

# Parent and Student Handbook 2024



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Celebrating individual growth through real world, respectful and passionate learning on Bundjalung land



### **Please note:**

*This Handbook may be updated at any time without notification. Any reference to the Kingscliff High School Handbook should be directed to the online version available on the school website for the current version at any given moment in time.*

<https://kingscliff-h.schools.nsw.gov.au/about-our-school/khs-handbook.html>



### Principal's Introduction

Kingscliff High School, located in the Far North Coast (950 students, including 15% Aboriginal or Torres Strait Islander students) provides comprehensive, engaging and authentic learning opportunities to the young people of the Tweed Coast communities. We do this by ensuring:



Our school's priorities are centred on authentic student engagement in learning in an environment where every student is known, valued and cared for. In order to achieve this we are focused on student agency in learning, innovative practice in both the classroom and curriculum design, engagement with our broader community and the purposeful use of digital technology in learning.

Kingscliff High School benefits from dynamic and meaningful partnerships with our neighbouring primary schools through the Coastal Learning Community (CLC) and with our neighbouring public high schools as part of the Tweed 5 (T5) network.

Our school is particularly grateful for the strong support we receive from our community, exemplified by our supportive P&C.

### Aboriginal Education

Our school acknowledges the Bundjalung people who are the traditional owners and custodians of the land on which our school has been built. We seek to honour their practices in providing deep and authentic learning experiences for young people on this land. We do this not only through our focus on authentic curriculum delivery, but also through the work of our inclusive and dynamic Aboriginal Education Team, nurturing Aboriginal cultural knowledge across all staff and students, supporting Aboriginal students through Personal Learning Plans and fostering connections and relationships with all Aboriginal families in our school community. We value our partnership with the Tweed Wollumbin Aboriginal Education Consultation Group (AECG), in line with the Partnership Agreement – Walking Together, Working Together 2020 – 30.

We are proud of our highly successful Yuli Coastal Culture program which, for many years, has been provided for all Aboriginal students in our school and from our six partner primary schools. Students are supported in deepening their cultural knowledge and sense of connection as a means of empowering their ongoing authentic engagement with learning across Stages 2 to 6. Similarly, we benefit from a successful partnership with the Beyond Broncos program, providing mentoring and tuition for our Aboriginal girls.

## **Big Picture**

Big Picture Learning Australia offers a personalised design for learning in high school that provides students with choice and decision-making opportunities, while organising school quite differently.

In the Big Picture Academy, students learn through their interests. They don't have timetables or multiple subjects, or change classroom and teachers several times a day.

Instead, they learn in a small group of 20 students known as an Advisory, with a single teacher, known as an Advisory Teacher. This becomes their learning community, where every student feels known, supported and respected for who they are.

Further information can be found on our school website at:

[https://kingscliff-h.schools.nsw.gov.au/about-our-school/big\\_picture.html](https://kingscliff-h.schools.nsw.gov.au/about-our-school/big_picture.html)

## **Stage 4 (Year 7 and Year 8)**

Stage 4 students at Kingscliff High School will be in classes in a structure where each KLA works collaboratively to create engaging and authentic learning experiences for our students.

[https://kingscliff-h.schools.nsw.gov.au/about-our-school/stage\\_4.html](https://kingscliff-h.schools.nsw.gov.au/about-our-school/stage_4.html)

## **Year 7 'K-Day' Orientation Program**

In the first two days of Year 7, students participate in a program designed to familiarise them with all aspects of the high school setting. Year 7 'K Days' are designed to ensure students transition smoothly into the high school setting.

To find out more, please visit:

<https://kingscliff-h.schools.nsw.gov.au/about-our-school/enrolment/year-6-into-year-7.html>

## **Inclusive Education**

Kingscliff High School currently has three Support Classes. These classes cater for students with a range of diverse learning needs. All students in this setting are on a Life Skills or adjusted pattern of study. Each class has one teacher and an SLSO allocated to support the day to day running of the classroom.

Our purpose is to:

- Provide quality integrated programs to support the cognitive, emotional, social, physical, and spiritual wellbeing of students.
- Ensure that all students have the opportunity to be actively connected to their learning, have positive and respectful relationships and experience a sense of belonging to their school and community.
- Students in the Inclusive Education setting all have an Individual Education Plan that is developed in consultation with key stakeholders including Head Teacher Inclusive Education, classroom teachers, parents/carers and students. Each semester plans are reviewed and new goals are set whereby students are provided with every opportunity to reach their full potential.

## **Digital Devices in Classrooms / Bring Your Own Device (BYOD)**

Our school has almost completed its state-of-the-art re-build, and we wanted our use of technology to reflect that. With an increase in technology available in classrooms and a focus on student agency in learning, our goal is to ensure our students are given every opportunity to succeed in a future-focused environment. Technology is becoming increasingly mobile. At Kingscliff High School we have chosen the Apple iPads as our BYOD because it aligns with our goals in making learning relevant, creative, collaborative and enables every learner an opportunity to expand their learning experience.

From 2024 a BYOD iPad with keyboard is mandatory at Kingscliff High School for Years 7, 8, 9 and 10.

For Years 11 and 12 in 2024 a device is still optional, the device can be an iPad, Chromebook, Windows Laptop or Apple Laptop.

For further information, please refer to the BYOD Hub

<https://kingscliff-h.schools.nsw.gov.au/about-our-school/byod.html>

### Curriculum Structure

Our curriculum across Years 7-10 meets the requirements set by the NSW Education Standards Authority (NESA).

<https://www.educationstandards.nsw.edu.au/wps/portal/nesa/home>

Courses are delivered as follows:

<https://kingscliff-h.schools.nsw.gov.au/supporting-our-students/curriculum.html>

<https://kingscliff-h.schools.nsw.gov.au/learning-at-our-school/stage-5-and-6.html>

### Curriculum Structure – Stage 4 (Year 7 and Year 8)

*For further information, please contact the Head Teacher for Stage 4*

Year 7	Year 8
<b>Creative and Performing Arts (CAPA)</b> Drama Dance Art	<b>Creative and Performing Arts (CAPA)</b> Music
<b>Humanities</b> History Geography English Personal Development, Health and Physical Education (PDHPE)	<b>Humanities</b> History Geography English Personal Development, Health and Physical Education (PDHPE)
<b>iSTEM</b> Information and Communications Technology (ICT) Science Technology Mandatory Engineering Mathematics	<b>iSTEM</b> Information and Communications Technology (ICT) Science Technology Mandatory Engineering Mathematics
<b>Literacy and Numeracy</b> Literacy Numeracy	<b>Literacy and Numeracy</b> Literacy Numeracy
	<b>Languages</b> Japanese

## Curriculum Structure – Stage 5 (Year 9 and Year 10)

*For further information, please contact the Stage 5 Coordinator*

### Year 9 and Year 10

#### **Core Subjects**

English  
Mathematics  
Science  
Australian History  
Geography  
Personal Development, Health and Physical Education (PDHPE) (one semester only)

#### **Electives (Total three)**

Two completed across Year 9 and Year 10 (200 hours)  
One additional in Year 9 only (100 hours)  
One additional in Year 10 only (100 hours)

