

**PORT HACKING HIGH SCHOOL**

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**INFORMATION  
FOR  
STUDENTS  
AND  
THEIR PARENTS**

**2024**

# **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 rich history and proud traditions as the original coeducational high school in the Sutherland Shire, which I intend to preserve and utilise to promote the values of 'High Expectation and Pride,' to strengthen school culture. 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 ongoing development is nurtured and challenged in a stimulating innovative educational environment. Students are encouraged to be resilient in their learning, developing an acute sense of personal responsibility in all pursuits and endeavours. This is and always will be supported and substantiated through the school motto 'Ardentibus nil ardui', to 'Strive is to Achieve'.

Port Hacking High School 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, take pride in their achievements and envisage that our students will become visionary leaders of their generation in their high school years. Throughout their time at Port Hacking High School, we believe that their experiences here in this fine school will produce well-balanced confident young adults equipped to take their place as Global Citizens among the world.

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

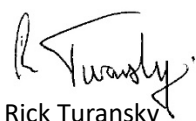
- academic success;
- well defined welfare practices;
- highly evolved student leadership programs through the Student Representative Council;
- sporting prowess;
- extraordinarily successful Creative and Performing Arts program in visual arts, music, drama, and dance;
- successful public speaking and debating teams; 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 High School 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' programs that enables students from our feeder primary schools to make a seamless transition to a unique and engaging high school environment.

Port Hacking High School is an invigorating, exciting, innovative school with state of the art facilities, which achieves outstanding HSC results, affirming its place as a top achieving public high school within the Sutherland Shire.

I look forward to building positive relationships with all members of the Port Hacking High School community.

Regards

A handwritten signature in black ink that reads "Rick Turansky". The signature is written in a cursive, flowing style.

Rick Turansky  
Principal

**'Port Hacking High School – Your Local School of First Choice.'**

## **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**

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

### **HEAD TEACHERS**

Ms R Thompson (Relieving)	-	Administration / Daily Routine
Mrs N Blacker	-	Administration / Policies
Ms S Abson (Relieving)	-	English
Ms S Heather (Relieving)	-	Mathematics
Mr K Brown (Relieving)	-	Science
Mr J Wells (Relieving)	-	HSIE
Ms A Langley	-	TAS: Food & Textiles / Languages
Mr D Allouche	-	TAS: Industrial Arts
Mrs T Brain	-	CAPA
Mrs S Turner	-	PD/Health/PE
Mr H Papangelis	-	Wellbeing
Ms K Watkins	-	Learning & Support
Ms A Gassman	-	Special Education

### **YEAR ADVISERS**

Year 7	-	Ms R Calder-Little
Year 8	-	Mr B Townsend
Year 9	-	Ms S Mayo
Year 10	-	Mr B Lloyd
Year 11	-	Ms M Sibai
Year 12	-	Ms S Grekas

### **SUPPORT TEACHERS**

Ms J Savage	-	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 K Irwin	-	SRC Coordinator	CAPA
Mr J Tyndall	-	Sport Coordinator	PD/H/PE
TBA	-	Aboriginal Student's Coordinator	

### **STUDENT LEADERS**

Emily Kyriakides	School Captain 2024
Max Whitaker	School Captain 2024
Riley Hafouri	School Vice-Captain 2024
Matthew Basanovic	School Vice-Captain 2024

## ***SCHOOL CONTACT DETAILS***

<b>Office Hours</b>	8:00 am – 3.15 pm
<b>Postal Address</b>	637 Kingsway, Miranda NSW 2228
<b>Email</b>	porthackin-h.school@det.nsw.edu.au
<b>Website</b>	<a href="https://porthackin-h.schools.nsw.gov.au/">https://porthackin-h.schools.nsw.gov.au/</a>

## ***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	<b>SPORT</b>	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	<b>SPORT</b>	Period 5 (60) 2:05 - 3:05

## 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.

## 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.

## 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.

## 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 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 2024

### YEAR 7

General School Contribution	\$108.00
Technology Support/Software Levy	\$25.00
P & C School Resources	\$50.00
Maths	\$10.00
Music	\$30.00
Science	\$7.00
Home Economics	\$40.00
Industrial Arts	\$40.00
Visual Arts	\$25.00
Elevate – Study Skills Seminar	\$10.00

