

Student Information

South Grafton High School

Our school values excellence and innovation

#togetherweroar



2019

South Grafton High School
Principal: Ms Kristine Pizarro
Tyson Street South Grafton 2460
Telephone (02) 66421466

Website: <http://www.sthgrafton-h.schools.nsw.edu.au>

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Education

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Bell Times

The timetable at SGHS has 10 days (two weeks) in each cycle. The times for each period of the day in both Week A and Week B are the same. In 2019, we will begin the school year with Week B as there are 11 weeks in Term 1. This will mean that all other terms will begin with Week A.

Bell Times for Years 7 to 10

PERIOD	MON	TUE	WED	THU	FRI
1	9:00 – 10:00	9:00 – 10:00	9:00 – 10:00	9:00 – 10:00	9:00 – 10:00
2	10:00 – 11:00	10:00 – 11:00	10:00 – 11:00	10:00 – 11:00	10:00 – 11:00
RECESS	11:00 – 11:30	11:00 – 11:30	11:00 – 11:30	11:00 – 11:30	11:00 – 11:30
3	11:30 – 12:30	11:30 – 12:30	11:30 – 12:30	11:30 – 12:30	11:30 – 12:30
4	12:30 – 1:30	12:30 – 1:30	12:30 – 1:00 Lunch	12:30 – 1:30	12:30 – 1:30
LUNCH	1:30 – 2:00	1:30 – 2:00	1:00 – 2:00 Sport	1:30 – 2:00	1:30 – 2:00
5	2:00 – 3:00	2:00 – 3:00	2:00 – 3:00 Sport	2:00 – 3:00	2:00 – 3:00

Bell Times for Years 11 AND 12

PERIOD	MON	TUE	WED	THU	FRI
1	9:00 – 10:00	9:00 – 10:00	9:00 – 10:00	9:00 – 10:00	9:00 – 10:00
2	10:00 – 11:00	10:00 – 11:00	10:00 – 11:00	10:00 – 11:00	10:00 – 11:00
RECESS	11:00 – 11:30	11:00 – 11:30	11:00 – 11:30	11:00 – 11:30	11:00 – 11:30
3	11:30 – 12:30	11:30 – 12:30	11:30 – 12:30	11:30 – 12:30	11:30 – 12:30
4	12:30 – 1:30	12:30 – 1:30	12:30 – 1:00 Lunch	12:30 – 1:30	12:30 – 1:30
LUNCH	1:30 – 2:00	1:30 – 2:00	1:00 – 2:00 Period 4	1:30 – 2:00	1:30 – 2:00
5	2:00 – 3:00	2:00 – 3:00		2:00 – 3:00	2:00 – 3:00

Staff List 2019

Principal: K. Pizarro	Deputy Principal: S. Barnier	Deputy Principal: S. Chapple
ENGLISH – Upstairs D13	MATHS – Upstairs F10	SCIENCE – Downstairs C1
C. Taylor (Head Teacher)	T. O'Connor (Head Teacher)	M. Blundell (Head Teacher)
S. Chapple	P. Johnstone (Head Teacher T&L)	I. Denley
R. Flynn	K. Kelemec	B. Doerner
B. Kemmis	R. Lock	S. Lehman
L. Hunt		L. Wood
A. Cameron	TAS- INDUSTRIAL ARTS –G5	N. Worrell
HSIE – Upstairs C7	D. Youman (Head Teacher)	D. Finlay (CSI)
A. Carle (Head Teacher)	A. McLaughlin	CREATIVE & PERFORMING ARTS – G5
L. Fisher	J. Niemiec	B. Neill (Head Teacher)
D. McCarthy	TAS-HOME ECONOMICS –D1	J. Coleman (Music)
S. Sherriff	D. Youman (Head Teacher)	K. Ryan
R. Miller	P. Ferris	M. Vogt
CAREERS/WELFARE – C7	V. Fraser	PDHPE – B1
S. Dewberry (Head Teacher)	S. Wood	G. Smith (Head Teacher)
SCHOOL ADMINISTRATION	TAS-COMPUTING STUDIES –B2	S. Martin
L. Turton (SAM)	R. Bruce (Head Teacher)	P. Michael
J. Hill	J. Worthing	M. McKee (Sport Coordinator)
L. Hughes	N. Martin	Learning and Support – Library
J. Kearns	M. White (TSO)	J. Heath
S. McCartney	SPECIAL EDUCATION –E Block	L. Kinny
N. McNaught	C. Wauchope (R/ Head Teacher)	R. McPherson
M. Nicholl	ED Class	Senior Curriculum
B. Fountain (Home Ec)	L. Rudder	V. Fraser
J. Newman (Home Ec)	K. McPherson (SLSO)	SRE - B1
L. Synott (Library)	TUTORIAL CENTRE	TBA
B. Kocaj (Science)	S. Miller	Aboriginal Cultural Centre
SLSO	TBA (SLSO)	K. Skinner (AEO)
C. Galvin	MC Class 1	W. Dalton
K. Grayson	A. Bradshaw	N. Duroux
A. Sommer	J. Wilson (SLSO)	Library
D. Welch	MC Class 2	N. Martin
STUDENT SUPPORT OFFICER Bottom of B Block	J. Thurgood	LANGUAGES
S. Blackman	F. Riley (SLSO)	N. Lancaster
E. Kennedy	DE Centre	Farm Assistant
SCHOOL COUNSELLORS Top of D Block	D. Dobbin	S. Wilson
L. James (DGO)	M. Sara (SLSO)	General Assistant
TBA		T. Kowal

School Administration 2019

Motto: Sursum Spectantes
(Looking Upwards)