#### **Chosen from:**

Agricultural Technology  
Child Studies  
Commerce  
Dance  
Drama  
Food Technology  
Graphics Technology  
Industrial Technology – Electronics, Engineering Studies, Metal, Multimedia, Timber  
Information and Software Technology  
iSTEM  
Japanese  
Marine Technology  
Music  
Photography and Digital Media  
Physical Activity and Sports Studies  
Textiles Technology  
Visual Arts  
Visual Design

#### **Please note:**

2 x 200 hour elective courses selected in Year 9 and continued in Year 10.  
In addition, students will select a different 1 x 100 hour course from the list above (ie. not the 100 hour course studied in Year 9)

## Curriculum Structure – Stage 6 (Year 11 and Year 12)

*For further information, please contact the Stage 6 Coordinator*

Senior students are offered a wide range of subject choices, including Board Developed courses, Board Endorsed courses and opportunities to combine TAFE studies with their school subjects. Choices may include:

Year 11	Year 12
<b>Preliminary Course</b> <ul style="list-style-type: none"> <li>• Minimum 6 subjects</li> <li>• Three terms</li> </ul>	<b>HSC Course</b> <ul style="list-style-type: none"> <li>• Minimum 5 subjects</li> <li>• Four terms</li> </ul>
<ul style="list-style-type: none"> <li>• English (Studies, Standard and Advanced) is compulsory for Years 11 and 12</li> <li>• Subjects are drawn from Board Developed (leads to ATAR) or Board Endorsed</li> <li>• Students may also choose TAFE courses.</li> <li>• Typically our school is able to provide the following courses for students to choose from:</li> </ul>	
Aboriginal Studies Agriculture Ancient History Biology Business Studies Chemistry Community and Family Studies Dance Design and Technology Drama Earth and Environmental Science Economics Engineering Studies English (Studies, Standard, Advanced, Extension I and II) Food Technology Mathematics Mathematics Standard 1 and 2 Modern History Music Personal Development, Health and Physical Education Physics Primary Industries Society and Culture Software Design and Development Sport, Recreation and Lifestyle Management Studies of Religion (1 and 2 unit) Textiles and Design Visual Arts	



### **Curriculum – Additional Programs (Years 7-12)**

To complement the comprehensive subject offerings at Kingscliff High School, many other additional activities are a regular and important part of the school calendar.

- An active and enthusiastic Student Representative Council (SRC) plays a positive role in the life of the school.
- Drama has proved to be a very popular area. Regular Drama nights are held as well as involvement in performances in Student Performance Evenings held each semester at the end of Term 2 and Term 4.
- Music is also encouraged within the school. Vocal, instrumental and school band programs are keenly supported and available. Performance opportunities are available in the form of Creative Arts nights, public performances and Schools Spectacular.
- Kingscliff High School Dance Ensembles are actively supported within the school. Some activities include Student Performance Evenings, Dance Festivals and Schools Spectacular.
- Sporting life is encouraged. This school has been a regular and extremely successful competitor in state-wide CHS Knockout competitions in many sports. Annual carnivals are held in swimming, athletics and cross-country running. Non-competitive recreational sports are also offered for students whose interests are in that direction.
- A range of excursions takes place throughout the year. These include day trips to local industrial and commercial centres, museums and art galleries as extended excursions. The most popular of these have been our annual trip to the Snowy Mountains for Year 9 and Year 11.
- Our students are encouraged to develop their skills and abilities and compete in a wide range of other activities including writing, debating, public speaking, English, Maths, Science, Languages and other subject competitions.

### **Curriculum Support Programs**

- Students are guided in their career choices through a comprehensive program run by the school's Careers Adviser. This includes an opportunity for one or two sessions of Work Experience in Year 10.
- Regular Parent/Teacher Nights are held to help facilitate communication between the school and the home. The specific dates of these nights will be communicated to parents via the weekly newsletter and notes sent home.
- Special emphasis is placed upon the pastoral care of students at Kingscliff High School, through our Head Teacher – Welfare and Year Advisers.
- Homerooms, conducted seven mornings per fortnight, provide continuity and connection in the support we provide for students (refer to separate item on Homerooms).

### **Small Group Tuition**

Small Group Tuition (SGT) is now a permanent literacy and numeracy program that builds on three years of COVID Intensive Learning Support Program (ILSP) learnings, research, evaluations, and stakeholder feedback.

The COVID ILSP was the foundation of the SGT program and has proven beneficial to students taking part with schools reporting learning gains for participating students in both literacy and numeracy. Evidence and early evaluation findings indicate that the small group tuition implemented by schools as part of the COVID ILSP has improved student confidence and engagement in learning.

### **Assessments**

Assessment assists teachers and students to identify what has been learned and what additional support may be required. Students should be prepared for all assessment tasks and to try their best. Assessment will be on-going and may be based on class work, homework, projects and in-class assessments.

Refer to each year level assessment policy on our website:

<https://kingscliff-h.schools.nsw.gov.au/assessment-.html>

In the senior years (Stage 6 – Year 11 and Year 12), a separate Assessment Policy book is discussed with the students at the start of their course detailing all the requirements and can be found on our website at:

<https://kingscliff-h.schools.nsw.gov.au/learning-at-our-school/stage-5-and-6.html>

<https://kingscliff-h.schools.nsw.gov.au/assessment-/year-11/year-11-assessment-guidelines.html>

<https://kingscliff-h.schools.nsw.gov.au/assessment-/year-12/hsc-assessment-guidelines.html>

### **Assessment and Reporting policy**

The Assessment Policy of Kingscliff High School is designed to give recognition to as many aspects of the work carried out by a student as is possible. Refer to: <https://educationstandards.nsw.edu.au/>

Assessment is of a continuous nature throughout each semester. This means that student progress is monitored on a regular basis in all subjects. Assessment also covers class tests, marking of books, assignment work, practical work, spelling tests and class contribution.

Such a variety of assessment types gives students a chance to demonstrate a wide variety of skills and also ensures that each student will be recognised and commended for talents or skills at which he or she is adept.

A detailed School Progress Report is forwarded to parents twice a year, one at the conclusion of Semester 1 and one at the conclusion of Semester 2.

The detailed Progress Report will include information on student performance relative to the course outcomes, how students have performed relative to other students, a personal profile, marks and teacher's comments.

The detailed Progress Report also includes a profile of subject skills and a record of how well a student has achieved or maintained those skills. The subject teacher makes a meaningful statement on the individual student's progress and may indicate matters of concern which should invite a response from parents.

### **Sport / Sport Days**

Kingscliff High School has established an excellent sporting reputation, and the school is proud to already have many State and Australian representatives in a variety of sports.

Students will find that a large part of their high school life can revolve around sport. By being involved, sport will undoubtedly provide them with many physical and social experiences that should have a tremendous influence in their future life. Participation must be kept in balance with the need to satisfy academic requirements for the award of the School Certificate or Higher School Certificate.

A variety of opportunities will be given to students to gain these experiences. All that is needed is an enthusiasm and desire to participate. Please note that students may not ride bikes or skateboards to sport. Students cannot be passengers in cars driven to sport by other students or friends. A brief summary of the year's sports is as follows:

All students participate in a variety of sports at venues in and outside the school.