### YEAR 8

General School Contribution	\$108.00
Technology Support/Software Levy	\$25.00
P & C School Resources	\$50.00
Languages	\$30.00
Maths	\$10.00
Performing Arts	\$10.00
Science	\$7.00
Home Economics	\$40.00
Industrial Arts	\$40.00
Visual Arts	\$35.00
Elevate – Study Skills Seminar	\$10.00

### YEAR 9

General School Contribution	\$108.00
Technology Support/Software Levy	\$50.00
P & C School Resources	\$50.00
Child Studies	\$30.00
Computing Technology	\$30.00
Dance	\$10.00
Design & Technology – Home Economics	\$35.00
Drama	\$15.00
Elevate – Study Skills Seminar	\$10.00
Food Technology	\$120.00
French	\$0.00
Graphics Technology	\$30.00
Industrial Technology Metal	\$50.00
Industrial Technology Multi-Media	\$35.00
Industrial Technology Timber	\$55.00
Information Software & Technology	\$30.00
Maths	\$35.00
Music	\$25.00
Photographic & Digital Media	\$45.00
Science	\$7.00
Textiles Technology	\$40.00
Visual Arts	\$50.00
Visual Design	\$50.00

**YEAR 10**

General School Contribution	\$108.00
Technology Support/Software Levy	\$50.00
P & C School Resources	\$50.00
Careers & Resources	\$20.00
Child Studies	\$35.00
Computing Technology	\$30.00
Dance	\$10.00
Design & Technology – Home Economics	\$35.00
Drama	\$15.00
Elevate – Study Skills Seminar	\$10.00
Food Technology	\$120.00
French	\$45.00
Graphics Technology	\$30.00
Industrial Technology Metal	\$50.00
Industrial Technology Multi-Media	\$35.00
Industrial Technology Timber	\$55.00
Information Software & Technology	\$30.00
Maths	\$35.00
Music	\$25.00
Photographic & Digital Media	\$40.00
Science	\$7.00
Textiles Technology	\$40.00
Visual Arts	\$50.00
Visual Design	\$45.00

**YEAR 11**

General School Contribution	\$108.00
Technology Support/Software Levy	\$50.00
P & C School Resources	\$50.00
Careers & Resources	\$20.00
Construction (VET)	\$60.00
Dance	\$10.00
Design & Technology – Industrial Arts	\$55.00
Drama	\$10.00
Elevate – Study Skills Seminar	\$10.00
Engineering Studies	\$30.00
Enterprise Computing	\$30.00
Exploring Early Childhood	\$30.00
Food Technology	\$120.00
French Beginners	\$0.00
French Continuers	\$55.00
Hospitality (VET)	\$140.00
Industrial Technology – Timber Products & Furniture	\$55.00
Information Processes & Technology	\$30.00
Music 1	\$25.00
Music 2	\$25.00
Science: Biology, Chemistry, Physics & Investigating Science	\$7.00 (per subject)
Textiles & Design	\$30.00
Visual Arts	\$60.00
Visual Design	\$50.00

## YEAR 12

General School Contribution	\$108.00
Technology Support/Software Levy	\$50.00
P & C School Resources	\$50.00
Careers & Resources	\$20.00
Construction (VET)	\$60.00
Dance	\$10.00
Design & Technology	\$55.00
Drama	\$15.00
Elevate – Study Skills Seminar	\$20.00
Engineering Studies	\$30.00
Enterprise Computing	\$30.00
Exploring Early Childhood	\$30.00
Food Technology	\$120.00
French Beginners	\$45.00
Hospitality (VET)	\$140.00
Industrial Technology – Timber Products & Furniture	\$55.00
Information Processes & Technology	\$30.00
Japanese Continuers	\$55.00
Music 1	\$25.00
Music 2	\$25.00
Science: Biology, Chemistry, Marine Studies, Physics & Investigating Science	\$7.00 (per subject)
Textiles & Design	\$20.00
Visual Arts	\$70.00
Visual Design	\$60.00

## 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 staff common room. 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 (SRC)**

Each Year has representatives on the **SRC**:

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

The purpose of the SRC 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.

