



2021 Student Booklet

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WELCOME TO CANTERBURY GIRLS HIGH SCHOOL

This booklet is an introduction to the Canterbury Girls High School learning community – our students, families and staff.

We hope that you enjoy your time learning at Canterbury Girls High and take advantage of the many opportunities which are available to you as a student here. Our students have achieved outstanding academic success in the external examinations, as well as success in Creative and Performing Arts and Sporting areas.

All in our community believe that students who are able to take responsibility for their learning and behaviour will be well prepared citizens who will continue to learn after their school years are complete. Students' successful learning is our prime concern. Canterbury Girls High School is a school community with a proud tradition of educating young women of diverse cultural backgrounds.

You will find valuable information in this booklet which will assist your transition into the learning environment at Canterbury Girls High School. Please also refer to our website for additional information.

If you have any problems at any time please do not hesitate to ask staff. A successful strong relationship between families, staff and students is essential to achieve each student's individual success.

INFORMATION AND COMMUNICATION

There are two administration offices:

- Office A:** 8.15 a.m. – 3.20 p.m. **Reception**
Late notes, uniform, absentee notes, early leavers, first aid, lost property, senior students sign out, making appointments with Principal.
- Office B:** **Print Room – staff only**
8.15 a.m. – 8.40 a.m. then recess and lunch **for Students – Payments & Purchases.**

Parents: Payments can be made at any time between 8:15 a.m. and 2:00 p.m. Students cannot pay during class time. Payments can be made by cash, cheque, credit card (Visa and MasterCard) and EFTPOS. Credit Card payments can also be made over the phone for your convenience. Additionally there is a Payments Online facility on the School website www.canterburg-h.schools.nsw.edu.au

School Newsletter

This is available twice a term. The link to subscribe is emailed to all parents/caregivers. It is also made available via the School website, Twitter, Facebook and/or School Stream App.

Other Communication

The School website is regularly updated with information.

Correspondence: Canterbury Girls High School
Church Street, CANTERBURY 2193

Telephone Number: 9718 1805

Fax Number: 9718 3501

Email: canterburg-h.School@det.nsw.edu.au

Web site: www.canterburg-h.schools.nsw.edu.au

Twitter:  [@GirlsCanterbury](https://twitter.com/GirlsCanterbury)

Facebook:  [@canterburygirlshighschool](https://www.facebook.com/canterburygirlshighschool)

School Stream App: [Access instructions online](#)



Android Devices:



Apple Devices:

SCHOOL DATES FOR 2021

- Term 1 (Years 7, 11 and 12)** - Friday 29 January 2021 to Thursday 1 April 2021
- Term 1 (Years 8, 9 and 10)** - Monday 1 February 2021 to Thursday 1 April 2021
- Term 2 (All Years Return)** - Tuesday 20 April 2021 to Friday 25 June 2021
- Term 3 (All Years Return)** - Tuesday 13 July 2021 to Friday 17 September 2021
- Term 4 (All Years Return)** - Tuesday 5 October 2021 to Thursday 16 December 2021

Day one of Terms 1, 2 & 3 are Staff School Development Days, as are the last two days of Term 4.
The dates above are the first and last days of school each term for 2021 students.

BELL TIMES

The school's timetable operates on a four period day on a two week cycle. Students have **Week A and Week B** timetables. Junior students should not arrive before 8am. Any student arriving before 8.15 should go to the library. Supervision is provided from 8.15 in the canteen and inner quads.

The schedule for **Years 11-12** is different. They have a 5 period Monday and a 3 period Tuesday. This allows for EVET study and extension classes on a Tuesday afternoon. Some senior students also have a Period 0 which is from 7.30am - 8.38am for extension subjects or offline subjects. DEAR groups are based on alphabetic year groups. The DEAR/Personal Best time allocation has concurrently run special programs in Literacy/Numeracy Mentoring, and other wellbeing activities. These all run Thursday and Friday DEAR time.

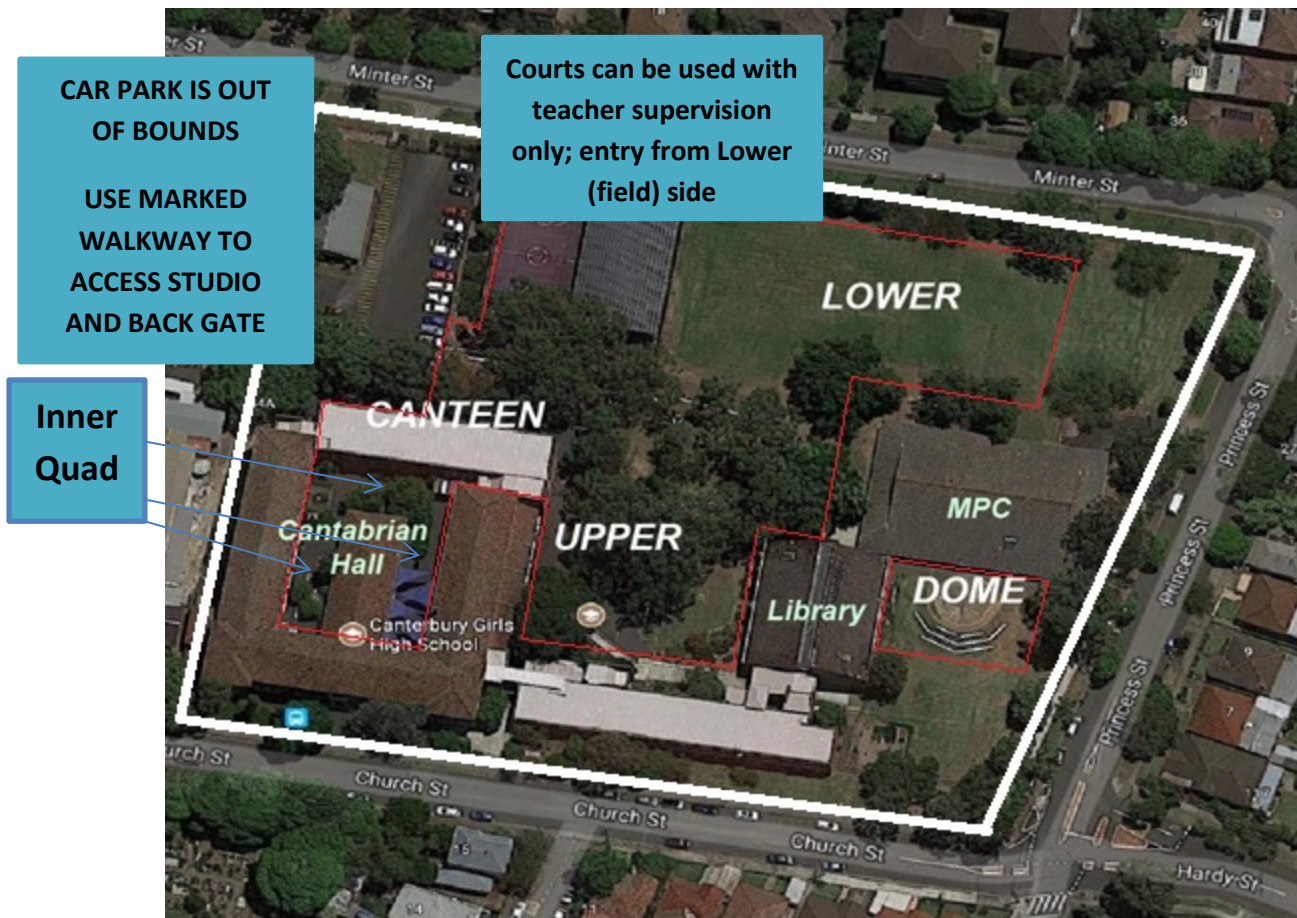
Monday	Tuesday	Wednesday	Thursday/ Friday
Warning Bell 8.38.am	Warning Bell 8.38.am	Warning Bell 8.38.am	Warning Bell 8.38.am
Period 1 8.40 - 9.55 am (75 mins)	Period 1 8.40 - 9.55 am (75 mins)	Period 1 8.40 - 9.55 am (75 mins)	Period 1 8.40 - 9.54 am (74 mins)
Break 9.55 - 10.00 am	Break 9.55 - 10.00 am	Break 9.55 - 10.00 am	Break 9.54 – 9.58 am
Period 2 10.00 - 11.15 am (75 mins)	Period 2 10.00 - 11.15 am (75 mins)	Period 2 10.00 - 10.40 am (40 mins)	Period 2 9.58 - 11.12 am (74 mins)
School Assembly 11.15 - 11.40 am (25 mins)	Recess 11.15 - 11.35 am (20 mins)	Recess 10.40 - 11.00 am (20 mins)	Recess 11.12 - 11.32 am (20 mins)
Recess 11.40 - 12.00 pm (20 mins)	Period 3 11.35 - 12.10 pm (35 mins)	Period 3 11.00 - 12.15 pm (75 mins)	DEAR/ PB 11.32 - 12.02 pm (30 mins)
Period 3 12.00 - 1.15 pm (75 mins)	DEAR / Scripture 12.10 - 12.40 pm (30 mins)	Lunch 12.15- 12.55pm (40 mins)	Period 3 12.02 - 1.16 pm (74 mins)
Lunch 1.15 - 1.55pm (40 mins)	Lunch 12.40-1.20pm (40 mins)	Sport 12.55 pm – 2:47pm	Lunch 1.16 - 1.56pm (40 mins)
Period 4 1.55 - 3.10 pm (75 mins)	Period 4 1.20 - 2.35 pm (75 mins)		Period 4 1.56 - 3.10 pm (74 mins)
Break 3.10 - 3.15pm			
Period 5 - Yr11 & 12 3.15 - 4.30 pm (75 mins)			

SECTION 1 DIRECTORY

1.1 STAFF DIRECTORY

EXECUTIVE STAFF		MATHEMATICS STAFF	
Principal	Ms Belinda Conway	Head Teacher Maths –	Ms Ilhea Yen
Deputy Principal	Mrs Robyn Andrews	Ms Kathie Burgess	Ms Liza Moodie
Deputy Principal	Ms Julie Ronayne	Ms Hristina Connelly-Greig	Mr Quan Nguyen
		Ms Maria Gioffre	Mr Duncan Trinh
HT Secondary Studies/VET	Ms Lalita Venkatesan	Ms Sanjeev Kaur	Ms Helen Wang
ADMINISTRATION STAFF		SCIENCE STAFF	
SAM –	Ms Bahieh Chami	Head Teacher Science –	Ms Jayne Delmas
Ms Daniella Antunes	Ms Caitlin Jurd	Ms Mandy Cheung	Mrs Tracy Jones
Ms Johannah Bird - SLSO	Ms Jesse Mastro	Mrs Effie Di Chiara	Mr Shaun Mullin
Ms Brigid Dwyer	Mrs Lucy Occhipinti	Ms Dilhanee Hettiarachchi	Ms Sylvie Yassmin
Ms Helen Eade - SAO & SLSO	Ms Cheryl Patulny		
Ms Nursu Gurmen	Mrs Maria Petrino		
Ms Dianne Labban	Mr Rick Pulsford		
Ms Chantal Homer	Mr Ondrej Zima – IT		
ENGLISH STAFF		CAPA STAFF	
Head Teacher English –	Ms Jane Slattery	Head Teacher CAPA –	Ms Olive Barry
Ms Debra Barford	Ms Alice Magoffin	Ms Daniela Caprin	Ms Kellie Reed
Ms Ana-Maria Dumitrescu	Mrs Elizabeth Neves	Ms Louise Flannery	Ms Caroline Texier
Ms Laura Humphreys	Ms Ourania Papadopalas	Ms Florence Le	Ms Katherine Wilson
Ms Tami Longhurst	Ms Karin Strachan		
HSIE STAFF		PE AND LOTE STAFF	
Head Teacher HSIE (M,Tu, W) –	Ms Jana Keirouz	Head Teacher PE & LOTE –	Ms Kate Dunn
Head Teacher HSIE (Thu, Fri) –	Ms Vicky Michos	Ms Kaiya Battaglia	Ms Qing Liu
Ms Diega La Grassa	Mr Dylan Nolan	Mrs Jane Cooper	Ms Frances McLean
Mr Peter Fitzgerald	Ms Marie Salakas	Ms Joanna Hunter	Ms Mary Vlachos
Ms Christina Houvardas	Ms Natalie Szymanski		
Ms Aarti Nand	Ms Yifan Wang		
TAS STAFF		SPORT ORGANISATION	
HT TAS & Teach & Learn (Rel)	Ms Effie Di Chiara	Oversees Sport	Ms Jayne Delmas
Ms Grace Burzese	Ms Lynda Espinola	Grade & Knockout Sport	Ms Mary Vlachos
Ms Kerry Charalambous	Ms Cathy Jenkins	Recreational & House Sport	Ms Kaiya Battaglia
Ms Sue Di Rosario	Ms Janet Kastanias	Sport Carnivals	Ms Stacey Naisbett
		Sport Carnivals	Mrs Jane Cooper
		Sport Carnivals	Ms Joanne Hunter
STUDENT SERVICES STAFF		STUDENT ORGANISATION	
HT Student Services (Act.)	Ms Stacey Naisbett	Year 7 Advisor	Ms Mandy Cheung
Learning Support Teacher	Mrs O'Sullivan/Ms Conroy	Year 7 Advisor	Mr Dylan Nolan
EALD Teacher	Ms Alice Magoffin	Year 8 Advisor	Ms Natalie Szymanski
Youth Worker	Mr Bejan Safi	Year 8 Advisor	Ms Laura Humphreys
School Psychologist	Ms Betty Wong	Year 9 Advisor	Ms Kathie Burgess
School Psychologist	Ms Josephine Rynsaardt	Year 10 Advisor	Ms Louise Flannery
Teacher Librarian	Ms Jwamer/Ms Fardell	Year 10 Advisor	Ms Kerry Charalambous
Careers Advisor	Ms Fardell/Ms Conroy	Year 11 Advisor	Ms Kellie Reed
HT Student Wellbeing –	Ms Kate Dunn	Year 11 Advisor	Ms Tracy Jones
PARENTS & CARERS ASSOCIATION		Year 12 Advisor	Ms Liz Neves
President of P&C Association –	Ms Megan Walker	Year 12 Advisor	Ms Sue Di Rosario
Secretary	Ms Karen Rodgers	Prefect Coordinator	Ms Diega La Grassa
Treasurer	Ms Jo Corey	SRC Coordinator	Ms Cathy Jenkins
		International Student Coordinator	Ms Qing Liu
		Environmental Agents Coordinator	Mr Peter Fitzgerald
		ATSI Coordinator	Ms Kaiya Battaglia
		Instrument/Voice Program	Ms Louise Flannery
		Instrument/Voice Program Co-ordin	Ms Katherine Wilson

1.2 PLAYGROUND AREAS AND DUTY



WET WEATHER and EXTREME HEAT

Years 7-9 – Canteen / MPC / Library; Years 10-12 – Canteen / Cantabrian Hall / Library

