

LEARNING FOR LIFE



LEARNING
FOR
LIFE

**2019
INFORMATION
BOOKLET**

WELCOME TO NEW STUDENTS



My name is Ken Bates, I am the Principal of Vincentia High School, and I wish to welcome you to Vincentia High School and to another exciting year offering new challenges. You have an opportunity to contribute to the success of our school in which we work co-operatively and enjoy learning.

You will be here for up to six years and if you strive to do your best and join in the activities provided you will take away fond memories and feelings of success.

Parents and teachers want you to be happy and successful and are here to help you through your high school years.

To Year 7 ...

This year is a particularly exciting time for our Year 7 students. We hope the eagerness with which you undertake the transition from primary to secondary carries into your learning.

High school can be seen as a fresh start both socially and academically. You will make many new friends and have the opportunity to participate in a range of new and exciting activities. It is up to you to grasp every opportunity and make the most of your time at Vincentia High School.

A large support network exists to guide students through high school and assist parents who have any queries.

Be positive, enjoy the challenge and once again welcome to Vincentia High School.



2019 School Captains & Vice Captains
Erin Steeles, Zachary Stahlhut, Jeremy Head & Nellie Gray

Principal
Ken Bates

School Address:
142 The Wool Road
Vincentia NSW 2540

Telephone: (02) 4441 6766

Fax: (02) 4441 6000

Email: vincentia-h.school@det.nsw.edu.au

Website: www.vincentia-h.school@det.nsw.edu.au

Facebook: [VincentiaHighSchool](https://www.facebook.com/VincentiaHighSchool)

Senior Executive:

Sharon Starkey
Deputy Principal Years 7 & 10

Simon Flanigan
Deputy Principal Years 8 & 11

Kylie Newton
Deputy Principal Years 9 & 12

Sandy Clark
Deputy Principal Support & Wellbeing

School Administration Manager:
Tracy Johnson-Warnecke

Attendance Officer:
Lesley Simpson

Aboriginal Education Officer:
Gai Brown

Defence Mentor:
Jacqui Copeland

Wellbeing Team:

Year 7 Year Advisors: Jaz Corr & Ged Brindley
Year 8 Year Advisors: Adrian Volpatti & Tim Dunn
Year 9 Year Advisor: Alison Bech & Mark Rakeki
Year 10 Year Advisors: Tom Mason & Nicole Higgins
Year 11 Year Advisor: Corey Ryan
Year 12 Year Advisor: Mardi Morris

School Counsellor:
Claire Burnett & Katrina Rees

Careers Advisor:
Maree McNeil

Year 12 Study Centre:
Ashleigh Tinkler

Sport Coordinator:
Maxine Amor

Head Teacher Administration Students:

Head Teacher Administration Staff:

Head Teacher Support Unit:

Head Teacher Gumbari (ED Facility):

Head Teacher Teaching & Learning WellBeing:

Head Teacher Teaching & Learning & Support:

Ged Brindley
Mark Swanson
Meaghan Goerlach (Relieving)
Janece Scott
Petra Greyling
Toni Smith

Faculty Head Teachers:

English - Jess Holloway Fry (Rel)

Mathematics - Judy Still (Rel)

Science – Katerina Tololeska (Rel)

Physical Development/Health/Physical Education - Peter Raftery

Human Society in Its Environment - Eren Salahi

Creative & Performing Arts - Libby Ryder

Technology & Applied Sciences - Andrew Newton

Ganya Garindja - Karen Lane

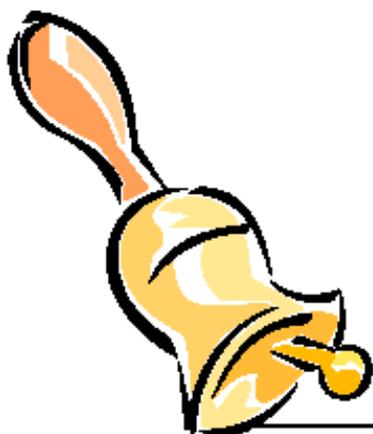
Contacting the School:

All parents are most welcome at the school and will have the opportunity to be involved in different school activities and participate in decisions affecting their children's schooling.