Contact Details: South Grafton High School
Tyson Street
South Grafton, NSW 2460

Phone: (02) 6642 1466

Email: sthgraston-h.school@det.nsw.edu.au

Website: www.sthgraston-h.schools.nsw.edu.au

Facebook: www.facebook.com/southgrastonhighschoolofficial

Colours: Green, Red and Gold

Goal: Excellence and Innovation

Houses	House Name	House Colour
Surnames A-D	ALPHA	GREEN
Surnames E-K	BETA	BLACK/PURPLE
Surnames L-R	GAMMA	BLUE
Surnames S-Z	DELTA	RED

Principal	Ms K. Pizarro
Deputy Principal 1	Mr. S. Barnier
Deputy Principal 2	Mrs S. Chapple
Head Teacher Welfare	Mrs S. Dewberry
Careers Adviser	Mrs S. Dewberry
Learning and Support Teacher	Mrs J. Heath
	Ms L. Kinny
	Ms R. McPherson
School Counsellor	TBA
Administration Manager	Mrs L. Turton
Aboriginal Education Officer	Mr K. Skinner
Sports Organiser	Mr M. McKee
ARCO	Mrs C. Taylor

Year Advisers

Year 7	Mrs C. Wauchope Mr N. Martin	Special Ed. Staffroom Library
Year 8	Mrs J. Worthing	IT Staffroom
Year 9	Ms L. Fisher	HSIE Staffroom
Year 10	Miss A. Cameron	English Staffroom
Year 11	Mrs T. O'Connor	Maths Staffroom
Year 12	Mr M. McKee	PE Staffroom

Term Dates 2019

Semester 1	
Term 1	Tuesday 29th January - Staff Development Day
Students	Year 7, 11 and 12 commence Wednesday 30th January 2019 Year 8, 9 and 10 commence Thursday 31 st January 2019
End date Term 1	Friday, 12 th April 2019
Term 2	Monday, 29th April 2019 - Staff Development Day
Students (All)	Tuesday, 30th April 2019
End date Term 2	Friday, 5 th July 2019
Semester 2	
Term 3	Monday, 22nd July 2019 - Staff Development Day
Students (All)	Students return Tuesday 23rd July 2019
End date Term 3	Friday, 27th September 2019
Term 4 Staff and Students	Monday, 14th October 2019
End date Term 4	Wednesday 18th December 2019

http://www.boardofstudies.nsw.edu.au/key_dates/vacations.html

Sentral

South Grafton High School uses an information system called SENTRAL. Each teacher has access to this database. We use SENTRAL to record information from parent interviews, phone calls, conversations with students, attendance, positive things students do and times when students get into trouble. Each student has his/her own file. SENTRAL is used to track students in our Award Scheme and when students are on a discipline level. The SENTRAL entries on a student may be viewed at any time by parents and students.



Rights and Responsibilities

Each person within our school community has rights which students and staff must observe. Students and staff have the responsibility to respect the rights of all people who work in and attend our school.

A **RIGHT** is something which belongs to you and cannot be taken away.

A **RESPONSIBILITY** is something a person should do without needing to be told.

Rights	Responsibilities
I have the right to be treated with understanding, respect and politeness.	I have a responsibility to treat others politely, with understanding and respect, regardless of our individual differences.
I have the right to achieve my personal best in all school activities.	I have a responsibility to be prepared to work to the best of my ability and to allow others to do the same.
I have the right to a positive classroom environment.	I have a responsibility to maintain a positive environment within which we can all learn.
I have the right to be treated fairly for my behaviour.	I have a responsibility to learn and to practice self-discipline.
I have the right to a pleasant and clean school environment.	I have the responsibility to help maintain a pleasant and clean school environment.
I have the right to expect that I, and my belongings will be safe at school.	I have a responsibility to respect and protect other people and their belongings.
I have the right to expect the community and parents to be aware, appreciative and supportive of the school and my achievements.	I have a responsibility to act and communicate in a manner which will encourage the parents and community to recognise and respect school achievements.

The school has a responsibility to ensure that the rights of individuals are respected.

Student Representative Council

The students on the SRC were elected in 2018 from each Year Group. The assisting teacher for 2019 is Mr N. Martin and he is located in the Library. He is also one of the Year 7 Year Advisors. The SRC gives all students a chance to have a say in how their school is run and how money raised from fundraising events is to be spent. All representatives will be attending a training day early in first term to assist them in becoming an effective collaborative group.

2019 School Captains and Vice-captains:
L to R: Scott Rose (VC), Caleb Barker (C),
Tanisha Martin (C) and Myra Cross (VC)



Positive Behaviour for Learning (PBL)

Core Values

Take Responsibility
Show Respect
Stay Safe
Personal Best



Hands Off

The school has guidelines requiring students not to touch or interfere with others, or their property. These guidelines also apply to verbal abuse, harassment and other forms of social conflict. Failure to abide by these guidelines will result in disciplinary action.

Movement Around the School

All students should be considerate of others particularly when moving around narrow passageways and stairwells in the school. Wherever possible, students should keep to the left and avoid collisions.

Out of Bounds

Students are required to remain in the designated playground areas unless accompanied by a staff member. Areas which are out of bounds will be publicised on assemblies and via student information sheets.

Mobile Phones and Electronic Devices

Students may bring mobile phones to school with them however:

- The student must be responsible for the phone.
- The school is not responsible if the phone is lost or stolen.
- All phones should be turned off and put away during class time, unless specifically told to do otherwise by the teacher.
- Students who wish to use the school WiFi for internet access will need to bring complete, sign and return a Bring Your Own Device Agreement to school.

Assembly

A whole school assembly will occur, whenever possible, once in each 10-day cycle. The assembly day and time will rotate so that the impact on curriculum is minimised.

Sport

Every student is expected to participate in Physical Education and Sport. Students wear their Sports Uniform to sport. Students in years 7 to 10 have the choice of a wide variety of sports each term.

