

Student Handbook

Alstonville High School



Our community values integrity
in all aspects of life

2020

Alstonville High School

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2020 School Captains

Dakin Mahony, Jessica Chate, Charlotte Unsworth, Toby Bridges

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Our community values **integrity** in all aspects of life.

<p>Values</p> <p><i>We value and support:</i></p> <ul style="list-style-type: none">• A positive, healthy and safe learning environment• Respectful attitudes and actions• Diversity• Pursuit of personal excellence• Service to community• Team work• Quality learning and teaching• Initiative, leadership and self discipline	<p>Learning</p> <p><i>We value and support:</i></p> <ul style="list-style-type: none">• Life-long learners• Creative and critical thinkers• Effective communicators• Skilled in literacy and numeracy• Independent and organised• Competent and innovative with technology• Environmentally, socially and culturally informed• Caring and compassionate
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Nurturing a love of learning

Relieving Principal's message

As Relieving Principal, I am delighted to welcome you to Alstonville High School.

Alstonville High School provides a myriad of opportunities to challenge yourself. It is a place where you will grow and develop into an independent, critical and creative thinker. You will learn and develop friendships, skills and knowledge that you may carry with you for the rest of your life.

Alstonville High School is held in high esteem across the North Coast region. Our school and staff aim to provide opportunities, encouragement and support that will enable you to achieve your personal best. Through active participation in all opportunities, you will learn. You will become a member of a school community that has established itself as a place where a love of learning is valued. This may be in the english, sciences, mathematics, performing arts, sporting endeavours, community spirit or in leadership. The possibilities are endless.

What you gain from school will depend on how much you are prepared to contribute. I encourage you to participate enthusiastically in the life of the school and aim to achieve personal excellence in all pursuits. We want you to develop a strong sense of citizenship and belonging to Alstonville High School.

At all times keep to our classrom behaviour expectations of Respect, Responsibility and Participation so that learning is always achieved within our lessons.

I look forward to watching you grow into a remarkable young adult at Alstonville High School.

John Parker
Relieving Principal

Key staff directory

Principal

Mr John Parker (Relieving)

Deputy Principals

Mr Aaron Perkins (Relieving)

Mr Vince Trirro (Relieving)

Head Teachers and Faculty Supervisors

Ms Kelly Twyford	English (Relieving)
Mr Doug Gardiner	HSIE
Mr Brendan Fox	Mathematics (Relieving)
Mr Allan Pelley	Science, Agriculture
Mrs Anna John.....	Teaching and Learning (Relieving)
Mrs Vanessa Christmas	TAS (Ind Arts/Home Ec.)
Mrs Stephanie O'Brien	Creative & Performing Arts
Mr Doug North	PD/Health/PE
Mr Andrew Fox.....	Welfare

Subject Coordinators

Ms Rachel Varela.....	Library (Distance Ed.)
Mr Bruce Fleming.....	School Chaplain

School Counsellors

Mr Stephen Rollison

Mrs Daniela McCann

Student Adviser (Girls)

Mrs Kerri Crethar

Student Adviser (Boys)

Mr Bryan Mullard

Careers Adviser

Ms Karen Horne

SRC

Mrs Maria Bramley

Aboriginal Student Support Officer

Mr Aaron Peters

Student Advisers

Year 7	Mr Andrew Grant-Frost
Year 8	Ms Mel Strawbridge
Year 9	Mr Ben Holmes
Year 10	Mr Jack Larrescy
Year 11	Mrs Kimberley Davenport
Year 12	Ms Nicola Kane

