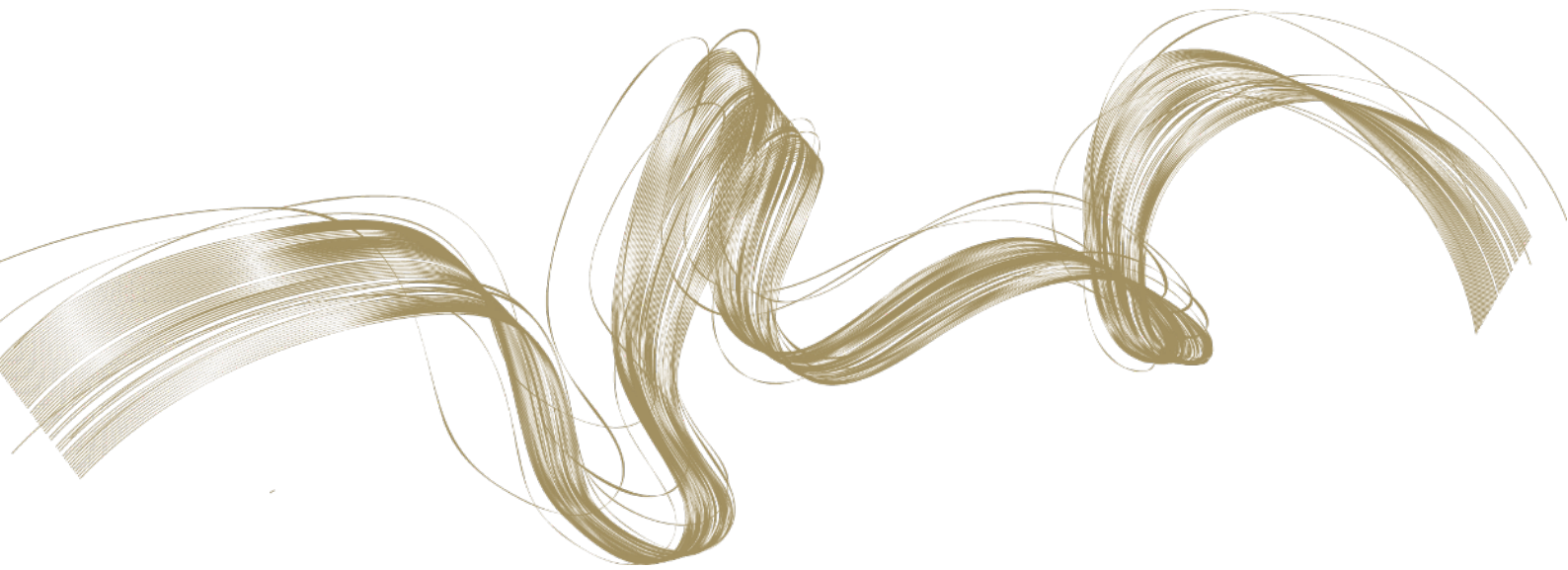




# THE RIVERS SECONDARY COLLEGE

*The heart of secondary education for Lismore*

L I S M O R E   H I G H   C A M P U S



**Parent & Student Information Booklet 2019**

## General Information

<b>Principal:</b>	Mr Chris Williams
<b>Deputy Principals:</b>	Mr Kirt Swanbury/ Mr Trent Graham
<b>School Admin Manager:</b>	Mrs Andrina Bennett
<b>Address:</b>	118 Dalley Street, East Lismore NSW 2480
<b>Phone:</b>	02 6621 5185
<b>Email:</b>	<a href="mailto:lismore-h.school@det.nsw.edu.au">lismore-h.school@det.nsw.edu.au</a>
<b>Website:</b>	<a href="http://www.lismore-h.school.nsw.gov.au">www.lismore-h.school.nsw.gov.au</a>
<b>Facebook:</b>	The Rivers Secondary College Lismore High Campus
<b>Facebook Alumni:</b>	Lismore High Campus Alumni
<b>School-Stream App:</b>	TRSC – Lismore High Campus



### School Captains 2019

L – R: Captain Chloe Taylor, Vice-Captain Lucy Economos  
Captain Mitchell Charity, Vice-Captain Codey Briggs

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## Introduction

Lismore High Campus is proud to be a comprehensive, co-educational, Year 7-12 High School on the North Coast of NSW. It has a student population of 412 students and attached support unit.

Our partner primary schools are Albert Park PS, Caniaba PS, Coraki PS, Lismore PS, Lismore Heights PS, Wyrallah PS and Wyrallah Road PS.

## The Rivers Secondary College

The Rivers Secondary College incorporates the campuses of Kadina High, Lismore High and Richmond River High. The college is part of the wider Rivers P-12 Learning Community encompassing 33 partner public schools and education centres in the Lismore area.

The Executive Principal is Mr Greg Smith who can be contacted through the Kadina High Campus on 02 6624 3133.

## P & C Association

The P&C meets on the first Monday evening of each month at 6.00pm to 7.00pm in the Campus Staff Common Room. We warmly welcome new P&C members and new volunteers for the canteen – a few hours of your time each month will ensure not only that you help Lismore High remain an excellent campus, but also that you get the most out of your association with the campus.

## Lismore High Campus Crest

Lismore High Campus crest has the school motto in Latin, "Spectemur Agendo"; Let us be judged by our actions.



## Belief Statement

"Success with Pride"

Students can achieve success by taking pride in their actions and in their school.

## Vision Statement

Inclusive, innovative centre of excellence.



## Principal's Message

A very warm welcome to all new students and parents to the Lismore High Campus community. I would like to congratulate you on your choice of Lismore High as your provider of secondary school education. LHC is a friendly community, characterised by academic excellence and a broad spectrum of curricular options, where each individual is valued and supported to achieve personal success and well-being. We have high expectations for our students based on a strong focus on discipline and academic success.

Our key aim is to engage our students in the learning process and developing in our students 21st Century Learning Skills. Our committed staff focus on providing students with optimal learning experiences. Students at Lismore High Campus have the opportunity to participate in a wide variety of programs and curriculum pathways.

School is more than academic results. It is about shaping individuals who positively contribute to society. Leadership programs and student wellbeing curriculum ensure students have the opportunity to develop the necessary skills for success. To make the most of your time at Lismore High Campus, you need to be actively involved in what the school has to offer and also make your own contribution.

Mr Chris Williams



2018 LHC Education Week Award Recipients. L-R- Abbey Bailey, Jakira Toniello, Glen Jeffrey, Laura Zappia, Kirt Swanbury and Nadine Toniello

## Key Staff Directory

Principal  
Deputy Principal  
School Administration Manager

Mr Chris Williams  
Mr Kirt Swanbury / Mr Trent Graham  
Mrs Andrina Bennett

### Head Teachers

Head Teacher Vocational Education /  
TAS – Home Economics

Mrs Debbie Baker

Head Teacher English

Mrs Jenny Josey

Head Teacher PDHPE

Mr Trent Graham

Head Teacher Mathematics

Mr Paul Morris

Head Teacher Science / HSIE

Ms Stephanie Coble-Runge

Head Teacher TAS – IA /

Ms Marianne Stickens Teaching and Learning

Head Teacher Special Education

Ms Kylie Pearce (Rel.)

### Year Advisers

Year 7

Mr Jay Seller

Year 8

Mrs Whitney Sloan

Year 9

Mr Jason Caught

Year 10

Mrs Gabriella Miller

Year 11

Ms Amy Chapman

Year 12

Mr Glenn Jeffery

Aboriginal Education Coordinator

Mr Trent Graham

Careers Adviser

Mr Glenn Jeffery

School Psychologists (Counsellors)

Ms Jenny Strong / Ms Janelle Jeffery

Girls Adviser / LaST

Mrs Emma Pruess

Teacher Librarian

Ms Catriona Fraser

Technical Support

Ms Sue Hilliard

Sports Organiser

Mr Mark Thompson

SRC Coordinator

Miss Rebecca Mackenzie

Rivers Coordinator

Ms Marianne Stickens

## Administration office (Block A)

The Administration office is located in Block A. Parents wishing to see staff, make appointments, enrolments, interviews, meetings, pick up sick students or make payments need to report to Block A. The administration staff will assess your needs and direct your inquiry to the appropriate staff member.

People who are on school grounds without permission are trespassing, and the police may be contacted. When visiting the school, visitors are expected to act in a manner compatible with societal norms. As the school is on crown land, visitors are subject to the Inclosed Lands Act. Visitors or parents not acting in an appropriate manner can be subject to an Inclosed Lands Act notice and can be prohibited entry to the school.

### Administration Hours

8.30am until 3.30pm Monday to Friday during the school term

## School Hours

### Start times

School commences at 8:30 am Monday to Friday for Year 11 and Year 12 students. If there is no class at this time, senior students can sign in on their first teaching period.

For Years 7 to 10, school starts at 9.10 am with roll call. Students are expected to attend roll call and those not attending will be marked absent. Roll Call ends at 9.20am.

### Late Arrival

When a student arrives at school after 9.15 am, he/she must sign in at the Administration Office to obtain a late pass. The student should have a parent/caregiver note giving an acceptable reason for the late arrival. If the student does not have a parent note, or the reason given is unacceptable, they may be given a detention.

### Finish times

School finish varies for Year 11 and Year 12, depending on when their last teaching period is for the day. If they have no scheduled classes until 3.15pm, the student must sign off before leaving the school. The scheduled finish time is 3.15pm Monday to Friday for Year 11 and Year 12 students. The senior student attendance policy has the specific details.

For Years 7 to 10, School finishes at **3.15pm** Monday to Friday.

### Early Leave

In cases of necessity, students may be granted permission to leave school before the end of the school day. A letter from parents is required and should show the date it is written, student's name, Roll Call class, the time and date when the student wishes to leave, the reason for the request and

a signature of a parent or guardian. This letter should be handed to the Front Office before 9.10 am of that day. The student will be issued with a leave pass and may leave the school grounds at the allocated time.