School Uniform

Junior Uniform

- Red school polo shirt with logo
- Grey school skirt (pleated or straight) with logo
- Grey school shorts with logo
- Red jumpers with school emblem
- Long grey trousers may be worn (not fleecy track pants or jeans)
- Grey school track pants with logo
- Fully enclosed sturdy shoes. Preferably black

Senior Uniform

- Green school polo shirt with logo
- Grey school skirt (pleated or straight) with logo
- Grey school shorts with logo
- Red jumpers with school emblem or senior jersey
- Long grey trousers may be worn (not fleecy track pants or jeans)
- Grey school track pants with logo
- Fully enclosed sturdy shoes. Preferably black

If you do not have a uniform for a day, you will be expected to report to the library before school. A replacement uniform will be provided for you.

Sports Uniform

- School sports polo shirt
- School sport shorts (short or long style)

Formal Uniform

(For formal & special occasions)

- Grey long trousers or grey school shorts with logo
- Grey school skirt or slacks
- School Blazer (to be provided by the school)
- White buttoned shirt (not a polo shirt)
- School tie
- White socks
- Black leather covered shoes with laces

Uniform Prices

As at 4th December 2018

School polo shirts (Junior and Senior)	\$30.00
School shorts (Male or Female)	\$25.00
Red School Hoodie (with Emblem)	\$30.00
Sport Shirt	\$30.00
Sport Shorts (Short or Long)	\$20.00
School Hat	\$10.00
School Tracksuit Pants	\$35.00

All uniforms are available from the SGHS Library



South Grafton
High School

School uniform

Junior



- Red school polo shirt
- Grey school shorts or grey skirt
- Red school hoodie
- Grey school track pants or grey slacks
- School sport polo shirt
- School sport shorts (long or short)

Grey skirt COMING SOON



Senior



- Green school polo shirt
- Grey school shorts or grey skirt
- Red school hoodie or senior jersey
- Grey school track pants or grey slacks

Grey skirt COMING SOON

Award System

CLASSROOM/PLAYGROUND AWARDS

<u>Wellbeing - Quick entry</u> To be used by the teacher as a classroom management strategy. When a student receives 10 quick entries they will receive a CALM Award.	<u>CALM token</u> To be used by the teacher as to reward positive behaviour in the classroom or playground. When a student receives 10 CALM Tokens they can receive a CALM Award.	<u>CALM Award</u> CALM Awards are issued to students after they receive 10 Wellbeing Quick entries or 10 CALM Tokens or a combination of the two.
<u>Academic Awards</u> Student who achieve 70% or more in an Assessment task are eligible to receive an Academic Award.	<u>Sporting Awards</u> Students who have represented SGHS in a Sport are eligible to receive a sporting Award.	<u>Attendance Awards</u> Students who achieve more than 94% attendance in a term are eligible to receive an attendance award.
<u>Consistent Positive Behaviour</u> A student who, in the teacher's opinion, displays consistent positive behaviour for a whole term may have this recorded in Sentral at the end of each term as a class award.	<u>Personal Best</u> Teachers monitor and assess each students' effort during the term using our PBL matrix. If a student has consistently worked towards achieving their personal best, this may be recorded in Sentral at the end of each term as a class award.	<u>Extra-Curricular Awards</u> Students who have represented SGHS in an extra-curricular activity, e.g. chess club, SRC duty, School Spectacular etc. may be eligible to receive an Extra-Curricular Award.

STAR AWARDS

<u>Green Star Award</u> Any student in Years 7 - 12 who has received 10 AWARD entries will be eligible to receive a Green Star Award.	<u>Yellow Star Award</u> Any student in Years 7 - 12 who has received 40 AWARD entries will be eligible to receive a Yellow Star Award.	<u>Southern Cross Award</u> Any student in Years 7 - 12 who has received 60 AWARD entries will be eligible to receive a Southern Cross Award.
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MEDAL AWARDS

<u>Bronze Medal Award</u> A student must have accumulated a minimum of 100 AWARD entries across at least 2 of the categories listed: academic, sporting, extra-curricular, attendance, consistent positive behaviour, personal best, and helpful student.	<u>Silver Medal Award</u> A student must have accumulated a minimum of 150 AWARD entries across at least 3 of the categories listed: academic, sporting, extra-curricular, attendance, consistent positive behaviour, personal best, and helpful student. The student must also have received a Principal's Award for one of their reports.	<u>Gold Medal Award</u> A student must have accumulated a minimum of 200 AWARD entries across all of the categories listed: academic, sporting, extra-curricular, attendance, consistent positive behaviour, personal best, and helpful student. The student must also have received a Principal's Award for one of their reports.
<u>Principal's Award of Excellence for Outstanding Academic Achievement</u> A student whose average mark for their semester report is at least 80% may be eligible to receive a Principal's Award.	<u>Principal's PBL Award</u> The students who have accumulated the most CALM awards in their year group may be eligible to receive a Principal's PBL Award.	

LION PIN

To be awarded to the student with the highest number of positive entries in each year group as deemed worthy by the PBL committee.

Calculators

All students will need a calculator for Maths every year. This is to meet the needs of the Maths curriculum and the National testing program. The recommended school scientific calculator is a Casio fx-82AU plus II. Please be aware that different models of calculators can be a problem for students and can hinder the development of their calculator skills.

Library

The library is open most days at lunch time for students to complete their assignments or to borrow books. Opening hours are from 8.30 am to 3.30 pm every school day and extended opening hours for seniors can be negotiated. Each student may borrow up to 4 books at a time (including overnight borrowing). The library staff are available to assist you when needed.