Please consult the table below to make contact with the correct person when you have an issue or concern.



Contact the school on 4441 6766 for any of the following:		
AREA OF CONCERN:	REASON FOR CONCERN:	WHO TO CONTACT:
ATTENDANCE:	❖ Notice of illness, injury.	Mrs Lesley Simpson
WELLBEING:	<ul style="list-style-type: none"> ❖ Death or sickness in family ❖ Friendship issues ❖ First notification of interpersonal issues Excursions, Positive news, extra curricula success eg. sporting teams, music etc. ❖ Change of carer ❖ Attendance concerns 	Year Advisors
UPDATING STUDENT INFORMATION:	<ul style="list-style-type: none"> ❖ Medical Information ❖ Change of address / phone / email, emergency contacts, ❖ Change of carer 	Front office and Year Advisor
TEACHING AND LEARNING:	<ul style="list-style-type: none"> ❖ Concerns with class placement ❖ Curriculum, assessment and reporting ❖ Suspensions. 	Year Deputy Principal or Year Advisor
ONGOING WELFARE ISSUES:	❖ Referrals to wellbeing support services	Deputy Principal Special Education & Wellbeing
LEARNING AND SUPPORT:	❖ Requests for assessment, support in class, assignment assistance	Head Teacher Learning & Support



BELL TIMES

Period 1	8:15am	9:10am
Period 2	9:10am	10:00am
Recess	10:00am	10:30am
Period 3	10:30am	11:20am
Period 4	11:20am	12:10pm
Lunch	12:10pm	12:40pm
Period 5	12:40pm	1:30pm
Period 6	1:30pm	2:20pm

Mission Statement:

Vincentia High School's mission is "Learning for Life". We aim to achieve this by developing students' core values in 'personal best, respect and responsibility'. We aim to provide a nurturing, stimulating and diverse learning environment which produces students with problem solving skills for the 21st century.

	RESPECT	RESPONSIBILITY	PERSONAL BEST
ALL SETTINGS	<ul style="list-style-type: none"> - Follow teacher instructions. - Use polite language. 	<ul style="list-style-type: none"> - Wear school uniform. - Care for others. - Right time, right place. 	<ul style="list-style-type: none"> - Show pride in school environment. - Participate and do my best.
PLAYGROUND	<ul style="list-style-type: none"> - Use polite language. - Keep my environment clean. - Respect the rights and property of others. 	<ul style="list-style-type: none"> - Stay in bounds. - Interact positively with others. 	<ul style="list-style-type: none"> - Put rubbish in the bins. - Move on the bell.
CANTEEN	<ul style="list-style-type: none"> - Be patient and polite. 	<ul style="list-style-type: none"> - Wait in correct line. - Move after being served. 	<ul style="list-style-type: none"> - Make good choices about my food.
TOILETS	<ul style="list-style-type: none"> - Place rubbish in bins. - Allow privacy. - Use toilets for intended purpose. 	<ul style="list-style-type: none"> - Practise personal hygiene. - Use water responsibly. 	<ul style="list-style-type: none"> - Keep the area safe and report any problems.
BUS BAY	<ul style="list-style-type: none"> - Stay in bounds. 	<ul style="list-style-type: none"> - Wait in correct area. 	<ul style="list-style-type: none"> - Be considerate and fair when lining up.
CORRIDORS / STAIRS	<ul style="list-style-type: none"> - Place rubbish in bins. 	<ul style="list-style-type: none"> - Use corridors at appropriate times. - Keep left and allow people to pass. - Keep clear of entrances and exits. - Keep my property to myself. 	<ul style="list-style-type: none"> - Line up outside class on time and wait quietly. - Allow personal space for others.
EXCURSIONS	<ul style="list-style-type: none"> - Be polite to community members. 	<ul style="list-style-type: none"> - Notes returned on time. 	<ul style="list-style-type: none"> - Recognise and achieve educational value.
OFFICE	<ul style="list-style-type: none"> - Speak clearly and politely. 	<ul style="list-style-type: none"> - Know your message. 	<ul style="list-style-type: none"> - Complete your task.
ASSEMBLIES	<ul style="list-style-type: none"> - Look and listen. - Enter and exit quietly. - Show good audience manners. 	<ul style="list-style-type: none"> - Enter and exit quietly. 	<ul style="list-style-type: none"> - Participate with pride.

