

# **East Hills Girls Technology High School**



## **Year 8–12**



## **INFORMATION BOOKLET**

# TABLE OF CONTENTS

Principal's Message	4
School Profile	5
School's Vision	6
Our Statement of Purpose	6
School Motto	6
School Song	6
Our School's Expectations	7
Student Code of Conduct	8
Core Rules	9
Student Management Plan	9
Commitment to Learning	
Junior Studies	10
Senior Studies	11
The Core Values	12
School Contact Details	13
School Personnel	13
Head Teachers	14
Important Dates	14
Curriculum Structure	
Years 7 and 8	15
Middle School Curriculum Structure Years 9-10	15
Senior Curriculum Structure Years 11-12	15
Sport	16
Special Religious Education	16
Variety of Co-curricular Activities	16
Primary Links	16
P & C Association	16
Donation of Uniforms	16
Parent/Teacher Evenings	16
Student Leadership and Support Structure	
Student Representative Council (SRC)	17
Student Leadership Program	17
Houses	18

Uniform	19-22
General Information	
Student Information	23
Attendance, Student Absences	23
Sick Students	23
Late Arrival to School	24
Early Leavers	24
Contact with Students	24
Visitors	24
Mobile Phones and iPods	24
Valuables and Money	24
Flowers	24
Lockers	24
Lost Property	25
Student Supervision - Before and After School	25
Medication	25
Spray Deodorants and Perfumes	25
Excursions	25
Network Access	25
Library	26
Transport/Travel Passes	26
Afternoon Bus Travel Departure Locations	26
Travelling to and from School	27
Permission to Photograph Students and their work	28
Internet Code of Behaviour	28
Student Services Card	28
School Map	29
Map of Area	30
Bell Times	31

## PRINCIPAL'S MESSAGE

It is with great pleasure that I extend to you and your daughter a warm welcome to our school community. Our school promotes academic excellence, high standards of behaviour, the integration of technology for learning and a positive and caring learning environment.

East Hills Girls Technology High School has very dedicated and professional staff who are committed to educating girls for a technological society. Parents and students work with staff to ensure that our students have the best opportunities to achieve their potential. The schools strategic directions Connected Learning, Sustainable Learners and Collective Wellbeing underpin the many academic, leadership and community service opportunities on offer at our school.

In particular, the school aims to build the leadership potential of our students. Formal leadership opportunities are many including the Student Representative Council (SRC), Senior Mentors and Interact Club. The school also imbeds leadership development in all teaching and learning programs. Both the formal and informal leadership opportunities involve students in school-based decision making and help develop skills in collaborative and creative problem solving.

Community service helps to build an understanding that there are people in need and that we all have a civic responsibility to support those in need. There are a number of programs in our school for students to participate in helping others. The School's Wellbeing Policy is centred around our school motto, 'honor ante honores' and expects students to act honourably at all times.

At East Hills Girls Technology High School we see education as a partnership between students, families and staff. The best educational outcomes occur when this partnership is working together as an effective team. The enthusiastic and committed parents who make up the P & C Association work with staff and students in supporting school programs and projects. You are invited to take an active part in school life through the School P & C Association.

Our school, of which your daughter is now a member, is a friendly learning community. We hope that she will enjoy being a member of our school community and will aim to do her best, for herself, her fellow students and to keep East Hills Girls Technology High School - a Great School!



J. Hardwick  
Principal.

## SCHOOL PROFILE



East Hills Girls Technology High School has been providing quality education for girls for over sixty five years.

The school, established in 1953, is situated between the suburbs of Panania and East Hills and is approximately twenty kilometres south west of the Sydney business centre.

Often referred to as the “school among the trees”, East Hills Girls Technology High School is situated on 5.5 hectares in a landscaped natural bushland setting, which is continually augmented by

plantings of other trees and shrubs.

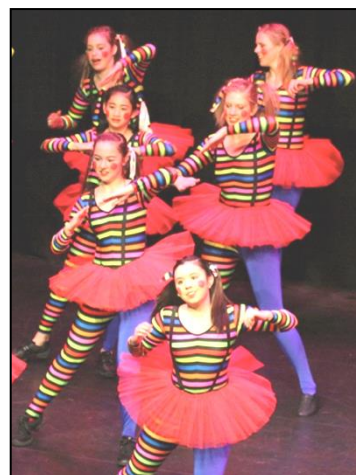
The school, while honouring its heritage and traditions, is future-focused. It offers a technology-rich learning environment which inspires students to aim high and achieve their potential. The school has an enviable reputation for high academic achievement, innovation and student leadership. There is an extensive curriculum with a wide range of course choices and opportunities in the arts and sports. The Information and Communication Technology Centre (ICT) has state of the art technology to support students’ learning. The gymnasium, the Fitness Centre and Creative and Performing Arts and Technological and Applied Studies workshops and classrooms provide excellent facilities for learning.



As a learning community of students, teachers and parents, the school takes pride in its students’ achievements. There are many programs that help students achieve academic excellence and develop their talents and interests. There is a very strong partnership with parents who are very supportive as is the local community.

The school promotes:

- academic excellence
- student centred learning
- opportunities for specialisation in information technology
- strong emphasis on providing pathways and training to further education
- high behaviour standards and pride in uniform
- a positive and caring learning environment
- strong partnerships with parents and the community
- a learning environment that maximises potential and creates confident and capable citizens.



The school’s focus is to provide the best possible learning environment so that students can achieve their potential.

## SCHOOL'S VISION AND STATEMENT OF PURPOSE

The learning community of East Hills Girls Technology High School - the parents, students and staff are committed to providing a quality education for the students in our school.

