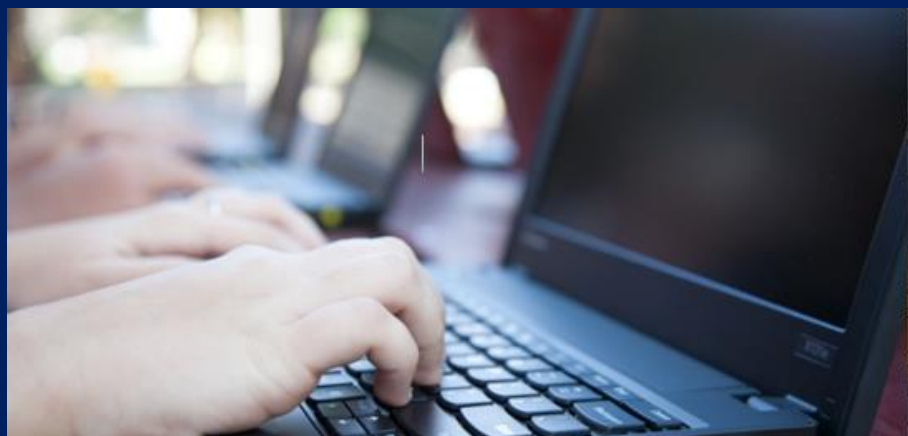




Year 7 Handbook 2024

Revised Edition: 14 December 2023



NEWCASTLE HIGH SCHOOL
“Remis Velisque “

160-200 Parkway Avenue Hamilton South NSW 2303

Telephone: (02) 4969 3177

E-mail: newcastle-h.school@det.nsw.edu.au

Website: <https://newcastle-h.schools.nsw.gov.au>

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Welcome

Welcome to Newcastle High School. We are a large comprehensive inner-city school with a vibrant student body representing the diversity of socio-economic and cultural backgrounds in Newcastle. The school's innovative curriculum reflects student interests, delivered by our dedicated and experienced staff.

As a new student, I hope that you will appreciate the wonderful aspects of this school that contribute to our unique learning experiences. The school has been in existence for over 100 years and has a tradition of achieving excellence. Most students of our school come from the inner-city suburbs of Newcastle, but others travel from all over the Hunter Region.

As a member of our school community, you will be expected to adhere to the school's values of Respect, Responsibility and Participation. This will assist you to do your best as a student of Newcastle High School and to leave the school with the skills that you will need for the next phase of your life. We are looking forward to sharing your high school journey.

Dr Janene Rosser
Principal

The fundamental beliefs of Newcastle High School are:

Respect, Responsibility and Participation

All members of the school demonstrate these values:

- **Respect for self, each other and our school**
- **Responsibility for your own learning and environment**
- **Participation in all learning activities and school life**

Our Culture

Newcastle High School proudly values being strong and smart, with celebrations of who we are being fundamental to the life of our school.

Ceremonies and protocols are a fundamental part of Aboriginal culture and our official school functions are always opened with an Acknowledgement of the traditional custodians of the land. This shows respect for the Aboriginal community as Australia's First People.

Valuing and respecting appropriate Aboriginal ceremony is pertinent to increasing the understanding and mutual respect for cultural practices by both Aboriginal and non-Aboriginal Australians, and the wider community. Appropriate cultural engagement seeks to observe protocols and the sharing of cultural practices.

I would like to acknowledge the traditional custodians of this land, the Awabakal people, and pay my respects to the Elders past, present and future.



Important Dates

2024

TERM 1	Staff Development Days – students do not attend Tuesday, 30 January Wednesday, 31 January Term 1 Commences - Years 7, 11 and 12 Thursday, 1 February Term 1 Commences – All Students Friday, 2 February Term 1 Concludes Friday, 12 April Autumn School Holidays Monday 15 April to Friday 26 April
TERM 2	ANZAC Day - Public Holiday Thursday, 25 April Staff Development Day – students do not attend Monday, 29 April Students Commence Tuesday, 30 April King's Birthday - Public Holiday Monday, 10 June Term 2 Concludes Friday, 5 July Winter School Holidays Monday 8 July to Friday 19 July
TERM 3	Staff Development Day – students do not attend Monday, 22 July Students Commence Tuesday, 23 July Term 3 Concludes Friday, 27 September Spring School Holidays Monday 30 September to Friday 11 October
TERM 4	Staff and Students Commence Monday, 14 October Term 4 Concludes for Students Thursday, 19 December Staff Development Days – students do not attend Friday, 20 December Summer School Holidays Monday 23 December to Thursday 30 January 2025

*Note: School speed zones apply on all school days, including school development days.

Staff Overview 2024



Dr Janene Rosser
Principal



Mr Craig Maher
Deputy Principal
Years 8 and 10



Mr Joel Anderson
Deputy Principal
Years 7 and 11



Mrs Michelle Fraser
Deputy Principal
Years 9 and 12

Enquiries regarding curriculum and subject-based matters should be directed to faculty Head Teachers.

Key Learning Area	Head Teacher
English	Miss Hayley Edwards
Mathematics	Mr Patrick Lomax
Science	Mr Sean Bromfield
HSIE	Mrs Louise Dark
TAS - Technological and Applied Studies	Mrs Sondra Munro
Creative and Performing Arts	Ms Sonja Hasler
Personal Development, Health, Physical Education	Mr Nick Johns
Wellbeing	Mr Thomas Deane
Special Education	Ms Khym Harris
Computing Studies and World Languages	Mr Nick Biddle
Administration	Mr Eddie Redding
Teaching & Learning	Mrs Kiarna White
Teaching & Learning (Wellbeing)	Mrs Mauricia Withyman
Support Services	Support Staff
Careers Advisor	Mrs Beth Lumb
Counsellors	Mr Richard Stanley (M, TH & F) Ms Larissa Elliott (Tue) and Mr Colin Bray (W)
School Support Officer (SSO)	Ms Amy King
Learning and Support Teachers (LAST)	Ms Robyn Outram (Y8 & 10), Ms Fiona Brain (Y9 & 12) and Ms Janet Martinez (Y7 & 11)
Vocational Education and Training (VET)	Mrs Angela Maddalena
ICT Technology Support (TSO)	Mr Matthew Smith

Wellbeing Team

Our Wellbeing Team are a proactive and caring group of staff, committed to doing the very best for our students and the wider community.

Our dedicated student support team provide advice, counselling, learning support, medical support, life ready courses, seminars, wellbeing days, guest speakers, camps and year specific activities.



Mr Thomas Deane
HT Wellbeing



Mr Shane Kegal
Year Advisor
Maths Faculty



Miss Amy King
Student Support Officer



Mr Richard Stanley
School Counsellor

Mr Thomas Deane is our Head Teacher Wellbeing. His role is to develop student connectedness to our school, enhance the social and emotional wellbeing of students to improve learning outcomes.

His specific focus is ensuring students can feel safe and supported, enabling students to thrive within Newcastle High School community by building pro-social behaviours, resilience, coping skills, responsible digital citizenship and positive relationships.

Mr Deane works closely with Year Advisors, Learning and Support Teachers, SSO and School Counsellors to deliver a broad range of learning and wellbeing opportunities that facilitate collaborative planning and connection between teachers, support staff, parents, and students, including:

- Whole-school wellbeing initiatives.
- Targeted strengths-based supports for students requiring personalised assistance.
- Connecting students and their families with support networks within the school and the wider community.

The Year Advisor will assist new students to settle into school and support students in overcoming any issues they may face in high school. She will act as a link between parents and the school and assist with year excursions. The Year Advisor looks after the wellbeing of students and monitors the progress of students as they move through their years of schooling. The Year Advisor is available to students or parents who have concerns that they wish to discuss.

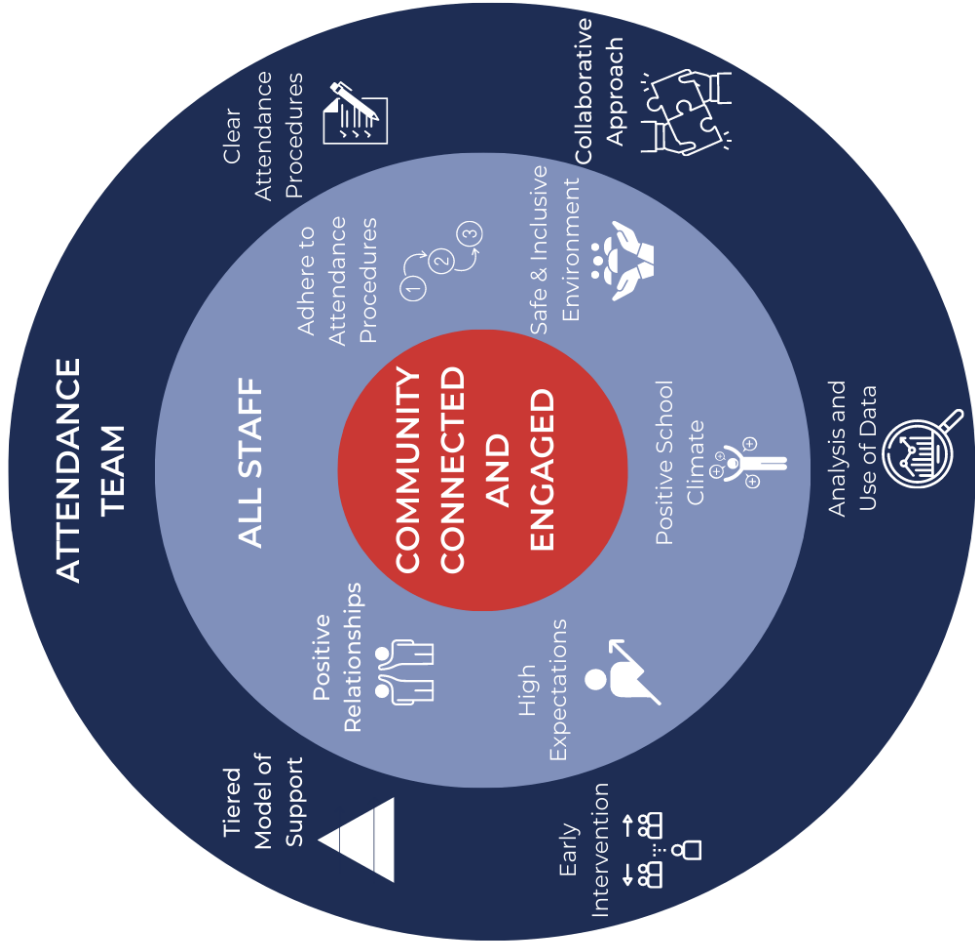
School Support Officer - Amy works with individual and groups of students on a range of issues to do with social interaction, self-esteem, communication and life skills. She works closely with external agencies and can refer students who require further support outside school.