Contributions:

School contributions are used to provide the teacher/learning/school resources which the school utilises to enhance the learning for your child. The money raised therefore contributes to textbooks, resource books, consumable equipment like paint and wood, and much of the school's technological and learning tools, like software for the computers.

All monies paid to the school in way of subject contributions are used to provide materials for students. All other funds held go towards the running costs of the school and are fully accounted for by the P&C and the Department of Education. The P&C support the charging of contributions to assist in the smooth operation of the school.

The contribution amounts for 2019 are:

Stage 4 - Years 7 & 8	\$106
Stage 5 - Years 9 & 10	\$106
Stage 6 - Year 11 & 12	\$106

The school acknowledges that some families find it difficult to pay their contribution, so we offer parents the option to make payments over the year. In some cases of extreme hardship or those in receipt of a pension, parents can apply through the School's Student Assistance Scheme to help with the payment of school contribution. If you wish to access this service, please consult the front office to get the necessary application form.

Text Books:

There is a \$150 Text Book Deposit at the commencement of Year 11 which is refundable upon completion of Year 12. Allowance is made for reasonable wear and tear but lost or damaged books must be paid for by the students.

Parent Payment Online (POP)

Payments can be made online via a secure payment page hosted by Westpac. You can use Visa or Master credit or debit card through your computer, tablet or mobile phone. The payment page is accessed from the front page of the schools website by selecting '**\$ Make a payment**'.

You can pay for:

- * School/Subject contributions
- * Excursions
- * Sales to Students
- * Creative & Practical Arts activities (band, drama and dance)
- * Other - for items not covered under previous headings

*When you access the '**\$Make a payment**' you must enter:*

- ✓ Students name, class and reference number
- or**
- ✓ Students name and date of birth

There is also the option to enter the Student Registration Number (SRN) which is located under the barcode on the Vincentia High School Student Library Identification Card and the Invoice number if it has been provided. These details must be entered each time you make a payment as student information is not held in the payment system. You must check and amend any details before submitting the payment. Receipts can be emailed and/or printed.

Details of the payments are sent to the school daily where payments are receipted against the students account. As a receipt has been issued from the payment page a further receipt will not be issued by the school.

For any enquiries please contact the School Administration Office - 4441 6766.

Curriculum Structure: STAGE 4: Year 7 & 8

In Stage 4 (Years 7 & 8) all students follow the same courses of study which are designed to provide a wide range of experiences in all KLA's.

Students in Stage 4 - Years 7 & 8 study:

- | | |
|-------------------------------------|--|
| * English | * TAS (Technology and Applied Studies) |
| * Mathematics | * Music and Visual Arts |
| * HSIE (Geography & History) | * PD/H/PE |
| * Science | * Sport |
| * LOTE (Aboriginal Language) Year 7 | * SEL (Social Emotional Learning) |

Information is gathered about Year 7 students the year before they arrive at Vincentia High School. Their Year 6 teachers are consulted, some testing is carried out and students are placed in 'Bands' according to their **ability, strengths, needs** and **stage of development**.

The Bands are:

- Top Band
- Middle Band
- Help Band

Students can move between these bands according to their achievement in the completion and submission of assessment tasks, learning focus and attitude throughout the year. Year 8 students are allocated to a top band and mixed ability classes.

All classes follow the same curriculum pattern of study and content, and assessments are adjusted according to individual student needs.