**Our vision is to educate girls for a technological future**

and

### OUR STATEMENT OF PURPOSE IS:

*To provide a quality education with a technological focus which inspires girls to develop to their full potential and contribute to their community as informed, caring citizens*

**Our expectations are that our students will:**

- *become self-directed learners with a lifelong appreciation of learning*
- *strive for excellence*
- *be critical thinkers and confident users of information*
- *communicate effectively*
- *have respect for themselves and others*
- *be responsible and caring citizens*
- *become confident and capable adults.*

## SCHOOL MOTTO

Honor ante Honores "*Honour before Honours*"

## JUBILEE SONG

*(The School Song is known as the Jubilee Song)*

*Let's all sing together cheerfully,  
Together we will be heard,  
Our voices raised in community,  
As young people of the world.*

*Skills are revealed in classroom or field,  
Everyone can do something well,  
In work or in sport to apply what we're  
taught,  
Will help us to help ourselves.*

*Sing "Honor Ante Honores",  
Love honour before reward,*

*To learn how to do a selfless act,  
Is something worth striving for.*

*Practise it now while time will allow,  
To work with each other well,  
To live honestly in our society,  
To be free to rule ourselves.*

*Let's all sing together cheerfully,  
Together we will be heard,  
Our voices raised in community,  
As young people of the world*

## OUR SCHOOL'S EXPECTATIONS

Our school aims to provide high quality education in a supportive and caring learning environment, enabling our students to become responsible, informed and valued citizens.

To achieve this, our school expects that parents, students and staff will work together in partnership to achieve the best outcomes that are possible. We trust our students to be honourable students, citizens and ambassadors for our school and our parents to be supportive of the school and their child's learning.

### **Our school's expectations of students and families are that:**

- students will follow the Department of Education and Communities Core Rules and Values of all NSW Public Schools
- students have a desire to do their personal best in learning and behaviour. They will strive for excellence and take opportunities to extend their learning and to challenge themselves,
- students participate in all school activities in a safe, responsible and mature manner,
- students comply with any reasonable instruction from any member of staff,
- students attend school regularly and be punctual.
- students behave in a courteous manner, respecting the rights and property of others,
- students are responsible for the school environment, equipment and resources for learning,
- students dress in the school uniform and follow the student dress code,
- students follow the "Student Management Plan".
- there will be peaceful resolution of conflict. Any form of harassment, discrimination, cyber bullying or bullying is not permitted,
- no illegal substances or weapons are to be brought to school,
- parents are involved in school activities, programs and information nights and attend parent/teacher nights,
- school and course contributions are finalised each year to support student learning. If there are financial issues parents/carers can contact the Principal so that an understanding can be reached,
- if there are any concerns, parents will inform the Principal and/or appropriate staff.

To ensure that these expectations are met, a "Commitment to Learning" will be signed by parents and students. This "Commitment to Learning" will be the basis for reminding students to achieve personal excellence in learning, behaviour and dress and parents are asked to support their daughter in achieving this standard.

# STUDENT CODE OF CONDUCT

Our School's beliefs are upheld by this Student Code of Conduct, which is based on respect and responsibility

- Respect for oneself
- Respect for others
- Respect for the environment and
- Responsibility for own actions

**Respecting every member of the school community** – this means

- Valuing cultural and individual differences
- Considering the feelings and beliefs of other people
- Showing every member of the school community the same high standard of respect
- Respecting the opinions of others

**Valuing learning opportunities** – this means

- Attending school regularly and being punctual to school and class
- Acknowledging the efforts of other students and respecting their right to learn
- Completing all class work, homework and assigned tasks
- Being willing to undertake challenging learning opportunities

**Showing pride in the school** – this means

- Creating a positive image in and out of the school
- Wearing full school uniform with pride, neatly and correctly
- Earning your school a good reputation
- Behaving in a manner that brings credit to the school

**Taking care of all school property and personal possessions** – this means

- Caring for the property of others and the school environment
- Valuing the school's appearance by keeping the playground and learning spaces neat and tidy
- Not interfering with other people's property

**Behaving appropriately at all times** – this means

- Being polite and courteous and treating people with respect
- Taking responsibility for own actions
- Following the laws of our society
- Resolving conflict appropriately
- Following the staff instructions



## CORE RULES

Student Discipline in NSW Government Schools.

All students in NSW government schools are expected to:

- 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
- 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.

**Behaviour that infringes on the safety of others, such as harassment, bullying, cyber bullying and illegal or anti-social behaviour of any kind, will not be tolerated.**

## STUDENT MANAGEMENT PLAN

**Honour before Reward** - rules and processes without this philosophy behind it will not survive long and the philosophy needs to be connected to the importance of compliance to keep everyone safe.





## East Hills Girls Technology High School

# Commitment to Learning in Junior Studies

Success in learning requires a commitment to achieving personal excellence. Personal excellence means that a student will do her very best in her learning, her behaviour and dress. It also means that she will follow the Department of Education and our school's rules, policies and practice. We want to work together - parents, teachers and students, so that our students can achieve excellence. Our aim is to engage, extend and empower our students so that they can challenge themselves to achieve personal excellence.

We want our students to follow the **Core Rules for NSW Government Schools**, and our school's **Student Code of Conduct**.

We expect our students to demonstrate the **Core Values of NSW Schools** of integrity, excellence, respect, responsibility, cooperation, participation, care, fairness and democracy.

To ensure that there is a positive and caring learning environment at our school we want our students to have **RESPECT** and **RESPONSIBILITY**.