The School Counsellor contributes to student wellbeing by providing specialised psychological assessment, counselling and intervention services. As well as these psychological services they contribute to broader student learning and wellbeing outcomes

Attendance



Regular attendance at school is essential for students to achieve their educational best and increase their career and life option.



Increase the proportion of students attending school >90% of the time from the baseline of 51.0% to the lower bound target of 61.0% or above by 2023

Supporting Links

- [Excellence in Attendance](#)
- [Understanding Attendance](#)
- [Achieving School Excellence](#)

The NHS Attendance Improvement Strategy summarises key research and recommendations from the NSW Department of Education.

Why attendance matters

When your child misses school they miss important opportunities to...



Learn



Build friendships



Develop life skills

education.nsw.gov.au



Days missed = years lost

A day here and there doesn't seem like much, but...

When your child misses just...

they miss weeks per year

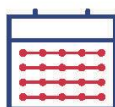
and years over their school life

1 day per fortnight



=

4 weeks



=

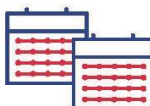
Over **1** year missed

1 day per week



=

8 weeks



=

Over **2.5** years missed

education.nsw.gov.au

Why Attend?

The aim of education is to develop in students the following Key Competencies:

- Collecting, analysing and organising information
- Planning and organising activities
- Communicating ideas and working with others
- Working with others in teams
- Solving problems and using technology
- Using mathematical ideas and techniques

These key competencies are essential for success in gaining employment, progressing in a career and for making important everyday and lifetime decisions. Employment opportunities:

- Employers want employees who turn up every day and on time
- Employers look at report comments to determine a person's attitude to work
- Employers ring schools to check the attendance data of students
- Employers check a student's compliance with school rules and their levels of achievement

Attendance requirements

Regular attendance at school is essential to gain maximum benefit from schooling. Students are required to attend school EVERY day of the school year, unless there are circumstances which make this impossible. These circumstances can include illness, accident or family crisis. Family holidays should be planned for school holiday time, where possible (see point 6 – Exemptions). An attendance rate of 90% or above is expected. Students must be at school before 8.55am for Period 1 (including a 5 minute roll call).

Student Responsibility

It is a student's responsibility to:

- Arrive at school before 8.55am
- Attend every school day (unless circumstances make this impossible)
- Attend all timetabled classes once at school

Recording attendance

Rolls are marked in the morning at the commencement of Period 1. Class rolls are marked at the beginning of each lesson. Teachers mark the class roll electronically. Students must be present to have their attendance recorded. If students are late to school they must sign in at the student office in administration where their time of arrival will be recorded. If a student fails to do this there will be errors in their school attendance record. Students are expected to remain at school for the whole day, unless they have a pass signed by a Deputy Principal, are ill and collected by a parent, or have been suspended and collected by a parent. Students who are absent from school must bring a written note of explanation on the next school day. Any absence from school must be explained.

SMS Alerts

Parents/Carers will receive SMS messages to advise of whole day absences and late arrivals. It is important that the school has your correct contact details. An SMS will automatically be sent to the primary contact listed on enrolment by 11.30am for all absences recorded. Parents/Carers may respond to this SMS to explain the absence. Only replies to a school generated SMS will be received.

Parents/Carers are unable to initiate SMS communication with the school.

Explaining absences... you have options

All absences must be explained within seven (7) days of a student returning to school. After seven (7) days, even if a note of explanation is provided, an absence cannot be changed from 'unexplained' to 'explained'. A negative attendance record may have an impact on your child's future employment prospects. Valid explanations are illness, Injury, family crisis and family leave.

Option 1: Respond to the SMS Message



Option 2: Phone: 02 4969 3177 on the day of absence. Advise the School Administration Officer of the student's name, year, reason for absence, name of person calling and a contact telephone number.



Option 3: Write and send a note of explanation with your child on the first day they return to school. This note should be handed in at the student office in administration. The note should contain your child's full name, year and PBL/roll class, the date of absence, a valid explanation, parent/carer's signature and a contact telephone number for verification.



Option 4: Email to: newcastle-h.school@det.nsw.edu.au on the day of the absence occurring. Provide the student's full name, year and roll call, a valid reason for the absence and the name and contact telephone number of the person emailing. In the subject line of the email please include: NOTIFICATION OF ABSENCE.



Letters are sent home for students who have three (3) or more unexplained absences in one (1) week.

Exemptions

Students requiring extended absence from school can make an application to the Principal for a Certificate of Exemption. Application forms are available from the student office. Applications must be supported with impartial evidence. Approval is at the Principal's discretion. On approval a Certificate of Exemption will be issued.

Reasons for exemption from attendance:

- Exceptional personal circumstances
- Extended illness or injury recovery
- Employment in the entertainment industry
- Participation in elite sports

Due to changes in the DEC's Attendance Policy 2015, family holidays are no longer considered reasonable grounds for an exemption.

An Application for Extended Leave – Travel should be completed and provided to the Principal.

Permission to leave class

Students who need to leave class during a lesson are required to obtain written permission from the classroom teacher (ie. an Out of Class leave slip). Students presenting at the Student Office in Administration during class time must have a note of permission/out of class leave slip.

Partial absences

Late Arrivals

Late arrivals are classified as partial absences.

Students who arrive late to school must report to administration to have their attendance recorded.

Two slips will be issued to students who arrive late without a note: a late slip which is to be given to the classroom teacher; and an absence notification slip which is to be filled out and signed by a parent/carer and returned to the mentor teacher the following day.

All late arrivals must be explained with a note to avoid absences being recorded on student records.

Early Leaver

Early leave is classified as a partial absence.

Students who need to leave school early are required to provide a written note of explanation to the Student Office for approval by a Deputy Principal. The note must contain a satisfactory explanation with sufficient detail and a parent/carer's signature. An Early Leave Pass will be available for collection from the Student Office in administration during the recess/lunch breaks.

When students require doctor's appointments, these should be made outside of school hours if possible. When an appointment has been made, students are required to apply for a leave pass BEFORE the date and present their appointment card (for specialists) at the time. Students with passes are required to sign out through administration prior to leaving the school grounds.

All notes of explanation for absences should contain

- The date, student's name, year and roll class
- A valid reason for the pass (NOTE: Comments such as "I give permission for my child to leave" or "I want my child to leave school" are NOT sufficient
- A contact name, parent/carer signature and a contact telephone number for verification

Record of School Achievement (ROSA) and Higher School Certificate

Poor attendance can affect the ability of your child to achieve these valuable records of their schooling. Poor attendance affects a child's ability to meet course outcomes, complete assessments and follow their courses of study with sustained and diligent effort.

When students fail to meet the NSW Education Standards Authority (NESA) requirements for courses they will be issued with a Non-completion (N Award). A minimum of two course-specific warnings must be issued prior to a final 'N' determination being made for a course. These awards can result in students failing to gain the certificates they are hoping to achieve. Students may need to repeat these courses the following year.

Knowing your child's attendance pattern

Parents are notified about overall attendance in the School Reports issued to students twice a year (end of Semesters 1 and 2).

Letters are sent home for students:

- whose percentage attendance falls below a satisfactory level.
- year Advisors, Deputy Principals and the Head Teacher Administration (Students) may also contact home over matters relating to attendance
- who have three (3) unexplained absences in one week

Parents can also access student attendance data via the Sentral Parent Portal to access Sentral by registering for a free account. All parents and carers receive an email containing a key that allows access to their child's learning.

Attendance Awards

At the end of each semester, students with excellent attendance are issued an Attendance Award. These awards acknowledge the student's reliability, responsibility and commitment to their learning. They can be an impressive addition to a student's resume. The criteria for these awards are listed below.

Exemplary Attendance Award "100% Attendance"

- 100% attendance
- ZERO whole school day absence
- ZERO unexplained late arrivals
- ZERO trancies

Outstanding Attendance Award "Greater than 95%"

- Greater than 95% attendance
- ZERO unexplained late arrivals or absences
- ZERO trancies
- above 90% PxP attendance rate for all subjects

Top ten tips for improving your child's attendance and ensuring their safety

- Encourage full attendance
- Explain the importance of attendance for learning and success
- Insist your child attend sport and school carnival days
- Limit the half day passes you request by organising appointments out of school time
- Send your child to school on excursion days even if they are not attending the excursion. In many cases only a small number of students are involved and classes will run normally
- Check the school's website, Sentral parent calendar and Facebook page for upcoming events:

<https://newcastle-h.schools.nsw.gov.au/>

<https://www.facebook.com/newcastlehighschool/>

- Do not let your child miss school for minor matters
- Contact the school on the day if your child is genuinely absent
- Ask your child about their day and discuss their subjects
- Request attendance data if you suspect your child may be truanting
- Check for notes from the school about upcoming events

Bell Times

The timetable is based on a fortnightly cycle. Students will receive a timetable on their first day at school that outlines their subjects, teacher names and room allocation. The timetable will state at the top Day 1 – Day 10. Once the timetable completes a cycle, it begins again on Monday at Day 1.

It is recommended, that students keep a copy of their timetable on them at all times and displayed in a central location at home. The timetable can be viewed in the Sentral Student Portal.