School Learning and Support Teachers

Ms Debra Byron / Mrs Deborah Gale

Sports Organisers

Mr Paul Francis

Mrs Allison Larrescy

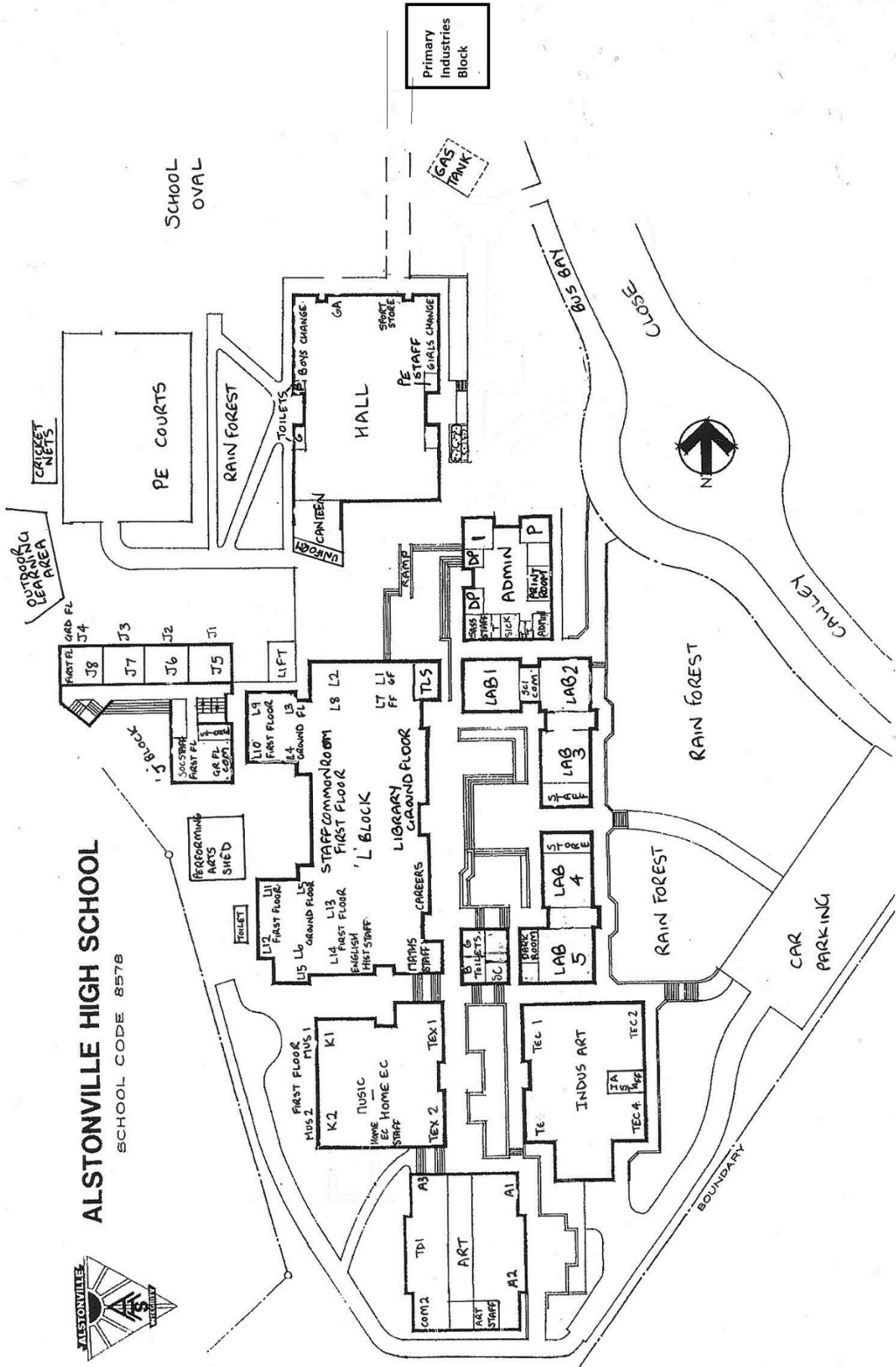
School Administrative Manager

Mrs Wendy Tolland

P&C Business Manager

Ms Jacqui Beckham

School Map



Bell times

MONDAY		
Period 1	9:00am – 9.54am	54 Minutes
EVENT	9.54am – 10.24am	30 Minutes
Period 2	10.24am – 11.18am	54 Minutes
Recess 1	11:18am – 11:38am	20 Minutes
Recess 2	11:38am – 11:58am	20 Minutes
Period 3	11:58m – 12.52pm	54 Minutes
Period 4	12.52pm – 1.46pm	54 Minutes
Lunch 1	1:46pm – 2:06pm	20 Minutes
Lunch 2	2:06pm – 2:26pm	20 Minutes
Period 5	2:26pm – 3:20pm	54 Minutes
TUESDAY, WEDNESDAY, THURSDAY AND FRIDAY		
Period 1	9:00am – 10:00am	1 Hour
Period 2	10:00am – 11:00am	1 Hour
Recess 1	11:00am – 11:20am	20 Minutes
Recess 2	11:20am – 11:40am	20 Minutes
Period 3	11:40am – 12:40pm	1 Hour
Period 4	12:40pm – 1:40pm	1 Hour
Lunch 1	1:40pm – 2:00pm	20 Minutes
Lunch 2	2:00pm – 2:20pm	20 Minutes
Period 5	2:20pm – 3:20pm	1 Hour
SPORT DAYS (PERIODS 3 & 4 11.40AM – 1.40PM)		
TUESDAY	YEAR 7 and 8	
THURSDAY	YEAR 9 and 10	

Back to school dates 2020

Years 7, 11, 12	Wednesday	29 January 2020	
Years 8, 9, 10	Thursday	30 January 2020	(i.e. ALL students)

Year 7 enrolments please report to the Hall at 9.00am on Wednesday 29 January for enrolment and class placement. At this meeting some members of staff will speak to parents and students. Parents will be able to pay school contributions from 8.30am onwards. These may be paid at the Front Office.

Student Term dates 2020

Term 1	Wednesday	29 January	to	Thursday	9 April
Term 2	Tuesday	28 April	to	Friday	3 July
Term 3	Tuesday	21 July	to	Friday	25 September
Term 4	Monday	12 October	to	Friday	18 December



Student Wellbeing

Each year group has a Student Adviser who oversees that group's welfare. This includes many diverse elements such as: distribution of information, academic progress, behaviour and personal matters. In this work the Student Adviser has the support of the School Counsellor, Student Advisers for girls and boys, Careers Adviser, Special Religious Education Teacher, Learning and Support Teacher, School Chaplain and the School Executive.

A whole school Welfare Committee meets regularly to discuss policies and programs dealing with the welfare of all students in the school.

Our school's student wellbeing policy is committed to the Wellbeing of the whole school community and is a reflection of our core values (shown below).

The welfare of the school community is a joint responsibility of the students, staff and parents and carers.

Our Core Values

<p>Values</p> <p><i>We value and support:</i></p> <ul style="list-style-type: none">• A positive, healthy and safe learning environment• Respectful attitudes and actions• Diversity• The pursuit of personal excellence• Service to the community• Team work• Quality learning and teaching• Initiative, leadership and self discipline	<p>Learning</p> <p><i>We value and support:</i></p> <ul style="list-style-type: none">• Life-long learners• Creative and critical thinkers• Effective communicators• Literacy and numeracy skills• Independence and organisation• Competency and innovation with technology• Environmentally, socially and culturally informed students• Caring and compassionate students
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Alstonville Certificate of Excellence (ACE)

Our school is introducing a new merit system based on our ACE reporting data and participation in extra curricular activities at school.

Staff report on every student twice a term on a student's ability to demonstrate the attributes associated with successful independent learning. This is based on a 10 point rubric.

A Certificate of Excellence will be awarded to any student who averages 9 or 10 for the term.

A Certificate of Commendation will be awarded to any student who averages 7 or 8 for the term.

Students who move up more than 2 levels from one term to the next will receive a Significant Improvement Certificate.

ACE certificates will be determined each term, on a term by term basis.

Students may also earn "points" for a variety of extra curricular activities such as debating, sport, environmental work or activities within the community. Certificates of excellence for extra curricular activities will be cumulative and awarded each time a student earns the equivalent of 10 points.

School Rules

Alstonville High School's School Rules align with NSW DEC's Core Policies. All students in NSW government schools are expected to:

- | | |
|---|--|
| <ul style="list-style-type: none">• Attend every school day, unless they are legally excused, and be in class on time and prepared to learn• Maintain a neat appearance, including adhering to the requirements of the school's uniform or dress code policy• Behave safely, considerately and responsibly, including when travelling to and from school. | <ul style="list-style-type: none">• Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and cooperating with instructions and learning activities• Treat one another with dignity and respect• Care for property belonging to themselves, the school and others. |
|---|--|



Curriculum information

Subjects

Years 7 & 8

English	Mathematics	Science
HSIE Geography	TAS	PD/Health/PE
Visual Arts	Music	HSIE History
Language (Indonesian)	Agriculture	
Religion	Information Communication Technologies (ICT)	

Years 9 & 10

English	Mathematics	Science
HSIE History	PD/Health/PE	HSIE Geography
Religion	Careers	

Students in Years 9 & 10 are also able to choose three of the following potential electives:

Elective Geography	Elective History	Commerce
Industrial Technology – Metal,	Industrial Technology –	Design & Technology
Industrial Technology – Timber	Multimedia	Visual Arts
Textiles Technology	Information & Software	Food Technology
Drama	Technology	Asian Social Studies
Italian	Industrial Technology –	
	Engineering	
Agriculture Technology	Music	Physical Activities & Sports Studies
Human Movement Studies		

Note: The formation of classes **will depend** on sufficient numbers of students selecting the subject.

Years 11 & 12

Courses available for selection into Year 11 may include:

Agriculture 2 Unit	History Ancient 2 Unit	Physics 2 Unit
Biology 2 Unit	History Modern 2 Unit	Investigating Science 2 Unit
Business Studies 2 Unit	Information Processes & Tech 2U	Society & Culture 2 Unit
Chemistry 2 Unit	Legal Studies 2 Unit	Software Design & Dev. 2 Unit
Community & Family Studies 2 Unit	Industrial Technology – Timber	Sport Recreation & Lifestyle 2 Unit
Design & Technology 2 Unit	Products & Furniture Industries 2 U	Textiles & Design 2 Unit
Drama 2 Unit	Industrial Technology – Multi Media 2 Unit	Visual Arts 2 Unit
English Advanced 2 Unit (Yr 12 only)	Mathematics 2 Unit	Photography
English Extension 1 Unit (Yr 12 only)	Mathematics Standard 2 Unit	
English Standard 2 Unit	Maths Extension 1 Unit	
English Studies (CEC) 2 Unit	Maths Extension 2 Unit	
Economics 2 Unit	Music 2 Unit	
Food Technology 2 Unit	PD Health & PE 2 Unit	

Note: The formation of classes **will depend** on viable numbers selecting the subject.

Board Developed Vocational
Education Courses:

Board Endorsed Courses:

Primary Industries 2 Unit

Photography 1 Unit or 2 unit

Sport & Lifestyle Rec 1 Unit or 2 Unit

Hospitality Operations 2 Unit

Work Studies 2 Unit

English Studies 2 Unit

Year 12 – As for Year 11 plus Extension 2 English, Extension 2 Mathematics and Extension History. (Note: The courses offered in Year 12 each year are determined by those that are timetabled in Year 11 the previous year)



School contributions

Rationale

We strive to provide a diverse and well resourced curriculum for our students. Although a significant part of that resource is provided by the government, this contribution does not allow us to deliver the rich tapestry of learning activities and resources we believe our students deserve.

