

PORT HACKING HIGH SCHOOL

**INFORMATION
FOR
STUDENTS
AND
THEIR PARENTS

2023**

ACKNOWLEDGEMENT OF COUNTRY

We would like to acknowledge the traditional custodians of the land, the Dharawal people, upon which we meet today.

We pay our respects to our elders who hold the memories, traditions, and the legacy we will carry on. The spiritual connections to land are the blue waters of Gunnamatta, the yellow sunshine over Yowie, the red leaves falling on Jibbon and the green nature around Burraneer.

We must always remember the First Nations people and to always be understanding and inclusive of Aboriginal culture and experiences. This land was and always will be traditional Aboriginal land.

THE SCHOOL SONG

The School Song is sung at every formal occasion, and every year assembly. All students are expected to learn the song and sing it with pride. Ardentibus Nil Ardui – to the ardent nothing is too arduous or – to those who are committed and passionate, nothing is too difficult. Our plain English version is “To Strive is to Achieve”.

ARDENTIBUS NIL ARDUI

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

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

*In our work and play, should any sombre cloud arise,
Looking far beyond and ever reaching to the skies;
Let us scorn to yield, but carry on to victory,
Knowing as we strive - Ardentibus Nil Ardui.*

*When our race is run and happy student days are past,
Whatever may befall and where'er our lot is cast,
Faithful through the years, this we hold in memory,
To strive is to achieve - Ardentibus Nil Ardui.*

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STATEMENT OF PURPOSE

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

PRINCIPAL'S MESSAGE

Port Hacking High School has a proud history as the original coeducational high school in the Sutherland Shire. What sets Port Hacking apart is that the students exude a keen sense of motivation, a vivacious commitment, and a tenacious spirit, in developing their educational, sporting, creative, physical, social, moral and intellectual mindset. Student potential and their development is nurtured and challenged in a stimulating innovative educational environment, inspiring students to fulfil the tenet of the school motto 'Ardentibus nil ardui', to 'Strive is to Achieve'.

Port Hacking students are encouraged to be resilient in their learning, developing an acute sense of personal responsibility in all pursuits and endeavours, striving to propagate future focussed work ready skills and seizing their boundless potential as they progress through to graduation.

Port Hacking cultivates and instils within students lifelong values of honesty, integrity, empathy, perseverance, tolerance, inclusion and a fundamental emphasis of embracing diversity in all contexts. We expect our students to develop self-discipline in the pursuit of their dreams and aspirations and take pride in their achievements throughout their high school years. We envisage that our students will become visionary leaders of their generation in Australian society and in an ever-increasing globalised world. Throughout their time at Port Hacking, we believe that their experiences here in this fine school will produce well-balanced confident young adults equipped to contribute to the next chapter of the Australian story.

Port Hacking has developed an authentic reputation throughout the community for:

- *academic success;*
- *sporting prowess;*
- *highly successful CAPA programs in music, drama and dance;*
- *highly evolved student leadership programs through the SRC;*
- *successful public speaking and debating teams;*
- *well defined welfare practices; and*
- *highly attuned career's education and programs and increasing participation in recognising important societal social justice issues that resonate with the community.*

Port Hacking is fortunate to enjoy a buoyant school community, committed teachers, devoted parents/carers working in unison and harmony for the betterment of the students. Port Hacking is privileged to have supportive feeder primary schools and a highly evolved 'Transitions' program that enables students from our feeder primary schools to make a seamless transition to a unique and engaging high school environment.

Port Hacking into the future has devised a strategic roadmap to embed 'Visible Learning' as the educational philosophy and foundation for our teaching and embarked on an extensive capital works program throughout the school to make the campus more aesthetically pleasing.

Port Hacking High School is an invigorating, exciting, innovative school, a place where students find their niche and a place where students want to be.



Trevor Price
Acting Principal

ASSISTANCE AVAILABLE IN THE SCHOOL

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

MAIN OFFICE

TBA	-	Principal
Ms J Collis	-	Deputy Principal (Years 7, 9, 11)
Mr T Price	-	Deputy Principal (Years 8, 10, 12)
Mrs J Smith	-	School Administration Manager

HEAD TEACHERS

Mrs K Murphy	-	Administration
Mrs R Skeen	-	English
Mr M Lucas (Relieving)	-	Mathematics
Mrs D Alleyn	-	Science
Mrs N Blacker	-	HSIE
Ms A Langley	-	TAS: Food & Textiles / Languages
Mr D Allouche	-	TAS: Industrial Arts
Ms V Richards (Relieving)	-	CAPA
Mrs S Turner	-	PD/Health/PE
Mr B Townsend (Relieving)	-	Wellbeing
Ms K Watkins	-	Learning & Support
Ms A Gassman	-	Special Education

YEAR ADVISERS

Year 7	-	Ms J O'Shea
Year 8	-	Ms R Thompson
Year 9	-	Mr B Lloyd
Year 10	-	Ms M Sibai
Year 11	-	Mrs K Murphy
Year 12	-	Mr M Redrup

SUPPORT TEACHERS

Mrs T Martin	-	Careers	Library
Mrs A Chappelow	-	School Counsellor	Room 128
Ms I Pardo Clapham	-	School Counsellor	Room 128
Ms B Skinner	-	Learning & Support Teacher	Room 138
Ms L Santos	-	Librarian	Library
Ms L Moorhouse	-	International Students	English
Ms R Thompson	-	SRC Coordinator	CAPA
Mr J Tyndall	-	Sport Coordinator	PD/H/PE
Ms S McNab	-	Aboriginal Student's Coordinator	

STUDENT LEADERS

Ashlei Udemans	School Captain 2023
Adam Kalache	School Captain 2023
Aimee Michaels	School Vice-Captain 2023
Aditya Aravind	School Vice-Captain 2023

SCHOOL CONTACT DETAILS

Office Hours	8:00 am – 3.30 pm
Postal Address	637 Kingsway, Miranda NSW 2228
Email	porthackin-h.school@det.nsw.edu.au
Website	https://porthackin-h.schools.nsw.gov.au/

DAILY PROCEDURES

Generally, students should aim to arrive at school from about 8:40am, and by 7:55am for Years 11 and 12 students if timetabled for a Period 0 lesson.

Staff are rostered for playground duty during recess and lunch.

Years 11 and 12 students are dismissed at 1:35pm unless they are in a timetabled extension class.

Years 7-10 students are dismissed at 3:05pm except on Tuesdays and Thursdays. On Tuesdays, students are dismissed at 2:05pm. On Thursday (sports afternoon) students are dismissed at various times, depending on what sport they choose, where it is played, etc. In general, no student should be dismissed before 2:30pm on Thursdays.

A regular school detention is held from 3:05 to 4:00pm each Wednesday. Parents will be given at least 24 hours notice in writing if a student is required to attend.

Due to the traffic and location of the school, students are reminded to use pedestrian crossings for safety. Any problems after dismissal time each day should be referred to the Principal or Deputy Principal (phone 9524 8816).

SUPERVISION

The supervision plan recognises agreed duty of care principles and conditions existing at Port Hacking High School. The supervision plan provides for supervision of students during recess and lunch and for the half hour before Period 1 commences.

Recess Supervision is provided over the 30 minutes allocated to this break from lessons. Students have been allocated specific areas which are in-bounds for recess. All areas are under direct supervision. Teachers (on roster) patrol each of these areas. Head Teachers (on roster) are also on duty to assist.

Lunch Supervision is provided over the 30 minute break over several specified areas designated as in-bounds. Teachers (on roster) actively patrol each area. Head Teachers (on roster) are also on duty to assist. Referral of issues arising are made to the Deputy Principals and Principal.