Bell Times NEWCASTLE HIGH SCHOOL	
MON TUE WED FRI	THURSDAYS
	PERIOD 0 > 8:00 FOR YEAR 11 & YEAR 12 ONLY
PERIOD 1 > 8:55 STARTS WITH A 6 MIN ROLL CALL	PERIOD 1 > 8:55 STARTS WITH A 6 MIN ROLL CALL
PERIOD 2 > 10:00	Assembly+ED 9:55
Recess 1 11:00	Recess 10:20
Recess 2 11:20	PERIOD 2 > 10:40
PERIOD 3 > 11:40	PERIOD 3 > 11:35
PERIOD 4 > 12:40	Lunch 1 12:30
Recess 3 1:40	Lunch 2 12:50
PERIOD 5 > 2:00	PERIOD 4 > 1:10
Home 3:00	PERIOD 5 > 2:05
	Home 3:00

Education Software

Recommended for Parents & Carers

Our School Management System has been designed to streamline school communication between staff, students, and parents/carers. If you would like the opportunity to be more involved in your young person's education, communicate directly with their teachers, and appreciate the convenience of completing school processes online, the 3 software programs listed below will be of great benefit to you.

Easy access to all 3 software programs has been provided via the Newcastle High School's Website:

<https://newcastle-h.schools.nsw.gov.au/>

From the Home Page of the school website, you shall find the 2 options below:



1) SENTRAL PARENT PORTAL/SENTRAL FOR PARENTS APP

What is the Sentral Parent Portal and Sentral for Parents App?



The Sentral Parent Portal allows you to monitor your young person's school journey simply and efficiently from a PC. The portal is browser-based so will work on any device that has an internet browser. The Sentral for Parents App is free and can be downloaded onto your phone or device from Google Play or the App Store.

For your initial registration to the Sentral Parent Portal and/or Sentral for Parents App, you shall need a 'family access key.' Please send through your request via email or phone the school on 4969 3177.

This program shall allow you to:

- ✓ View the students' current timetable.
- ✓ View the students' current attendance percentage (for the term and overall).
- ✓ Notify of a students' Absence. This includes late arrivals, whole day absences and request for an early departure. This information is received directly by the School Attendance Officer.
- ✓ View, download and print the current and previous students' Academic Reports.
- ✓ Book Parent Teacher Interviews. This event is very popular, and teachers do get booked out very quickly. If a teacher is unavailable or booked out, you are encouraged to make contact via CANVAS.
- ✓ Receive important school notifications.
- ✓ View upcoming events including excursions, incursions, camps, assignments & exams.
- ✓ View the current and previous school newsletters.

For further information, please click on the links below.

<https://newcastle-h.schools.nsw.gov.au/about-our-school/technology-access/sentral-portal-access-.html>

<https://www.sentral.com.au/parents>

2) CANVAS



What is Canvas?

Canvas is a learning management system (LMS) that allows teachers to provide instructional support, class calendars, assignments, and resources in a safe online environment. For traditional face to face classes, Canvas is an integral part of sharing blended classroom instruction. Canvas also enhances the way parents and carers can engage with their young person's learning.

Parents and carers are encouraged to register for Canvas. As observers, you shall have limited permissions allowing you to view what is going on in a course, however, you shall not be an active participant in the course. You shall be able to view the calendar of assignments and can set your notifications to be alerted about certain course activity. Please note: To access Canvas you shall need to register for the Sentral Parent Portal FIRST.

This program shall allow you to:

- ✓ Review the students upcoming or past assignments.
- ✓ Receive alerts for student activity.
- ✓ View the ongoing teacher feedback for student to progress their learning.
- ✓ View the student's assignment submissions.
- ✓ View a calendar of due assignments and school events.
- ✓ Communicate directly with the student's teacher/s via the Canvas Inbox.

For further information, please click on the links below.

<https://newcastle-h.schools.nsw.gov.au/about-our-school/technology-access/canvas-access.html>

<https://sites.google.com/carterk12.net/canvas/parent-resources/how-parents-use-canvas>

3) SCHOOL BYTES



What is School Bytes?

School Bytes is a comprehensive school management platform which provides Newcastle High School with the tools it needs to operate smoothly and efficiently. All school activities (e.g., Excursions, Camps and School Sport) are setup on School Bytes. When students are registered in a school activity, parents/carers are emailed a secure link to complete the online permission and payment (if applicable). The email shall come from School Bytes so please keep an eye on your inbox and junk mail.

Parents and carers are encouraged to 'register' for the School Bytes Portal or School Bytes Parent App. The app is free and can be downloaded on the Apple App Store or the Google Play Store. Direct links are provided below:

- App Store: <https://apps.apple.com/us/app/school-bytes/id6463097826>
- Google Play: <https://play.google.com/store/apps/details?id=education.schoolbytes>

This program shall allow you to:

- ✓ View the Statement of Account – all school fees and activities.
- ✓ View the details, complete permission, and payment (if applicable), for any school activities.
- ✓ Sync the activities your young person is registered for, on the calendar of your phone or device.
- ✓ View your payment history and download a receipt.
- ✓ Request for a refund.

For further information, please click on the links below.

<https://support.schoolbytes.education/hc/en-us/articles/7834876288015-School-Bytes-parent-app>

<https://support.schoolbytes.education/hc/en-us/articles/5184859634191-Parent-Portal-Set-up-your-parent-portal-account>

<https://newcastle-h.schools.nsw.gov.au/about-our-school/technology-access/school-bytes.html>



Parent App

Available now!

Download on the App Store or Google Play by clicking the image below.



Key Features

- Get real time push notifications from your school
- Stay signed in and save your card for secure payments for fees and excursions
- Give consent, sign forms and respond to attendance alerts
- View the school calendar and news



Important Information: Sentral for Parents App

From **Thursday 23rd June 2022**, versions 3 and 4 of the Sentral for Parents App will no longer be supported. If you are on one of these versions, you need to update your app to continue accessing information and receiving notifications.

How do I check what version I am?

From your app, go into Settings cog in the top left corner of the dashboard screen, then into App Version. (See image below.)

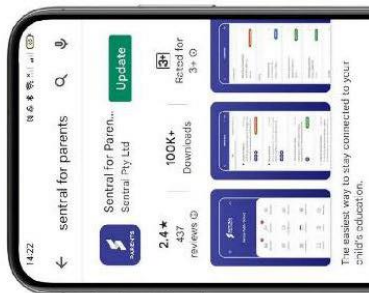


I am on Version 3 or 4

You will need to update your app. Go to your device's app store and search for Sentral for Parents and then select Update (see image below). Or you can access the app store using the QR codes below. After the update, when you go back into the app, you will be required to re-enter your login credentials.

I am on Version 5

You do not need to do anything at this time.



App Store



Google Play



How to get Help

If you require assistance you can email parentapp@sentral.com.au for support.



Education Software - Students

All accounts are connected to your Department of Education login and email address. You will need this account to access all our learning resources and tools. If you have forgotten your username or password, it can be reset by the staff in the library.





firstname.lastname@education.nsw.gov.au

Using your own Windows or apple device? connect to the school WiFi: [detnsw](#)

Open a web browser to the page <http://detnsw.net> to complete the "Edge" protocol. We recommend using Google Chrome to do this. And you should bookmark this page right now!



Access the Newcastle High School splash page: <http://newy.link/student> - we encourage you to book this page to get access to everything on site!

Log in to Sentral This is how to monitor your attendance, timetable, positives and reports.	
Log in to Canvas This is how to see your classes, complete work online, access resources and communicate with your teachers.	
Access the school website, and select TECHNOLOGY This shows you where you can go to get the free software installed. We use Google Docs in most classes, but you can also install Microsoft Office and Adobe Creative Cloud.	
Open your Google Drive This is where you should save all your documents and your schoolwork.	

Where can I go for some technology help?

Your first call is to the library who can assist you with the most issues. If more advanced support is required, the IT staff in C Block can assist with technical problems.

Bring Your Own Device (BYOD)



Bring Your Own Device

KEY INFORMATION

Newcastle High School values preparing our students for a rapidly changing world, where technology plays a critical role in personal, social, and professional lives. Our staff have taken great strides to integrate the use of devices into all aspects of teaching, including a state of the art learning management platform, Canvas. The Canvas platform provides a unified teaching methodology across all year groups and rich learning experiences, all our faculties are committed to the use of technology in learning. Research indicates that schools who require students to bring their own device (BYOD) leads to an increase in student participation and collaboration, with learning becoming significantly more student driven.

Basic Principles

- the use of digital devices to support learning
- supports personal choice with technology
- school provides a free internet service

Software Needed

- MacOS or Microsoft Windows preferred
- students get Google Workspace for free
- Office 365 & Adobe Suite are also free

Integrated Learning

- BYOD mandatory for Y7 Y8 Y9 Y10 students
- technology is vital for both learning & work
- technology is integrated into learning

Security Issues

- we don't own, support or warranty the device
- please use device locators such as 'Find My'
- consider insuring device for loss or damage

Suitable Devices

- Apple & Windows laptops are preferred
- to view current suitable devices visit JB Hi-Fi
- and enter school code NEWCASTLEHSBYOD

Laptop Loans

- students without a device can borrow one
- it is given before P1 & returned each day
- longer loans require HT Wellbeing approval

Device Cost

- we understand this is a significant cost
- but BYOD increases learning outcomes
- a quality device should last at least 4 years

Technical Support

- technology assistance is available in C Block
- they can give advice about suitable devices
- and help students connect to school wi-fi



MORE BYOD INFORMATION AT



More information is available on our website [BYOD Assistance](#) Page.

Digital Device Procedures



Digital Device PROCEDURES

We have recently revised our digital procedures with respect to devices, storage, internet access, email and learning platforms at Newcastle High. Digital devices have the potential to be incorporated into lessons, providing exciting new approaches to learning. However, misuse by students can be very disruptive to teaching and learning. Devices should not be used to distract students or impact class work and students should avoid being overly focused on their device or social media. Data should be stored using cloud resources to optimise security, backups and easy access. Below are some highlights from our revised procedures, you can read the full document at **Digital Device Procedures**.