Only Yr 12 may be in LC at any break time

The following changes to areas of supervision occur during Wet Weather Arrangements:

- Upper area Teacher moves to Cantabrian Hall (if closed due to an event, then to Library)
- MPC DOME Teacher moves to the Learning Centre
- Lower area Teacher moves to MPC (if closed for an event, then to Canteen)
- Canteen area Teacher remains in the canteen
- Head Teacher on Duty and (where possible) Senior Executive move to the Cantabrian Hall
- If MPC or Cantabrian Hall is booked and in use, an alternate venue will be announced

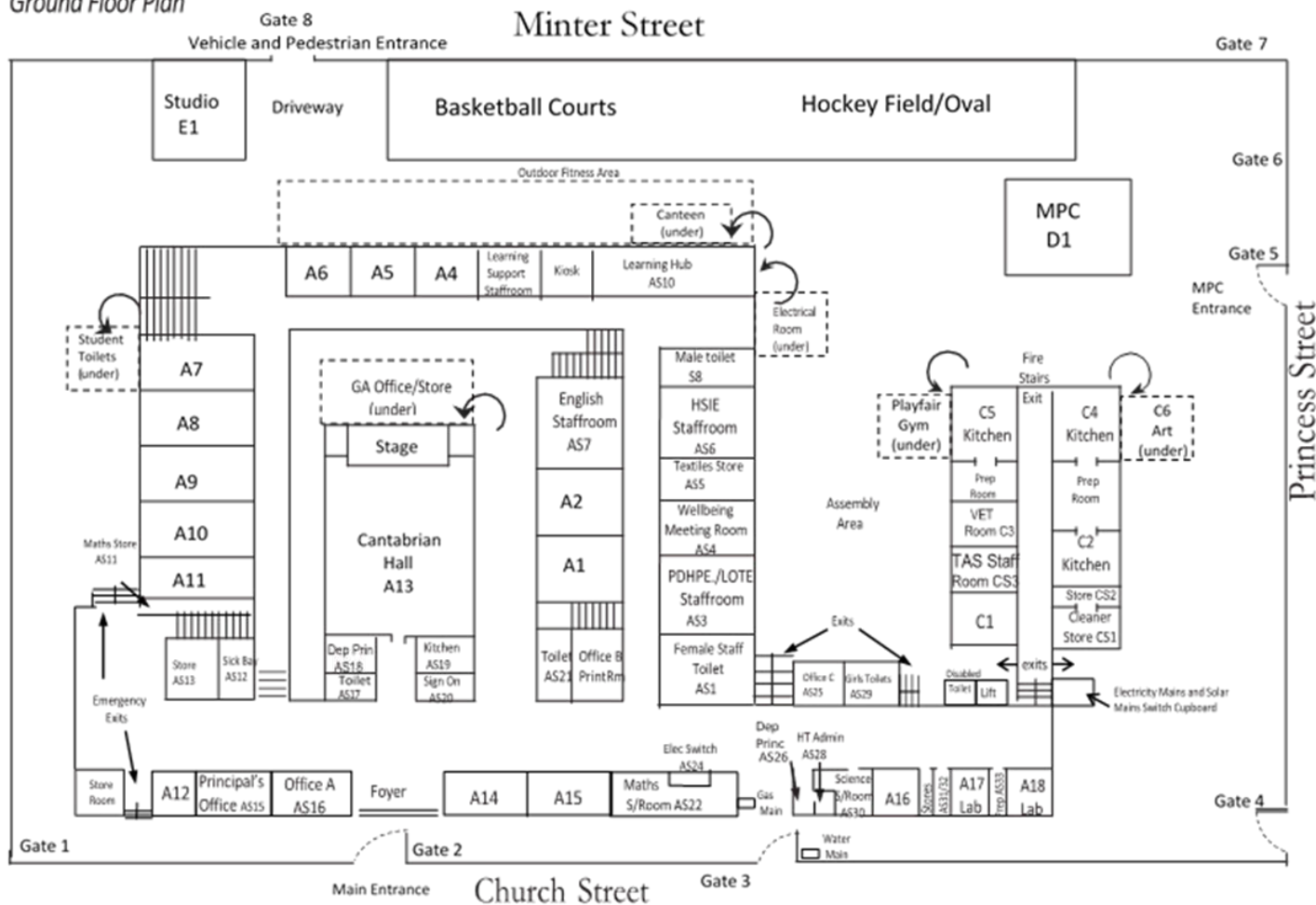
BEFORE SCHOOL Junior students should not arrive before 8am. Any student arriving before 8.15 should go to the library. All students are to remain in one of two spaces between 8.15am and 8.40am, unless seeing a teacher:

- the canteen and inner quads
- the library (after 8.15am)

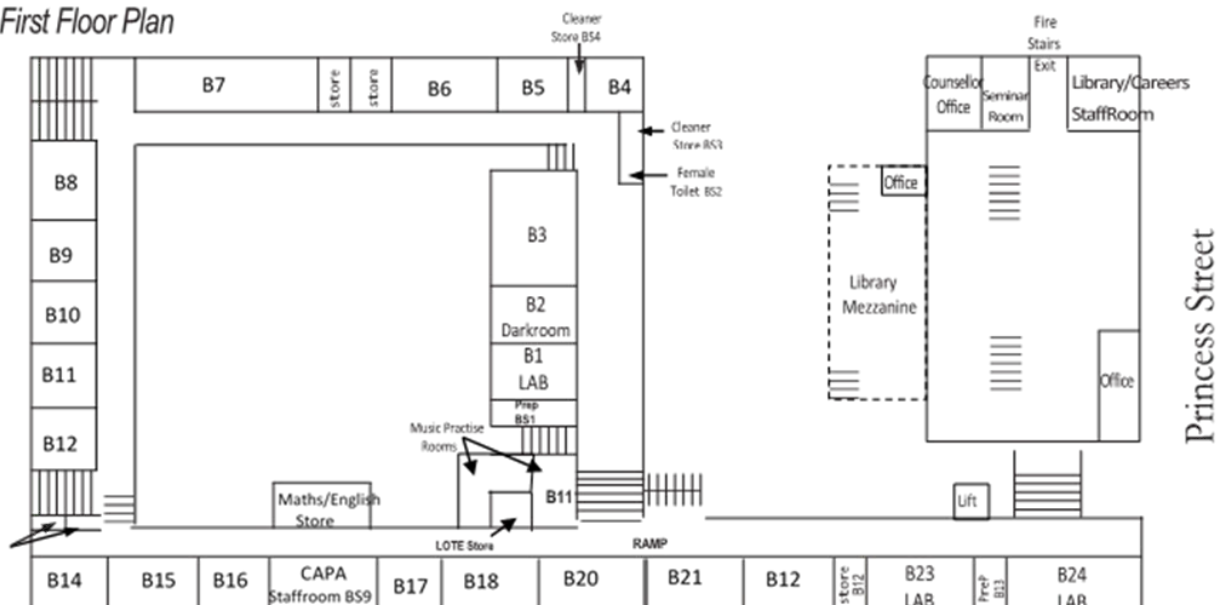
1.3 CLASSROOM AND STAFF ROOM LOCATIONS

Canterbury Girls High School Map

Ground Floor Plan



First Floor Plan



1.4 HELP PAGE ~ WHAT TO DO AND WHO TO SEE IF YOU ...

Are ill for three (3) days or more	Your family must contact the school and speak to the Deputy Principal or Year Adviser. You will be supported to keep up with your school work or to catch up. A medical certificate must be provided.
Are ill or injured at school	Go to Office A with a note from your teacher if it is during class time. The office staff will contact your family if necessary. DO NOT contact your family yourself.
Are late (ie: enter school grounds after 8.40am)	Report to Office A to sign in. Get a note indicating the time of arrival and then go quickly to class. You will not be accepted into class without a note.
Plan to leave early	Bring a note from home to Office A before school and pick up an Early Leaver's pass at Recess or before you depart, whichever is first.
Are out of uniform	Bring a note from home with an explanation. If there are financial problems seek student assistance – see your Deputy or Office A.
Have been absent	Bring a note explaining your absence to Office A the day you return.
Have lost property	Hand in to Office A, who manages lost property.
Need to go to the toilet during class	Students must have a note signed by their supervising teacher. Report to Office A if the toilets are locked.
Are lost or have lost your timetable	See your Year Adviser.
Need to get or replace a travel pass	See Office A.
Are injured for sport	Go to the Sport Organisers with a note explaining your injury or attend Non-Sport. If you are sick see note above.
Need the Counsellor	Students can visit the Counsellor and make an appointment or ask their Year Adviser or Deputy Principal to make an appointment on their behalf. You can also slip a completed self-referral under the door of the Counsellor's Office, or leave it in an envelope at Office A or with Year Adviser.
Need Child Protection	Students can disclose information to any teacher. It will be reported to the Principal and appropriate government agencies.
Know of harassment including bullying or discrimination	Report any incidents of discrimination, whether racist or otherwise to a class teacher or your Year Adviser or the Deputy Principal immediately. Report bullying to your Year Adviser.
Can't do your homework	Bring a note from home to your class teacher. Your teacher will help you with your homework, or give you more time to complete it if your reason is acceptable.
Are going overseas or will be absent for more than five [5] school days for urgent and important family reasons	Extended Leave for travel – must be applied for, for any period of 5 days or more and approved by the Principal. <ul style="list-style-type: none"> Students wishing to apply for extended periods of leave for travel (more than one week's absence from school) must complete an Application for Leave at Office A and copy of airline tickets See more information on the school website in Policies – Attendance and Absences
Need to order your lunch	Before school go to the Canteen, fill in an order form and pay for it. Collect your order from the designated window at lunch. Orders can also be made at recess and via the internet link.
Observe or experience disruption during recess or lunch	Report incident to teacher on playground duty or Head Teacher on Duty.
Need a computer log in	See the IT Technician in the library
Have run out of print availability	Pay \$5 at Office

1.5 DISTRIBUTION OF STUDIES YEAR 7 - 12

Year 12	Year 11	Year 10 ~ 5 Classes		Year 9 ~ 5 Classes		Year 8 ~ 6 Classes		Year 7 ~ 6 Classes	
Subject	Subject	Subject	Periods per fortnight	Subject	Periods per fortnight	Subject	Periods per fortnight	Subject	Periods per fortnight
English Advanced	English Advanced	English	6	English	6	English	5	English	5
English Standard	English Standard	Maths	6	Maths	6	Maths	5	Maths	6
English EALD	English EALD	Science	6	Science	6	Science	6	Science	5
English Extension 1 & 2	English Extension 1	History	6	Geography / History	6	History	4	Geography / History	3
Mathematics Advanced	Mathematics Advanced	PDHPE	4	PDHPE	4	PDHPE	3	Drama	1
Mathematics Standard	Mathematics Standard					Music	2	PDHPE	4
Mathematics Ext 1 & 2	Mathematics Ext 1	Electives		Electives		Technology	4	Music	2
Biology	Biology	Child Studies	4	Child Studies	4	Visual Arts	2	LOTE	4
Chemistry	Chemistry	Chinese	4	Chinese	4			Technology	4
Physics	Ancient History	Commerce	4	Commerce	4	Electives		Visual Arts	2
Ancient History	Business Studies	Dance Accelerated	4(2)	Drama	4	Dance	4	Performance Class PE	2
Business Studies	Economics	IT & Multi Media	4	IT & Multi Media	4	Drama	4	Drama	2
Economics	Legal Studies	International Studies	4	Music	4	Literacy	4		
Geography	Modern History	Music	4	Photography and Digital Media	4	MasterChef	4		
Legal Studies	Society & Culture	PASS	4	PASS	4	Music	4		
Modern History	Chinese	Textiles	4	Visual Arts	4	Visual Arts	4		
Studies of Religion	Community & Family Studies	Visual Arts	4	Food Technology	4				
Society & Culture	PDHPE	Drama	4			Wide Reading	1		
Chinese	Dance	Photography and Digital Media	4						
Community & Family Studies	Drama	Food Technology	4						
PDHPE	Music								
Drama	Visual Arts								
Music	Information Processes Technology								
Visual Arts	Food Technology								
Food Technology	Textiles & Design								
Textiles & Design	VET - Business Services 2 unit								
VET - Business Services 2 unit	VET- Hospitality- Kitchen Operations 2unit								
VET- Hospitality- Kitchen Operations 2 unit									

1.6 BRING YOUR OWN DEVICE (BYOD) PROGRAM

Canterbury Girls High School implements '**Bring Your Own Device**' (BYOD) ie. Laptop or tablet for students in all years.

The BYOD program requires all students to bring their own computing device to school each day. This personal computing device does need to meet **Device Specifications** that are recommended by the school (available on the school's website).

The device specifications identify the minimum system requirements/hardware specifications for student devices and also offer guidance on some suggested makes and models so that parents are fully informed about requirements to ensure that each student's BYOD enhances their learning.

- The personal device must be able to be brought to school every school day and be used solely by the student throughout the school day.
- Students and Parents are responsible for ensuring the device brought to school meets all the requirements of the **Device Specifications**. A device which does not meet the Specifications will not be permitted access to school networks and services.
- Prior to bringing a personal device for the first time, students and their parents must read and sign the **BYOD User Charter** which sets out the responsibilities and expectations for use of the personal device at Canterbury Girls High School.
- Students must then use their device in accordance with the school's Cyber Safety Policy, the Department of Education's policy [*Student use of digital devices and online services*](#) and their **BYOD User Charter**.

Why BYOD?

Bring Your Own Device, or BYOD, is a technological trend in education and in the corporate world which recognises that technology preference and choices about technology are different from person to person. BYOD also acknowledges that technology in education means more than meeting specific curriculum requirements. BYOD is designed to give you, as students and families, freedom to make technology choices that suit you and your circumstances.

Do I need to buy software?

The NSW Department of Education (DoE) has negotiated with **Adobe** and **Microsoft** for you to be able to **download software for free**. All DoE school students are eligible to download and licence Adobe and Microsoft software from this website. This software is only available to download onto personally owned devices. Information about the software available for download, compatibility with devices and the process of downloading can be found at:

<https://portal.office.com/start?sku=student>

<http://nsw-students.onthehub.com/WebStore/Welcome.aspx>

For iPads, go to the App Store for Office Apps.

What do I need to do before I can use my own device at school?

Prior to using a personal computing device at school for the first time, students and their parents/carers must read and sign the **BYOD User Charter** which sets out the responsibilities and expectations for use with regard to the computing devices at Canterbury Girls High School. This charter will be issued to each new student as part of their enrolment package and will need to be signed by the student and a parent/carer and returned to IT Support in the Library.

If you have a new personal computing device you must ensure that you have completed the initial operating system set up for your device. This may include the creation of an Apple ID account or a Windows administration account and the activation of the Windows operating system.

New students will be required to bring their personal computing device to school with their signed charter. IT Support will then ensure that your device meets the required device specifications and check that you are able to log in to the school's network and the internet.

Do you require more information about BYOD?