Before School Supervision - Students have been instructed not to arrive at school before 8:40am unless there are special circumstances. Years 11 and 12 classes begin from 8:00am each morning, and a number of teachers have organised specific coaching of sports teams or performing arts rehearsals at the beginning of a number of school days. Students have been instructed to stay within the quadrangle and basketball courts areas before school. No running games or kicking ball games are permitted to be played in these areas. No games without teacher supervision are allowed in other areas. Students have been instructed to report to the nearest staffroom to seek assistance and first aid if required.

In relation to matters of concern, minimal supervision will be provided from 8:40am. Any issues which arise are to be referred to the Deputy Principals or Principal.

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

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

ROLLS & DAILY NOTICES

Rolls are marked at the beginning of Period 1 which has been extended by 5 minutes for this purpose. Student notices will also be read at this time. Students can also access daily notices through their Sentral Portal. Additional notices are posted on CANVAS. Students should check notices on these platforms and their email inbox regularly.

DAILY SCHOOL ROUTINE

Week A

MONDAY DAY 1	TUESDAY DAY 2	WEDNESDAY DAY 3	THURSDAY DAY 4	FRIDAY DAY 5
Period 0 (55)8:00 - 8:55		Period 0 (55)8:00 - 8:55	Period 0 (55)8:00 - 8:55	Period 0 (55) 8:00 - 8:55
Break (05) 8:55 - 9:00		Break (05) 8:55 - 9:00	Break (05) 8:55 - 9:00	Break (05) 8:55 - 9:00
Period 1 (65) 9:00 - 10:05	Period 1 (65) 9:00 - 10:05	Period 1 (65) 9:00 - 10:05	Period 1 (45) 9:00 - 9:45	Period 1 (65) 9:00 - 10:05
Period 2 (60) 10:05 - 11:05	Recess (30) 10:05 - 10:35	Period 2 (55) 10:05 - 11:00	Period 2 (45) 9:45 - 10:30	Period 2 (55) 10:05 - 11:00
		Assembly (15) 11:00 - 11:15		Yr Meeting (15) 11:00 - 11:15
Recess (30) 11:05 - 11:35	Period 2 (60) 10:35 - 11:35	Recess (30) 11:15 - 11:45	Recess (25) 10:30 - 10:55	Recess (30) 11:15 - 11:45
Period 3 (60) 11:35 - 12:35	Period 3 (60) 11:35 - 12:35	Period 3 (55) 11:45 - 12:40	Period 3 (45) 10:55 - 11:40	Period 3 (55) 11:45 - 12:40
Period 4 (60) 12:35 - 1:35	Lunch (30) 12:35 - 1:05	Period 4 (55) 12:40 - 1:35	Period 4 (45) 11:40 - 12:25	Period 4 (55) 12:40 - 1:35
Lunch (30) 1:35 - 2:05	Period 4 (60) 1:05 - 2:05	Lunch (30) 1:35 - 2:05	Lunch (30) 12:25 - 12:55	Lunch (30) 1:35 - 2:05
Period 5 (60) 2:05 - 3:05	2:05 - 3:45 TEACHER PROFESSIONAL LEARNING AND PLANNING	Period 5 (60) 2:05 - 3:05	SPORT	Period 5 (60) 2:05 - 3:05

Week B

MONDAY DAY 6	TUESDAY DAY 7	WEDNESDAY DAY 8	THURSDAY DAY 9	FRIDAY DAY 10
Period 0 (55)8:00 - 8:55		Period 0 (55)8:00 - 8:55	Period 0 (55)8:00 - 8:55	Period 0 (55)8:00 - 8:55
Break (05) 8:55 - 9:00		Break (05) 8:55 - 9:00	Break (05) 8:55 - 9:00	Break (05) 8:55 - 9:00
Period 1 (65) 9:00 - 10:05	Period 1 (65) 9:00 - 10:05	Period 1 (65) 9:00 - 10:05	Period 1 (45) 9:00 - 9:45	Period 1 (65) 9:00 - 10:05
Period 2 (60) 10:05 - 11:05	Recess (30) 10:05 - 10:35	Period 2 (55) 10:05 - 11:00	Period 2 (45) 9:45 - 10:30	Period 2 (55) 10:05 - 11:00
		Assembly (15) 11:00 - 11:15		Assembly (15) 11:00 - 11:15
Recess (30) 11:05 - 11:35	Period 2 (60) 10:35 - 11:35	Recess (30) 11:15 - 11:45	Recess (25) 10:30 - 10:55	Recess (30) 11:15 - 11:45
Period 3 (60) 11:35 - 12:35	Period 3 (60) 11:35 - 12:35	Period 3 (55) 11:45 - 12:40	Period 3 (45) 10:55 - 11:40	Period 3 (55) 11:45 - 12:40
Period 4 (60) 12:35 - 1:35	Lunch 1 (30) 12:35 - 1:05	Period 4 (55) 12:40 - 1:35	Period 4 (45) 11:40 - 12:25	Period 4 (55) 12:40 - 1:35
Lunch (30) 1:35 - 2:05	Period 4 (60) 1:05 - 2:05	Lunch (30) 1:35 - 2:05	Lunch (30) 12:25 - 12:55	Lunch (30) 1:35 - 2:05
Period 5 (60) 2:05 - 3:05	2:05 - 3:45 TEACHER PROFESSIONAL LEARNING AND PLANNING	Period 5 (60) 2:05 - 3:05	SPORT	Period 5 (60) 2:05 - 3:05

SWIPE CARDS

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

The swipe cards are used for:

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

LATE ARRIVAL

All students late to school (including Period 0 if a senior student has a timetabled period) should bring a note from their parents explaining the reasons for late arrival. Students must report to the Front Office for a permission note to enter class. A school detention will be organised and/or the Home School Liaison Officer will be contacted for students who are continually late.

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

EARLY DEPARTURE

If a student must leave early, parents should send a note showing student name, year, reason, time of departure and telephone number. The note should be given to your Deputy Principal **before Period 1** so that an Early Pass can be issued. The Early Pass may be requested by routine truancy checks outside the school. **All appointments for doctors, dentists, etc should be made outside school hours. For this purpose, sports afternoon is regarded as school time.**

ABSENCES FROM SPORT

Parents are requested to refrain from making appointments during sport time. Sport is an important part of the school curriculum which requires whole school organisation. Dental, doctor and other appointments should not be made for sports afternoons. If an unavoidable appointment needs to be made an appointment card must be supplied with the early leave request.

When a student is injured and cannot participate in sport, arrangements will be made for students to attend non-sport.

LATENESS TO CLASS

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

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

SICKNESS AT SCHOOL

If a student becomes sick at school, he/she is to report to the Front Office. If necessary, parents will be contacted and asked to pick up the student as soon as possible, as we do not have a sick bay nor the staff to look after them at school. All parents are requested to provide a telephone number at which they can be reached in an emergency. Students are not permitted to leave school unless the Front Office staff have had contact with a parent, guardian or carer. Junior students (Years 7-10) may only go home sick accompanied by a parent, carer or emergency contact.

NOTES AFTER ABSENCE

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

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

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

ANAPHYLAXIS

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

MEDICATION

From time to time a student at school may need to have prescribed medication administered during school hours.

Parents/caregivers need to provide written advice to the Front office if this is the case. The written advice should include information from the student's doctor about the name of the medication and instructions on how the medication should be administered and the frequency with which it should be administered to the student including recommended times during the school day (if necessary).

MONEY AND PERSONAL PROPERTY

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

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

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

Students who find money or personal belongings should hand them in to the Front Office. If something is lost, it should be reported to the Front Office as well as to the teacher on duty. Phones should be treated as valuable and not left in bags outside a room.