Homework and Homework Centre

Homework includes assignments, assessment tasks and other exercises set by the teacher, the completion of any unfinished class work and preparation for tests and exams. When studying, students should summarise their work (palm cards are useful), memorise the key points and practice answering questions. The more frequently work is revised, the easier it is to remember. The amount of time spent on homework each night will vary from student to student. The times below are given as a general guide only.

Years 7 & 8	Half an hour
Years 9 & 10	One hour
Years 11 & 12	Two hours

In order to be successful at school, students need to form a balance between social activities, sport, part-time work and their studies. The Library will be open each afternoon from 3:00pm until 3:30pm and support will be available for students wanting to complete their homework.

Student Assistance Scheme

The school has funds available that may be used in emergency situations to cover the cost of school uniforms, calculators, elective subject costs, school stationary needs and in certain cases mandatory excursions. However, the assistance scheme cannot be used to cover general fees.

The Fund is administered by a School Advisory Committee and has adopted a Voucher System. No cash is given. Instead, Vouchers are issued for the items needed. They are then presented to the appropriate shop in Grafton or person in the school. The Federal Government currently provides parents in receipt of Family Tax Benefit Part A with a Child Support Payment in January and July each year to cover the costs of Educational requirements. Parents or guardians who wish to apply for assistance should not purchase any of the items before applying.

If you would like further information, please phone the school or collect a Student Assistance Scheme Form from the front office.

Healthy Breakfast Program

The school, in partnership with Bendigo Bank provides a daily breakfast program, which is staffed by teachers, SLSO's and volunteers to ensure that all students can eat a healthy breakfast prior to the commencement of the school day. Breakfast Club operates from 8.00 am in the hall on weekdays.



Canteen

The School Canteen opens at 8:30 am each morning. Students who need to buy lunch are asked to place their orders before 9:00 am or at recess, otherwise healthy food can be bought over the counter.

Support classes

South Grafton High has 5 classes that support students with specific learning needs. They provide Individual Education Plans (IEP), Personalised Learning Plans (PLP), Behaviour Management Plans (BMP), and Health Care Plans (HCP). Where necessary they support students in mainstream classes and discrete classrooms.

Learning and Support Teachers – LaST

Our school offers support programs to students who are experiencing learning difficulties or challenges in any aspect of their education.

STAR – Supporting, Tutoring and Reading

This comprehensive support program covers:

- Support – disability provisions, welfare and curriculum support with a strong literacy focus.
- Tutoring – class work, assessment tasks, writing practice and spelling
- Reading – MultiLit word attack skills and sight words, HELPS fluency program, PM readers and Fast Forward

Individual Reading Program: Students who are reading one or two staged below their peers are given regular reading practice by Student Learning Support Officers (SLSO), classroom teachers or Learning and Support Teachers. Each student progresses at their own pace through increasingly more difficult texts, promoting ownership and pride in learning.

The School Counsellor

A new School Counsellor will be appointed to South Grafton High School in 2019. They will provide a psychological service to members of the school community, including students, parents and staff. This involves counselling, psycho-educational assessment, consultancy and acting as a resource person. Our Student Support Officer is Mrs. S Blackman who is currently on maternity leave. She is being replaced by Mrs Emma Kennedy and together they provide support for students as the need arises. This includes but is not limited to areas such as student conflict, social networking, teen mental health, study skills and time management.

Students can make an appointment to see a counsellor by calling in at their office (top floor of D Block) before school, at recess or at lunch. Students can also be referred by the Learning and Support Team if it is felt they might benefit from spending time with the school counsellor.

If parents would like to make an appointment to see the Counsellor, they can phone South Grafton High School to arrange a time. Parents and carers are encouraged to make contact with the School Counsellor if they have any school or family issues which are of concern.

Conflict and Social Media

Students and teachers have the right to work and study in a safe environment. If you are having a conflict with another student, report it to a teacher. Some students think that telling someone will make the situation worse. This is not true. Conflict between students can be resolved when students accept responsibility for their actions.

If you are in conflict, tell someone: tell our student support officer, tell your class teacher, the teacher on playground duty or report the incident to your Year Adviser. Conflict presented via social media including emails, text messages and Facebook is also unacceptable. This school is a part of the Safe Schools Coalition and we believe that all students should feel safe and supported at school.

Stymie

South Grafton High School subscribes to Stymie to assist our students. Stymie is a website <http://www.stymie.com.au> that allows students to send anonymous notifications to the school, about someone who they believe is being bullied or harmed. The notification interface allows students to upload evidence like screen shots of FB discussions, Snapchats, text messages or instant message conversations and an outline of the incident(s).

Allocated staff, within the school, receive the Stymie Notifications in the form of an email alert to be responded to as per our school's procedures. The notifications are encrypted, anonymous and confidential.

Stymie promotes the pro-social responsibilities of students and bystanders and outlines their responsibilities in the cycle of bullying. Through Stymie we are empowering South Grafton High School students to stand up for each other without fear of negative repercussions for themselves.

Gender Equity

Gender Equity means that all students should be able to grow up in an environment which is fair, impartial and free of gender bias. This means that students should be able to participate in all activities without being teased, called sexist names, "put-down" or laughed at. These behaviours are a form of harassment and are unacceptable inside the classroom as well as in the playground. At our school, we do not tolerate behaviour which makes other people feel uncomfortable.

If you feel uncomfortable about anything which you consider to be sexist, you should tell someone who can help you. You can raise your concerns with the Head Teacher Welfare or your Year Adviser.

Anti-Racism

It is not acceptable to make racist comments or behave in a way that can be seen as being racist. If you think someone has behaved in a racist way, please do something about it. You should go to the Anti-Racism Contact Officer (ARCO) at school. You will be listened to seriously and something will be done. You can bring someone with you (from outside or inside the school). If you prefer you can talk to any teacher first and they will help you bring the matter to the ARCO. Your complaint will be dealt with confidentially.