## **Timetable structure**

The school runs on a ten day, two-week timetable. Week 1 (A) (Day 1-5) and Week 2 (B) (Day 6-10). The school day is broken up into seven periods. Years 7 to 10 operate only in periods 2 – 7. Year 11 and 12 operate in periods 1 to 7.

Year 7, 8, 9, 10 & 11 have sport on Wednesday morning Period 2 & 3.

## **Communication**

### **Contacting your student at school**

Please contact the Administration office if you wish to contact your student at school. Students are not to have mobile phones on at school. By contacting the office, we can make sure your message is relayed to the student and unnecessary disruptions to lessons are avoided.

### **Facebook**

Our school has an official Facebook page where the latest information will be posted. This is particularly useful if excursions are late or there have been changes during the day. Our school community members can join by 'liking' our page and can receive notifications.

### **Interviews / Meetings**

Parents are encouraged to contact the school with any enquiries. Administration staff will direct contact with the appropriate staff member. It is often not possible to speak to a member of staff, as they may be on class. The administration staff will contact the staff member who may make a phone meeting or request a face-to-face meeting at school.

### **Media**

Students and the school are often in media, television, radio, print and web. Parents must sign a form indicating that they DO NOT want photos of their children published.

### **Parent / Teacher / Pupil Meetings**

The school has some formally organised Parent/Teacher Meetings scheduled each year. These are a very good opportunity for you to talk to the teachers and find out how your student is progressing at school. Even if your child has had an excellent report, it is worthwhile for you to come and talk to the teachers and exchange information.

## **Phone calls**

Phone calls are the preferred method of communication when there is an urgent issue. Please make sure you keep the school informed of your latest phone contact numbers. Please contact the school to pass on a message and do not ring a student if they have a mobile phone.

## **Reporting on student progress and achievement**

All students receive reports issued on the basis of their completion of course requirements and their achievement of learning outcomes. Students in Year 11 receive half-yearly and yearly reports. Students in Years 7, 8, 9 and 10 receive reports at the end of the semester. Year 12 receive reports after the Half Yearly and Trial HSC exams.

## **School Website**

The latest information is always posted on our school website. The address for our website is <http://www.lismore-h.schools.nsw.gov.au/> The school website contains a wealth of information for parents about the school and our policies and procedures.

## **School Newsletter**

The school newsletter is emailed home three times a term (Weeks 3, 6 and 9) and contains information about upcoming and past events. It is essential that the school has the correct email address as often important notes are posted with the newsletter. The newsletter can also be found on the school's webpage and Facebook page.

## **School Correspondence**

Please make sure that you continually update your contact details with the school. The school will send correspondence through the mail to parents and carers. In particular, if there are behavioural or attendance issues with students, official warning letters from the school will be issued. If you have concerns or questions regarding the letter, please contact the staff member named in the letter.

## **Student Daily Notices**

Each morning during roll call students are read the Daily Notices which inform about important events, information and reminders. This is the main form of regular communication with all students.

## **Assemblies**

The school undertakes assemblies on a needs basis, and are usually held fortnightly. When an assembly is called, it will be held on a Monday. On this day, each period has five minutes reduced which contributes towards the assembly. The assembly is held prior to lunch. The school also has formal assemblies where parents are invited to attend. Information on these assemblies is contained in the school newsletter.

## Safety around the school

Lismore High Campus makes every effort to ensure the safety of its students, staff and community. The campus follows the Child Protection Laws and WHS Regulations. For that reason we expect that everyone will meet campus expectations outlined in this section and thereby meet their professional responsibilities.

### Out-of-Bounds Areas

Students should not block stairways, ramps or access ways. All classrooms and corridors are also out of bounds during break time unless a teacher accompanies and supervises students.

In addition to those areas the following rules also apply

- Toilets and the Canteen area are out of bounds at the change of periods
- No student is to leave the campus grounds without the permission of the Principal or Deputy Principal or Administration office and has been signed out with the student services area of the Administration office.

### Emergency Procedures

A series of bells will sound and students must immediately follow directions in a calm and sensible manner. Each room contains lockdown and evacuation procedures which need to be complied with by the students.

### Evacuation

The siren continually rings from the public announcement system. Students are to move with their teacher to the designated area on the evacuation map included in this document. Students then move into their roll call groups and remain there until the all clear is given. No mobile phones should be used during an evacuation. There will be drills throughout the year but they should be treated as if it was real.

### Lockdowns

Continuous beeping from the public announcement system. Students remain in their classroom. Lock all windows and door, pull blinds if any present and keep out of sight. If caught outside of a classroom, move to the nearest one with a class. Remain in the classroom until the all clear is given.

**AT NO STAGE ARE STUDENTS OR STAFF TO USE ANY MOBILE DEVICE TO COMMUNICATE WHAT IS HAPPENING. THE PRINCIPAL AND DEPUTY PRINCIPALS ARE THE ONLY PEOPLE ON CAMPUS TO USE SUCH DEVICES TO COMMUNICATE WITH EACH OTHER.**

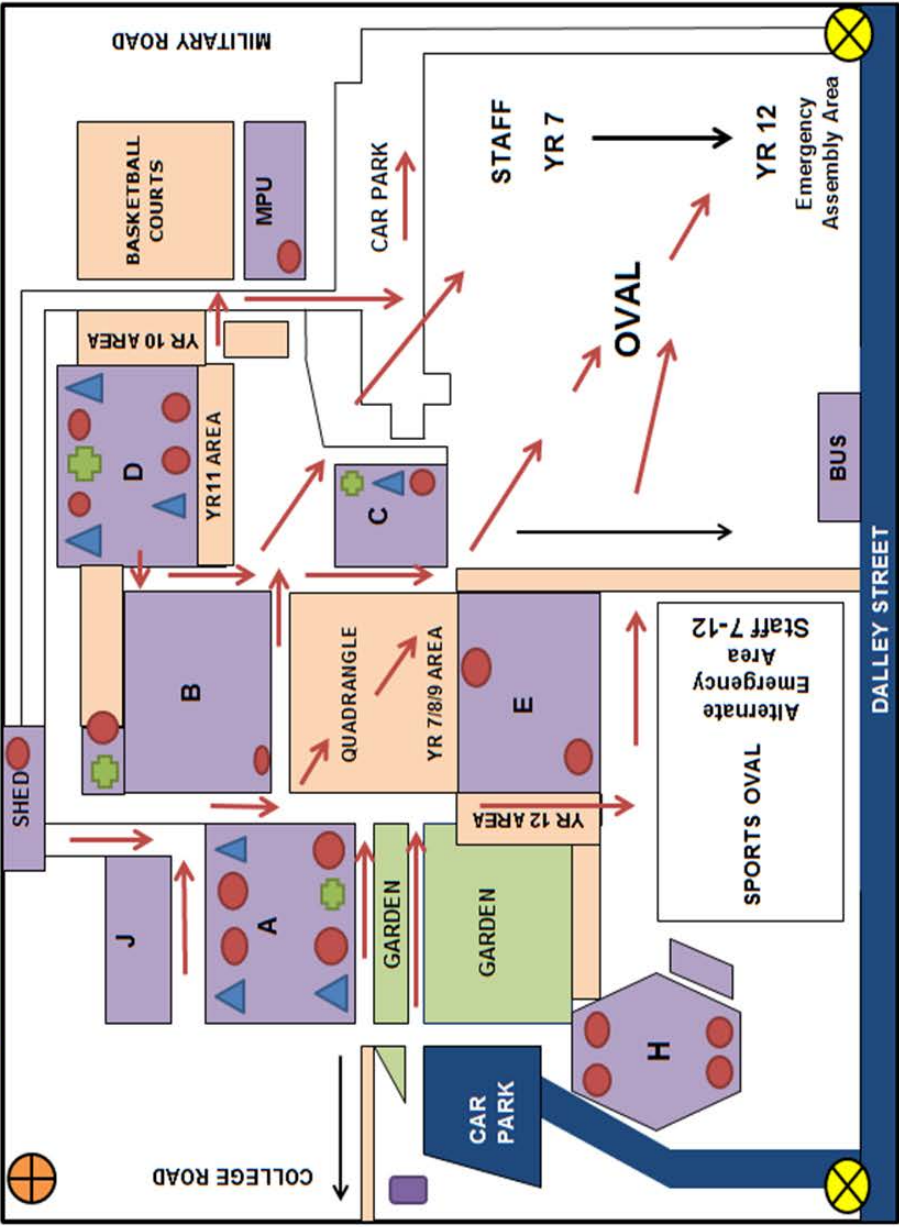
**USE OF MOBILE PHONES BY STUDENTS EXTENDS THE LENGTH OF TIME OF LOCKDOWNS AND EVACUATIONS AND OFTEN RELAYS INCORRECT INFORMATION TO PARENTS.**