**Respect** - for oneself  
**Respect** - for others  
**Respect** - for others' property  
**Respect** - for our environment  
**Responsibility** - for own actions

Think respect is inherent in our school motto "honor ante honores".

Students are to:

- be punctual to school and all classes;
- bring all requested equipment to class each day;
- read their timetable to be ready for school every day;
- complete all set learning tasks;
- use the iPad to help their learning;
- get involved in school activities such as student leadership, sporting and other cultural activities;
- help others when they can, and
- be a good ambassador for our school in the community.

### My Commitment to Achieving Personal Excellence

I promise that I will follow all the rules of the Department of Education and East Hills Girls Technology High School and will do everything that I can to achieve personal excellence in my attendance, learning, behaviour and dress.

I will fulfil all my responsibilities to be a caring and thoughtful student and a good ambassador for my school.

Student Name: \_\_\_\_\_

Year: \_\_\_\_\_

Student Signature: \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date: \_\_\_\_\_



# Commitment to Learning in Senior Studies

Success in learning requires a commitment to achieving personal excellence. Personal excellence means that a student will do her very best in her learning, her behaviour and dress. It also means that she will follow the Department of Education and our school's rules, policies and practice. Each student will also need to meet the Board of Studies Teaching and Educational Standards NSW requirements. We want to work together - parents, teachers and students, to engage, extend and empower our students so that they can challenge themselves to achieve personal excellence.

We want our students to follow the **Core Rules of NSW Government Schools**, and our school's **Student Management Plan**. We expect our students to demonstrate the **Core Values of all NSW Schools** of integrity, excellence, respect, responsibility, cooperation, participation, care, fairness and democracy.

To ensure that there is a positive and caring learning environment at our school we want our students to follow our School's Student Management Plan which is based on the school's motto "**honor ante honores**".

In terms of achieving personal excellence in Senior Studies the following advice needs to be followed. Students have made a decision to continue their studies in Year 11 and 12 and therefore **there should be a determination to achieve the best results possible**.

Students are to:

- be motivated to achieve their best, set goals for themselves, have a positive attitude to learning;
- be punctual to school and all classes;
- complete all set learning tasks and well as formal assessments;
- follow a revision and study timetable and seek assistance as required;
- be organised - create a routine and a study environment, avoid interruptions;
- take responsibility for their learning and be active in their learning in the classroom;
- use digital technologies to strengthen their learning;
- create a balanced approach to school and external commitments such as work or sport;
- be a positive role model for junior students and their peers;
- get involved in school activities such as student leadership, sporting and other cultural activities;
- help others when they can, and
- be a good ambassador for our school.

## My Commitment to Achieving Personal Excellence

I promise that I will follow all the rules of the Department of Education and East Hills Girls Technology High School and will do everything that I can to achieve personal excellence in my attendance, learning, behaviour and dress.

I will fulfil all my responsibilities to be a caring and thoughtful student and a good ambassador for my school.

Student Name: \_\_\_\_\_ Year: \_\_\_\_\_

Student's Signature: \_\_\_\_\_

Parents'/Carer's Signature(s): \_\_\_\_\_

Date: \_\_\_\_\_

## THE CORE VALUES

The Government recognises the importance of the following core values to the community. These values represent the aspirations and beliefs of the Australian community as a whole, including its concern for equity, excellence and the promotion of a caring, civil and just society. They are common to a range of secular and religious world-views and are found in most cultures.

The following examples illustrate the core values in school community and classroom contexts.

- **Integrity** Being consistently honest and trustworthy
- **Excellence** Striving for the highest personal achievement in all aspects of schooling and individual and community action, work and life-long learning
- **Respect** Having regard for yourself and others, lawful and just authority and diversity within Australian society and accepting the right of others to hold different or opposing views
- **Responsibility** Being accountable for your individual and community's actions towards yourself, others and the environment
- **Cooperation** Working together to achieve common goals, providing support to others and engaging in peaceful resolution of conflict
- **Participation** Being a proactive and productive individual and group member, having pride in and contributing to the social and economic wealth of the community and the nation
- **Care** Concern for the wellbeing of yourself and others, demonstrating empathy and acting with compassion
- **Fairness** Being committed to the principles of social justice and opposing prejudice, dishonesty and injustice
- **Democracy** Accepting and promoting the rights, freedoms and responsibilities of being an Australian citizen.

## **SCHOOL CONTACT DETAILS**

Director, Chipping Norton Network:	Mr W Finn
Principal:	Ms J Hardwick
School Address:	Lucas Road Panania 2213
Postal Address:	P.O. Box 249 Panania 2213
Telephone:	(02) 9773 9160
Fax:	(02) 9792 3853
Email:	<a href="mailto:easthillsg-h.school@det.nsw.edu.au">easthillsg-h.school@det.nsw.edu.au</a>
Website:	<a href="http://www.easthillsg-h.schools.nsw.edu.au">http://www.easthillsg-h.schools.nsw.edu.au</a>

## **SCHOOL PERSONNEL**

Principal:	Ms J Hardwick
Deputy Principals:	Mrs Z. Hammoud (Relieving) Mrs K Rytmeister
School Counsellors:	Ms N Statham Ms J Ibrahim
Librarian:	Ms K Holden
Learning and Support Teacher (LAST):	Mrs E Gray
English as a Second Language (ESL):	Ms M Harrington
International Student Coordinator:	Mrs L Sims
School Administration Manager (SAM):	Mrs B Hatzis
President P&C Association:	Ms A. Mandel
School Captains:	Inasha Karim Iman Najjarine-Podbury