Sick Bay

Any student who is sick or injured must:

- Let the teacher know that they are unwell and ask for a note allowing them to report to the front office
- Report to the front office for assistance from the First Aid attendant,
- Be signed in by the First Aid attendant or staff member at the Clinic near the front office. The First Aid attendant will contact parents and/or an Ambulance Officer, if necessary.

Students Requiring Medication at School

Where a student is required to have regular medication at school, parents and carers are asked to contact the front office for the accepted procedure. Under no circumstances should students carry prescribed medication with them at school.

Bus Lines

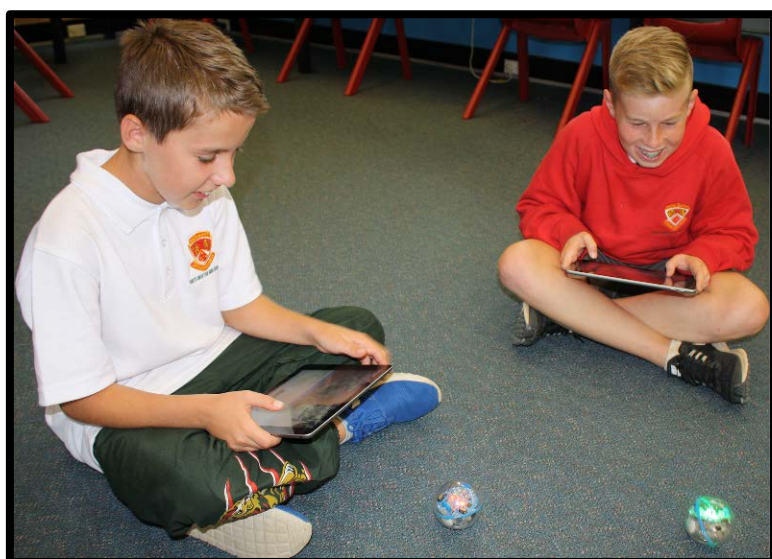
Any student travelling by bus at any time is expected to wait in the designated area until directed to board the bus and to behave appropriately whilst waiting.

Excursion Behaviour

Any student on a school excursion is expected to comply with all school rules and any special requirements of the excursion. If a student misbehaves on a school excursion, there will be consequences, and these may include the possibility of exclusion from any future excursion(s).

Assessment Planner

All students will be issued with an Assessment Booklet outlining the assessment procedures relevant to their year level. The booklet will also contain the approximate date of the tasks, the type of tasks and the weightings of each task. These will also be available on the school website and via Sentral. Individual faculties will notify students of their ongoing assessment guidelines, which may include testing within class time.



What Happens If?

- Continuous bell ring (Evacuation) This means that the evacuation procedure is underway. Listen to the instructions of your teacher and make your way quickly and quietly to the marshalling area. (Basketball courts)
- Intermittent bell (Lockdown) This means that the school will close due to danger. All students remain in their rooms and follow the teacher's instructions. Students doing PE or sport are to follow the teacher's instructions and move to a secure area.
NB If you are in the playground and an intermittent bell rings, you are to go to your previous lesson.
- Three bells (Assembly) - Indicates that there is an Assembly in the quadrangle.
- I lose something at school? All items found, are located at the front office. If you know where you misplaced the item your classroom teacher may be able to help you find the item.
- I lost my timetable? A copy of your timetable can be purchased from the Front Office for \$1.00 before school, at recess or at lunchtime.
- I need to pay for an excursion? Bring your permission note and money to the front office before school, at recess or at lunchtime.
- I am not in correct uniform or correct sports uniform? Report to the Library before school and a replacement uniform will be loaned to you for the day.
- I am late for class? You are given a reasonable amount of time to get to class but if you are delayed in the previous class or by another teacher, ask the teacher for a note explaining the reason for your lateness.
- I am sent from class to collect equipment or to work in the Library? Please ask your teacher for a note to take with you explaining what is required or what you will be doing in the Library.



2018 Sports Award Winners

Attendance at School

Students must attend school until they are 17 years of age. If a student has a valid reason for being absent, parents are asked to contact the school by a written note to the office, sending an email to sthgraston-h.school@det.nsw.edu.au, texting or phoning to explain the absence. If no explanation is received within 7 days, the absence will be shown as unauthorised and will appear as such on the student's school report. Parents and carers will be notified of any absence daily via the school's SMS and email system. Please keep your contact details up to date with the school to ensure we keep you informed.

Authorised Absence from School.

In line with NSW Department of Education policy, it is the decision of the principal as to whether a student's absence is authorised or unauthorised, but parents/carers may request that an absence be considered authorised by phoning or sending in a note or email explaining why a student was away. The NSW DoE has also given guidance on the absence codes that principals can use to authorise absences. There are two absence codes that are commonly used, and they are S (sick) and L (leave).

Sick - This is used when a student is too unwell to attend school or is at a medical or dental appointment. If a student is regularly "sick" or their sickness follows a pattern, for example, Mondays, then the principal can ask for a medical certificate to confirm the illness. We cannot mark a student's absence as authorised absence sick if they are at a hair or nail appointment.

Leave - If the student is on a family holiday then their absence can be marked as leave. If they are regularly away on holiday or if a student is away on holiday for a particularly long time, then the principal may decide that the absence is unauthorised. There are other reasons that a student can be marked absent on leave, but these will be decided on a case by case basis. We are unable to authorise absences as leave if a student did not attend because it is their birthday, or because a student does not want to attend a school event.

Day by day absences will continue to be considered by the office administration staff on behalf of the principal but they will refer any questions about authorising an absence to the Head Teacher Teaching and Learning or to the principal. Year 11 and 12 students may leave school early on Wednesday afternoons or use the Library as a study space. If year 12 students have a study period during the day, they are expected to go to the library.

