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2. THE HIGH SCHOOL STAFF

Principal – Ms M. Clarke

The Principal is responsible for the overall organisation of the school. She represents the school in the rest of the community. Your parents are welcome to telephone or call in to see the Principal at any time if they feel the need to discuss a matter with her.

The Deputy Principal – Mr W. Smith

The Deputy Principal is concerned with the day to day organisation of the school and seeing that good discipline is maintained. You are welcome to contact the deputy with issues pertaining to school organisation and discipline.

Faculty Head Teachers

Teachers at High School are grouped together according to the subjects they teach. Each group of teachers has its own staff room and there is a Department Head in charge of the subjects that are most widely taught.

Sports Organiser

Miss Lees is responsible for the sport at school.

Librarian – Mr L. Passfield

The Librarian is responsible for organising all aspects of the school library. The Librarian is familiar with all types of books, both research and fiction.

Teachers

With a different teacher for each subject you will meet many teachers at High School. All of these teachers are specially trained to teach their subject. Some subjects you will know, some will be new to you.

School Administrative & Support Staff

The School Administrative & Support Staff are involved in a wide variety of duties in various areas of the school. These duties range from clerical and office, to laboratory, kitchen and farm areas and also includes general maintenance of the whole school.

QUIRINDI HIGH – TEACHING STAFF

| | | | |
|---|-------------|---------|---|
| Principal | Clarke | Ms M. | |
| Deputy Principal | Smith | Mr W | |
| English/Creative and Performing Arts | Scott | Mrs A. | (Head Teacher, Professional Learning Coordinator) |
| | Field | Mr A. | (Year 7 Adviser) |
| | Hall | Ms J. | |
| | Hall | Mr S. | |
| | Power | Miss T. | |
| | Stenner | Mrs J. | (Year 9 Adviser) |
| Mathematics/ PD/Health/PE | TBA | | (Head Teacher, Assessment/Curriculum Coordinator) |
| | McGuirk | Mr R. | (Exams) |
| | Squire | Mrs J. | (School Photos) |
| | Chambers | Mr G. | |
| | Lees | Ms J. | (Sports Coordinator) |
| | Robertson | Mrs J. | |
| | Saunders | Mrs E. | (Year 10 Adviser) |
| Science/Agriculture | Clarke | Mr M. | (Head Teacher, Timetable Coordinator) |
| | Greentree | Mr S. | (SRC Coordinator) |
| | Brown | Mr D. | (Farm Manager) |
| | Harries | Mr A. | (Year 11 Adviser) |
| | Vaughan | Mr I. | (Year 8 Adviser) |
| Human Society & Its Environment | Chad | Ms S. | (Head Teacher) |
| | Friend | Mrs I. | (Parent-Teacher Evenings) |
| | Haddon | Mr C | (Support Teacher/Learning Difficulties) |
| | Mackie | Mr R. | (Referral Committee) |
| | Smith | Mr C. | (Year 12 Adviser) |
| Technology & Applied Studies | Oates | Mr K. | (Head Teacher, Technology Coordinator) |
| | Charters | Mr P. | |
| | Deegenaaars | Miss S. | (Girls Adviser) |
| | Elliott | Mr S. | |
| | Lawson | Mrs L. | |
| Careers | Saunders | Miss K. | |
| Library | Passfield | Mr L. | (School Assemblies) |
| Counsellor Admin/Support | Stock | Mrs L. | |
| | Grayson | Mr C. | Head Teacher Admin/Technology Coordinator |
| | Hartigan | Mrs T. | (School Magazine) |
| | Matthews | Mrs K. | (Dance Coordinator) |
| | Widdis | Mrs K. | |

QUIRINDI HIGH – SCHOOL ADMINISTRATIVE & SUPPORT STAFF

School Administrative & Support Staff

| | | | |
|--------------------------------|-------------|--------|-------------------------------|
| | Beresford | Mrs J. | School Administrative Manager |
| | Clarke | Mrs T. | |
| | Lawlor | Mrs K. | |
| | Outerbridge | Mrs M. | |
| | Smith | Mrs J. | |
| | Sweep | Mrs K. | |
| | Wadwell | Mrs S. | |
| Teacher's Aide Special | Freeman | Mrs D. | |
| | Taylor | Mrs M. | |
| General Assistant | Stockdale | Mr M. | |
| Farm Assistant | Hird | Mr P. | |
| Aboriginal Education Assistant | Young | Mrs D. | |

School Chaplain 2008

STUDENT REPRESENTATIVES

School Captains Sarah Thompson and Angus Fraser

Vice-Captains Emma Brady and Thomas Slater

Sports Captains Bianca Campese and Ivan Coffey

SRC Representatives

President SRC To be elected 2008

Secretary SRC To be elected 2008

Treasurer SRC To be elected 2008

Year 7 To be elected 2008

Year 8 *Tori Constable , Andrew Saunders*

Year 9

Jorja Barnett, Cody Tickle

Year 10

Emily Marr, Daisy Robinson, Alexi Coffey, Brenton Robinson

Year 11

Gemma Holland, Katlyn Post, Anthony Johnson, Shaun Bullock

Year 12

Chantelle Porter, Bianca Campese, Ben Hohnke, Ivan Coffey

3. HOW THE TIMETABLE WORKS

Each day is divided into four, seventy-five minute periods except Wednesdays. Bells ring to signal change of periods as follows:

| Mondays, Tuesdays, Thursdays and Fridays | Start | Finish |
|---|--------------|---------------|
| Monday: Quad Assembly Other Days: Roll Call in rooms / Reading | 8.55 | 9.10 |
| Period 1 | 9.10 | 10.25 |
| Recess (15 minutes) | 10.25 | 10.40 |
| Period 2 | 10.40 | 11.55 |
| Recess (20 minutes) | 11.55 | 12.15 |
| Period 3 | 12.15 | 1.30 |
| Lunch (40 minutes) | 1.30 | 2.10 |
| Period 4 | 2.10 | 3.25 |
| Wednesdays | | |
| Roll Call in rooms/ Reading | 8.55 | 9.10 |
| Period 1 | 9.10 | 10.25 |
| Recess (15 minutes) | 10.25 | 10.40 |
| Period 2 | 10.40 | 11.20 |
| Period 3 | 11.20 | 12.00 |
| Recess (20 minutes) | 12.00 | 12.20 |
| Period 4 | 12.20 | 1.00 |
| Lunch (35 minutes) | 1.00 | 1.35 |
| Sport | 1.35 | 3.25 |
| Assembly Friday only | | |
| Roll Call in rooms/ Reading | 8.55 | 9.10 |
| Period 1 | 9.10 | 10.10 |
| Recess (15 minutes) | 10.10 | 10.25 |
| Period 2 | 10.25 | 11.30 |
| Recess (20 minutes) | 11.30 | 11.50 |
| Period 3 | 11.50 | 12.55 |
| Assembly Students being awarded 10 mins early | 12.55 | 1.30 |
| Lunch (maximum 40 minutes) | 1.30 | 2.10 |
| Period 4 – may be shortened if assembly runs overtime | 2.10 | 3.25 |

Bells These are rung to indicate the following:-

| <u>Number of Rings</u> | <u>Reason</u> |
|-------------------------------|--|
| 1 | Roll Call/Period Change |
| 2 | Quad Assembly (outside in main quadrangle) |
| 3 | Hall Assembly |

Continuous Ringing - Emergency Evacuation

Principal's Assemblies

There will be formal assemblies where Awards and reports will be given. Parents are most welcome to attend. Dates and times appear in this Calendar and in the Weekly Newsletter. The Assembly commences at 12.55pm.