## HEAD TEACHERS

Administration:	Mr A Olm
Creative and Performing Arts:	Mr F Necic
English:	Mr M Garbutt (Relieving)
History:	Ms S Wellfare
Information and Communication Technology:	Mr S Sharma
Languages:	Ms S Wellfare
Mathematics:	Ms D Duval
Personal Development, Health and Physical Education:	Ms A Harriman
Science:	Mrs H Hammond
Social Science:	Mr J Short
Technological and Applied Studies:	Ms K Hook
Student Support:	Ms S Simonsen

## IMPORTANT DATES

### Staff Development Days

Term 1	Tuesday 29 <sup>th</sup> January 2019
Term 2	Monday 29 <sup>th</sup> April 2019
Term 3	Monday 22 <sup>nd</sup> July 2019
Term 4	Thursday 19 <sup>th</sup> December, Friday 20 <sup>th</sup> December 2019

### Term Dates 2019 for Students

Term 1	Years 7, 11 and, 12	30 <sup>th</sup> January – 12 <sup>th</sup> April
	Years 8, 9 and 10	31 <sup>st</sup> January – 12 <sup>th</sup> April
Term 2		30 <sup>th</sup> April – 5 <sup>th</sup> July
Term 3		23 <sup>rd</sup> July – 27 <sup>th</sup> September
Term 4		14 <sup>th</sup> October – 18 <sup>th</sup> December

## CURRICULUM STRUCTURE

The teaching programs of Year 7 - 12 offer a balanced range of courses based on:

- Academic
- Vocational
- Cultural, and
- Social areas of endeavour

The aim is to offer a broad general education, which not only prepares students for the many challenges of modern day life but also develops individual skills and talents.

The school is proud of its constantly evolving curriculum, which serves the needs of the ever changing school community.

The majority of students continue their studies to Year 12 and beyond. Students are given opportunities to study courses that meet their needs in terms of ability, interests and career aspirations.

### **Junior School Curriculum Years 7 and 8**

English

Mathematics

Science

Human Society & Its Environment - Geography, History

Technological and Applied Studies - Technology (Mandatory)

Languages - Japanese

Creative & Performing Arts - Visual Arts, Music

Personal Development, Health and Physical Education

### **Middle School Curriculum Structure Years 9-10**

Students in Years 9 and 10 continue their study of the core courses - English, Mathematics, Science, Australian History, Geography, Civics and Citizenship and PDHPE. Students also study Information and Software Technology as an elective course. In addition, students select two other electives to study.

### **Senior School Curriculum Structure Years 11-12**

We are a school responsive to the future needs of our senior students. We offer many pathways to gain the HSC to enhance students' employment opportunities and/or further study. They are an:

- \* HSC with a Australian Tertiary Admission Rank (ATAR)
- \* HSC with vocational education and training and an ATAR
- \* HSC with vocational education and training and no ATAR

To support these pathways, a wide curriculum choice is offered.

## **Sport**

Participation in Sport is in Semester 1, compulsory for all students in Years 7-10. An integrated sports program for Year 7 in Term 1 teaches students basic skills associated with team sports, fitness activities, athletics and cross country so informed decisions may be made in later years. Students in Years 8, 9, 10 are able to select a range of Sports each term to cater for individual talents and interests.

## **Special Religious Education**

Students in Years 7 - 12 may attend lessons or seminars in Religious Education. This Special Religious Education is provided for Catholic, Islamic and Protestant faiths.

## **Variety of Co-Curricular Activities**

These are available to students in Years 7 - 12 and includes, but not limited to:

Annual Athletics, Swimming and Cross Country Carnivals  
Band, Choir  
Camps  
Competitions, eg Mathematics, Science, Economics, Computing Studies  
Debating  
Interest Clubs, eg Environment, Robotics etc  
Performances, eg Drama Ensembles, Dance Ensembles  
School/Industry Links  
Student Community Involvement Program (SCIP)

## **Primary Links**

Year 6 students from local primary schools come to the high school for enrichment lessons and to assist the transition from primary to high school.

**P & C Association** - meet the third Wednesday of every month (except for holidays) at 7.00 pm in the Staff Common Room. Valuable contribution is made to school management by interested parents. The funds donated by parents through this Association are made available to the school for the purchase of school resources and prizes at our Academic Presentation Assembly also.

**Donation of Uniforms** - the P & C operates a Second Hand Uniform Shop. The P & C welcomes donations of uniforms. Please check the school website for hours the uniform shop is open.

## **Parent/Teacher Evenings**

Parents will be notified through the Parent Portal and dates will be published on the calendar. Parents will be able to book interviews online a week before each evening.



## **STUDENT LEADERSHIP AND SUPPORT STRUCTURE**

On enrolment, students are allocated a House group, based on alphabetical order. There are four houses: **Banksia, Eucalyptus, Melaleuca and Telopea**. Each house has a House Coordinator who supervises all students in their House and manages the House Merit System. The House Coordinator works to build House spirit and identity.

### **Student Representative Council (SRC)**

The SRC is a body of students which meets regularly to discuss issues which directly affect students and the school.

It allows students to understand and participate in the democratic decision making process. Being involved in this “parliamentary type” organisation enables students to work as a group with students from all years. The group arrives at decisions by talking to other students and exchanging ideas. Representatives from the SRC serve on many school committees, eg Finance, Fundraising and Uniform Committees.

The Principal strongly supports the SRC and is keen to see more students become involved in its activities with the aim of making the school environment as productive and pleasant as possible.

