



LEARNING FOR LIFE



2023

Student Handbook



WELCOME TO NEW STUDENTS



Welcome to Vincentia High School. I am your Principal, and my name is Ruth Winfield.

I am sure you are ready to start your new adventure at High School. I am looking forward to meeting you and learning how you can work cooperatively to contribute to the success of the school and your own futures.

We want to encourage you to achieve your personal best through your six years of High School so that you leave us with good memories and a sense of achievement about all that you have learned. I am sure Vincentia High School is much bigger than your previous school if you are in Year 7. You will soon find your way around and quickly adapt to a bigger school. You will have many and varied opportunities to extend and deepen your learning through different subjects. The adults around you at school and home want you to be successful and will be there at different times to help you.

I am confident that you will finish high school with a strong sense of your own identity; understanding who you are as a person and what things are important for you now and in your imagined future. Over time, you will steadily make progress, sometimes this will be easier than others. You will need to take full responsibility for listening to and respecting your teachers to ensure you get the best out of every day. I want you to make the most of the learning experiences that we provide so that you can be actively involved in our community now and in the future.

At Vincentia High School we have a large support network to assist students and parents through any challenges you may be facing. Please contact your Year Advisor initially to talk about this.

Stay positive, learn to think critically and enjoy a warm welcome to Vincentia High School.

A handwritten signature in black ink, appearing to read 'R. Winfield'.

Principal
Ruth Winfield

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)



2022/2023

School Captains

Jenna Langenegger & Saphira
Webber
(centre of photo)

Vice Captains

Bridget Raftery & Jasmine
Blundell

School Vision

Our school is currently developing its vision and Strategic Improvement Plan for 2021-2024. Consequently this information will be updated through our website, facebook and parent emails throughout the year. The Vincentia High School goal is *“Learning for Life.”* We aim to achieve this by developing students’ core values in ‘personal best, respect and responsibility’. We provide a caring, stimulating and diverse learning environment which fosters a strong future-focused learning mindset.



Senior Executive 2023

Ruth Winfield

Principal

Sandy Clark

Deputy Principal Inclusion & Support

Renee Gilbert

Deputy Principal Instructional Leader

Kylie Newton

Deputy Principal Years 7 & 10

Simon Flanigan

Deputy Principal Years 8 & 11

Christine Manning

Deputy Principal Years 9 & 12

School Administration Manager

Tracy Johnson-Warnecke

Attendance Officer

Lesley Simpson

Community Liaison Officer

Michelle Haynes

Aboriginal Education Coordinator

Gai Brown

Aboriginal Education Officer

Jannine Brown

Sport Coordinators Ali Bech/Viv Nolan

Head Teacher Wellbeing 2023

Nicole Higgins

Wellbeing Team

Year 7 Year Advisors Abbi Andrews & Tyson Alcorn

Year 8 Year Advisors Maddi Wheeler & Monique Jackson

Year 9 Year Advisors Tamara Sharp & Tye Langford

Year 10 Year Advisors Mark Rakecki & Linda Mack

Year 11 Year Advisors Amy Harper & Steve Crossman

Year 12 Year Advisors Ashleigh Tinkler & Tim Dunn

Wellbeing Teacher Lyndon Snelling

Wellbeing Services Coordinator Joanne Warren

WHIN Wellbeing Nurse Nicole Emslie

Chaplain Hannah Hunter

School Counsellors Katrina Rees

Social Worker Claire Burnett

David Driels

Youth In Reach Foundation

Careers Advisor

Maree McNeil

Year 12 Study Centre

Amanda Maynard

Defence School Mentor

Jacqui Copeland

SRC Coordinator

Carly Stevens

Faculty Head Teachers

English

Mathematics

Science

Physical Development/Health/Physical Education

Human Society in Its Environment

Creative & Performing Arts

Technology & Applied Sciences

Jess Holloway-Fry (Acting)

John Powter (Acting)

Pat Twining

Bradley Jardine (Rel)

