of practical materials	\$45.00
Science equipment	covers the cost of science materials	\$5.00
Textiles & Design	covers the cost of textiles and sundries	\$30.00
Visual Art	covers Art and extra materials for major works	\$40.00
Diary		\$8.00
P & C Annual Subscription (one payment per student)	used to purchase equipment, grounds maintenance and Ambulance Scheme membership	\$40.00

GENERAL AND MATERIALS CONTRIBUTIONS 2009

YEAR 11

General School Contribution	please refer to contribution letter for details	\$150.00
Careers & Resources	covers the cost of programs and computer access	\$10.00
Construction	covers the cost of practical materials	\$40.00
Dance	covers the cost of materials eg tapes, CDs	\$10.00
Design & Technology	covers the cost of practical materials	\$45.00
Drama	covers the cost of drama materials eg masks, makeup	\$10.00
Food Technology	covers the cost of food practicals and experiments	\$50.00
French Workbook	covers the cost of the workbook	\$10.00
Hospitality	covers the cost of food practicals and experiments	\$70.00
Industrial Technology	covers the cost of practical materials	\$45.00
Information Processes	covers the cost of disks, paper, modem, software	\$30.00
Music	covers repair/replacement of wide range of instruments	\$15.00
Science equipment	covers the cost of science materials	\$5.00
Textiles & Design	covers the cost of textiles sundries	\$30.00
Visual Art	covers artwork materials, excluding major works	\$50.00
Visual Design	covers the cost of practical materials	\$40.00
Diary		\$8.00
Text Book Deposit	covers years 11 and 12 refunded when books returned	\$60.00
P & C Annual Subscription (one payment per student)	used to purchase equipment, grounds maintenance and Ambulance Scheme membership	\$40.00

YEAR 12

General School Contribution	please refer to contribution letter for details	\$150.00
Careers & Resources	covers the cost of programs and computer access	\$10.00
Construction	covers the cost of practical materials	\$40.00
Dance	covers the cost of materials eg tapes, CDs	\$10.00
Design & Technology	covers the cost of practical materials	\$45.00
Drama	covers the cost of drama materials eg masks, makeup	\$10.00
Food Technology	covers the cost of food practicals and experiments	\$45.00
French Workbook	covers the cost of workbook	\$10.00
Hospitality	covers the cost of food practicals and experiments	\$50.00
Industrial Technology	covers costs of practical materials	\$45.00
Information Processes	covers the cost of disks, paper, modem, software	\$30.00
Music	covers repair/replacement of wide range of instruments	\$15.00
Science equipment	covers the cost of science materials	\$5.00
Textiles & Design	covers the cost of textiles sundries	\$20.00
Visual Art	covers artwork materials, excluding major works	\$50.00
Diary		\$8.00
P & C Annual Subscription (one payment per student)	used to purchase equipment, grounds maintenance and Ambulance Scheme membership	\$40.00
Text Book Deposit	<i>new students enrolling in year 12 this year only</i> refunded when books returned	\$60.00

Contributions may be paid at the Main Office from 8.15 am, Recess and Lunch 1. Receipts will be issued for all contributions paid.

GENERAL INFORMATION

SCHOOL COUNCIL

The School Council operates within the context of relevant legislation and the stated policies and priorities of the Government and the Department of Education and Training.

The aim of the School Council is to promote and enhance the opportunities of the students of Port Hacking High School, by developing a partnership with the community, staff and students and have these groups participate in effective decision making processes in the School.

The composition of the Council is as follows: The Principal as Executive Member, the President of the P & C Association, 3 parent members, 3 school staff members and 2 school student members.

The School Council meets before the P & C meeting, on the second Monday of each month at 5:45pm.

PARENTS AND CITIZENS' ASSOCIATION

The Parents and Citizens' Association meets on the second Monday of each month at 7.30 pm in the Library. All parents are invited to attend.

Guest speakers are invited to address parents and there is a continuing policy to keep informed on educational practices which benefit the experience of students within the school. "Deeban", the 'message stick' of the P & C, is published regularly by the school, and contains advance details and reports on each meeting.

The annual subscription for a student is \$40.00. This is combined with and to be paid at the same time as the school contribution.

LIBRARY

Our new library provides a modern learning centre with 22 computers for student use. Our librarian, Ms Royal, is always on hand to support students in their learning.

Borrowing: Year 7 - 10 are allowed to borrow 4 books at one time, Year 11 & 12 are allowed 6 books (not all from the same topic) for a period of 2 weeks. Books may be re-borrowed if there is no waiting list to borrow.

Library Hours: Before school from 8:15 a.m.
Recess daily except Tuesday when there is a staff meeting.
Lunch daily except Thursday, sports afternoon.
After school: all students until 3:30 and 2 days per week until 5 p.m. for senior students.

Students may come to the Library independently at any of the above times. Students coming to the Library with a teacher are to wait under the covered walk way until their teacher supervises their entry. Senior students may use the Library during study periods. Seniors may use seminar rooms during study periods if booked with the Library staff. Computers may be used by students outside class time. Students doing research or preparing the presentation of their work will be given priority.

Printing

Students may print their work in black and white free of charge. If a student wishes to download information from the Internet a fee of 20 cents per page applies.

Photocopy

There is a colour photocopy machine that students may use. The costs are 20cents per page for black and white, \$1 for A4 colour and \$2 for A3 colour print.

A card must be purchased to operate the photocopy machine. The cards cost \$3 or \$5 with the value of \$2 and \$4 available for photocopying. If the card is not damaged a refund of 50 cents will be given on purchase of the next card. Cards are purchased from the Library staff.

Bags

No bags are to be brought into the Library. Please take anything of value from your bag and leave it in the bag area before you enter the Library proper.