SCHOOL PAYMENTS

SCHOOL CONTRIBUTIONS

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

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

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

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

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

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

GENERAL AND MATERIALS CONTRIBUTIONS 2023

YEAR 7

General School Contribution	please refer to contribution letter for details	\$108.00
Elevate – Study Skills Seminar	covers the cost of face to face study skills sessions	\$10.00
Maths	covers the cost of online learning resource	\$10.00
Music	covers repair/replacement of a wide range of instruments	\$25.00
Science	covers the cost of science materials	\$7.00
Technology – Home Economics	covers the cost of practical materials	\$35.00
Technology - Industrial Arts	covers the cost of practical materials	\$35.00
Visual Arts	covers ceramic materials, canvas, extra paint	\$20.00
Diary	student diary	\$10.00
BYOD Technical Support	to employ a TSO to support students	\$25.00
P & C Annual Subscription	used to purchase equipment, grounds maintenance, etc	\$50.00

YEAR 8

General School Contribution	please refer to contribution letter for details	\$108.00
Elevate – Study Skills Seminar	covers the cost of face to face study skills sessions	\$10.00
Languages	covers the cost of workbooks	\$30.00
Maths	covers the cost of online learning resource	\$10.00
Performing Arts	covers maintenance of a wide range of Dance, Drama, Music equipment	\$10.00
Science	covers the cost of science materials	\$7.00
Technology – Home Economics	covers the cost of practical materials	\$35.00
Technology – Industrial Arts	Covers the cost of practical materials	\$35.00
Visual Arts	covers art and extra materials for major works	\$35.00
Diary	student diary	\$10.00
BYOD Technical Support	to employ a TSO to support students	\$25.00
P & C Annual Subscription	used to purchase equipment, grounds maintenance, etc	\$50.00

YEAR 9

General School Contribution	please refer to contribution letter for details	\$108.00
Child Studies	covers the cost of materials	\$30.00
Dance	covers the cost of materials eg DVD's, safe dance equipment	\$10.00
Design & Technology – Home Economics	covers the cost of consumable items during lesson time	\$35.00
Drama	covers the cost of drama materials eg props, DVD's	\$15.00
Elevate – Study Skills Seminar	covers the cost of face to face study skills sessions	\$10.00
Food Technology	covers the cost of food practicals and experiments	\$95.00
French	covers the cost of the workbook	\$35.00
Graphics Technology	covers the cost of a range of equipment and materials	\$30.00
Industrial Technology Metal	covers the cost of materials	\$50.00
Industrial Technology Multi-Media	covers the cost of consumables and software	\$35.00
Industrial Technology Timber	covers the cost of materials	\$55.00
Information Software & Technology	covers the cost of consumables and software	\$30.00
Marine and Aquaculture Technology	covers the cost of materials	\$30.00
Maths	covers the cost of online learning resource	\$10.00
Music	covers repair/replacement of a wide range of instruments	\$25.00
Photographic & Digital Media	covers the cost of practical materials	\$45.00
Science	covers the cost of science materials	\$7.00
Textiles Technology	covers the cost of textile sundries and equipment	\$40.00
Visual Arts	covers art and extra materials for major works	\$50.00
Visual Design	covers art, extra materials for major works and portfolio	\$45.00
Diary	student diary	\$10.00
BYOD Technical Support	to employ a TSO to support students	\$25.00
P & C Annual Subscription	used to purchase equipment, grounds maintenance, etc	\$50.00

YEAR 10

General School Contribution	please refer to contribution letter for details	\$108.00
Careers & Resources	covers personal info folder and work experience organisation	\$20.00
Child Studies	covers the cost of materials	\$35.00
Dance	covers the cost of materials eg DVD's, safe dance equipment	\$10.00
Design & Technology – Home Economics	covers the cost of consumable items during lesson time	\$35.00
Drama	covers the cost of drama materials eg props, DVD's	\$15.00
Elevate – Study Skills Seminar	covers the cost of face to face study skills sessions	\$10.00
Food Technology	covers the cost of food practicals and experiments	\$95.00
French	covers the cost of the workbook	\$30.00
Graphics Technology	covers the cost of a range of equipment and materials	\$30.00
Industrial Technology Metal	covers the cost of materials	\$50.00
Industrial Technology Multi-Media	covers the cost of consumables and software	\$35.00
Industrial Technology Timber	covers the cost of materials	\$55.00
Information Software & Technology	covers the cost of consumables and software	\$30.00
Japanese	covers the cost of the workbook	\$30.00
Marine and Aquaculture Technology	covers the cost of materials	\$30.00
Maths	covers the cost of online learning resource	\$10.00
Music	covers repair/replacement of a wide range of instruments	\$25.00
Photographic & Digital Media	covers the cost of practical materials	\$40.00
Science	covers the cost of science materials	\$7.00
Textiles Technology	covers the cost of textile sundries and equipment	\$40.00
Visual Arts	covers Art and extra materials for major works	\$45.00
Visual Design	covers art, extra materials for major works and portfolio	\$45.00
Diary	student diary	\$10.00
BYOD Technical Support	to employ a TSO to support students	\$25.00
P & C Annual Subscription	used to purchase equipment, grounds maintenance, etc	\$50.00

YEAR 11

General School Contribution	please refer to contribution letter for details	\$108.00
Careers & Resources	covers the cost of programs and computer access	\$20.00
Dance	covers the cost of materials eg DVD's, safe dance equipment	\$10.00
Design & Technology – Industrial Arts	covers the cost of practical materials	\$55.00
Drama	covers the cost of drama materials eg props, DVD's	\$10.00
Elevate – Study Skills Seminar	covers the cost of face to face study skills sessions	\$10.00
Engineering Studies	covers the cost of practical materials	\$30.00
Food Technology	covers the cost of food practicals and experiments	\$90.00
French Beginners	covers the cost of the workbook	\$35.00
French Continuers	covers the cost of the workbook	\$55.00
Industrial Technology – Timber Furniture & Furniture	covers the cost of practical materials	\$55.00
Information Processes & Technology	covers the cost of consumables and software	\$30.00
Music 1	covers repair/replacement of a wide range of instruments	\$25.00
Japanese Continuers	covers the cost of the workbook	\$55.00
Music 2	covers repair/replacement of a wide range of instruments	\$25.00
Science: Biology, Chemistry, Physics & Investigating Science	covers the cost of materials	\$7.00 (per subject)
Textiles & Design	Covers the cost of practical materials	\$30.00
Visual Arts	covers artwork materials, excluding major works	\$60.00
Visual Design		\$50.00
Diary	student diary	\$10.00
BYOD Technical Support	to employ a TSO to support students	\$25.00
P & C Annual Subscription	used to purchase equipment, grounds maintenance, etc	\$50.00

YEAR 12

General School Contribution	please refer to contribution letter for details	\$108.00
Careers & Resources	covers the cost of programs and computer access	\$20.00
Dance	covers the cost of materials eg DVD's, safe dancing equipment	\$10.00
Design & Technology	covers the cost of practical materials	\$55.00
Drama	covers the cost of drama materials eg props, DVD's	\$15.00
Elevate – Study Skills Seminar	covers the cost of face to face study skills sessions	\$20.00
Engineering Studies	covers the cost of practical materials	\$30.00
Food Technology	covers the cost of food practicals and experiments	\$80.00
French Beginners	covers the cost of the workbook	\$35.00
Industrial Technology – Timber Products & Furniture	covers costs of practical materials	\$55.00
Information Processes & Technology	covers the cost of consumables and software	\$30.00
Japanese Continuers	covers the cost of the workbook	\$30.00
Music 1	covers repair/replacement of a wide range of instruments	\$25.00
Music 2	covers repair/replacement of a wide range of instruments	\$25.00
Science: Biology, Chemistry, Marine Studies, Physics & Investigating Science	covers the cost of science materials	\$7.00 (per subject)
Textiles & Design	Covers the cost of practical materials	\$20.00
Visual Arts	covers artwork materials, excluding major works	\$70.00
Visual Design		\$60.00
Diary	student diary	\$10.00
BYOD Technical Support	to employ a TSO to support students	\$25.00
P & C Annual Subscription	used to purchase equipment, grounds maintenance, etc	\$50.00

CHARITY COLLECTIONS

The School regularly supports a number of charities, eg World's Greatest Shave, Jeans for Genes and OneCause. Special appeals are also conducted when needed, usually in conjunction with a mufti day or SRC collection day.