4. ARRIVAL AT SCHOOL

When students get off the bus they must come straight into the school. Once students are in the school they cannot get permission to leave the school grounds without the permission of the Principal or Deputy Principal.

Students should not arrive at school before 8:30am. From 8:30am on there will be normally both the Principal and/or Deputy Principal present in the school. Should a student experience difficulties or concern, the student must go to see either the Deputy Principal or Principal.

5. THE SCHOOL OFFICE AND THE DUPLICATING ROOM

The school office is located on the ground floor of the Wilson Building to the left as you enter the centre doors. The school office collects all money being paid into the school for fees, elective materials, excursions and other activities.

Next to the office is the Duplicating Room. Teachers might also send you there to pick up printing, photocopying or other learning materials.

6. THE CLINIC

Sick children should report to the Front Office and a School Administrative Officer will place them in the clinic until their parents are contacted. Parents are usually required to pick up sick children from the school. If you are sick at home before school, it is unwise to come to school if you are just going to report sick once you get here. The school staff cannot give you the care that you will get at home.

7. THE SCHOOL CANTEEN

Situated at the Main Quadrangle level of the Smallman Building, the school canteen provides a catering service for pupils.

Mondays and Wednesdays, the canteen opens at 9:30 am. On other days it opens at 10:00 am.

Lunches may be ordered at either of the recesses by writing the details on a lunch bag provided at the canteen and depositing it with the money into the box provided.

The canteen stocks food, fruit, drinks and sweets. It also stocks calculators, sports shirts and socks. Summer and winter skirts are available for the girls in sizes 8-18. School jackets may be ordered with payment required at the time of ordering.

The canteen is open for counter trading at both recesses and during lunch break. Drinks only are sold at first recess.

Profits from the School Canteen are used by the school on specific projects.

8. QUIRINDI HIGH SCHOOL LIBRARY

The school Library provides an extensive range of information to help you with your schoolwork, especially with assignments and research projects you are given. There is also a wide variety of recreational reading for you to enjoy.

The school Library has a variety of computers to use for information gathering and word processing. Supervised Internet access is available to all students.

A photocopier is available for use at a small charge.

The school Library is open every day. The hours of opening are posted on the main doors of the Library.

When using the Library, you must follow these simple rules:

- Always work quietly and don't disturb other students.
- Respect the rights and property of others at all times.
- Always be polite to fellow students and staff.

- Return your resources as soon as possible. Overdue resources restrict your borrowing rights.

Year 7 students can have a maximum of 4 resources on loan at any time. But remember, if you have any overdue resources, your borrowing rights will be restricted.

9. SCHOOL WELFARE SERVICES

The school has a number of teachers who have a specific role to assist students. If a student has a problem or enquiry (personal or learning) they should ask for assistance from their year adviser or one of the staff below:-

(a) Year Advisers (See Staff List)

Each year is assigned a teacher responsible for the welfare of the pupils of that year. Your Year Adviser is prepared to be your friend and will try to assist you to sort out any problems you might meet.

(b) Supervisor (Girls) (Ms Deegenars)

Additional to Year Advisers, senior teachers have the added responsibility of looking after the welfare of pupils. In the section on staff of the school you will be told the name of these teachers.

(c) Aboriginal Education Assistant (Mrs D. Young)

The Aboriginal Education Assistant is involved in the overall progress and welfare of all aboriginal pupils. In particular, the A.E.A. assists the Principal in the areas of Pastoral Care, Community and Parent Liaison and all aspects of teacher support.

(d) Careers Adviser (Miss K. Saunders)

Office located next to the Canteen. The Careers Adviser is trained in all aspects of careers selection and has the necessary knowledge to assist pupils apply for placement in higher education and employment.

(e) School Counsellor (Mrs L. Stock)

Office is located near the gold phone in the Wilson Building ground floor corridor. The Counsellor can help you with problems of a personal, educational, domestic or social nature. The front office will be able to advise when you can see the Counsellor. In very urgent cases, the Principal will make arrangements for an immediate appointment.

10. PAYMENT OF SCHOOL FEES AND SUBJECT FEES

With the agreement of this school's community it is intended to seek from parents and guardians, a General School Fee. Funds raised through this contribution are used to supplement educational resources and programs in our school.

The funds generated by the General School Fee will be retained by the school and may be supplemented by other school activities and funds raised by parent organisations for the benefit of students.

Below are the details of our General School Fee for this year and an outline of the manner in which funds may be expended.

Should you wish, the Principal will be pleased to discuss difficulties with you including exemptions, support and options for payment by instalments.

In 2008, the General Fees are:-

(a) Junior School

| | |
|------------------------------------|----------------|
| English | 6.00 |
| Maths | 6.00 |
| PE/PD Sport | 4.00 |
| Human Society & Its Environment | 6.00 |
| Science | 6.00 |
| Service | 10.00 |
| Library | 5.00 |
| Council Levy - Grounds | 4.00 |
| School Magazine | <u>3.00</u> |
| Total | \$50.00 |

(b) Senior School

| | |
|------------------------------------|----------------|
| Subject (Yr11 \$6.75, Yr12 \$8.00) | 40.00 |
| Library | 12.00 |
| <i>Service</i> | <i>11.00</i> |
| Council Levy - Grounds | 4.00 |
| School Magazine | <u>3.00</u> |
| Total | \$70.00 |

Service covers newsletters, information booklets and school parental contact. Each student who pays his/her school fees will receive a school magazine.

(c) Subject Contributions - In Years 7 & 8 Technology (Mandatory) (\$15.00) and Art (\$10.00) come into this category. Other subject contributions are set out in the booklet.

| | | Total Fees |
|----------------|---------|---|
| Year 7 | \$80.00 | - \$50.00 General School Fees - \$15.00 Technology (Mandatory) - \$10.00 Art - \$ 5.00 Music |
| Year 8 | \$80.00 | (as for Year 7) plus elective fees |
| Year 9 | \$50.00 | (General Fees) plus elective fees |
| Year 10 | \$50.00 | (General Fees) plus elective fees |

Elective fees pay for the cost of materials expended by the students undertaking these courses. These contributions vary from subject to subject.

Technology Mandatory

All Years 7 & 8 students will study Technology Mandatory.

These contributions are to help cover the cost of materials used throughout the course.

Elective Subject Fees

| Year | Subject | Fee |
|-----------|---|------|
| Year 8 | Drama – Semester Course | \$5 |
| Year 8 | Food Technology – Semester Course | \$20 |
| Year 8 | Textiles - Semester Course | \$20 |
| Year 8 | Farm Mechanics – Semester Course | \$20 |
| Year 8 | Wood/Metal – Semester Course | \$10 |
| Yrs 9/10 | Agriculture | \$20 |
| Yrs 9/10 | Art | \$30 |
| Yrs 9/10 | Food Technology | \$70 |
| Yrs 9/10 | Automotive – (Industrial Technology Automotive) | \$20 |
| Yrs 9/10 | Industrial Technology – Metal (General Metal) | \$20 |
| Yrs 9/10 | Industrial Technology – Metal (Metal Fabrication/Machining) | \$20 |
| Yrs 9/10 | Industrial Technology - Metal (Art Metal) | \$20 |
| Yrs 9/10 | Industrial Technology – Timber (Wood Machining/Cabinetwork) | \$20 |
| Yrs 9/10 | Industrial Technology – Timber (General Wood) | \$20 |
| Yrs 9/10 | Drama | \$15 |
| Yrs 9/10 | Music | \$10 |
| Yrs 9/10 | Dance | \$15 |
| Yrs 9/10 | Textiles Technology | \$20 |
| Yrs 9/10 | Technical Drawing – Graphics Technology | \$10 |
| Yrs 11/12 | Metals & Engineering – Framework | \$80 |
| Yrs 11/12 | Construction Framework | \$40 |
| Yrs 11/12 | Design and Technology | \$20 |
| Yrs 11/12 | Textiles & Design | \$20 |
| Yrs 11/12 | Information Technology Framework | \$20 |
| Yrs 11/12 | Information Processes & Technology – Non Framework | \$20 |
| Year 11 | Hospitality Operations Framework | \$95 |
| Year 12 | Hospitality Operations Framework | \$70 |
| Yrs 11/12 | Industrial Technology | \$20 |
| Yrs 11/12 | Drama | \$20 |
| Yrs 11/12 | Music | \$15 |
| Yrs 11/12 | Visual Arts | \$30 |
| Yrs 11/12 | Primary Industries | \$40 |
| Yrs 11/12 | Agriculture | \$40 |
| Yrs 11/12 | Community & Family Studies | \$10 |
| Yrs 11/12 | Food Technology | \$50 |

Note: Additional costs will be incurred depending on projects selected for practical works in some subjects.