NO STUDENT IS TO LEAVE AT RECESS OR LUNCHTIME UNLESS IT IS DUE TO
CIRCUMSTANCES THAT WOULD JUSTIFY THE USE OF ABSENCE CODES AS DEFINED
ABOVE.

For safety reasons, students who arrive or leave after 9am must sign in/out at the front office. Parents and carers who would like to see the DoE policies on attendance are encouraged to look at https://www.det.nsw.edu.au/policies/student_admin/attendance/sch_polproc/PD20050259.shtml

Late Arrival at School

Any student who arrives late to school must:

- Sign in at the Administration Office. Students arriving late should have a note from their parent or caregiver explaining the lateness; and
- Take the note from the Administration Office to their classroom teacher.

Early Departure from School

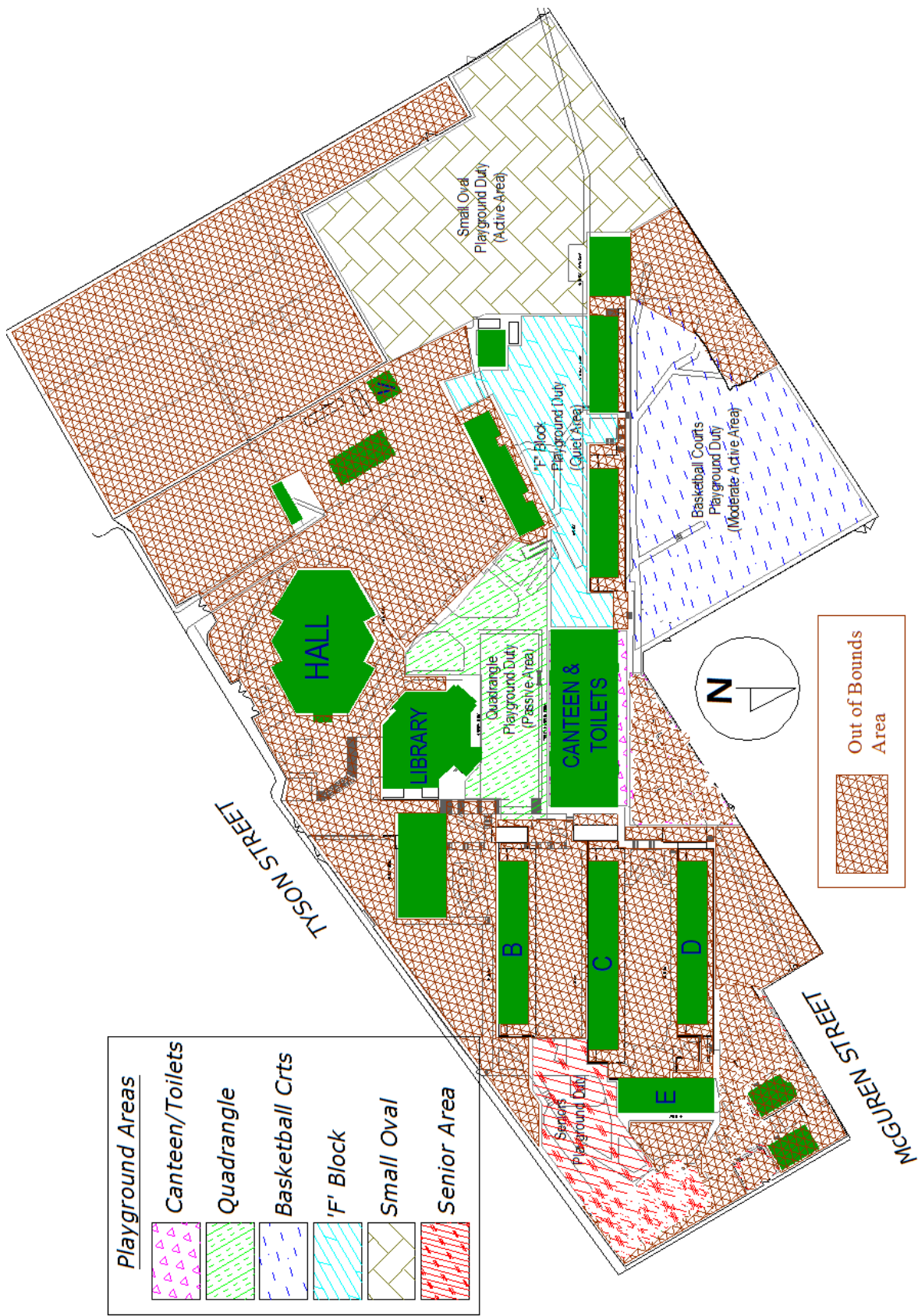
If circumstances require a student to leave school early, a note will be required from their parent or carer. This will need to be shown to the Administration office staff located in the Office at the front of the school. The note should indicate:

- The reason(s) for leaving school early; and
- A parent or carer contact phone number for verification purposes

Any student with such authorisation will be issued with a pass out. If the student is returning to school after the appointment, they must sign back in.