STAGE 5: Years 9 & 10

YEAR 9

Line X	Line Y	Line Z
Agriculture	Child Studies	Automotive
Dance	Food Technology	Timber Skills
Photography	Indonesian	Elite Athletics
Food Technology	Marine Studies	Engineering
Sport Studies	Music	Master Chef
Metal	Sport Studies	Musical Performance
IT Software	Electronics	Vincentia Survivor
Wood Technology	Metal	Yearbook
Visual Arts	Wood Technology	Body in focus

YEAR 10

Line W	Line X	Line Y
Dance	Drama	Agriculture
Information Technology	Elite Athletics	Automotive
Marine Studies	Electronics	Bike Business
Metals & Technology	Food Technology	Child Studies
Music	Indonesian	Making Money
Photography	iSTEM	Visual Arts
Sport Studies	Photography	Visual Design
Textiles	What's on the Menu	What's on the Menu
What's on the Menu	Wood Technology	English Extension

Students study the following mandatory subjects;

- | | | |
|-----------|---------------|---|
| * English | * Mathematics | * Science |
| * PD/H/PE | * Sport | * HSIE (Australian History & Geography) |

They then choose 3 electives, one from each of the 'X', 'Y' & 'Z' lines shown in the grids below;

STAGE 6: Years 11 & 12

Students must study 2 units of English and may select their pattern of study based on an ATAR pathway which aims to develop student readiness for tertiary study at University level or a non-ATAR pathway which prepares students for vocational pursuits or TAFE study. Students may select from the following subjects (this line structure is subject to change):

Students are responsible for meeting TAFE, University and career requirements themselves.

Book and Equipment List

The basic requirement for success is to have the necessary equipment with you at school.

- blue or black pen & a red pen
- calculator
- diary to record homework, assignments, assessment tasks and important dates
- glue stick
- HB pencil
- ruler (preferably wood or plastic)
- books/folders for each subject that day
- eraser
- coloured pencils

Years 7 & 8 Book Packs

These packs are available from the Vincentia High School Front Office - located in the Administration Block. The school accepts cash or card.

Included in the pack is:

4 x A4 128 page exercise books
 4 x A4 192 page exercise books
 1 x A4 192 page grid book
 1 x A4 128 page music book
 3 x display folders A4
 1 x A4 document wallet
 1 x 8gm glue stick
 1 x pkt 12 coloured pencils
 1 x pair 155mm S/S scissors rounded end
 2 x red pens
 2 x blue pens
 2 x black pens
 2 x 2B pencil
 1 x 3B pencil
 1 x highlighter
 1 x 1 hole metal pencil sharpener
 1 x 30cm wooden ruler
 1 x small plastic eraser
 1 x A3 120 page Visual Arts Diary

Total cost of book pack - \$42.00

Calculators - \$20.00

Years 9 & 10 Book Packs

Agriculture	96 page A4 exercise book
Bike Business	96 page A4 exercise book
Dance	96 page A4 exercise book, A4 Visual Arts Diary
Drama	96 page A4 exercise book
English	96 page A4 binder book, A4 Display folder
Elite Athletics	96 page A4 exercise book
Food Technology	96 page A4 exercise, A4 Display folder
Geography	96 page A4 exercise book
History	96 page A4 exercise book
Indonesian	96 page A4 exercise book
Industrial Technology	96 page A4 exercise book, A4 Display folder
Information Software	
Technology	A4 display folder
ISTEM	A4 display folder
Marine Studies	96 page A4 exercise book
Mathematics	128 page A4 grid book, scientific calculator (Casio or Sharp)
Music	A4 Music Book (lined and manuscript pages) A4 display folder
Mysteries & Disasters	96 page A4 exercise book
PH/H/PE	96 page A4 exercise book
Photography	A4 Visual Arts process diary, fine line black pen
Science	96 page A4 exercise book
Sport Studies	96 page A4 exercise book
Textiles and Design	128 page A4 exercise book, A4 display folder
Visual Arts	A3 Visual Art Process Diary, 2B pencil, eraser
Visual Design	A4 Visual Arts Process Diary, 2B pencil, eraser
What's On The Menu?	96 page A4 exercise book, A4 display book

Students should also bring :

- ✓ **USB stick (at least 4GB)**
- ✓ **red, black, blue pens**
- ✓ **pencil**
- ✓ **eraser**
- ✓ **ruler**
- ✓ **protractor**
- ✓ **highlighter**
- ✓ **glue stick**