# Lismore High Campus Map of Emergency Facilities & Emergency Routes



**LEGEND**

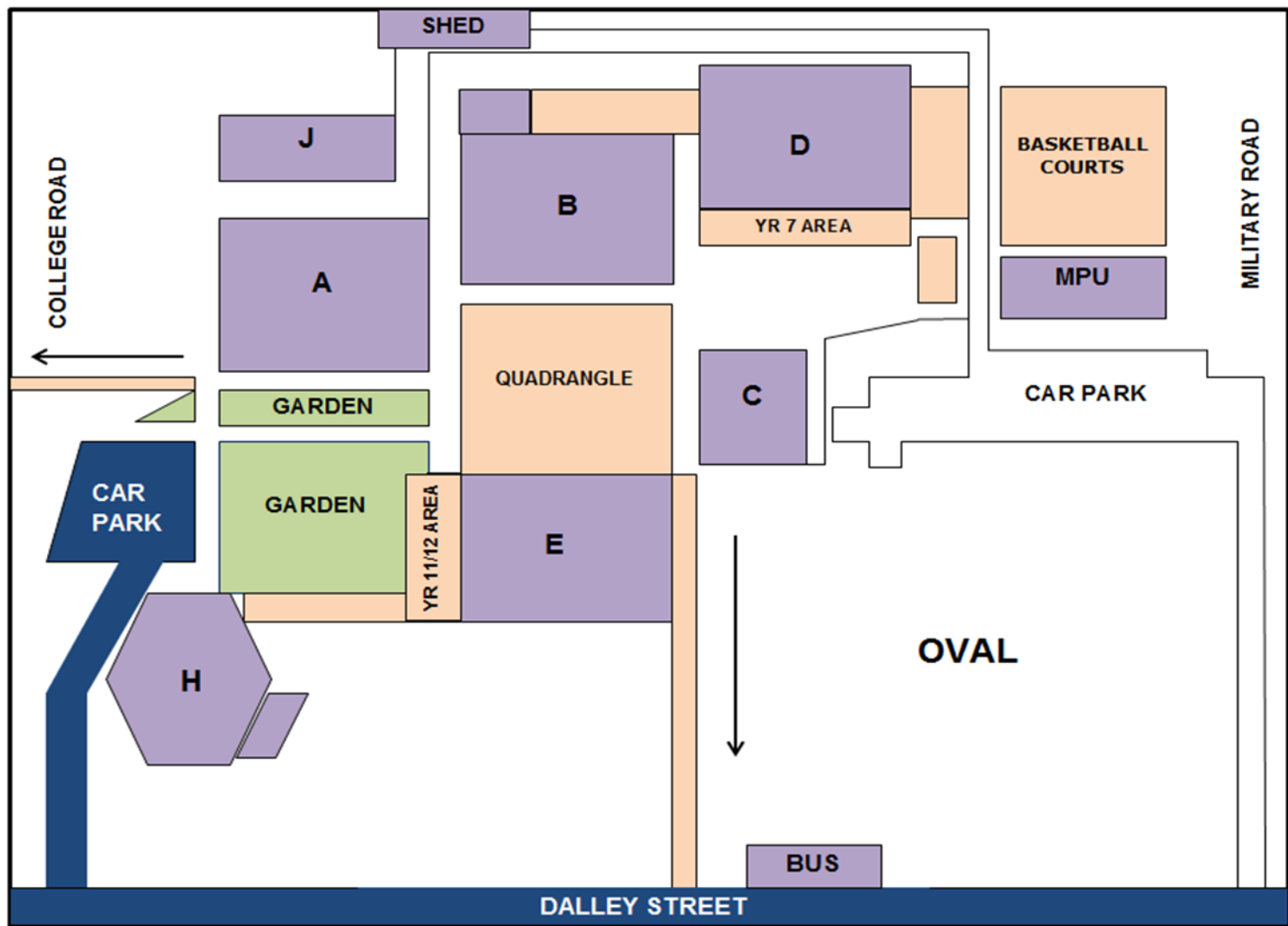
- Fire Extinguisher
- ▲ Fire Blanket
- ⊕ Fire Hydrant
- ⊕ First Aid Kit
- Gas Cylinder
- ⊗ Emergency Vehicle Stretcher Access
- ➔ Evacuation Route







# Welcome to Lismore High Campus



**LEGEND**

Section	Block
Aboriginal Support	E
Admin Office	A
Canteen	C
CAPA/PDHPE	B
Careers Advisor	E
Computer room	A
Counsellor	A
Deputy Principal	B
English	E
Hall	H
Home Science	B
HSIE	D
Industrial Arts	B
Library	E
Maths	D
Principal	A
Print Room	E
Science	D
Support Unit	J
Welfare	D

## Bell Times

	Monday	Tuesday	Wednesday (Super Wed for Seniors)	Thursday	Friday
<b>Period 1 (Senior)</b>	8.30 - 9.20	8.30 - 9.20	8.30 - 9.20	8.30 - 9.20	8.30 - 9.20
<b>Roll Call (Yrs 7-10)</b>	9.10 - 9.20	9.10 - 9.20	9.10 - 9.20 Sport Year 7 - 10	9.10 - 9.20	9.10 - 9.20
<b>Period 2</b>	9.20 - 10.05	9.20 - 10.10	9.20 - 10.10 Sport Year 7 - 10	9.20 - 10.10	9.20 - 10.10
<b>Period 3</b>	10.05 - 10.50	10.10 - 11.00	10.10 - 11.00 Sport Year 7 - 10	10.10 - 11.00	10.10 - 11.00
<b>Recess</b>	10.50 - 11.10	11.00 - 11.20	11.00 - 11.20	11.00 - 11.20	11.00 - 11.20
<b>Period 4</b>	11.10 - 11.55	11.20 - 12.10	11.20 - 12.10	11.20 - 12.10	11.20 - 12.10
<b>Period 5</b>	11.55 - 12.40 Assembly 12.40 - 1pm Week A - Whole School Week B - Year Level	12.10 - 1.00	12.10 - 1.00	12.10 - 1.00	12.10 - 1.00
<b>Lunch</b>	1.00- 1.40	1.00- 1.40	1.00- 1.40	1.00- 1.40	1.00- 1.40
<b>Period 6</b>	1:40 - 2:30	1.40 - 2.30	1:40 - 2:30	1.40 - 2.30	1.40 - 2.30
<b>Period 7</b>	2.30 - 3.15	2.30 - 3.15	2.30 - 3.15	2.30 - 3.15	2.30 - 3.15

# Back to School Dates 2019

## Term 1

Years 7, 11, 12      Wednesday 31 January 2019  
Years 8, 9, 10      Thursday 1 February 2019

## Term Dates 2019

Term 1                      Wednesday 31 January until Friday 12 April 2019  
Term 2                      Tuesday 30 April until Friday 5 July 2019  
Term 3                      Tuesday 23 July until Friday 27 September 2019  
Term 4                      Monday 14 October until Friday 20 December 2019

# Travelling to School

## Bus Travel

Bus Pass Applications are available 'online' <[transportnsw.info/school-students](http://transportnsw.info/school-students)>. Brochures for this website and further information are available at the school office. All students travelling by bus must follow the Code of Conduct for Students On Buses.

Teachers are rostered onto bus duty each afternoon at the campus Dalley Street Bus bay. Students are expected to remain at the bus bay area until their bus arrives. When their bus arrives they should have their bus passes out ready and to line up in single file to enter their bus. Students must obey the instructions of the bus driver and staff on bus duty at all times. Misconduct may result in discipline code consequences and bus passes being withdrawn by the bus company.

## Car Travel

Students who are P plate licensed drivers, may wish to drive to school. Students are required to get an approval form from the school. Use of the car is for that student only and not for the transporting of other students. Siblings travelling with the P plate driver also need signed approval from their parents. Failure to comply with these directions will be treated as repeated misbehaviour and dealt with through the discipline code. The duty of care rests with the parents of students driving to school.

## Carparks

A staff carpark is located on campus – off College Road, leading near the Hall and Administration Block. Students are not to walk through staff carparks for safety reasons. There is limited parking onsite. Visitors to the school are requested not to park in the bus bay area during the sign posted bus stopping times.

## **Bicycles, Skateboards & Scooters**

Must be left in the Block B bicycle lock-up located at the rear of B Bloc, throughout the school day. It is strongly recommended that students using these racks ensure the safety of their bicycles by locking them with a chain and padlock. Bicycles should be walked in and out of the school grounds and not ridden.

Skateboard and scooters are not to be ridden in school grounds. Students may travel on these devices to and from school. All skateboards, bikes and scooters can be locked in the space between B & C Block, by purchasing a key from Mr Swanbury.

## **Drop off and pick ups**

Students can be dropped off at the drop off zone in College Street, near the school gate entrance, at the start of the day and at end of the day. Sometimes parents will come into the car park, off the front entrance on College Street. Please do not park past the school hall area unless you have permission or have someone requiring disabled access. Cars blocking access or parked beyond the school hall area may be towed away at the owner's expense.

## **Code of Behaviour**

A student and staff member's behaviour should be such that it does not interfere with, offend, hurt or inconvenience any other person within the school environment. Behaviour outside the campus should bring honour to self, parents and our campus.

Our aim is to foster and reward positive behaviour and personal strengths which reflect quality relationships between students, staff and community. We expect parental support for the standard of behaviour set for our students and any disciplinary action we take to ensure that these standards are maintained.

# Lismore High Campus core rules and student expectations

Lismore High Campus core rules are based on the core rules for NSW Government Schools and encompasses them. These three rules are taught at the school and are the basis of student expectations.