Payment of School, Subject Contributions, Sport and Subject Excursions

All monies to be paid at front office before school, after school, 10 and 20 minutes breaks and lunch time. Money for all sport and subject excursions must be paid for before the student will be permitted to attend the excursion.

If you have difficulties in paying subject contributions you may apply to the Principal who will take your case to the Student Assistance Committee. Funds can be made available this way.
- See Section 4, Parent Information, Item 7.6 Student Assistance Scheme.

11. 2008 EXCURSION & ELECTIVE FEES POLICY

Students must be seen to be showing an effort in the payment of elective fees over the year or they will be denied the privilege of attending excursions. When students are selecting elective subjects, fees are listed to indicate the fees applicable to that course. If you would rather not pay elective fees, students should select subjects which do not have a fee attached to them. Courses which do attract fees do so to assist with the cost of materials used for that particular course.

In 2008, excursions must be paid for in full before a student will be permitted to attend. This has been brought about by a number of students previously attending excursions with the promise of payment later and the payment not being made.

A student assistance scheme is available through a government funded subsidy whereby anyone who is having financial difficulty is encouraged to send a letter to the Principal requesting assistance with payment for excursions or elective fees. This will be dealt with in the strictest of confidence.

Please keep in mind that payments, no matter how small are always welcomed.

12. STUDENTS' REPRESENTATIVE COUNCIL (See page 5 for members)

Membership

The Council is made up of:

- (a) 2 Captains (1 boy and 1 girl from Year 12)
- (b) 2 Vice Captains (1 boy and 1 girl from Year 11)
- (c) 2 representatives (1 boy and 1 girl from Years 7 to 10)
- (d) 4 representatives (2 boys and 2 girls from each of Years 11 and 12)
- (e) Honorary members, such as exchange students, as the Council may decide.

If no boys/girls nominate from a year then that year may be represented by either 2 girls or 2 boys. If no students nominate from a particular year then that year shall remain unrepresented unless the S.R.C. calls for special late nominations.

Topics for Discussion

- (a) The Council endeavours to express student opinion on matters:-
 - i. which are referred to it by the Principal, or staff;

- ii. which are referred to it by students of the school through their representatives;
- iii. which are raised by members at their meetings.

(b) The Council shall promote the welfare of the school and its students in academic, recreational, sporting, social and other matters through whatever means may appear from time to time to be appropriate.

- (c) The Council shall represent the students of the school in contacts with the Community and society in general.
- (d) The Council is an organisation within the school and at all times its decisions are dependent upon the approval of the Principal. Final authority rests with the Principal.
- (e) The Council may not discuss any matter in such a way as could be interpreted as criticism of any member of staff or which reflects on the administration of the school. This does not rule out discussion of positive suggestions for improvement.

Overview

1. SRC has its own roll call group. Meetings take place in roll call.
2. Meetings may be called at other times where issues require more time for discussion.
3. Any people unable to attend should give names to teacher in charge prior to meeting.
4. Normal meeting procedures will be followed.
5. A report of the meeting will be given on formal assemblies
6. The four school captains are members of the School Council.

1. QUIRINDI HIGH SCHOOL UNIFORM

The wearing of school uniforms at Quirindi High is encouraged. From time to time students may need to be out of uniform for one reason or another. In this case students are requested to bring a note signed by their parent/guardian. Students out of uniform without a note may be placed on Level 1 Uniform.

The uniform is based on decisions by the P&C but enforced by the Principal. Should there be questions about uniform policy then this should be raised through one of the following organisations, either P&C, School Council or Student Representative Council.

A parent may give a student a note to be out of a particular part of uniform. During the currency of that note the student will not be able to represent the school or participate in activities such as socials, ceremonial occasions etc. A parent/caregiver can contact re difficulties with uniform and the school will negotiate with the parent/caregiver.

The following is a list of uniform requirements for students entering Quirindi High School. All school clothing for Quirindi High School should be free of any **logos or stripes**. All pupils are expected to wear correct uniform at all times and maintain a neat and tidy appearance. Irregular items such as odd jumpers, the wrong type of shoes or socks will be strongly discouraged. Students will be unable to attend excursions, either academic or sporting, if the appropriate uniform is not worn.

The Uniform Coordinator for 2008 is Mr C. Grayson.

Uniform Levels

Level 1 is awarded to students who are out of uniform. Students out of uniform are required to bring a note the day they are out of uniform. Notes received two days or more after the event are too late. Only one note per week is allowed otherwise the student is placed on a level.

Students on Level 1 Uniform will have privileges withdrawn: no dances, no excursions, no representing the school etc. A student must be in uniform for a whole week to be removed from level 1 Uniform.

Should a student continue to be out of uniform then the student will progress to Level 2 Uniform. A Student will need to be in uniform for one week to progress back to Level 1 Uniform from Level 2 Uniform.

In the event of extenuating circumstances where a child may be out of uniform for several days please contact the school.

Girls' Uniform – Summer - Available at Canteen

Fabric: School Crestalene design No. 7066, 65% Polyester, 35% Rayon

A choice of the following garments may be worn, made from the above fabric:

- Skirt – **length to be no shorter than 10cm above knee**

All girls

- white socks – **no logos or stripes** – visible at ankle
- black laced shoes – fully cover top of foot

Junior

- white polo shirt/white blouse (shirts/blouses must have collar and sleeves - mid-riffs are not uniform)

Senior

- navy polo shirt/navy or white long sleeved blouse (shirts/blouses must have collar and sleeves - mid riffs are not uniform)

Girls' Uniform – Winter - Available at Canteen

Fabric: Cleoron Design No. 9082 - 65% Polyester, 35% Rayon

A choice of the following garments may be worn, made from the above fabric

- Skirt - gored, Pleated, straight, long– **length to be no shorter than 10cm above ankle**
- trousers

All girls

- Navy stockings/knee highs (white socks optional – **no stripes or logos**) – visible at ankle
- black laced shoes – fully cover top of foot
- maroon jumper/sloppy joe - **no logos or stripes**
- school jacket (optional)

Junior

- white polo shirt or skivvy (shirts must have collars and sleeves - mid-riffs are not uniform)

Senior

- navy polo shirt or skivvy or white long sleeved shirt (shirts must have collars and sleeves - mid-riffs are not uniform)

Made up Uniform skirts are available at the school Canteen. Please see the canteen for availability and cost.