Michael Matuschka

Jaz Corr

Andrew Newton

Head Teacher Administration Staff

Head Teacher Mudjingaal (Support)

Head Teacher Gumbari (ED Facility)

Head Teacher Learning & Support

Head Teacher Teaching & Learning

Cindy Gatehau

Kathryn Antonio

Tom Mason

Toni Smith

Lisa Raftery (Rel)

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 contact 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 	Faculty Head Teacher or Year Advisor
ONGOING WELLBEING ISSUES:	❖ Referrals to wellbeing support services	Deputy Principal Inclusive Education
LEARNING AND SUPPORT:	Requests for assessment assistance, support in class & assignment assistance	Head Teacher Learning & Support

Daily Routine



At Vincentia High School our day is divided into five 59-minute lessons or periods with 30 minutes for recess and lunch. The school timetable is based on a ten-day cycle with A week and B week.

Roll Call	8.15-8.25am
Period 1	8.25-9.24am
Period 2	9.24-10.23am
Recess	10.23-10.53am
Period 3	10.53-11.52am
Period 4	11.52-12.51pm
Lunch	12.51-1.21pm
Period 5	1.21-2.20pm

Curriculum Structure

STAGE 4 Years 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 | * YAP (Year Advisor Period) |

STAGE 5 Years 9 & 10

In Stage 5 (Years 9 & 10) all students follow the same courses of study for core subjects – English, Math, HSIE, Science and PDHPE as well as a choice of 2 electives from an area of interest. Students in Year 10 also complete Careers education.

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 select from a range of subjects while they are in Year 10 in preparation for Years 11 & 12. (The line structure is subject to change).

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

Classroom Management Procedures

Shared understanding of expectations and values across Vincentia High School helps to support students in understanding the structure and predicting their learning behaviours across the school day. This involves explicit, consistent, and clearly communicated expectations, rules and routines linked to our core expectations of **Respect, Responsibility & Personal outlined below**. At times students may be given consequences to provide time and space to resolve issues using the principles of procedural fairness. These may include lunchtime and after school detention and/or suspension where appropriate.

	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 a school uniform. - Care for others. - Right time, right place. 	<ul style="list-style-type: none"> - Show pride in the 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 the 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 the intended purpose. 	<ul style="list-style-type: none"> - Practice 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 the 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.

Years 7 & 8 Requirements

Book Packs to meet these requirements are available from the Vincentia High School Front Office - located in the Administration Block. The school accepts cash or cards. **Included in the Book 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 eraser
1 x A3 120-page Visual Arts Diary

Total cost of book pack - \$45.00

Calculators - \$25.00

Years 9 & 10 Requirements

All Subjects	128 page A4 exercise book
	A4 display folder
	Red, black, blue pens
	Pencils (2B)
	Eraser
	Ruler
	Protractor
	Highlighter
	Glue stick

Plus

Dance	A4 Visual Arts Diary
Mathematics	128 page A4 grid book, scientific calculator (Casio or Sharp)
Music	A4 Music Book (lined and manuscript pages)
Photography	A4 Visual Arts process diary, fine line black pen
Visual Arts	A3 Visual Art Process Diary
Visual Design	A4 Visual Arts Process Diary

Students may require other books depending on elective choices. Classroom teachers and students are aware.

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
Engineering Studies	96 page A4 binder book
Earth & Environmental Science	96 page A4 binder book
Food Technology	96 page A4 binder, A4 Display folder
French	96 page A4 binder book
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:

- red, black, blue pens
- pencil
- eraser
- highlighter
- glue stick
- binder folders to store and organise all class work at home.

School Uniform

The wearing of school uniforms 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. Closed black shoes are to be worn to school and sport shoes with sport uniforms.