Year 7 students will have an opportunity to join the SRC later in the year. This will give them ample time to adjust to school procedures and enable them to make observations which may be relevant at the meetings. It is hoped that they will feel free to express their ideas and that these ideas will be implemented by the SRC.

Being a SRC member is a great honour as it is the voice of the students. Students who become involved gain self-confidence, greater self-esteem and will be able to make important decisions in the future.

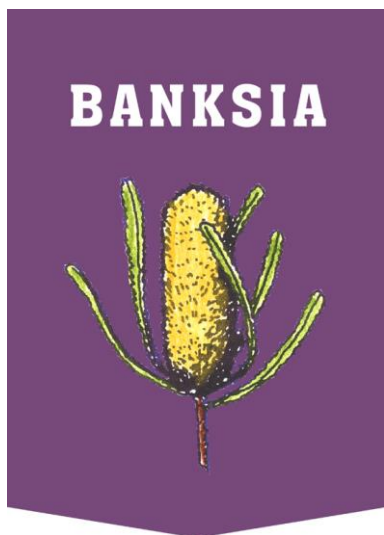
### **Student Leadership Program**

Students have opportunity to be selected for one of the leadership committees which are: Senior Mentors (Year 12), Peer Mentors (Year 10), Student Representative Council (Year 7-12), CARE (Year 7-12), Environment (Year 7-12), Interact Club and House Captains (Year 10-12).

Students involved in these leadership committees develop skills in communication, critical thinking, team work, problem solving skills and conflict resolution strategies.

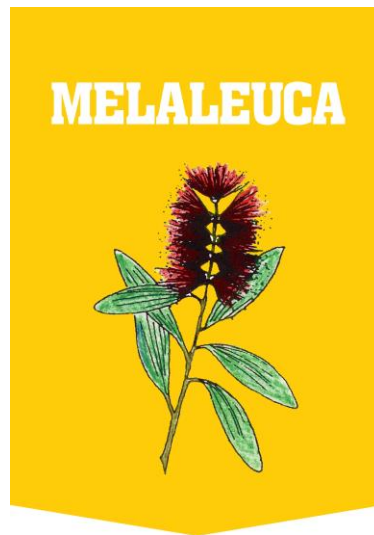
## HOUSES

There are four Houses to which students are assigned. The aims of the Houses are to develop a strong school spirit and a feeling of “belonging” to the school. There is a House Badge which students are encouraged to purchase and wear with pride.



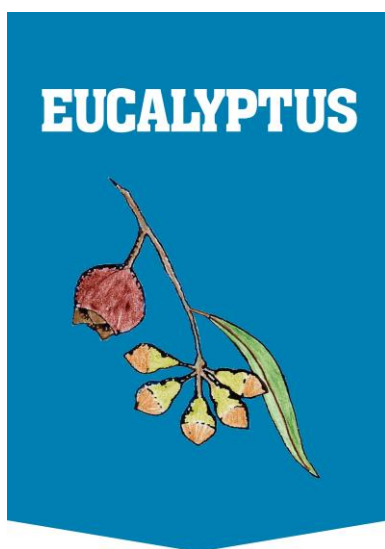
### **Banksia House**

House Coordinator – T. Vaccaro  
House Captain – Emily Bithell  
House Vice Captain – Mateki Blake



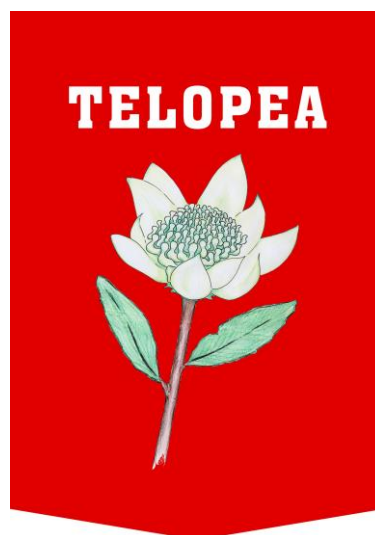
### **Melaleuca House**

House Coordinator – A. Parkin  
House Captain – Brittany McNair  
House Vice Captain – Sadia Siddiqui



### **Eucalyptus House**

House Coordinator – S Ford  
House Captain – Caillin Kenney  
House Vice Captain – Umamah Hossain



### **Telopea House**

House Coordinator – K. McDougall  
House Captain – Vicky Tran  
House Vice Captain – Melva Tang

## UNIFORMS

### SENIOR UNIFORM YEARS 11-12 - SUMMER AND WINTER

- Grey school checked skirt or school green pants
- Green school senior shirt
- White long-sleeve top underneath green shirt if needed
- Green school jacket or senior school jacket when they arrive
- Green school jumper (no sloppy joes)
- School scarf
- Grey scarf (hijab only)
- Black leather lace up shoes
- White socks
- Black opaque stockings (no footless tights or ankle socks)





## JUNIOR UNIFORM YEARS 7-10 SUMMER

- Green school checked dress
- Grey school shorts/long pants with white shirt
- White undershirt (if needed)
- Green school jumper
- Green school jacket
- White scarf (hijab only)
- Black leather lace up shoes
- White socks
- Black opaque stockings  
(no footless tights or ankle socks))



**Illustrated above left to right** – grey long pants with white shirt, green checked dress with jacket, long sleeve polo shirt and track pants for sport, green checked dress, grey polo and sport shorts for sport, green checked dress with jumper