The following resources may be of assistance in addressing any questions or concerns that you may have about the BYOD program:

- Visit our school's website: <https://web3.canterburg-h.schools.nsw.edu.au/>
The website will be able to provide you with information and documentation regarding the BYOD Program (located in the Policies section of the website) including the school's Equity Policy and our BYOD User Charter as well as BYOD Frequently Asked Questions (FAQs) on the program.

Should you have any further questions or concerns, please do not hesitate to contact the school:

- By Phone: 9718 1805
- By Email: canterburg-h.school@det.nsw.edu.au

Device Specifications

The BYOD Program requires all students in Years 7-12 to bring their own computing device to school each day. This personal computing device does need to meet Device Specifications that are recommended by the school and listed below.

The device specifications:

- identify the minimum system requirements/hardware specifications for student devices
- offer guidance on some suggested makes and models so that parents are fully informed about requirements.

While all devices identified meet the minimum system requirements/hardware specifications, the school strongly recommends that students choose a laptop to ensure that their BYOD maximises their learning experiences.

Device Type	<u>Windows Laptop</u>	<u>Mac Laptop</u>	<u>Windows Tablet</u>	<u>iPad Tablet</u>
Operating System	Windows 10 (1803 or higher)	OS X 10.12 or higher	Windows 10 (1803 or higher)	iOS 9.0 or higher
Wireless	Dual Band Wifi with support for 5GHz 802.11n or higher	Dual Band Wifi with support for 5GHz 802.11n or higher	Dual Band Wifi with support for 5GHz 802.11n or higher	Dual Band Wifi with support for 5GHz 802.11n or higher
Min Screen Size	7"	7"	7"	7"
Storage Capacity	256 GB hard drive	256 GB hard drive	32 GB	32 GB
RAM	4 GB	4 GB	4 GB	4 GB
Maximum Device Age	3 years	3 years	3 years	3 years
Minimum Battery Life	4 hours	4 hours	4 hours	4 hours
Required Accessories	Protective case/cover Headphones	Protective case/cover Headphones	Protective case/cover Headphones	Protective case/cover Headphones
Other Requirements	Up-to-date Antivirus (for example Windows Defender)		Up-to-date Antivirus (for example Windows Defender)	
Suitable Device Example	HP ProBook x360 11 G6 www.hpshopping.com.au/cghsbyod	13-inch MacBook Air www.apple.com/au-hed/shop	Microsoft Surface Pro www.microsoft.com/surface	iPad WiFi 32GB www.apple.com/au-hed/shop

Important Notes: The DoE wireless network installed in high schools only operates on the 5GHz 802.11n/ac/ax standards and it is therefore imperative that your device's WiFi is "Dual Band".

SECTION 2 SETTING SCHOOL TONE

2.1 CODE OF BEHAVIOUR

NSW Public schools take strong action in response to behaviour that is detrimental to themselves, others or the achievement of high quality teaching and learning (2016 Behaviour Code for Students).

At Canterbury Girls High School, a structured system to promote a safe, happy and harmonious learning environment is followed. The school community strongly believes in providing positive support to all students to allow for quality teaching and learning at all times, and to enable all students to achieve their personal best. Students are expected to be aware of their responsibilities as members of the school community, and most importantly, as learners.

The Canterbury Girls School Code is as follows:

RESPECT – SHOW RESPECT FOR ALL PEOPLE, PLACES & THINGS

- Treat all people with dignity
- Address people politely in all spoken, written and electronic communications
- Cooperate with others, being fair and honest in all situations
- Show respect in your relations with others and consider their feelings
- Value the interests, abilities and cultures of others
- Follow the school's Uniform Policy
- Care for the school's property and its environment.

SAFETY – PROTECT THE SAFETY OF YOURSELF AND OTHERS

- Behave appropriately and follow teacher instructions
- Resolve conflict peacefully
- Take responsibility for your learning and behaviour
- Care about yourself and others
- Act safely at all times.

ENGAGEMENT - LEARN ALL YOU CAN AND ACHIEVE YOUR PERSONAL BEST

- Attend every school day
- Arrive at school and class on time
- Bring the equipment to be prepared for each lesson
- Actively contribute to class and school activities
- Strive to achieve your personal best.

If a student chooses to behave inappropriately, they will be spoken to by the teacher. If they continue to make inappropriate behaviour choices, they will be moved to Classroom Time Out. The Head Teacher of the Faculty will be informed and family may be contacted. A student on Time Out in the Classroom must negotiate with their classroom teacher, and the Head Teacher if necessary, to return to class. A student must take responsibility to negotiate their return to class within 4 lessons in that subject. The Deputy Principal is informed.

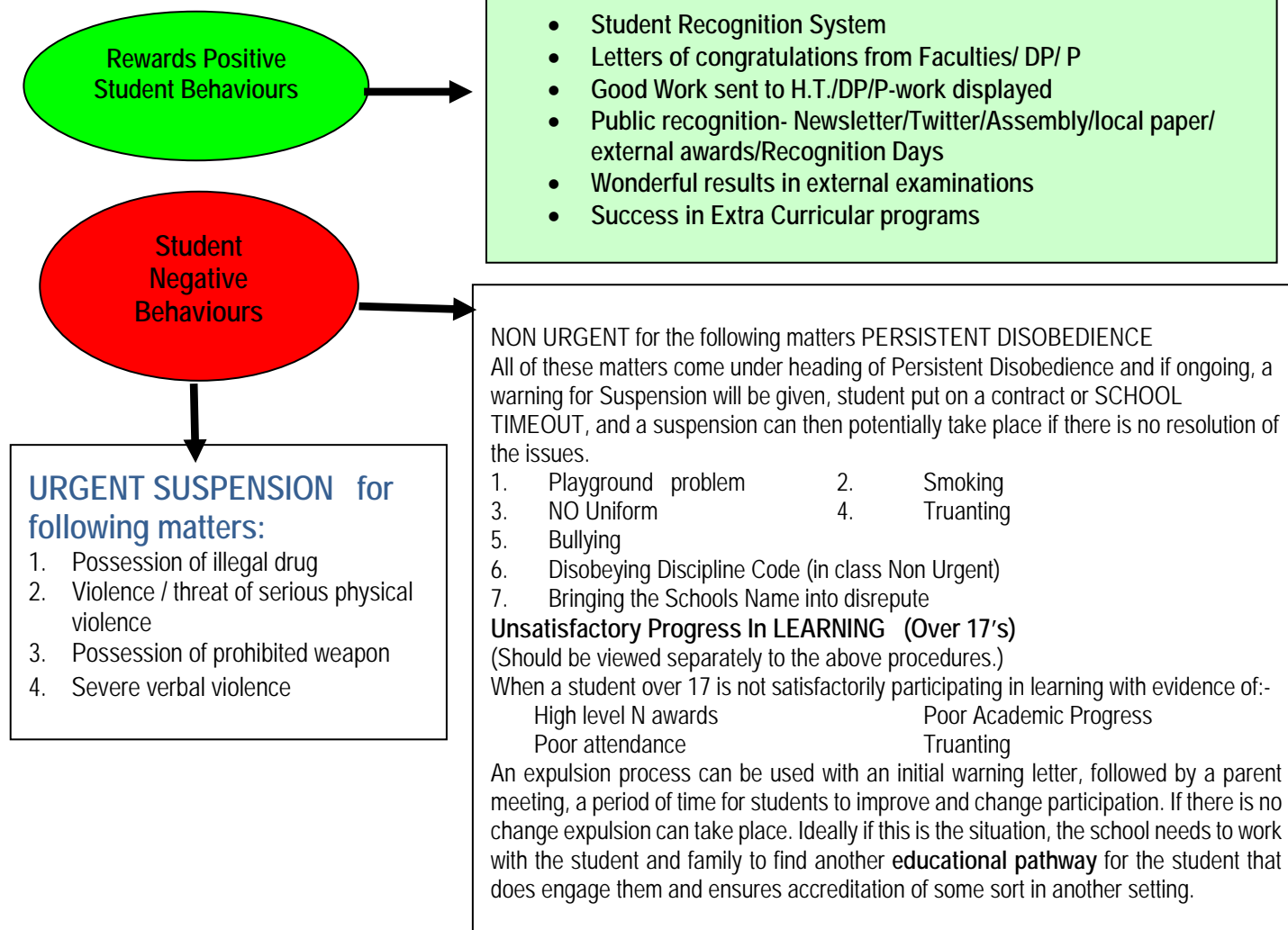
If a student fails to meet their responsibility to negotiate a return to class or if inappropriate behaviour continues while at Time Out in the Classroom or after return to class, the Head Teacher may move the student to Faculty Time Out. The student will remain there for up to 4 periods. The family will be contacted and the Deputy Principal informed.

If the student still does not take responsibility for her behaviour, the Head Teacher will refer the student to the Deputy Principal for School Time Out. The student will remain there for up to 4 periods, and participate in an interview with the Deputy and her parents. The student must complete a written agreement before returning to class. If Whole School Time Out is not resolved, a Warning for Suspension may be issued.

If a student is in Time Out in the classroom in a number of subjects at once, the Deputy Principal may move the student to School Time Out.

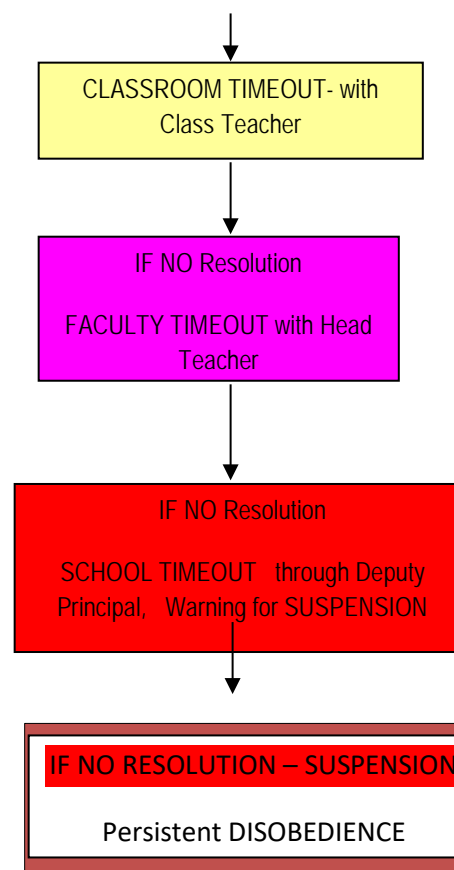
PROCEDURES OVERVIEW

GOOD DISCIPLINE AND EFFECTIVE LEARNING



If a student has multiple **NEGATIVE BEHAVIOUR** issues which have not been solved after a variety of strategies, including **TIME OUT- Suspension** can be imposed for Persistent Disobedience failure to follow School Discipline Code.

Disobeying Discipline Code in CLASS



2.2 ANTI-BULLYING POLICY

1. Statement of Purpose

The purpose of this *Anti-Bullying Plan* is to develop a shared understanding amongst all members of the school community of their responsibilities to prevent and respond to bullying. Canterbury Girls High School is a safe, caring and inclusive learning environment in which diversity is affirmed and individual differences are respected.

Students, staff, parents and caregivers believe that in order for optimum student learning and social outcomes to be achieved, quality education must be provided in a context of strong social support and respectful relationships.

Bullying is not acceptable in any form and is uniformly opposed by the school community as stated in the School's behaviour code.

2. Defining Bullying Behaviour

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the intentional misuse of power by an individual or group towards one or more persons. Cyberbullying refers to bullying through information and communication technologies.

Bullying can involve humiliation, domination, intimidation, victimization and all forms of harassment including that based on sex, race, disability, health issue such as allergy, sexuality, both offline and online. Bullying of any form or for any reason can have long-term effects on those involved including bystanders.

Bullying behaviour can be:

- **verbal** e.g. name calling, teasing, abuse, putdowns, sarcasm, insults, threats.
- **physical** e.g. hitting, punching, kicking, scratching, tripping, spitting.
- **social** e.g. ignoring, excluding, ostracizing, alienating, making inappropriate gestures.
- **psychological** e.g. spreading rumours, dirty looks, taking or damaging possessions, malicious SMS, internet and email messages, inappropriate use of camera phones and other electronic devices.

Bullying can be illegal if it involves behaviours that include physical violence, threats of violence, damaging property, or stalking.

3. Responsibilities

Students, teachers, parents, caregivers and members of the wider school community have a shared responsibility to create a safe and happy environment, free from all forms of bullying:

- **students** are responsible for following the school's behaviour code and for reporting incidents of bullying to a teacher as soon as possible to allow the bullying to be addressed.
- **parents, caregivers & community members** are responsible for supporting the school's code of behaviour and for contacting the school should they become aware of any instance of bullying involving their daughter or any other student.
- **teachers** are responsible for developing, implementing and evaluating effective anti-bullying strategies and for ensuring NSW Department of Education requirements in relation to the issue of bullying are addressed.

The school community recognises that the modelling and promotion of respectful relationships by all members on a continuing basis is fundamental to the prevention and eradication of bullying.

4. Managing Bullying

4.1. Identifying bullying behaviours

- **students** will participate in year meetings and a variety of student wellbeing activities, including Personal Best, in which they examine the definition of bullying, the various ways bullying can be displayed and strategies for addressing it.
- **teachers** will participate in a workshop relating to the *Anti-Bullying Plan* and the issue of bullying generally so as to increase their capacity to manage the issue effectively.
- **parents and caregivers** will receive information annually about bullying and procedures for addressing it in the school newsletter and on the school website. They will be informed of the availability of the Police Youth Liaison Officer (PYLO) in resolving bullying issues.

4.2. Strategies

- understand what bullying is and name it if it occurs
- intervene if bullying occurs
- be proactive in reporting immediately any incident of bullying to the relevant Year Adviser
- support students who are the targets of bullying and encourage them to see their Year Adviser, or see the Year Adviser on their behalf if they are not comfortable reporting it
- demonstrate courtesy and respect in all dealings with people in order to model positive ways of relating with people
- actively participate in curriculum and whole school initiatives which examine the issue of bullying and strategies for addressing it.

4.3. Procedures

1. **Identify** bullying and understand that it is not acceptable under any circumstances.
2. **Report** the bullying to the student's Year Adviser.
3. **Complete** a *Bullying Report Form* issued by the Year Adviser in which information is provided about the bullying that has been occurring.

Once a report has been made, the students involved in the bullying will:

1. **Participate** in a mediation conducted by the Deputy Principal in order to put an end to the bullying.
2. **Commit** to an *Anti-bullying Agreement* in which all parties commit to cease all forms of bullying.
3. **Notify** the Deputy Principal immediately should there be any re-occurrence of the bullying so that additional measures can be implemented.
4. **Understand** that persistent bullying will result in suspension from school and referral to the PYLO.

4.4 Cyber bullying – please see below and section 4.5 Digital device policy.

5. Monitoring and Evaluating

The School's *Anti-bullying Plan* will be reviewed regularly to evaluate the Plan's effectiveness and make revisions where necessary for the following school year. School data relating to bullying, including the number of bullying reports and anti-bullying agreements undertaken over the course of the school year, will be analysed during the review process.