In order to supplement our funding we have developed a general contribution and elective fee structure. It offers great value and is very reasonable. The full financial support of parents/carers is an essential component of the school's budget. Students who do not pay subject fees may be denied participation in the full range of learning activities and enrolment in elective courses may be reviewed.

It is not the aim of the school to disadvantage students in anyway. However, payment of fees is crucial. If you find you are unable to pay subject fees because of financial hardship, please contact our School Administrative Manager (Mrs Wendy Tolland) so we can arrange terms of payment or other financial support.

In 2020, we are inviting families to prepay for the school magazine which will be invoiced with the fees of your eldest child. This is optional, but secures you a copy of the "Up Close" whole school magazine that captures the year's events and special occasions of Alstonville High School. This is published in November.

Good communication helps us to help your students.

Types of contributions:

1. General School Contributions

General school contribution (Voluntary)
Years 7 - 12 **\$80-00 per student**

These can be paid in instalments

2. **Special Subject Materials Fees:** These contributions cover the cost of consumable items in such subjects as Food Technology, Industrial Technology and Visual Arts.

3. Textbook fees

Compulsory, to be paid annually.

In addition we request parents to pay an annual textbook contribution of \$30.00 per student, which is non-refundable.

\$30.00 per student

Special materials fees

Year 7 - Students do all these subjects:

English Work Text.....	\$20.00 per year
*Technology (Food & Textiles).....	\$30.00 per year
Visual Arts.....	\$25.00 per year
Music.....	\$20.00 per year

Technology (Timber/Metal).....	\$20.00 per year
Language	\$5.00 per year
Total	\$120.00

Year 8 - Students do all these subjects

English Work Text	\$20.00 per year
*Technology (Food & Textiles)	\$40.00 per year
Visual Arts	\$25.00 per year
Music	\$20.00 per year
*Technology (Timber/Metal).....	\$20.00 per year
Total	\$125.00

Year 9 – Students do some of these subjects

English Work Text	\$20.00 per year
*Food Technology	\$55.00 per year
*Textiles Technology	\$30.00 per year
Visual Arts	\$35.00 per year
Music	\$20.00 per year
*Industrial Technology – Timber	\$30.00 per year
*Industrial Technology – Metal.....	\$30.00 per year
*Industrial Technology – Multi Media.....	\$20.00 per year
*Industrial Technology – Engineering	\$20.00 per year
*Design & Technology.	\$20.00 per year
Drama	\$15.00 per year

Year 10 – Students do some of these subjects

English Work Text	\$20.00 per year
*Food Technology	\$55.00 per year
*Textiles Technology	\$30.00 per year
Visual Arts	\$35.00 per year
Music	\$20.00 per year
**Industrial Technology – Timber	\$50.00 per year
**Industrial Technology – Metal.....	\$50.00 per year
**Industrial Technology –Multi Media.....	\$20.00 per year
**Industrial Technology –Engineering	\$20.00 per year
*Design & Technology.	\$20.00 per year
Drama	\$15.00 per year

YEAR 11 – Students do some of these subjects

*Food Technology	\$55.00 per year
*Textiles & Design	\$30.00 per year
**Visual Arts	\$40.00 per year
Music	\$20.00 per year
Hospitality – Food (VET)	\$80.00 per year
Chef’s Uniform & Tool Kit hire.....	\$20.00 per year
**Industrial Technology – Wood Products & Furniture Industries	\$20.00 per year

**Industrial Technology – Multi Media	\$20.00 per year
Drama	\$15.00 per year
**Design & Technology.....	\$20.00 per year
Photography.....	\$50.00 per year

Year 12 – Students do some of these subjects

*Food Technology	\$50.00 per year
*Textiles & Design	\$20.00 per year
**Visual Arts.....	\$40.00 per year
Music	\$20.00 per year
Hospitality – Food (VET).....	\$80.00 per year
Chef’s Uniform & Tool Kit hire	\$20.00 per year
Drama.....	\$15.00 per year
**Industrial Technology – Wood Products & Furniture Industries	\$30.00 per year
**Industrial Technology – Multi Media	\$20.00 per year
Information Processes & Technology	\$20.00 per year
Design & Technology.....	\$20.00 per year
Photography.....	\$50.00 per year

* Or all goods and equipment must be brought from home in order to take part in the lesson.

** Where major projects require materials beyond the scope of normal classroom activities, they must be purchased by the students.

Band membership.....	\$20.00/family/year
Band instrument hire	\$20.00 per year



Subject requirements

Year 7 Book Pack (available from front office, priced at \$45.00) **(Items in black are included in the backpack)**

English:

1 Binder Book - 192 pages A4

Mathematics:

3 x A4 96 page Olympic Graph Book 5mm

Staedler Maths Instrument Set - 10 piece

1 pencil

1 each blue and red pen

*1 text book protector (\$5.00 from the office)

*Calculator Casio fx 82-AV (available to purchase from Office - \$25)

Science:

1 A4 binder book 192 pages

History/Geography:

2 x 128 page A4 Sovereign binder book

Language:

1 A4 Sovereign binder book - 64 pages

1 A5 Visual Arts Diary 60 pages (single wire)

1 pack Staedler Coloured Pencils (12 assorted)

Visual Arts:

1 each HB, 2B and 3B pencil

1 A4 Art Diary 60 pages (single wire)

Extras:

Sharpener

*Dictionary

Eraser

*USB Flash Drive

Glue stick

Music:

A4 Music Book stapled (feint and staved) 96 pages

1 A4 Display folder

Technology: (Timber & Metal)

1 A4 display folder

*Leather shoes

Technology: (Food & Textiles)

1 A4 Display folder

*Leather shoes

PDHPE:

*School sports uniform

*Sports shoes

Years 8 – 12

English:

Years 8, 9 and 10 – A4 plastic file and lined writing paper, 2 books – 1 x 96 and 1 x 198 A4 or Exercise Book

Mathematics:

Years 8, 9 and 10 – approximately 238 grid book, set of geometrical instruments (at least a ruler, pencil, pair of compasses and a protractor)

Years 8 – 12 require a calculator (Casio fx 82-AV) available at the front office

Science

Years 8, 9 and 10 – 1 A4 book 190 page

Agriculture

Years 8, 9 and 10 – 1 A4 book 190 page

Australian Geography:

Years 8, 9 and 10 – A4 Binder book with pre-drawn margin 240 page

Commerce:

Years 9 and 10 – A4 binder book with pre-drawn margin 240 page

Australian History:

Years 9 and 10 – A4 Binder book with pre-drawn margin 240 page

History (Elective):

Years 9 and 10 – A4 198 page book

Visual Arts:

Years 8, 9 and 10 - 2 x 4B pencils, art sketch book

Music:

Years 9 and 10 - Display folder, 2B pencil and soft eraser

Music Book – 96 Page

Language:

Years 9 and 10 - 198 page book – student workbook available to purchase

PD/Health/PE: Physical Activity & Sports Studies: Technology:	Years 8, 9 and 10 - school sports uniform Years 9 and 10 – school sports uniform Year 8 (Timber & Metal) – Display folder with clear covers, pens, pencils, leather shoes Year 8 (Food & Textiles) - 48 page exercise book & display folder Apron (any apron from home) Practical gear as advised by teacher
Food Technology:	Years 9 and 10 240 page book White apron (Front and back - \$15.00 at school canteen) Years 11 and 12 A4 folder and paper
Textiles Technology:	Years 9 and 10 A4 display folder 2 Display folders Practical work and gear as advised Years 11 and 12 A4 folder and paper Display folder Practical work and gear as advised
Industrial Technology:	Years 9 – 12 Leather Shoes suitable for the workshop
Years 11 & 12:	Subject departments will advise where books and materials (other than a ring back folder) are required. Sciences need prac book for each Science (A4 190 pages), notebook A4 190 page book

White aprons are available at the school canteen - \$15.00.