Boys' Uniform - Summer

All boys

- grey school trousers/shorts – **no logos or stripes** (N.B. not tracksuit pants)
- all white socks– **no logos or stripes** – must be visible above top level of shoe
- black laced shoes – fully cover top of foot

Junior

- white polo shirt/white shirt(shirts must have collars and sleeves)

Senior

- navy polo shirt/navy shirt or white long sleeved shirt (shirts must have collars and sleeves)

Boys' Uniform - Winter

All boys

- grey trousers/shorts (N.B. no tracksuit pants) – **no logos or stripes**
- all white socks– **no logos or stripes** must be visible above top level of shoe
- black laced shoes – fully cover top of foot
- maroon jumper/sloppy joe – **no logos or stripes**
- school jacket (optional)

Junior

- white polo shirt/white shirt (shirts must have collars and sleeves)

Senior

- navy polo shirt/navy shirt or white long sleeved shirt (shirts must have collars and sleeves)
- tie - maroon (optional)

Optional Extras - Boys and Girls

School Jackets available for winter. Must be ordered from the canteen.

Metal school badges are sold by the front office.

2. SPORTS UNIFORM AND PHYSICAL EDUCATION UNIFORM

Students should wear normal uniform to school and change into sport uniform for P.E. On sports day, normally Wednesday, correct sport uniform may be worn to school. Permission to go to sport may not be given if students are not in correct uniform. **Note:** For inter-school competitions special team uniforms are supplied, but students should wear correct socks, skirts or shorts. Sports shirts available at Canteen.

Girls

Skirt: Maroon

Shorts: Black or maroon shorts - NOT bike pants – **No logos or stripes will be strictly enforced 2008.**

Briefs: Maroon, sports

Boys

Shorts: Black – **N.B. No logos or stripes will be strictly enforced 2008.**

Girls/Boys

| | |
|------------|--|
| T-Shirt: | Gold polo shirts available from school canteen with school name embroidered on the front left side. |
| Socks: | Short white (necessary for tennis/squash) OR maroon with yellow top (purchased from canteen). – No logos or stripes |
| Footwear: | White-soled for squash; white sandshoes for tennis; otherwise track shoes. |
| Tracksuit: | Maroon tracksuit or maroon sloppy joe worn with black pants. – No logos or stripes or studs will be strictly enforced 2008. |

3. TECHNOLOGY & APPLIED STUDIES UNIFORMS

Woodwork/Metalwork/Technology (Mandatory) Year 7 & 8 Uniform

For Safety: Long hair should be tied back, ties or any protruding clothing held out of the way of machines and black laced shoes are to be worn.

Food

Students should wear an apron at all practical lessons to keep their clothing clean. This apron can be used through to Year 10.

The following is required: 1 Apron, 1 tea towel (in a plastic bag), placemat, tablecloth

Each article should be clearly labelled with the owner's name. All items are to be in a cloth bag.

4. SCHOOL UNIFORM POOL

Donations of clothing can be left at the school.

T-shirts are available for purchase from the Canteen.

5. SCHOOL UNIFORM AVAILABILITY

Reilly's Quirindi Pty Ltd, Quirindi

| | | |
|---|------------------------|--|
| King Gee Drill Grey Trousers | Sizes 77-132 st | (No Logo's) |
| King Gee Drill Utility Grey Shorts | Sizes 77-132 st | (No Logo's) |
| Maroon V/Neck Fleecy Windcheaters | Sizes 14-26 | (No Logo's) |
| Maroon V/Neck Wool/Nylon School Jumpers | Sizes 14-26 | (No Logo's) |
| King Gee Short Sleeve white Polo shirts | Sizes SM-4XL | (No Logo's) |
| King Gee Short Sleeve navy Polo shirts | Sizes SM-4XL | (No Logo's) |
| Black Rugger mesh Basket Ball/Sports Shorts | Sizes SM-XXL | (No Logo's) |
| Black Rugger Checkerboard Nylon Football Shorts | Sizes 77-107 | (No Logo's) |
| Quirindi High School football socks | Adult size | (No Logo's) |
| Grey OZ Surf Cargo Pocket Drill Shorts | | Small Logo on Back Pocket/easily removed |
| Grey OZ Surf Cargo Pocket Drill Trousers | | Small Logo on Back Pocket/easily removed |
| White Cotton Cushion Foot Sports Socks | Sizes 6-10 & King Size | (No Logo's) |
| Plain Maroon Quirindi High School Tie | | (No Logo's) |

| | | |
|--|--------------|---------------------------|
| Black Trackpants/Taslon with Fleece Lining | Sizes SM-XXL | (No Logo's) |
| Black Fleecy Cotton Trackpants | Sizes SM-XXL | (Embroidered with Logo's) |
| Black Victory Leather School Jogger | Sizes 6-13 | |

CANTEEN
School Jacket
Ties

6. **HATS** – In the interest of student welfare, it is recommended that students consider the wearing of a hat or cap for sun/skin protection. Maroon colour is preferable.

7. **JEWELLERY**

Jewellery is any form of ornamentation worn by male or females on any part of their body and made from any form of material. It is recommended that commonsense be used in the choice of allowable jewellery worn on school days and particularly on PE and Sports day.

Jewellery must be removed from the body during physical exercise/sporting activity. It is the student's responsibility to store his/her jewellery during/prior exercise/activity and recover it afterwards.

Earrings: must be stud fixture, small sleeper or thread-through style no longer than 2cm or no wider than 1cm (hoops are not to be worn)

Ornaments to neck, finger, wrist, arm, ankle.

Watches – are not considered a wrist ornament but one only may be worn.

Wrist, ankle ornaments are to be of a discreet style and one only of each style may be worn.

Necklaces – are to be of a discreet style and only one is to be worn.

Rings – are to be of a discreet style for the finger.

Piercings – must be of a small discreet style.

- all forms of body piercing if it can't be removed must be covered during physical activity.

1. SPORT

Sport at Quirindi High School has many facets. It enables all students to participate in a variety of sporting activities at their own ability level, on a regular basis and it also provides opportunity for talented students to excel in their chosen field. Students are expected to move to external sport venues via prescribed routes with teachers stationed at various points.

Internal Sport

For Wednesday afternoon sport, students in years 8 to 11 make four choices a year. For the first term Year 7's undergo a skills development programme enabling them to participate & learn in a secure environment. Sport selections vary depending on the season, student interest, available facilities and teacher expertises. All sports are available to both girls and boys, with some sports incurring a weekly charge for hire fees.

Non costing sports – Volleyball, Basketball, Touch Football, Softball, Baseball, Netball, Table Tennis, Badminton, Orienteering, Hockey, Cricket, Soccer, Flag Football, League, Rugby Union, Walking, Rec Activities, Rollerblading

Hire Charges -

Tennis, Squash, Rollerblading, Lawn Bowls, Weights/Fitness, Carpet Bowls, Water sports, Lifesaving, Dance, Dance.

The wearing of correct sports uniform and regular attendance at sport is required.

On entering High School all students are placed in one of four houses according to their surname. In the case of uneven house numbers some changes may need to take place. New students will be advised of any changes in the first week of the schooling year so that the correct house colours can be obtained.

| <u>House</u> | <u>Colours</u> | <u>Surnames</u> |
|--------------|----------------|-----------------|
| Cunningham | Green & Gold | A to E |
| Liverpool | Purple & White | F to L |
| Oxley | Blue & Gold | M to R |
| Taylor | Red & White | S to Z |

The house system is most obvious at the annual swimming, athletics and cross country carnivals which are usually held in early first term and late second term respectively.

External Sport

Quirindi High participates in an inter-school visit each year with Bellingen High. This is a three day visit that is undertaken during third term. The visit involves billeting of students and is hosted alternately each year by the two schools. This event is keenly contested and much enjoyed.

Quirindi High enters a number of teams in State Knockout competitions. These are played on an inter-school basis throughout the year. Teams that win progress through the competitions, and teams that are defeated are eliminated. Students are encouraged to trial for these teams. In the majority of cases, uniform is provided by the school. For the remainder, normal sports uniform is required. Information and notes regarding these teams will be given to students who trial successfully for teams.