### **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 2024**

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 2024**

### **Day Uniform – (Mon/Tues/Wed/Fri)**

Navy/White Summer Dress	From	\$74.95
SS White Overblouse	From	\$49.95
LS White Peter Pan Blouse	From	\$39.95
Jnr Blue Check Skirt	From	\$45.00
Snr Royal Skirt	From	\$63.95
Ladies Ink Navy Tailored Shorts	From	\$39.95
Ladies Navy Slacks	From	\$54.95
Grey Blocker Shorts	From	\$29.95
Grey College Deluxe Shorts	From	\$49.95
Navy Blocker Shorts	From	\$29.95
Navy Deluxe College Shorts	From	\$49.95
SS White Overshirt	From	\$50.95
LS White Deluxe Shirt	From	\$46.95
Grey Blocker Trousers	From	\$35.95
Grey College Deluxe Trousers	From	\$62.95
Snr Boys Navy Shorts	From	\$15.00

### **Sport/PE Uniform (Tuesday / PE)**

SS White/Navy/Red Sports Polo With Emb	From	\$52.95
Girls Navy Sport Shorts	From	\$35.95
Girls Navy Stretch Microfibre Shorts	From	\$15.00
Navy Trackpants	From	\$53.95
Navy Sport Shorts	From	\$35.95

### **Other (All Days)**

Navy/Red Track Jacket With Emb	From	\$50.00
Royal Sloppy Joe With Emb	From	\$42.95
Navy Softshell Jacket With Emb	From	\$59.95
Navy Baseball Cap	From	\$12.95
Black Leather Belt	From	\$22.95
Black Tights	From	\$8.95
White/Royal/Red Sports Socks	From	\$10.95
Navy Apron	From	\$19.95
White Apron	From	\$16.95

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.

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

**ADDITIONAL UNIFORM AND SAFETY REQUIREMENTS**

## **PHHS CODE OF CONDUCT**

### **TRAVELLING TO AND FROM 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 2024. New students to Port Hacking, including all Year 6 students entering Year 7, will need to apply at [www.transportnsw.info/school-students](http://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.