- Year 7 participate in a basic skills program, including swimming.
- **Swimming Carnival** – held in early Term 1 – Twilight Carnival on Thursday 15 February 2024
- **Cross Country Carnival** – held in Term 1, Week 11 – Wednesday 10 April 2024
- **Athletics Carnival** – held in Term 2, Week 2 – Friday 10 May 2024

Any breaches of the school's expectations of positive behaviour or of the Department of Education's policy on acceptable conduct during school sports events will be dealt with as per the school's established procedures regarding student behaviours.

### **Excursions and Sporting Trips procedures**

Excursions and sporting trips are organised by the school during the year. Students taking part must be in correct attire and must return their signed permission notes and code of conduct before they will be allowed to join the excursion. For some activities, some permission notes will be of an opt out nature in order for them to be as inclusive as possible.

### **Timetable**

Our fortnightly (Week A and Week B) timetable structure is based around a four period day. Throughout the year this structure will be evaluated for its effectiveness in:

- Supporting authentic, deep learning for students
- Providing opportunities for cross curricular collaboration
- Minimising disruption during the school day

### **Homeroom**

All students will attend Homeroom seven mornings each fortnight with the same teacher and peer group.

Homeroom is an opportunity for:

- School communication – recording of student attendance
- Cohort specific programs to support learning
- Wellbeing initiatives ensuring all students are known, valued and cared for.

### **Canteen**

Our Canteen is managed independently to the school. The Canteen recognises the importance of Healthy Eating for growth, development and wellbeing of students and is committed to promoting and supporting healthy food and drink choices for all students and staff. They believe in providing a positive eating environment that reflects dietary requirements, cultural and family values and promotes lifelong learning for children, as they commit to implementing and embedding the healthy key messages outlined in the NSW Healthy School Canteen Strategy.

The latest menu can be found on our website at:

<https://kingscliff-h.schools.nsw.gov.au/about-our-school/what-we-offer/canteen.html>

### **Library**

- Our Library provides a quiet, welcoming environment for teaching, learning, academic and recreational reading needs, with a qualified teacher librarian always on hand to offer assistance when needed.
- Our growing, up-to-date collection includes fiction and non-fiction books, digital media, a variety of magazines and other educational resources to support the teaching and learning activities of the school, as well as catering to the recreational reading interests of students and staff.
- Library computers provide access to the school intranet, the internet and a variety of software apps.
- The Library is open each day of term from 8:15am till 3:15pm.
- On Wednesdays during Sport, the Library is open to Senior Students for study purposes.
- Borrowing limits vary according to scholastic year, the usual borrowing period is two weeks for books, while reference material is overnight.
- All Library users are expected to respect the rights of others by maintaining a quiet, safe shared learning space.

### **Student Achievement Awards**

The school has an extensive award system to acknowledge and celebrate the success and commitment shown by our students.

Principal's Awards are presented for those students displaying consistent application to studies, respectful relationships across the school community and consistent positive behaviour.

The most prestigious award with which we recognise our students is the 'Spirit of Kingscliff Award.' To gain this award, students must display exemplary application to their studies, conduct and citizenship throughout the year. All students are eligible for this award regardless of their level of academic and sporting achievement. This award is voted on by the entire school staff.

For the students who have received a Spirit of Kingscliff Award for exemplary application, conduct and citizenship in all areas of schooling in every year of schooling from Years 7 to 12, they will receive the Spirit of Kingscliff Gold Award at the Year 12 Graduation Assembly.

### **Year 12 Graduation Assembly – end of Term 3:**

*Students are recognised for the following, which are presented annually at the Year 12 Graduation Assembly:*

Academic Achievement Award  
 Academic Endeavour Award  
 Service Award  
 Faculty medals  
 Top 10 Students Awards  
 Sport Awards  
 Aboriginal and Torres Strait Islander Award  
 Doug Weir Award of Commitment and Effort  
 Milton Simmons Award for Best All Rounder  
 Long Tan Leadership and Teamwork Award  
 Future Innovators Award  
 Outstanding Citizenship Award  
 Outstanding Service and Leadership Award  
 The Sapper Rowan Robinson Award  
 Tweed Heads Historical Award  
 Attendance Awards (Outstanding Attendance and 100% Attendance)  
 Year 12 Adviser Award  
 P&C Literacy Award  
 Principal's Award for Year 12

### **Year 11 Presentation Assembly – Week 7 of Term 4**

*Students are recognised for the following, which are presented at the Year 11 Presentation Assembly*

Academic Achievement Award  
 Academic Endeavour Award  
 Service Award  
 Faculty medals  
 Top 10 Students Awards  
 Sport Awards  
 Aboriginal and Torres Strait Islander Award  
 Attendance Awards (Outstanding Attendance and 100% Attendance)  
 P&C Literacy Award  
 Year 11 Adviser's Award  
 Best All Rounder  
 Principal's Award for Year 11

**Years 7-10 - Annual Student Achievement Award Assemblies** are held at the end of Term 4. Each year group will have an individual year assembly (during the day) for:

Academic  
 Endeavour  
 Service Awards  
 Sport Awards  
 Attendance Awards  
 'Spirit of Kingscliff' Awards.

An evening ceremony is held to celebrate outstanding achievements and demonstrated learning qualities in Stage 4. In Stage 5, students are acknowledged for:

the Top 3 (1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup>) in a subject

Top 10 students

Major Awards for Sport

Other Major Awards including:

Aboriginal and Torres Strait Islander Awards for Years 7-10

ADF Future Innovators Award (Year 10)

ADF Long Tan Award (Year 10)

Cabarita Beach & Pottsville Beach Lions Club Award for Outstanding Commitment and Effort (Year 10)

David Walshe Award for the Best All Rounder (Year 10)

Kingscliff Lions Club Award for Outstanding Service and Leadership (Year 10)

Kingscliff Rotary Club Award for Outstanding Citizenship (Year 10)

P&C Literacy Award – Years 7-10

The Coastal Academy of STEM Excellence – Stage 4 and The Coastal Academy of STEM Excellence – Stage 5

Parents are cordially invited to attend all award ceremonies.

**Sport Awards** - The major sports awards per year group will be included in the academic ceremonies. General sports awards, for example North Coast participants, team of the year and champions of carnivals will be awarded during school assembly time.

### **'WAVE' program**

<https://kingscliff-h.schools.nsw.gov.au/supporting-our-students/khs-wave-program.html>

The WAVE Report measures student learning behaviours against the WAVE Performance Continuum - refer to our website for more information:

WAVE Reports will be generated for every student in Years 7-12 once a term (Distributed week 7) and uploaded onto the Sentral Student Portal for parents and carers to refer to. The report will assist parents and carers in encouraging their child to be active towards their learning and to strive to reach their personal best.

The aims of the WAVE Report are to:

- Enrich positive and respectful relationships between students, parents and teachers
- Engage our learning community in a manner supportive of teaching, learning and student success
- Provide an opportunity for regular and structured performance evaluation measured against the school's core values, once a term
- Clearly identify students at all levels of The WAVE Performance Continuum
- Provide recognition to students who demonstrate positive behaviour
- Provide support to students who are showing signs of disengagement
- Clearly identify students who are having difficulties in a particular subject relative to other subjects



WAVE reports should be read in conjunction with Academic Progress Reports, which reflect levels of learning achievement as opposed to learning behaviours. The content of both WAVE Reports and Academic Progress Reports for your child can be discussed with their teachers at scheduled Parent/Teacher Evenings during the year.