## THE CORE RULES

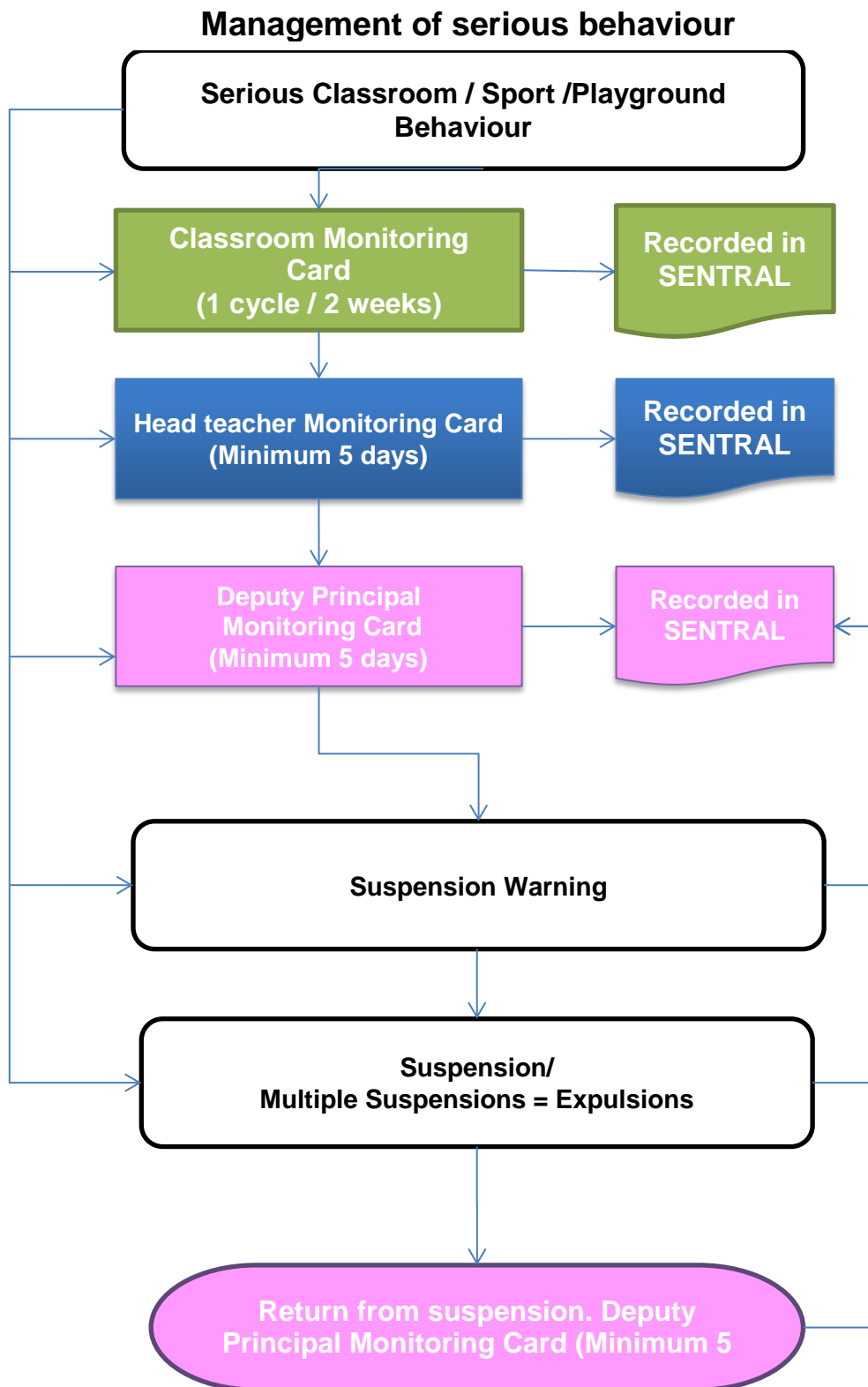
All students in NSW government schools are expected to:

- 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 and illegal or anti-social behaviour of any kind, will not be tolerated.



# Discipline Flowchart



# School Uniform

School uniform is compulsory for all students attending Lismore High Campus. This policy is wholly endorsed and written in collaboration with Lismore High P&C. The wearing of school uniform is supported by the Department of Education. Lismore High Campus expects students to wear school uniform during school hours, while travelling to and from school, and when engaged in school activities out of school hours.

If students are representing the school they must be wearing school uniform. School uniform worn should be appropriate to the occasion i.e. everyday, formal or sport. At all times students should present as neat, tidy and clean and skirt and short length should always sit just above the knee. There will be occasions where alternative clothing is acceptable; such as sports carnivals when students wear their house colours and Mufti Days where casual or themed dress is allowed– as directed by the Principal.

Lowes is our sole uniform supplier. Uniforms can be purchased online and at Lowes in the Lismore Square Shopping Centre. It is expected that students will wear the sports uniform for practical PDHPE and sport classes, activities and competitions. The Sports uniform is not to be worn when travelling to and from school except on sport day or sports carnivals. Practical PDHPE classes require students to bring their sport uniform to school in their school bag and change in /out of as required for the class.

Carers who need support with purchasing uniform may approach the Principal, who will make any determination on uniform assistance. Second-hand uniforms may also be available via the school office.

There are some loan uniforms available for students to change into when they are not wearing the correct uniform. Non-uniform clothing will be kept in the uniform clinic until the end of the day for students to collect. Loaned clothing items are to be returned at that time. Refusal to wear the school uniform will be treated as repeated disobedience and be dealt with under the school discipline code.

## Out of Uniform

If, because of unusual circumstances, a student is unable to wear a particular regulation item of campus clothing, the student must bring a note of explanation signed and dated by their parent/carer to the Administration Office or Deputy Principals before 9.00am. It is likely that students may be directed to change into one of the emergency uniform items the campus holds.

Responses to students who refuse to wear school uniform

1. Persistent non-compliers will not be able to participate in extra-curricular activities such as sports, music performances, activities days, representation of the campus for any reason and other organised events.
2. Students out of uniform may not be permitted
  - a. to attend special campus assemblies (e.g. Excellence Assemblies)
  - b. on stage at other assemblies to receive awards
  - c. to participate in an excursion
  - d. allowed on the bus first
  - e. to represent the campus for any event including sports

**Lismore High Campus is a uniform campus. Thank you for supporting this expectation.**

## Shoes

Safe footwear is a Work Health and Safety requirement for many school activities. Department of Education policy states: —Thongs, open type sandals or shoes, canvas type shoes and joggers, shall not be worn in practical classes where there is a possibility of injury through spillage of hot liquids, metals, or the dropping of heavy or sharp instruments, tools, etc. While it is not possible to specify any one standard to meet all situations, shoes with stout sole and firm leather uppers are considered necessary. For this reason non-leather joggers are not safe for classes where the above issue could occur. As a result we require plain black leather shoes for all students at all times. Students are excluded from practical lessons if their shoes do not meet the requirements. The cooperation of parents is requested in ensuring that their children wear correct footwear.

When purchasing your child's footwear, please use the following images as a general guide. All shoes MUST be full leather, plain black shoes and should NOT extend over the ankle or have a platform. The leather must cover the whole foot for safety. Students are expected to wear black leather upper shoes.



## Joggers and runners for PDHPE and Sport

Sport shoes should be predominantly white (white socks), either lace up or Velcro. Black joggers (as pictured) are acceptable—worn with black socks. Shoes should be supportive of the feet during exercise. The whole of the upper foot must have a solid cover. Sports shoes are not to be worn at any time of the school day other than for practical PDHPE or sports day. They should be carried in the student's bag and changed into for PDHPE classes.



At the conclusion of PDHPE classes, students should change their shoes back to plain, black leather school shoes. Incorrect sports shoes - Slip on sports shoes are not permitted. These include canvas shoes as they are not supportive or appropriate for sport and PDHPE.



## Socks and Stockings

Socks should be either, plain white or black and should be worn approximately 2cm above the ankle. Footless leggings, knee length stockings are not permitted. Stockings can be worn with the Junior and Senior Skirt in neutral or black.

## Jewellery and make-up

Students are entitled to wear a moderate amount of jewellery to school, as long as it does not pose as a risk to themselves or others. The restrictions include:

- Earrings are restricted to the wearing of small sleepers and studs
- Inappropriately tagged jewellery should not be worn
- Facial piercings can only contain a simple stud or must be covered by a Bandaid
- Necklaces must be worn short or under clothing
- Bracelets and other adornments are not to be too thick or studded
- Rings should be small and should not protrude excessively
- Make-up is to be kept to a minimum

## Junior Girls Uniform

Everyday:

- White button up shirt worn out with
- Tartan skirt (stockings optional) OR
- Black dress shorts OR
- Black long dress pants OR
- Black tights may only be worn under the school skirt, shorts or pants and NOT on their own
- Tie (optional)
- School jumper or school jacket
- White socks, black shoes
- School hat



## Junior boys Uniform

Everyday:

- Grey button up shirt
- Black 'college' shorts (button/zip),- with shirt worn in or out OR
- Black elastic waisted 'blocker' shorts- shirt worn out (note: not microfibre sport shorts) OR
- Long black 'college' trousers
- Tie (optional)
- School jumper or jacket
- Black socks, black shoes
- School hat



## Sports Uniform (Male and Female) Unisex, Junior and Senior

- Sport shirt
- Black Microfibre shorts (NOTE: for sport only not everyday)
- Black long microfibre track pants (optional)
- Jacket
- White /black socks sport shoes



## Senior Uniform

### Senior Girls Uniform

Everyday:

- White senior shirt
- Black skirt (stockings optional) OR
- Black dress pants or shorts
- Tie (optional)
- Jersey OR
- Blazer
- White socks, black shoes

### Senior Boys Uniform

Everyday:

- White senior shirt (worn in or out)
- Black 'college' shorts OR
- Black 'college' long pants
- Belt (optional)
- Tie (optional)
- Jersey OR
- Blazer
- Black socks, black shoes



## Student personal belongings

Lismore High Campus will exercise care where personal items are concerned but can accept no responsibility for loss or damage.

### Lost property

Any property found by staff, students or cleaners is to be brought to the Administration Office where it may be claimed on correct identification. All personal items should be identified by waterproof labelling or inscribed with the student's name. Property correctly marked with the student's name will be returned to the student.

Property not claimed from the front office will be stored until the end of each term. Any unclaimed property will be given to the second hand uniform pool or donated to charity.

## **Mobile Phone and Other Portable Electronic Devices**

Mobile Phones, iPods, MP3's etc. are generally very valuable and should only be brought to school if absolutely necessary. As with other personal belongings, the school will not accept responsibility for these items and students bringing such equipment do so at their own risk. The school will not investigate the theft of electronic devices. Police will need to be contacted if a theft occurs.