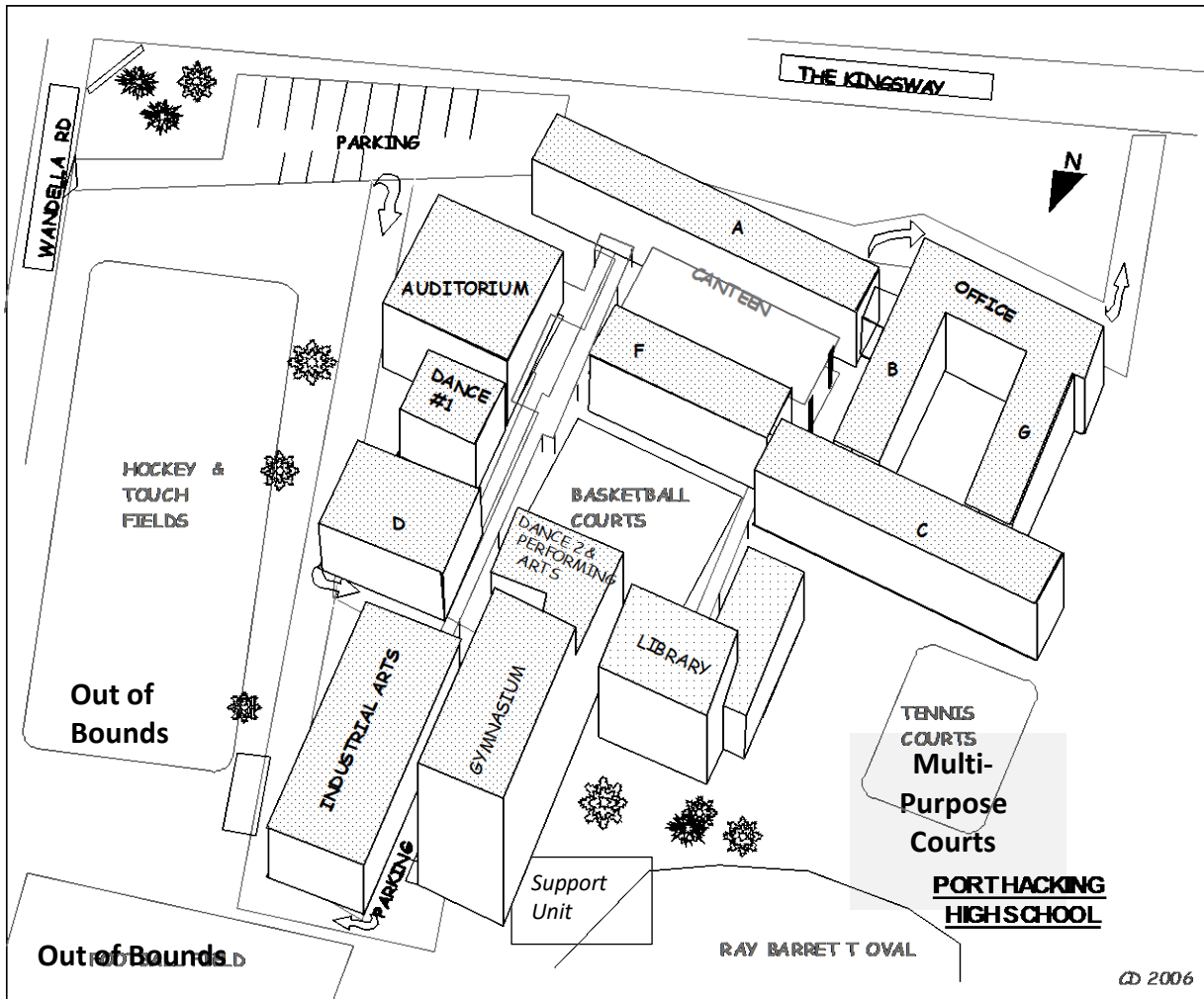
### **MOVEMENT WITHIN THE SCHOOL**

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.

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



***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**



*Learn . Grow . Achieve*

## 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 2024 are:

Year 7	-	Ms R Calder-Little
Year 8	-	Mr B Townsend
Year 9	-	Ms S Mayo
Year 10	-	Mr B Lloyd
Year 11	-	Ms M Sibai
Year 12	-	Mrs S Grekas

### Year Adviser Assistants

Ms J Unicom
Ms R Shapiro
Ms J McKenzie-Hicks
Mr A Lloyd
Ms K Collins
Ms L Santos

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 detention, 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 'Dove' 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

# CURRICULUM AND HOMEWORK

## HOMEWORK

The staff at Port Hacking High School has developed the following guidelines with due regard to the above.

1. Homework has the general aim of helping students develop good study habits.
2. Homework may be in preparation for, the extension of, or a supplement to studies already undertaken in the classroom. Homework should only be given after adequate preparation.
3. Homework may be the practice of a procedure or a method already taught.
4. Homework may involve the completion of work commenced in class.
5. Homework is set for a particular purpose, eg a test, examination, topic summary or consolidation of the day's lesson.
6. Homework is set with a definite purpose in mind.
7. Communication is a two-way process. Students are encouraged to discuss homework difficulties, eg family commitments/problems, health problems, part-time work, work too time consuming, with their teachers. This aspect is addressed in the Year 7 Peer Support Program with the aim of raising students awareness of the need to negotiate difficulties with their teachers before the situation gets out of hand.
8. There can be no hard and fast rules specifying the time to be spent on homework. The following is intended only as a guideline:

Years 7 and 8	-	1 to 1½ hours per night (4 to 5 nights a week)
Years 9 and 10	-	1½ to 2 hours per night (4 to 5 nights a week)
Year 11	-	A minimum of 2 to 2½ hours a night (6 nights a week)
Year 12	-	A minimum of 2½ to 3 hours a night (6 nights a week)

**NOTE:** Part-time work and sporting commitments will almost certainly produce variations to this suggested allocation of time. Students need to work out their own weekly schedule.