### **Parent-Teacher – Student Showcase Evenings – Stage 4 (Years 7 & 8)**

Stage 4 students are encouraged to lead the discussion about their own learning with their teacher and parents. These Showcase Evenings, which take place twice per year, emphasise the importance of student growth, agency and ownership of learning.

### **Parent-Teacher Nights (Years 9-12)**

Structured interviews will occur twice yearly. Meetings may be arranged for the selection of subjects for the following year or for other important welfare reasons. These meetings are arranged to enable parents to meet teachers, to discuss student progress and attitude, give information as well to indicate problems that the students may be experiencing.

### **Student Behaviour Support and Management Plan**

Our School Behaviour Management Plan describes the ways in which our school supports students in meeting school community expectations in relation to “STAR” behaviour (Safe, Tolerant, Achieving, Respectful). We work with students to enhance their understanding of positive and respectful relationships across all school community members as the foundation for quality teaching and learning.

Our implementation of Department of Education procedures includes, but is not limited to:

- Explicit teaching of positive behaviour expectations
- Acknowledging and rewarding consistent positive behaviour
- Proactive and cohort specific wellbeing programs
- Regular evaluation of student wellbeing and engagement with learning through teacher collaboration
- Appropriate intervention from our Learning Support Team
- Consistent communication with our families
- Appropriate planning for identified students
- Appropriate implementation of Department of Education behaviour management procedures.

### **Positive Behaviour for Learning PB4L**

PB4L is an evidenced-based, organisational framework for behaviour support to enhance respectful relationships and engagement of students in their learning. All of our students are regularly provided with explicit instruction regarding our STAR behaviour expectations (Safe, Tolerant, Achieving, Respectful).

All students are expected to know and practice the Positive Behaviours for Learning (PB4L) at all times. To assist with learning the behaviour, all students will participate in PB4L lessons during Homeroom. The behaviours taught are also reinforced through signage around the school.

Students are supported in developing and maintaining appropriate behaviours, through familiarising themselves with the Kingscliff High School behaviour flowchart as well as positive reinforcement from their teachers. Kingscliff High School has a range of strategies for rewarding students who consistently apply the Positive Behaviour for Learning values. For further information, please do not hesitate to contact Michelle Rosser - Deputy Principal.

### **After school detention**

Students who have made choices contrary to the school’s expectations of positive behaviour may be placed on After School Detention that requires them to remain at school until 4:00pm on Tuesday and/or Thursday. Transport home after detention is the responsibility of the student and parent. Students are to report to Room 1 at 3:15pm for detention. Our school considers this as an opportunity for students to “own” their mistakes and move forward.

## Child Protection

Kingscliff High School as a set of procedures for each of the following Department of Education Policies:

[Working with Children Check](#)

[Child Protection Policy: Responding to and reporting students at harm](#)

## Mobile Phone Policy

Our procedures, in line with the Department of Education statewide ban on mobile phones, can be found on the school's website at:

<https://kingscliff-h.schools.nsw.gov.au/about-our-school/rules-and-policies/mobile-phone-policy.html>

## Attendance at school

Students must attend school regularly so they can achieve their education best and increase their career and life options. Refer to <https://kingscliff-h.schools.nsw.gov.au/about-our-school/rules-and-policies.html> for further information.

## Absences

If your child is absent from school for any reason, the absence must be reported. The absence may be reported by contacting the school by phone, email, by responding to the SMS notification sent by the school in response to an absence or by providing a note to the school on the day following the absence. The correspondence must be provided by the student's parent/carer, be dated and signed as well as including the duration and reason for the absence. Please provide notes to the school's Front Office. If a reason is not provided within 7 days from the first day of any period of absence, a follow up letter will be sent. If your child has a particular on-going medical problem that may affect their attendance, please discuss with the Year Adviser.

- **Appointments (Medical/Other):**

Whilst we know parents/carers attempt to make appointments outside of school hours, we understand that this is not always possible. If an appointment is required during school hours, options are:

- Send a note in with your student stating the reason (eg medical appointment) with the date and time your child will need to be released from class to attend the appointment. The student needs to have this note signed by the Head Teacher Admin in the morning before their first class. This note, signed by the Head Teacher Admin, is to be shown to the Classroom Teacher who will then release the student from Class. The student then presents to the Front Office, with this note, to sign out. or
- email the school at [kingscliff-h.school@det.nsw.edu.au](mailto:kingscliff-h.school@det.nsw.edu.au) The Front Office staff will call up the student to have this email approved by the Head Teacher Admin prior to presenting to the Front Office to sign out. or
- a parent/carer or listed emergency contact can present to the front office to collect their student, but will need to allow plenty of extra time for the student to be called out of class.

Note: If your child is leaving early on the Wednesday Sport day, their note will need to be signed off by the Sport Organiser (instead of the Head Teacher Admin). The school strongly discourages external appointments on Wednesday afternoons in particular.

- **Whole Day Absences:** notes should be provided for all absences explaining the reason for the absence. This should be provided within seven days of the absence. The note should be given to the Homeroom Teacher. Alternatively this can be entered by the parent/carer onto the Parent Portal via <https://kingscliff-h.sentral.com.au/portal/login> or notes can be emailed to: [kingscliff-h.school@det.nsw.edu](mailto:kingscliff-h.school@det.nsw.edu).
- **Long Term Illness:** Absences that are known in advance should be notified to the school as soon as possible by letter indicating the reason and duration of absence. All correspondence with the school should include student's full name, year and parental signature. Medical certificates are required for absence of more than two days.

- **Absences for Travel:** Families are encouraged to travel during school holidays. If travel during school term is necessary, please contact the school. An *Application for Extended Leave* may need to be completed. Absences relating to travel will be marked as leave on the roll and therefore contribute to your child's total absences for the year.
- **Absences for specific purposes:** Families are encouraged to contact the school if they know their child is going to be engaged in an activity that results in school absences other than travel eg participation in elite sporting events. If this is necessary, it is the responsibility of the parent to discuss the matter with the school in advance. An Application for Exemption from attendance needs to be completed, and must clearly demonstrate that an exemption is necessary and that alternatives to exemption have been considered.
- **Early Leavers:** All students, including seniors, wishing to leave school before conclusion of their last class must bring a note to the Head Teacher Admin to be counter signed. The note must include the reason and time of departure. This note is then to be taken to the Front Office Student Services window to sign out at the time stated on the note.
- **Late Arrivals:** All students who arrive late for school must report to the Front Office Student Services window with a note (from parent/carer) explaining both the reason for lateness **and** the time of arrival at school. Students who arrive late to school without a note from their parent/carer must report to the Deputy Principal for their year group to discuss the reason for their late arrival, prior to signing in at the Front Office.

### **Absence from Sport**

**Absence on a Wednesday - Sport:** Sport is a mandatory component of the Record of School Achievement (ROSA). Consistent sport absences will result in a warning letter being sent and could jeopardise the attainment of a ROSA.