Digital Citizenship

- students practice safe online behaviour
- teachers explicitly direct usage in class
- students use devices to collaborate

Google Drive Storage

- the dept. provides free, secure storage
- this is cloud based; accessed anywhere
- only school work should be stored here

Bring Your Own Device

- BYOD is mandatory for Y7 Y8 Y9 students
- technology is vital for learning & work
- technology is integrated into learning

Internet Connectivity

- the dept. provides email & internet access
- the internet is only for education purposes
- the internet is filtered to stop misuse

Mobile Phones

- are not allowed to be used by our students
- our school is 'Off and Away' during the day
- exemptions must be formally applied for

Laptop Loans

- day loans are available from the Library
- apply for longer loans via Wellbeing Team
- loan devices must be returned on time

Canvas Learning System

- course content & resources are on Canvas
- work can be accessed away from school
- use to ask questions, collaborate, submit

Sentral Administration

- timetable, reports, wellbeing, NAPLAN
- notify absences & book interviews
- Sentral phone app for instant access



DIGITAL DEVICE & STORAGE PROCEDURES



Mobile Phone Procedures Summary



Mobile Phone PROCEDURES SUMMARY

This strategy ensures that all mobile phones are **Off and Away** for the full school day, including recess, lunch and during excursions. This means that students have a responsibility to turn off their phone and store it safely in their school bag for the course of the school day. This is an approved NSW Department of Education strategy and will limit unnecessary distractions and complement our ongoing approach to ensure every student maximises their learning and social growth in a safe and supportive environment. You can read our full Mobile Phone procedure at **NHS Mobile Phone Strategy**. If you have any questions or concerns about this procedure please contact our school.

NSW Mobile Phone Policy

- NSW has a state-wide mobile phone policy
- phones are **not** on/used during school hours
- each school selects a model that suits them

'Off and Away'

- NHS has adopted the 'Off and Away' model
- it applies to **all** phones & wireless headphones
- tablets, laptops, iPads, Macbooks **are** allowed

Bell to Bell 8:55am > 3:00pm

- phones & wireless headphones **not** allowed
- smart watches must be on '**aeroplane**' mode
- this includes breaks, excursions, off-site sport

Consequences

- mobile phone or accessory will be confiscated
- item collected at 3pm with parent permission
- repeat offenders will face disciplinary action

Student Contact

- see Office in breaks to make general contact
- in emergencies a Deputy can make contact
- if approved a student may use their phone

Parent Contact

- call the Office, runners will deliver message
- text a non-urgent message to your child
- they will see it at 3pm at end of school day

Canteen/Office Payments

- card/cash to pay for food, **not** mobile phone
- use Flexi Schools to **pre-order** your food
- mobile phones **can** be used **before** 8:55am

Exemptions

- specific education, health, wellbeing uses only
- on an individual basis with health advice
- for more contact your Deputy Principal

MOBILE PHONE PROCEDURES SUMMARY • SEP 2023

More information is available on our website [Rules and Policies](#) Page.

Classroom Expectations



POSITIVE

BEHAVIOUR

IN THE CLASSROOM

RESPECT

- I respect the learning of others
- I respect equipment in the classroom
- I help to keep the room tidy
- I seek permission to leave the classroom with a note
- I follow the safety procedures of each class I attend

RESPONSIBILITY

- I am at class on time, every time
- I always bring the right equipment
- I listen to the person speaking in class & raise my hand when I want to speak
- I make thoughtful contributions to class discussions
- My phone is off & away

PARTICIPATION

- I always wear the right uniform & PPE in each class, every school day
- I will always try to do my best
- I listen to teacher instructions

IN THE CORRIDORS

RESPECT

- I keep to the left to help the traffic flow through the corridors
- I report damage or graffiti to teacher
- I speak with others quietly while walking through the corridors

RESPONSIBILITY

- I help to create safe shared spaces by moving calmly in the corridors
- I walk safely up & down the stairs
- My phone is off & away

PARTICIPATION

- I line up safely for my classes
- I move quickly between each of my lessons

Core Rules & Student Behaviour

All students are expected to adhere to the Department of Education (DoE) Core Rules.

DoE CORE RULES

All students are expected to:

- Attend school 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 dress code policy.
- Behave safely, considerately and responsibly, including when travelling to and from school. Adhere to Transport NSW code of conduct which can be accessed on the internet at:
<https://apps.transport.nsw.gov.au/ssts/#/studentCodesOfConduct>
- Show respect at all times for teachers, other school staff and helpers. Follow class rules, speaking courteously and co-operating with instructions and learning activities.
- Treat one another with dignity and respect.
- Care for property belonging to themselves, the school and others.

If a student does not meet the behavioural expectations of the school, the student may be referred to the relevant Head Teacher or Deputy Principal. Depending on the seriousness and/or frequency of the misbehaviour, students may be placed on daily monitoring cards or suspended from school. The DoE's Student Behaviour Policy Statement can be accessed on the internet at:

<https://education.nsw.gov.au/policy-library/policies/pd-2006-0316>



Curriculum Overview

ENGLISH

The aim of English in Year 7 is to enable students to use, understand, appreciate and enjoy the English language in ways that are imaginative, interpretive, critical and powerful. This includes exploring language and literacy through a range of texts such as stories, poetry, films, media and technology, plays and even picture books! Our use of hands-on learning tools encourages students to develop skills in speaking, listening, viewing and designing texts such as their own picture books, short films, recording multimodal presentations and performing plays. As part of our Year 6-7 Transition Program, students experience and participate in a multi-media, interactive unit of work that connects with their Year 6 studies. This allows students a more seamless and positive transition to high school English.

CAPA - MUSIC

Students in Year 7 Music get to study interesting topics such as Rock Music, Film Music and Australian and World Music. They have access to a range of musical instruments such as guitars, keyboards and percussion – including drums. Students are given the opportunity to perform in small groups and do activities in listening and composition. Music is a fun course and a great way to gain an appreciation for a range of musical genres and cultures.



CAPA - VISUAL ART

In Year 7, Visual Arts is an introduction to the art world and the vibrant and dynamic opportunities the creative arts have to offer. Students learn about the traditions of portraiture, printmaking and ceramics to develop and refine skills and techniques to support their artistic practice.

Visual Arts gives students an opportunity to explore the world around them in a visual and creative way.



HSIE (Human Society and its Environment)

Year 7 HSIE is a mandatory course comprising both History and Geography. Students will study History and Geography for one semester each. Students are required to complete two assessment tasks for each subject area.

The Stage 4 curriculum in History provides a study of the nature of history and historical sources, both archaeological and written. Students investigate ancient history from the time of the earliest human communities to the end of the ancient period (approximately 60 000 BC – c. AD 650). It was a period defined by the development of cultural practices and organised societies. At Newcastle High School, students engage with topics such as Investigating the Ancient past (and Ancient Australia), Egypt and China. Historical concepts such as cause and effect, perspectives, empathic understanding, significance and contestability are embedded throughout the topics, encouraging students to build skills in source interpretation and analysis, research, communication and empathy.

Students study two topics in Year 7 Geography. Students explore landscapes and landforms using examples from Australia and throughout the world. They explain processes that create landscapes and shape individual landforms and they describe the value of Landscapes and Landforms to different people.

Students examine issues of landscape degradation and ways to manage and protect landscapes and landforms and investigate a natural hazard associated with landscapes and people's responses to that hazard. Within the second topic (Place and Livability), students discuss factors that influence people's perceptions of the livability of places. They investigate features and characteristics of places across a range of scales that support and enhance people's wellbeing such as community identity, environmental quality and access to services and facilities. Students assess the livability of places and propose strategies to enhance the livability of a place in Australia. Throughout both topics, students study geographical skills such as map reading, synoptic charts, graphs, longitude/latitude and understanding topographic maps, while also developing their understanding of concepts such as place, space, interconnections, scale, sustainability and change.

MATHEMATICS

The Faculty of Mathematics welcomes our new students beginning their secondary education and extends the offer of assistance with their studies in this subject. Year 7 classes will study Mathematics from the Stage 4 course of the syllabus, whilst also consolidating knowledge from the Stage 3 syllabus. The Stage 4 course encompasses content from Number, Algebra, Measurement, Geometry, Statistics, and Probability.

Students will engage in activities and projects which aim to promote their mathematical skills and will also develop their collaboration, communication, critical thinking, and creative thinking skills. We encourage students to be curious, to engage in discussion, and to connect with members of various communities to learn more about the mathematical world around them.

Teachers' run the 'Maths Breakfast Club' every Wednesday morning throughout the year. It is a drop-in service and operates before school, from 7:45 am to 8:40 am. Students are able to access assistance with any maths work with which they are experiencing difficulties, or can just sit quietly and complete their homework. Students can also help themselves to a variety of breakfast foods. Students can ask their teacher for further details.

Students must have a scientific calculator available to bring to class every lesson. A calculator is an important tool necessary for those studying Mathematics in higher years and it is essential that students are familiarised with the various functions required. The recommended calculator is the Casio fx-82AU PLUS II 2nd Edition. These are for sale in the Student Office in Administration at a reasonable cost.

Through the use of CANVAS the Mathematics faculty enables students to access the coursework easily and encourages them to build resources over their time at high school.

The teachers of the Mathematics faculty look forward to an interesting and challenging year of learning and discovery in 2024.

SCIENCE

In the Year 7 Science course, Science is about discovering how things in the universe work to explain scientific phenomena. Through planning and reporting on experiments, involving observation, measurement, collection and recording of data students make valid conclusions and gain knowledge of the disciplines of Science. Our staff members are experienced teachers who enjoy working with junior students and emphasise practical, experimental work in all topics.



PASSION PROJECTS

Newcastle High School has been working to make secondary education look a little different to traditional high school. The Passion Projects curriculum initiative for Year 7 was first implemented in 2017. Students participate in a theme/topic that a teacher is passionate about. Students are allowed to select which passion projects they would like to participate in based on a presentation by staff to the students.

The curriculum has to encompass:

- Active Learning
- Authentic Learning
- Academic Rigour
- Assessment
- Adult Relationships from outside the school

Students participate in three rotations of Passion Projects throughout the year (13 weeks each). Each Passion Project culminates in an 'exhibition' of student work where family and community members can come and see first- hand what the students have been doing. Passion Projects will run with a similar format in 2024.