6. Related Resources

Anti-bullying information for NSW DoE schools ~ <https://education.nsw.gov.au/policy-library/policies/bullying-of-students-prevention-and-response-policy>

NSW anti-bullying website ~ <https://antibullying.nsw.gov.au/>

Anti-bullying~ <https://education.nsw.gov.au/student-wellbeing/attendance-behaviour-and-engagement/anti-bullying>

Bullying No Way website ~ <http://bullyingnoway.gov.au/>

Kids Helpline website ~ www.kidshelpline.com.au/

Mind Matters website ~ www.mindmatters.edu.au

Cyber bullying

At Canterbury Girls High School we are committed to positive, respectful online communication. Cyber bullying is 'the use of information and communication technologies to support deliberate, repeated, and hostile behaviour by an individual or group that is intended to harm others', (Bill Belsey, President of Bullying.org Canada).

Cyber bullying can involve email, mobile phones, instant messaging, chatrooms, weblogs, and personal websites in online communities such as Facebook, Snapchat and Instagram. Just like other types of bullying it is about relationships, power and control. And just like all other forms of bullying and harassment it is not tolerated at school. Cyberspace is often removed from adult supervision and awareness, so cyber bullying can help a bully to keep their unacceptable behaviour secret. Cyberbullies sometimes hide behind the anonymity of the internet as well. The behaviour can happen outside of school time via computers at home, then taken to school in the day to day relationships of the school community.

At school, we have a policy which is mindful of the need to prevent a mobile phone being used to bully while at school. Phones must be switched off and out of sight.

Students must have parent/carer permission **to use their digital devices** and access the internet while at school. In class, only sites relevant to class work may be accessed. The Department of Education uses filters and blocking of sites which may expose students to bullying or other unacceptable cyber behaviour while at school. Students are expected to use the internet responsibly and for learning when they are at school. If there are serious breaches of behaviour, student access to the internet may be blocked at school.

Students and their families are reminded to use the Internet with caution. We ask parents and carers to support the school by providing supervision and guidelines at home. Some of the points considered important include:

- Not giving out or posting personal information on the Internet
- Never arrange to meet people you have met online without adult supervision
- Avoid sending messages when angry or upset. Just like in face to face conversation, it is best to walk away and wait until you calm down
- Don't open messages from people you don't know
- Limit your Internet time. Virtual reality is a place you should take a break from. Connect with family and friends offline as well as online!

Parents and carers can access more ideas at <https://esafety.gov.au/>.

This is the Australian Broadcasting Authority's official site on this topic. The most common advice to families is to increase your own awareness and knowledge of cyberspace in order to prevent your children having any cyber based problems. Keep the computer in a supervised common area of the home and limit time online to a reasonable amount.

What to do if you are cyberbullied

Just like with other types of bullying you must get help from an adult. You or your parents can inform your ISP (Internet Service Provider), your Instant Messaging or mobile phone service provider. **The police should be contacted if threats or serious issues arise.**

- refrain from responding to the cyber bullying in any way
- immediately block the contact or, if in a chat room, change your username and password
- report any threats made to the police immediately
- save and print bullying that occurs over the internet (If the bullying occurs over a mobile, save text messages or keep a record of the date, time and what was said in phone conversations)
- report to your Year Adviser if the cyber bullying occurs at school or involves students from school, and ensure any relevant 'report abuse' services (eg. Facebook service) or service providers (eg mobile phone company) and the police are informed.

At school, talk to your class teacher, Year Adviser or Deputy Principal if you have been cyber bullied. Families can contact the Deputy Principal or Year Adviser for advice. We are committed to preventing cyber bullying affecting the school learning community. Cyber bullying affecting students at school which has originated outside of school time or via computers outside of school will be referred to the police for investigation.

Cyber bullying related sites:

E smart school website www.esmartschools.org.au

Cyber smart website <https://esafety.gov.au/>

2.3 UNIFORM

Canterbury Girls is a proud uniform wearing school. This is in accordance with Department of Education policy and the wishes of the whole school community – students (represented by Student Representative Council and Prefects), parents and families (represented by the P&C), and staff. Wearing school uniform presents a positive public image to the community of our school. School uniform also fosters a safer school environment by enabling students to be easily identified. All students are expected to wear full school uniform every day. Jewellery is to be minimal and small in size.

The uniform supplier for our school is Lowes Campsie, Shop 36 Campsie Centre or via online ordering through Lowes at: www.Lowes.com.au/CampusCategories.aspx?depid=228

Any families needing financial support to meet school uniform requirements should contact Office C for an application for the Student Assistance Scheme.

The school has a limited supply of uniform items. If the student is found to be wearing inappropriate clothing they may be asked to change.

Junior Uniform (Years 7 - 10):

- Checked skirt/Navy tailored trousers/Navy tailored shorts
- Plain white blouse with school logo
- Navy jumper with blue stripe or plain navy jumper/Navy Polo Jumper/School Logo
- White/Black or navy socks or black or navy stockings
- Black leather shoes/boots with flat heels
- **Additional Items:** School tie; navy tailored slacks; navy jacket; school blazer; plain navy cardigan or vest; Navy thick jacket with school logo, plain white, grey or black undershirt; white or navy veil.



Senior Uniform (Years 11-12):

- Navy skirt/Navy tailored trousers/Navy tailored shorts
- Sky blue blouse with school logo
- Navy jumper with blue stripe or plain navy jumper/navy polo Jumper/School Logo
- White/Black or navy socks, or black or navy stockings
- Black leather shoes/boots with flat heels
- **Additional items:** School tie; navy tailored slacks; navy jacket; school blazer; plain navy cardigan or vest; Navy thick jacket with school logo, plain white, grey or black undershirt; white or navy veil



Sports Uniform:

- Navy shorts
- Navy Polo shirt
- Sports shoes
- Navy tracksuit with school logo
- Sport uniform may be worn on sport day (Wednesday) only. For PE lessons students are to bring their uniform and get changed at the beginning and end of class.
- **Tights, skins, leggings and workout pants are not to be worn.** If a student is doing dance for sport, they must wear navy school shorts over the top of the tights until sport commences.



Extreme weather:

Additional outer layers of clothing such as jackets in cold weather can be worn as long as they are plain navy. In addition, in cold weather leggings under skirts is acceptable.

**School shoes:**

- The Department's Work Health & Safety regulations requires all students to wear only enclosed black leather school shoes (slip-ons are not permitted).
- On days where students have PE, they need to bring their sports shoes in their bags and change before the class.
- On sport days, sports uniform and sport shoes are required.
- In practical classrooms (science labs, food technology rooms, art rooms) enclosed, black leather style shoes **MUST** be worn as a safety requirement.

**What to do if you are unable to wear uniform:**

It is your responsibility to wear uniform every day. It is expected all students will organise to have full school uniform every day. On rare occasions a student may be unable to wear full school uniform. In this case you must bring a signed note from a parent or caregiver, stating the reason and when it is expected you will be able to wear full uniform.

Uniform Pass:

Uniform is checked daily. Any student out of uniform and without a note will be recorded in our welfare system. If a student is out of uniform 3 or more instances in a month, an email will be sent to parents/caregivers requesting support with the school's uniform policy. If a student has a note, they must carry the note with them and produce it on request or go to the front office for a uniform pass. Persistent failure to wear uniform could result in a warning for suspension.

If you are mostly or completely out of uniform you will be sent to the Deputy Principal, parents will be contacted and you may be requested to change using school uniform items borrowed from the school.

2.4 RECOGNITION OF ACHIEVEMENT

The school holds two significant formal awards ceremonies in the school year.

1. **Academic Achievement Assembly** is in Term 1. The highest achieving HSC students of the previous year are acknowledged and congratulated, along with the DUX, second, third and fourth place getters in each Year group. Dux in each year receives a voucher provided by Cantabrians.

Academic achievement and school and community citizenship are also recognised by a number of special awards, including:

The Reuben F Scarf Award for Improvement and Commitment – Year 9 student

The Zonta Women's Club Award for Citizenship - Year 10 student

The Cantabrian Scholarship – for Year 11 student \$800 in trust in school account for school costs

Cantabrian Awards for Dux of each year - book voucher & plaque

The Grace Sparks Award for Excellence in English – Certificate & book voucher, Year 10

The Caltex All Rounder Award for the Most Outstanding in Year 12 (presented at Yr 12 Graduation)

ADF (Australian Defence Forces) Scholarships for Leadership and Teamwork) for students in Years 10 & 12 - \$250, \$500

Bailey Award for best student studying HSIE subjects in Year 11- in trust for some school costs

Community Member Contribution Award – certificate and gift (presented at Yr 12 Graduation)

P & C Achievement Award for the Best Result in HSC Practicals in Visual Arts, Music, Drama, Textiles, Dance and Society and Culture, Extension 2 English - \$100 per subject, VET Hospitality & Business Services

Junior 7-9	Year 7 - Bronze	Year 8 - Silver	Year 9 - Gold
			
Senior 10-12	Year 10 - Bronze	Year 11 - Silver	Year 12 -Gold
			

2. **Annual Recognition Day** is in Term 4. Students who have attained outstanding and meritorious in each class, subject or course are recognised. On this day we also recognise sporting and performing arts achievements.

Student Recognition Scheme

This scheme enables students at Canterbury Girls to have their progress and participation acknowledged each year. Students who qualify for Student Recognition are presented with a badge as a symbol of their achievement. The badge colour and design varies according to the number of years for which a student has qualified. This is presented at Annual Recognition Day. A student entering the school in Year 7 has the potential to qualify for up to six badges, one badge a year.

In order to qualify students must:

- Complete the Personal Best Program throughout the year
- Record your completion of recognition throughout the year.
- Check copies of Student Electronic Records which will be available on Year Notice Boards prior to Recognition Day in Term 4.
- Inform Year Adviser of any discrepancy in the rewarding of recognition.

Students in Year 7-9 work through the junior badges progressively. NB: A student in Year 8 who did not achieve the bronze junior badge in Year 7 will be eligible for bronze junior in Year 8. Students in Year 10-12 work through senior badges progressively.

Award Criteria

Within one calendar year, students must: Qualify in categories 1 and 2 and complete 3-4 activities in at least two of the other categories (i.e. categories 3 -6)

<p>1) Academic Achievement</p> <p>A student will need to have:</p> <ul style="list-style-type: none"> - achieved satisfactory progress in all subjects for both the Semester 1 and 2 reports - achieved 80% attendance or higher - satisfactorily completed the Personal Best Program for the year. 			
<p>2) Compulsory Carnival Attendance</p> <p>A student will need to have participated satisfactorily in two of the three annual school carnivals –</p> <ul style="list-style-type: none"> - Swimming Carnival - Athletics Carnival - Cross Country Carnival <p>NB. If a student is physically unable to satisfy this requirement an alternative may be negotiated with the Deputy Principal.</p> <p>Must also complete at least 4 activities from at least two columns below (Years 7-10):</p> <p>Must also complete at least 3 activities from at least two columns below (Years 11-12):</p>			
<p>3) School representation</p> <ul style="list-style-type: none"> - A student will need to have participated satisfactorily (80% attendance at games) in a grade sport - A student will need to have participated satisfactorily in a knockout sport. - Have achieved Zone, Regional or State sport selection arising out of membership of the school. - A student will need to have been selected for and participated satisfactorily in a Regional, State or National performance groups arising out of membership of the school e.g. NSW State Drama/Dance, Debating, Music, Theatre Sports, School Spectacular. 	<p>4) School Leadership</p> <p>A student will need to have taken an active part in one of the following:</p> <ul style="list-style-type: none"> - School Prefect Body - Student Representative Council - Environmental Ambassador - House Captain/Vice Captain - Mentor or Mentor Trainee (eg. Literacy/ Numeracy) - Will have been nominated for a school or community award recognising leadership and citizenship e.g. Minister's Award for Student Excellence, Order of Australia Certificate. - Sports House Captain 	<p>5) School & Community Service</p> <p>A student will need to have participated satisfactorily in one of the following:</p> <ul style="list-style-type: none"> - School club or committees e.g. ISCF, Environmental Committee - School lighting/sound engineers/ Stage Crew - Ensemble/group e.g. Choir, Orchestra, Dance, Theatre Sports - Performer at MADD. - Audition & selection for Community Performance Group <p>A student will need to have met one of the following criteria:</p> <ul style="list-style-type: none"> - Assistance at an organisational level with Parent-Teacher Nights/Orientation Days/Assemblies/ School Visits/Open Nights - Participation in a working bee at the school (one whole day) - Assisting with coaching of sport, music, debating, Dance, Drama, Theatresports. - Participation in a school approved community service project (e.g. volunteering, charity collection) - Participation in a school service project approved by the Deputy Principal 	<p>6) Enrichment /Extension</p> <p>A student will need to have met one of the following criteria:</p> <ul style="list-style-type: none"> - A grade of at least a Credit in a National Standardised Test (e.g. English, Mathematics, Science) - A commendation in the Herald's Young Writer of the Year Award - The Mathematics Enrichment activities - An entry accepted into ArtExpress, Onstage, Encore, Textiles HSC or recognised exhibition - A commendation/Award in an external competition (eg. History, Science, Maths) - An entry selected into the NSW Design Competition - Debating/Public Speaking - Any other enrichment activity approved by the Deputy Principal.

2.5 STUDENT LEADERSHIP

A range of opportunities are made available for students to contribute to the school community in leadership roles. These include Student Representative Council, Senior Prefects, Environmental Ambassadors, and Mentoring.

Student Representative Council (SRC)

The SRC is an active and committed organisation within the school. The SRC is the elected student voice which communicates between students, teachers and the community. The SRC provides opportunities for involvement in leadership and participation within the school and representation of the school at District, Regional and State level. Past school captains have often had a history in the SRC in and beyond the school. The SRC provides opportunities for students to be involved in the decision making and goal setting process on issues which matter to students, such as school environment, uniform and inter-school activities.

Students elect their SRC representatives each year. One representative is elected for every 25 students in the Year. After the elections each year, representatives are inducted at a whole school assembly in Term 3 alongside the Prefects and Co-Captains. Office bearers for the SRC are chosen following leadership training in meeting procedures, roles and responsibilities within the Council. Students who wish to stand for election are required to complete a nomination form signed by themselves, 2 staff members and 2 students from their Year. At a Year Meeting all candidates will speak about their experience and plans for contribution to the school community if elected. This process ensures highly suitable candidates with leadership qualities and a genuine commitment to the school community are elected. Students must be present at school to be eligible for nomination and be involved in the process. Any serious illness or misadventure on the day of the elections will be considered in a case by case basis.

Mrs Jenkins, SRC Teacher Co-ordinator

A Message from the Students in the SRC

The Canterbury Girls Student Representative Council (SRC) is a leadership program run by Secondary Students for Secondary Students. It is a forum where issues that affect the school and its community are raised, discussed and acted upon in a safe environment.