Library Staff: Mrs D Royal, Teacher Librarian
Mrs W Wong, Library Assistant

CAREERS

The Careers Advisor's office is located in the Library next to the Senior Study area.

Careers Advisor: Mr B Freney

CANTEEN

The Canteen is open before school, during recess and lunch periods and operates throughout the year. The canteen is privately run.

Students must form up in orderly queues at the canteen. Those who are not being served at that time stand behind the yellow line. Students are not allowed to purchase for others. This is the same as pushing into a queue.

Lunches should be ordered before school or at recess. There is a special window where these lunches can be collected at lunchtime.

The canteen is an area for passive use only, including on wet days. No ball games or running are allowed. Students should make a purchase from the canteen and then leave the canteen area. The exception to this is wet weather when the canteen area is needed for shelter. Years 11 and 12 students wanting a quiet place to sit should use the Genni Capell (Senior) Courtyard located near the Deputies' offices.

TEXTBOOKS AND EXERCISE BOOKS

Textbooks are supplied on loan by the school. Textbooks are costly items and should be treated with care. They should be covered, bear the student's name and must be returned on request. Students will be required to pay for any book lost or negligently damaged.

Students are expected to bring text and exercise books needed for the day's lessons. It is a good idea for students to include a writing pad in their bags so that they have a ready supply of loose sheets of paper for tests.

CHARITY COLLECTIONS

The School regularly supports a number of charities *eg* Stewart House, Red Cross and SIDS. Special appeals are also conducted when needed, usually in conjunction with a mufti day or SRC collection day.

INTER-SCHOOL CHRISTIAN FELLOWSHIP (I.S.C.F.)

ISCF is an interdenominational Christian group. At Port Hacking High the group is run by a team of student leaders who meet on Friday mornings. The main meeting takes place at lunchtime on Tuesdays, where students study the Bible, pray and have fellowship together. Smaller Bible study groups are run during the year for students who wish to investigate Christianity.

EXCURSIONS

For some subjects an excursion forms an essential part of the curriculum. For others it is an adjunct to learning.

Parents are urged to encourage their children to attend these excursions. Parents are expected to cover the cost of the excursions. However, cases of hardship should be discussed with the Principal. Notes of information and permission are issued for each excursion.

All excursions which leave the school are required to have at least one member of staff with Emergency Care Training. In the case of overnight excursions or excursions involving water activities, an accompanying member of staff should also have a current CPR certificate. First aid kits are available for use by staff on excursions.

All excursions are in full school uniform unless otherwise indicated on the note.

PHYSICAL EDUCATION

Physical Education is part of the Personal Development/Health/Physical Education Key Learning Area and is a pre-requisite for the award of the School Certificate. All students are expected to take part (except those who are medically unfit). Students unable to participate in the Physical Education lesson or students not bringing the appropriate uniform to change into, must present a note to the Physical Education teacher, explaining briefly the circumstances involved.

SPORT

All (except Year 12) students are expected to take part in some form of sporting activity every Thursday afternoon. Students are expected to have an appropriate outfit for the sport they are playing.

Boys and girls in Year 7 are placed into co-educational, mixed ability groups and do 'skill' type sessions for three week periods in Terms 1 - 3 in order to improve technique and also introduce some sports that they may not have encountered.

Students in Years 8 - 11 (and Year 7 in Term 4) have the opportunity to participate in competition or recreation sport. The year for sport is divided into two seasons: a summer season for Terms 1 and 4; a winter season for Terms 2 and 3.

Each year Swimming, Cross Country and Athletic Carnivals are held by the School, with the Houses competing against each other. Swimming and Athletics Carnivals are held outside the school grounds. All students are expected to attend. School representative teams are then selected to compete at Zone, Regional and State levels. The school provides the opportunity for elite level sportspeople to compete in state-wide knock-out competitions in a wide variety of sports.

Attendance at Sport is a requirement of the Department of Education and Training. Leave from sport is granted only in certain circumstances and after the agreement of the Principal. Should any student request leave during the period allocated to sport, a note explaining the

circumstances is to be brought to the Deputy Principal. Dental or medical appointments should be made outside of normal school hours, and not during sport or other periods.

Students not participating in sport must produce a note signed by a parent, explaining the reason for non-participation. Provision will be made for these students to undertake supervised private study at school.

In cases where accidents occur at sporting venues, where medical attention is obviously necessary and a parent is not available, staff will send for an ambulance and inform the parent as soon as possible of the action taken.

ROLLS

Each morning students are to attend their allocated Roll Call at 8:50 am for an attendance check. It is the responsibility of each student to ensure he/she is marked present.

The remainder of the 15 minute Roll Call period is spent in a variety of ways:

Year 7 – 10 participate in a reading program called RAGE (read and engage in learning)

Year 11 and 12 have a program tailored to help them with their senior study requirements.

HOUSES

There is a system of **House Organisation** based on Rolls. Students are placed in one of the four Houses:

BURRANEER (green) GUNNAMATTA (blue) JIBBON (red) YOWIE (yellow).

Athletics and Swimming Carnivals include House Competitions. House Captains are elected.

STUDENT REPRESENTATIVE COUNCIL

Each Year has representatives on the **Student Representative Council**: 10 Year 12; 8 Year 11; 5 Year 10; 4 Year 9; 2 Year 8 and 2 Year 7. The purpose of the Student Council is to promote student participation within the school and to plan and implement changes for the benefit of the whole school community. Students should be sure that their representatives carry the opinions of their Year to SRC. meetings. When school policy is being determined, opinions of the Student Council are expressed by the two elected student members on the **School Council**. The school Captains, Vice Captains and Prefects (all from Year 12) provide leadership on the SRC.

SCRIPTURE

On Tuesday, half of the students in Years 7 - 10 have one period of scripture for three weeks. After this period of time these students return to normal lessons and the other half has scripture. The scripture groups consist of no more than fifteen students per teacher and this allows teachers to fulfil lesson aims.