School Map

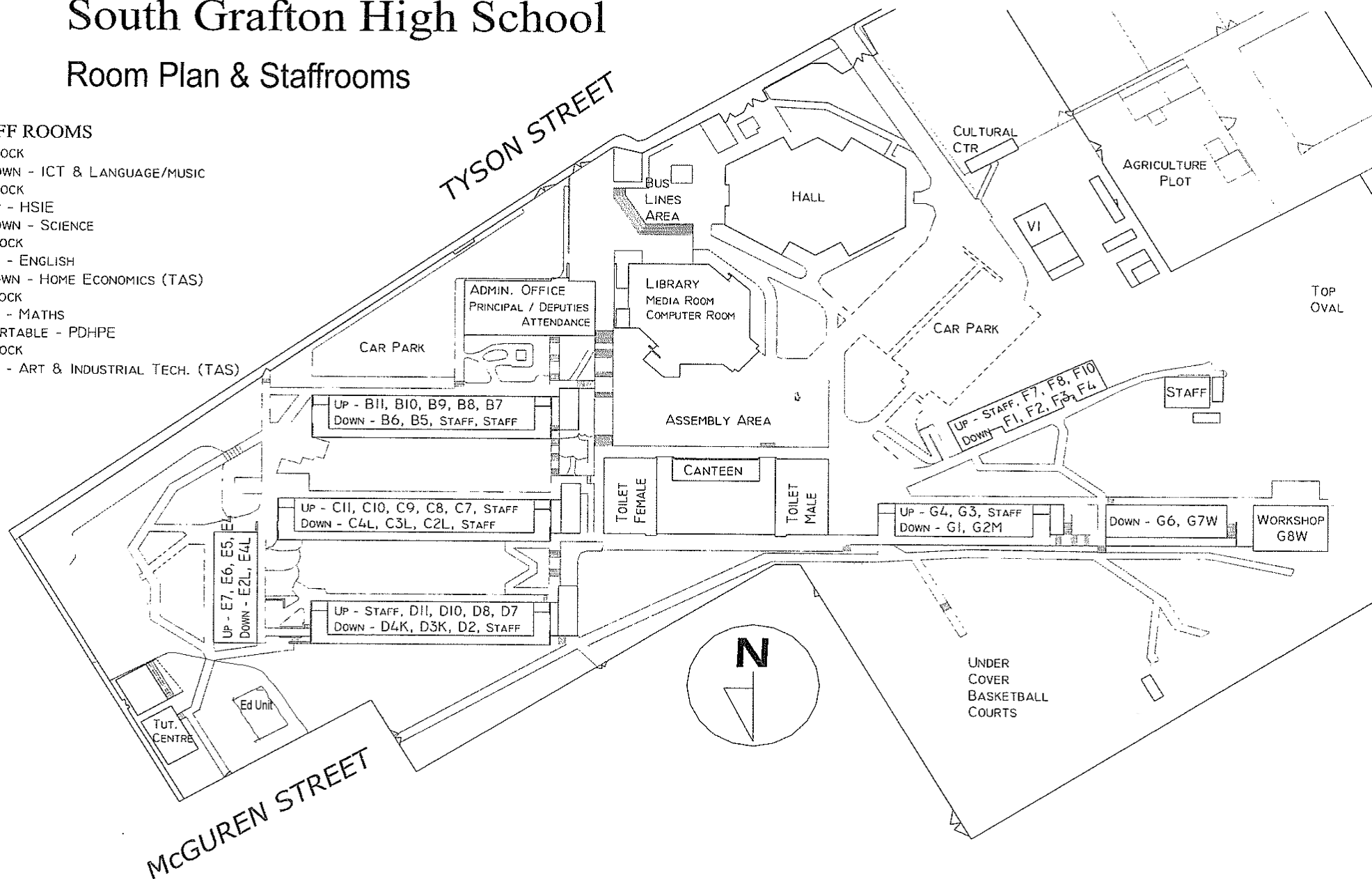


South Grafton High School

Room Plan & Staffrooms

STAFF ROOMS

- 'B' BLOCK
DOWN - ICT & LANGUAGE/MUSIC
- 'C' BLOCK
UP - HSIE
DOWN - SCIENCE
- 'D' BLOCK
UP - ENGLISH
DOWN - HOME ECONOMICS (TAS)
- 'F' BLOCK
UP - MATHS
PORTABLE - PDHPE
- 'G' BLOCK
UP - ART & INDUSTRIAL TECH. (TAS)



FAQ for Parents

What do I do if I think my child is having friendship issues at school?

If you think your child is involved in some sort of conflict with their peers at school, there are a number of things you can do to help them and the school work towards resolving the issue. These include:

- Encouraging your child to alert supervising staff at the time the incident occurs. Classroom teachers and teachers on playground duty may be able to deal with the situation immediately and prevent it being carried on any further.
- Contacting your child's Year Adviser as soon as an issue arises.
- Make a report to Stymie (STYMIE.com.au)

Who do I get in contact with if there is a major event or a health issue in our family?

- If there is a major event or health issue in the family it is important to contact your child's Year Adviser. They are responsible for communicating information about your child to other teaching staff and looking after their welfare in all aspects of the school community
- In the event that your child will be away from school for an extended period of time, the Year Adviser will collect work from all classroom teachers and ensure that it is sent home. This will prevent your child from missing essential components of the course content and becoming too far behind.

Should I be giving my child a mobile phone now they are in year seven?

- Providing your child with a mobile phone is completely your choice. However, there are clear expectations surrounding the use of mobile devices whilst students are at school.
- Students may bring their mobile phone to school; however, they can only be used during break times. All phones are to be OFF and AWAY during class time. The student will be held completely responsible for the device and the SGHS is not responsible if the phone is lost or stolen.

How can I find out about my child's progress in class?

- It is important that parents have frequent discussions with their child's teachers about what they are doing in all learning areas. If you are concerned about your child's behaviour or their progress in any subject area, the year adviser can organise for a progress report to be completed and sent home. These reports ask all classroom teachers to comment on the academic and social progress of students in their subject area.
- This information will also be provided at parent/teacher interviews which are held twice a year.

How do I contact my child while they are at school?

- In the event that you need to get an urgent message to your child during school hours you simply need to contact the school administration. The office staff will ensure that the message is delivered to your child as soon as possible.

Our Parents & Community Association

The South Grafton High School P & C Association meet in the school library the 1st Monday of every month (except during the school holidays) at 5:30pm in the Library.