The SRC representatives consist of peer-elected members from Years 7 to 11. The elections occur annually where six representatives from each year are selected to be a voice for their respective year groups. Girls who display leadership qualities of responsibility, reliability, integrity, honesty and loyalty are elected by their peers to the SRC. Their excellent interpersonal and communication skills, behaviour and conduct enable them to proudly represent their school.

Canterbury Girls SRC participates in the wider community, attending meetings and conferences in the Sydney Region, in order to share ideas on how to improve the schools' SRC program, improve communication and help with issues that may affect the local community.

It is a great place to learn leadership skills and give back to our school community in a positive way. The students are encouraged to become involved in worthwhile causes within the school and its community. Respect, fairness and a wonderful democratic process within the SRC enable the girls to develop enhanced leadership skills and a sense of achievement in supporting others in our communities.

Senior Prefects

The Prefect body is elected annually in Term 3. Students complete a nomination form which must be endorsed by two teachers and two of their peers. Students' attendance record, participation in extra-curricular activities and engagement with leadership opportunities throughout Years 7-11 are considered when deciding on the suitability of a student for the position of prefect. Students in Years 10 and 11 as well as staff participate in the voting process to arrive at a final group of 20. From this group, students may elect to be interviewed for the role of Co-Captain. Interviews are conducted by a panel including the Principal, the Prefect Coordinator, the year advisor and one outgoing Co-Captain. The interview selection process considers students presentation at the interview, written application and proven commitment and engagement to school ethos and direction. Four Co-Captains are then chosen to lead the Prefect body each year, chairing formal assemblies, representing the school at official functions, leading communication between the Senior student body and the school executive and participating in community service.

The position of Prefect or Co-Captain is extremely important in terms of being a senior role model, leading by example and upholding the good name of the school. The prefects work together on a variety of projects which develop skills of leadership, teamwork and collaboration. Prefects are also able to specialise in areas of interest based on the needs of the school, including mentoring, diversity, co-curricular activities as well as connections within and outside of the school community.

Ms La Grassa, Prefect Teacher Co-ordinator

School Environment Ambassadors (SEA)

In 2020, SEA students have continued their commitment to helping the environment in a number of creative ways, despite the obvious challenges of Covid19. S.E.A was able to raise funds for Sea Shepherd, as well as for a tap filtering system.

Over the past term, senior S.E.A members have been researching and creating an engaging presentation about bees, with the aim of increasing awareness of their importance to natural ecosystems. Senior SEA students also created a Touch A Tree competition, which was open to all students. Its aim was to encourage an appreciation of trees both in our school grounds and surrounding environment.

S.E.A has also continued with their WoodiWILD project, which was established in 2019. We have raised enough funds so far for 124 trees to be planted by WoodiWILD in cleared farmland areas across Australia. SEA is also raising funds for the Carbon8 project, by selling succulents to students.

Daily work includes compost collection and assistance with the school garden, as well as recycling paper waste. Environmental films such as 2040 are screened to further help awareness and idea creation for new projects. the focus is positivity and environmental action. All projects were initiated and led by the students, so any students who are motivated and creative in helping the environment, the SEA group may be for you.

Mr Fitzgerald, SEA coordinator

Mentoring

Students in Years 8 and 9 have the opportunity to train as student mentors over one or two days of in-school workshops. Mentors welcome the new Year 7 students to the school as Year 9 and 10 mentors the following year. Our mentoring program dates back to 2001, when the school worked in partnership with NSW Health to introduce the positive mental health concepts of resilience, coping, anti-bullying and seeking help, as part of the Mind Matters package developed for schools. Each new Year 7 cohort completes a series of workshops run by the trained mentors to help them settle into high school. It includes games, discussions, and 'getting to know you' activities based on settling in, finding your way around, meeting new people, making friends, anti-bullying, goal setting and study skills for high school. Many senior members of the SRC and elected Prefects started their leadership careers as mentors in Years 9 and 10. Participation in the mentoring program is an ideal way to develop skills of co-operation, teamwork, helping others and showing commitment.

HT Student Wellbeing runs the Mentoring Program.

SECTION 3 EFFECTIVE LEARNING

3.1 LIBRARY AND LEARNING CENTRE

Canterbury Girls High School Library is the digital, information and resource epicentre of our school community. The Library is on the top floor of C Block and contains the library collection, the Careers office, Counsellor's office, Seminar Room, Learning Spaces and the Senior Learning Centre in the Library's mezzanine area.

Opening Hours

Mon: 8:00am – 4.30pm – After school study program operates from 3.15pm – 4.30pm

Tue: 8:00am – 3.30pm

Wed: 8:00am – 1.00pm

Thu: 8:00am – 3.30pm

Fri: 8:00am – 3.30pm

After School Study Program

Every Monday afternoon from 3.15pm to 4.30pm, students are invited to come to the ASK homework center to receive support with completion of homework and assessment tasks. Students also use this as an opportunity to complete group work assessments and to receive guided support according to their needs from staff allocated to the homework center each week.

Available Information and Technological Resources

The Library's collection contains around 30,000 items including:

- Fiction, non-fiction and multimedia resources
- free access to e-books and audio books via the school catalogue
- a reference section
- HSC support reference material in closed reserve

School resources such as headphones, multimedia resources, and wireless keyboards are available from the Library. Students have access to 18 networked computers downstairs with a further 10 computers upstairs in the Learning Centre. These computers all provide access to the online Library Catalogue, Moodle, Intranet and Internet. Students are also able to print from their own device or school computer to the colour photocopier/printer and scanner. The library also provides students with access to power points to charge their devices throughout the day.

ICT Information and Digital Literacy Induction

To support students and their use of ICT they are guided through a staged ICT, information and digital literacy program commencing in Year 7. Each year students are provided with workshops on building on their skills as the demands of the curriculum and their learning evolves from Years 7 to 10. The aim is to ensure students have the appropriate skill set and confidence to be able to use effective strategies to research using a range of digital information tools, to be aware of online safety and cyber security and to manage their e-mails, digital files and learning resources to support their learning.

Loan Limits and Periods

- All students are required to have a CGHS Library Card for borrowing, printing, copying and identification. The cards are produced after School Photo Day in Term 1 and any students with concerns about their Library Card should see the Teacher-Librarian as soon as possible.
- Borrowing Limits and Timeframes

Year	Types of Resource	Max. # of Loan Items	Loan Period*
7 – 10	Fiction and Non-Fiction Resources	4	2 weeks
11 – 12		6	
7 – 12	E-Books and Audio Books	2	
11 – 12	Closed Reserve Items	1	1 period (cannot be taken home)
11 – 12	Multimedia Resources	1	Overnight or weekend

3.2 WELLBEING ROADMAP AND PERSONAL BEST PROGRAM

Wellbeing Roadmap

The Wellbeing Roadmap provides a scope and sequence of wellbeing initiatives & programs. used to support students to become resilient, resourceful 21st century global citizens, ensuring staff, caregivers and community partnerships are enabled to actively plan pathways based upon strengths, passions and needs.

The Roadmap includes reference to anti-bullying, discipline and attendance policies, school and external wellbeing support staff, interagency support, student health, the recognition system, extra-curricular programs, and school to work transition.

Opportunity for student voice in leadership and learning is a key aspect of student wellbeing. Embedding 21st century skill development in Future Focused Learning such as Digital Literacy, STEM, communication, collaboration, creativity, and critical thinking will be developed. These skills are fundamental for successful connectedness to the school community.

The role of extracurricular programs in fostering relationships between students and staff, and students across Years is acknowledged as a fundamental feature of the connectedness fostered at Canterbury Girls High School.

SUPPORT FOR STUDENTS

A variety of Learning Support and Extra Curricular Programs are offered, including:

- Indigenous Student Success Program
- The Duke of Edinburgh Award
- Counselling services from the school counsellor, Good Shepherd, Breakthru, Headspace, CAMHS, Barnados Reconnect
- Environmental Ambassadors (SEA)
- Debating
- Public Speaking
- Performance Program: Ensembles in – Orchestra, Dance, Choir, Strings, Percussion, Drama and Jazz
- Mentoring (to introduce Year 7 to high school)
- Student Representative Council, Senior Prefects
- Good Shepherd RISE program for Years 7-8 to support engagement and progress
- ASD Peer Support Group
- Literacy and Numeracy Mentoring
- After School Study Program
- Premier's Sporting Challenge

The Personal Best (PB) Program

The Personal Best (PB) Program is undertaken by all students across 3 sessions on Tuesday, Thursdays and Fridays in addition to DEAR (Drop Everything & Read).

All Stage 4, 5 and 6 students are provided with an independent, self-paced online Personal Best Program covering wellbeing, resilience, coping and help seeking skills, anti-bullying, online safety and respectful relationships. In Stage 6 special focus is given to time management, stress management and post-school pathway planning with support from the School Counsellor and Careers Advisor.

All students who complete the Personal Best online program will be recognised on their report.

Specialist student groups including Prefects, SRC and SEA (Environmental Ambassadors) will meet on Tuesday, Thursdays and Fridays. These students are not required to undertake the online program in full and may choose to complete it independently.

Personal Best Program Content Outline

7*	<ul style="list-style-type: none"> - Bullying - Friendships
8*	<ul style="list-style-type: none"> - Bullying/e-safety - Relationships
9*	<ul style="list-style-type: none"> - Friendships Resilience, self-esteem, individuality, goal setting, friendship, managing emotions & anxiety, healthy relationships vs toxic
10	<ul style="list-style-type: none"> - Friendships Goal setting, careers pathways, interview skills, study planning - Mental health - depression & anxiety, loss & grief, eating disorders, mental fitness - Personal identity – relationships, A&OD's
11	<ul style="list-style-type: none"> - Understanding Stage 6 - Surviving Year 12: Beyond Blue - CGHS Senior Support Plan - Illness/Misadventure - Time Management, study timetables - Emotional Intelligence - Habits of Mind - School to Work Planning
12	<ul style="list-style-type: none"> - Time Management ReachOut.com - Motivation: successful student stories and tips - Resources for smarter students and mental health support - Coping with stress, meditation, fitness - Study Skills: Elevate Education, HSC Study Buddy - Online safety

Years 11 and 12 also have support provided by careers, school counsellor and senior student support staff as part of the PB program, including post school planning and stress management.

***Years 7-9 students are provided with access to differentiated learning in Literacy and Numeracy, in which they are supported by trained peer learners. These groups will be supported by specialist LaST (Learning and Support teachers) and Maths staff.**

3.3 SENIOR STUDENT SUPPORT

Senior Learning Centre

The Canterbury Girls Senior Learning Centre operates to support senior students in preparation for the Higher School Certificate.

The Senior Learning centre is in the library and occupies the mezzanine level. The Centre provides:

- Teacher support for student learning
- Study resources and Tutorial groups
- Computer and internet access, including a colour printer
- Peer Support
- Moodle resources in Learning Centre and Senior Student Support.

The aim of the centre is to allow students the space and time to:

- Use time effectively in preparing for assessment tasks, completion of homework and preparation for examinations
- Assist students to learn how to study and consolidate these skills
- Give students access to the resources needed
- Give students emotional support in working towards achieving their best in the Higher School Certificate
- Develop life-long skills in study and research
- Develop the confidence to know that you have the skills to succeed whatever your circumstances.

Senior Student Support Plan

A Canterbury Girls High School Senior Student Support Plan is made available to Senior Students through Year Meetings and the Learning Centre and is available on the school website. It is part of the content covered in the Senior Personal Best program delivered on Moodle. The HSC years of study can be demanding and the support plan aims to guide students in making sensible lifestyle choices and balancing their commitments over this period of time. The support plan assists students with study skills, coping with any difficult personal circumstances and seeking help to manage stress and anxiety.

The Careers Adviser

The Careers Adviser helps provide students with access to a range of career development services. These services support students to define their career aspirations, develop career goals, explore career options and create effective career and transition strategies. Some of these services include: career counselling, transition planning, assisting students to identify their abilities, skills and interests through a range of career resources, providing workplace learning through work experience, and providing and clarifying information for students and their parents regarding the school curriculum, the HSC and further education and training.

In 2021, Stage 5 will be introduced to the extensive resources of the School to Work program. Stage 5 Work Experience occurs in Term 4 of Year 10. Accelerated Stage 5 VET course opportunities are available.

Stage 6 students are formally interviewed regarding their intended pathways and are given an opportunity to complete a vocational guidance test. Students in Years 10, 11 and 12 are welcome to see the Careers Adviser at any time for support with careers related advice.

Students enrolling in TVET courses in 2021 will be interviewed and supported by the Careers Adviser. Students should check their DoE email accounts regularly for important information from the Careers Adviser.

In 2021 Careers Services will be delivered by Ms Fardell and Ms Conroy

3.4 HOMEWORK POLICY

Rationale - At CGHS, we have established mechanisms to monitor the amount of homework across all subjects to ensure that students' workloads are manageable and that homework is meaningful. Homework is a valuable part of schooling. It allows for practicing, extending and consolidating work done in class. Homework provides training for students in planning and organising time and develops a range of skills in identifying and using information resources. Additionally, it establishes habits of study, concentration and self-discipline.

Policy statement - We hope to achieve teaching and learning practice that considers the **quality** and **manageability** of homework. This policy aims to ensure that homework tasks will be assigned by teachers with a specific, explicit learning purpose. On completion, teachers will acknowledge student effort and provide feedback related to student learning. Teachers will ensure that the quantity of homework will be manageable, ensure quality and will provide feedback to students on completion. Homework will be educationally beneficial and will meet the realistic expectations of students, teachers, parents and caregivers. No Homework and/or Assessment tasks will be set for the Holiday period.

Implementation - Responsibilities

Teachers:

- Implement the school's Homework Policy
- Communicate the purpose, benefits and expectations of homework to students and parents/caregivers
- Acknowledge student effort in completing homework and provide timely and relevant feedback on achievement
- Ensure resources and materials are easily accessible for students
- Support students having difficulties with homework
- Discuss with students and parents/caregivers any developing issues regarding a student's homework.
- Discuss homework practices with colleagues.

Parents/caregivers:

- Acknowledge that workloads will increase and decrease at various times.
- Discuss with student their progress and any developing issues regarding a student's homework manageability.
- Support student if they are having difficulties with homework by encouraging them to communicate with the relevant classroom teacher.
- Communicate with the relevant Head Teacher if concerns continue after contact by student is made with classroom teacher.

Students:

- Ensure resources and materials are accessed
- Ensure a study timetable is generated to manage workload
- Communicate with the relevant classroom teacher if there are concerns or if student is having difficulties with homework.
- Communicate with parent/caregiver if the student is having difficulties with homework.

Stage requirements:

Homework for Years 7-8 - In Years 7-8, homework may be set across the curriculum. Homework may include regular tasks, assignments that require investigation and preparation for examinations. Our staff will support students to develop time management skills, guide them to become more independent learners and ensure their workloads are manageable as we recognise that this is particularly important for those Year 7 students who are transitioning to high school. No homework and/or Assessment Tasks will be set across the school holiday period.