Periodically, all day or part day scripture seminars are arranged to meet the needs of senior students.

REPORTS

School Reports are issued twice yearly. Interim reports and contact with parents may occur at any time.

Parent Teacher Evenings are held for all Years. Notification for interview times will be made before each Parent/Teacher Evening.

PHHS CODE OF CONDUCT

ATTENDANCE

Students are required to attend school regularly and arrive punctually. Irregular attendance is the main cause of poor progress. Attendance will be shown on the school reports.

Parents should be aware that they are *legally responsible* for ensuring that their child attends school regularly. Reasons must be registered by the school for non-attendance; therefore parents *must* provide a note of explanation or response to our SMS notifying absence. Parents are requested to notify the school by telephone where an absence will exceed two days. If a pupil is absent for three days without contact having been made with the school, an official Departmental absence note will be sent to parents requesting an explanation. This note explaining absences should be returned to the school as soon as possible, at the latest on the date of return to school. Absences of 15 days or more require an exemption form to be completed. These are available from the office.

LEAVING SCHOOL GROUNDS

After arrival at School no student is permitted to leave the school grounds during the school day without the permission of the Principal or Deputy Principal.

TRAVELLING TO SCHOOL

The school rules regarding uniform and behaviour apply to students during their travel to and from school. Students are to be polite and considerate of others. In the case of bus and train travel, students must always behave to ensure their personal safety and the comfort and convenience of the public with whom they travel. Students should not occupy a seat while a fare paying passenger is standing.

Parents are urged to impress upon their children the necessity of coming straight to school and going straight home. Loitering on street corners, in shopping centres or on stations is to be strongly discouraged.

Bicycles at school present many problems, so students are encouraged to walk to school. Parents are asked to assist in helping ensure that those students using bikes do so with care and courtesy and obey normal traffic regulations. Bikes at school must be chained and left in the Bike Bay. Bicycle helmets must be worn, as required by law.

Application forms for bus or train passes are issued by the Main Office. To be eligible for a bus pass, a student must reside more than 2.0 kilometres from the school (radial distance) measured from the centre of the school, or live within the 2 km radial distance and be required to walk more than 2.9 km to school.

The school is issued with a map, by the Department of Education, which determines the eligibility of the student for bus/train passes. *The final decision is that of the Department, not the School.* A student may travel by school bus, even though the student is ineligible for a pass, as long as the required bus fare is paid.

Senior students may need to obtain special passes for travel to TAFE in school hours.

MOVEMENT WITHIN THE SCHOOL

Students should move in an orderly manner within the school. Conversations and general noise levels should be low. No running is permitted. Students should keep to the left, especially in stairwells.

MOBILE PHONES / MEDIA ITEMS

The school strongly recommends that students NOT bring mobile telephones or media items (portable computer games, tape recorders, cameras, ipods and mp3 players) to school as students may be exposed to breaching various laws and departmental disciplinary policies.

These include:

- a) breaches of the 'Listening Devices Act' (1984),
- b) the 'Summary Offences Act' (1988),
- c) the 'Crimes Act' (1900), and
- d) Port Hacking High School – Rules for Student Behaviour

Parents and students need to be aware that mobile telephones have SMS, or text message, photographic, video, recording and data transfer capabilities which, if abused, can result in breaches of laws and policies. Any breach of any law or policy will result in the immediate **CONFISCATION** of the mobile telephone and if necessary, referral to the relevant legal or educational authority.

Any student, who insists on bringing a mobile telephone or ipod to school, does so at their own risk and the school is **NOT**, under any circumstance, responsible for any lost, stolen or damaged mobile telephones or media items brought onto school premises. Teachers may confiscate such items if they interfere with the management of students.

SCHOOL UNIFORM

The wearing of an official School uniform is *compulsory* at Port Hacking High. This was the *unanimous* decision of a public meeting of the school community and has been supported by the P & C and School Council.

Our uniform identifies the student with this school and gives the student a sense of belonging to the school population. Parents of new students are advised to provide their children with the school uniform as quickly as possible, so that they too can share this pride in the uniform and in the school for which it stands.

If there is good reason for a student to be out of uniform, *a note should be brought from home* stating the reason and the length of time involved. The student should report before school to the Deputy Principal to obtain an out-of-uniform pass for that day. Failure to keep to school rules may lead to detention.

Students must wear leather, enclosed school shoes. The striped school socks are compulsory. Trousers and shorts should be at waist height and of neat appearance. Students should not wear make-up or jewellery other than a wristwatch, signet ring or studs/sleepers in pierced ears. Discreet religious symbols or medical tags may be worn. Hair should be clean and tidy. Extreme styles and colours are not acceptable.

All articles of clothing and personal possessions should be labelled carefully, including shoes.

SCHOOL UNIFORM FOR 2008

On the next pages are details of the school uniform for students.

New items of uniform may be purchased from Lowes (Westfield Shoppingtown, Miranda). Parents are requested to ensure that when purchases are made, specific mention is made of the school name, as Lowes supports the school each year with a donation based on sales.

Claudine's (Caringbah) also has uniform supplies.

For School Blazers see school for details. Orders are generally organised in February for delivery in late Term 1/early Term 2.

The P & C operates a school Clothing Pool where used items of uniform can be purchased at reduced prices. The Clothing Pool is open every Wednesday between 8.30 and 9.00 am in the School Foyer. Students with items of school uniform they no longer require and wish to donate to the school are asked to hand these items to Mrs Goddard at the Enquiry Counter so they may be added to the Clothing Pool.