PERSONAL DEVELOPMENT HEALTH & PHYSICAL EDUCATION (PDHPE)

All students in Years 7-10 participate in four periods each cycle (over the fortnight) of PDHPE.

Two of these periods are PDHPE practical periods (PE). The emphasis during PE is to learn, develop and practice specialised movement skills, which can be utilised to effectively participate in a wide range of activities. Students must bring their PDHPE/Sport uniform in their school bag for these lessons. At the start of the lesson, they change into this uniform to participate in practical activities (games, athletics, gymnastics and dance, etc). At the conclusion of the lesson, students change back into their full school uniform.

The school PDHPE/Sport uniform required for these lessons are:

- PDHPE/sport red shirt
- PDHPE/sport navy shorts
- A suitable pair of sports socks
- A lace up pair of sports shoes (canvas shoes are not allowed)
- The school tracksuit pants and school tracksuit top can be worn in winter, provided students change for the practical lessons.

The other two lessons of PDHPE are theoretical (PDH). These periods are conducted in the timetabled classroom. A wide range of health topics are covered in these lessons and students will complete various learning activities in allocated workbooks, which develop their skills in communication, resilience, teamwork and problem solving. More detailed information about each unit will be supplied to the students when they arrive at the school.

SPORT

School Sport

All NSW students are required to participate in 150 minutes of physical activity per week. Newcastle High School provides students the opportunity, to meet these mandatory requirements set down by the DoE through our weekly sport program. Sport occurs in trimesters (currently 3x13 weeks) on Thursday afternoons. Students in Years 7-10 have the opportunity to partake in a large range of sporting activities in our school, local and wider community. Students are responsible for selecting a sport of their choice using the online School Bytes website. Sports available can vary according to demand, access, cost etc. Examples of sports that may be available for students to choose from include:

- gym/indoor centres
- beach walking and activities
- 10 pin bowling
- ice skating
- rock climbing
- tennis
- school sport eg. basketball, netball, soccer etc
- city walking
- mountain biking
- roller skating

Students are required to wear their full sports uniform on Thursdays with appropriate footwear. They are encouraged to wear a hat and sunscreen.

In *unprecedented times* (such as during Covid), students will be provided with suitable sporting options that adhere to the DoE guidelines. Sport during this time will more than likely occur at school in their roll call classes.

Representative and Knockout Sport

Newcastle High School is part of the City Zone region for all representative sport. Students are given the opportunity to represent Newcastle High School with successful qualifying times and distances from all school carnivals - Swimming, Athletics and Cross Country. Successful athletes will compete at City Zone, Hunter, CHS and All Schools competitions, given they qualify at each representative level.

Students also have the privilege to trial for Hunter teams. Students are informed of the upcoming trial dates at school assemblies and a calendar is sent out in the Newsletter at the beginning of each year. For all information regarding the Hunter selection process, students are encouraged to see the Sport Coordinators and view the Hunter School Sport Association website for all links and information regarding the relevant sport.

Newcastle High School has a number of excellent teachers who willingly coach/manage sporting teams to compete in a wide variety of sports in the NSW CHS Knockout competitions. Typically, schools from across our region play in a round robin tournament and progress through to State finals. Teachers/Coaches inform students and gain interest for trials for each of the teams. Training and trials preferably occur at lunchtime. It is imperative students listen to announcements at assemblies and refer to the PDHPE noticeboard, for further clarification.

All students who represent Newcastle High School, City Zone, Hunter Region or NSW are recognised at our annual Sports Presentation night.

SPORT HOUSES

All 7-12 students are divided into four Sporting Houses based on the initial of their surname.

Students whose last name ends in:

A-D: become members of **CLARK House (RED)**
named in honour of former Newcastle High School student, Australian cricketing legend and current AIS general manager, **BELINDA CLARK**.

E-K: are aligned with **FEARNLEY House (BLUE)**

named in honour of local paralympian, marathon-man, adventure guru and Newcastle High Patron, **KURT FEARNLEY**.

L-Q: join **RICHARDS House (YELLOW)**
named in honour of four time world surfing champion and Newcastle icon, **MARK RICHARDS**.

R-Z: link with **WATT House (GREEN)**

named in honour of former Newcastle High School student and one of Australia's most successful paralympian swimmers, **PRUE WATT**.

Students will be awarded house points when competing and achieving at the Swimming, Athletics and Cross-Country carnivals. The winning house will receive the Smith House Champion Trophy, donated by the generosity of former HSIE Head Teacher, Mark Smith and his family.

Individuals demonstrating outstanding sporting ability and/or the school's code of Respect, Responsibility and Participation are recognised each week in the form of a pink sporting Gotcha.



SUPPORT UNIT

Students with additional learning and behavioural needs can be supported at Newcastle High School through an alternate pattern of study. Placement is via a centralised application to the Department of Education. There are seven Support classes with an adjusted curriculum to best cater for individual capabilities. Students attend negotiated mainstream electives suited to their personal interests, participate in engaging and innovative classroom, sporting and community programs and access additional assistance from Support Staff, SLSOs and relevant agencies to ensure successful transition to and integration at High School. Individual Education Plans and parent/carer meetings occur frequently to monitor student progress.

TECHNOLOGICAL AND APPLIED STUDIES (TAS)

Technology Mandatory engages students in design and production activities as they develop solutions to identified needs and opportunities. Through practical application of knowledge and understanding, they learn about:

- Digital Technologies
- Agriculture and Food Technologies
- Engineered Systems



In Year 7, all students undertake a 100 hour course in Technology. At Newcastle High School this course is organised into a semester grouping system. Students spend one semester (two terms) studying Agriculture and Food Technologies, and Engineered Systems in the other semester. Digital Technologies has been integrated into both units of work.

SAIL

At Newcastle High School we launched the SAIL Program for our 2024 Year 7 cohort. The SAIL class is a supportive environment where students demonstrating academic excellence participate in a program of challenging, accelerated and open-ended learning opportunities, engaging assessment and where success is celebrated.

At Newcastle High we are committed to providing engaging and challenging educational opportunities for all students, while explicitly identifying and addressing the learning needs of high potential and gifted students in the areas of intellectual, creative, social-emotional and physical domains of potential.



WORLD LANGUAGES

In Year 7, all students study a language for two periods a week. This meets the requirements of the New South Wales Education Standards Authority (NESA) that all students should study a foreign language for 100 hours in Stage 4. At Newcastle High School, we offer French and Japanese. Each Year 7 class is assigned one language to study for the whole year. Students are assessed across three strands: communicating, understanding and values and attitudes. The languages syllabus has an emphasis on the spoken language and where possible students and teachers interact using the language they are studying. If students are interested in further language study, they may choose either language as a semester course in Year 8 by selecting one of our language-based passion projects or as an elective in Stage 5, or Stage 6.



HOMEWORK & STUDYING

Homework is designed to enhance and consolidate the classroom learning and develop a sound work ethic. Self-regulation and motivation are important elements of learning. Students who engage in homework/assessment tasks will give themselves the best opportunity to meet course outcomes at the highest levels and/or achieve their personal best.

Homework can take many forms including:

- Reviewing daily work
- Preparation for future lessons
- Completing extension and remedial work
- Completing additional work (eg. specific tasks, assignments, research etc.)

Students who are aware they are experiencing difficulties should seek early assistance from their classroom teacher.

Parents and carers will be notified if consistent failure to complete tasks occurs. Teachers may implement a range of actions to address this situation, including:

- Parent or carer liaison
- Providing alternative opportunities to complete tasks

LIBRARY SERVICES

NHS Library is located in K-Block. It is an interactive, encouraging and socially supportive learning environment. The Library is separated into several learning zones: three collaborative learning spaces, three seminar rooms, a reading zone and a Senior Study Hub. The Library is open before school and during break times, daily. During these times you are invited to come in and use the technology/resources to complete class tasks and school assessments, browse and borrow from our expertly curated collection of Fiction and Non-Fiction books, engage in recreational reading, and/or participate in any number of the Library events/activities. A Fuji Xerox printer-photocopier is also available for you to use, in both black-and-white and colour.

Aside from helping you to find great books to read, the School's teacher librarian, Mrs Dubois, is available to:

- help build your information and digital literacy skills;
- guide and assist you with referencing;
- trouble-shoot any technology issues/concerns;
- improve your ability to find sources that are current, credible, accurate and relevant;
- recommend digital platforms that will help you to create/curate digital artifacts; and
- help you improve your writing skills, particularly in summarising, synthesising and consolidating ideas.

RELIGIOUS EDUCATION AT NEWCASTLE HIGH SCHOOL

A feature of the public education system in NSW is the opportunity to provide education in ethics, faith and morality from a religious or non-religious perspective at the choice of parents.

At Newcastle High School SRE is delivered with support of the Newcastle SRE board.

A parent/carers may at any time notify the school in writing that they wish to change their decision. Students will continue the same arrangement as the previous year, unless a parent/carers has requested a change in writing.

For more information about Special Religious Education (SRE) and Special Education in Ethics (SEE), please visit the Department of Education [Religion and Ethics webpage](#).

Information on the SRE curriculum can be viewed at: [Newcastle SRE Board site](#).

Map - School Overview



Positive Behaviour for Learning

Newcastle High School is very proud of its happy and safe learning environment. All students are expected to adhere to the Department of Education (DoE) Behaviour Code for Students. Positive Behaviour for Learning (PBL) has been adopted with the core values of Respect, Responsibility and Participation. It is expected that all students proudly work together to promote these values.

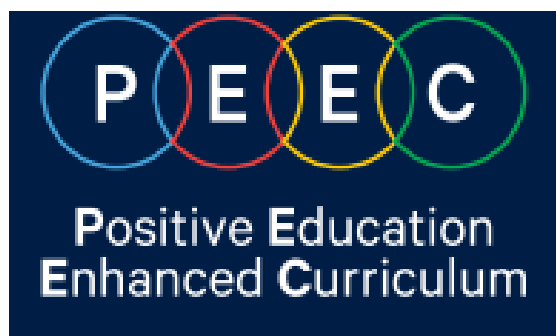
Newcastle High School recognises that the vast majority of students promote positive behaviour throughout their schooling. The 'Gotcha System' rewards students when they are 'caught doing the right thing'. Students receive a Gotcha slip identifying their respectful, responsible or participative behaviour. The slip goes into a weekly draw to win prizes at the PBL assembly.