The aim of the P & C is to:

- **Promote** the interests of the school by bringing parents, citizens, pupils and teaching staff together as we work to improve the educational outcomes for all students.
- **Assist** in providing equipment required by the school.
- **Report** to the minister on matters relating to the material requirements of the school
- **Assist** the school to develop procedures that are in line with DoE policy.

The school canteen “food for thought” is run by the P & C and all the profits go towards resources for students across all faculties.

- The canteen helps with the athletics carnival by ordering and organising the food, helping the year 12 students and the Year Adviser and serving the food at the event. The money collected on this day goes towards the year 12 gift to the school at the end of the year.
- The canteen staff donated time and the facilities to the debutante ball as well as helping with the making of the food with the hospitality classes.



YEAR 7 Curriculum and Subject Materials

The school provides textbooks on a loan basis, which are borrowed out from the school library on each student's library card. Damaged or lost loans must be replaced by the student.

The school office sells book packs for \$60 that contains most of the items listed below.

Due to Work Health & Safety (2011 ACT) regulations, students are required to wear safety goggles when participating in Science, Art and Technology practical lessons. Permanent markers, liquid paper and flammable substances are not allowed.

Subject	Description	Stationary Requirements
English 7 periods per cycle	Students work towards improving all aspects of their literacy. This includes, but is not limited to their reading, writing, speaking and listening skills. They also follow a thematic approach to the study of literature and media.	<ul style="list-style-type: none"> 1 Exercise book of at least 192 pages.
Mathematics 6 periods per cycle	The syllabus in years 7 and 8 covers the strands of Number, Space and Geometry, Measurement, Data, and Patterns and Algebra. The emphasis in year 7 is on the consolidation of basic number skills so that they can be used as tools for later study in mathematics. Parents can refer to www.sthgraffton-h.schools.nsw.edu.au/maths for more information.	<ul style="list-style-type: none"> 1 set of geometrical instruments that include a compasses, protractor, set squares, etc. 12 small exercise books with approx. 64 pages each. (one for each topic). 2B pencils Casio fx-82AU plus II, calculator is required for limited class use and NAPLAN. These are available from the school office
Science 6 periods per cycle	Students develop their problem solving skills in Science through studying living things, space, measurement, chemical reactions, matter, the atmosphere and the hydrosphere.	<ul style="list-style-type: none"> 1 large exercise book of at least 240 pages. This book needs to be covered in plastic or contact. 1 pair of safety goggles.
Human Society and It's Environment (HSIE) 7 periods per cycle	Year 7 study World History and Geography. Each subject lasts for one semester which is two terms.	<ul style="list-style-type: none"> 2 Exercise books of at least 240 pages each (1 for History and 1 for Geography) Protractor, which can be the one used for Maths

Subject	Description	Stationary Requirements
Agricultural Technology 3 periods per cycle	Students will have the opportunity to develop their knowledge and understanding of the skills which will enable them to interact with a farm environment. They will learn about growing vegetables, animal husbandry and native bees.	<ul style="list-style-type: none"> 1 Small exercise book of at least 128 pages
Music 3 periods cycle	Students develop performance, creative expression and aural skills through the study of a variety of music styles. Performance will be mainly on keyboards, guitars and percussion, unless the student has their own band instrument.	<ul style="list-style-type: none"> 1 Small exercise book of at least 128 pages
Art 3 periods per cycle	Students will have to opportunity to develop their skills in drawing, painting, printing, sculpting, pottery, silk screen printing and photography.	<ul style="list-style-type: none"> 1 Spiral bound A4 sketchbook, preferably without perforated pages.
Personal Development, Health and Physical Education (PDHPE) 4 periods per cycle	Students develop skills in throwing, catching and kicking through drill and modified games. They will also have the opportunity to improve body movement and movement awareness through gym, dance and games. We will look at their personal health and develop skills such as decision making to enhance their health status.	<ul style="list-style-type: none"> Full SGHS sports uniform 1 Medium exercise book of at least 256 pages
Technology (Mandatory) 6 periods per cycle	Students develop an understanding of design, the design process and the technologies that can be used to produce creative and innovative solutions to identified needs. This course enables students to select and use materials, tools and techniques in a responsible and safe manner. All students will have the opportunity to learn about the processes of designing through the development of design projects in the areas of : <ul style="list-style-type: none"> Built environments Products Information and Communications 	<ul style="list-style-type: none"> 1 A4 ring binder 1 packet of A4 plastic sleeves and loose leaf A4 lined paper. 1 pair of safety goggles. An apron will be provided by the school. Aprons are to be worn in all areas of technology.

Special Religious Education 1 period per cycle	Students study the beliefs, basic ideas, customs and history of different religions around the world.	<ul style="list-style-type: none"> 1 Small exercise book of at least 128 pages
Sport 4 periods per cycle	Each term students have the opportunity to choose a Wednesday afternoon sport.	<ul style="list-style-type: none"> Full SGHS sports uniform In some cases, Money to cover the cost of the sport

All subjects require the following basic stationary for every lesson:

- Pens (red, blue, black)
- HB pencils
- Ruler
- Eraser
- Sharpener
- Coloured pencils
- Scissors
- Non-toxic glue stick
- A school diary is recommended, but not compulsory.

Failure to attend school with the correct equipment for all subjects may have consequences and Letters of Concern will be sent home for repeat offenders. In the case of difficult circumstances please contact the school.

We wish for all students to have an equal opportunity and the right tools for learning in our school, and encourage our students take responsibility for their learning and pack the right equipment for each timetabled subject every school day.

Parents and carers are always welcome to contact the school about any questions they may have. The school website contains information on all the content in this booklet as well as assessment information for juniors and seniors.