PORT HACKING HIGH SCHOOL JUNIOR 2008

Girls Summer Uniform Years 7-10

FROCK:	BLUE SCHOOL CHECK	<i>from</i>	\$53.99
JACKET:	NEW MICROFIBRE & EMB. CREST FOR DAY & SPORTS USE		\$69.99
OVERBLOUSE:	WHITE WITH COLLAR TRIM & EMB. CREST		\$39.99
PULLOVER:	ROYAL WOOL BLEND – SCHOOL CREST	<i>from</i>	\$56.95
SHORTS:	NAVY SPECIAL STYLE & COLOUR		\$37.99
SOCKS:	NEW SHORTER STYLE – STRIPED TOP	<i>from</i>	\$ 3.99
SHOES:	BLACK, LEATHER, LACE UP, ENCLOSED SHOES		

Girls Winter Uniform Years 7 - 10

SKIRT:	BLUE CHECK REGULATION LENGTH	<i>from</i>	\$59.99
OVERBLOUSE:	WHITE WITH COLLAR TRIM & EMB CREST	<i>from</i>	\$39.99
JACKET:	NEW MICROFIBRE & EMB. CREST FOR DAY & SPORTS USE		\$69.99
SLOPPY JOE:	ROYAL WITH SCHOOL CREST	<i>from</i>	\$26.99
PULLOVER:	ROYAL WOOL BLEND – SCHOOL CREST	<i>from</i>	\$56.95
SLACKS:	LT NAVY 2-WAY STRETCH POLY BLEND		\$49.99
TIGHTS:	BLACK OPAQUE STOCKINGS		\$5.25

Boys All Season Uniform Years 7-10

OVERSHIRT:	WHITE WITH SCHOOL CREST	<i>from</i>	\$26.99
JACKET:	NEW MICROFIBRE & EMB. CREST FOR DAY & SPORTS USE		\$69.99
SHORTS:	GREY 'SCHOOL DUDES' ELASTIC WAIST	<i>from</i>	\$29.99
SHORTS:	GREY COLLEGE BAGGIES	<i>from</i>	\$37.99
TROUSERS:	GREY COLLEGE STYLE	<i>from</i>	\$54.99
SLOPPY JOE:	ROYAL WITH SCHOOL CREST	<i>from</i>	\$26.99
PULLOVER:	ROYAL WOOL BLEND – SCHOOL CREST	<i>from</i>	\$56.95
SOCKS:	NEW SHORTER STYLE – STRIPED TOP	<i>from</i>	\$ 3.99
SHOES:	BLACK, LEATHER, LACE UP, ENCLOSED SHOES		

Sports Uniform Years 7-10

POLO TOP:	NEW MICROFIBRE/COTTON PANEL STYLE	<i>from</i>	\$29.99
SHORTS:	MICROFIBRE SHORTS WITH CREST	<i>from</i>	\$25.99
JACKET:	NEW MICROFIBRE & EMB. CREST FOR DAY & SPORTS USE		\$69.99
TRACKPANTS:	SPORTS DESIGN MICRO FIBRE & CREST		\$47.99

APRONS

White for Food Technology (compulsory for Years 7 and 8)	\$9.55
Blue for Industrial Arts (compulsory for Years 7 and 8)	\$9.55

ACCEPTABLE OPTIONS BOYS & GIRLS YEARS 7-10

TIE:	SPECIAL SCHOOL DESIGN – BOYS	<i>from</i>	\$15.99
CAP:	ROYAL BASEBALL STYLE (OPTIONAL)		\$9.99

PORT HACKING HIGH SCHOOL SENIOR 2008

Girls All Seasons Uniform Years 11-12

SKIRT:	ROYAL BLUE WITH INVERTED PLEATS		\$49.99
OVERBLOUSE:	WHITE WITH COLLAR TRIM, EMB. CREST		\$39.99
JACKET:	NEW MICRO FIBRE & EMB. CREST FOR DAY & SPORT USE		\$69.99
SLOPPY JOE:	ROYAL BLUE FLEECY (SCREEN PRINT)	<i>from</i>	\$26.99
PULLOVER:	ROYAL WOOL BLEND SCHOOL CREST	<i>from</i>	\$56.95
SLACKS:	LT NAVY 2-WAY STRETCH POLY BLEND		\$49.99
SHORTS:	NAVY SPECIAL STYLE		\$37.99
SOCKS:	NEW SHORTER STYLE – STRIPED TOP		\$ 3.99
SHOES:	BLACK, LEATHER, LACE UP, ENCLOSED SHOES		
TIGHTS (Winter):	BLACK, OPAQUE	<i>from</i>	\$ 5.25

Boys All Season Uniform Years 11-12

OVERSHIRT:	WHITE WITH SCHOOL CREST	<i>from</i>	\$26.99
JACKET:	NEW MICRO FIBRE & EMB. CREST FOR DAY & SPORT USE		\$69.99
SHORTS:	NAVY COLLEGE BAGGIES	<i>from</i>	\$37.99
SHORTS:	NAVY 'SCHOOL DUDES' ELASTIC WAIST		\$28.99
TROUSERS:	GREY COLLEGE STYLE	<i>from</i>	\$54.99
SLOPPY JOE:	ROYAL WITH SCHOOL CREST	<i>from</i>	\$26.99
PULLOVER:	ROYAL WOOL BLEND EMB BADGE	<i>from</i>	\$56.95
SOCKS:	NEW SHORTER STYLE – STRIPED TOP	<i>from</i>	\$ 3.99
SHOES:	BLACK, LEATHER, LACE UP, ENCLOSED SHOES		

Sports Uniform Years 11-12

POLO TOP:	NEW MICROFIBRE/COTTON PANEL STYLE	<i>from</i>	\$29.99
SHORTS:	MICROFIBRE SHORTS WITH CREST	<i>from</i>	\$25.99
JACKET:	NEW MICRO FIBRE & EMB. CREST FOR DAY & SPORT USE		\$69.99
SOCKS:	NEW SHORTER STYLE – STRIPED TOP	<i>from</i>	\$ 3.99
SHOES:	WHITE SANDSHOES, JOGGERS, GYMBOOTS		
TRACKPANTS:	SPORTS DESIGN MICROFIBRE & CREST		\$47.99

ACCEPTABLE OPTIONS BOYS & GIRLS YEARS 11-12

TIE:	SPECIAL SCHOOL DESIGN – BOYS	<i>from</i>	\$15.99
CAP:	ROYAL BASEBALL STYLE (OPTIONAL)		\$9.99

- N.B. (i) PE/Sport uniforms are to be worn each Thursday (sport day) and brought to school and changed into for PE lessons.
- (ii) Students are expected to have an appropriate outfit, approved by the Sport Organiser, for the sport they are playing.