The Newcastle High School Academic Awards reflect excellent academic achievements. Students can work toward attaining certificates that can be displayed in their resume.

It is expected that the playground be a safe and great part of the school. Clear signage explains expectations in passive and active areas, the Canteen and in bus lines. The playground map on page 9 indicates the various areas in the school as well as Out of Bounds areas.

Newcastle High School has developed policies for behaviour, expectations and reward systems. Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind will not be tolerated.



Since 2023, students engage in fortnightly Positive Education Lessons derived from the PEEC program (Positive Education Enhanced Curriculum). Positive Education brings together the science of Positive Psychology with best practice teaching to encourage and support individuals, schools and communities to flourish. Flourishing can be seen as a combination of 'feeling good and doing good'. Positive Education focuses on specific skills that assist students to strengthen their relationships, build positive emotions, enhance personal resilience, promote achievement and encourage a healthy lifestyle.

Peer Pressure

Wanting to be liked, have friends and fit in is normal. However, friends can influence our thoughts and actions in good and bad ways. Some ideas to handle negative peer pressure:

- Avoid people who might lead you to do things you don't want to do
- Choose friends who share similar values and interests to you
- Try to spend time with more than one group of friends
- Think for yourself about the consequences of your actions
- Listen to your own inner voice and be true to yourself
- Work out ways how to say "no" – make a joke but let the message be "no"; blame your parents; there are heaps of sites on the Web to show you how; have at least one other friend who is willing to say 'no' too
- Walk away from a bad or dangerous situation. Say, "Sorry, gotta go now." and leave

If you are being harassed online, take the following actions immediately:

- **Tell an adult you trust.** This can be a teacher, parent, older sibling or grandparent – someone who can help you to do something about it.
- **Leave the area or stop the activity.** People who bully get their kicks from knowing they've upset their target. Don't let them know they've upset you, and you've taken away half their 'fun'. Easier said than done when it's face-to-face, but if it's on your mobile or the internet - easy!
- **Block the sender's messages.** If you are being bullied through email or instant messaging, block the sender's messages. Never reply to harassing messages.
- **Keep a record.** Save any harassing messages and record the time and date that you received them.
- **Advise your Service Provider.** Most service providers have appropriate use policies that restrict users from harassing others. They can respond to reports of cyber bullying over their networks, or help you track down the appropriate service provider to respond to.
- **Report to police.** If the bullying includes physical threats, tell the police. Some people think that they can get away with it because they believe it is anonymous. They are wrong. Most can be traced and it's a criminal offence to use a mobile phone or any form of communication to menace or harass or offend another person.



Uniform Guidelines

Newcastle High School is a uniform school. Our Uniform Policy is the result of extensive consultation with the school community and is a feature of the participation focus of our PBL initiative. Our promotion of uniform aims to ensure:

- All students are equal
- There is no competition
- Conflict is reduced
- Safety is heightened
- Identification of our students is clear
- Students take pride in our school

Our uniform expectations

These guidelines have been developed through consultation with staff, students and parents over an extensive period.

It is expected that students who attend Newcastle High School wear appropriate school uniform at all times.

If for any reason a student is unable to be present in an appropriate uniform, they should provide a signed note from a parent or carer detailing the issue and requesting consideration for a nominated period of time. Notes should be submitted to a Deputy Principal for consideration.

Our uniform is detailed on the following pages and comprises

- Appropriate footwear which are all black leather shoes
- Navy blue long pants or navy-blue shorts or skirt (tartan for junior girls a navy blue for senior girls)
- School shirt or polo (as illustrated)
- School jumper, school tracksuit top, school jersey or blue jumper or blue school fleece or sloppy joe. Parents, carers and students are reminded that jumpers should not have a logo other than that of Newcastle High School and “hoodies” are not permitted unless Newcastle High School uniform.
- Students may wear full sport uniform on sports day for the entire day with the appropriate school jumper. On days where students have practical physical education lessons, they may wear sport uniform for the day.
- Accessories (socks, scarves, hats, etc.) are expected to complement the school uniform if worn and the cooperation of students and parents and carers is appreciated.

***To stand out as an individual is a personal challenge
to start on a level playing field is a basic right***



Footwear Requirements

The Department of Education (DoE) states in the publication 'School Uniforms in New South Wales Government Schools', that under the Work Health and Safety Act, 2011 which can be accessed on the internet at:

<https://education.nsw.gov.au/policy-library/policies/school-uniform-policy>

schools must ensure that students are not exposed to health or safety risks whilst they are on Departmental premises. The school has a duty that requires students to wear appropriate footwear to ensure they avoid injury.

The DoE policy 'Chemical Safety in Schools (1999)' clearly states:

'It is mandatory that students carrying out practical activities using chemicals or equipment in schools wear enclosed leather footwear. Sandals, open footwear or high-heeled shoes must not be worn in workshop or laboratories'.

ACCEPTABLE STYLES

The school expects that students wear closed in leather, lace-up style shoes. They must cover the top of the foot and have a small heel. It includes the following types; the full leather thick strap T-Bar Mary-Jane



shoes are acceptable.

UNACCEPTABLE STYLES

Students **MUST NOT** wear skate shoes, black soft 'ballet' style shoes, open styled 'Mary Jane' shoes, canvas shoes or any similar. It includes those shown below:



Note:

If you are unsure what appropriate footwear for school is, consult with the school before buying a new pair.

Uniform Shop – BME Group of Companies

Uniform Shop Hours:

- Tuesdays 1:00 pm to 4:00 pm
- Thursdays 8:00 am to 11:00 am

The Uniform shop is a cash free premises.

Our school uniform supplier is BME Group of Companies.

Order Uniforms online: NHS/CHC Shop Online.

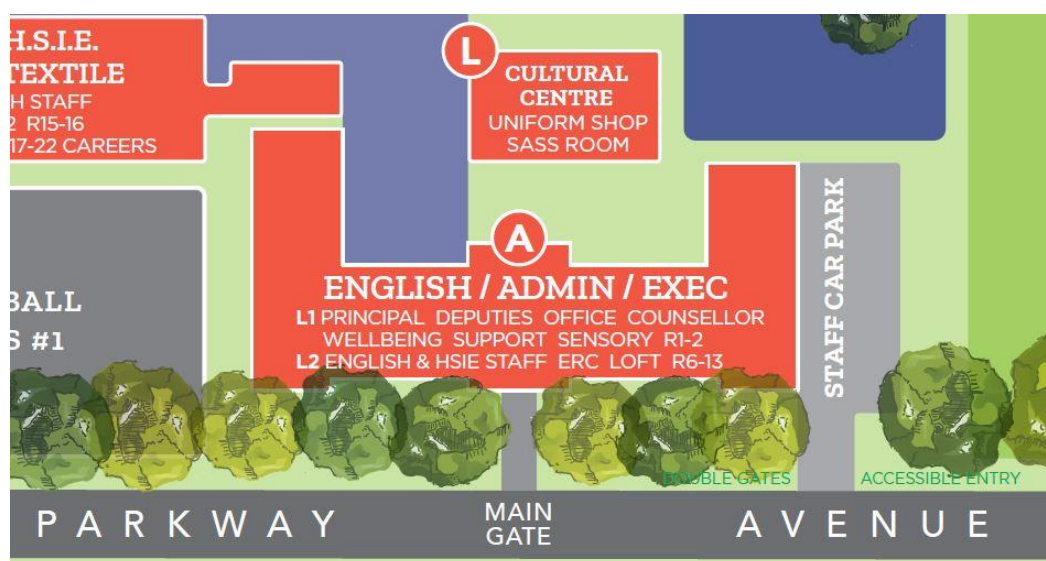
<http://www.newcastlehighuniformshop.com.au/>

Phone: 0451 725 772

Email: newcastlehighuniformshop@gmail.com any time.

Uniform styles and additional opening hours when available for the school holidays can be viewed on the school website:

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





Regular Uniform Shop Hours
Tuesdays: 1.00pm to 4.00pm
Thursdays: 8.00am to 11.00am

Contact Details:

newcastlehighuniformshop@gmail.com
<https://www.newcastlehighuniformshop.com.au/>
160-200 Parkway Avenue, Hamilton South NSW 2303



Order Form

Girls Junior Uniform Years 7-9			Sports Uniform Items		
Item	Size	Price	Item	Size	Price
Junior Girls Blouse - White with red piping	L4-L26	\$32.00	Sports Polo - Red with blue piping	J8-4XL	\$35.00
Junior Girls Polo - White with red panels	J8-4XL	\$35.00	Sport Shorts (Shorter Cut) - Poly Cotton Microfibre Stretch	J8-4XL	\$30.00
Junior Girls Tartan Skirt	L4-L26	\$50.00	Sport Shorts (Longer Cut) - Poly Cotton Microfibre Stretch	J8-4XL	\$30.00
Girls Shorts - Blue Poly/Cotton Drill Stretch Shorts	L4-L26	\$34.00	Sport Track Jacket - Red, White Blue	J8-4XL	\$50.00
Girls Pants - Blue Poly/Cotton Drill Stretch Shorts	L4-L26	\$39.50	Sport Track Pants - Navy, White/Red Piping	J8-4XL	\$40.00
Girls Senior Uniform Years 10-12			Outerwear/Winter Items		
Item	Size	Price	Item	Size	Price
Senior Girls Blouse - White with blue piping	L4-L26	\$32.00	Shell Jacket - Bonded Fleece Navy	J10-5XL	\$69.00
Senior Girls Polo - White with blue panels	J8-4XL	\$35.00	V-Neck Fleece Jumper	J10-4XL	\$45.00
Senior Girls Navy Skirt	L4-L26	\$50.00	Hoodie - Navy	J10-4XL	\$48.00
Girls Shorts - Blue Poly/Cotton Drill Stretch Shorts	L4-L26	\$34.00	Accessories		
Girls Pants - Blue Poly/Cotton Drill Stretch Shorts	L4-L26	\$39.50	Item	Size	Price
Boys Junior Uniform Years 7-9			School Tie	-	\$18.00
Item	Size	Price	Girls Tab Tie Navy	-	\$18.00
Junior Boys Polo - Blue with white panels	J8-4XL	\$35.00	Girls Tab Tie Red	-	\$18.00
Boys Shorts - Blue Poly/Cotton Drill	J8-4XL	\$34.00	Cooks Hill Campus		
Boys Pants - Blue Poly/Cotton Drill	J8-4XL	\$39.50	Item	Size	Price
Boys Senior Uniform Years 10-12			Girls Blouse - White with black piping	L4-L26	\$32.00
Item	Size	Price	Unisex Polo - Red with black panels	J8-4XL	\$35.00
Senior Boys Short Sleeve Shirt	J8-4XL	\$32.00	Girls Black Skirt	L4-L26	\$50.00
Senior Boys Polo - White with blue panels	J8-4XL	\$35.00	Sport Shorts - Poly Cotton Microfibre Stretch	J8-4XL	\$30.00
Boys Shorts - Blue Poly/Cotton Drill	J8-4XL	\$34.00	Ladies Intern Shirt - Black Pinstripe	L4-L26	\$35.00
Boys Pants - Blue Poly/Cotton Drill	J8-4XL	\$39.50	Lightweight Jacket	XS-4XL	\$39.00