Wednesday sport is **not** an appropriate time to arrange regular appointments. If students are signing out during sport time they will be required to bring a note to explain this absence. This note will need to contain the following:

- student's name
- the **specific reason** for leaving school early (ie. not just appointment or family business)
- the time when departing
- who is picking the student up
- a contact name and telephone number

The note will need to be signed by the Sport Organiser, before Homeroom or at recess at the latest. Parents arriving at the Front Office to collect their child will be required to fill out an early leaving form and have it signed by the Sport Organiser.

### **Leavers – signing out of school permanently**

**Procedure** - Where a student is signing out of school permanently:

- Parents should contact the Front Office and provide a written statement seeking termination of enrolment.
- If the student is under 17, the school will need a letter from the parent and the employer on letterhead that they are work 25 hours+ or confirmation of enrolment at TAFE.
- On the last day of school, the student will be issued with a 'Leavers Card'. At least one hour should be set aside to complete all the instructions on the card, and return textbooks to their correct department.
- Students are required to pay for any lost textbooks, library books and Department of Education computers or other property that they were responsible for.
- **Leavers cards must be returned to the Front Office**

## GENERAL INFORMATION

### Enrolments

Parents of new students should contact the school for an appointment. Transfer forms and school progress reports etc from previous schools are required to assist placing students in their correct classes.

**It is most important that enrolment forms are filled in fully and accurately and that the school is notified of any changed circumstances.**

**Please note:** Students must be enrolled under their correct name as per their birth certificate or other legal document. Name changes must be ratified by the provision of a statutory declaration or other legal documents.

Further information on enrolment and the online enrolment program can be found on the NSW Department of Education website at: <https://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment>

### UNIFORM

<https://kingscliff-h.schools.nsw.gov.au/about-our-school/what-we-offer/p---c-uniform-shop.html>

As a result of the P&C Association, staff and student discussion, we are a uniform school and the P&C Uniform Shop is run by our P&C staff.

Kingscliff High School takes pride in the fact that students wear the school uniform. We expect that all students will aim for high standards of dress.

The officially approved school uniform garments are listed on our website at the above noted link. Please note that all items are embroidered with the school's official logo and are unisex (apart from the girl's skirt). Please do not purchase items of "uniforms" other than those officially approved as part of our school uniform.

### Clothing pool

Some pre-loved clothes become available from time to time at very reasonable prices. Please see the Head Teacher Welfare for information. Donations of pre-loved items of school uniform are always appreciated.

### Lost Property

All lost property should be handed in to the Head Teacher Welfare office. If property is labelled, every effort will be made to return it to its owner.

### Book and Class Equipment

**ALL** students are required to have with them at every lesson:

- the appropriate workbook(s)
- pens, biros (black, blue, red)
- a pencil (HB)
- a ruler (glue, erasers, pencil sharpeners and coloured pencils will also often be needed.)
- Special subjects will have particular equipment requirements which must be met.
- iPad and keyboard (Year 7 and 8 mandatory) – see specific lists for Years 7 and 8 below.

**NOTE: Liquid paper and permanent markers are not permitted in the school.**

### Year 7 2024 Equipment List

[https://kingscliff-h.schools.nsw.gov.au/content/dam/doe/sws/schools/k/kingscliff-h/download-box/Basic\\_Equipment\\_List\\_Year\\_7\\_2024.pdf](https://kingscliff-h.schools.nsw.gov.au/content/dam/doe/sws/schools/k/kingscliff-h/download-box/Basic_Equipment_List_Year_7_2024.pdf)

**Year 8 2024 Equipment List:**

<https://kingscliff-h.schools.nsw.gov.au/assessment-/year-8/help-your-child-learn.html>

**Years 9-12 Equipment Lists**

Years 9-12 equipment lists are as per individual class teacher advice, in addition to information provided above.

**Aprons**

Aprons may be purchased at the school office for use in Food Technology and Industrial Arts at a cost of \$7.75.

**Art Books**

Art Books may be purchased at the school office at a cost of \$7.00.

**Calculator**

A calculator may be purchased at the school office at a cost of \$25.00.

**Textbooks**

Textbooks will be issued on loan to all students according to their requirements. The replacement cost of damaged or lost text books must be paid. Parents are advised of the great damage that can be done to text and exercise books in soft bags. Students are advised to take the greatest care with their school textbooks.

**SCHOOL COMMUNICATION****Kingscliff High School website**

Parents and students should refer to the school's website <https://kingscliff-h.schools.nsw.gov.au/> on a regular basis for news, updates and important information.

**Kingscliff High School Facebook page**

Keep up to date with the latest announcements and events happening at Kingscliff High School. The page regularly features pictures and videos of what is happening around the school. Like and follow our Facebook page here:

<https://www.facebook.com/pg/kingscliffhighschool/>

**Kingscliff High School newsletter 'Kinky Spirit'**

The school newsletter called the 'Kinky Spirit' is produced every fortnight and sent out via email. It is emailed to all families and can be viewed online via the school website or on Facebook. The Newsletter is an important avenue for communicating a wide range of education, cultural, sporting and social activities.

**Parent Portal**

How to register for the Parent Portal:

<https://kingscliff-h.schools.nsw.gov.au/links.html>

**Calendar**

The school calendar of all anticipated events can be viewed on our school website via this link:

<https://kingscliff-h.sentral.com.au/webcal/calendar/1>

This is regularly updated and contains the latest information relating to dates of examinations, P&C meetings, sporting fixtures and other activities. Parents and students can anticipate and prepare for the coming events by consulting this calendar and reading the fortnightly School Newsletter.



### **Assemblies**

Assemblies are held every fortnight in Week B.

Monday – Year 7 and Year 11

Tuesday – Year 8 and Year 12

Thursday – Year 9

Friday – Year 10

The purpose of the assemblies is to inform students on matters of school organisation and to share aspects of school life. Thus, the assemblies should help students to feel that they are part of the school. Members of the SRC often speak at the assemblies and at times guest speakers are invited.

### **Change of address and/or circumstances**

Up to date parent/carer and emergency contacts are essential in providing the best care for your children whilst at school. We need to be able to contact parents/carers when a student becomes sick or has an accident.

As email is a primary method of communication to parents/carers, please also ensure that a current email address has been provided to the school.

If you have not been receiving any email communications from our school, or are unable to access the Parent Portal, please notify the school office at your earliest convenience.

If any of your contact details change, please contact the school or call into the office to complete a “change of details” form.

Please use the Parent Portal to advise of any changes to your contact information. The Parent Portal can be accessed through our school website: <https://kingscliff-h.schools.nsw.gov.au/>

### **Contacting the school**

Parents and Carers are able to contact the school by phone 02 6674 9777 or email:

[Kingscliff-h.school@det.nsw.edu.au](mailto:Kingscliff-h.school@det.nsw.edu.au)

If you need to contact your child unexpectedly during the day, please call the school’s office on 02 6674 9777 and a message will be given to your child.

If **urgent messages** are to be phoned to the students, please ensure that they are phoned through to the office to allow plenty of time to get that message delivered. Each day we do have a student “runner” who can deliver messages to students throughout the day, however, you would need to leave enough time for the “runner” to deliver this message.

There is no student ‘runner’ available on Wednesday afternoon sport from 12:45pm.