ADDITIONAL UNIFORM AND SAFETY REQUIREMENTS

DESIGN & TECHNOLOGY

Students in Year 7 will actively participate in Design & Technology classes for 5 periods per fortnight. When working in specialist rooms, students must observe strict safety and hygiene practices by wearing a protective apron and sturdy shoes. Shoes made from soft material are not permitted. A blue apron is required for Industrial Arts and a white apron for Home Economics. Aprons may be purchased from the front office for \$5.50 each.

Department of School Education regulations state:

“Where a student’s hair is of such length as to create a hazard in the practical workshop, the hair must be confined by a hair net or snood while the pupil is in the workshop.”

The school supplies safety eye protection which students must wear when operating machines.

Safety issues regarding use of equipment are addressed in class. Students are expected to conform to safety standards.

ATTENDANCE AT SCHOOL FUNCTIONS

All students should support school functions, dramatic performances, musicals, exhibitions, charity activities etc, if not by taking part then by being present.

The school is involved in inter-school competitions in such areas as Bands, Choir, Dance, Debating, Public Speaking and a wide variety of sports. Students selected for representation are expected to behave appropriately and with dignity and concern for the community.

MONEY AND PERSONAL PROPERTY

Students should not carry large sums of money. Any money should be kept in the pocket of the student and not left in a bag. If on occasions this is necessary, the money should be handed into the Main Office for safe-keeping, in an envelope clearly marked with the student’s name, Year and the amount enclosed.

Students should not leave valuable items in their bags when these bags are left outside practical rooms, the library or PE change rooms. Valuable items should be taken into the room, left at the Main Office or in the care of a teacher, eg at PE classes.

As many students buy the same type of bag, we suggest that bags be clearly marked on the outside so that they may be easily recognised. This will save a lot of time throughout the year. It is also suggested that pupils clearly label with their name all articles of uniform and equipment they bring to school. Calculators should be engraved.

Students who find money or personal belongings should hand them in at the enquiry counter. If something is lost, it should be reported at the enquiry counter as well as to the teacher on duty.

Phones should be treated as money and not left in bags. Students are encouraged NOT to bring telephones to school each day.

PLAYGROUND AREAS

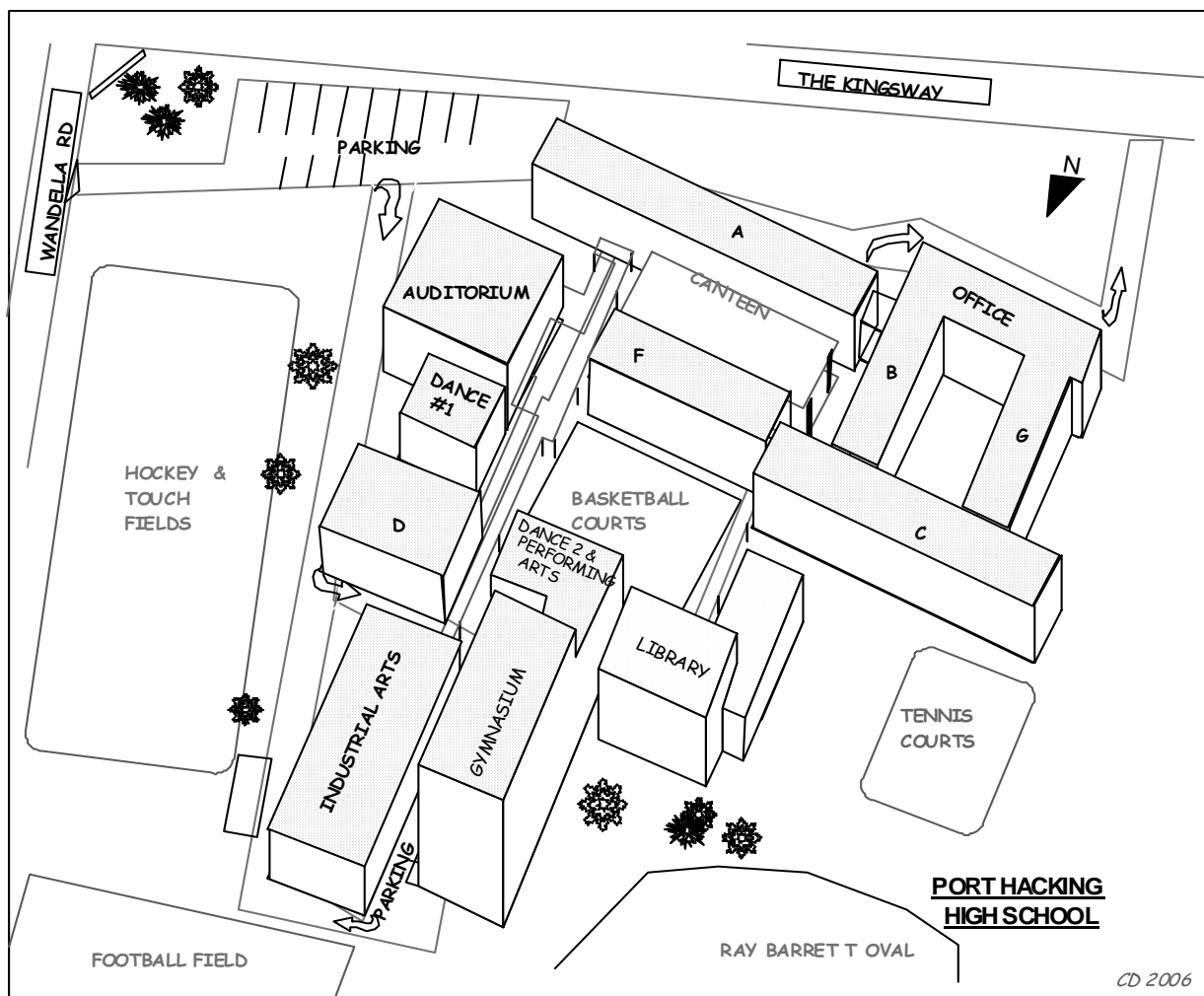
At recess and lunchtime, students are permitted to be in areas shown on the following diagram. Students are expected to keep the playground clean and tidy. All food scraps, paper, cans etc. should be placed in the bins provided.