Date: _____

Name: _____

Address: _____

Phone/Mobile: _____

Email Address: _____

In Shop Pickup ☐ Free

Shipped to address: ☐ \$8.00 regular

Shipped to address: ☐ \$15.00 Express

Payment Options

☐ Visa ☐ Mastercard

Name on Card: _____

Credit Card Number: _____

Expiry Date: ____/____/____

CCV: _____

Signature: _____

The Uniform Shop is a cashless premise, we greatly appreciate your support by using contactless payments. Only Eftpos/Card Payments instore and Card Payments online will be available.

Online orders may be collected from the Uniform Shop:

Online orders placed will be available for pick up **During Uniform Shop Hours** listed above.

Please check our website for updates and terms of service.

Prices Effective from 1/7/2022 and are reviewed on an annual basis.

Transport - Opal Network

Parents or students with timetable, route or general network enquires for school travel can search the [School Services](#) page on the Transport for NSW site and view the trip planner for travel options.

Further help is available from the school or you can contact Transport directly on 131 500.

Please remind students they must have a valid Opal card to travel on school buses and must tap on and off both morning and afternoon.

If you do not have access to a computer a paper application for subsidised travel can be obtained from the school library.

TRIP PLANNER AND SCHOOL SERVICES



<https://newcastletransport.info/plan-your-trip/school-services/>

NEW OPAL CARD FIRST TIME APPLICATION



<https://transportnsw.info/school-travel-apply>

Students 16yrs+ require a Concession Entitlement Card, form available at school library.

TRAVEL PASS TRACK YOUR APPLICATION



<https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/school-student-travel/track-your-school-travel-pass>

RENEW/UPDATE SCHOOL OPAL PASS



<https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/school-student-travel/track-your-school-travel-pass>

REPLACE PASS LOST DAMAGED STOLEN



<https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/school-student-travel/lost-stolen-or-damaged-school>

Year 7 Camp

The Year 7 camp will be held during Term 2. The camp is an opportunity for Year 7 students to reflect on the many changes and challenges of high school. Camp is a break from the routine of school and allows students to engage in fun activities, work in groups and engage in team-building and leadership activities. Both camp and school personnel will supervise students for the duration of the camp and all transport and meals are included in the camp cost.

Payment

Payment for the camp will be required by the middle of Term 1. Approximate cost is \$400. Information will be provided to the students at the start of the year. This fee includes all food, accommodation, transport, and activities.



NEWCASTLE
HIGH SCHOOL

Y7 CAMP

TERM 2 • WEEK 1 • 2024
WED 1 TO FRI 3 MAY

GREAT AUSSIE BUSH CAMP
APPROX. \$400 PER STUDENT

All food, drinks and meals provided. Students will be provided a list of 'what-to-bring' in early 2024.



WELCOME

Additional Information

The Additional Information comprises guidelines for various situations that may arise from time to time at school. This information is also available on the school website www.newcastle-h.schools.nsw.edu.au

ALLERGENS

Please note that food products brought into the school, sold in the Canteen and/or distributed at special functions may contain known allergens, in particular, nut, egg, dairy and colourants. The school is well equipped to respond to emergency situations.

All staff have undertaken e-Emergency care and e-Anaphylaxis training and are aware of Anaphylaxis Procedures for schools.

AMENITIES

Students should use the amenities during break times. Students who need to use the amenities during class time must obtain permission from their teacher and have a note to be out of class.

ASSESSMENTS

A list of assessment tasks for each subject and their due date can be obtained from the school website via the assessment calendar and Homework and Assessment guides are distributed at the beginning of the school year and are also available on the school website on the Handbooks and Resources webpage.

<https://newcastle-h.schools.nsw.gov.au/learning-at-our-school/handbooks-and-resources.html>

BICYCLES

Bicycle racks are located behind D Block (Science Building). This is the temporary new enclosure for any personal device with wheels. Bicycles should be locked to the racks during the school day.

BULLYING

Newcastle High School has its own policy on bullying. Students can obtain a Speak Up Report form from the Year Advisor or the Head Teacher Wellbeing, Mr Deane to report incidents of bullying or wellbeing concerns. Student wellbeing lessons address strategies for dealing with bullying.

CANTEEN

Our Canteen is run by Lakes Catering and will provide delicious and healthy food options such as fresh sandwiches, salads and hot meals.

Online ordering is via Flexischools, <https://flexischools.com.au/Set Up Your Account> also provides useful instructions.

The menu is new and Lakes Catering try and keep prices as low as possible. There is a smaller menu that is available over the counter everyday and a more comprehensive menu available online. For over the counter purchases the canteen will accept cash and Eftpos.

CANVAS

Canvas is the primary learning management system at Newcastle High School. It allows students to receive assignments and worksheets, submit work, access videos, quizzes, collaboration tools and discussion forums. The Canvas address for all staff and students is <https://nhs.instructure.com/>

Access is available in the first week of the year, and students' log in using their DoE portal accounts.

CLASSROOMS

Classrooms are the students' learning space and as such, need to be looked after by everyone. At Newcastle High School, students are required to:

- Wait outside the classroom until their teacher arrives
- NEVER leave valuables in unattended bags
(ie. large sums of money should be left in the Administration Office)
- Leave the room tidy at the end of each lesson
- Report any vandalism identified to the classroom teacher
- Adhere to class rules to ensure good practices occur in the classroom

COMMUNICATION

At Newcastle High School, we believe that communication between school and home is vital. It is essential that your contact details are accurate and updated as changes occur, this includes mobile phone numbers and email addresses.

If you would like to speak to the Year Advisors, or Year 7 Deputy Principal, please contact the school on Ph: 4969 3177 or contact can also be made via email: newcastle-h.school@det.nsw.edu.au

We have a website and we also have a Facebook page and Instagram which you can 'like' and receive regular updates about the school's activities on your newsfeed.

The school's newsletter, *Parkway*, is available on the school website and via the Sentral Parent Portal a copy is emailed to families via School Bytes.



CULTURAL CENTRE

The Cultural Centre provides a space for CAPA performances, year assemblies and parent information evenings.

EMERGENCY EVACUATION, LOCKDOWN AND LOCKOUT PROCEDURES

Newcastle High School takes Work Health Safety very seriously. The school regularly participates in emergency evacuation, lockdown and lockout drills.

- **Continuous evacuation siren indicates an evacuation**
- **Intermittent lockdown alert indicates a lock down/lockout**

In evacuations, students report to the fence line of the Active Field adjacent to Smith Street (behind Clontarf Building) and assemble in Mentor classes.

In **lockdown**, classroom doors and windows are closed and locked. Students are required to follow the direction of their classroom teacher until the 'all clear' is given.

In **lockout**, students are to move immediately to their Mentor classroom and follow lockdown procedures until the 'all clear' is given by their classroom teacher.

In any emergency situation, students must follow staff instructions and remain calm.

FACEBOOK



The school's Facebook page is updated regularly with information regarding what is happening at school. 'Like' us on Facebook to receive regular updates on your newsfeed. Newcastle High School, with the PBL Logo as our profile picture.



<https://www.facebook.com/newcastlehighschool/>

FINANCE

School Bytes

Payment Options

Our school has implemented a system called School Bytes to manage payments. All student statements will be sent via School Bytes to your registered email. All student statements will be sent via School Bytes to your registered email. Parents/carers can visit the School Bytes portal at any time to make a payment online, view payment history and apply credit. For non-student payments, please contact the school for a payment link.

<https://portal.schoolbytes.education/auth/register>

Students

Students are able to make payments and finance enquiries at the cash register at the Student Office in Administration between 8:00am and 8:40am and during each student break.

Parents and Carers

Parents and carers are able to make payment and finance enquiries between 8:00am and 3:00pm in person or by contacting the school's Administration Office.

SCHOOL FEES

General Contribution

The General Contribution is \$80.00 for students in Year 7. The General Contribution is used by the school to supplement funding of educational programs.

Subject/course Fees

Subject/course fees are compulsory and offset the costs of consumables used by students in courses.

These contributions and fees are among the lowest of any school in the Newcastle area. Please assist us to teach your child by paying fees promptly. Family statements are issued each term by email via School Bytes.

Fees on the following page are subject to change.

2024 SCHOOL FEES	
GENERAL CONTRIBUTION	\$80.00
TECHNOLOGY – Engineered Systems, Agriculture and Food Technology	\$40.00
VISUAL ART	\$40.00
MUSIC	\$20.00
LANGUAGE (Includes course book and food related lesson)	\$27.00
YEAR 7 CAMP DEPOSIT	\$100.00
YEAR 7 CAMP REMAINDER (estimate)	\$300.00
CALCULATOR	\$28.00

GOOGLE DRIVE

Students at Newcastle High School are taught to save and store their work in their Google Drive. This is a free service accessible by students through their Department of Education login. The Google Drive is an online cloud-based storage system capable of storing an unlimited amount of data. The feature incorporates the use of the Google Workspace environment including Google Docs, and Google Slides.