If they are brought to school, they are not to be used at all inside buildings or in lessons. There are laws which govern the recording of sound and vision and students are not to record at any time whilst on the school premises or on a school activity, without permission of a teacher.

## **Money and valuable items**

Students should not bring to school large amounts of money or expensive items. Students, who are bringing monies to pay at school, should pay at the Administration office prior to going to roll call. If there are items that students want stored, they can be left at the Administration office. The school takes no responsibility for loss or damage to stored items. If there is a need to have a large sum of money at school, students should take it to the Administration office for safekeeping.

## **School Bags**

All students are expected to have a bag large enough to carry workbooks, folders and textbooks to keep them in good condition. Bags should not be left in the playground during lesson times. Students should never leave money or items of value in their bags.

## **Banned Items**

The following items are not to be brought to the campus - aerosol deodorants, energy drinks, permanent marker/textas, liquid whiteout, weapons, alcohol, tobacco, lighters, matches, smoking paraphernalia and illegal substances. Students are not to carry prescribed medications unless prior approval has been sought.

## **Hats**

Students are encouraged to wear hats as protection from the sun. Hats should be removed in classrooms and at assemblies.

## **Student safety and health**

### **Policy Statement - Safety in Practical Work Rooms**

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

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

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

## **Ear and Eye Protection**

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

## **Medications and health conditions**

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

The school does not supply paracetamol to students even with permission by a parent over the phone.

If a student has a health condition that can impact on their learning or safety at school the Learning and Support Teacher can be contacted so a Health Care Plan can be developed.

## **First Aid**

First Aid for students is provided at the Administration Office in Block A by trained School Administration Officers.

## **Ambulance**

The school maintains an annual subscription with the NSW Ambulance Service. The school can call for an Ambulance for an injured student which is covered by the school subscription. This Ambulance cover does not apply to all states and territories and it is a requirement that students take travel insurance for an interstate excursion or have a private Ambulance subscription.

## **Accidents and incidents**

Accidents involving students must be reported to the Deputy Principal or the Principal and first aid sought at the Administration office. Students will also have to complete an Accident and Injury form. Parents will be contacted by Administration office staff.

## **Illness at school**

If you are unwell before leaving home for school, you should not come to school.

If you are sick at school, you need to ask for a note from your teacher, leave class and report to the Administration office. You should always have a phone number where your parents or another adult can be contacted in case of an illness or emergency. Under NO CIRCUMSTANCES should a student ring their parents/carer. The school will make contact with your Parents/Carer. For your safety, it is important that you make sure your contact details are updated and correct at all times.

## **Supervision**

Students should not be on school grounds before 8:00 am. From this time, if students need assistance, they should consult the roving staff member on duty (from 8.40am) or report to Administration office in Block A.

School teaching staff provide supervision during lesson times and teachers are rostered onto playground duty during break times. Students should remain in the areas directly supervised by teachers. If students are out of class during lesson times, they should have a note from their teacher or the Deputy Principal or Principal.

Students should leave the school buildings and grounds as soon as possible, at the end of the day unless attending homework centres. Students catching buses that depart from the Dalley Street Bus Bay are supervised by a member of staff until the last bus leaves.

## **Financial Matters and Fees**

### **Fees**

As a public school students are not charged tuition fees for the delivery of the mandatory curriculum.

Fees are charged where students have chosen elective subjects; these are subjects which are not mandatory. The fees for the elective subjects are used to purchase materials or equipment necessary to undertake the subject. Where a student has not paid their subject fees, they may be allowed to participate in the lesson but will not be able to consume the product in the case of food based subjects or keep the item for manufacturing subjects.

Students, who have not paid their fees at the commencement of the subject, can be withdrawn to allow a student, who can pay the fees, to replace them in that subject.

In the case of Higher School Certificate (HSC) subjects, where a project may be involved, it is the responsibility of the student that they have sufficient funds to complete it. The school takes no responsibility for students who have not accounted for the funds for their project. Many of the project-based subjects in the HSC allow the student to be flexible in what they create and the student retains the project work.

Where students have failed to pay fees to the school, they may be excluded from optional school events. An example of this is the Year 12 formal, where, if school fees have not been paid, students will not be allowed to attend until they have been cleared.

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

## Payment of Accounts

The Administration office is where all payments are received for excursions, contributions etc. Payments can be made during the hours of 8.30am and 3.30pm.

Money for school contributions, excursions etc., is collected by the Administration office before school, at recess and at lunchtime.

A closing date for payment of money for various events is set 48 hours prior to the event, unless specified earlier on the permission note. After this date no further payments are accepted and students will not be able to attend the excursion or event. It is important that students develop responsibility for making sure that they have paid on time (and also returned their permission note).

Arrangements can be made to 'pay-off' monies, and there are usually payment plans developed for the major excursions. These payments need to be finalised 48 hours prior to the event.

Families will be invoiced for fees mid Term1 and these can then be paid at the front office.

## Year 12 Subject Fees

Hospitality	\$100.00
Textiles & Design	\$35.00
Design & Technology	\$30.00
Industrial Technology	\$50.00
Visual Arts	\$70.00
Music	\$30.00
Photography	\$80.00
Software Design & Development	\$20.00
Biology	\$15.00
Chemistry	\$20.00

## Year 11 Subject Fees

Hospitality	\$125.00
Hospitality Uniform	\$40.00
Design & Technology	\$30.00
Industrial Technology	\$50.00
Metal & Engineering	\$70.00
Visual Arts	\$70.00
Music	\$30.00
Biology	\$15.00
Chemistry	\$10.00

## Year 9 & 10 Subject Fees

Textiles	\$25.00
Food Tech	\$90.00
Tech Wood	\$50.00
Tech Metal	\$40.00
Tech Graphics	\$25.00
Visual Arts	\$50.00
Drama	\$15.00
Music	\$15.00
Information Software	\$20.00
Multimedia	\$20.00
Childcare	\$20.00
Dance	\$20.00
Electronics & Engineering	\$40.00
Agriculture	\$20.00
Prac Design and Technology	\$40.00
Sports Coaching	\$70 – 100
Languages	\$30

## Year 7 & 8 Subject Fees

Home Economics	\$30.00
Industrial Arts (Year 7)	\$20.00
Industrial Arts (Year 8)	\$25.00
Visual Arts	\$30.00
Music	\$10.00
Year 8 Drama	\$5.00
Year 8 STEM	\$10.00
Year 8 Dance	Nil

## School Contribution

Our school community supports the school through the School Contribution. The School Contribution is a voluntary payment made to the school. The voluntary contribution is used to purchase resources for the use of students in the school.

## School Contribution Fee

Senior	\$50.00 (11 & 12)
Junior	\$40.00 (7 to 10)



# Excursions

Excursions provide students with the opportunity to experience learning outside of the classroom environment and can also provide a reward for good conduct or effort. The majority of excursions are optional and, in some cases, there will need to be an excursion fee paid upfront before the excursion. Some excursions have non-refundable components so parents are encouraged to read the permission notes carefully.

In some courses, particularly those at the Higher School Certificate level, there are excursions as part of subject requirements. Often, in these cases, students maximise their learning or meet syllabus requirements by attending. If a student cannot attend an excursion of this type, this needs to be discussed prior to the excursion.

If a student is sent back from an excursion for misbehaviour, it is at the parent's expense and they forfeit the excursion fee.

As some excursions can be quite expensive, parents are advised to pay in instalments to breakdown the cost into manageable amounts.

## Student travel by car to and from excursions

Lismore High Campus has a strict excursion policy as part of its duty of care for our students.

Parents transporting any student, including their own, to an excursion are asked to bring their registration papers and license to be sighted by staff in the School Administration Office. NO student is to travel in a vehicle driven by a person, other than their parent, without a specific permission note to the school from their parents, granting such permission.

Parents are not to transport students (other than their own) from an excursion unless the parent of the student to be transported provides a Permission Note prior to the event. For example: If your child has travelled by bus to a sporting carnival and you wish to bring your student home when he/she has finished competing you need to notify the supervising teacher. You cannot take another student home unless the above procedure has been followed.

# Enrolment

## Enrolment Procedures

The Department of Education and the school have very clear enrolment policies that explain all necessary procedures. Lismore High Campus has defined enrolment zones. The Administration office staff can tell you if you are within zone.

Enrolment forms are available at the school administration office.

Depending on the history and learning needs of the student at previous schools, the application may move to the learning support team who will determine if additional support is required. If no additional support is required, an interview will be scheduled with the Principal. If assistance is required, specialist support staff may attend the enrolment interview.

## **Parents and Student Proof of Residency**

An applicant for enrolment must prove that they are living within the zone for Lismore High Campus. This may require information such as rental documents, drivers licence or other documentation to prove that the student resides at that address. This may include the supplying of a statutory declaration. If it is determined that false information has been provided the student may have their enrolment withdrawn.

## **Out of Zone Applications**

Public school principals are required to follow departmental policy. This is because they must ensure that all eligible in-area students wishing to attend their local school are able to do so. Depending on resources, some schools may be able to accept additional students from outside their enrolment area at the discretion of the school's enrolment panel. Applications for non-local (out-of-area) enrolments are considered using a range of criteria, including the availability of appropriate staff and classroom accommodation. Where there is no accommodation for an out of area student they may be placed on a waiting list.

Once an application for enrolment has been received, the out-of-area panel will meet to review any out-of- area applications. If the applicant is within zone, the former school is contacted to collect information.

## **Support Unit Applications**

Applications for enrolment in the support unit are not handled by the school. The school, where the student is currently, must put in an Access Request application. If the student is not currently enrolled in a NSW Government school, they will need to contact the regional office student services team to lodge an application. Enrolment in the support unit is determined by the regional placement panel.