Students should be in the buildings only during lesson times and roll call while under supervision. At all other times, except for wet weather conditions, buildings are out of bounds unless students have the authority of a teacher or, in the case of Years 11 and 12, are entering the senior quadrangle.

Wet Weather

When it is raining, students are permitted to shelter in the gymnasium.

- Conditions
- : no drinks, liquids or chewing gum.
 - : food is permitted and all rubbish must be placed in bins provided.
 - : students are to be seated, not playing games.



NOTE

The following areas are out of bounds

- All internal corridors and stairways
- All Car Parks
- Any area outside the hatched portions

N.B. All steps and passageways unmarked are out of bounds.

RULES FOR STUDENT BEHAVIOUR

Rule	Consequence	Who is Responsible
Student must comply with teachers instructions	Level system and/or Incident report and/or Suspension	Teachers and/or Head Teachers and/or Deputies/Principal
No eating in building or classrooms, including chewing gum	May be asked to dispose of food Community service After school detention	Teacher Teacher Head Teacher
Students must speak respectfully to all members of school community	Level system and/or Incident report and/or Suspension	Teachers and/or Head Teachers and/or Deputies/Principal
Mobile phones, iPods and other electronic devices must not interfere with teaching and learning	Misuse will result in the device being confiscated and sent to the front office.	All staff DP/P
Students must not leave school grounds without permission	After school detention	All teachers
Full school uniform (including sports) must be worn at all times	Sent to Head Teacher during Roll Call. Clean Up Slip/ASD issued as appropriate	All teachers HT DP
Students must arrive to class and assembly on time	Make up time Level systems	Teachers and/or Head Teachers and/or Deputies
Students must respect school property	Minor offence - Community service Major offence - Suspension	Teachers and/or Head Teachers and/or Deputies

Suspension will be immediate for:

- violence;
- possession of weapons or illegal substances;
- continued disobedience;
- aggressive behaviour including bullying or verbal abuse.

ADVICE FOR STUDENTS

- Accept the responsibility for your own personal success. Work hard all the time - not a week or a night before the examination or test. By far the most vital qualities are EARNEST ENDEAVOUR, HARD WORK and PERSEVERANCE.
- Follow a homework/study program. Make your learning a systematic habit. As you learn your work you will become more confident.
- Pay full attention to the explanations in class. Take part in discussions. Copy your notes carefully. Do not let anything pass that you do not understand. Ask for help. Help others in return.
- Make a note of all homework set in your School Diary.
- Use the Library often. As well as being available during normal periods the Library is open every morning from 8.15am, at recess and lunchtime.
- Each night check the periods and books needed for the next day. Organise yourself in preparation for a good day at school by bringing all books and equipment required for the classes on your timetable.
- Always strive to achieve your best and maintain the fine reputation of our school.

MERIT AWARD SYSTEM

Port Hacking High School Merit Award System is designed to recognise students' abilities in outstanding effort, academic achievement and school / community service. Merit Awards are issued by the staff in class, at sport and at extra curricular activities. When a student has 6 Merit Awards, these should be handed in to Mrs N Waser. An Opal Award will then be issued to students at their Year Assembly. When a student has collected 3 Opal awards, they are eligible for a Diamond Award. When a student has 3 Diamond Awards, they are eligible for a Rotary Achievement Award, which will be given to students at a Year assembly along with a \$100 cheque.

Students, who have worked hard and consistently throughout each semester, are eligible for a 'Strive to Achieve' Award, which is given out twice a year after the issuing of half-yearly and yearly reports. Students can also be rewarded for exemplary attendance with an 'Attendance Award'.

Port Hacking High School values the recognition of students' achievements as a whole school. On Day 10 we have a whole school Award Assembly where students in all subject areas, sport, community service and extra curricular activities are rewarded.

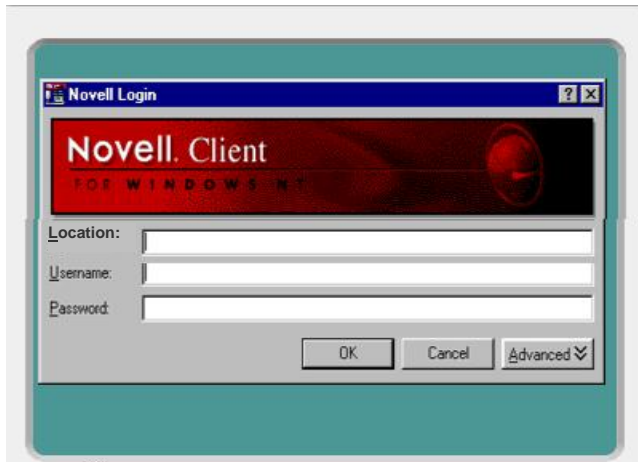
Please see overleaf for Merit Award System flowchart.