General Information

What goes on at Alstonville High School

1. Daily information is available to students and parents via Sentral and the Sentral Parent Portal
2. The school's newsletter is produced each fortnight. This publication is then emailed to parents. Contact the school if you wish to be added to our distribution list by using the address below:

alstonvill-h.school@det.nsw.edu.au

The school newsletter can also be found on our school website at:

<http://www.alstonvill-h.schools.nsw.gov.au/>

3. School notes and articles are prepared from time to time for publication in our local newspapers the "Northern Star" and the "Advocate".

Absence from school

Alstonville High School now has the technology available that allows parents to access information on a student's whole day and partial attendance through the parent portal on Sentral. Parents are able to provide an explanation for the absence through the portal. The school will also notify parents via SMS of a student's absence. Absences may be confirmed by replying to this SMS. The message will also provide a friendly reminder that a note explaining the absence should be provided the first day the student returns to school.

If a student is absent on any occasion, a note explaining the reason is to be brought to the school on the FIRST day of return. The note **MUST SHOW: Student's Given Name, Surname, Year, Roll Class, Dates of Absence, Reason, and must be signed by a parent or carer.**

Students who fail to bring in an explanatory note will be given a verbal reminder. After 7 school days from the return from an absence, if a satisfactory note has not been handed in, the computerised roll system will automatically record the absence as unjustified. This has implications in regards to contact by the Home School Liaison Officer or refund of Centrelink payments. Absences are also recorded on school reports.

Any student absent from a timetabled period without an appropriate explanation will be referred to a Deputy Principal or Head Teacher – Faculty to ascertain the whereabouts of the student. Students who truant, or fractionally truant, will be placed on lunchtime detention and the parent/carers will be informed.

Students who are aware of an upcoming absence should bring a note in advance, especially if it involves an extended absence. The families or carers of students away for 4 or more consecutive days may be contacted by mail or phone to ascertain the reason for the absence. Parents/carers could assist by contacting the school to pass on information regarding absent students.

Students with a poor attendance record with no satisfactory explanation or underlying problem will be referred to the Home School Liaison Officer.

If you have any concerns about the accuracy of an absence notification please check with us.

Assemblies

Regular assemblies are held on Mondays. These assemblies are student-centred. Most reports are about student activities and the assemblies are chaired by the School Captains students. All students (including seniors) must attend.

Buses and travel

Acceptable standards of behaviour on buses the code of conduct

School students participating in the NSW School Student Transport Scheme who travel on buses can, like all bus passengers, be penalised for misbehaviour as provided for in the Passenger Transport Act 1990. To make clear to students the standards of behaviour expected of them when travelling on buses, the NSW Department of Transport has developed, in consultation with bus operators, school organisations and parent groups, a Code of Conduct.

To ensure students' safety and the comfort of other passengers students will:

- Behave safely at all times.
- Respect the needs and comfort of other passengers.
- Behave appropriately at all times (e.g. no use of offensive language, fighting, spitting, placing feet on seats or throwing things in or from the bus).
- Protect bus property and report any vandalism.
- Show their travel passes or tickets to the driver on boarding and when requested.
- Only use the travel pass for its intended purpose.
- Maintain possession of the travel pass at all times.
- Follow the driver's instructions about safety on the bus (e.g. instructions on where to sit).
- Adhere to the law that bans smoking on buses.
- Only eat or drink (other than water) on the bus with the written permission of the bus operator.
- Keep arms, legs and other parts of their bodies inside the bus.
- Only attract the attention of the driver in the case of an emergency.

This Code of Conduct is also printed on the School Student Transport Scheme application form. When signing the application form the parent or carer explicitly declares that they support the Code and that it has been explained to their child.

Free bus passes

Students are eligible if

1. The straight line distance from their home address to school is more than 2 km, or the walking distance from home to school is 2.9 km or further
2. Your entitlement will be determined by the Department of Motor Transport after you have completed an application online at <https://apps.transport.nsw.gov.au/ssts/#/>
3. Changes of address must be notified also online at <https://apps.transport.nsw.gov.au/ssts/#/>

School Drive Subsidy

School Drive subsidy may be claimed for parents transporting students by private vehicle between home and the school. This is only available where there are no other public transport options.

Application for School Drive Subsidy is to be done online at <https://apps.transport.nsw.gov.au/ssts/#/schoolDriveSubsidy>

Change of address

Parents must notify the school of any changes to their address, telephone number, email address or family circumstances. This can be done via the Parent Portal on Sentral, emailing the school or by filling in the change of address form from the front office.

These details are essential for home-school communication especially in cases of emergency.

Community members in our school

Whilst we encourage community members to be actively involved in the life of our school the following conditions apply:

- All visitors must enter and leave the school via the Administration Office. You will be required to sign the 'Visitors Book' and wear an identifying "visitors" label.
- Parent, Carers and Community Members who work with our students must complete appropriate child protection documents. These are retained in the school.
- Where an Occupational, Health and Safety issue arises it **must** be immediately reported to the Principal.

DUX of year policy

Year 7 – 8

The Dux of the Year shall be awarded to the student with the highest points aggregate based on Semester 1 and Semester 2 results.

English, Mathematics Science and HSIE: 1st - 6, 2nd - 5, 3rd - 4, 4th - 3, 5th - 2, 6th - 1

From all other across year level ranked subjects: 1st - 4, 2nd - 3, 3rd - 2, 4th - 1

Year 9 – 10

The Dux of the Year shall be award to the student with the highest points aggregate based on Semester 1 and Semester 2 results.

1st - 6, 2nd - 5, 3rd - 4, 4th - 3, 5th - 2, 6th - 1

Year 11 – 12

The Dux of Year 11/12 will be awarded to the student with the highest point aggregate where points are earned at the end of the Course.

Assessment rank in the following manner:

1 Unit subjects: 1st - 6, 2nd - 5, 3rd - 4, 4th - 3, 5th - 2, 6th - 1

2 Unit subjects: 1st - 12, 2nd -10, 3rd - 8, 4th - 6, 5th - 4, 6th - 2

- **Extension 1 English** and **Extension 2 English** will be awarded as **1 Unit** subjects.
- **Extension 1 and 2 Mathematics** will be awarded as **2 Unit** subjects for **4 Unit students**.
- **Extension 1 Mathematics** students who are not doing Extension 2 Mathematics will receive points in this course as a **1 Unit subject**
- **Extension History** will be awarded as a 1 unit subject.
- **Content Endorsed** courses will not contribute to the calculation.
- **Category B Subjects** will only contribute where students are performing at the equivalent of band 5 or 6 standard.
- **Any courses studied external** to Alstonville High will not contribute to the DUX calculation.

A student's overall position in the year, for the purpose of calculating Dux of the Year, will be based on an aggregate of their 10 best units.

Where two (or more) students achieve the same rounded assessment mark (ie Less than 1 full mark difference), they can be given the same position in the course (after consultation with the class teacher, Head Teacher and Deputy Principal/Principal).

Enrolment procedures

The parent or carer of all enrolling students must complete an official 'Enrolment Form' and leave it at the Front Office on the day of enrolment or the following school day.

New enrolments other than those from the feeder primary schools must follow the procedure below:

- An appointment will be made with the relevant Deputy Principal who will interview the student along with the parent/carer.
- On the student's first day a 'Class Placement Form' will be issued. This will be taken by the enrolling student and a student guide to the listed members of staff. This will result in placement in classes and sport house. It also gives the new student a chance to become familiar with the school and some staff members.
- A timetable will also be provided.