# Year 7 Equipment List – 2019

It is important that all students come prepared for their classes EVERYDAY. You will use your timetable to guide you as to what equipment you will need each day.

All students will be required to supply the equipment for the subjects listed.

Listed below are equipment needs for specific subjects. In addition, you will need general equipment including: blue or black pens, red pen, lead pencils, eraser, glue stick, etc.

Equipment	Subject
<ul style="list-style-type: none"> <li>• USB Stick</li> <li>• Plastic Sleeves</li> <li>• Cardboard for one assignment</li> </ul>	Languages
<ul style="list-style-type: none"> <li>• Grid Book/s</li> <li>• Calculator FX82Au</li> </ul>	Mathematics
<ul style="list-style-type: none"> <li>• Visual Art Diary</li> <li>• Eraser</li> <li>• Glue</li> <li>• 2B pencil</li> <li>• Sharpener</li> </ul>	Art
<ul style="list-style-type: none"> <li>• PE (sport) Uniform</li> <li>• Joggers</li> <li>• 96 Page book</li> </ul>	Physical Development, Health and Physical Education (PDHPE)
<ul style="list-style-type: none"> <li>• 120 page book</li> </ul>	Human Society and Its Environment (HSIE)
<ul style="list-style-type: none"> <li>• 120 page book</li> </ul>	English
<ul style="list-style-type: none"> <li>• 120 page book</li> </ul>	Science
<ul style="list-style-type: none"> <li>• Display Folder</li> <li>• Apron (you may make this in class)</li> <li>• Covered sturdy shoes preferably leather</li> </ul>	Technological and Applied Studies (TAS)

## Excursions (Indicative Only)

November \$30.00 Year 7 excursion Cows Create Careers \$5.00 Science Year 7 Gala Day T3 \$8.00

Swimming Carnival Term 1 \$3.50 pool entry Cross Country Term 1 \$8.00 Bus

Athletics Term 2 Levy \$1.00

Maths Competition Term 3 \$8.00 Maths

Cultural Infusion excursion \$10.00 Term 2/3 LOTE French Breakfast \$4.00 Term 1 LOTE

Icecream /Crepe Van \$5.00-\$10.00 Term 4 LOTE

**Year 7 Support Unit** only require the listed equipment for Special Education.

Equipment	Subject
<ul style="list-style-type: none"> <li>• 7 x A4 exercise books covered</li> <li>• Visual art Diary</li> <li>• 2 x A4 Display Books</li> <li>• Mathematics Grid Book</li> </ul>	Special Education

# Equipment List and Excursions Year 8 – Year 12 2018

\*\*Please note that some of the excursions listed and subjects listed are electives and the student may not be doing those subjects.

## Support Unit (Year 8 -12)

<b>Year 8 EQUIPMENT</b>	<b>EXCURSIONS (Indicative Only)</b>
7 x A4 exercise books covered Art Folder 2 x A4 Display Books	MC Class Art Program at Casino \$5.00 per week Gym Bowling
<b>Year 9 EQUIPMENT</b>	<b>EXCURSIONS (Indicative Only)</b>
6 x A4 exercise books covered 4 x A4 Display Folders Others as advised by electives	Weekly Work Education (Community Access) \$4.00 - \$10.00 (minimum bus fare only \$4.00) MC Class Art Program at Casino \$5.00 per week Gym, Bowling \$10.00 per week
<b>Year 10 EQUIPMENT</b>	<b>EXCURSIONS (Indicative Only)</b>
6 x A4 exercise books covered 4 x A4 Display Folders Others as advised by electives	Weekly Work Education (Community Access) \$4.00 - \$10.00 (minimum bus fare only \$4.00) MC Class Art Program at Casino \$5.00 per week Gym, Bowling \$10.00 per week
<b>Year 11 EQUIPMENT</b>	<b>EXCURSIONS (Indicative Only)</b>
3 x A4 exercise books covered 3 x A4 Display Folders Others as advised by electives	Fortnightly Community Access \$4.00-\$10.00
<b>Year 12 EQUIPMENT</b>	<b>EXCURSIONS (Indicative Only)</b>
3 x A4 exercise books covered 3 x A4 Display Folders Others as advised by electives	Fortnightly Community Access \$4.00-\$10.00

## Mainstream Year 8 – 12

<b>Year 8 EQUIPMENT</b>	<b>EXCURSIONS (Indicative Only)</b>
120 page book A4 Science Plastic Sleeves or Display Folder TAS Several pens TAS Apron TAS Covered sturdy shoes (School Shoes) TAS 180 page book A4 HSIE PE Uniform 96 Page A4 Workbook PE Visual Art Diary Art Rubber Art Glue Art 2B pencil Art Sharpener Art Grid Books A4 Maths Calculator FX82Au Maths	November \$55.00 Year 8 excursion Debating Competition Term 2 no cost English Year 8 Gala Day Term 3 \$8.00 Swimming Carnival Term 1 \$3.50 pool entry Cross Country Term 1 \$8.00 Bus Athletics Term 2 Levy \$1.00 Maths Competition Term 3 \$8.00 Maths Fishing Day Term 4 \$10.00 Maths

Year 9 EQUIPMENT	EXCURSIONS (Indicative Only)
120 page book A4 Science Plastic Sleeves or Display Folder TAS Several pens TAS Apron TAS Covered sturdy shoes (School Shoes) TAS 120 page book A4 for history HSIE 120 page book A4 for geography HSIE PE Uniform 96 Page A4 Workbook PE Visual Art Diary Art Rubber Art Glue Art 2B pencil Art Sharpener Art Grid Books A4 Maths Calculator FX82Au Maths Several Pens LOTE USB Stick LOTE Plastic Sleeves LOTE Cardboard for one assignment LOTE	November \$55.00 Year 9 excursion Ballina \$25 HSIE Farm Study \$25 HSIE Pass to outside sport costs approx. \$40.00 per term Swimming Carnival Term 1 \$3.50 pool entry Cross Country Term 1 \$8.00 Bus Athletics Term 2 Levy \$1.00 Local Gallery \$8.00 Art Maths Competition Term 3 \$8.00 Maths Maths Quest Day Maths Cultural Infusion excursion \$10.00 Term 2/3 LOTE On-line account \$30.00 Term 1 LOTE Restaurant Visit \$20.00 Term 4 LOTE

<b>Year 10 EQUIPMENT</b>	<b>EXCURSIONS (Indicative Only)</b>
120 page book A4 Science Plastic Sleeves or Display Folder TAS Several pens TAS Apron TAS Covered sturdy shoes (School Shoes) TAS 120 page book A4 for history HSIE 120 page book A4 for geography HSIE PE Uniform 96 Page A4 Workbook PE Visual Art Diary Art Rubber Art Glue Art 2B pencil Art Sharpener Art Grid Books A4 Maths Calculator FX82Au Maths Several Pens LOTE USB Stick LOTE Plastic Sleeves LOTE Cardboard for one assignment LOTE	End of year curriculum 9/10/11 December \$300.00 Science & Engineering Challenge \$10.00 Science Drama Works \$5.00 English Pass to outside sport costs approx. \$40.00 per term Swimming Carnival Term 1 \$3.50 pool entry Cross Country Term 1 \$8.00 Bus Athletics Term 2 Levy \$1.00 Local Gallery \$8.00 Art Maths Competition Term 3 \$8.00 Maths Cultural Infusion excursion \$10.00 Term 2/3 LOTE On-line account \$30.00 Term 1 LOTE Restaurant Visit \$20.00 Term 4 LOTE

<b>Year 11 EQUIPMENT</b>	<b>EXCURSIONS (Indicative Only)</b>
Folder and paper	August 2016 Alternate Years: Ski Excursion \$1000.00 approx Great Keppel Island \$400.00 approx Biology Flat Rock Ecology Excursion \$25.00 Science Debating Competition Term 1 no cost English Drama performances (select / Saturday) Brisbane \$45.00 English Art Brisbane \$35.00 CAPA Beaches \$20.00-\$30.00 HSIE Bangalow \$20.00-\$30.00 HSIE Julian Rocks \$20.00-\$30.00 HSIE SLR sport costs approx. \$40.00 per term Swimming Carnival Term 1 \$3.50 pool entry Cross Country Term 1 \$8.00 Bus Athletics Term 2 Levy \$1.00 Maths Competition Term 3 \$8.00 Maths
<b>Year 12 EQUIPMENT</b> Folder and paper	<b>EXCURSIONS (Indicative Only)</b> November 2 <sup>nd</sup> – last day of term 3 \$20.00 Public Speaking Award March no cost English Drama performances (select / Saturday) Brisbane \$45.00 English SLR sport costs approx. \$40.00 per term Swimming Carnival Term 1 \$3.50 pool entry Cross Country Term 1 \$8.00 Bus Athletics Term 2 Levy \$1.00 Maths Competition Term 3 \$8.00 Maths

## School Sport

Lismore High Campus offers a variety of sport during its weekly sports program so that all students have an opportunity to excel in their chosen field.

Sport for Years 7-10 is run on Wednesday morning along with Kadina High Campus and Richmond River High Campus, providing more opportunities for students to experience competitive and recreational activities within the River's Secondary College community.

Students in Year 11 & 12 are not required to undertake school sport but are invited to do so, provided prior arrangements have been made.

Sport is part of the core curriculum and such is a compulsory part of a student's schooling. Parents should avoid scheduling activities or appointments during the sport time which would necessitate their child regularly missing sport. Failure to send students to sport is treated with notifications to the Child Wellbeing Unit and or the FACs for educational neglect.

At the beginning of each term, students will be offered a variety of sports they may wish to undertake. The availability of these sports will depend on venues and teacher expertise. Some sports also have an upfront cost, if accessing an offsite sport.

Permission notes for participation in some sports will need to be signed by parents.

Any concerns about school sport should be directed to Mr Mark Thompson, the Sports Organiser.