EXCURSIONS

For some subjects, excursions form an essential part of the curriculum. For others, it is an adjunct to learning.

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

All teachers are required to have Emergency Care Training. In the case of overnight excursions or excursions involving water activities, an accompanying member of staff will also have a current CPR certificate. First aid kits are available for use by staff on excursions.

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

PAYMENTS

Cash or credit card payments may be paid in person by parents or students in the Administration Office between 8.00am and 1.45pm.

Parents may also pay online through the "Make a payment" tab on the Port Hacking High School website: <https://porthackin-h.schools.nsw.gov.au/payment.html#/student-details>

Statements

Statements are emailed to parents at the beginning of each term.

GENERAL INFORMATION

PARENTS AND CITIZENS' ASSOCIATION

The Parents and Citizens' Association meets on Weeks 2 and 7 of every term at 7:00pm in the Library. All parents are invited to attend.

Guest speakers are invited to address parents and there is a continuing policy to keep informed on educational practices which benefit the experience of students within the school.

The annual subscription for each student is \$50.00. This is combined with and to be paid at the same time as the school contribution.

STUDENT REPRESENTATIVE COUNCIL

Each Year has representatives on the **Student Representative Council**:

Ten Year 12; eight Year 11; six Year 10; four Year 9 and four Year 8.

The purpose of the Student Council is to promote student leadership within the school and to plan and implement changes for the benefit of the whole school community. Students should be sure that their representatives carry the opinions of their year group to SRC meetings. The school Captains, Vice Captains and Prefects (all from Year 12) provide leadership of the SRC and meet regularly with the school Principal.

SPECIAL RELIGIOUS EDUCATION (SRE)

Students in Years 7 and 8 are offered Special Religious Education (SRE) Studies for one period per week for a total of two terms. There are three SRE providers: Anglican, Catholic and Orthodox. After the two terms are completed, the students return to normal lessons.

REPORTS

School Reports are published via the parent Sentral portal twice yearly. Reviews of progress and contact with parents may occur at any time.

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

CAREERS

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

CANTEEN

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

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

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

The canteen is an area for passive use only, including on wet days. No ball games or running are allowed. Students should make a purchase from the canteen and then leave the canteen area. The exception to this is wet weather when the canteen area is needed for shelter.

LIBRARY

Our library provides a modern learning centre with 4 smart TVs, 12 computers and 10 laptops for student use. Our librarian is always on hand to support students in their learning.

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

Library Hours: Before school from 8:30am
Recess daily
Lunch daily except Thursday, sports afternoon.
After school: all students until 3:15pm all days except Tuesday and Thursday.

Strive Hive: Wednesday 3:05pm – 4:00pm.

Teachers from multiple subject areas will assist ALL students with ANY questions they have or help with homework, assessments or skills. This is an excellent opportunity for students to take advantage of additional assistance. There is no obligation to attend every week, just drop in when you need the help.

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

Printing

Students may print school work in black and white free of charge.

Photocopy

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

Bags

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

SCHOOL UNIFORM

The wearing of an official school uniform is *compulsory* at Port Hacking High. This has been supported by the P & C.

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

If there is good reason for a student to be out of uniform, *a note should be brought from home* stating the reason and the length of time involved. The student should report before school to their Period 1 teacher to obtain an out-of-uniform pass for that day. Failure to keep to school rules may lead to detention.

Students must wear all black leather shoes (synthetic or genuine leather), as per information on following pages. The striped school socks are compulsory. Trousers and shorts should be at waist height and of neat appearance. Students should not wear excessive make-up or jewellery. Hair should be clean and tidy. Extreme styles and colours which detract from the Port Hacking uniform appearance are not acceptable. Most high school students are not of a legal age to obtain a tattoo. Students with a tattoo will need to cover it up and not have it visible. The Principal and Deputy Principal will decide what is acceptable and what is not.

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

DESIGN & TECHNOLOGY

Students in Year 7 will actively participate in Design & Technology classes for 5 periods per fortnight. When working in specialist rooms, students must observe strict safety and hygiene practices by wearing a protective apron and sturdy shoes. **(Please see page on acceptable shoes for these practical lessons.)** A blue apron is required for Industrial Arts and a white apron for Home Economics. Aprons may be purchased at Lowes.

Department of Education regulations state:

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

The school supplies safety eye protection which must be worn when operating machines.

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

SCIENCE

Students are provided with safety goggles which must be worn during all practical activities.

Fully enclosed leather (or imitation leather) shoes, as per school uniform, must be worn to gain entry into a working laboratory.

SCHOOL UNIFORM FOR 2023

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

New items of uniform may be purchased from Lowes (Westfield Shoppingtown, Miranda). Lowes supports the school each year with a donation based on sales.

A school Clothing Pool operates where used items of uniform can be purchased at reduced prices. The Clothing Pool is available on request and funds support the P & C. Only cash payments can be made for the purchase of Clothing Pool items. Students with items of school uniform they no longer require and wish to donate to the school are asked to hand these items to the office so they may be added to the Clothing Pool.

PORT HACKING HIGH SCHOOL 2023

Girls Summer Uniform

DRESS:	DARK BLUE AND RED CHECK		\$74.95
OVERBLOUSE:	WHITE S/S WITH TRIM AND EMBLEM		\$49.95
JUNIOR SKIRT:	NAVY CHECK SKIRT		\$61.95
SENIOR SKIRT:	ROYAL 2 FRONT PLEATS SKIRT		\$63.95
JACKET:	NAVY SOFT SHELL JACKET WITH EMBLEM		\$89.95
OVERBLOUSE:	WHITE S/S WITH TRIM AND EMBLEM		\$49.95
SHORTS:	NAVY STRETCH STYLE		\$34.99
CAP:	NAVY (OPTIONAL)		\$17.95
APRON:	WHITE or NAVY		\$14.95
SOCKS:	SHORTER STYLE - STRIPED TOP		\$10.95

Girls Winter Uniform

OVERBLOUSE:	WHITE S/S WITH TRIM AND EMBLEM		\$49.95
JUNIOR SKIRT:	NAVY CHECK SKIRT		\$61.95
SENIOR SKIRT:	ROYAL 2 FRONT PLEATS SKIRT		\$63.95
SLACKS:	NAVY STRETCH STYLE		\$49.95
JACKET:	NAVY SOFT SHELL JACKET WITH EMBLEM		\$89.95
SLOPPY JOE:	ROYAL WITH EMBLEM	From	\$42.95
TIGHTS:	BLACK (40 DENIER)		\$7.95

Junior Boys All Seasons Uniform

SHIRT:	WHITE WITH EMBLEM	From	\$47.95
SHORTS:	GREY 'BLOCKERS'	From	\$26.95
SHORTS:	GREY DELUXE COLLEGE STYLE		\$46.95
SENIOR BOYS SHORTS	NAVY BLOCKER	From	\$26.95
TROUSERS:	GREY BLOCKER LONGS	From	\$32.95
TROUSERS:	GREY COLLEGE LONG BAGGIES		\$62.95
NAVY BLOCKER JACKET:	NAVY SOFT SHELL JACKET WITH EMBLEM		\$89.95
SLOPPY JOE:	ROYAL WITH EMBLEM	From	\$42.95
CAP:	NAVY (OPTIONAL)		\$17.95
APRON:	WHITE or NAVY		\$14.95
SOCKS:	SHORTER STYLE - STRIPED TOP		\$10.95

Sports Uniform

POLO:	MICROFIBRE COTTON PANEL STYLE	From	\$52.95
BOYS SHORTS:	NAVY BOYS SPORT SHORTS (<i>new style</i>)		\$35.95
GIRLS SHORTS	NAVY GIRLS SPORT SHORTS (<i>new style</i>)		\$35.95
TRACKPANTS:	NAVY SPORTS DESIGN MICROFIBRE		\$53.95
CAP:	NAVY (OPTIONAL)		\$17.95

Port Hacking High School requires students to wear appropriate and acceptable footwear in-line with Work Health and Safety requirements and legislation according to NSW Department of Education Policy.