Homework for Years 9-10 - In Years 9-10, homework may be set on a regular basis across the curriculum. Homework might include practice that complements work learnt in class, assignments, as well as preparing for assessment tasks and studying for exams. Homework will be differentiated for the Academic stream. Our staff will continue supporting students to develop their time management and study skills and encourage independent work and their transition to become successful Stage 6 learners.

Homework for Years 11-12- In Years 11-12, homework will be expected to be completed independently. Homework may be set in all subjects, and students may be required to prepare for assessment tasks and study for exams. Times will vary according to learning needs and individual study programs.

Monitoring, evaluation and review

Mechanisms to plan and monitor the amount of homework given to students across all subjects will be conducted through school and faculty processes including assessment schedules, scope and sequences and ongoing collaborative teaching practices.

3.5a LEARNING PRESENTATIONS – YEAR 7 & 8

WHAT: Students in Years 7 & 8 will develop a Learning Presentation during Term 4, 2021. This Presentation will include information on their Learning Achievements for 2021 and Learning Goals for 2022. Students will be encouraged to then present their Presentation to an audience comprising a parent and staff member or upload a two minute video to their DEAR/PB google classroom. Learning Presentations will involve the use of a digital device.

WHEN: Learning Presentations will be prepared in Week 4, Term 4, then scheduled to be presented during Weeks 7-9. Students will be given the day to prepare their Learning Presentations.

WHO: All classes from Years 7& 8 will participate in this initiative. Presentations will be compulsory for all Year 7 and 8 students. All students will develop a Learning Presentation. Students will nominate themselves if they wish to present their Learning Presentation to a parent (or relative or friend) and staff member.

WHY: Learning Presentations supplement student reports and Parent Teacher Night by providing students with an opportunity to have a voice regarding their learning. As the key participants in learning, ***it is essential that students are active in assessing their achievements, goals and areas for improvement, something which neither reports nor Parent Teacher Night enables.***

Learning Presentation Outline

- In Week 4, Term 4, 2021, all Year 7 & 8 classes will cease their usual curriculum in classes for one day to develop a Learning Presentation. Usually, this takes the form of a PowerPoint.
- Learning Presentations will be in 2 parts:
 1. What were my learning achievements in 2021? Achievements should include those in both Curricular (subjects) and Extra-curricular (Performing Arts, Sport, Leadership, Environment, Wellbeing, Community) areas.
 2. What are my learning goals for 2022? Goals should include those in both Curricular and Extra-curricular areas
- For the Learning Presentation Part 1, students must make reference to at least 3 work samples as examples of learning achievements
- For the Learning Presentation Part 2, students must make reference to their updated *Personal Learning Plan for 2022*. They may also refer to their work samples to highlight goals or areas for improvement should they wish.
- Student Learning Presentations should last between 5 and 10 minutes. At the conclusion of the presentation an additional 5 to 10 minutes will be available for the parent and staff member to give feedback and ask any clarifying questions. Feedback may be recorded via a Google Forms Survey that will be emailed to parents and caregivers.
- Presentations may involve the use of notes/PowerPoint/other prompts should the student wish
- A positive entry will be made into Sentral for each student who completes their Learning Presentation
- Students who are absent from school and/or who miss their scheduled presentation time should negotiate another time in consultation with Ms Strachan
- If a parent/caregiver is unable to participate, the Learning Presentation will be to a teacher with the option of having a relative or peer present also
- Ms Strachan will co-ordinate the initiative – such as interview times, communication with staff and students, and co-ordination of Personal Learning Plans.
- Student who do not wish to present to an audience must upload a 2 minute video to Google classroom and their DEAR/PB teacher will be able to view their presentation.

3.5b STUDENTS AND PARENTS AS PARTNERS FOR LEARNING

In 2021, all Year 7 students will be undertaking a program which seeks to increase the important role both themselves and their parents play as partners for learning. This program will include the following actions:

1. In Term 1, all Year 7 students will complete a *Personal Learning Plan*, which parents are also asked to comment on
2. When students receive major assessment tasks back in their different subjects, they will be asked to complete a reflection sheet on their performance in the task. Parents are also asked to comment on this reflection sheet.
3. At the end of Terms 1, 2 and 3, students will be asked by class teachers to complete a reflection sheet in which they identify the teaching strategies which have best helped them to learn, and strategies which they feel would support improvements in learning.
4. At the end of the year, students will be required to complete a *Learning Presentation*. (**See 3.5 a above** for more information).
5. Following a student's *Learning Presentation*, parents will be asked to complete a feedback sheet on their daughter's learning for the year which will be copied and given to the student's teachers for the following year.

Please contact the Deputy Principal, if you have any enquiries relating to Personal Learning Plans or Students and Parents as Partners for Learning.

SECTION 4 SCHOOL PROCEDURES

4.1 GENERAL PROCEDURES ~ A – Z SUMMARY GUIDE

Absence from school

All absences must be explained via text, call, email or note. See section 4.2 *Attendance Procedures*. See also **Extended Leave** in this section.

Assemblies – entry procedures

- For Outdoor Assemblies, students should line up in Personal Best DEAR Classes in the Main Quadrangle facing the podium. A marker is used to indicate the place of each Roll class.
- For indoor Formal Assemblies in the MPC, students must line up in the Quadrangle in Personal Best DEAR Classes and wait to be directed into the MPC.
- In the Cantabrian Hall, students should generally enter from the doors adjacent to the quadrangles, NOT the foyer unless the weather is wet.

Attendance and Conduct Cards

A student may be placed on an attendance and/or conduct card for behaviour monitoring, return from suspension or Time Out, parent request or attendance monitoring after truancy.

Banned and prohibited items

- You must not bring weapons, alcohol or illicit substances to school, including cigarettes, vapes and lighters.
- You are encouraged to leave valuable items at home. You are responsible for all your possessions while at school.
- Non-uniform items are generally not permitted at school. Tights, skins, leggings and workout pants are not acceptable uniform items. If a student is doing dance for sport, they must wear navy school shorts over the top of the tights until sport commences.
- Skateboards, roller blades and scooters are not to be brought to school for safety reasons.
- Prohibited (illegal) items will be confiscated and the police may be notified.
- Confiscated items may be recovered from the Deputy if not handed over to the police.
- Suspension may result from bringing prohibited items to school.

Before School Supervision

No students should arrive at school before 8am unless they are a senior student and have a timetabled lesson. Supervision is only provided in Library OR the Canteen and adjoining inner quads from 8.15 am until Period 1.

Camps

- A camp program occurs over the six years of secondary schooling, with camps being offered in Years 7, 9, and 11. Each of the camps promotes bonding, self-esteem and positive relationships within the cohort. A program of outdoor activities develops physical activity skills, offering a range of challenges and experiences to suit all levels of fitness and confidence.
- All camps are held at venues approved by the Department of Education for safety and supervision standards, and students are accompanied by Canterbury Girls school staff members at a ratio of approximately 1 staff member for every 20 students. Students are accommodated in shared rooms with adjoining bathroom facilities, approximately 6-8 per room. All dietary requirements can be met on these camps. Payments can be arranged to be made by instalments if that suits a family's needs. Please discuss with Office C and/or the Year Adviser.

Canteen

- Opens before school daily at 8:15 a.m. for breakfast.
- Provides daily specials, vegetarian and halal menu choices.
- Follows the Healthy Canteens Policy to support balanced and nutritious eating choices.
- Orders for lunch are accepted before school, break and recess. Orders can be collected at the designated window.
- Students will not be served during lesson time unless there is good reason approved by the Deputy Principal/Principal.

Detention

- A teacher may put a student on detention at recess or lunchtime.

- If required to remain after school, detention will generally occur on a Tuesday from 2.33 p.m. – 3.10 p.m., supervised by the teacher or Head Teacher. Parents/carers will be notified 24 hours in advance.

Early Leave

See section 4.2 *Attendance Procedures*

Extended Leave (more than 5 school days)

- See Office A for Application for Extended Leave form. If travelling interstate or overseas you will be required to provide a copy of airline tickets
- Students are expected to maintain a program of study while on attendance exemption and make arrangements to catch up missed work. Tests/assessment tasks missed due to extended leave in Years 10 – 12 may be awarded a zero. In Years 7, 8 and 9 arrangements for assessment are at the discretion of Head Teachers.

Injury or Illness at school

- The designated first aid staff are located in Office A
- During class any student reporting to Office A for first aid must have a note from their teacher
- Families are asked to cooperate and not send a student to school if they are unwell
- Students must **not** contact their parents. The Office staff will do this for them if required.

International Students Fees

International Students' voluntary contributions and subject contributions are covered by the school. International students have \$300 for excursions, extra-curricular activities and educational materials. All other costs including formal, jerseys, uniform, lockers, etc. are at student cost.

Lateness

See section 4.2 *Attendance Procedures*

Library

See section 3.1 *Library and Learning Centre*

Lockers

Lockers are available to all students. Check fees section for price.

Lost Property

Lost Property is kept in Office A. Students should ensure that all property is labelled.

Medication

Students must not carry medication supplies with them for health and safety reasons. If students must take any prescribed or over the counter medication during school hours it must be arranged with Office A through the First Aid staff. See the policy on student health on the school's website.

Mobile Phones

See section 4.5 *Digital Device Policy*

Money and Valuables

- Students are responsible for any items of value brought to school but are strongly encouraged **not** to bring these to school as there is a risk these will be lost or stolen.
- Valuables and money should **not** be left unattended under any circumstances.
- The school can accept no responsibility for any losses.

Office Messengers

Two Year 8 students are rostered each day to run messages for Office A and their names are published on the Daily notices. Students on duty for the day are to get their names marked off at period 1 and then go straight to Office A for daily duties as Office Messenger.

Out of Class

Students out of class must have a pass from their teacher.

Opal Cards

See section 5.1 *School Transport*

Parents' suggestions or complaints

- The school welcomes the opportunity to resolve any concerns promptly and professionally.
- Any matters causing concern will be dealt with according to the Department of Education' procedures Responding to Suggestions, Complaints and Allegations which are available on the website: <http://www.det.edu.au/policies/complain/respsugg/index.htm>

Printing and Photocopying

- **Computer Rooms** - Students in Years 7-10 are currently allocated 25 free copies per term from the printers in the Computer Rooms. Senior students are allocated 35 free copies per term. Copy costs are listed forthwith. Students needing to use more than this need to pay for credit at Office C. USB's can also be used in computer rooms if software is compatible.
- **Library** - A colour copier is available for all students in the library. Copy costs are listed below. Digital work can be brought into school on a USB and printed from computers linked to the copier in the library. Credit can be purchased at Office C, minimum amount is \$5. Students printing work from DoE laptops need to put work to be printed on a USB and use the library computers to print – 3 PC's are available for students using DoE laptops and latest compatible software.

Location	Year Group	Free Copies Per term	Type		Cost cents/sheet
Library	7-12	Not Applicable	A4	Black &White	10
			A4	Colour	40
			A3	Black &White	20
			A3	Colour	60

Reports

Reports are prepared and issued to all students twice yearly. Reports are issued directly to students and mailed to the family of any student absent. If reports are issued directly to students a School Stream alert is sent out to inform parents. All International student reports are mailed to parents.

Special Religious Education (SRE)

Special Religious Education is provided by visiting Scripture teachers of various denominations on Tuesday from 12:10 p.m. – 12:40 p.m. Students whose families do not want them to do SRE participate in DEAR at this time. Parents are informed about this through the newsletter and on the school website at the beginning of each year. The permission note is on the school website as well as details about the religious denominations. Students cannot attend without parent permission.

Disability Provisions and Misadventure

Students with special needs can apply to have the assistance of a reader and/or writer/or extra time in the HSC examinations. Students with a diagnosed language disability or learning difficulty are eligible, as well as students with an injury or illness which prevents them completing the exam independently. Students and their families should contact the Deputy Principal or Learning Support Teachers, Mrs O'Sullivan or Ms Fox, for assistance in making an application based on language or learning needs.

Cases of misadventure (unexpected accidents and events just before exams) are processed through the Deputy Principal.

Staff Rooms

Students must knock and wait at the door until they are invited in by a teacher. Students may not enter staff rooms or staff common rooms at any time without a teacher present.

Toilet

- Every effort should be made to use the toilet at break times during the day.
- Students are not permitted to be in toilets unless using them; do not loiter in the area.
- Teachers will not generally agree to requests to go to the toilet during class until after 30 minutes of lesson time.
- If there is a health issue requiring frequent toilet use, please contact the school regarding this so that arrangements can be put in place.

Uniform

See section 2.3 *Uniform*

4.2 ATTENDANCE PROCEDURES

Parents are responsible for ensuring their children attend school. A common cause of poor or unsatisfactory school progress is regular absences. The school has a number of procedures for checking the attendance of students and informing parents or carers. Below is a summary of the process:

1. At 8.38 am each morning a warning bell is sounded to notify students to proceed to their period 1 class.
2. At 8.40 am electronic rolls are marked in every class by every teacher.
3. Electronic rolls are marked every lesson providing a record of attendance for each lesson for each student.
4. For all students who are marked absent in period 1 an email message is sent to the parent/caregiver on the day of the absence.
5. A daily report is generated that checks a student's attendance to ensure they are present every lesson.
6. Parents/Caregivers are notified if a student is found to truant or a student's attendance is of concern.

If a student is late

1. Any student arriving after 8.40am is classified as late.
2. The student must go to Office A and provide an explanation for their lateness to the Office staff. Office staff will record the absence as either 'Acceptable' or 'Unacceptable', depending on the reason given.
3. The student will be issued with a note indicating the time of arrival and then should proceed quickly to class. The student will not be accepted into class without a note. (Office A updates the electronic roll to show time of arrival)
4. If a student is late three times in a term with an 'Unacceptable' explanation, parents are notified by SMS or email.

If a student is absent:

1. Parents/Caregivers are notified via email if their student is absent from Period 1 and/or late.
2. A note should be given into Office A on the day the student returns to school. If a note is not received after 7 days, the absence is classified as 'unjustified'.
3. For all unexplained absences emails are sent to the parent(s) or carer(s) seeking an explanation for the absence.
4. If the absence is not explained, the Year Adviser may contact the parents by phone. The 'Home School Liaison Officer' may be notified and in cases of many absences interviews may be conducted during school time with the Head Teacher Wellbeing or Deputy Principal.

If a student needs to leave early:

1. The student must bring a note from home to Office A before school and pick up the early leavers pass at recess or break time.
2. The electronic roll will be updated and classroom teachers will be able to view early leavers. If a student does not have an early leavers pass or does not appear on the electronic roll they will not be given permission to leave class.

Absences due to illness are inevitable; however, absences from school for shopping, minding small children or family outings are not allowed. Dental and medical appointments should be arranged outside of school hours, including Sport, wherever possible. Sport is a compulsory component of a student in Years 7 – 11 learning program, and, as such, attendance is mandatory.