### Inability to Participate in Sport

In the event of injury or illness, a student must provide evidence in the form of a written statement from a parent or caregiver, to the Sports Organiser before Roll Call on sports days. These students will be supervised in the library and be allowed to do private study using the library facilities. Students, however, are not allowed on the computers. Students will not simply be allowed to go home.

### Sports Carnivals

Swimming, Cross Country and Athletics Carnivals are held each year. The school sends a large squad to each of the zone carnivals on the basis of their performance at these carnivals. Term 1 is the Swimming Carnival and the Cross Country Carnival and Term 2 is the Athletics Carnival. Parents are welcome to attend sports carnivals.

**All students are expected to attend the school sports carnivals including Year 11 and Year 12 students.**

Students who are not competing in events are expected to attend to support house team mates.

Students who do not attend sports carnivals are treated as truanting. Parents are to

provide a justifiable reason for any absence. Police and the Home School Liaison Officers are notified when carnivals are on and they conduct sweeps in shopping centres and throughout Lismore on the day.

## **Combined High Schools Knockout Competitions**

The school enters over 35 knockout competitions each year. Many teams are open but there are some teams for the 13, 14 and 15 year age groups. Lismore High Campus has been very successful in knockout competitions in recent years, with several teams winning or making state finals.

## **The House System at LHC**

Lismore High Campus decided to introduce the House System for sporting and debating competitions in 1927. These houses were named by a pupil committee known as the Lismore High Campus Union.

Aspinall House (blue) was named after Dr Arthur Martell Aspinall who came to the Richmond area in 1912. He graduated M.B.Ch.M. at Sydney University in 1911. He first went to Nimbin then to Lismore. All of his brothers and a sister graduated in medicine. Having no children of his own, he took under his care the students of Lismore High Campus. To encourage leadership combined with scholastic qualities, he presented, for some years, the 'Dr Robert Aspinall Memorial Medal' in memory of a brother killed in the war.

Harvey House (yellow) was named after Mr Robert Harvey, BA, and the first Headmaster of Lismore High Campus in 1920, when the school had around 200 students. He was part of the move from the Keen Street building to the North Lismore site. Recognising the importance of a Library, he set about providing one, persuading many citizens to contribute, so that by 1922 he had over 1200 books. He was an outstanding Headmaster, City Alderman and a fine cricketer. His name is perpetuated in the House and in the Harvey Library which the Governor opened on September 10, 1924.

Oakes House (red) took its name from Mr Walter Frank Oakes, an engineering contractor who built bridges in Lismore, Casino and many other places. His three sons were primarily educated by their mother while the family camped at various bridge sites in the bush. Naturally, Mr Oakes was interested in a High School for Lismore and all his boys were ultimately educated there. As public spirited citizens, he and his friend Dr Aspinall joined the P & C and worked for the young school. Mr Oakes was an early president of the P & C and a generous benefactor. He died in 1934.

Richmond House (green) was named after the river. In 1828, when a great drought was in its second year, exciting explorations were afoot to see if better pastures could be found. On 26th August, Captain Rous anchored the Rainbow in eight fathoms of water at the mouth of a river six leagues south of Cape Byron. He named the river after his brother's friend Charles, fifth Duke of Richmond. Rous himself was the second son of the Earl of Stradbroke and his name has been given to Rous County in which we live, thus perpetuating the name Henry John Rous, discoverer of the mouth of the Richmond River.



There are shields for the various competitions organised around the School Houses. Roll call is organised around the houses, with students from Year 7 - Year 10, from the same house, in each roll group.

## **Student Leadership Team**

There are two components to student leadership at Lismore High Campus. Senior students can be members of the Student Leadership Team. Membership on the Student Leadership Team is through a competitive merit based selection process. This merit-based selection process indicates the students that have the skill set to lead the student body. Following this process students in the senior leadership positions, two School-Captains and two Vice-Captains are voted for by students and staff. The School Captains and Vice-Captains are not based on gender but ability. The School Captains and Vice Captains are also the Head Prefects within the school. Other applicants who are unsuccessful at the School Captain level can contribute to the school through being prefects in charge of an area of responsibility in the school. The School Leadership Team works directly with the Principal and is also the portfolio leaders of the School Representative Council.

Members of the Student Leadership Team are role models in the school and are expected to wear full school uniform including blazers and ties as part of their daily uniform.

### **Student Leadership Team 2019**

#### **Captains**

School Captain	Chloe Taylor
School Captain	Mitchell Charity
School Vice-Captain	Lucy Economos
School Vice-Captain	Codey Briggs

#### **Prefects**

Academic Prefect	Tommy Hatzimanolis
CAPA Prefect	Ross Kemp
Environment Prefect	Ayla Loxton
Music Prefect	Carlo Fisher
Sport Prefect	Kaleb Hall
Welfare Prefect	Bethany Hadley
Welfare Prefect	Freya Thompson
Promotions Prefect	Alexander Wardrop

### **Student Representative Council (S.R.C)**

The S.R.C. is a group of students who represent the student body and try to make the school environment a better place to be. They are the voice through which students can get their ideas and opinions expressed to the school staff and executive. They also provide leadership in the school body.

The SRC works with the Student Leadership Team. The Student Leadership Team has responsibilities of leading various school portfolios. All members of the student leadership team are also members of the SRC.

Students nominate to be on the SRC. They are interviewed by the Student Leadership Team to determine if they have the energy and commitment to be on the SRC. Those who are successful will be put up for voting within each year level, with the exception of Year 7 and Year 12.

Students will vote at the start of 2018 for their representatives. Students who are selected for the SRC have their own roll class that meets daily.

For 2019, Miss Rebecca MacKenzie is the SRC coordinating teacher.

## **Homework**

Homework and study are two different things that are both very important to making the most of learning. Homework can be work set by teachers that gives students more practise at what was taught in class. Study is where students do more practise to put what they have learned into their long-term memory.

Every student must develop the habit of 'home study'. Time should be found each day to revise earlier work, prepare summaries and practice the skills in each subject. This homework is constant and students should be organising their time to gain as much home study as possible.

### **Homework for Years 7-12**

In Years 7-12 homework should be set on a regular basis in most subjects.

As students move into the senior school, the homework and study demands will increase. However, students will be able to, at times, negotiate the amount, type and time frame of their homework.

### **Time for homework**

Students may be undertaking homework, reading, study and assessment task preparation. Sometimes longer time may be needed, due to assessment tasks. Indicated times for five nights of the week and are given as a guide only. It is important that if students do not have set homework, that they should read novels, etc.

**Year Level**  
Year 7

**Time per night**  
30 minutes

Year 8	1 hour
Year 9	1 hour 30 minutes
Year 10	2 hours
Year 11	2 hours 30 minutes
Year 12	3 hours

## What can Parents/Caregivers do to help?

- Take an active interest in your child's homework. Comment favourably on any progress made.
- Support your child in setting aside time each day for homework. Commend them for the work they are doing and it may be possible to encourage them to do more. If your child is completing the prescribed amounts of homework, don't criticise them for not doing more.
- Provide a dedicated place for homework and study if possible
- Assist teachers to monitor homework by signing completed work if requested, and be aware of the amount of homework set
- Communicate with teachers any concerns about the nature of homework or your child's approach to homework
- Encourage your children to read and take an interest in current events
- Alert the school to any domestic circumstances or extra-curricular activities which may need to be taken into consideration when homework is being set or marked

Studying becomes a habit if you always use the same table or desk.

This should be:

- Free of all distracting things such as social media and texts
- Equipped with a ruler, pencils, scribbling paper, dictionary and mathematics equipment
- Away from distracting conversation and interruptions
- Well lit, so that there is no shadow on your work

Plan your study

Don't wait until you feel like studying. You probably never will. Make a timetable (use a pencil at first to allow for changes), then leave some time free and divide the rest between study and recreation (e.g. sport, reading, T.V. and hobbies).

Be realistic and try to follow these rules:

- Don't make your study program too difficult; remember that you should be able to follow it strictly
- Avoid times when you may be too tired to study, or when study sessions would clash with more enjoyable activities
- Plan for revision and homework, in addition to study
- Divide your day's study time among several subjects and have a short break after each
- Study your weaker subjects first, when you are fresh, and devote more time to them

The more you study, the easier it becomes. Everyone finds studying difficult at first. Work throughout the year, not just before exams and follow these hints:

- Try not to miss any learning time. If you must be absent, make sure you fill in all your notes for the missed time
- Get into the habit of taking all required books and equipment into the classroom and remember to take home the books you need for homework and study
- While taking notes, listen very carefully for the important points and make them stand out in your note book by effective use of headings, underlining and numbering
- Read your notes when you get home while the lesson is still fresh in your mind
- Question the teacher or your friends about any points you don't understand and fill in your notes
- Try not to miss any study sessions and always start right on time
- If the work seems hard when you first start studying, don't give up – it gets easier as you practice
- Estimate the time required to learn part of the work you are studying, then try to avoid daydreaming by keeping to your time estimates
- Study actively. Always write down the important points of whatever you are studying. Make summaries; rewriting the material in your own words. Test yourself continuously, and ask others to test you. Recalling is the most important part of studying
- Don't just learn, over learn –know it by heart – just like walking and talking and eating – make it automatic!

## **Dux of the Year**

Students can achieve the top within a subject. The Dux of the year combines the academic results of multiple subjects to indicate the best-performing student in a year level.

## **Student Support**

A whole school Learning and Support Team meets regularly to discuss policies and programs dealing with the welfare of all students in the school.

Our school's Student Wellbeing Policy is committed to the well-being of the whole school community and is a reflection of our core values.

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

## **Aboriginal Student Support**

Ms Tamika Fox is the AEO and coordinates programs and services for Aboriginal

students at Lismore High Campus. A major role is the development of Personalised Learning Plans for Aboriginal students and ensuring the Department of Education, Aboriginal Education Policy is implemented at Lismore High Campus.