2. PERSONAL DEVELOPMENT, HEALTH & PHYSICAL EDUCATION

Your child will be involved in a range of compulsory areas of study within the Personal Development/Health/Physical Education course. These areas are:- Nutrition, Personal Development, Child Protection, HIV/AIDS and STD's, Drugs, Games, Aquatics, Gymnastics, Athletics, Road Safety, Dance.

These areas with other units developed within the school are brought together as an integrated course.

To cover these key areas correctly and add variety, facilities outside the school need to be used. These include - Quirindi Pool, Tennis Courts, Quirindi Recreation Centre, RSL

Games Room, Community Health Centre and other recreational facilities. Some of these facilities do require an entry fee to be paid.

If you do not wish your child to participate in any activities held outside the school at any stage during their time at Quirindi High, please contact the school so alternative arrangements can be made for your child.

1. PARENTS AND CITIZENS' ASSOCIATION

The Quirindi High School Parent and Citizens' Association (P.&C) meets in the Staff Common Room, on the last Tuesday of each month at 7:30 pm.

The P. & C. provides a forum in which matters of interest and concern about the school are raised. The Principal reports on activities and, at various times by invitation, school staff report on developments or explain matters of concern raised by parents.

The P. & C. acts as a fund-raising organisation for the school. The purpose of this fund-raising is to provide equipment and learning materials to add to those supplied by the Department of Education and those purchased from school fees.

2. QUIRINDI HIGH SCHOOL COUNCIL

Within the framework of state policies, system priorities, the mandatory state wide curriculum and available resources, the role of the school council includes:

- identifying local educational needs and priorities
- assessing the school's financial needs and expenditure
- setting the broad policy direction, aims and educational goals of the school
- participating in the framing of school plans, associated budgets and their subsequent endorsement
- establishing effective liaison with other school/community committees to promote activities consistent with school policies
- consulting and advising on the range of curriculum options available to the school
- providing advice on school policy regarding the reporting of achievement
- developing and endorsing student welfare policies
- providing guidance on supplementary services required by the school
- determining school policy on matters such as the community use of school facilities and the sharing of facilities with other schools or organisations
- participating in staff selection procedures as appropriate
- presenting and promoting a positive image of the school in the local community, thereby increasing parent and community awareness and willingness to become involved in the school
- establishing a sense of community so that the school and its community share a cooperative sense of purpose.

The School Council meets on the fourth Monday of every second month (excluding school vacations) at 4:00pm in the Common Room at the school – see Calendar for dates.

The School Council has representatives from the whole school community (i.e. staff, students, P&C Assoc., parents, Aboriginal and community representation). Members names will be printed in the School Newsletter. Your viewpoint, ideas and concerns are welcomed - parent input is vital if your representatives to the school council are to fulfil their role e.g. presenting and promoting a positive school image within the community and establishing a sense of community; along with other aspects of their role, their need to liaise with parents is paramount).

Contact with one of your parent representatives can be made via contact with the school office.

3. REPORTS

Pupil progress is formally reported to parents at the end of each semester (see Calendar). Reports will feature days absent (partial and full), student progress and teacher comments.

At other times, parents may request a report on their child's progress by contacting the school and speaking with the Year Adviser. This process is recommended whenever the parents have any concern about any aspect of the child's work.

4. PARENT/TEACHER MEETINGS

It is usual for Parent/Teacher meetings to occur during the year. These are usually held in the Multi-purpose Centre in the late afternoons or during the evening. Such meetings, usually termed Parent/Teacher nights, appear in the calendar at the back of this booklet

5. SCHOOL/PARENT CONTACT

Parents are very welcome to attend sporting carnivals, school council induction, graduations, formal school assemblies and awards day.

Through the P. & C. and School Council, a number of parents have been appointed to school committees and this practice will continue.

Additionally, parents have been involved with sporting teams and drama productions.

Above all, the Principal and Staff want you to feel free to come into your school at any time to discuss any matters of concern. For your convenience, a phone call first will make sure that the people you wish to see are free. An appointment is necessary prior to meeting staff members. **All visitors to the school are asked to report to the Front Office – parents/caregivers are not to call students to a fence, or go into the playground or classrooms looking for students.**

A school newsletter is sent home each week on the Friday to keep you informed about your school.

6. ASSESSMENT POLICY

In years 7 & 8 there are no whole school formal examinations. Each Department within the school has developed an assessment policy within the guidelines of the whole policy. Pupils are progressively assessed by considering their classwork, participation in activities, practical skills, assignment work, project work and knowledge of subject matter. This is reported to you formally at the end of each semester and informally to you at Parent/Teacher nights.

In years 9 & 10 an assessment policy has been formalised. There are also formal exams in Years 9 & 10. The student's assessment is based on tasks conducted throughout the year. There are Year 10 school exams in Maths, English, Science and HSIE subjects during the year. External tests are held in mid-November in English, Mathematics, HSIE, Computer Education and Science. Students who sit the exam receive an external accreditation based on his/her performance at the external exam.

In non-externally tested subjects (elective subjects, and PE/PD/Health) the school awards grades are based on student performances compared with grade descriptors of each course.

Year 9 students who do 100 hour electives in Year 9 will be doing a subject recorded on the School Certificate. Their achievement will be based on the Course Performance Descriptors of the subject they are doing. The students will be subjected to the same requirements as Year 10. The assessment requirements for electives will be issued to Year 9 students by their elective teachers.

There is a much more formal approach to assessment in Years 11 and 12 based on requirements for the award of a Higher School Certificate. This policy is set out in a

document issued to each senior student early in Year 11. This document will cover assessment in the Preliminary and in the HSC Year.

7. FORMS OF ASSISTANCE

7.1 Youth Allowance Youth Allowance replaces Austudy which are paid allowances to help students stay on to the end of secondary schooling.

Youth Allowance is for full-time students aged 16 to 24. Unauthorised absences can mean reduction of payments.

It is Parental means tested and does not cover living away from home allowances for secondary students.

There is no living away from home allowance in the Youth Allowance.

Application forms and further information are available from the Careers Office.

Full details should be obtained from Centrelink, phone 132490 or for an appointment 131021.

7.2 Abstudy This federally funded scheme assists secondary pupils of Aboriginal or Torres Strait Island descent to complete their secondary education. Forms are available from the A.E.A and Careers Office.

7.3 Assistance for Isolated Children Scheme Assistance for Isolated Children Scheme (AICS) - a non-means tested benefit for children whose homes are geographically isolated from suitable Government schooling. Application forms available from Commonwealth Department of Employment, Education and Training (Centrelink).

7.4 Conveyance Subsidy

A subsidy is paid by the Department of Education in regard to all pupils who live more than 1.6 km from school or more than 1.6 km from a bus run. The subsidy is not retrospective and will not be paid unless parents fill in an application form. Be sure to get your form from the school early in the term.

7.5 Student Assistance Scheme A student assistance scheme is available through a government funded subsidy whereby anyone who is having financial difficulty is encouraged to send a letter to the Principal requesting assistance with payment for excursions or elective fees. This will be dealt with in the strictest of confidence.

8. RELIGIOUS INSTRUCTION (Scripture)

The local Ministers' Fraternal have organised Religious Instruction for students in Years 7,

8, 9 and 10. This occurs Period 1 on alternate Thursdays and each group receives

instruction for two terms each year.

Parents are requested to please make sure they fill-in the box marked "Religious Instruction" on their child's Enrolment Form, because it is time-consuming checking with many individual students. Most students go to the same group as they were in at Primary School.

Students of the Roman Catholic denomination receive their lessons at the school. Protestant students (all other Christian denominations) walk to either the Uniting Church Halls or the Anglican Hall for their lessons.