## ASSESSMENTS

There are different assessment policies for each year group. Parents are encouraged access the full policy for each year group on the school's website. Assessment schedules are published within the first two weeks of the academic year.

## REPORTING

There are slightly different reporting cycles for each year group. See below for timetable. Except for final Year 12 report, reports are not printed in paper form. All reports are published via the Sentral portal.

### Year 7

*Late Term 1* - Interim Report published. This report is designed to give feedback to parents regarding their child's transition to learning in high school. It is not designed to be an indication of academic achievement.

*Early Term 3* - Semester 1 report.

*Late Term 4* - Semester 2 report. Please note that this report is a record of Semester 2 achievement only.

## **Year 8**

*Early Term 3* - Semester 1 report published.

*Late Term 4* - Semester 2 report. Please note that this report is a record of Semester 2 achievement only.

## **Year 9**

*Early Term 3* - Semester 1 report published.

*Late Term 4* - Semester 2 report published. Please note that this report is a record of Semester 2 achievement only.

ROSA Geography - Students should have completed the ROSA geography course in Year 9 and will be allocated a ROSA grade for geography only. This grade is based on the whole year of learning.

## **Year 10**

*Early Term 3* - Semester 1 report.

*Late Term 4* - Semester 2 report. Please note that this report is a record of Semester 2 achievement only.

ROSA grades for all subjects (except geography – see Year 9): Students will be allocated a ROSA grade for all subjects studied in Year 10. This grade is based on the whole year of learning.

## **Year 11**

*Early Term 2* - Interim Report published. This report is designed to give feedback to parents regarding their child's transition to senior studies. It is not a formal indication of academic achievement.

*Mid Term 4* - Yearly Report. This report is based on student's achievements for the three terms of Year 11.

## **Year 12**

*Mid Term 2* - First semester of Year 12 published.

*Late Term 3* - Final cumulative report printed and issued at the Graduation Assembly.

## **PARENT TEACHER NIGHTS**

Two Parent Teacher Nights are held a few days apart in mid-Term 2. Parents book timeslots online with teachers on either of these nights. Information regarding booking timeslots will be sent to parents prior to the two Parent Teacher Nights.

## **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.

### **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.

### **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:

<b>Form Factor</b>	<p><b>Laptop or convertible device</b> (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 <b>discourages</b> the use of Ipads and Chromebook 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>
<b>Physical Dimensions</b>	<p>Minimum Screen Size: 11" prefer higher 12" better.</p> <p>Recommended maximum screen size 14" should fit in school bag.</p>
<b>Operating System</b>	<ul style="list-style-type: none"> <li>• Microsoft Windows 10 or 11</li> <li>• Apple MacOS X 10.8 or newer (better)</li> </ul>
<b>Browser</b>	<p><b>CHROME This is very important.</b></p>
<b>Wireless Compatibility</b>	<p>Device must have <b>5GHz 802.11n</b> support</p> <p><b>This is a very important feature</b></p> <p>This may be advertised as "Dual Band Wireless", "802.11abgn", "802.11agn", "802.11ac", "802.11ax" or "Gigabit Wireless".</p> <p><b>Note:</b> Devices marketed as "802.11bgn" probably do <b>NOT</b> support the required standard.</p>
<b>Education Software</b>  All students have access to FREE PC or MAC versions of Microsoft Office and the Adobe Creative Cloud from <a href="https://nsw-students.onthehub.com">https://nsw-students.onthehub.com</a>	<ul style="list-style-type: none"> <li>• <b>Word Processor</b> Eg Microsoft Word</li> <li>• <b>Spreadsheet Package</b> Eg Microsoft Excel</li> <li>• <b>Presentation S'ware</b> Eg Microsoft Powerpoint</li> </ul> <p><b>NB:</b> Office 365 is available free to students and includes Microsoft Word, Excel, Powerpoint. TSO will instruct how to install.</p>
<b>Security Software</b>	<p><b>Highly Recommended</b></p> <p>OPTIONAL</p>
<b>Additional Recommendations</b>	<ul style="list-style-type: none"> <li>• Minimum RAM (laptops): 4GB (8GB better)</li> <li>• Disk configuration (laptops): Solid State disk</li> <li>• Advertised battery life of six hours</li> <li>• Casing that is tough and sturdy</li> <li>• Carry case or skin to protect the device</li> <li>• Theft Recovery eg LoJack for Laptops (optional only)</li> </ul>
<b>Technology beyond years 7-8</b> If you anticipate your child may have an interest in studying, then consider a device that has these minimum specifications. Additional software may be required by some courses.	<ul style="list-style-type: none"> <li>• <b>Processor</b> Intel Core i5-5000/6000/7000 etc series</li> <li>• <b>RAM</b> 8GB</li> <li>• <b>Hard Drive</b> 265GB</li> <li>• <b>Screen</b> <b>12 - 14"</b></li> <li>• <b>Hardware</b> Camera and microphone</li> </ul>