## **JUNIOR UNIFORM YEARS 7-10 WINTER**

- Grey school pants with white school shirt ( Year 10 2019 can wear either grey or green pants in winter only)
- Green school checked skirt with school white shirt
- White undershirt (if needed)
- Green school jacket
- Green school jumper
- School scarf
- White scarf (hijab)
- Black leather lace up shoes
- White socks
- Black opaque stockings (no footless tights or ankle socks)





### **SPORTS UNIFORM (WEDNESDAY ONLY) YEARS 7-10**

- New school green shorts or new school green track suit pants
- Older style green shorts or tracksuit pants (temporary)
- Grey school polo top – long or short sleeve
- Green school jumper
- Green school jacket
- Joggers



**UNIFORMS AVAILABLE AT OUR ON CAMPUS UNIFORM SHOP**

## GENERAL INFORMATION

### Student Information

Parents are asked to inform the office as soon as any personal details change for their daughter. This includes change of home and work (for parents) telephone numbers, email address, change of family situation, change of doctor and change of emergency communication numbers.

Please make this a priority as students are often distressed when they are unwell and we are unable to contact you.

### Attendance

School hours for Years 7–10 are normally from 9 am to 3.10 pm. Some senior students commence at 8.00 am. Attendance is very important as it provides continuity of learning. Parents are advised to ensure that their child attends regularly and punctually. Irregular attendance is often the main reason for unsatisfactory school progress. Absences due to serious illness are understandable but absences from school for unacceptable reasons such as shopping, minding younger children, family outings or holidays should be avoided. Dental and medical appointments should be arranged outside of school hours whenever possible.

Prolonged absence during school terms should be avoided. The Principal has the authority to approve or refuse absences in a school year. Applications for permission for a student to be absent from school for an extensive length of time is not recommended and may not be supported.

For any absences involving travel, copies of travel documentation should be included with the application.

### Student Absences

State Government regulations require that a note be provided explaining any absence that your daughter may have. Notification must be provided **within three days** of the last day of absence. If notification is not forthcoming the absence will be recorded as unexplained and this will be noted on the front page of your daughter's report.

**An SMS message is sent daily to parents of all students who are absent or late on that day. Parents may explain absences via a return SMS message, telephone or note.**

### Sick Students

The school does not have the resources or the facilities to care for students who are sick. Parents are expected to ensure that students are well enough to attend school - if in doubt, keep your daughter at home.

If a student becomes sick at school she should report to her class teacher. No student will be sent home sick without the permission of her parent. Therefore, the school requires your home, work and mobile phone numbers as well as an emergency contact phone numbers. Sick students must be collected from the school.

## **Late Arrival at School**

A student arriving late should bring a note of explanation from the parent and must report to the Office for a late note. Students are not permitted entry to class without a late note.

## **Early Leavers**

Once students arrive at school in the morning they are to remain within the grounds until dismissed at 3.10 pm or, for seniors, when their classes for the day have finished. If a student needs to depart from the school at an earlier time then a note of explanation from her parent should be brought to the Deputy Principal before school so that an early pass can be processed and retained by student for leaving class. The school has two early finish days so parents are asked to make appointments on these afternoons where possible.

## **Contact with Students**

Since the school accepts responsibility for the students while they are at school, parents are:

- not to make any voice calls to students during the day.
- not to send SMS messages that require responses as student learning should not be interrupted.
- to call at the Administration Block to receive authorisation to enter any part of the school.

## **Visitors**

All visitors are asked to report to Administration Block when visiting the school. All visitors are required to sign in and wear a badge when on site.

## **Mobile Phones**

Students may have mobile phones but they are to be switched off or on silent during the school day. Students are not permitted to make voice calls while on the school grounds when given permission by the Senior Executive. Students are to ensure phones remain out of sight during class time unless otherwise directed by teachers. Students are able to SMS during recess and lunch breaks. Students who break these rules will be in breach of The Student Management Plan and will be dealt with under the school's discipline policy.

## **Valuables and Money**

Valuables should not be brought to school as these can be easily lost. Money should be carried on the person, but if it is necessary to bring large sums of money to school it should be handed to the office in the morning for safe keeping. Students must take full responsibility for all valuable items including mobile phones, calculators and jewellery. The school takes no responsibility for lost valuables or money.

## **Flowers**

No flowers or gifts are to be delivered to students at school. All deliveries will be forwarded to a suitable charity.

**Lockers** - are available for hire at a cost of \$5.50 per year. Students provide their own padlock



## **Lost Property**

All articles found must be handed to the office staff. Students need to go to the office for lost articles of clothing. To ensure the safe return of any articles lost, **please label all your daughter's clothing and equipment.**

## **Student Supervision Before and After School**

There is no direct supervision of students either in the grounds or with the boarding of buses. Students should report any problems to the Administration Block.

**Note:** Students must not under any circumstances leave the school grounds without the express permission of the Principal or Deputy Principals.

## **Medication**

(NSW Dept of Education and Communities Requirements) - **No medication should be brought to school unless prescribed by a doctor or regarded as essential by the parents.**

When medication is required during school hours, parents need to complete an authorisation for staff to administer medication. The only medication students are allowed to carry and self-administer is asthma and diabetes medication. The school needs to know if your child is at risk of anaphylaxis. Please contact the school if you have any questions.

## **Spray Deodorants and Perfumes**

Spray deodorants and perfumes must not be brought to school. They will be confiscated. We are an asthma friendly school.

## **Excursions**

Throughout each year, a number of excursions are held relating to the education program of your daughter. It is important therefore for your child to attend these activities as a lot of work occurs before and after these excursions. Notices are sent home informing parents of the activity, date, location, etc. Please ensure these forms are signed and returned to the organising teacher as soon as possible. Progressively notices will be given by email or SMS.