Any parent who wishes to exclude their child from Scripture may do so in writing to the Principal. A new note is required each year. Please also put "Non-Scripture" on the Enrolment Form.

Parents are invited to contact the Principal if they have any questions about the above information.

1. PASS TO LEAVE THE SCHOOL GROUNDS

It is appreciated that, from time to time, your parents may require you to leave the school grounds for a variety of reasons. It is important that you avoid the need to miss lesson time. For this reason, it is expected that appointments will be arranged during the lunchbreak wherever possible.

The following sample note is a guide to the details needed for a leave pass to be issued.

| Sample Note | | "Your Address" |
|--|------------|----------------|
| 1. John Doe Roll 32 Year 9 | 2. 30/7/01 | |
| Dear Sir, | | |
| 3. Please give my son, John, permission to leave school at lunch time. He has to | | |
| 4. see the doctor and will not be returning to school. 5. | | |
| Thanking you, Irene Doe. | | |

1. Name printed on top of note with roll number and year.
2. Date.
3. Time to leave.
4. Reason (A reason must be given) Nature of appointment should be stated.
5. Returning or not returning. This must be clearly stated.

This note should be handed in, at the TAS Staffroom before 8.55 am in the morning and the leave pass request sheet filled in with details.

The Head Teacher Administration (Mr Grayson) will fill out a permission slip which should be available by second recess. The student must take this slip with them.

The time of expected return should be placed in the right hand column. The word "NOT" printed here means that you will not be returning. If your time of return is different from that stated, or if you need a late note, report to the Deputy Principal on your return.

Year 12 Students may have a long term leave pass issued for the period of time on Wednesdays that covers sport.

A letter from your parent/guardian must be submitted indicating that they approve of you leaving the school grounds at 12.50 **and** where you will be going. (eg. home) You will still need to sign out on the leave pass form, **but** no note is needed.

Pupils who are advised that they are required to leave the school during the day must sign out at the Front Office. Students **MUST** have a note from their parent or the Principal's permission before going to the front office counter to sign out.

2. NOTE EXPLAINING AN ABSENCE FROM SCHOOL

If you are absent from school for any reason, the law requires an explanation, in writing, signed by your parent or guardian. This applies for all absences including lateness to school.

The note must be handed to your roll call teacher on the first roll call after you return to school from the absence.

The roll call teacher then changes the "a" entered in the roll for unexplained absence into either S if you were absent sick or L if approved leave is granted by the Principal.

The note from your parent or guardian must specify:

1. Your name, year and roll class number
2. The date(s) on which you were absent
3. The reason why you were absent e.g.
 - accompanying family on holidays
 - sick with influenza
 - attending eye doctor in Tamworth
 - Grandmother's funeral.

Please note that the statement ".....was absent with my permission" cannot be accepted if the Principal is to grant approved leave. The actual reason for the absence must be stated.

An "A" will be entered in the roll if the reason is **not** stated.

4. Parent or guardian's signature and the date.

3. FIRST AID

First Aid for injury is available at the Front Office. The person in charge of First Aid is qualified and has a first aid kit available.

Injured pupils, who cannot be moved, should remain where they are. The nearest teacher should be told immediately of the injury. The teacher will quickly arrange for first aid to be brought to the pupil involved.

Please note that First Aid does not include changing dressings on old injuries and the like which should be done by your doctor or at the hospital.

4. PRESCRIBED MEDICATION

Where a student has a medical condition requiring the administration of prescribed medication the parent/guardian must contact the Principal. The Principal will put in place a program whereby the school will assist the student.

5. BUS PASSES

All bus and conveyance subsidy enquiries are to be made at the Front Office.

6. LUNCH PASSES

Upon request, an application form will be issued on which your parent or guardian may apply for a pass to allow you to go home for lunch if you live near the school. Passes are issued by the Deputy Principal. Abuse of lunch pass privileges will result in loss of lunch pass for ten weeks. The system is explained more fully on the application form.

7. TRAVEL CONCESSION FORMS

Travel concession cards for government transport are available to students who are over 16 years of age. These are issued at the Front Office.

8. TO REPORT SICK

If you take sick at school, ask your teacher for permission to go to the Front Office. A School Administrative Officer will look after you, possibly placing you in the Clinic for a short time, and will contact your home to arrange for you to be picked up.

9. TO SEE THE SCHOOL COUNSELLOR

The Front Office will tell you when you can see the Counsellor. In extreme emergency, the Principal will arrange an immediate appointment.

10. TO ORDER YOUR LUNCH

Visit the canteen during the 10 minute or 20 minute recess breaks and fill out a lunch bag with your order. Place money in the bag and put it into the slot provided for orders. At lunch time, a special queue is available to students who have lunches to collect.

11. TO SET UP A HOMEWORK/STUDY PROGRAMME

A Year 7 student should allow at least one hour each night, Monday to Thursday and perhaps three hours at the weekend for homework and study.

Decide on a definite time for your homework/study each day.

eg.

| Monday | Tuesday | Wednesday | Thursday | Friday | Weekend |
|---------|---------|-----------|---------------|--------|------------------------------------|
| 4pm-5pm | 4pm-5pm | 4pm-5pm | 7.30pm-8.30pm | None | Sat. 8am-9am Sun. 2pm-4pm |

Divide the time into homework and revision. This will be a compromise depending upon how much homework you have. Remember, never put off homework until the last possible moment. Assignments and projects need to be planned and completed bit by bit over the full time allowed for the task.

A suggested nightly checklist for homework would include:

1. A review of the weeks' homework
2. Doing the set homework recorded in the diary.
3. A review of the day's school work.
4. Journal entries.
5. Researching, planning and working on assignments.
6. Doing folio work for design projects.
7. Revision for tests.
8. Reading.

The school's homework policy means that after three warnings a student may be required to come to a Principal's detention on a Tuesday afternoon after school.

Reading should be a regular part of each day.

Every student needs a place to study which is:-

1. Comfortable.
2. Free from distractions like radio, TV, brothers and sisters, pets and the like.
3. Equipped with the necessary materials.

Some students can study anywhere. Others, who are easily distracted, need a very special place that they always use. When they go to that place, they know it is for school work.

Establish good study habits early and you will succeed in your education.

12. HOMEWORK

The school is very keen to promote homework from Year 7 on. The reasons for this are:

- 1) Homework develops student responsibility.

- 2) The student learns to develop skills to improve own learning.
- 3) The student will develop study and organisational skills.
- 4) A student failing to do homework holds the rest of the class up.

If students are finding homework onerous then they should consult with the Year Advisor to ask for assistance.

If a student fails to do homework on three occasions in a subject, a letter comes home from the teacher. The school would like the parent to discuss homework issues with the student and develop a plan so that homework is done. If there are concerns please contact the Year Advisor.

Should a student get a second letter then the principal will contact the parents to discuss issues. The student will be placed on a detention the next time the student defaults on homework.

13. PROCEDURES FOR MOVEMENT OF STUDENTS TO THE SCHOOL FARM

The school farm (and the leased land near the saleyards) is considered to be a teaching space and students are expected to move from previous lessons to agriculture as they would to any class in the school. However, special conditions do exist when moving to the farm.

Students are to follow the following procedures when moving to the school farm:

- Assemble at the agriculture room and leave bags inside
- Move as a group along the footpath on Station Street. Cross the road using the pedestrian crossing at the corner of Station and Nowland Streets.
- Move through the pedestrian walkway at the railway crossing. Students are **not to cross the railway when the warning lights and bells are sounding.**
- Do not go into the shop.
- Leave the farm, when instructed by the teacher, in time to reach the school before the next lesson.