The best approach is to phone the school’s office and our office staff will help you get in contact with the person who will be able to help you. If you are enquiring about:

- A specific subject – ask to speak with the Teacher or Head Teacher
- General progress, wellbeing – ask to speak to the Year Adviser
- A student welfare concern – ask to speak to the Year Adviser or relevant DP
- Sport – ask to speak to the Sport Coordinator
- School Policy – ask to speak with a Deputy Principal
- Career or Work Experience information – ask to speak with the Careers Adviser

Where you feel that it is necessary to raise a matter directly with the Principal, an appointment can be made by contacting the school on 02 6674 9777.

The following list of personnel and sample issues may be of use to parents and students when contact with the school is required. Getting to speak to the person(s) who can be of the most direct assistance will save everyone's time and produce the best outcome. Please phone 02 6674 9777 to speak directly to someone who can help or to make an appointment.

Please contact the school sooner rather than later, over any issue of importance to yourself or your student. Please do not allow matters to build up. They are best sorted out the same day or as soon as they become of concern. The following guide may be of assistance to parents and students:

### **Enquiries/Reception/Front Office**

Please phone or call in 02 6674 9777, for any general enquiries or for advice on the best person to contact re specific issues or concerns.

### **Faculty Head Teacher**

This is the best person to contact over a concern in a particular course/class. Head Teachers are responsible for the planning and teaching of the courses of study provided by faculties. They also have whole school responsibilities. They are available by appointment for discussions with parents/carers and students. The Head Teacher can arrange a meeting with the teacher of the course if this is required.

### **Year Adviser**

Each year group (Years 7-12) has an appointed Year Adviser. Year Advisers are responsible for the personal wellbeing of the students in their year. They check on progress, matters concerning student welfare and when necessary contact parents/carers. Students should always feel free to approach their Year Adviser. Year Advisers are available to respond to enquiries relating to student welfare at school or at home, overall student progress, or conduct at school.

### **Head Teacher Welfare**

The Head Teacher Welfare is able to respond to emergency or serious student welfare matters. This includes issues related to serious breaches of the school's Code of Conduct and the Department of Education's Student Behaviour Strategy, suspensions, family problems or other issues that may impact on school performance/attendance. Requests for financial assistance to help students in school related matters are best taken up directly with the Head Teacher Welfare.

The Head Teacher Welfare supervises the Learning Support Team and the Welfare Team. And works closely with Senior Executive. The Head Teacher Welfare is the best point of contact for:

- Planning to support individual learning needs
- Planning to support behaviour management
- Health care planning
- Any liaison with external providers (eg paediatricians, psychologists) to support the above.
- Engagement with external providers to provide wellbeing and welfare programs to support student needs (ie. engagement, attendance)
- Supporting parents and students with concerns around attendance.

### **Welfare Team**

Our Welfare Team is led by our Head Teacher Welfare and includes the Principal, both Deputy Principals, Year Advisors, Counsellors, our Aboriginal Education Officer, Careers Adviser, Transition Adviser, Student Support Officer and Learning Support Teachers. The team plans for and responds to the welfare needs of our students through:

- Weekly meetings to assess and respond to the needs of students at risk of disengaging from learning.
- Coordinating the work of team members to achieve the above.
- Liaising with the school's Learning Support Team as necessary
- Liaising with external providers as necessary
- Providing cohort specific and proactive wellbeing programs for students.

### **Learning Support Team**

Our Learning Support Team is led by the Head Teacher Welfare and comprises our Learning Support Teachers and our Student Support Officer. The team works with students with identified needs, along with their families and teachers, to support students in their learning. This includes:

- Working with students, their families, Year Advisors, classroom teachers, senior executive and external providers to identify and develop clear understandings of the learning needs of identified students.
- Developing, reviewing and supporting Individual Learning Support Plans (ILSP's) for students with identified learning difficulties.
- Developing, reviewing and supporting Behaviour Management Plans (BMP's) for identified students.
- Developing, reviewing and supporting Health Care Plans (HCP's) for identified students.
- Where appropriate, and under the direction of senior executive, developing and reviewing Risk Assessments for identified students,
- Providing curriculum support for students as per their planning.
- Planning and implementing special provisions for students during formal assessment tasks and examinations as appropriate

### **Counsellors**

The Counsellors respond to referrals initiated by Teachers, Year Advisors, Deputy Principals, Principal, parents or the students themselves. As a resource person, the Senior Psychologist, Education (SPE) may be able to assist the school in areas such as learning disabilities, behavioural management, student welfare, special needs, etc. Students are encouraged to use the counselling service whenever they feel there is a need. Students may self-refer. Alternatively, parents or the school, may wish a student to see our SPE. Parental involvement is encouraged.

### **Head Teacher Administration**

The Head Teacher Administration is available to respond to any enquiries/concerns relating to school attendance, lateness and truancy.

### **Careers Adviser**

The Careers Adviser is primarily responsible for maintaining a library of careers information and for assisting students to set goals, make decisions and put career decisions into effect. Assistance is provided through Work Experience, excursions, guest speakers and individual counselling as required. The Careers Adviser is available by appointment, to assist parents and members of the community gain careers information.

The Career Adviser is available to answer questions and concerns about career opportunities and university and TAFE entrance requirements. They are always available to provide ongoing career guidance and help with arranging work experience or school to work plans for all of our students. The Careers Adviser for Year 11 and 12 **must** be consulted whenever a student is considering requesting a change of course

### **Deputy Principals**

The three Deputy Principals are available to respond to any parent wishing to discuss any issues, especially those of a major or emergency nature. A phone call to arrange an interview is best, given their extensive range of other duties, however, a response over the phone is usually available on pressing matters.

### **Principal**

Highly confidential matters and matters of major concern might best be taken up with the Principal. He is always prepared to respond to any request for an interview by a student or parent. A phone call requesting an appointment time is always best, as it will save unnecessary waiting.

### **Visitors to the school**

Please refer to the latest advice on the NSW Department of Education's website relating to visitors to the school. <https://education.nsw.gov.au/covid-19/advice-for-families#Visitors4>

Visitors to the school must enter via the Front Office Reception and sign in. Unauthorised visitors will be asked to leave under the provisions of the Inclosed Lands Protection Act.

### **STYMIE**

Our school makes use of the STYMIE program. It is a student welfare program aimed at empowering students to be Upstanders to bullying in a safe and responsible way. STYMIE is an anonymous online reporting system for students who witness unacceptable, anti-social behaviour but may not feel comfortable reporting the matter directly. Any student can report any incident at any time by using a device go to <https://www.stymie.com.au/> and follow the prompts.

### **Sick Bay**

All students are expected to be at school unless they are unwell. Please keep your child at home if they are unwell and advise the school of any absences.

Please refer to the NSW Department of Education website under 'Advice for Families' for the latest COVID-smart settings for schools: <https://education.nsw.gov.au/covid-19/advice-for-families>

If your child requires access to the Sick Bay during class time, to satisfy Duty of Care requirements, a note from the teacher must be provided to office staff at the Sick Bay window. If access is required outside of class time, they can report directly to the Sick Bay window. Our First Aid Officers will monitor your child and notify you if it is necessary for your child to go home.