All excursions must be paid for in advance by the given due date. Students who do not have a signed consent form or who have been placed on an exclusion list or who are not in full school uniform, unless alternative clothing has been specified will not be permitted to attend the excursion.

## **Network Access**

East Hills Girls Technology High School has an extensive computer network. Students will be given their own individual login to the system. This login will provide each student with her own secure workspace which can be accessed from any computer in the school. Student user names are issued by the Department of Education. This network space is for each student's schoolwork only. No other material is permitted to be stored in this space. All students should have a USB or larger hard-drive for storage of work.

## **Library**

The school library has an extensive collection of resources, both fiction and nonfiction, including the Internet, CD ROMs and online databases. These resources are selected to meet the research needs of all students and staff. The library staff is readily available to assist students throughout the day.

The library is open before school from 8.30 am, recess and all of lunch. Students in Year 7-10 can borrow a maximum of six items and Year 11-12, eight items. In most cases these are loaned for two weeks. Students will be issued with their Student Services Card, which is also their library card. Should students incur overdue, they will be unable to borrow until late items are returned.

## **Transport/Travel Passes**

School Opal cards will be issued to eligible students. Parents are to complete an online application at [transportnsw.info/school-students](http://transportnsw.info/school-students). The Department of Transport will then post the Opal Card to the home address. To be eligible for a School Opal card students may need to live a minimum of 2.0 km straight line distance from the school or 2.9 km walking.

The School Opal card is only for travel to and from school. So it's a good idea to purchase a Child/Youth Opal Card for travel after hours, on weekends or during school holidays.

## **Afternoon Bus Travel Departure Locations**

### **Outside Boys School**

- 525 Chipping Norton/Wattle Grove
- 619 Boys
- 553 Condell Park
- 558 Georges Hall
- Picnic Point

### **Outside Girls School**

- 925 Bankstown/Condell Park
- 924 Bankstown
- 177 Revesby Heights
- 186 Bankstown/Milperra

### **Panania Station** (departs regularly – check [www.transdevnsw.com.au/services/timetables/](http://www.transdevnsw.com.au/services/timetables/))

- 923 Bankstown
- 924 Bankstown

### **Corner Lucas Road and Lehn Road** (departs 2.35 pm daily)

- 924 Bankstown

If you are unsure as to which route your daughter should take to school please contact your local bus company. For your reference the numbers are listed below:

Busabout Bus Co	4631 4200	Punchbowl Bus Co	9153 6882
Interline Buses	9605 1811	State Transit	1300 548 828
Liverpool Bus Co	9607 0004	Transdev Buses	8700 0555
Transit Systems	8778 5830	City Rail	1300 548 828

### **Travelling to and from School**

The school expects that all students using public transport to and from school will behave in such a way as to bring credit to themselves and the school. Disorderly and unseemly behaviour is strictly forbidden.

- Students must use their Opal Cards to tap on and off – this allows the Department of Transport to determine the need for services
- Students must enter or leave trains or buses only when the vehicles are stationary
- Students must sit down if a seat is available or stand in the aisle. Students must not stand near entrance doors
- Students must not move about on buses or trains between stops or stations
- Seats must be given to adults in crowded vehicles
- Students may talk quietly on transport but never call out
- Senior students must be obeyed on transport
- Students waiting for buses in front of the school area are to line up on the concrete section of the path in two lines
- Students waiting for buses are not to push or crowd when the bus arrives
- Students are to address the bus driver in a courteous manner and follow his/her instructions
- When walking to and from the school students should behave in a quiet and courteous manner
- On arrival at school students must proceed into the school grounds and should NOT WAIT outside the gates for any reason

**Note** – students **must not under any circumstances** leave the school grounds once they enter without the express permission of the Principal or Deputy Principals.

## **Permission to Photograph Students and/or their Work**

The Department of Education requires us to seek this permission so no student is photographed against her wishes. The school uses student photographs and work in publications such as school newsletters and the prospectus, for the school archives and for publicity. Within the school, photographs and videotapes are used for assessment and teaching of students in practical subjects. At no time would any material be used in a way that is not approved by the Principal and the Department of Education.

## **Internet Code of Behaviour**

In accordance with Department policy, East Hills Girls Technology High School has developed a Student Access to the Internet Policy. As part of that policy, the school has developed a Code of Behaviour which applies to all students. The Code of Behaviour aims to ensure safe and responsible use of the Internet by students.

The Code of Behaviour will be issued to each student and parents/carers and students are asked to read the Code of Behaviour and sign the agreement at the end of the document. This agreement is then forwarded to the school and placed on file. Only students who have signed the agreement will be given access to the Internet.

If parents have any concerns regarding the Internet or the Code of Behaviour they may speak to the Head Teacher IT or the Principal.