ADDITIONAL UNIFORM AND SAFETY REQUIREMENTS

<p style="text-align: center;">Acceptable School Shoes (Mon, Tues, Wed & Fri)</p> 	<p style="text-align: center;">Acceptable School Shoes</p> <p>These shoe examples meet uniform standards and Work Health & Safety regulations.</p> <p>Features:</p> <ul style="list-style-type: none"> - Black leather (synthetic or genuine) - Lace up only - Upper foot protection - Stepped heel (no higher than 3cm) - Worn with Port Hacking branded socks only - Boots can be worn as long as the Port Hacking School stripes on the school socks are visible
<p style="text-align: center;">Acceptable Sports Shoes (Thursday Sport & PE lessons only. NOT suitable for practical classes)</p> 	<p style="text-align: center;">Acceptable Sports Shoes</p> <p>These shoe types meet uniform standards although will NOT be appropriate for practical subjects where leather shoes must be worn by students.</p> <p>Features:</p> <ul style="list-style-type: none"> - Lace up (no slips on) - Cover all of the top of the foot - Provides arch support - Ankle support & sole protection - Conservative colours (mainly black, white, grey or silver) - No fluoro colours
	<p style="text-align: center;">Unacceptable Shoes</p> <p>These examples DO NOT meet uniform code.</p> <p>Unacceptable features include:</p> <ul style="list-style-type: none"> - The majority of the upper foot is unprotected - Smooth sole with little or no grip - Thin soft leather offering little protection - Canvas upper e.g. Converse, Vans, Rubens - Bright or Fluoro colours - Large leather boots

PHHS CODE OF CONDUCT

ATTENDANCE

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

Parents should be aware that they are *legally responsible* for ensuring that their child attends school regularly. Reasons must be registered by the school for non-attendance; therefore, parents *must* provide a note of explanation or response to our SMS notifying absence. Parents are requested to notify the school by telephone or email when their child is absent. Letters will be sent home to parents if there has been no explanation of an absence. These notes need to be filled in and returned to the school office. Absences of 15 days or more require an exemption form to be completed. These are available from the office.

ATTENDANCE AT SCHOOL FUNCTIONS

All students should support school functions, performing arts events, exhibitions, charity activities, etc, if not by taking part, then by being present.

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

LEAVING SCHOOL GROUNDS

After arrival at school, no student is permitted to leave the school grounds during the school day without the permission of the Principal or Deputy Principals. Year 11 and 12 students must swipe in by 10:00 am if they have a Period 0 and Period 1 study period. They must swipe out at the end of their timetabled periods, if it is before the end of a normal school day.

TRAVELLING TO SCHOOL

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

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

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

To be eligible for a School Opal Card, a student must reside more than 2.0 kilometres from the school (straight line distance) and be required to walk more than 2.9 km to school.

Most students won't need to apply for the School Opal card. The School Opal card will be sent to a student's school automatically at the beginning of the new school year in 2023. New students to Port Hacking, including all Year 6 students entering Year 7, will need to apply at www.transportnsw.info/school-students or call 131 500. If your student personal details have changed (e.g address) you will also need to apply for a new School Opal card.

If a student doesn't qualify for free travel, they may be eligible for a Term Bus Pass which offers travel on buses between home and school at a discounted rate for the whole school term.

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

Certain non-Australian residents and students temporarily in Australia are eligible for free or subsidised travel, depending on their visa subclass. You will need to quote your visa subclass number when applying for the School Student Transport Scheme, in addition to meeting the standard eligibility criteria.

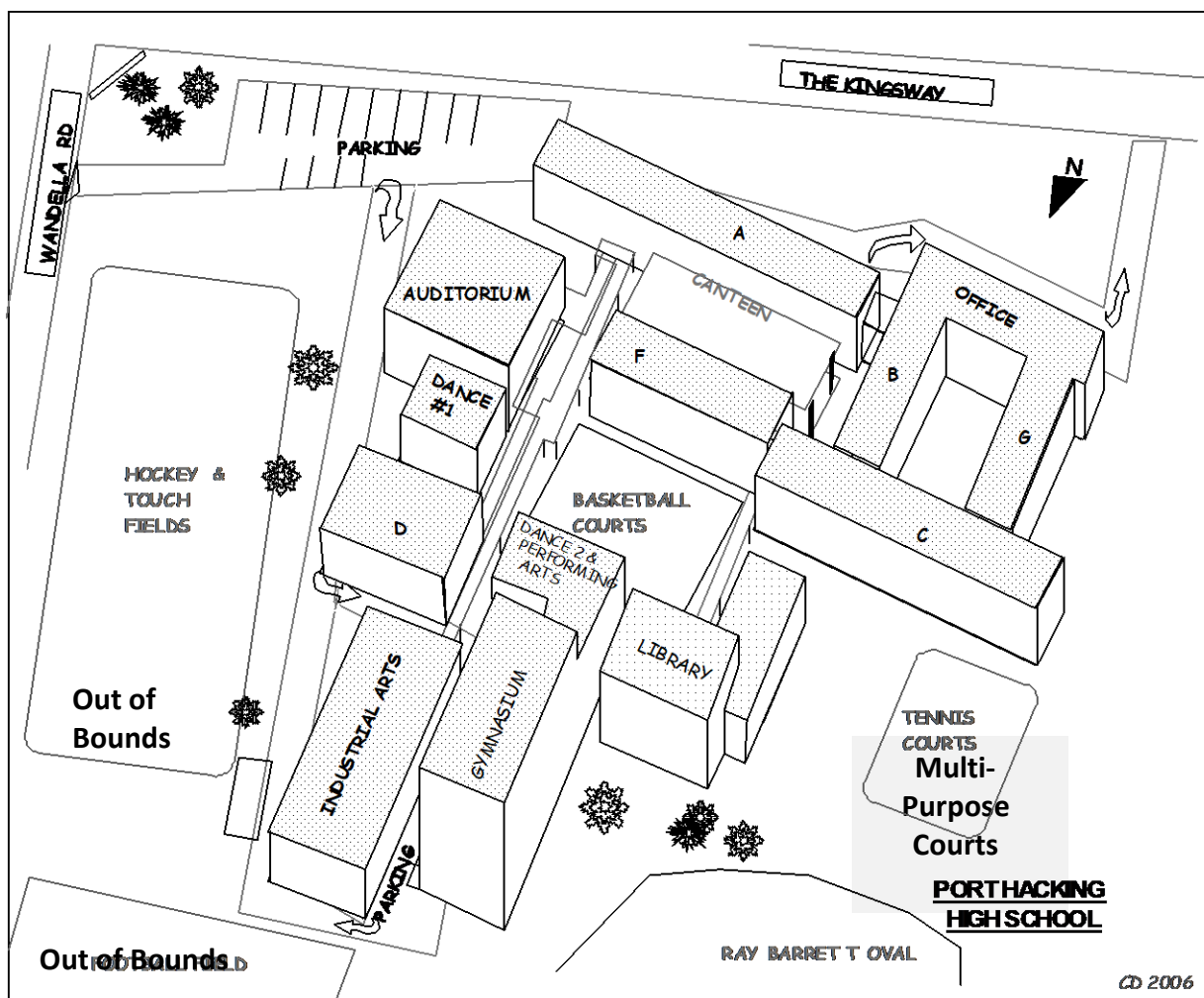
MOVEMENT WITHIN THE SCHOOL

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

PLAYGROUND AREAS

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

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



NOTE - The following areas are out of bounds:

- All internal corridors and stairways
 - All Car Parks
 - Any area outside the hatched portions
- N.B. All steps and passageways unmarked are out of bounds

STUDENT RIGHTS AND RESPONSIBILITIES

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

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

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Please return this slip to your Year Adviser ASAP

CONTRACT – PARENT / SCHOOL

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

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

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

Principal: _____

Year Adviser: _____

STUDENT WELLBEING

Our Beliefs

All members of the school community:

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

Our Values

- **RESPECT:** Having regard for yourself and others
- **TENACITY:** Determination and persistence
- **INTEGRITY:** Being honest and trustworthy
- **EXCELLENCE:** Striving for the highest personal achievement
- **EMPATHY:** Supportive of other people's views and feelings
- **UNDERSTANDING AND ACCEPTANCE:** Acceptance of another person, whatever their differences
- **KINDNESS:** Treating others as you would wish for yourself
- **PERSONAL RESPONSIBILITY:** Being accountable for your individual actions
- **RESILIENCE:** Adapting well in the face of adversity

PORT HACKING HIGH SCHOOL



WELLBEING NETWORK

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

Among teachers with particular functions are the Head Teacher Wellbeing, School Counsellors and Careers Adviser. If a student needs special care or attention from the school, the Head Teacher Wellbeing can be contacted, by either school email, telephone or letter. A student who needs counselling assistance is advised to make an appointment to see the School Counsellor. If a student needs vocational guidance, an appointment should be made with the Careers Adviser.

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

Year Student Advisers in 2023 are:

Year 7		Ms J O'Shea
Year 8		Ms R Thompson
Year 9	-	Mr B Lloyd
Year 10		Ms M Sibai
Year 11	-	Mrs K Murphy
Year 12	-	Mr M Redrup

If students have a problem, they should see their Year Adviser or we will arrange for them to see somebody who can assist.

PEER SUPPORT PROGRAM

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

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

SPECIAL PROGRAMS

- **Rock & Water** – This program operates through many schools in Australia. It focuses on developing student self-control, self-reflection and self-confidence.
- **Year 9 Goal Setting Program** – Every student in Year 9 is mentored and assisted with developing learning strategies and goal setting.
- **Year 10 Mentoring Program** – Every student in Year 10 is mentored in the time between HSC Subject Information Night and when their subject choices are done. This program provides guidance to students regarding their plans for the following year.
- **CHECK-IN PROGRAM – CHIP** – Teacher mentors for students needing additional support.

PHHS VALUES BASED MERIT SYSTEM

At Port Hacking High School we recognise our students' successes through the demonstration of our school values. By demonstrating their development and growth through the key areas of positive behaviour, learning success and contributions to school leadership and the community, students' progress to the higher levels of 'Connecting', 'Succeeding' and 'Thriving' derived from The Wellbeing Framework for Schools. A student's level status will be reviewed at the end of each term.

Thriving

A Thriving student is an exemplary student who consistently demonstrates positive behavioural and learning attributes. A thriving student represents the PHHS values and are valued and valuable members of our school community. The Thriving level is celebrated at the end of each school year.

Students collect eighteen merit certificates across all three key areas (positive behaviour, learning success, school leadership/whole school contribution) with no more than one negative Sentral entry at the end of the year, and a Strive to Achieve Award from the Year Adviser.

Assistant Year Advisers monitor student merits and move students to Thriving level via Sentral. They send a positive letter to parents via Sentral.

Students are recognised with a Thriving medallion by the Deputy Principal at a formal assembly and participate in the annual rewards excursion.



Succeeding

A Succeeding student demonstrates sustained positive learning and behaviour attributes across multiple areas.

Students collect twelve merit certificates across more than one key area (positive behaviour learning success, school leadership/whole school contribution) with no negative entries on Sentral at the completion of the semester to progress to the Succeeding level.

Assistant Year Advisers monitor student merits and move students to Succeeding level via Sentral. They send a positive letter to parents via Sentral.

Students are recognised by Head Teacher Wellbeing at a whole school assembly and participate in a BBQ and activities at the end of the semester.



Connecting

A Connecting student demonstrates that they are connecting with the school context in a positive manner.

Students collect six merit awards with no negative entries on Sentral at the completion of the term to progress to the Connecting level.

Assistant Year Advisers monitor student merits and move students to Connecting level via Sentral. They send a positive letter to parents via Sentral.

Students are recognised by Year Advisers at a year assembly with a Connecting Award.



Students progress from the **Learner Level** by accumulating Merit Certificates from the following key areas:

* **Positive Behaviour**

* **Learning Success**

* **School Leadership/Whole School Contribution**

Learner

All students begin their learning journey on the 'Learner' level. At the learner level, students demonstrate our Port Hacking values are engaged in their learning, adhere to the Behaviour Code for NSW Public Schools and fulfil the PHHS Code of Conduct rights and responsibilities.

PHHS VALUES BEHAVIOUR SYSTEM

Port Hacking High School has a focus on explicitly reinforcing positive behaviour expectations to support every student, with reference to our school values. Our merit system rewards the demonstration of our values, while our behaviour management system requires students to reflect on how they might improve their demonstration of our values. Our reflection levels are designed for a restorative justice approach.

Learner

All students begin their learning journey on the 'Learner' level. At the learner level, students demonstrate our Port Hacking values are engaged in their learning, adhere to the Behaviour Code for NSW Public Schools and fulfil the PHHS Code of Conduct rights and responsibilities.

***School values not demonstrated**

A student who is not displaying PHHS values, engaging in learning, and/or demonstrating acceptable behaviour will result in the student requiring intervention and support through the teacher reflection monitoring process.

***Code of Conduct Breach**



Reflecting

A student who has repeatedly been identified as not following PHHS values and Code of Conduct will require monitoring and mentoring. This student is placed on a whole-school teacher monitoring card by the issuing classroom teacher.

The student will complete the Reflection level contract with the support of the teacher.

The Wellbeing Team will assist with monitoring students on Reflection level.

The level is recorded on Sentral and parents are advised via email (Sentral letter).



Deep Reflection

A student who has not satisfactorily met the requirements of the Reflection level monitoring card will require management, support and monitoring by a head teacher through the Deep Reflection level.

The student is interviewed and mentored through the Deep Reflection contract and monitoring card.

The Wellbeing Team will provide wellbeing initiative interventions.

The level is recorded on Sentral and parents are advised via phone and email (Sentral letter).



Senior Executive Determination

A student who has not satisfactorily met the requirements of the Deep Reflection contract will require management support and monitoring by a Deputy Principal through the Senior Executive Determination process. In some cases serious student behaviour will result in a student being placed directly on this level.

The student is interviewed and mentored through the Senior Executive contract and monitoring card.

The Wellbeing Team will provide wellbeing initiative interventions.

The level is recorded on Sentral and parents are advised via phone and email (Sentral letter). A parent meeting may be appropriate to address repeated or serious negative behaviour.

DETENTION

Recess, lunch and after school detentions are issued as a consequence of a breach of our code of conduct and/or school expectations regarding behaviour that is not aligned to our values.

Recess or lunch detentions may be issued by any staff member.

After School Detentions are issued for repeatedly missing a recess or lunch suspension, for repeatedly breaking the same school rule or for significant negative behaviour. After School Detentions are organised through the Deputy Principals and Head Teachers and are held every Wednesday afternoon from 3:05 pm to 4:00 pm.