It is not our school's procedure for students to message their parents/carers directly. This is in accordance with our mobile phone/Yondr policy. If you could please discourage your child from contacting you directly when sick, it would be appreciated. If you arrive to collect your child unannounced, it is not always possible to get them from their classrooms promptly. This can create disruption for other students and teachers.

If the school is unable to contact the parent or emergency contact, the First Aid Officer will continue to monitor the student's health and wellbeing and assess whether:

- The student is able to go back to class
- Further monitoring is required or;
- An ambulance needs to be called

The school contributes to the NSW Ambulance Service, which provides excellent support in the more serious cases of illness, injury or distress.

The school will call for the ambulance if a student appears to have a serious injury or illness or if we are in doubt about the nature of the injury or illness. The NSW Ambulance School and Group Cover Scheme (ASGCS) provides assurance that if a student enrolled at a school has an accident or falls ill whilst at school or on an organised school excursion or activity, and requires the ambulance service, the cost will be met through the scheme. The ASGCS is for student accidents or illnesses that arise at schools or on organised, fully supervised school excursions or activities. The cover does not extend to incidents that occur at non approved, unsupervised activities. Nor does the scheme cover incidents or illnesses that occur outside of normal school hours, before school has started or after school hours while these students are unsupervised and not engaged in an approved school excursion or other activities. The NSW Ambulance does not cover any activities which involve travel into Queensland.

Under no circumstances is any medication to be carried at school unless the appropriate paperwork has been submitted to the Front Office and signed and approved by the Head Teacher Welfare.

If it is determined (by the accredited First Aid Officer in conjunction with relevant Teaching Executive) that a student is frequently misrepresenting themselves as being unwell, the Executive staff will discuss the matter with the parent/carer to determine causative factors and to develop a management plan for future incidents. The accredited First Aid Officer should be advised of the agreed future approach to be employed.

### **Health and Safety**

Kingscliff High School recognises the right of all staff and students to a healthy and safe environment. This is the responsibility of everyone and for this reason Kingscliff High School is committed to raising awareness of health and safety issues and promoting safe practices. There are procedures in place to deal with emergencies and evacuations.

It is against the law for any person to get onto a roof that is over two metres off the ground, unless they have proper safety gear in place and being used. No student or teacher is permitted to climb onto school building or covered walk ways at Kingscliff High School under any circumstances.

Shoes with strong uppers are required by all students at all times.

### **Insurance**

The school has no insurance policy covering students against injury whilst at school or on the sports fields. Parents may need to take out private policies to cover such injury. Also personal property is not covered. For this reason, items of value such as mobile phones, bicycles, skateboards etc are brought to school at a student's own risk.

### **Emergencies**

Kingscliff High School has a policy for the protection of staff, students and property in the event of an emergency. Each room has an evacuation and lockdown plan which indicates what students have to do in case of emergency and staff supervision thereof. It is essential that parents make sure that home addresses and contact phone numbers held by the school, are always up to date to assist with liaisons when required. Evacuation and Lockdown drills are practiced throughout the year.

### **Travelling to School**

**Walking:** Students who walk to school should ensure they arrive before Homeroom each day. Students walking home should leave the school premises immediately they are dismissed in the afternoon.

**Buses:** Bus applications are now completed online. For details visit:

Students catching a bus home are required to wait in the main quadrangle under the supervision of the bus duty teacher. School bus timetables can be found at:

<https://www.surfside.com.au/school-services>



**Bicycles:** Parents are asked to assist in helping ensure that those students using bikes do so with care and courtesy and obey normal traffic regulations. It is essential that all cyclists wear a helmet. Bicycles are not to be taken to sport. Bicycles and skateboards should not be ridden on school grounds, or at the front of the school adjoining Oxford Street.

**Cars:** Students who are licensed may drive to and from school but must park on the street. No student parking is available on school premises. Students are not to park in the school visitor parking spaces.

Students should only leave the school if they have permission to do so. Cars can only be driven during school time on an excursion. Written permission must be provided by the parent or guardian, the car must be comprehensively insured, the written permission note must be signed by the Principal or the Deputy Principal and it is seen as appropriate by the school to use private vehicles.

### **Student Representative Council (SRC)**

The Student Representative Council (SRC) work collaboratively with the Kingscliff High School student body, staff and the P&C committee to promote student voice, partnerships and leadership at Kingscliff High School.

### **SRC Membership**

The SRC is made up of students who nominate themselves or their peers to represent the voice of our student body. The council is formed by student representatives from Year 7 through to Year 12. The senior student representatives include the two school captains and two vice captains. The captains are elected in Term 3 each year and a new council is formed in Term 4. Year 7 council members are elected via a selection process that involves interviews with the SRC Leadership Development Team and a selection panel of students from the Year 7 cohort. Students from Years 8 through to Year 12 can join the council on a voluntary basis and discuss joining with the SRC Leadership Coordinator.

### **SRC Meetings**

The SRC meet once a week at Lunch. Whole SRC meetings take place every week (when necessary) to discuss fundraisers, student voice concerns or ideas raised by the student community. Any student or staff member can attend whole SRC meetings to raise an issue, concern or idea for consideration.

### **SRC Executive Team**

The SRC also has an executive team which includes the four school captains, team leaders and the SRC President, Vice President, Secretary and Treasurer. Other than the school captains, the executive positions are elected by the whole SRC at our annual SRC conference. Students in Years 8-11 are eligible to be elected onto the SRC executive.

### **Parents & Citizens Association**

All parents, particularly parents of new enrolments, are encouraged to join our Parents and Community (P&C) Association. This is an organisation which provides tremendous help and support to the school. Meetings are held on the third Monday of each month in the Meeting Rooms located near the school's Front Office at 6:00pm, with the opportunity to join the meeting online via Microsoft Teams if you are unable to attend in person.

### P&C Meetings 2024

Meeting dates can be found on our School Calendar and are scheduled for:

19 February 2024, 18 March 2024, no meeting in April due to school hols, 20 May 2024, 17 June 2024, no meeting in July, 19 August 2024, 16 September 2024, 21 October 2024, 18 November 2024, 16 December 2024.

The welfare of your child will be strongly influenced by the success of this body within the school.

<b>Membership contribution:</b>	\$2 per family
<b>President:</b>	Christine Boyd
<b>Vice President:</b>	TBA
<b>Secretary:</b>	Jill Smith
<b>Treasurer:</b>	TBA

Further information on the P&C Uniform Shop can be found on our website at:

<https://kingscliff-h.schools.nsw.gov.au/about-our-school/p---c-uniform-shop.html>

The P&C can be contacted by email at: [pckingscliffhigh@gmail.com](mailto:pckingscliffhigh@gmail.com)

### Fees / Charges

**General Service Contributions** pay for enhanced service delivery above and beyond that provided for by State Government funding, allowing Kingscliff High School to maintain its level of excellence in student service delivery and learning opportunity for all students.

**The General Service Contribution** at Kingscliff High School is \$90.00 for all year groups.

**Elective Materials Contributions** will apply for students taking subjects indicated on the contributions/payments schedule and pay for consumable materials used that are above the basic curriculum requirements for the course. Students who have not paid fees will be provided with basic materials only to allow them to complete the curriculum requirements of the subject.