Years 11 & 12 requirements

Aboriginal Studies	96 page A4 binder book
Ancient History	96 page A4 binder book
Agriculture	96 page A4 binder book
Biology	96 page A4 binder book
Chemistry	96 page A4 binder book
Community & Family Studies	96 page A4 binder book
Construction	Booklet provided
Dance	96 page A4 binder book
Design & Technology	96 page A4 binder book
Drama	96 page A4 binder book
English	96 page A4 binder book, A4 Display folder
Earth & Environmental Science	96 page A4 binder book
Food Technology	96 page A4 binder, A4 Display folder
Geography	96 page A4 binder book
Hospitality	96 page A4 binder, A4 Display folder
Legal Studies	96 page A4 binder book
Mathematics	128 page A4 grid book, scientific calculator
Music 1	A4 Music Book (lined and manuscript pages) A4 display folder
Modern History	96 page A4 binder book
PH/H/PE	96 page A4 binder book
Photography	A4 Visual Arts Process Diary, fine line black pen
Physics	96 page A4 binder book
Senior Science	96 page A4 exercise book
Society & Culture	96 page A4 binder book
Sport, Life and Recreation	96 page A4 binder book
Textiles and Design	240 page A4 binder book, 128page A4 binder book, A4 Visual Arts Diary
Visual Arts	96 page A4 binder book, A3 Visual Art Process Diary, 2B pencil, eraser
Visual Design	A4 Visual Arts Process Diary, 2B pencil, eraser

Students also require :

- ✓ **USB stick (at least 4GB)**
- ✓ **red, black, blue pens**
- ✓ **pencil**
- ✓ **eraser**
- ✓ **highlighter**
- ✓ **glue stick**
- ✓ **binder folders to store and organise all class work at home.**
- ✓ **extra 96 page books**

Care of Belongings:

Students are responsible for their own belongings at all times and should always keep valuable items such as wallets, with them at all times. Valuables and large sums of money should not be brought to school. It is requested that all clothing, books, etc. be marked with the student's name.

Mobile Phones & Portable Music Players (iPods):

Mobile phones will not be permitted to be used at any time whilst at school, including playgrounds, unless an express invitation from the teacher is given for students to use them in a learning context.

School Uniform:

The wearing of school uniform is **compulsory**. The school uniform was decided on by members of the school community. The uniform is smart and practical and contributes to the promotion of a positive self-esteem for all students.

The school has a **uniform check** each day. If there is a **legitimate reason** for not wearing uniform you are simply asked to **bring a note** with you on the day to explain why you are out of uniform.

Girls:

- Grey & maroon tartan dress (Jnr)
- Grey Dress (Snr)
- Grey and maroon check pleated skirt
- White buttoned shirt with collar (Jnr)
- Blue buttoned shirt (Snr)
- Maroon knitted pullover
- Black shoes
- White/grey socks
- Plain maroon tie (optional)
- Long Grey Pants
- Maroon fleecy zippered jacket (no hood)

For safety reasons -

Boys:

- Grey shorts
- Blue buttoned shirt with collar (Snr)
- White buttoned shirt with collar (Jnr)
- Maroon knitted pullover
- Black shoes
- White/grey socks
- Plain maroon tie (optional)
- Maroon fleecy zippered jacket (no hood)
- Grey Pants

**** THINGS ARE NOT TO BE WORN AT SCHOOL ****

Jewellery is limited to sleepers or studs for pierced ears.

The following items are available at the Vincentia High School Uniform Shop.

Girls:

Grey or Tartan Dresses	\$72.00
Girls Grey Shorts	\$30.00
Tartan Skirt	\$55.00
Grey Stretch Slacks	\$35.00
S/S Blouse White/Sky	\$30.00

Boys:

Elastic Waist Shorts	\$32.00
Elastic Waist Trousers	\$35.00
S/S Shirt White/Sky	\$30.00

Unisex / Sport:

Maroon Fleecy Zippered Jacket	\$40.00
Microfibre Jacket	\$68.00
Microfibre Trackpants	\$42.00
Sport Polo	\$36.00
Sport Shorts	\$30.00
Wool Jumpers	\$58.00

Special / Others:

School Tie (with logo)	\$15.00
School Cap (with logo)	\$12.00
Socks (ankle, pack of 5)	\$20.00
Socks (3/4, pack of 5)	\$20.00

Uniform Shop open between the hours:

Tuesday 7:45am - 10:30am
Wednesday 7:45am - 10:30am
Thursday 7:45am - 10:30am



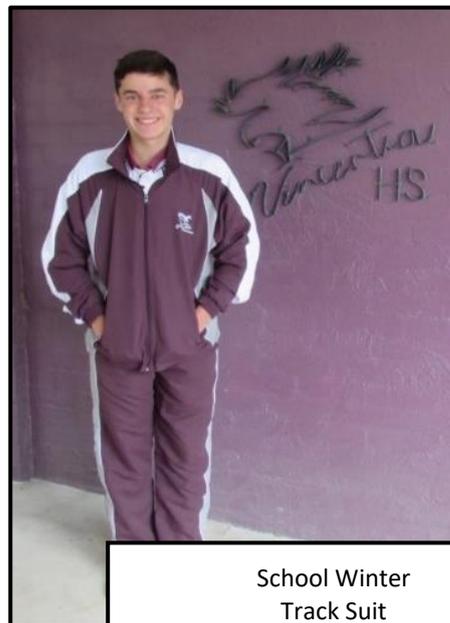
Junior Girls & Boys Uniform



Senior Uniform



School Summer Sports Uniform



School Winter Track Suit

2019

JANUARY						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

MARCH						
S	M	T	W	T	F	S
31					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

MAY						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JULY						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

SEPTEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

NOVEMBER						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

School resumes:
Wednesday January 30
Years 7, 11 & 12 students
return, Thursday January
31 Years 8, 9 & 10.

Term 1
School Holidays:
Monday April 15 until
Monday April 29 inclusive.

Term 2
School Holidays:
Monday July 8 until
Monday July 22 inclusive.

Term 3
School Holidays:
Monday September 30
until Friday October 11
inclusive.

Term 4
Last day of School Year
Friday December 20

FEBRUARY						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		

APRIL						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

JUNE						
S	M	T	W	T	F	S
30						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

AUGUST						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

OCTOBER						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

DECEMBER						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Parents and Citizens Association:

The school has an active and supportive Parent's and Citizens' Association, which meets at 6pm in the staff common room on the Monday, Week 5 of each term. All parents are encouraged to attend. It is a good way of getting to know the school and its operation and will ultimately be of benefit to your child.

School Canteen:

The Canteen is operated by a sub-committee of the P & C. A variety of food and drink is available from the first day of school including - pies, sausage rolls, sandwiches, rolls, milk, fruit juice, yoghurt, ice-cream, fruit, fruit salad and healthy snacks.



The Canteen will be open each day during recess and lunch. It is not essential for students to order their lunches but advisable to guarantee your choice. This can be done in the morning before school or at recess.

All parents are invited to join the band of volunteers at the Canteen. This could involve one day a month from 10am to 1.30pm. If you can assist, please contact the canteen Manageress, Mrs Mary Nelson, during school hours on 4441 6766.

Bus Travel:

All buses serving the school are chartered school buses.

- Bus travel is free to students who reside more than 2.0 kilometres (radial distance) from the school they are attending.
- The pass is only available between home and the school for school attendance and is available on school days (Monday to Friday) only for travel commencing between 6.30 am and 7.00 pm.
- In a joint/dual custody situation, a student is eligible for subsidised travel from both the parents' addresses, subject to meeting the normal eligibility criteria.
- Bus applications are submitted on line at transportnsw.info/school-students
- When the passes arrive at school the Front Office will notify students.
- If you require more information please go to www.131500.info or call the Transport Info line on 131500.

Attendance:

Why must I send my child to school?

The law in NSW (Education Act 1990) states that all children between the ages of six and fifteen years are required to attend school on a regular basis, this act has recently been changed from fifteen years of age to seventeen years of age. It is the responsibility of parents or caregivers to make sure that their children attend school every day.

Must I send my child to school every day?