Excursions

Excursions are an important part of the curriculum for most subjects and are prescriptive to meet course requirements in certain subjects. Students are to complete a consent form which will give details of the excursion and costs involved. The form must be signed by a parent/carer. All excursions will require payment and permission forms submitted 48 hours prior to the event.

Unless otherwise stated, school uniform will be worn on all excursions.

No student will be disadvantaged through inability to meet the costs of mandatory excursions organised on a class or year level basis for educational purposes.

Homework policy

Reasons for setting homework

As Preparation:	In advance of a subsequent lesson. This is used most commonly in the senior school and students need clear guidelines about the type and the amount of information they need to collect.
As Completion:	To finish off class work. This is to keep the class together (e.g. completing a diagram, exercise in Mathematics or summary of a chapter).
As Revision or Practice:	To reinforce classroom learning.
As Extension:	To take students beyond the work in the classroom and to allow them to apply a skill or concept to a new situation.
As Training in Independent Study Skills:	To build self discipline and personal responsibility.

Guide for students

- a) Record what homework is set and when it is due.
- b) Don't leave homework until the night before it is due. In most cases teachers will give plenty of advance notice. Some research assignments and essays may take several nights to complete.

- c) There is always homework to be done. Even if you have no set work, revision of the day's lessons and additional reading about a topic can be regarded as homework.
- d) If students know they will have difficulty in completing homework by the due date they should see the teacher as soon as possible to seek to resolve the issue. Normally the day it is due is too late to do this.
- e) Homework centre is staffed by teachers and is free to access. It runs on Monday afternoons from 3:30pm to 5:30pm in the school Library.

It would be expected that when students are preparing for examinations and in the senior years, considerable time on the weekends would be given to revision.

TAS

Policy Statement - Safety in Practical Work Rooms

To protect your child from injury, Workcover has stipulated the following in respect to **footwear** and **protective clothing**:

“Suitable clothing and substantial footwear, consisting of **solid sole and firm leather fully covered uppers must be worn at all times** in work areas in practical Industrial Art rooms. Thongs, open sandals, sandals, volleys and the like **do not** offer sufficient protection against hot fluids, solder, acids, metal slivers or other substances that could inflict serious injury when a pupil is engaged in practical activities”. If your child does not wear correct footwear he/she **cannot** participate in practical work in Technology 7-12.

Practical work is the major component of Technology. A child excluded from practical work will not be able to satisfy ROSA requirements and therefore will receive no award in the subject.

While it is not possible to specify any one standard to meet all situations, shoes with stout sole and firm leather uppers are considered necessary to protect students. The black leather shoe, which is part of the school uniform, fulfils these requirements and is therefore the obvious choice.

Protective Clothing

A bib-type apron made from cotton is supplied in each workshop. It is faculty policy that students doing practical work **must** wear an apron. This is for protection of their school uniforms and inspires an industrious mindset.

Ear and Eye Protection

The wearing of safety protective glasses or a face shield is mandatory when entering a workshop for a practical lesson. This applies to everyone for the whole period. The faculty supplies enough protective eyewear in all workshops, however, students are encouraged to purchase their own. Ear muffs are also supplied in each workshop.

Hair Restraint

When using machines long hair must be restrained by a hair-net, cap or tie. This applies to both boys and girls and is to be worn together with eye protection.

Note: Footwear regulations also apply to Home Economics, Science, Agriculture and Art.

Late arrivals

Students arriving late must report to the Front Office to be issued a Late Note which will indicate the reason for lateness (if specified) and the time of arrival. This note is shown to the teacher to gain late entry to class. If no reason for the lateness is given, the note needs to be taken home and signed by a parent/carer and returned to the Front Office the following day. Students also have the option of having their parents ring and confirm the reason for the late arrival.

An SMS is sent on a daily basis to parents of students who are late to school or absent. Students late for any lesson (i.e. have been detained by another teacher, been at the sick bay or Front Office etc) should have a note explaining their lateness.

Leave passes

A pass will be issued if a student requests to leave school during the day for a specific purpose such as a dental, orthodontist, physiotherapy, optometrist or doctor's appointment. These situations during school hours are to be avoided unless absolutely necessary.

Leave pass applications must be brought to the to Head Teacher – Welfare office in the morning. If the leave request is approved, a pass is issued. It must be carried by student as it could be asked for by the Police or Home School Liaison Officer.

All notes **MUST** have the following information: **student's given name and surname, date, year, roll class, leaving time, returning time, reason for leave** and telephone contact number for verification or discussion

Appointments should be made outside school hours wherever possible.

It has been noticed that parents make many medical or dental appointments for Wednesday afternoons. Students and parents are reminded that sport is a compulsory part of the curriculum for Years 7-10. Unfortunately, if too many students seek leave passes at this time it affects the viability of buses and some sport groups. We seek parent/carer co-operation in avoiding this problem. Students who cannot participate in sport because of injury should go to non-sport in the Library, **not go home**.

Leaving procedures (Termination of enrolment)

Parent/carer must send a note or ring to indicate a student is leaving.

All leaving students must obtain a 'Leavers Form' from the Front Office. This form will indicate the members of staff who will need to sign the form. The signatures indicate that all text books and borrowed equipment have been returned and that there are no outstanding fees.

The parent/carer of students under the age of 17 must indicate where the student will be continuing their education. These students will not be taken from the school's roll until confirmation is made of the student's enrolment into a recognised education provider.

Library

Hours:	Monday to Friday - open all day	8:40 am to 3:20 pm
	Monday Homework Centre	3:30 pm to 5:30 pm.

Before school, Recess and Lunchtime

Students who wish to read, research or study have priority in the library. As such, students who wish to use the library for recreational purposes must be considerate of others and keep noise to a minimum. Students who are not participating in 'library' activities or who choose to socialise and chat, may be asked to leave the library.

Class Bookings

- Classes must wait outside until their teacher arrives.
- Class bookings must be for educational purposes, not free time.
- Students are not permitted to play computer games at any time unless the game is authorised by their class teacher and the game must be educational.

Independent Learning

Students who come to the library to borrow or research during class time must have a note from their teacher and ASK library staff for permission to stay. They may use vacant computers if they have consent from the teacher who has booked the computers and they do not disturb the class.

Standard of Behaviour

Students must be considerate of others by keeping noise to a minimum at all times. Bags, food and drinks (including water) are not permitted in the library. Shoes must not be removed; keep feet off the furniture; reclining on the furniture is inappropriate. When a class is unable to meet the standard of behaviour required in the library, they will be excluded from the library.

Library Staff

Friendly library staff are available to assist students who need help with research, information technology or recreational reading.

Lockers

1. New style lockers are available for hire for \$25 per year including combination lock. Any student who does not pay for rehire in the prior year will have lockers emptied and locks removed at the end of each year for hygiene reasons.
2. Students are permitted in the locker area only to return or obtain books or equipment from their lockers.
3. They must leave the area immediately this has been accomplished.
4. Students are not permitted to use lockers between periods.
5. No unwrapped food or open drink is permitted inside the building.
6. The locker area is a "quiet area" to enable teaching staff and students in that area to work without too much distraction.
7. Required material for Periods 1 and 2 to be removed from lockers before class.
8. Students are to obtain material for periods after recesses and lunch by the time the bell goes for the following period.
9. If we need to inspect/open a locker or the key is lost, the padlock will be cut and the student will be liable for the replacement cost.

Students not abiding by these guidelines risk:

1. Their locker use being forfeited.
2. Re-issue of the locker to a more responsible student from the waiting list.

Please report losses to teaching staff or administrative staff.

Lost property

Any property found by staff, students or cleaners is to be taken to the Canteen where it may be claimed on correct identification.