MEDICATION/MEDICAL CONDITIONS

Students who require prescribed medication whilst at school must submit their request in writing and complete a 'Request for Administering Prescribed Medication' form, subject to Principal approval. Prescribed medication must be in a suitable container and clearly labelled with the student's name, the name of the medication and the details of required dosage. The prescribed medication must be left with the school's Prescribed Medication Officer, in the Administration Office.

Prescribed medication should not remain in a student's possession.

Non-prescription medication (eg. Panadol) cannot be administered at school unless written authorisation from a medical practitioner is provided.

Students who require medication should see the Head Teacher Wellbeing or the First Aid/Prescribed Medication Officer. Students should not message or contact parents or carers to bring medication to school without consultation with the school.

All staff have undertaken e-Emergency care and e-Anaphylaxis training and are aware of Anaphylaxis Procedures for Schools.

SICK BAY/CLINIC, ILLNESS & EMERGENCIES

Accident/Emergency

Unfortunately, from time-to-time the school does need to call an ambulance/paramedic to provide medical services to students. Any student who has an accident or falls ill and requires an ambulance whilst at school or on an organised school excursion or activity, will receive this service at no expense to the school or parents.

Illness

Students are discouraged from attending school if they are ill.

Students are not permitted to contact parents or carers themselves to arrange to leave school due to illness at any time. If your child contacts you directly on their mobile device, please instruct them to see the office directly.

If students become ill at school:

- **During Class Time**

If students become ill during class time they must advise their classroom teacher who should issue an out of class pass. The student should then present to the Student Office in Administration.

- **During Break Time**

During breaks, if a student becomes ill, the teacher on playground duty is to be alerted and the student is to present himself or herself to the Student Office in Administration.

Where an ill student does not recover sufficiently to return to class (depending on individual needs/circumstances), parents or carers (or nominated emergency contact person) will be contacted by a school staff member and arrangements will be made for them to go home.

It is vital that contact between the school and parents and carers is continuously available and, therefore, parents and carers should designate emergency contact persons in the event that parents and carers are unavailable. Please ensure that all contact details are kept up to date; change of details notification forms are available from the Administration Office.

VACCINATIONS

NSW Health works in partnership with schools to offer the vaccines recommended and funded for adolescents by the National Health and Medical Research Council (NHMRC) in a school-based vaccination program. Consent for each vaccine must be provided by parents/guardians for students to receive free vaccinations at school.

<https://www.health.nsw.gov.au/immunisation/Pages/schoolvaccination.aspx>

MOVEMENT AROUND THE SCHOOL

In corridors keep left, moving quickly and quietly. TAKE CARE ON THE STAIRS. During recess and lunch breaks, students are not permitted in the school buildings, except in allocated areas during wet weather.

PARENT FORUM (P&C Meetings)

Newcastle High School Parents & Citizens Association is a group of parents, carers, teachers and interested people who are committed to ensuring the best possible education for our students. The P&C allows parents and carers to be partners in the education process and to play an active role in the education of their children. Our P&C helps to maintain the strong partnership between our school and parents & carers through regular consultation and collaboration - which builds stronger connections with our community.

<https://newcastle-h.schools.nsw.gov.au/about-our-school/parents-and-citizens-association.html>

The Newcastle High School P&C Association meets for a Parent Forum at 5:30-7:00 pm on Monday Week 5 of each term in the Library and via Zoom (check the school website events and newsletter for dates).

PARENT/TEACHER EVENINGS

Year 7 Parent Teacher Evenings are held in Terms 1 and 3. Parents and carers will be notified of the date and time on the school website and an invitation will be sent home with students.

A *Meet the Teacher BBQ*, is held during Term 1. This is an informal evening, which provides an opportunity for parents and carers to meet their child's teachers and put a face to the names.

PHOTOGRAPHS, VIDEOS & OTHER MEDIA

Parental consent is required for the publication of 'good news' photographs/images while you are a student at Newcastle High School. If you are in a photograph/image, only given names will be used. We will seek further permission from parents and carers to use surnames in individual circumstances. An Authority to Publish is part of the enrolment form. We may use your child's image in our school communications, our Facebook page, our public website, Instagram, our newsletter *Parkway*, Annual School Report, local community newspapers/magazines, media promotions and advertising activities both electronic and printed.

PLAYGROUND SUPERVISION

Students need to follow the direction of playground duty teachers and familiarise themselves with the areas in which they are permitted to play, the type of play acceptable for that area and where the bins are located to ensure the area is kept clean. Please refer to the Playground Map in this handbook. Rough games are not permitted; games involving tackling are not allowed. The playground is supervised from 8:30 am; before school, students are to remain in the main quadrangle between D and A block. Students should be collected from school by 3:20pm, when bus supervision finishes.

PROPERTY

All clothing, books and personal equipment should be clearly marked with the student's name and class.

Lost and damaged school property must be replaced or paid for.

Lost Property

Enquiries should be directed to administration staff in the student office.

REPORTS

Semester Reports are issued at the end of Terms 2 and 4. These are accessed via the Sentral Portal.

SCHOOL SERVICE

Year 7 students are involved in providing School Service during Semester 2. School Service plays a vital role in school communication.

SCOOTERS/SKATEBOARDS

The school does not take responsibility for scooters or skateboards brought to school. Scooters and skateboards must be stored in the designated area, behind D Block (Science Building); these items may be confiscated by the Deputy Principal, if not stored in the secured area provided. Scooters and skateboards are not to be ridden in the school grounds.

SPLASH PAGE

The splash page is an internet shortcut page designed for staff and students. The page presents a series of links to the most common online platforms used at Newcastle High School. It is accessible from any computer, phone, or other digital device anywhere in the world at <http://newy.link/student>

STATIONARY & TEXTBOOKS

(To be purchased before school returns)

All students in year seven will be required to bring their own computer or alternative digital device for use in the classroom. A laptop running Microsoft Windows is the recommended model and will be used in all lessons and at home. More information is available in the [BYOD](#) section of this booklet.

EQUIPMENT LIST						
SUBJECT		BOOKS REQUIRED		SPECIALISED EQUIPMENT OR INSTRUCTIONS		
Mathematics		1 x 192 page exercise book		Scientific calculator Recommended Casio fx 82 AU Plus II 2 nd Edition. Calculator available for purchase at the Administration Office		
English		1 x 192 page exercise book				
Science		1 x 192 page exercise book				
HSIE		1 x 192 page exercise book				
Music		1 x music book				
Art		A4 Visual Process Diary				
Technology				USB Workbook provided		
World Languages		1 x 48 page exercise book		Notebook provided		
PDHPE				Workbook provided. PE uniform		
STATIONARY ITEMS						
Blue and Red pens	1x pencil sharpener	Coloured pencils	1x 2B pencil	1 x glue stick	1 x 30cm ruler	1 x large eraser

Textbooks are every student's responsibility – students are encouraged to write their name and class in these resources immediately. Students must make every effort to protect their textbooks. Textbooks are very expensive and penalties will be incurred for loss or for any defacement or damage.

STUDENT REPRESENTATIVE COUNCIL (SRC)

Student involvement and participation is an important element of the school's culture and we have an enthusiastic SRC. Members meet regularly under the guidance of teaching staff involved in school leadership. The SRC is involved in fundraising activities, committee membership and decision-making processes within the school.

TECHNOLOGY

The school has dedicated computer labs as well as electronic interactive whiteboards in most rooms. A wireless network has been installed to allow students with laptops to access digital learning. BYOD for Year 7 is compulsory.

To support technology, the school has Mr Nick Biddle, Head Teacher of Computing, and Mr Matthew Smith, Network Coordinator.

TIMETABLE

The timetable operates in a two week cycle, split into Week A and Week B; it is each student's responsibility to have their timetables with them each and every day. If the original copy of your timetable is lost or damaged, see your Year Advisor, Deputy Principal or access your timetable online via Sentral in the Library. Students who have difficulty understanding their timetable should seek assistance from their Year Advisors.

VISITORS

All visitors to the school must report to the front office reception area in Administration. Visitors are required to undertake a site induction/safety briefing and authorisation to access school grounds. Visitors are also required to sign in using the QR Code or iPad at the front office.

WEBSITE

The school's website is located online at <https://newcastle-h.schools.nsw.gov.au/> The website enables you to check on all the varied aspects of school life. Find out about latest news, upcoming major events, school handbooks and assessment schedules, uniform information, faculty information, and so much more including Image gallery albums and the latest parent bulletin – *Parkway*. *Parkway* is also delivered electronically via e-mail. On the website there is also a direct link to Newcastle High School's Technology page <https://newcastle-h.schools.nsw.gov.au/about-our-school/technology-access.html> where students can access Canvas for course information and homework tasks from anywhere in the world and the Sentral Student Parent Portal. Please feel free to comment or make suggestions via e-mail. We are always looking for ways to make our site more exciting and interesting, but above all, useful and relevant to you.

WHO SHOULD I CONTACT?

Year Advisor	Wellbeing-related matters
Head Teachers	Subject related issues
Head Teacher Wellbeing	Serious wellbeing matters and learning support Matters related to Year Advisors
Counsellors	Issues relating to specialist intervention or referral to outside agencies
School Support Officer	Peer-related matters/providing links with community agencies
Deputy Principal	Serious issues that require immediate notification
Technology Support	Technology Support Officer
Administration Office	The school's administration office is open between the hours of 8:00am and 3:30pm Monday to Friday. Administration staff will be able to direct you to the staff member most suited to answer your enquiries. Telephone number: 4969 3177 Email address: newcastle-h.school@det.nsw.edu.au



Respect, Responsibility & Participation

NEWCASTLE HIGH SCHOOL

160-200 Parkway Avenue, Hamilton South 2303

Telephone: (02) 4969 3177

E-mail: newcastle-h.school@det.nsw.edu.au

Website: <https://newcastle-h.schools.nsw.gov.au>