The school has a **uniform check system** each day in roll call. Students who are continually out of uniform may be placed on an **after-school detention**. If there is a **legitimate reason** for not wearing a uniform, students are asked to **bring a note** with them on the day to explain why they are out of uniform. **Uniforms can be ordered online through the school website.**



The following items are available at the Vincentia High School Uniform Shop and online:

Everyday:	Others:
Grey or Tartan Dresses	Maroon Fleece Top
Grey Elastic Waist Shorts & Fitted Shorts	School Tie (with logo)
Grey Elastic Waist Trousers	Softshell Jacket
Tartan Skirt	School Cap (with logo)
Short Sleeved Shirt White for Junior & Sky Blue for Seniors	
Grey Slacks	
Short Sleeve Blouse White/Sky	
Sport polo shirt and sport shorts	
Sport track pants	

Uniform Shop open between the hours:

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



Mobile Phones & Portable Music Players (iPods)

Mobile phones will not be permitted to be used at any time whilst at school, including playgrounds, unless a teacher gives explicit instructions for them to be used in a learning context.

Vincentia High School *Acknowledgment System*

The Eagle Award Program is a positive rewards system that aims to recognise students who consistently display one or more of the school's core values: **RESPECT – RESPONSIBILITY – PERSONAL BEST** during class time or in the playground. All staff including non-teaching staff, office and canteen ladies can give out an Eagle Award.

As students accumulate these awards, they will be acknowledged by Year Advisors sending a letter home, presenting a certificate and attending special events. The perks don't stop there, students can also use their awards at The NEST, a fun shopping experience where the currency is Eagle Award Merits. There is something for everybody - students can use each individual award to purchase something small or save their awards up for a bigger ticket item.

The NEST is located in the hall and is open at recess on the Wednesday of weeks 3, 6 and 9 each term. **At Vincentia High School we value respect, gratitude, kindness, collaboration, self-control, optimism, grit, creativity and innovation. We love to reward students who demonstrate these values daily.**

Contributions

Usually school contributions are used to provide the teacher/learning/school resources which the school utilises to enhance the learning for your child. Due to the impact of Covid-19 there will be no school contributions in 2021.

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 cards through your computer, tablet or mobile phone. The payment page is accessed from the front page of the school's website by selecting **'Make a payment.'**

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

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

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.

You can pay for:

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

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

2023 NSW Term and Vacation Dates

- **Term 1. Friday 27 January - Thursday 6 April. (Easter Good Friday 7 April).**
 - Tuesday 31 January 2023 Years 7, 11 & 12 students return.
 - Wednesday 1 February 2023 Years 8, 9 & 10 students return.
 - Autumn Vacation - Monday 10 April to Friday 21 April.
- **Term 2. Monday 24 April - Friday 30 June.**
 - Monday 24 April Staff Development Day.
 - Tuesday 25 April Anzac Day Public Holiday.
 - Wednesday 26 April students return.
 - Winter Vacation - Monday 3 July to Friday 14 July.
- **Term 3. Monday 17 July - Friday 22 September.**
 - Monday 17 July Staff Development Day.
 - Tuesday 18 July students return.
 - Spring Vacation - Monday 25 September to Friday 6 October.
- **Term 4. Monday 9 October - Tuesday 19 December.**
 - Monday 9 October Students return.
 - Staff Development Days Monday 18 & Tuesday 19 December.
 - Summer Vacation - Wednesday 20 December 2023 to Friday 26 January 2024
 - Monday 29 January 2024 Staff Development Day
 - Tuesday 30 January 2024 Years 7 11 & 12 students return
 - Wednesday 31 January 2024 Years 8 9 & 10 students return

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, has an injury, or has an infectious illness, for example – chicken pox, mumps or measles,
- Your child has to attend a special religious ceremony,
- 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. 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.



Explanation of Absences

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 explaining the child's absence. **A daily email is sent to parents whose student has been marked absent without explanation at roll call. Please reply to the email or call the school.**

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

You should contact the Year Advisor or 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 responsibility of 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.

Parents and Citizens Association

Our school has an active and supportive Parents and Citizens' Association (P&C), which meets at 6pm in the staff common room on Monday, Week 4 of each term. All parents/carers 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/children. The canteen/P&C fund many school projects, enhancing the educational experience of our students.