All personal items should be identified by waterproof labelling or inscribed with the student's name.

Property not claimed from the canteen will be stored in the Uniform Shop until the end of each term when it will be displayed. Property correctly marked with a student's name will be returned to the student. Any unclaimed property will be given to the second hand uniform pool.

Medications

Students, who are required to bring any medication to school, must notify the Deputy Principal of the reason. Arrangements will be made for the medicine or tablets to be retained by the general office staff for safe keeping.

Please note: Departmental regulations prohibit any staff member from administering medicines or tablets to students other than those prescribed.

Note: The school does not have a school nurse. All first aid is handled voluntarily by the School Administrative Officers.

Mobile phone use at school

Parents and students are reminded that students should not use mobile phones whilst at school. Whilst we appreciate that parents might wish students to carry mobile phones so they can be contacted before and after school students should not be using these phones during school time.

The vast majority of students do use phones appropriately but from time to time individual students do not. Students seen using mobile phones during class time will be told by the teacher to take the phone and hand to a deputy at the front office. Phones will be kept in a safe place in the front office and students may collect them at the end of the school day from a deputy. If the school becomes concerned that a student is not cooperating with school policy their phone may be kept until a parent or carer comes to the school to collect it.

Students who persist in inappropriate use of a mobile phone will be dealt with through the school's discipline policy related to continued disobedience. This can lead to suspension.

Our school deals firmly with students who use mobile phones inappropriately, especially students who use phones during school hours to engage in bullying or victimising behaviour.

Under **no circumstances** should phones be used during exams or formal assessment tasks.

If students wish to contact a parent or carer during the school day they should go to the front office and make a request for help from the staff there. Students should not use mobile phones to contact parents or carers during the school day. This is particularly important if students are unwell so that the school can ensure they are properly cared for.

If students are found using mobile phones to record anti-social or illegal activities or are found distributing this material via their mobile phone the phone will be confiscated and handed to police. Parents can liaise with the police regarding an appropriate time frame for the phone to be returned.

These guidelines are designed to ensure that mobile phones do not become a distraction to the main purpose of our school, encouraging students to become successful life-long learners.

Other electronic devices use at school

IPods, headphones and other personal music or communication devices are permitted as a privileged use within the boundaries of the school:

1. They may be used in the playground, during free-time or in moving between lessons unless otherwise directed by a teacher.
2. Under no circumstances should Ipods or other music players be used during exams or formal assessment tasks.
3. When being spoken to by any teacher in a face to face communication, headphones should be removed from both ears as a courtesy to the speaker.
4. None of these devices may be used during quad or hall assemblies or year or other group meetings.

5. Ipods and music players should not be used at excursion venues unless explicit permission is given ahead of time by the organising teacher. Instructions should be provided about taking them on excursions, although sometimes allowance will be made for use on the bus or train or in transit.
6. The maximum headphone volume permitted at any time should not be audible to other persons nearby.
7. Safe keeping and security of each item is the responsibility of the owner. Students in PE classes will have access to special arrangements.
8. Teachers will impose fair and escalating consequences for breaches of these guidelines. These may include temporary confiscation of the device.
9. Students who continue to misuse these guidelines may be considered to be continually disobedient under the school Fair Discipline policy.

These guidelines are designed to ensure that electronic devices do not become a distraction to the main purpose of our school, encouraging students to become successful life-long learners.

Alstonville High School discourages students from bringing expensive electronic devices to school. We accept no responsibility for the security or possible damage.

Newsletter

A school newsletter is produced each fortnight. Families will receive a digital copy of the newsletter via email by giving their email address to the school. The school newsletter can also be found on our school website at:

<http://www.alstonvill-h.school.nsw.gov.au/>

Office duty

Two students are rostered each school day as duty students. There is no obligation for students to perform this responsibility if parents do not wish them to do so, they can send a note to the front office advising us of their request. A note from home advising of this request must be sent to the front office.

Students are situated in the Administration Block where they are able to continue to do assignment work, revision, reading or study.

Their responsibilities as duty students include:

1. Distribution of information to students for the day.
2. Carrying out duties as required by the Principal, Deputy Principal or administrative staff.
3. Distributing urgent memorandums to staff.
4. Assisting in compilation of duplicated material for distribution to students.

It is expected that the students will develop a greater sense of responsibility and confidence through these experiences and familiarise themselves more thoroughly with the school staff and structural layout. Additionally they will have the opportunity to understand more about the administration of the school and the operation of equipment used in its organisation.

Out of bounds areas

The following areas are out of bounds before and after school, during recesses and the lunch period:

1. All rooms unless a staff member is present.
2. The hall except for organised groups involved in sport or other activities with a supervising teacher.
3. Ground and upper floor corridors during non-teaching periods unless special permission is given for use of these areas during unfavourable weather.

4. The western and northern sides of the oval.
5. Landscaped areas around buildings.
6. Bike rack areas during recess and lunch.
7. Any rooms or offices designated for administration and support staff, cleaning or ground staff.
8. Gas storage area and agricultural area.
9. Behind buildings, under demountables or the front footpath.
10. All car parks.
11. Before school students must be in either:
 - The canteen area
 - Science quadrangle
 - The grassed area between J Block and the basketball courts
 - The basketball courts
 - The Eastern side of the Assembly Hall
 - The Library
12. Bus travellers must be dropped off at school and stay in the designated areas. They are not permitted to NOT LEAVE THE SCHOOL in the time before classes start.
13. All students catching buses should board them at school NOT go to the Primary School or up town to catch the bus.

Parent/Teacher interviews

Two Parent/Teacher interviews will be organised for each year to provide general updates on student progress. They will be spread across the year as appropriate. Bookings can be made online through the parent portal.

Parents/Carers who wish to make an extended interview with a staff member may do so by making an appointment during school time when the staff member is free from teaching.

Personal property

School bags may be taken to each period, but are not to be taken into specialist rooms. Students are not permitted to leave bags elsewhere for security reasons (except in lockers).

Students are discouraged from bringing **any valuable items to school**. If they must, for safety reasons, sums of money and any other valuable non essential items should not be left in bags. If students are carrying money for school contributions, excursions, etc. it is to be paid into the front office before school.

The school strongly advises students and parents that mobile phones, iPods and MP3 players should not be brought to school. Students using phones inappropriately in class will be dealt with according to the school's mobile phone procedure.

Students who bring personal items to school do so at their own risk. Whilst the school encourages a culture of honesty we assume no responsibility for the loss of such items. Valuable items, when needed to be brought to school, should be left at the front office and collected by the student when required. Students with other bags or equipment are to place them in the wire 'cage' located near the canteen.

No student is to interfere with any other person's property in any manner.

Religious education

Alstonville is proud to offer an interesting and innovative religious education program that is designed to be relevant and appealing to youth. The program recently received a Public Education Award for excellence in the Tweed Heads/Ballina region for its significant contribution to values education in a State High School.

Alstonville Religious Education Association (AREA) employs a full time staff worker to co-ordinate the program for the junior school. The lessons provide an opportunity for young people to explore and express their moral and spiritual values in a way that is relevant to their lives, their school, and their community. Occasional forums, seminars and workshops are offered for the senior school and are advertised at the time. Mr Fleming is also an active member of the school's welfare committee and is involved in leadership training and is involved in Peer Support. He also provides individual pastoral care when needed or requested. AREA is an initiative of the Alstonville Ministers' Association and is non-denominational, non-sectarian, and operates within Departmental guidelines.

In recognising Departmental guidelines the Special Religious Education lessons are not mandatory. However, if you do not wish your child to attend a letter requesting exemption must be forwarded to the school.