## **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 before school.

### **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.

## **ELECTRONIC DEVICES PROCEDURES**

### **Rationale**

With the ever-evolving access to newer and greater technology, the use of electronic devices creates exciting opportunities when it comes to teaching and learning; however, a consistent and clearly articulated approach is required in regard to governing appropriate usage. When used appropriately in the school environment, electronic devices can be a useful learning tool. Unfortunately, these devices have the potential to cause significant disruption to learning, safety and efficient operation of the school. Therefore, Port Hacking High School, in collaboration with students, parents and staff, has developed a policy regarding the use of electronic devices within school grounds, excursions and events.



The purpose of the Electronic Devices Procedures document is to provide students, parents and staff with the expectations for appropriate use of electronic devices within the Port Hacking High School community and to outline the consequences for breaching the school's policy. Students and their parents/ guardians are expected to read, understand and agree to abide by these procedures, before electronic devices are carried by students within school grounds, excursions and events.

The use of the term 'electronic devices' in these procedures refers to but is not limited to the following: mobile phones, iPods, smart watches, ear phones/pods, digital cameras, electronic games, laptops, iPads and other electronic devices.

These procedures have been implemented in response to the NSW Government announcement regarding restrictions on the use of mobile phones and smart devices (smart watches, air pods etc.) in NSW high schools beginning in Term 4, 2023. Department of Education guideline are available at:

<https://education.nsw.gov.au/noticeboard/2023/07/the-new-policy-on-students-use-of-mobile-phones-in-schools>

**Should a student bring electronic devices to school, they do so at their own risk and must adhere to these procedures. Port Hacking High School and the Department of Education take no responsibility for lost, stolen or damaged property.**

### **Acceptable use**

Students must have their mobile phones and mobile phone accessories **Off and Away** at all times whilst at school including but not limited to excursions, camps and sport unless otherwise informed by the school. 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, e.g. filming.

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 Off and Away at all times. Such devices are also to be Off and Away 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 Off and Away.
- Headphones and/or their leads hanging over a student's shirt or jumper. All phone accessories are to be Off and Away.
- To check a timetable. Students should check their timetables before entering school, 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 three 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 and they will be able to regain their electronic device at the end of the school day. A Sentral Warning letter will be generated and issued.

A student who has any electronic device surrendered for a **third time** within 10 school weeks, will be required to surrender their phone to the front office for three consecutive days. Students will be able to regain their electronic device at the end of each school day. The HT Admin (Policy) 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.

If a student is directed to surrender any electronic device for a **fourth time** within 10 school weeks, they will be required to surrender their phone for three consecutive days and until their parents attend a meeting with the HT Admin (Policy) to discuss the continued breaches of the school's Electronic Device Policy.

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

If a student is sick during school time they should follow normal procedure, which is to seek permission from the classroom teacher to go to sick bay and then the office staff will contact a parent/ guardian, if required, students are not permitted to use their phone to contact parents.

If a student requires an exemption for special circumstances to support students with formally diagnosed health conditions. Caregivers will need to submit an application for exemption supported by appropriate medical certificates for consideration. If approved, students will be able to access their mobile phone device under supervised conditions.

These procedures will be reviewed from time to time, as required.

## ***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.