Attendance at all school events such as Swimming, Athletics and Cross Country Carnivals is compulsory.

For those students receiving Centrelink payments, checks are completed each term of our attendance records. If a student has more than 5 unexplained absences per term the financial assistance to the student may be adjusted.

Note: Students **MUST NOT, UNDER ANY CIRCUMSTANCES** leave the school grounds once they have entered without the permissions of the Principal or Deputy. If permission is granted an official DoE "School Leave Pass for Partial Absence" will be issued.

4.3 SPORTS INFORMATION

Students are required to participate in the Canterbury Girls High School Sporting Program as part of their learning and development. The Sports Program includes Wednesday afternoon school sport, (both Grade and recreational), School Carnivals, Sydney East and Knock out competitions.

- Knock out sports offered in 2021 will include volleyball, cricket, softball, basketball (both open and U15 age groups), netball (both open and U15 age groups), soccer, touch football, table tennis and tennis.
 - School sport is held every Wednesday afternoon from 12.55 p.m. – 2.47 p.m.
 - Carnivals are a whole school event. Canterbury Girls High School Carnivals will be held on the following dates and venues weather permitting
- | | |
|--|---|
| ○ School Swim Carnival – 8 th February 2021 | ○ Zone Swim Carnival – 26 th Feb to 1 st March 2021 |
| ○ School Athletics Carnival – 7 th May 2021 | ○ Zone Athletics Carnival – 17 th June 2021 |
| ○ School Cross Country – 31 st March 2021 | ○ Zone Cross Country – 24 th May 2021 |

Sport Uniform is only to be worn for PE lessons and on Wednesday (Sports day). See *Section 2.3 Uniform* for details of correct sports uniform.

Year 7 students initially participate in either a rotational sporting program, where they participate in a variety of sporting experiences, or join a Grade sport team. All other years can choose to trial for a Grade team or they can choose a recreational sport. Some of the Grade sports offered across the year include Basketball, Netball, Soccer, Mini Soccer, Softball, Table Tennis, Oz Tag and Volleyball.

Grade sport is a round robin competition where students play against other schools in the St George Zone. It runs on a 'home and away' basis. If a 'home game' is played at school or at a local venue within walking distance from school, students may be dismissed from these venues at the conclusion of the game with permission from their parents/caregivers. Grade sport commences at the beginning of lunch (12.15 p.m.) rather than at the end of lunch (12.55 p.m.) on competition days. For the 'away games' and games played outside of the local area, teams will be transported to and from the venue by school bus with teacher supervision, returning to school by 2.47 p.m. To cover the cost of buses, students will be charged \$60 for the season which can be paid at Office C. This will allow them unlimited bus travel for the season.

Trials for Grade teams are held at the beginning of the season and some students may need to reselect their sport if they are not selected onto a Grade team. Demand for some sports and the size of the venue may mean that some student's preferred sport choices cannot be met.

The Summer Grade season starts in February and continues until the end of March. It restarts in September and runs until early November for the seniors and late November for the juniors. The Winter Grade season starts in May and continues until August.

Grade Sport Choices for 2021

Summer	Mini Soccer Softball Table Tennis Oz Tag Volleyball	Winter	Basketball Soccer Table Tennis Volleyball Netball
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Recreational Sport Choices for 2021

- | | |
|----------------|-------------------------------------|
| • Playfair Gym | • Dance Ensemble (through audition) |
| • Zumba | • Rotational (Year 7) |
| • Badminton | • Yoga (Year 11) |
| • Pilates | • Gym @ Aquatic Centre |
| • Tennis | • Power Walking |
| • Ice-skating | |

These may change depending on student numbers and availability of external providers.

4.4 PERFORMING ARTS

Performance extracurricular opportunities and events for 2021 include:

DANCE: Year 7 Dance Ensemble (Tuesday mornings), Junior Dance Company (Year 7 & 8), Senior Dance Company (Years 9 - 11), Dance Chorus Group (7 - 11), In the Spotlight Dance Festival, School Spectacular, Sydney Dance Company Workshops

DRAMA: Senior and Junior Drama Ensemble, Theatresports.

MUSIC: Concert Band, Stage Band, Ukulele Ensemble, Strings Ensemble, Percussion Ensemble, School Spectacular (Singers), Choir, CG#Sounds (Original Music Recording Project), Canterbury Combined Schools Band.

Clue - The Musical will happen in 2021 and is in the process of being adapted and written by the students for the students.

This is on top of opportunities in Music, Drama and Dance in timetabled lessons. All Extra-Curricular groups have an additional cost associated and families need to understand that this payment is essential to participation.

Performing is about communicating to an audience. All students benefit from extending their communication skills, no matter what medium of Performing Arts they choose. We endeavour to enable students to work across a range of the arts as they build confidence and provide students with wonderful skills they can use throughout their lives. They also enable our young people to build new peer groups and develop sound social skills.

Many studies have also found that music and performance generally enhances brain development as well as being a lot of fun. All performance groups will have a program of performances across the 2021 school year. Students who do elective Music or Dance in Years 8, 9 and 10 are expected to perform in one of the ensembles.

COMMITMENT

Students joining one of the performance groups are expected to make a commitment for the year. Involvement in any of these groups requires lunch or before/after school time commitment. Rehearsal times for each group will be published in the first newsletter for 2021.

4.5 DIGITAL DEVICE POLICY

There is a range of digital devices available today including laptops, iPads, mobile telephones, digital cameras, portable MP3 players/iPods, smart watches, earpods and other similar devices. All of these have the potential to be incorporated appropriately into lessons, opening exciting new approaches to learning. When these technologies are misused by students they can be very disruptive to teaching and learning and in some cases cause harm.

Canterbury Girls High School acknowledges that students may need to be in possession of a mobile telephone at school for reasons relating to their safety in travelling to and from school.

Taking photographs or videos while at school or engaged in school-related activities by students may only occur if there is a sound reason for the photography. Depending on the particular circumstances and purpose of the photography, the permission of staff, parent/carer or student may be required.

Where students bring a laptop, mobile telephone, iPad, MP3 player/iPod, camera and similar devices to school, the student must accept the following responsibilities:

- The student must take full responsibility for these devices. The school or staff will not be responsible for their loss, theft or damage. Students who bring them to school do so at their own risk.
- Students will use their digital devices in a way which reflects the core values being taught in schools, including the values of respect, responsibility, care and fairness.
- Students must not use mobile telephones or other devices to disrupt the learning environment or interfere with the operation of the school. Such activities may incur disciplinary action including suspension.
- All mobile phones must be off or on silent and out of sight. A teacher may confiscate the phone if it is visible.
- Students must not use mobile telephones or other devices to threaten, bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the telephone or for any illegal activity. Such activities may incur disciplinary action including suspension and the police.
- Students must not take out their laptop, mobile phone, iPod or head phones in class time under any circumstances unless requested to do so by the classroom teacher.
- Under no circumstances will inappropriate use of digital devices with cameras be tolerated. Students found to be using any camera contrary to this acceptable use policy will be dealt with under the school discipline policy. Disciplinary action will be taken in all classes.

Improper use of Digital devices:

- If a staff member has good reason to suspect that a student has been using a digital device inappropriately during the class, the staff member has the right to take the device from the student.
- The digital device will be given to the Deputy Principal and kept until 3.10pm.
- A record will be kept of the students from which devices have been confiscated. Collection of the device will be according to the following criteria:
 - **First offence**
The device may be collected by the student from the Deputy Principal at the end of the school day.
 - **Second offence**
The device may be collected from the Deputy Principal at the end of the day by a parent/carer of the student.
 - **Third offence**
The device may be collected at the end of the school day by a parent/carer of the student. The student's 'digital device Pass' will be cancelled and the student will not be permitted to bring the device to school.

Emergency Contact

Students should not call home to be collected when sick; students must report to Office A

- If a parent or caregiver needs to contact a student at school as a result of an emergency, they are required to call the school's main office and a message will be sent immediately to the student.
- If a student needs to make emergency contact with anyone they can do so through the school's main office.

Mobile Phones and Examination Rules

The NESA is the body that controls all secondary school external examinations. NESA examination rules have been applied to Canterbury Girls High School, a section quoted below:

*“If you do not follow the rules outlined below, or if you cheat in the tests in any way, you will be reported to the Deputy Principal and may be removed from the test room. **Penalties for such actions may involve cancellation of the particular test result or of all your examinations. You must not take a mobile phone or any other electronic device into the test room.**”*

SECTION 5 GENERAL INFORMATION

5.1 SCHOOL TRANSPORT

Student Opal Card

All new students will need to apply for an Opal card online. Students coming from Year 6 to 7 or students changing schools will need to go online and change their travel route/carriers asap. A new card will then be issued to their home address. This school Opal pass is only to be used to travel to school and to the student's home address. All students are requested to have a personal Opal Card to be used for excursions when necessary. Existing students are not required to apply for a new card.

Parents can go online to for further opal card information www.transportnsw.info/school-students. Parents can call 131500 to determine the safest route to and from Canterbury Girls High School. Changes to bus routes and timetables occur regularly. Families should go to <https://transportnsw.info/> to check timetables and plan their trip.

Parents, guardians and students are encouraged to apply for a student opal card as soon as they are able via: <https://apps.transport.nsw.gov.au/ssts/home#/>

A new application is required when:

- applying for a School Opal card or travel pass for the first time,
- requesting an additional entitlement as a result of a shared parental responsibility situation.

You will need to do an update application if the student has a current school travel pass and:

- is progressing from Year 6 to Year 7, or
- changes address, or
- changes school or campus.

Already have a School Opal card or travel pass?

- When you've updated, and you are eligible for free school travel next year, Transport for NSW will send you an email confirmation once your application has been processed. For travel in rural or regional NSW, we'll also inform your nominated transport operator(s).
- If you already have a School Opal card that does not need updating, or you've successfully re-applied, the Opal card will automatically be updated for travel next year. Do not throw it out as you'll be able to use it when the school year starts in 2021.
- If you currently have a printed travel pass provided by your transport operator, a new pass will be ready at the beginning of the new school year.

Please visit this link <https://www.transitsystems.com.au/nsw-schools-index> to find the latest school bus routes.

The closest train station is Canterbury Train Station which runs the T3 Bankstown Line.

5.2 STUDENT HEALTH MATTERS

First Aid and School Clinic

A First Aid officer is located in Office A and assists students who have minor first aid needs at school. The school clinic is supervised by Office A and is available for students who become ill at school and need to wait for family or caregivers to collect them. The school does not provide extended care for sick students. Families should not send sick students to school. Families are requested to keep contact and emergency contact details up to date so there is no delay in advising families of illness or accident.

All teachers are trained and updated annually in basic first aid. Regular updates in asthma and anaphylaxis are also required by the Department of Education. At all times teachers are expected to provide reasonable first aid and contact medical or emergency services if appropriate for students who are ill or affected by an accident. Office A will contact emergency services when needed.

Health Care Plans

The most common reason for Health Care Plans is for students who have severe asthma, anaphylaxis, diabetes or epilepsy, which may require an emergency response.

Any student who has:

- an ongoing health condition which may need an emergency response
- regular administration of medication during school hours
- other health support needs at school may require a Health Care Plan.

The Health Care Plan includes information about the health needs of the student, an emergency response plan, contact details for family and medical services, and details of any medications or procedures required during school hours. Health Care Plans are negotiated arrangements made in consultation with families and caregivers, and are made available to all staff as appropriate. Emergency response plans are updated annually and posted around the school in key locations. Office A keeps copies of all Health Care Plans.

Administration of Medication at School

Students are not permitted to carry prescribed or over the counter medications at school. If the student suffers from Anaphylaxis or Asthma, they must carry a spare Epi-pen and/or Ventolin on them at all times. When medication has to be taken regularly during school hours, either long term or short term, arrangements should be made with Office A. The appropriate Department of Education forms should be used.

Vaccination program – NSW Health

The school supports NSW Health vaccination programs for HPV, Hepatitis B, Chicken Pox, Whooping Cough, Diphtheria and Tetanus. Parents/Caregivers are sent information and permission notes as these vaccinations are offered.

5.3 PARENT INVOLVEMENT AND ASSISTANCE

Parents and Citizens Meetings

The P & C has monthly meetings on the third Wednesday of each month in the Cantabrian Hall at 7:00 p.m. Entry is via the Church Street gates.

The P & C aims to:

- promote co-operation between families, students and the school
- assist in informing families about education matters
- assist in providing facilities for students

Meeting dates are published in the school newsletter, on the school calendar and on the school website. All parents are most welcome to attend!

Student Assistance Scheme

Limited funds are available to support needy families who receive Centrelink payments to meet essential education expenses e.g. subject contributions, uniforms and excursions. Families should contact the School Administration Manager for any enquiries regarding student assistance. Families need to complete an application form. School policy is that in order to assist as many as possible partial support is provided.

School Committee Membership

Parents form an active part of the Canterbury Girls High School community and are welcome to join various committees as well as undergo training and participate in selection of staff via the merit selection process.

Other Volunteering

We have many other parents with specific skills who assist at various times, with things like design and desktop publishing, yoga classes, cheese making, sound and light expertise etc. If you have a skills you can share let us know so we can see if we can find a place for you to help.

5.4 SCHOOL CONTRIBUTIONS

General Contribution – What does this fee cover?

Many school subjects (for example, science, history, geography, biology, physics, maths, and more) do not have a subject contribution fee. This is because the supplies students have used in these classes are covered by the general school contribution.

The general school contribution is used to pay for:

- Textbooks
- Smartboards
- Booklets, worksheets and papers used in all classes
- Science equipment (e.g., Bunsen burners, beakers) and Science experiment materials
- IT equipment and maintenance
- Upkeep of lights, heaters and fans in your classrooms
- The school's water facilities (e.g., the school bubblers/ water fountains)And much, much more.

As we have 40 weeks of school, this fee works out to be a fee of \$2.25 per week. This fee is a vital contribution that allows the school to provide students with the education they deserve.

P&C Donation – What does this fee cover?

Previously, the P&C Donation has allowed the school to invest in vital amenities and supplies that benefit and enrich the school experience of our students.

This fee has funded the:

- Colour Photocopier in the Library
- Library Resources (e.g., books, DVDs, Learning Centre)
- Digital Equipment
- Rusty Cott Pavilion
- Investment in Solar Panels
- Planting and Maintenance of the School Gardens

This fee is voluntary, however, the P&C donation will be used by the P&C for the benefit of the school community. Therefore, it would be greatly appreciated if parents/caregivers could contribute to this fund.

Payment Instructions

- Cash or cheque payments are to be made through Office C in the main school building (8.15am-2.00pm).
- Credit card users can pay online. Go to the school website & click on the *Online Payment* link in the right hand side of the blue banner: www.canterburg-h.school
- Families can choose to pay fees term by term or pay for the full year in one amount. This is entirely up to you. However, use the fee breakdown (below) as a guide.