Reports

Each student, from all year groups, will be issued with a formal report on their progress twice during the year. This will generally occur at the end of each semester.

Assessments will be derived in a different manner for each subject, but will depend on unit tests, assignments, projects, reports, practical tests and any other component which can be used to assess how the student is achieving their learning outcomes.

Areas of Assessment are incorporated into all subject reports.

Grades will indicate student performance in each area of assessment.

All reports are presented in a computerised form. They are given to students to take home.

School Counsellors

Alstonville High School has two designated counsellors visiting the school.

The counsellors have an office here but the counselling team is administered from School Education Area Office, Goonellabah.

The counsellor is a teacher who is also trained as a psychologist and provides a variety of services to the students. This includes educational assessments, counselling, consultancy, early intervention and preventative programs and identifying pathways to further specialist and community services. The Counsellor works with school personnel, parents, community agencies and other professionals at different times to provide support as needed for students, for example:

- a) Liaison between high school and 'feeder' primary schools and identification of learning disabilities.
- b) Short term counselling support to students and parents during times of family crisis.
- c) Helping students with peer issues.
- d) Helping new students adjust to high school.
- e) Referring students and families to community agencies such as Adolescent Health/Speech Pathology and Paediatricians.
- f) Assisting integrated students and students with special needs access Transition and Life Skills programs.

Referrals are made to the School Counsellor:

1. Via class teacher to the Learning Support Team.
2. By parents who contact the Counsellor about their child.
3. By self-referral; any student can contact the Counsellor on days when present at the school.

Senior student attendance policy

It is expected that senior students will attend school as per NSW DEC policy and will participate in associated activities and assemblies. Satisfactory completion of any course for the Preliminary or Higher School Certificates requires that class attendance be satisfactory and that application and effort be acceptable. Where attendance is deemed to be unsatisfactory and it has prevented satisfactory completion of a course it may result in an 'N' determination which prevents the student from attaining the relevant certificate.

Where a student is absent or late to school they will be required to bring a note of explanation when they arrive back at school.

Senior students have the option of not participating in Wednesday sport if they can verify that they do obtain regular physical exercise outside of school. They are expected to use this time for study purposes.

Senior students are reminded of the following responsibilities:

- Students are not to transport other students unless the appropriate permission notes have been handed in.
- Students must attend all special assemblies and carnivals such as the Swimming, Cross Country and Athletics Carnivals.

Sickness & injury

If a student is injured (or becomes ill) during a recess or lunch break, they are to report to the teacher on playground duty first. The student will then be directed to the Front Office where first aid will be given for minor problems. If a student becomes ill during class they are to report to their teacher and then to the Front Office.

Should an injury or illness be serious enough a parent or carer will be contacted by phone and asked to come to the school, to take the student home. If the school cannot contact parents or carers it is essential that the school be provided with an **emergency contact number**. This number should be updated in the school records as circumstances change. Students **must not** make direct contact with parents/carers via the use of mobile phones prior to reporting to the front office.

If an emergency requires a doctor or ambulance, parents/carers will be notified as soon as possible. Staff involved will exercise their discretion immediately as to the need for treatment. The student will be taken to the local clinic whenever practical.

Names of all students will be recorded who are admitted to sick bay and receive treatment, or are sent home. Female students who have personal problems should report to the supervisor in charge of girls – Mrs Crethar.

Sport

1. A two hour sport program is delivered each week.
2. Students are required to participate in physical activity during this time.
3. All sports groups will go to a classroom for a roll call and then walk to their sport venue with their teacher.
4. Students then return to the classroom with their teacher at the completion of sport.
5. Students must have signed parental permission to do all sports, this is given out at the beginning of the year.

6. Students must wear prescribed sports uniform and keep shoes/joggers on at all times at sport (see uniform list)



Sports that could be offered throughout the year are:

Archery	Fitness	Softball	Underwater Hockey
Basketball	Indoor Soccer	Table Tennis	Volleyball
Cricket	Musical	Tennis	Water Polo
European Handball	Netball	Ten Pin Bowling	Water Volleyball
Field Photography	Recreational Walking	Theatre Sports	
Fishing	Soccer	Touch Football	

Year 12 do not do sport, and it is optional for Year 11 if they can verify that they are involved in physical activity outside of school.

The availability of some of these sports will depend on the availability of venues and teachers' expertise. A student should get a chance to participate in 4 different sports in a year. Some sports require an upfront payment to cover bus transport or to assist with equipment purchase.

At the beginning of each year a general permission note will be distributed to be taken home and completed by parents/carers and returned to the front office. This note will give your child permission to do sport for the entire year. All new students are to collect a sport permission note from Mrs Larrescy in the PE Staffroom on enrolment. This note is to be signed and returned to the front office.

Annual Swimming, Athletics and Cross Country Carnivals are held each year. The talented competitors at these carnivals are given the chance to compete at Zone, Regional and State Carnivals. The school also enters a number of C.H.S. Knockout Competitions. These include:

Boys		Girls	
Australian Football (AFL)	Rugby Union (15 yrs)	Basketball	Soccer (15 yrs)
Beach Volleyball Opens	Rugby Union (Opens)	Beach Volleyball (15 yrs)	Soccer (Opens)
Beach Volleyball (15yrs)	Soccer (15 years)	Beach Volleyball (Opens)	Table Tennis
Cricket (14 yrs)	Soccer (Opens)	Cricket	Tennis
Cricket (Opens)	Table Tennis	Cricket (14 yrs)	Touch Football
Futsal 14yrs & 16yrs	Tennis	Futsal 14yrs & 16yrs	Volleyball
Hockey	Touch Football	Netball	Water Polo (15 yrs)
Lawn Bowl	Volleyball	Netball (15 yrs)	Water Polo (Opens)
Rugby League (14 yrs)	Water Polo (15 yrs)	Rugby Union (15yrs)	
Rugby League (Opens)	Water Polo (Opens)	Rugby Union (Opens)	

Inability to participate in sport

In the event of injury or illness, a student must provide evidence in the form of a written statement from a parent/carer, to the Sports Organiser before school on sports days. Alternative arrangements will be made for those students. Students will not simply be allowed to go home.

A Doctor's Certificate is needed for an extended exemption.

Inability to participate in Physical Education

Students are required to present a written explanation of the reason for non-participation to the staff member in charge of their P.E. group. Any extended exemption from PE can only be given following presentation of a Doctor's Certificate. Students must wear prescribed uniform for PE or again bring a note of explanation and have an appropriate change of gear.

Student Representative Council (SRC)

The SRC is a group of students who represent the student body and try to make the school environment a better place. They are the voice through which students can get their ideas and opinions through to the school staff and executive. They also provide leadership in the school community. Through SRC meetings (held once a week) they discuss and decide on issues which the students raise.

The SRC is made up of three students from each of the junior years, 5 from Year 11 and 4 plus the School Captains in Year 12. Each year group elects their representatives in Term 4 of the previous year. Year 7 2018 will elect their representatives early in the new school year.

The school captains are automatically in the SRC. One teacher attends also, to provide guidance. The SRC is taken seriously by the school community as we have representatives on the P & C.

Some SRC initiatives include:

- Outdoor Learning Area
- Spirit Week
- Fundraising for charities
- Child sponsorship through World Youth International
- Support of students representing the school at State level
- Volunteer at community events – ANZAC Day and staff/student information nights
- Connect with wider community via Facebook promoting success within the school

Students with special needs

The school has established a program which supports students with additional learning needs. Students are screened for Learning Disabilities and if warranted, further investigation is undertaken.

The integration of many of these students into mainstream classes occurs with the support of the “Learning Support Team”. If a learning disability is established, students are provided with approved support in class, during exams or whole year assessment tasks. This support can consist of large print, use of computers in class, use of readers and/or writers during exams.