Some elective subjects are beyond the resources of the school to fund and would not be offered if students did not pay the contributions requested.

Many elective courses require extra resources, such as ingredients for Food Technology. Each course has had to justify the fees charged with the Principal and every effort is made to keep fees as low as possible. Elective course fees are determined in consultation with the school community as part of the school budget process.

Students and their families should carefully consider the elective fees attached to some of our elective courses before making final choices. These fees cover the cost of resources for specific electives and their curriculum requirements. Any concerns about elective fees should be addressed to the school before making any final elective choices.

Families experiencing financial hardship should contact the school to discuss payment of contributions and elective subjects options. Please contact the Principal during Term 1 2024.

**Elective Subject Material Contributions** will apply for students taking subjects.

The **2024 Contributions / Payment Schedule** is detailed on the final page of this document.

## School Terms 2024

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/calendars#tabs1>

Term 1	Tuesday 30 January 2024 – Friday 12 April 2024
Term 2	Monday 29 April 2024 – Friday 5 July 2024
Term 3	Monday 22 July 2024 – Friday 27 September 2024
Term 4	Monday 14 October 2024 – Friday 20 December 2024

## School Development Days 2024

Students are **not** required to attend school on these days as the school will be closed for staff training. There are six (6) School Development Days as follows:

Term 1	Tuesday 30 January 2024 and Wednesday 31 January 2024
Term 2	Monday 29 April 2024
Term 3	Monday 22 July 2024
Term 4	Thursday 19 December 2024 and Friday 20 December 2024

### First Week of Term 1, 2024 – Back to school dates:

Staff only (for school development days)	Tuesday 30 January 2024 and Wednesday 31 January 2024
All Staff and Students Years 7, 11 and 12	Thursday 1 February 2024
All Staff and Students Years 8, 9 and 10	Friday 2 February 2024
All new enrolments (Years 8-12)	Monday 5 February 2024
All new international students start:	Monday 5 February 2024

## Bell Times 2024

<b>Monday, Tuesday, Thursday, Friday</b>	<b>Wednesday</b>
<b>Homeroom or Assembly</b> 8:45 – 9:05 (20 Mins)	<b>Homeroom</b> 8:45 – 8:55 (10 Mins)
<b>Period 1</b> 9:05 – 10:20 (1hr 15 mins)	<b>Period 1</b> 8:55 – 10:10 (1hr 15 Mins)
<b>Break</b> 10:20 – 10:50 (30 Mins)	<b>Break</b> 10:10 – 10:40 (30 Mins)
<b>Period 2</b> 10:50 – 12:05 (1hr 15 Mins)	<b>Period 2</b> 10:40 – 11:55 (1hr 15 Mins)
<b>Break</b> 12:05 – 12:15 (10 Mins)	<b>Break</b> 11:55 – 12:05 (10 Mins)
<b>Period 3</b> 12:15 – 1:30 (1hr 15 Mins)	<b>Period 3</b> 12:05 – 12:42 (37 Mins)
<b>Break</b> 1:30 – 2:00 (30 Mins)	<b>Break</b> 12:42 – 1:15 (33 Mins)
<b>Period 4</b> 2:00 – 3:15 (1hr 15 Mins)	<b>Sport</b> 1:15 – 3:15 (2 hrs)

## 2024 CONTRIBUTIONS / PAYMENTS SCHEDULE

INCLUSIVE EDUCATION YEARS 7-12 2024	YEAR 7 / YEAR 8 2024	YEAR 9 2024
<b>General Service Contribution</b> <b>\$90</b>  <b>Materials Contributions</b> Elective 1 (*see note below) Elective 2* (*see note below)  Food Technology \$80 Marine Technology \$25 Art / Stationery supplies (per year) \$50  <i>*If electives are completed in mainstream classes, please refer to the relevant year level contributions</i>	<b>YEAR 7</b> <b>General Service Contribution</b> <b>\$90</b>  <b>Materials Contributions</b> Art (not incl Workbook) \$25 Technology - Food and Textiles \$25 Technology - Industrial Arts \$25 iSTEM \$10  <b>YEAR 8</b> <b>General Service Contribution</b> <b>\$90</b>  <b>Materials Contributions</b> Music \$10 Technology - Food and Textiles \$40 Technology - Industrial Arts \$35	<b>YEAR 9</b> <b>General Service Contribution</b> <b>\$90</b>  <b>Elective Materials Contributions</b> Agriculture Technology \$40 Big Picture \$80 Child Studies \$10 Classical Ballet \$10 Computing Technology \$25 Dance \$10 Design and Technology \$20 Drama \$10 Food Technology \$80 Human Powered Vehicle Engineering \$100 Industrial Technology – Engineering \$80 Industrial Technology – Metal \$80 Industrial Technology – Multimedia \$25 Industrial Technology – Timber \$80 iSTEM \$80 Japanese \$15 Marine and Aquatechnology \$50 Music \$15 Photographic and Digital Media \$20 Physical Activity and Sports Studies (PASS) \$10 Textiles Technology* \$40 Visual Arts \$40 Visual Design \$30
YEAR 10 2024	YEAR 11 2024	YEAR 12 2024
<b>YEAR 10</b> <b>General Service Contribution</b> <b>\$90</b>  <b>Elective Materials Contributions</b> Agriculture Technology \$40 Big Picture \$80 Child Studies \$10 Classical Ballet \$10 Computing Technology \$25 Dance \$10 Design and Technology \$20 Drama \$10 Food Technology \$80 Human Powered Vehicle Engineering \$100 Industrial Technology – Engineering \$80 Industrial Technology – Metal \$80 Industrial Technology – Multimedia \$25 Industrial Technology – Timber \$100 iSTEM \$80 Japanese \$20 Marine and Aquatechnology \$50 Music \$15 Photographic and Digital Media \$20 Physical Activity and Sports Studies (PASS) \$10 Textiles Technology* \$40 Visual Arts \$40 Visual Design \$30	<b>YEAR 11</b> <b>General Service Contribution</b> <b>\$90</b>  <b>Elective Materials Contributions</b> Agriculture \$20 Dance \$15 Drama \$20 Enterprise Computing \$45 Food Technology* \$80 Industrial Technology - Multimedia \$45 Industrial Technology - Timber \$50 Japanese \$25 Music \$20 PDHPE \$15 Sport, Lifestyle and Recreation \$10 Textiles and Design* \$40 VET Entertainment \$20 VET Primary Industries \$20 Visual Arts* \$50 Visual Design \$40  <i>*These subjects also require students to purchase materials for major work projects at their own cost.</i>	<b>YEAR 12</b> <b>General Service Contribution</b> <b>\$90</b>  <b>Elective Materials Contributions</b> Dance \$15 Drama \$20 Enterprise Computing \$45 Food Technology* \$80 Industrial Technology - Multimedia \$45 Industrial Technology - Timber* \$25 Japanese \$25 Music \$20 PDHPE \$15 Sport, Lifestyle and Recreation \$10 Textiles & Design* \$40 VET Entertainment \$20 VET Primary Industries \$20 Visual Arts* \$50 Visual Design \$40  <i>*These subjects also require students to purchase materials for major work projects at their own cost.</i>