At times students may need to go to the farm during recess or lunch breaks. They must collect a permission note from their Agriculture teacher, obtain their parent's/guardian's permission and return it to their Agriculture teacher. The student will be issued with a PASS to allow them out of the school grounds.

13. VALUABLES

Students should be wary about bringing valuables or large sums of money to school. If they have to bring such things to school then the valuables/money should be left at the front office. At no time should they show anybody or leave the valuables/money unattended.

14. EXCURSIONS

While on an excursion a student may require Ambulance and or hospital assistance. Once a student is in the Ambulance or hospital the student ceases to be the responsibility of the school. The school will endeavour to inform caregivers of what is happening and will recommend direct contact with hospital. It will be the parent's responsibility to pick student up from the hospital in certain cases.

JUNIOR CURRICULUM

1. THE WAY IT WORKS

The Government has a set of rules that all Government schools must apply in the lead up to the School Certificate at the end of Year 10. Quirindi High School has incorporated these rules into a system that allows all students a number of alternatives in their choice of electives.

The system works as follows:-

- (a) In the second semester of Year 7 students select two electives that they will study for one semester each in Year 8. These are not recorded on the School Certificate.
- (b) In the second semester of Year 8 and again the second semester of Year 9 students choose three electives which will be recorded on their School Certificate. These can be studied for 100 hours (one year) or 200 hours (two years). Students must do one 200 hour course to get a School Certificate.
- (c) The compulsory requirements of the School Certificate course are generally completed in Years 7 and 8. This is why there is limited elective choice in Years 7 and 8.

2. THE OPPORTUNITIES IN THE SYSTEM

All students at Quirindi High School complete courses in the areas of English, Mathematics, Science, History/Geography/Civics, Design and Technology, Music, Creative Arts and Languages. This is a Government requirement and each faculty offers a variety of courses, at different levels, to meet the demands of students. The elective choices that the students make give them the opportunity to explore their interests and talents.

3. ELECTIVE PLACEMENTS

All students about to enter Years 8, 9 or 10 receive an elective choice form and elective information at the time choices have to be made. It is essential that:-

- (a) This form is completed carefully.
- (b) This form is returned by the due date.

Students who fill out their forms correctly and who hand them in on time will generally be given their first choice. There may however be times when a subject does not run because of numbers or where a class with a limited size fills quickly. Students will then be given their second or third choices. Most stage 5 classes have both Year 9 and 10 students in them, therefore priority in elective choice will go to Year 10.

Students who hand in their forms late or who have not completed their forms correctly may miss out on their first choices.

4. WHO CAN HELP YOU?

Parent information evenings are held around the time of elective choice. You may also contact the Year Adviser or Careers Adviser or the Curriculum Coordinator at the school if you have any questions about elective choice.

5. RECORD OF ELECTIVES

The school keeps comprehensive records of all subjects studied by students. However, each student should keep a record of all subjects studied at school, if only to help themselves with later choices.

6. FEE CONTRIBUTION

Some electives have a fee associated with them to cover the costs of the materials used. The amount is given in the elective information. If the elective is selected the fee must be paid. There are electives offered that do not have fees.

7. CURRICULUM IN YEARS 7-10

Year 7, 2008: Year 7 is an introductory year. In any 10 day cycle all students study

| | |
|---|----------------|
| English/Maths | 6 periods each |
| Science | 5 periods |
| Design & Technology, HSIE (History and Geography) | 4 periods each |
| PE/Health/PD | 3 periods |
| Art/Music | 2 periods each |
| Indonesian | 4 periods |

Year 8, 2008:

| | |
|---|----------------|
| English/Maths/Science/ HSIE (History and Geography) | 5 periods each |
| Design & Technology/ PE/H/PD | 4 periods each |
| Art/Music | 2 periods each |
| Electives (one each semester) | 4 periods |
| Semester 1: Dance, Wood, Food Technology, Computers | |
| Semester 2: Farm Mechanics, Textiles, Drama, Metal | |

Year 9, 2008:

| | |
|---|----------------|
| English | 6 periods |
| Mathematics/Science/HSIE (History/Geography/Civics) | 5 periods each |
| PE/H/PD | 3 periods |
| 1 Elective from each Line | 4 periods each |

These electives are School Certificate subjects. If you do 100 hour courses the Year 9 grades will appear on next years' School Certificate.

Year 10, 2008:

| | |
|--|----------------|
| English/Science/ HSIE (History/Geography/Civics) | 5 periods |
| Mathematics | 6 periods |
| PE/H/PD | 3 periods |
| 1 Elective from each Line | 4 periods each |

Students must do one elective for 200 hours to be awarded a School Certificate.

Electives Years 9 & 10 2008

Pink Line

- Technical Drawing
- Drama
- Woodwork
- Metalwork
- History
- Music
- PA Sports Science
- Food Technology

Brown Line

- Woodwork
- Agriculture
- Metalwork
- Commerce
- Art
- Information Technology
- Drama
- Food Technology

Orange Line

- Agriculture
- Dance
- Textiles
- Woodwork
- Aboriginal Studies
- Automotive
- History
- PA Sports Science

Students in Year 10 will be awarded a School Certificate at the end of the year provided they have performed satisfactorily in their subjects have attended regularly and completed Year 10 exams. The School Certificate is required before students can progress to Years 11 and 12.

SENIOR CURRICULUM

8. CURRICULUM YEAR 11, 2008 - Preliminary Year

Students beginning Year 11 face a difficult task preparing for the Higher School Certificate. A much greater emphasis is placed on independent study and research and this will cause many students to adapt their approach to learning.

To help the adjustment to Year 11, the Crossroads program will be run. The emphasis will be on developing organisational and study skills as well as aspects of the compulsory Crossroads program established by the Government.

Below are the subjects offered to Year 11 in 2008 and the line pattern which will operate.

YEAR 11, 2008

Students must do 12 units in Year 11 and must have satisfactory attendance to achieve a Year 11 Certificate of Attainment.

| | |
|----------|---|
| Line 1 | Mathematics, Mathematics General |
| Line 2 | English Advanced, English Standard |
| Line 3 | Physics, VET Metal, VET Primary Industries, Drama, Modern History, PD/H/PE |
| Line 4 | Design & Technology, Business Studies, Community and Family Studies, Industrial Technology, Music, Visual Arts |
| Line 5 | Aboriginal Studies, Chemistry, Biology, Exploring Early Childhood 1 unit and 2 unit, Retail |
| Line 6 | Extension Mathematics, Extension English, Sport, Lifestyle & Recreation, Framework Information Technology, Hospitality, Agriculture |
| Off Line | Modern History, Construction, Business Services TVET, Child Services TVET, |

9. CURRICULUM YEAR 12, 2008

Students in Year 12, 2008 will receive a Higher School Certificate provided they have:-

1. Attended regularly.
2. Completed the majority of Assessment tasks.
3. Satisfactorily completed 10 units of study.

Parents will be informed if students fail to perform satisfactorily in any of the above school courses

TAFE delivered courses are the responsibility of TAFE

YEAR 12, 2008

| | |
|--------|---|
| Line 1 | English Advanced, English Standard |
| Line 2 | Mathematics, Mathematics General |
| Line 3 | VET Metal, Community & Family Studies, PD/H/PE, Physics, Business Studies, VET Primary Industries |
| Line 4 | Design & Technology, Drama, Biology, Ancient History |

| | |
|----------|---|
| | |
| Line 5 | Chemistry, Visual Arts, Aboriginal Studies, Industrial Technology |
| Line 6 | Sport Lifestyle and Recreation, Information Technology VET, Information Processes & Technology, Extension English, Extension Maths, VET Hospitality |
| Off Line | Business Services (TVET), Construction, Community/Child Services, Modern History |

1. SOCIALS

Teacher-supervised socials are held in the School's J.R. Taylor Multi-Purpose Centre. Parents are invited to attend and assist with supervision.