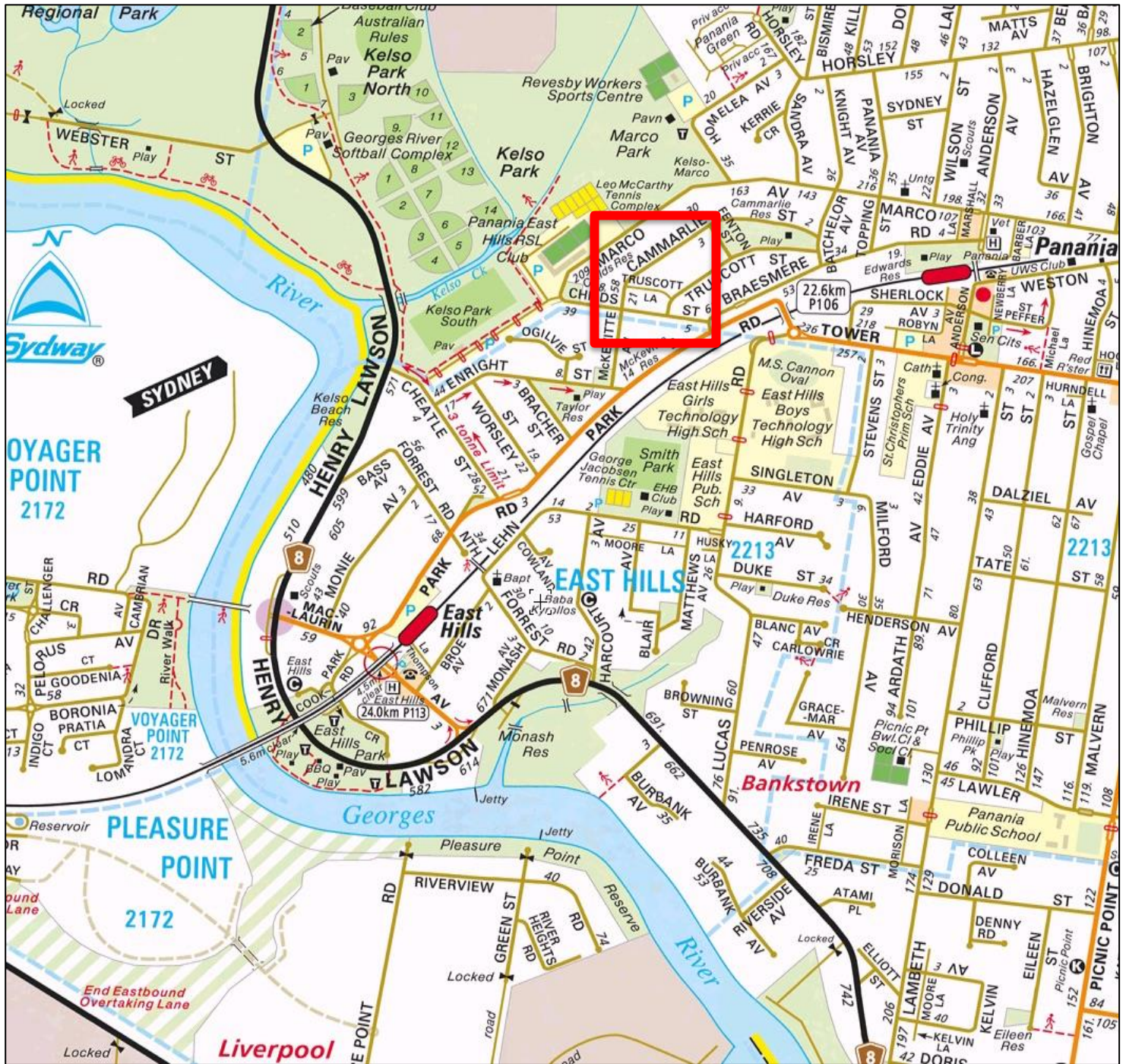
## **Student Services Card**

All students will have a Student Services Card, which includes an identity picture of the student, together with name, date of birth, school ID number and signature. This card also contains a library borrower barcode and a textbook borrower barcode, which is used regularly throughout the year. Students also use this card when photocopying in the school library.

Students **must carry their cards at all times** and treat them with care. If a card is lost they must report it to the Librarian. A replacement card will be ordered from the company for a \$10 replacement charge. New students will be issued a temporary card until the next photo day.







Monday Early Day/Assembly		Tuesday		Wednesday Sport		Thursday and Friday	
Period	Time	Period	Time	Period	Time	Period	Time
		<b>0</b>	8.00-9.00am			<b>0</b>	8.00-9.00am
<b>Assembly</b>	9.00-9.15am						
<b>1</b>	9.15-10.15am	<b>1</b>	9.00-10.00am	<b>1</b>	9.00-10.00am	<b>1</b>	9.00-10.00am
<b>2</b>	10.15-11.15am	<b>2</b>	10.00-11.00am			<b>2</b>	10.00-11.00am
<b>Recess</b>	11.15-11.35am	<b>Recess 1</b>	11.00 - 11:15	<b>Recess</b>	10.00-10.15am	<b>Recess 1</b>	11.00 - 11:15
		<b>Recess 2</b>	11:15 - 11.30			<b>Recess 2</b>	11:15 - 11.30
<b>3</b>	11.35 - 12.35pm	<b>3</b>	11.30-12.30pm	<b>2</b>	10.15 - 11.15am	<b>3</b>	11.30-12.30pm
		<b>4</b>	12.30-1.30pm	<b>3</b>	11.15-12.15pm	<b>4</b>	12.30-1.30pm
<b>Lunch 1</b>	12.35 - 12:52pm	<b>Lunch 1</b>	1.30 – 1:50pm	<b>Break</b>	12.15-12.35pm	<b>Lunch 1</b>	1.30 – 1:50pm
<b>Lunch 2</b>	12:52 - 1.10pm	<b>Lunch 2</b>	1:50 - 2.10pm			<b>Lunch 2</b>	1:50 - 2.10pm
<b>4</b>	1.10-2.10pm	<b>5</b>	2.10-3.10pm	<b>Sport</b>	12.35-2.35pm	<b>5</b>	2.10-3.10pm
<b>Staff Meetings</b>	2.20-3.30pm						