YES unless:

- Your child is too sick to go to school or has an injury,
- Your child has to attend a special religious ceremony,
- Your child has an infectious illness, for example – chicken pox, mumps or measles,
- There is a serious family situation which requires their involvement.

Why is regular attendance at school important?

Attending school every day makes learning easier for your child and helps build and maintain friendships with other children. If students miss work, they may have problems later on. Regular attendance at school will help your child to succeed in later life. Please do not keep your child away from school for things such as birthdays, minding other children, haircuts and shopping. Always try to make children's appointments with people like dentists or doctors before or after school.

What should I do if my child has to stay away from school?

It is important to let the school know when your child will be away and why your child was absent. The parent or caregiver should telephone the school or provide a written note addressed to the school explaining the child's absence.

My child won't go to school, what should I do?

You should contact the Deputy Principal Support & Wellbeing as soon as possible to discuss the problem and ask for help. The Deputy Principal may ask a Home School Liaison Officer to contact you to discuss the issue.

The role of the Home School Liaison Officer - Parents have the major responsibility for ensuring the regular attendance of their children at school. Home School Liaison Officers provide additional support to students, parents and schools to encourage the full participation of all students in schooling.

Explanation of Absences:

It is essential that all student absences are explained promptly. The school will send daily emails to parents whose students have been marked absent without explanation. Please reply to the email or provide a written note.

If your email address has not been provided a letter will be posted home for any unexplained absences.

Homework Centre:

Homework centre is available for all students in Years 7 – 12 on Wednesday afternoons from 2.30pm to 4.30pm in the Library where a number of teachers are available to assist students with revision and assessments tasks. Light refreshments are provided.

Banned Items:

The following items are banned from student possession and/or use at Vincentia High School. These items will be confiscated by the Deputy Principals and may be returned to the student at the end of the day. Any problem with any student in relation to items in this list should be referred to the Deputy Principals.

- aerosol spray/deodorant cans
- felt marker pens (large text)
- bottles of whiteout
- magnets
- laser lights
- cigarette lighters and matches
- weapons of any sort

Prohibited Weapons:

In accordance with the direction of the Minister of Education and Communities, our school will immediately suspend any student found with a weapon and inform the police:

Weapons include;

- firearms of any kind
- knives
- catapults or slingshots
- any device capable of projecting a dart
- any explosive device
- tasers

Prohibited Drugs:

In accordance with the direction of the Minister of Education and Communities, our school will immediately suspend any student found with illegal drugs, and also inform the police. Our policy with regard to tobacco is that smoking in school is totally prohibited. This applies to all school staff, students and visitors.

Students who are under the influence of alcohol or have alcohol in their possession will be immediately suspended.

Discipline Procedures:

The school issues both lunchtime and afterschool detention for students who fail to abide by our school core values; **Respect, Responsibility & Personal Best.**

Students Requiring Medication:

All students who use Asthma inhalers or EpiPens are required to carry them with them at all times. The school does not keep Asthma medication for general use.

Students requiring medication as a one off eg. Antibiotics, must provide a note with the medication, to the front office. The note must detail what the medication is, the dosage and be signed by the parent/caregiver.

Students who require prescribed medication on a regular basis, must complete the necessary documentation and return it to the school. Medication will be stored securely in the front office.

PLEASE NOTE: The school is unable to distribute Paracetamol to students

General Questions:

Who do I contact?

➤ **If I want to discuss school costs and contributions?**

School costs are published in our information booklet for new students and in the school newsletter.

➤ **If I have severe financial difficulties?**

Each year the school receives funds through the Student Assistance Scheme to assist students in Year 7 upwards to age sixteen (16) whose families have severe financial problems. Forms are available from the Front Office. Aboriginal Students may be eligible for **ABSTUDY** grants while those students sixteen (16) years and over may qualify for **YOUTH ALLOWANCE**.