Social tickets are sold at school before the social. Pupils will be notified on assembly when and from where they may purchase tickets. No tickets are sold at the door. Students must attend school the day of the social.

Social rules and conditions are printed on the back of the tickets. Parents are requested to sign the back of these numbered tickets to indicate their permission for the pupil to attend the social.

If a student is absent from school the day of the Social, the student cannot attend the Social.

Tickets are checked after the social and parents notified if their child purchased a ticket but failed to attend the social.

The rules printed on the back of the ticket are as follows:-

1. No exit until the end of the social unless you have a note from your parents who will be picking you up at a specified earlier time.
2. No smoking or alcohol before, during or after the social.
3. Normal acceptable behaviour to be observed at all times.
4. All requests by social staff to be observed before, during and after the social.
5. Pupils will not be admitted to the social after the notified time. For socials commencing at 7:30pm, this is usually 7:50pm. Parents/students can negotiate a late arrival time with the Social's organiser.

2. DISCIPLINE AT QUIRINDI HIGH SCHOOL

2.1 Code of Conduct – The DO's of our School

| <u>The Code</u> | <u>How to keep it</u> |
|---|---|
| Respect the Truth | Be honest in all situations. |
| Respect Other People learning. | Be friendly and well mannered. Address people courteously, and seek assistance in |
| Respect Yourself tidy. | Be proud of your uniform and your school. Be clean and |
| Respect People's Property | Hand in lost property, and report vandalism. Don't steal or damage or interfere with people's belongings. |
| Always Do Your Best be properly and develop your skills while | Make up your mind to pay attention, do your work, equipped, join in school activities, at school. |
| Look After Your School | Take care of the building, furniture, grounds, and all the property the community provides for you. Keep everything clean and tidy. |
| Earn Your School a Good Name | Dress properly, behave well, play sport fairly and do your best in all school activities. |

Be in the Right Place at the Time Never miss school or a lesson without proper permission, be Right on time, and always be in bounds.

The DON'Ts of our School:

Bring to school weapons of any kind, alcoholic drink, cigarettes, matches and/or lighters, drugs, chewing gum, pornographic material, large sums of money and/or valuables.

Enter staffrooms without permission.
Eat or run in buildings.
Use obscene language.

2. The Referral-Level System

Students are encouraged to behave according to the School's Code of Conduct and show respect and consideration for all teachers and other students. If a student's actions or behaviour is considered inappropriate and all attempts to modify their behaviour have failed, then students will be referred through the Head Teacher to the Referral Committee and placed on a level.

Serious offences are referred straight to the Deputy or Principal, whilst criminal actions are referred to the Police.

General - While on a Level all privileges are withdrawn including:

- school socials
- excursions
- leave or lunch passes
- representing the school in sport, debating, etc.
- receiving awards on assembly

Students who are placed on a Level will be issued with a daily conduct sheet each day until the level has been completed.

Whilst on a Level Students must:

- Give conduct sheet to teacher at beginning of period. Points from 0-5 will be allocated depending on your work and behaviour. 'O' means **unsatisfactory**. 3 "O"s equals **upgrade to the next level**.
- Report to Head Teacher who referred you and Year Adviser as soon as possible after you have been placed on a level.
- Have sheets signed by parent/guardian each night.
- Return sheet to Referral committee in Art-2 the next morning.

There are 3 levels:

LEVEL 1 – A student must earn 55 points (within 5 school days) from classroom teachers to get off the level. (Students can earn up to 20 points per day)

LEVEL 2 – A student must earn 110 points (within 9 school days) from classroom teachers, Roll and Playground Duty teachers. An extra requirement of this level is cleanup duty **or** removal from playground and rule writing. (Students can earn up to 23 points per day)

LEVEL 3 – Suspension.

This is:

2 days “In-school” suspension (at school but removed from classes and the playground) with a Level 2 on return to normal classes.

OR

Up to 20 days out-of-school suspension with a Level 2 on return to normal classes.

Unsatisfactory conduct while on a level

Students on LEVEL 1 & 2 receive up to 5 points for classroom conduct each period.

- If a student on a LEVEL 2 receives 3 zeros, they are upgraded to LEVEL 3
- If a student on a LEVEL 1 receives 2 zeros, they are upgraded to LEVEL 2

Zeros are for reportable unsatisfactory behaviour and may result in further consequences.

Time restriction

Students must complete a LEVEL 1 in 5 days and a LEVEL 2 in 9 days. Failure to do this results in an upgrade of the level.

Repeat offenders

If in **any 12 month period** from the time of the first level a student receives

- a **second** LEVEL 1 notice for the **same** or a similar offence, it is upgraded to a LEVEL 2
- a **second** LEVEL 1 notice for a **different** offence, it stays a LEVEL 1
- a **third** LEVEL 1 notice, it is upgraded to a LEVEL 2
- a LEVEL 1 notice **while still on** LEVEL 1, it is upgraded to a LEVEL 2
- a LEVEL 1 notice **while still on** LEVEL 2, it is upgraded to a LEVEL 3
- a **second** LEVEL 2 notice, it is upgraded to a LEVEL 3

Playground/Cleanup or Rule-Writing

If a student on LEVEL 2 fails to complete the playground requirements of the level, do cleanup (or rule-writing alternative), they lose 5 points from the days total. The third failure will result in upgrade to Level 3.

3. Uniform Level is awarded to students who are out of uniform. Students out of uniform are

required to bring a note the day they are out of uniform. Notes received two days or more after the event are too late. **Only one note a week is acceptable.**

Students on Level 1 Uniform will have privileges withdrawn, no dances, excursions, representing the school etc. A student must be in uniform for a whole week to be removed from level 1 Uniform.

Should a student continue to be out of uniform then the student will progress to Level 2.

4. HARASSMENT

Occasionally students feel that they are being picked on by other students or staff.

In the case of other students picking on a student (e.g. name calling, taking of material, mimicking), the harassed student should see their Year Adviser or a teacher. The teacher will employ a strategy to end the harassment. Should the harassment continue then the student must report the harassment to the Year teacher. In cases of severe or repeated harassment the harassing student will be punished via the Level System.

Where a student feels she/he is harassed by a teacher (verbal, favouritism), the student should either raise it with the teacher concerned or if not comfortable, raise it with a teacher the student has confidence in. The teacher will then decide on the appropriate action. Should the harassment continue the student should raise it once again with a teacher or the principal.

In cases of physical or sexual harassment, the student must report it to the principal. The notification could be via a teacher or parent.

5. THE MERIT-LEVEL SYSTEM

The aim of the Merit Scheme is to reward students who try to achieve. It has levels, as does the discipline system.

Level 1 - is a Merit Certificate given to students by their classroom teacher.

Level 2 - is a School Merit Award given by a Student Adviser at a school Formal Assembly. (Formal Assemblies are held approximately once a month.) To receive a level 2 certificate a student must have 5 level one certificates from at least 3 subject areas. They apply to their Student Adviser for a certificate. It is a student's responsibility to keep their level 1 certificates in good condition. A student may also receive a level 2 certificate for outstanding effort at regional level or equivalent in sport, drama, music, dance, debating etc..

Level 3 - is an Achievement Award. The students must apply to the Student Adviser for this award and to qualify they will need 4 level 2 certificates. The Achievement Award will consist of a certificate and a collectable prize. This will be awarded at Formal Assemblies.

Level 4 - This is the Award for Excellence. These will go to a limited number of students in each year. It will be based on achievement in the Merit Scheme and will be presented on Speech Day.

(NOTE: A student on a level is not eligible to receive their award on Assembly until they have completed their level requirement.)