School Canteen

The Canteen is operated by our P&C. A variety of food and drink is available from the first day of school including - pies, sausage rolls, chicken enchiladas, zucchini slice, sushi, bento boxes, pasta bake, sandwiches, rolls, salads, milk, fruit juice, yoghurt, fruit, fruit salad and many healthy snacks.

The Canteen will be open each day during recess and lunch. It is not essential for students to pre order their lunches but it is advisable. This can be done online through Spriggy Schools. Steps to get started: Go to www.spriggyschools.com.au to register and download the app. Add a profile for each of your children, making sure you select VINCENTIA HIGH SCHOOL and your child's class. Start placing orders! You can place orders up to 1 week in advance AND UNTIL 9AM ON THE DAY OF ORDER.

All parents are invited to join the band of volunteers at the Canteen. This could involve one day a month from 8.00am to 1.30pm. If you can assist, please contact our canteen Manager Anna Butler, during school hours on 4441 6766.

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 available 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.

Parking Facilities and School Road Use:

Vincentia High School welcomes all visitors to our school. Student safety and education remains our priority. The gates at the top of the driveway for vehicle and pedestrian access will be operated electronically from the start of the school year. The pedestrian gate will be closed between 8.15am and 2.15pm with access gained by an intercom button to the front office. This is to ensure that only approved persons enter school grounds and so that the school has a record of all visitors in case of an emergency. All visitors to the school are required to sign in and out at the front office.

If a parent wishes to speak with a staff member an appointment can be made by phoning the school on 4441 6766, this will allow for an appropriate time to be scheduled and a meeting space booked. Visitors to the Uniform Shop and canteen volunteers are required to sign in and out at the office.

The vehicle access gate is for staff, emergency vehicles and contractors. The top car park will be for staff only, students and parents can drop off/pick up or park in the front carpark or across the road at the Leisure Centre. There is also **disability parking for registered disabled drivers** only, at the end of the bus bay. These changes will improve traffic flow in the bus bay area before and after school.

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

Care of Belongings

Students are responsible for their own belongings 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.

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.

House Groups

The house system is structured to develop healthy school spirit through a variety of sporting **Swimming, Cross Country and Athletics Carnivals** 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
GWIYALA	A	D	Yellow
BILIMA	E	L	Green
GUNYA	M	R	Black
WALIMBURA	S	Z	Red

Student Homerooms

Students from each year group have a homeroom run by their Year Advisors. This space is used for notices, photos/sharing content and general information. To access these, use the following codes when clicking on the + sign on your DET google classroom homepage

Year 7	TBA
Year 8	w2rkcg
Year 9	TBA
Year 10	va6lso
Year 11	bpcsdno
Year 12	uolbr7x



General Questions



Who do I contact?

- **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 or in the public car park opposite the school. To ensure students safety, parents are requested to always obey the road signs in the school. **Normal "rules of the road" apply.**
- **If I want to discuss school costs and contributions?**
Please contact the Front Office on 4441 6766
- **If I have severe financial difficulties?**
Each year the school receives funds 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**.

Student Questions

➤ **Where do I go on arrival at school?**

All students must stay in the front area and playground area near the front office of the school. 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. The note is to be taken to the front office at the beginning of the day. You will need to be collected by a parent. If a parent is unavailable, the parent may give written permission to the school for another person to collect you. Please ensure the adult can identify themselves through a drivers licence or similar.

➤ **If I am absent for a day or more, what do I do?**

On your return hand a note 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 front office with a note. The office staff will arrange for you to stay in Sick Bay and your parent/carers will be contacted by office staff.

VINCENTIA HIGH SCHOOL

142 The Wool Road Vincentia NSW 2540

Phone 4441 6766 Fax 4441 6000

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

Web www.vincentia-h.schools.nsw.edu.au

Facebook: Vincentia High School