- **If my child has problems settling in to school?**
Contact the Student Year Advisor who will help address any concerns you may have.
- **If my child has a subject related problem?**
Contact the appropriate Teacher and Head Teacher to arrange an appointment.
- **If my child has a learning difficulty?**
The school has a full time Learning and Support Team (LaST) trained to help students experiencing learning difficulties.
- **What is the procedure for bus travellers?**
At the end of the school day, students should go to the bus areas to wait for their buses in the designated area. Enter the bus when told by the teacher on duty. All students are expected to be courteous and co-operative when boarding and travelling on buses. Students should follow any requests by supervising staff.
- **Where should parents wait when collecting children?**
Before and after school, parents should wait in the gravel parking area, opposite the bus bay. To ensure students safety, parents are requested to always obey the road signs in the school. **Normal "rules of the road" apply.**
- **If my child is suspended from school?**
A student may be suspended for insolence, disruption, persistent disobedience or violence, or when they have brought drugs or weapons to school (Department of Education Policy). No child has the right to prevent other students from learning or teachers from teaching. Suspensions are handled by the Deputy Principals and Principal. You will be contacted via letter to arrange a return to school interview. The child is not to return to school until the suspension resolution and interview has occurred.

Student Questions:

- **Where do I go on arrival at school?**
All students must stay in the Year 7 area or grassed area. No students are to be in the areas behind the school buildings.
- **What if I am late for school?**
Go to the Office and you will be issued with a late slip to take to class and give to your teacher. Make sure you have a signed note from home explaining why you are late, otherwise the absence will be recorded as "unexplained".
- **If I need to leave school early, for any reason, what do I do?**
Bring a note, explaining why you need to leave early. This note must be signed and dated by a parent or carer and include your address and year on the note. The note is to be taken to the front office at the beginning of the day. You will be issued with an 'Early Leaver's' pass. Show this to your class teacher when you are leaving.
- **If I am absent for a day or more, what do I do?**
On your return hand a note in to the office staff, signed by a parent or carer, explaining the reason for your absence. The Education Reform Act of 1990 requires parents and caregivers to provide reasons for their child's absence from school.

➤ **Where do I go if I do not feel well?**

Tell your teacher who will send you to the office with a note. The office staff will arrange for you to go home. You must not to phone home yourself.

House Groups: (for Swimming and Athletics Carnivals)

The house system is structured to develop healthy school spirit through a variety of sporting, academic and cultural activities. It is expected that house captains will be integral to encourage maximum participation in all events.

House Name	Surname Starting with:	Surname Ending with:	Colour
GHUDINJA	A	D	Yellow
MUDGIE	E	L	Green
ORBI	M	R	Black
WAKI	S	Z	Red

School Parking Facilities and School Road Use:

Parents need to observe and follow all road signage around the school. The school, because of the nature of its setting, occasionally requires emergency vehicles to have free and easy movement through the school, particularly the fire brigade and ambulance. The buses that service the school also need the whole area allocated to them to move freely, so please do not block the bus bay areas.

All parking spaces at the rear of the school have been allocated as staff only parking. Students can park in the student parking area located on the western side of the school. A vacant staff car park doesn't mean it will not be filled in a short time, please do not park in the staff car park at any time.

Visitors parking has been provided along the western perimeter of the school, next to the main road entrance. There is also **disability parking** for **registered disabled drivers** only, next to the staff car park.

'Drop Off' Zone: Parents dropping students at school are to use the 'drop off' zone at the top end of the bus bay and not drive up into the staff car park. The best time for this is after 8am as most of the buses have dropped students off by this time.

Vincentia High School Honour Society:

This is an award system that allows students to accumulate points over their entire schooling career to obtain different levels of achievement.

Each year, students can receive points in over 50 categories based on their academic, athletic participation and achievement, clubs and groups participation, extracurricular activities and overall school participation. These points vary depending on commitment requirements and success. Examples being, 3 points for achieving an A outcome in a class, 2 points for being a member of the baseball team and 1 point for participating in the swimming carnival.

The points are recorded and tracked towards reaching the different award levels and are designed to encourage students to participate and engage with their school. These awards are presented during presentation day each year.

Award Levels:

Bronze Medallion	50 points
Silver Medallion	75 points
Gold Medallion	100 points
Honour Society Pin	125 points
Crest for school jacket	150 points
Honour Society Plaque	175 points
Pennant hung in 'Hall of Honour'	200 points
Picture placed on 'Wall of Honour'	250 points