For after school detention, parents will receive 24 hours' notice on the appropriate form, and via email.

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

ANTI-BULLYING PLAN

Statement of Purpose

Every student at Port Hacking High School has the right to learn in a safe and happy environment free from intimidation.

Staff, students, parents, carers have the responsibility to show respect for each other and actively work together to resolve incidents of bullying.

Policy

We believe that schools should be places of mutual support and caring. Social, emotional and academic growth is optimised in a supportive environment which is free from feelings of humiliation or distress. Bullying denies a student their rights as set out in the Port Hacking High School Wellbeing Policy. Bullying behaviour is not acceptable at Port Hacking High School.

Definition

Bullying is **repeated** deliberate incidents involving:

- a bigger, stronger or more powerful child on a smaller or weaker child, or
- a group of students on a single child.

It is not bullying when two young people of about the same age or size have the odd quarrel.

Identifying Bullying

Bullying includes:

- Verbal: eg name calling, put downs, threats, teasing, abuse, sarcasm
- Physical: eg hitting, tripping, poking, kicking or belongings are stolen or damaged
- Social: eg the child is left out, ignored, ostracised, alienated or rude gestures are made
- Psychological: eg rumours are spread, the child is stalked or given dirty looks, malicious SMS and email messages, inappropriate use of telephones, mobile phones or cameras, and social media, eg, Facebook.

Cyber-Bullying

Cyber bullying is an intentional aggressive act carried out by a group or individual using electronic forms of contact, repeatedly and over time against another student.

Cyber-bullying can be carried out through an internet service such as:

- Email
- Chat room
- Discussion group or forum
- Instant messaging
- Social networking websites such as Facebook, YouTube, Instagram or Snap Chat

Cyber-bullying can also include bullying through mobile phones by:

- Text and picture messaging
- Video Clips
- Phone calls

MANAGING BULLYING PLAN

Reporting Incidents of Bullying

Bullying should be reported by students, parents/caregivers or teachers.

Students are encouraged to report bullying directly to their classroom teacher, Year Adviser or the Head Teacher Wellbeing. Alternatively, students can drop a note into the 'Are you Okay' box which is situated in the front foyer.

Parents/Caregivers should make contact with the school via Year Adviser/Head Teacher Wellbeing, Deputy Principal or Principal.

Teachers

- First Offence or Low Level Bullying
Label the behaviour: "Please don't call people names in my class." Give an example of positive behaviour eg "At this school we speak kindly to each other."
- Repeat or more serious bullying
Record on Student Incident Report and forward copies to the Head Teacher Wellbeing, the Year Adviser, the Counsellor and the Deputy Principal.

Head Teacher Wellbeing

- Where a student is involved in further cases of bullying, the Head Teacher Wellbeing will refer bully and victim to the Deputy Principal.

Deputy Principal will:

- Contact parents/caregivers of victim and bully
- Place the bully on school detention or reflection levels system and refer bully and victim for counselling/mediation
- Refer to the Principal for possible suspension and continued referral to the Counsellor all serious or repeat offences

The Wellbeing Team will:

- Monitor individual cases
- Keep records of incidences of bullying and evaluate the success of procedures and strategies used
- Promote an anti-bullying culture within the school
- Remind staff and students of procedures each year

TEXTBOOKS, EXERCISE BOOKS AND LAPTOPS

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

Students are expected to bring all equipment, including texts, laptops, exercise books and/or folders, needed for the day's lessons.

TECHNOLOGY AT SCHOOL

All students require a Department of Education (DoE) username and password to connect to the school's WIFI, DoE Student Portal intranet, student email and internet. Students who have attended a government primary school will have been provided with their DoE username and password. New students will be setup with their username and password and given help to access school WIFI, Student Portal, email and more.

Port Hacking High School has four computer labs for class use, computer resources in the library. When using school computers students should be aware that they are totally responsible for what is held in their student account and must remember to log off properly at the end of each session. Downloading games, music collections, movies or any inappropriate material to school computers is NOT allowed, folders are scanned regularly, and students can be denied access if these rules are not obeyed.

BRING YOUR OWN DEVICE (BYOD)

Port Hacking High School is a BYOD ("Bring your own device") school and refers to students bringing a personally owned device/laptop to school for the purpose of learning. Students are required to bring devices for classes every day unless told otherwise.

The minimum specifications for a BYO Device is over page.

Laptop Rules

Students are to follow the clear guidelines set out in their **signed** laptop charter/contract.

In Class

Laptops must be brought to school fully charged each day.

Follow teachers' directions about appropriate usage.

- The laptop remains in your bag until requested by your teacher.
- Laptop lids are to be closed or turned to the side when the teacher requires attention.
- Class work and notes produced on the laptop must be provided to the teacher upon request.
- Playing games, filming, photographing, recording, etc, without permission is **NOT** permitted.

At Home

- Ensure your laptop is charged overnight.
- Set up a separate subject folder for each course.
- Clean and organise your notes each night.
- Keep a backup of all work off site.

Consequences

Teachers or executive teachers will issue a consequence if a student breaks their signed laptop charter OR for failing to follow teachers' instructions in relation to the use of laptops in the classroom or school.

LAPTOPS

All students are required to Bring Their Own Device (BYOD). The minimum specifications are as follows:

Form Factor	<p>Laptop or convertible device (eg Surface Pro.)</p> <p>A convertible tablet device must have a physical keyboard attachment with separate keys for A – Z and 0 – 9 and which physically move when pressed.</p> <p>The school discourages the use of I pads and Chromebooks devices. These devices either don't meet minimum specifications or are not compatible with software programs used at school.</p> <p>PC is the most suitable device to run our school and department programs. We have encountered compatibility issues using Mac devices with some of our programs.</p>
Physical Dimensions	<p>Minimum Screen Size: 13"</p> <p>Maximum screen size should fit in school bag.</p>
Operating System	<ul style="list-style-type: none"> • Microsoft Windows 10 or newer (Available free to students) • Apple MacOS X 10.8 or newer
Browser	<p>CHROME This is very important.</p>
Wireless Compatibility	<p>Device must have 5GHz 802.11a support</p> <p>This is a very important feature</p> <p>This may be advertised as "Dual Band Wireless", "802.11abgn", "802.11agn", "802.11ac", "802.11ax" or "Gigabit Wireless".</p> <p>Note: Devices marketed as "802.11bgn" probably do NOT support the required standard.</p>
Education Software All students have access to FREE PC or MAC versions of Microsoft 365 and the Adobe Creative Cloud from https://nsw-students.onthehub.com	<ul style="list-style-type: none"> • Word Processor Eg Microsoft Word, Google Docs • Spreadsheet Package Eg Microsoft Excel • Presentation S'ware Eg Microsoft Powerpoint <p>NB: Office 365 is available free to students and includes Microsoft Word, Excel, Powerpoint</p>
Security Software	<p>If desired, eg Nortons, Bitdefender, McAfee</p>
Additional Recommendations	<ul style="list-style-type: none"> • Minimum RAM (laptops): 8GB • Disk configuration (laptops): Solid State disk • Advertised battery life of six hours • Casing that is tough and sturdy • Carry case or skin to protect the device • Theft Recovery eg LoJack for Laptops
Technology beyond years 7-8 If you anticipate your child may have an interest in studying, then consider a device that has these minimum specification. Additional software may be required by some course.	<ul style="list-style-type: none"> • Processor Intel Core 10th gen (preferably i7) • RAM 8GB • Hard Drive 256GB • Screen 15.4" • Hardware Camera, microphone AND own mouse

CANVAS – Learning Management System

CANVAS is the primary learning management system used at Port Hacking High School. Students will login using their DoE username and password to access course work, assignments, resources, announcements from teachers, subject marks including teacher feedback.