Extra support for exams and assessments is provided by voluntary community members. We always welcome new volunteers and training is provided.

A committee consisting of parents, students and staff discuss issues and make recommendations to the Principal relating to students who learn differently. If you are interested in helping out, please contact the Head Teacher – Welfare at school.

Volunteers at school

Alstonville High School welcomes parent and community involvement. A register of volunteers at school is kept at the school office and we encourage you to find your area of interest and register your name. There is a page for people with special skills (you might be a computer whiz or an artist) - please list your skills and available times.

Examples of help needed:

- Assistance in some English/History classes (in consultation with Head Teacher).
- Readers at exam times for “Special Provision” students.
- Covering of text books.

Uniform

The wearing of school uniform at all times is official school policy.

The standard uniform is as indicated below. Items can be purchased from the School Uniform sales area, located on the southern side of the Canteen.

Our school is particularly concerned that our students present well and meet WHS requirements. Canvas and cloth shoes are **not** allowed. **Shoes must have fully covered leather or heavy vinyl uppers.** They should be predominantly black. Sports shoes should be predominantly white.

Uniform policy

No midriff, bare flesh or underwear to be exposed at any time.

Junior Years 7 - 10

Summer

The everyday uniform consists of a check skirt or grey badged shorts and a white blouse with school logo or maroon polo, white socks. An approved school hat and spray jacket is optional to wear. Grey shorts for sports.

Winter

Students may wear summer uniform or tailored grey trousers, or grey tracksuit pants and a maroon fleecy jumper. Black stockings/tights can be worn under skirts or shorts.

Senior Years 11 - 12

Summer

The senior uniform consists of a school badged maroon skirt or grey badged shorts and a white blouse/shirt with school logo or white polo shirt.

Winter

The seniors may wear black stockings, grey jumpers (fleecy,) grey tailored slacks or grey track pants during the winter months as well as the Year 12 jersey.

All Students Official Occasions

For occasions such as presentations, debating, media interviews, and the choir the uniform **must** be check or maroon skirt or grey badged shorts and white blouse or shirt with school tie, white socks. Blazers are available from the Front Office as required.

All items can be purchased from the School Uniform sales area, located on the southern side of the Canteen.

Sun hat policy

Alstonville High School encourages students to wear a hat for all outdoor activities.

We sell one style of hat through the uniform shop. Alternatively students may wear a brimmed hat of their choice in the colours - grey, maroon, black or white. We encourage all students to take responsibility for their own skin protection.



Left to Right - Boys and girls senior uniform, girls and boys junior and sports uniform

Uniform shop trading hours

Please check school website for the current times. Uniforms are sold in the last week of January. See the school website for holiday opening times.

Uniform Price List

Trading Hours: Monday, Wednesday and Friday – 8.00am to 10.00am. If the canteen staff are available uniforms can be purchased on other days as well. Please check school website for holiday trading hours. Prices may vary from time to time.

Telephone: (02) 6628 1797

Payment can be made by cash, cheque or EFTPOS – Lay-by is available Prices GST inclusive.



Alstonville High school



Uniform Price List

Trading hours: MONDAY-FRIDAY 8.00AM UNTILL 11.30AM. Please check school website or Facebook page for holiday trading hours.

Telephone: (02)66281797

Payment can be made by cash, cheque or EFTPOS or by Phone – Layby is also available.

UNISEX (Junior and Senior)	SIZE	PRICE
SPRAY JACKETS	XS-6XL	\$52.00
SLOPPY JOE (Maroon -JNR Grey - SNR)	10-16 S-2XL	\$26.00
GREY SPORTS/EVERYDAY SHORTS	4XS-2XL	\$28ea or 3 for \$75
BUCKET HATS	S-L	\$6.00
APRONS(Hospitality)	ONE SIZE	\$15.00

JUNIOR GIRLS	SIZE	PRICE
MAROON POLO	6-28	\$28ea or 3 for \$75
WHITE BLOUSE	4-24	\$15.00
CHECKED SKIRT	2-24	\$35ea or 3 for \$99
GREY SPORTS/EVERYDAY SHORTS	4XS-2XL	\$28ea or 3 for \$75

JUNIOR BOYS	SIZE	PRICE
MAROON POLO	6-28	\$28ea or 3 for \$75
GREY SPORTS/EVERYDAY SHORTS	4XS-2XL	\$28ea or 3 for \$75
GREY FORMAL SHORTS	67-92	\$35ea or 3 for \$99

SENIOR GIRLS	SIZE	PRICE
WHITE POLO	8-28	\$28ea or 3 for \$75
WHITE BLOUSE	6-22	\$15.00
MAROON SKIRT	4-24	\$35ea or 3 for \$99

SENIOR BOYS	SIZE	PRICE
WHITE POLO	8-28	\$28ea or 3 for \$75
WHITE FORMAL SHIRT	14-28	\$28ea or 3 for \$75
GREY FORMAL SHORTS	67-92	\$35ea or 3 for \$99
BOYS TIE	ONE SIZE	\$20.00
GREY SPORTS/EVERYDAY SHORTS	4XS-2XL	\$28ea or 3 for \$75

MISCELLANEOUS	PRICE
Variety of good quality second hand uniforms.	From \$5.00
Variety of stationery (Books, Pens, folders, etc)	From 0.50c

Parents & Citizens Association – alstonvillehs.pc@gmail.com

Alstonville High School P&C is a group of interested parents, carers, grandparents, teachers and community members who are committed to ensuring that the best possible education is provided for their students.

Meetings

Meetings are held at the school in the Admin meeting room on the fourth Wednesday of each month from 7:00pm to 8:30pm.

Attending meetings is a good way to find out what is happening in the school and provides an opportunity to make new friends, raise issues and participate in making decisions regarding policies and funding. The Principal or one of the Deputy Principals attends every meeting.

Note: There is a \$1.00 membership fee to be financial and to have voting rights.

Meeting Dates	2020
26 February	26 August
25 March	23 September
27 May	28 October
24 June	25 November

Activities

Most P&C funds are sourced from canteen and uniform shop sales. Parents and carers can show support for their children by getting involved in P&C activities including:

- Attending the monthly meetings
- Volunteering in the canteen and uniform sales area
- Participating in the school's annual working bee
- Acting as an advocate for the school
- Offering voluntary labour and expertise
- Organising or assisting at fundraising activities

The P&C also:

- Assists with organising the annual Year 7 Welcome BBQ and Year 6 to Year 7 Information Night
- Assists with an annual Year 12 Farewell Breakfast BBQ on the last day of Term 3

See the school website to follow the links.

The Canteen

Phone: (02) 6628 1797 ahscanteen@outlook.com.au

The canteen is staffed by a business manager and an assistant with volunteers who assist with food preparation on a roster basis between 9:00am and 2:30pm. Lunch orders are welcome before 11:30am. The canteen operates similar to a cafeteria. Food is prepared in advance and displayed on the counters at recess and lunch, students make their choices, then pay at a checkout.

All food complies with the Fresh Tastes @ School NSW Healthy Schools Canteen Strategy. A copy of the menu is available on the school web site.

Volunteers are always welcome whether it be full or part days or once per term. If you are able to help please telephone the Business Manager, on 6628 1797 or complete and return the volunteer form available on the canteen section of the school website.

Funds of approximately \$30,000 are raised through the canteen each year and are donated to the school by the P&C for the purchase of additional classroom resources and other items for students.



Uniform Sales

Phone: (02) 6628 1797

The uniform sales area is located on the southern side of the canteen. It stocks the full range of school uniforms. Opening times and a price list are available in the *Uniform section* of this handbook and on the school web site.