COMPUTER NETWORK

Port Hacking High School currently has four Computer Labs as well as the Library available for student use. All students require a PHHS User ID and Password to connect to the school's computer network as well as their DET User ID and password, if they wish to gain access to the Internet.

PHHS User Id

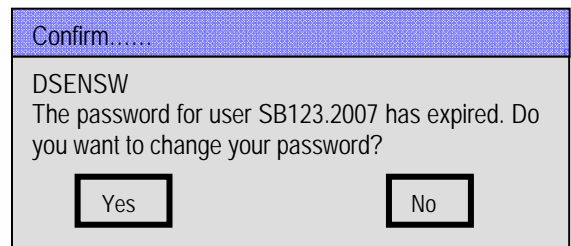
Your timetable shows a Student ID – your PHHS Computer User ID is made up from the first letters of your surname and first name, combined with the 3 numbers, as shown on your timetable eg SB123. When logging into the school computers you need your ID, followed by a full stop and then the year your form started at Port Hacking High eg. SB123.2007



Location = Student

Username = SB123.2007

Password = YOUR private password



A new Dialogue box will appear and you will be asked to enter your password in 2 different sections.

The Password needs to be more than 5 characters long, and for security reasons should be a mixture of letters and numbers, and a combination that others will not guess.

DET User Id

Most students, who attended primary schools within the Sutherland Shire, will have already been provided with their DET User ID and password for Internet and Email Access.

Those students who have not yet received their DET User ID or have issues with using the school computer network should contact the School's Computer Co-ordinator, Mrs Harvey, in the Industrial Arts Block.

Computer Usage

Students should be aware that they are totally responsible for what is held in their student account and, therefore, must remember to log off properly at the end of each session. Students MAY NOT download *.exe files (executable files/programs), mp3s or mpegs, nor should they have material of an inappropriate nature in their folders. Student folders are scanned on a regular basis and students will be denied further access to the school computers if these rules are not obeyed.

DETENTION

School detentions are organised through the Deputy Principal and are held every Wednesday afternoon from 3:05 pm to 4:00 pm. The Wednesday detention is for students who have broken school rules.

For after school detention, parents will receive 24 hours notice on the appropriate form. A student who is issued a detention will also be placed on Stage 1.

Students who miss detention risk being placed on a higher stage in the discipline system or being suspended for continued disobedience.

STAGE STATEMENT

The Stage System is part of a range of discipline procedures operating within our school including referral to a number of staff and strategies such as detention

Students are responsible for their own behaviour and ensuring that their behaviours do not adversely affect the learning and welfare of other students. Students are placed on Stage 1 by class teachers, Stage 2 by either a Head Teacher or Deputy, Stage 3 by a Deputy and Stage 4 (suspension) is by the Principal.

Students who are placed on a stage have their behaviour monitored for 2 weeks. If behaviour during the 2 week monitoring period is unsatisfactory and/or a student is placed on Stage 1 in two or more subject areas , this will result in immediately progression to Stage 2.

The Stage System as outlined applies to students whose persistent behaviour causes concern. In the event of behaviour such as violence, threat of violence, drug use or criminal activity, suspension and possible expulsion will result in accordance with the Departmental policy. Students who are suspended will remain on Stage 4 for 2 weeks following their return.

Stages of Behaviour: A Guide for Students Who Are Placed On A Behaviour Stage

1. Students who fail to respect the rights of others will be placed on Stages.
2. There are consequences students must comply with for each stage.
3. Student/Teacher and Student/Executive Agreements must be signed and returned by parents and students.
4. Failure to comply with requirements of Stages will result in further progression through stages.
5. A list of students placed on Stages will be circulated to staff.

LEVEL 0

All students are on Level 0 when they enrol at Port Hacking High School

LEVEL 1 - GREEN

Placement on Level 1 is made by your classroom teacher or DP	
REASON FOR BEING PLACED ON THIS LEVEL	WHAT HAPPENS TO STUDENTS PLACED ON THIS LEVEL
<ul style="list-style-type: none">• Your teacher is concerned that you are not co-operating Perhaps you are:<ul style="list-style-type: none">- not completing your work- disrupting and preventing others from working- not being prepared for lessons- being rude to your teachers- behaving unacceptably- truanting from school- not following school rules	<ul style="list-style-type: none">- Your teacher or DP will discuss with you the problems that you are causing.- You will take home a contract from the school explaining that you have been placed on Level 1. Your parents will be asked to talk to you about the problems you are causing and to consider with you what happens on Level 2.- You may be placed on a subject monitoring card.- You may be required to attend a school detention.
<i>REMEMBER</i> - you have the option of returning to a lower Level. <ul style="list-style-type: none">- this is your opportunity to improve your behaviour- your behaviour will be monitored for 2 weeks. If it is found to be satisfactory, you will be returned to Level 0.	

LEVEL 2 - PINK

Placement on Level 2 is made by the Head Teacher or Deputy	
REASON FOR BEING PLACED ON THIS LEVEL	WHAT HAPPENS TO STUDENTS PLACED ON THIS LEVEL
<ul style="list-style-type: none">• You have been placed on this Level because your teacher has not noticed any improvement in your behaviour.• You have failed to complete a school detention.• You have disregarded school authority	<ul style="list-style-type: none">- The HT/DP will discuss with you the problems that you are causing.- Your parents will be contacted to discuss your rights and responsibilities with you and to consider what happens on Level 3.- You may be placed on a monitoring card by the HT/DP.- You will not represent the school at representative sporting teams, excursions, debating teams, musical groups, dramatic performances, etc.
<i>REMEMBER</i> - you have the option of returning to a lower Level. <ul style="list-style-type: none">- this is your opportunity to improve your behaviour.- your behaviour will be monitored for 2 weeks. If it is found to be satisfactory, you will be returned to Level 0.	