Year 7 Contributions

School Voluntary Contributions, Subject Fees, Subscriptions & Workbooks

Voluntary Contribution	Term1	Term 2	Term 3	Term 4	Full Year
General School (Voluntary) Contribution	\$20.00	\$20.00	\$20.00	\$20.00	\$80.00
School Subject Fees					
Technology - TAS	\$20.00	\$20.00	\$15.00	\$15.00	\$70.00
Music	\$5.00	\$5.00	\$5.00	\$5.00	\$20.00
Sport Coaching	\$15.00	\$15.00	\$15.00	\$15.00	\$60.00
Visual Arts	\$10.00	\$10.00	\$10.00	\$5.00	\$35.00
Technology levy	\$15.00	\$10.00	\$10.00	\$10.00	\$45.00
Sport Levy	\$10.00	\$5.00	\$5.00	\$5.00	\$25.00
TOTAL	\$95.00	\$85.00	\$80.00	\$75.00	\$335.00

Mandatory Subject Subscriptions and Workbooks	Full Year
English Subscription - (Online)	\$15.00
Maths Subscription – E-Learning (Online)	\$20.00
Languages Subscription - (Online)	\$20.00
Languages – Workbook	\$30.00
TOTAL	\$85.00

P&C Donation, Other Items and Extra-Curricular Fees

P&C Donation (Voluntary)	Term 1	Term 2	Term 3	Full Year
	\$10.00	\$10.00	\$20.00	\$40.00
P&C Building Fund (Voluntary)	This is a voluntary fee. Any amount donated over \$2 is tax deductible. Money goes towards school buildings.			

Other Items	Price
Grade Sport	\$30.00 for summer 2021 season
	\$60.00 for 2021 winter season
Calculator	\$25.00
Lockers	\$60.00 – a one off payment

Extra-Curricular Activities	Amount
Concert Band	\$120.00 per term
Strings Ensemble	\$120.00 per term
Percussion Group	\$50.00 per year
Dance Ensemble	\$100.00 per year
Drama Ensemble	\$100.00 per year
School Choir	\$50.00 per year
Debating	\$100.00 per year for Y7 & 8
	\$75.00 per year for Y9 – 12
Ukulele	\$50 per year

Year 8 Contributions

School Voluntary Contribution, Subject Fees, Subscriptions & Workbooks

Voluntary Contribution	Term 1	Term 2	Term 3	Term 4	Full Year
General School Contribution	\$20.00	\$20.00	\$20.00	\$20.00	\$80.00
Subject Contributions	Term 1	Term 2	Term 3	Term 4	Full Year
Technology - TAS	\$20.00	\$20.00	\$15.00	\$15.00	\$70.00
Music	\$5.00	\$5.00	\$5.00	\$5.00	\$20.00
Visual Arts	\$15.00	\$10.00	\$10.00	\$10.00	\$45.00
Technology Levy	\$15.00	\$10.00	\$10.00	\$10.00	\$45.00
Sport Levy	\$10.00	\$5.00	\$5.00	\$5.00	\$25.00
TOTAL	\$85.00	\$70.00	\$65.00	\$65.00	\$285.00

Mandatory Subject Subscriptions and Workbooks	Full Year
English Subscription – (Online)	\$15.00
Maths Subscription – E-Learning (Online)	\$20.00
TOTAL	\$35.00

Elective Subject Fees

Subject Fee	Term 1	Term 2	Term 3	Term 4	Full Year
Visual Arts	\$12.00	\$12.00	\$12.00	\$9.00	\$45.00
MasterChef	\$25.00	\$25.00	\$25.00	\$20.00	\$95.00
Music	\$5.00	\$5.00	\$5.00	\$5.00	\$20.00
Drama	\$5.00	\$5.00	\$5.00	\$5.00	\$20.00
Dance	\$5.00	\$5.00	\$5.00	\$5.00	\$20.00
Note: Only students who have chosen these subjects as their elective subjects have to pay.					

P&C Donation, Other Items and Extra-Curricular Fees

P&C Donation (Voluntary)	Term 1	Term 2	Term 3	Full Year
	\$10.00	\$10.00	\$20.00	\$40.00
P&C Building Fund (Voluntary)	This is a voluntary fee. Any amount donated over \$2 is tax deductible. Money goes towards school buildings.			

Other Items	Price
Grade Sport	\$60.00 per season
Calculator	\$25.00
Lockers	\$50.00 – a one off payment

Extra-Curricular Activities	Amount
Concert Band	\$120.00 per term
Strings Ensemble	\$120.00 per term
Percussion Group	\$50.00 per year
Dance Ensemble	\$100.00 per year
Drama Ensemble	\$100.00 per year
School Choir	\$50.00 per year
Debating	\$100.00 per year for Y7 & 8 \$75.00 per year for Y9 – 12
Ukulele	\$50 per year

Year 9 Contributions

School Voluntary Contribution, Levies & Subscriptions

Voluntary Contribution	Term 1	Term 2	Term 3	Term 4	Full Year
General School Contribution	\$20.00	\$20.00	\$20.00	\$20.00	\$80.00
Mandatory Levies					
Technology Levy	\$15.00	\$10.00	\$10.00	\$10.00	\$45.00
Sport Levy	\$10.00	\$5.00	\$5.00	\$5.00	\$25.00
TOTAL					\$150.00

Mandatory Subject Subscriptions and Workbooks	Full Year
English Subscription - (Online)	\$15.00
Maths Subscription – E-Learning (Online)	\$20.00
TOTAL	\$35.00

Elective Subject Fees

Subject Contributions	Term 1	Term 2	Term 3	Term 4	Full Year
Drama	\$7.50	\$7.50	\$7.50	\$7.50	\$30.00
IT Multi Media	\$10.00	\$10.00	\$ 5.00	\$5.00	\$30.00
Food Technology	\$25.00	\$25.00	\$25.00	\$20.00	\$95.00
Music	\$5.00	\$5.00	\$5.00	\$5.00	\$20.00
Photography & Digital Media	\$15.00	\$15.00	\$15.00	\$15.00	\$60.00
Note: Only students who have chosen these subjects have to pay.					

Elective Subscriptions and Workbooks		
Languages – LOTE Subscription	Mandatory fee must be paid in full	\$20.00
Languages – LOTE Workbook	Mandatory fee must be paid in full	\$30.00
Note: Only students who have chosen these subjects as their elective subjects have to pay.		

P&C Donation, Other Items and Extra-Curricular Fees

P&C Donation (Voluntary)	Term 1	Term 2	Term 3	Full Year
	\$10.00	\$10.00	\$20.00	\$40.00
P&C Building Fund (Voluntary)	This is a voluntary fee. Any amount donated over \$2 is tax deductible. Money goes towards school buildings.			

Other Items	Price
Grade Sport	\$60.00 per season
Calculator	\$25.00
Lockers	\$40.00 – a one off payment

Extra-Curricular Activities	Amount
Concert Band	\$120.00 per term
Strings Ensemble	\$120.00 per term
Percussion Group	\$50.00 per year
Dance Ensemble	\$100.00 per year
Drama Ensemble	\$100.00 per year
School Choir	\$50.00 per year
Debating	\$100.00 per year for Y7 & 8
	\$75.00 per year for Y9 – 12
Ukulele	\$50 per year

Year 10 Contributions

School Voluntary Contribution, Levies & Subscriptions

Voluntary Contribution	Term 1	Term 2	Term 3	Term 4	Full Year
General School Contribution	\$20.00	\$20.00	\$20.00	\$15.00	\$75.00
Mandatory Levies					
Technology Levy	\$15.00	\$10.00	\$10.00	\$10.00	\$45.00
Sport Levy	\$10.00	\$5.00	\$5.00	\$5.00	\$25.00
TOTAL					\$145.00

Mandatory Subject Subscriptions and Workbooks	Full Year
English Subscription - (Online)	\$15.00
Maths Subscription – E-Learning (Online)	\$20.00
TOTAL	\$35.00

Elective Subject Fees

Subject Contributions	Term 1	Term 2	Term 3	Term 4	Full Year
Drama	\$7.50	\$7.50	\$7.50	\$7.50	\$30.00
IT Multi Media	\$10.00	\$10.00	\$ 5.00	\$5.00	\$30.00
Textiles Technology	\$15.00	\$15.00	\$10.00	\$10.00	\$50.00
Food Technology	\$25.00	\$25.00	\$25.00	\$25.00	\$100.00
Dance Elective – Accelerated Y11	\$10.00	\$10.00	\$10.00	\$10.00	\$40.00
Music	\$10.00	\$5.00	\$5.00	\$5.00	\$25.00
Photography & Digital Media	\$15.00	\$15.00	\$15.00	\$15.00	\$60.00
Visual Arts	\$15.00	\$15.00	\$10.00	\$10.00	\$50.00
Note: Only students who have chosen these subjects have to pay.					

Elective Subscriptions and Workbooks		
Languages – LOTE Subscription	Mandatory fee must be paid in full	\$20.00
Languages – LOTE Workbook	Mandatory fee must be paid in full	\$30.00
Note: Only students who have chosen these subjects as their elective subjects have to pay.		

P&C Donation, Other Items and Extra-Curricular Fees

P&C Donation (Voluntary)	Term 1	Term 2	Term 3	Full Year
	\$10.00	\$10.00	\$20.00	\$40.00
P&C Building Fund (Voluntary)	This is a voluntary fee. Any amount donated over \$2 is tax deductible. Money goes towards school buildings.			

Other Items	Price
Grade Sport	\$60.00 per season
Calculator	\$25.00
Lockers	\$30.00 – a one off payment

Extra-Curricular Activities	Amount
Concert Band	\$120.00 per term
Strings Ensemble	\$120.00 per term
Percussion Group	\$50.00 per year
Dance Ensemble	\$100.00 per year
Drama Ensemble	\$100.00 per year
School Choir	\$50.00 per year
Debating	\$100.00 per year for Y7 & 8 \$75.00 per year for Y9 – 12
Ukulele	\$50 per year

Senior Students - Year 11 Contributions

School Voluntary Contribution, Levies & Subscriptions

Voluntary Contribution	Term 1	Term 2	Term 3	Term 4	Full Year
General School Contribution	\$25.00	\$20.00	\$20.00	\$20.00	\$85.00
Mandatory Levies					
Technology Levy	\$15.00	\$10.00	\$10.00	\$10.00	\$45.00
Sport Levy	\$10.00	\$5.00	\$5.00	\$5.00	\$25.00
TOTAL					\$155.00

Elective Subject Fees

Subject Contributions	Term 1	Term 2	Term 3	Term 4	Full Year
Business Services	\$10.00	\$10.00	\$10.00	\$10.00	\$40.00
Dance	\$10.00	\$10.00	\$10.00	\$10.00	\$40.00
Food Technology	\$30.00	\$30.00	\$15.00	\$15.00	\$90.00
Hospitality***	\$30.00	\$30.00	\$30.00	\$30.00	\$120.00
Music	\$10.00	\$10.00	\$10.00	\$10.00	\$40.00
Textiles and Design	\$20.00	\$20.00	\$20.00	\$20.00	\$80.00
Visual Arts	\$15.00	\$10.00	\$10.00	\$10.00	\$45.00
Drama	\$10.00	\$10.00	\$10.00	\$10.00	\$40.00
IPT	\$5.00	\$5.00	\$5.00		\$15.00
Note: Only students who have chosen these subjects have to pay.					

*** These are items are required for hospitality:

Hospitality Uniform	Must be paid in full	\$85.00
Hospitality Toolkit	Hire Cost \$20.00	Purchase Cost \$80.00

Elective Subscriptions and Workbooks

Languages – LOTE Subscription	Mandatory fee must be paid in full	\$20.00
Languages – LOTE Workbook	Mandatory fee must be paid in full	\$30.00
Note: Only students who have chosen these subjects as their elective subjects have to pay.		

P&C Donation, Other Items and Extra-Curricular Fees

P&C Donation (Voluntary)	Term 1	Term 2	Term 3	Full Year
	\$10.00	\$10.00	\$20.00	\$40.00
P&C Building Fund (Voluntary)	This is a voluntary fee. Any amount donated over \$2 is tax deductible. Money goes towards school buildings.			

Other Items	Price
Grade Sport	\$60.00 per season
Calculator	\$25.00
Lockers	\$20.00 – a one off payment

Extra-Curricular Activities	Amount
Concert Band	\$120.00 per term
Strings Ensemble	\$120.00 per term
Percussion Group	\$50.00 per year
Dance Ensemble	\$100.00 per year
Drama Ensemble	\$100.00 per year
School Choir	\$50.00 per year
Debating	\$100.00 per year for Y7 & 8 \$75.00 per year for Y9 – 12
Ukulele	\$50 per year

Senior Students - Year 12 Contributions

School Voluntary Contribution, Levies & Subscriptions

Voluntary Contribution	Term 1	Term 2	Term 3	Full Year
General School Contribution	\$30.00	\$30.00	\$30.00	\$90.00
Technology Levy	\$15.00	\$15.00	\$15.00	\$45.00
Sport Levy	\$10.00	\$10.00	\$5.00	\$25.00
TOTAL				\$160.00

Elective Subject Fees

Subject Contributions	Term 1	Term 2	Term 3	Full Year
Business Services	\$15.00	\$15.00	\$10.00	\$40.00
Drama	\$15.00	\$15.00	\$10.00	\$40.00
Hospitality***	\$40.00	\$40.00	\$40.00	\$120.00
Music	\$15.00	\$15.00	\$10.00	\$40.00
Visual Arts	\$15.00	\$15.00	\$15.00	\$45.00
Food Technology	\$30.00	\$30.00	\$30.00	\$90.00
Note: Only students who have chosen these subjects have to pay.				

*** These are items are required for hospitality

Hospitality Uniform	Must be paid in full	\$85.00
Hospitality Toolkit	Hire Cost \$20.00	Purchase Cost \$80.00

Elective Subscriptions and Workbooks			
Languages – LOTE Subscription	Mandatory fee must be paid in full	\$20.00	
Languages – LOTE Workbook	Mandatory fee must be paid in full	\$30.00	
Note: Only students who have chosen these subjects as their elective subjects have to pay.			

P&C Donation, Other Items and Extra-Curricular Fees

P&C Donation (Voluntary)	Term 1	Term 2	Term 3	Full Year
	\$10.00	\$10.00	\$20.00	\$40.00
P&C Building Fund (Voluntary)	This is a voluntary fee. Any amount donated over \$2 is tax deductible.			

Other Items	Price
Grade Sport	\$60.00 per season
Calculator	\$25.00
Lockers	\$10.00 – a one off payment

Extra-Curricular Activities	Amount
Concert Band	\$120.00 per term
Strings Ensemble	\$120.00 per term
Percussion Group	\$50.00 per year
Dance Ensemble	\$100.00 per year
Drama Ensemble	\$100.00 per year
School Choir	\$50.00 per year
Debating	\$100.00 per year for Y7 & 8 \$75.00 per year for Y9 – 12
Ukulele	\$50 per year