Announcements to a whole course or class are made through Canvas Announcements.

Students can communicate directly with their teacher through the Inbox feature.

Students should check their Inbox and Announcements regularly.

HELP @ SCHOOL Q&A

I need to borrow a laptop for the day or longer?

What's my password?

I can't get connected?

My computer isn't working with the school WIFI?

I can't access CANVAS?

For help with these problems or any others with your BYOD device please see our on-site Technical Support Officer

PARENT PORTALS

At PHHS, parents have access to TWO parent portals.

1. Sentral Parent Portal

This portal gives parents access to student information including attendance records, published academic reports, student timetables, parent-teacher interview bookings, digital permission notes.

Access instructions with unique student codes will be emailed to parents once students start at PHHS.

2. CANVAS for Parents

CANVAS is our main learning management system which all students have access too. CANVAS gives parents 'Read' only access to view course content, student marks, teacher comments and more.

It is important that all parents register for the PHHS SENTRAL PARENT PORTAL, which enables additional access to CANVAS FOR PARENTS. Instructions will be emailed to parents once students start at PHHS.

MOBILE PHONES / MEDIA ITEMS

Parents and students need to be aware that mobile telephones have SMS, or text message, photographic, video, recording and data transfer capabilities which, if abused, can result in breaches of laws and policies. Mobile phones/electronic devices cannot be used to intimidate, harass or embarrass other members of the PHHS community. Any breach of any law will result in the immediate **CONFISCATION** of the mobile telephone and if necessary, referral to the relevant legal or educational authority.

Students who use electronic devices inappropriately may be exposed to breaching various laws and departmental disciplinary policies.

These include:

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

Any student who brings a mobile telephone, laptop or other electronic device to school does so at their own risk and the school is **NOT**, under any circumstance, responsible for any lost, stolen or damaged mobile telephones or media items brought onto school premises.

CLASSROOM USE AND MISUSE OF MOBILE PHONES, ACCESSORIES & OTHER DEVICES

Electronic devices can be effective learning tools but, when used inappropriately, they can equally be disruptive to the learning environment. In response to the Department of Education requirement that all schools review and/or establish their procedures in relation to student use of electronic devices while at school, these measures have been put in place to optimise the learning opportunities for all students. We trust we can rely on the support of parents and students in adhering to what we, and the wider school community, have decided to be sensible and not onerous requirements.

The purpose of this policy is to provide students, parents and staff with the expectations for appropriate use of electronic devices within the Port Hacking High School community.

The full version of the PHHS Electronic Devices Policy can be found on the school's website.

In summary, parents and students need to be aware:

The term, 'electronic devices' in this policy refers to but is not limited to:

mobile phones, iPods, smart watches, earphones/pods, digital cameras, electronic games, laptops, iPads and other electronic apparatus.

Acceptable use

Students can use their electronic devices such as mobile phones and laptops appropriately before school, during recess and at lunch breaks **OUTSIDE** school buildings only. Mobile phones are **NOT** to be used for phone calls. Phone calls are able to be made via the front office.

Students must have their mobile phones and mobile phone accessories **switched off and out of sight** at all times whilst inside buildings. Where a student has to leave their bag outside of the classroom, such as Science or Food Technology lessons, they should keep the phone in their pocket **OR** switched off and face down on the desk. Their mobile phone is not to be touched unless instructed or given permission by the teacher.

Students may only turn on and use any electronic device, such as laptops or mobile phones, during a class with the direct instruction of the teacher for clear educational purposes.

Students must not use any electronic device during assessment tasks, unless instructed to do so by staff.

Inappropriate use

Mobile phones and accessories (such as earphones/earbuds) are to be switched off and out of sight inside buildings (including the library, auditorium and gym) at any time. Such devices are also to be switched off and out of sight during any timetabled classes, including classes held outdoors and includes Thursday afternoon sport and study periods.

The following are NOT valid reasons for having a mobile phone or phone accessories out inside a building or during timetabled classes:

- Holding the phone but not using it. All phones are to be out of sight.
- Headphones and/or their leads hanging over a student's shirt or jumper. All phone accessories are to be out of sight.
- To check a timetable. Students should check their timetables on their phone before school, at recess or at lunch. Otherwise, students will need to carry a paper copy of their timetable.
- To check the time. If students need to regularly check the time, then they require a watch.

BYOD Laptops are to be switched off and the lid closed during class time, until required for educational purposes and under the direction of the teacher. (NB Further governance of BYOD laptops is outlined in the BYOD Acceptable Usage contract signed by each student at the time of enrolment.)

Procedure for Inappropriate use

If a mobile phone or mobile phone accessories (such as earphones/earbuds) are sighted inside a building or during any timetabled lesson, or the student is inappropriately using any electronic device, staff will instruct the student to hand in their electronic device to the front office. Devices are placed in secure storage facilities where students will sign for the device and receive a receipt. Front office staff will enter this indiscretion into Sentral. Students will be able to regain their electronic device at the end of the school day.

If a student refuses to surrender their device to the front office, an executive member will be notified and the student will be required to surrender their phone to the front office for five consecutive days. Students will be able to regain their electronic device at the end of the school day. Depending on the student's compliance with this direction, a further consequence may apply.

A student who has any electronic device surrendered for a **second time** within 10 school weeks, will be required to surrender their phone to the front office for five consecutive days the student is in attendance. Students will be able to regain their electronic device at the end of each school day. The executive member will contact parents to explain the breach of the school rules and to warn them that a further breach of the rules will require the parent to attend an in person interview with the Deputy Principal in order for students to be allowed to carry their phones during school hours.

If a student is directed to surrender any electronic device for a **third time** within 10 school weeks, they will be required to surrender their phone for five consecutive school days in attendance and until their parents attend a meeting with the Deputy Principal to discuss the continued breaches of the school's Electronic Device Policy. The student will be required to submit their phone for five consecutive days in attendance or until the parent meeting has occurred, whichever occurs last.

If a student is directed to surrender any electronic device for a **fourth time** within 10 school weeks, they will receive a formal caution to suspend. The student will be placed on a Senior

Executive Determination monitoring card and will be required to surrender their phone each day they are on the monitoring card and until they have successfully complied with the requirements of the monitoring card. The monitoring card will be in force for a minimum of ten school days of student attendance.

If a student is directed to surrender any electronic device for a **fifth time** within 10 school weeks, the school will move to a suspension.

Parent/Guardian Contact

Parents/ guardians are to contact the school administration office; (02) 9524 8816 if they wish to send a message to their child or ward, rather than contacting them via their electronic devices whilst they are on school grounds, excursions or events.

PHYSICAL EDUCATION

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

SPORT

All students (except Year 12 and Year 11 for Terms 2 and 3) are expected to take part in some form of sporting activity every Thursday afternoon. Students are expected to have an appropriate uniform for the sport they are playing.

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

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

Each year Swimming, Cross Country and Athletic Carnivals are held by the school, with the school houses competing against each other. Swimming and Athletics Carnivals are held outside the school grounds. **All students are expected to attend.** School representative teams are then selected to compete at Zone, Regional and State levels.

The school also provides the opportunity for elite level sportspeople to compete in state-wide knock-out competitions in a wide variety of sports, or to trial for intraschool representative teams.

Attendance at Sport is a requirement of the Department of Education. Leave from Sport is granted only in certain circumstances and after the agreement of the Principal. Should any student request leave during the period allocated to sport, a note explaining the circumstances is to be brought to the Deputy Principal **along with an appointment card.** Dental or medical appointments should be made outside of normal school hours, and not during sport or other periods.

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

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

HOUSES

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

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

Athletics, cross country and swimming carnivals include house competitions. House Captains are elected each year.