LEVEL 3 – YELLOW

Placement on Level 3 is made by Deputy Principal	
REASON FOR BEING PLACED ON THIS LEVEL	WHAT HAPPENS TO STUDENTS PLACED ON THIS LEVEL
<ul style="list-style-type: none"> You have continued to ignore the rights of other people in the school. <p>OR</p> <ul style="list-style-type: none"> You have shown insufficient interest in your own education. <p>OR</p> <ul style="list-style-type: none"> You have failed on a second occasion to attend school detention. 	<ul style="list-style-type: none"> You will be placed on in school suspension. You will have meetings with the School Counsellor and/or HT Welfare. Your parents will be contacted and asked to discuss your rights and responsibilities with you and to consider with you what happens on Level 4. Your parents will be asked to contact the school to discuss these issues. You may be placed on a monitoring card. You will not represent the school at representative sporting teams, excursions, debating teams, musical groups, dramatic performances, etc.
<p>REMEMBER</p> <ul style="list-style-type: none"> <i>you have the option of returning to a lower Level.</i> <i>this is your opportunity to improve your behaviour</i> <i>your behaviour will be monitored for 2 weeks. If it is found to be satisfactory, you will be returned to Level 0.</i> 	

LEVEL 4 - RED

Placement on Level 4 is made by the Principal	
REASON FOR BEING PLACED ON THIS LEVEL	WHAT HAPPENS TO STUDENTS PLACED ON THIS LEVEL
<ul style="list-style-type: none"> You have shown that you do not want to be a part of this school. Suspended students are placed on Level 4 when they return to school. 	<p>The Principal will ask your parents to come to the school to discuss your future.</p> <ul style="list-style-type: none"> You will still be banned from representing the school as in Level 3 and alternative lesson arrangements may be made for some of your classes. <p>OR</p> <ul style="list-style-type: none"> You will be placed on in school suspension. <p>OR</p> <ul style="list-style-type: none"> You will be suspended from school. <p>OR</p> <ul style="list-style-type: none"> You will be recommended for placement in a suitable alternative program or school. <p>OR</p> <ul style="list-style-type: none"> You will be recommended for expulsion from school. <p>OR</p> <ul style="list-style-type: none"> You will be placed on a monitoring card on return to school.
<p>REMEMBER</p> <ul style="list-style-type: none"> <i>you have the option of returning to a lower Level.</i> <i>this is your opportunity to improve your behaviour.</i> <i>your behaviour will be monitored for 2 weeks. If it is found to be satisfactory, you will be returned to Level 0.</i> 	

STUDENT WELFARE

Our Beliefs

All members of the school community

- have a responsibility to work together to achieve quality outcomes
- should be treated with courtesy and respect
- have a responsibility to work to enhance school ethos and reputation

Our Values

- fostering self-esteem and resilience
- valuing the responsibilities and rights of all members of the school community
- ensuring that students have respect and pride in themselves, each other and the school community
- providing a diverse, challenging and relevant curriculum which meets the needs of all students
- providing opportunities for success in academic, creative, leadership, performing arts and sport programs
- enhancing the quality of teaching through ongoing professional development
- engaging with the wider community

Our Strategies

- **Specialist support** is provided by the Student Learning Team (comprising a Deputy Principal, Head Teacher Welfare, Year Adviser, School Counsellor, Careers Adviser and any other relevant staff).The Student Learning team can set up specific programs to help students socially and academically.
- **Peer Tutoring** of Year 7 students by TAFE trained senior students has assisted in developing reading confidence.
- **Peer Support** Program runs annually. All year 10 students are trained in the Peer Support program and then some are selected as Peer Support Leaders .These students then assist in the following year with the integration of the new .Year 7 and their Leaders attend the Peer Support camp at the end of Term 1.

STUDENT RIGHTS AND RESPONSIBILITIES

The following code of conduct has been developed by the students and staff of Port Hacking High School to help create a positive and progressive environment, in which prime emphasis is placed on the development of self-discipline in each student.

RIGHT	RESPONSIBILITY
1. I have the right to be treated with respect and politeness.	<ul style="list-style-type: none"> • I have the responsibility to treat others with politeness and respect and to behave so that the community will be proud of the School. • I have the responsibility to respect the authority of teachers. • I have the responsibility to ensure any criticism or comment not be made to offend another individual.
2. I have the right to be safe and happy and to be treated with understanding.	<ul style="list-style-type: none"> • I have the responsibility not to interfere with the safety of others and to treat them with understanding.
3. I have the right to obtain the maximum benefit from all lessons and learn.	<ul style="list-style-type: none"> • I have the responsibility to take full advantage of lessons and not to interfere with other students' right to learn.
4. I have the right to be helped to learn self control.	<ul style="list-style-type: none"> • I have the responsibility to develop self control. In exercising my rights I should not interfere with the rights of others.
5. I have the right to expect my property to be safe.	<ul style="list-style-type: none"> • I have the responsibility not to remove, damage or destroy the property of others.
6. I have the right to enjoy pleasant, clean and well-maintained school buildings and grounds.	<ul style="list-style-type: none"> • I have the responsibility to care for the school environment - to help to keep it clean and tidy.

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Please return this slip to your Year Adviser on the first day of school, 2009.

CONTRACT – PARENT / SCHOOL

I acknowledge that I have received the Port Hacking High School Code of Conduct (“the Code”). I have read, understood and support the Code and I agree to be bound by it.

Parent Name: _____ Parent Signature: _____
(please print)

Student Name: _____ Student signature: _____
(please print)

Principal: _____

Year Adviser: _____