## **Principal**

The Principal, Mr Chris Williams has the responsibility for the leadership and management of the school. If there is a very serious matter or those involving teachers, students can discuss this matter with him.

## **Deputy Principals**

The Deputy Principals, Mr Kirt Swanbury and Mr Trent Graham, have responsibility for daily management of student welfare and discipline in the school. They work closely with student support staff in the school. If it is a serious matter, they will coordinate the school response.

## **Careers Adviser**

The Careers Adviser, Mr Glenn Jeffery, assists students and parents with information on career planning, selection of electives to be studied and assists in transition onto the senior campus, further training or work. He also organises Work Experience and Workplace Learning placements and arranges talks by various industry representatives and other careers-related excursions and events.

## **Chaplain**

Ms Katie Watts, our School Chaplain, is also available to assist students at our campus. She is involved in various welfare programs and provides assistance to support students and families in need.

## **Girls Adviser**

We have Mrs Emma Pruess as our Girl Adviser. Girls can discuss issues with this staff member who may refer them to other support services.

## **School Psychologists (Counsellors)**

Our psychologists are at the campus throughout the week. The psychologists /counsellors specialise in performance, personal and study issues. Those who wish to see a counsellor, or whom a counsellor wishes to see, will have an appointment made for them. Should the need arise parents/carers are also welcome to contact the campus counsellors for an appointment to discuss their child and his/her needs. All appointments occur on campus premises.

They are available to talk to both parents and students, providing advice in coping with personal, family and academic problems. Students who want to see the School Counsellor should visit the School Counsellor's Office upstairs in A Block. If the door

is closed, leave your name with the Administration Office staff and the School Counsellor will contact you. We are fortunate to have Mrs Janelle Jeffery and Mrs Jenny Strong, counsellors available for our students.

## **Year Advisers**

Year Advisers are responsible for the general welfare of a specific year group of students. Generally, they stay with the year group until they graduate. They liaise with students, parents/carers and staff to provide additional support and understanding to students. Parents are encouraged to contact their child's Year Adviser (in confidence) should there be a concern with their child or a change in family circumstances (accident, illness, death, separation etc.) that may have an effect on their child or their child's wellbeing or ability to complete set class work and /or assignments.

## **Support Unit (Special Education)**

The Support Unit provides a structured learning environment for those students with special learning needs. We have three classes, each supported by a teacher and Support Learning Officer.

The majority of our students are integrated into mainstream classes for their electives. Our students go to Science, P.E., LOTE, Art, Industrial Art, Food Technology and Music, all with specially trained teachers.

One of our main focus areas is Work Education, where we prepare our students for Post School Options.

## **Wellbeing- Discipline**

It is well recognised that children grow into responsible adults when they have clear boundaries and consistent expectations. Lismore High Campus has a consistent and fair discipline system that was developed in consultation with students and our community. We believe that students learn best from their mistakes when the campus, parents/carers and the student work together to solve problems, remembering that all solutions involve the student needing to make some changes in their attitudes and behaviours.

Students need supportive adults to help them make changes. We aim to be part of that team of supportive adults.

## **Suspension**

If a student's behaviour is totally unacceptable, the Principal, in line with the policy of the DEC, will impose a suspension. Violence in any form and rudeness to teachers is considered to be totally unacceptable.

Contact will be made with parents/carers and a meeting time established to work through the issue that led to the suspension.

Immediate suspension for these offences after thorough investigation:

- Possession of alcohol or a suspected illegal drug
- Violence towards another student or staff member
- Threats of serious physical violence against another student or staff member
- Possession of a prohibited weapon
- Using, or threatening to use, any item or instrument as a weapon
- Extreme verbal abuse of a staff member

Other suspensions may result for these offences after investigations:

- Persistent disobedience
- Repeated or continued unacceptable behaviour
- Repeated insolence toward a staff member
- Ongoing verbal harassment or abuse of another student or staff member
- Ongoing intimidation, harassment or discrimination directed toward another student or staff member
- Persistent disruption and prevention of learning and teaching of others
- Criminal behaviour related to the campus

Students and parents/guardians also need to be aware that:

- Any action by a student that is a criminal offence must be reported to the Police
- In cases other than immediate suspension, the campus will attempt to resolve the problem using other student management options, such as mediation, conferencing, Monitoring Card, Deputy Detention, after issuing a suspension caution to parents by mail.
- Where unacceptable behaviour continues to occur, the student may be suspended
- Students who come onto the campus grounds while on suspension or expulsion, without permission, will be asked to leave. If they do not leave then the Police will be called.

Following a suspension

- If the parent/carer is at home, the student will be sent home with written advice
- If the parent/carer is not at home, the student will stay in the care of the campus for the rest of the day and will be sent home with written advice
- Students will be expected to continue their campus work at home while on suspension.

On return from suspension students will:

- Report to the Administration Office, with a parent/carer at the allocated time
- Be dressed appropriately for campus and have their books and equipment with them
- Have made a serious attempt to complete all the work supplied by the campus
- Be prepared to behave in a manner which meets the campus's expectations
- Undergo a Learning Support Team Meeting interview conducted by the Principal or Deputy Principal
- Undertake any actions which are agreed upon at the interview

- Be placed on a monitoring card
- Not attend any excursions or represent the campus at any events for the duration of the monitoring period

Where a long suspension has been given:

- A formal disciplinary interview will be held with the student, prior to the suspension
- Lismore Office will be immediately notified
- A Home Study program will be provided
- Counsellors meeting with the student and parent/carer prior to meeting with the Principal
- A second long suspension may be given if the problem is not resolved, or it continues

In the case of an expulsion from the particular campus:

- The campus will work with the parent/carer and Lismore Office to find an alternative school placement, if the expulsion is made on the grounds of unacceptable behaviour
- The student and parent/guardian must accept full responsibility for finding an alternative placement if the expulsion is made on the grounds of unsatisfactory participation in learning by a student of post compulsory age. (17 years +)

These policies are designed to assist us in ensuring that teaching and learning are effective and take place in a safe and caring environment where students display high standards of behaviour and develop a strong sense of social responsibility.

## **Smoking**

Smoking is prohibited on all government sites – including schools. Students found smoking (including the use of electronic cigarettes and other smoking paraphernalia), or associating with smokers will be dealt with through the campus discipline processes. If the behaviour continues the student will be suspended in line with the DoE policy for discipline and welfare under repeated disobedience.

## **Illicit Drugs**

Illicit drugs have no place in any school. Students found in possession of illicit drugs will be suspended and possibly expelled. The police will be notified in line with DoE Policy. Suspension will allow time for the student to reflect on his or her behaviour, and for the family and the campus to plan appropriate support to assist the student to change their behaviour and to successfully return to their education at the most appropriate setting for the student and other students. It is likely that regular counselling would be an expectation for any student involved in such behaviour.

## **Wellbeing- Student Merit Scheme**

### **VIVO**

Lismore High Campus expects students to do their best, both as learners and as



school citizens. To encourage students to meet these expectations, it is our goal to consistently notice, reward and celebrate student achievement. In 2019 this will be done through the awarding of VIVO's.

VIVO points can be redeemed for rewards at the VIVO shop for items such as movie passes, phone recharges, and even iPods and iPads for the serious earners.

Students can track their progress by logging in to the VIVO website with their own secure password. How many VIVO's can you earn?

The accumulation of VIVO's also attracts Bronze, Silver, Gold and Platinum Awards as identified in the flowchart below:

<b>VIVO ALLOCATION GUIDE</b>					
<b>Classroom</b>		<b>Playground</b>		<b>Extra-Curricular</b>	
Category	Points	Category	Points	Category	Points
Sport	10	Good Behaviour	10	Minor Performance	25
Classwork	10	Participation	10	Major Performance	100
Participation	10	Citizenship	10	Peer Support	50
Good Behaviour	10	Sportsmanship	10	Represent School (le Anzac)	100
Great Assignment	25			Work Placement (Exemplary)	50
Outstanding Test	25			Competitions/Teams	100
				Zone	300
				Region	
				State	

### **Awards Flow (Paper Certificate)**

**PLATINUM** (1500 vivo's)  
Executive Principal Award



### **SEMESTER REPORTS (per class)**

1. Scholastic (100)
2. Effort (50)
3. Effort (50)

**GOLD** (900 vivo's)  
Principal Award



**SILVER** (450 vivo's)  
Deputy Principal Award



**BRONZE** (150 vivo's)  
Year Head Teacher Award

NB- These awards will be issued at weekly assemblies at the discretion of senior executive based on current achievement and effort and may be held over for a period of time in the event of poor behaviour.

## **Nesbitt Awards**

The Nesbitt Award has been a long-standing award at Lismore High Campus with a significant donation of funds for student scholarships. Each of the top academic students in Years 7-10 receive approximately \*\$500-\$1000 and the male and female Year 11 duxes receive approximately \*\$5000-\$10000 each (\*approximate and is dependent on interest earned by the trust in the year).

# Subject Lines for 2019

## Year 12

Courses at other campuses may have limited spaces and approval from the host school is required before enrolling

1	2	3 (Shared Line)	4 (Shared Line)
<ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Maths Standard 2</li> <li>• Maths Standard 1 (<i>B</i>)</li> <li>• Ancient History</li> </ul>	<ul style="list-style-type: none"> <li>• English Advanced</li> <li>• English Standard</li> <li>• English Studies (<i>B</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Engineering Studies</li> <li>• PDHPE</li> <li>• Community and Family Studies</li> <li>• Textiles and Design (KHC)</li> <li>• Construction (RRHC) (<i>B</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Industrial Tech - Timber</li> <li>• Music</li> <li>• Physics</li> <li>• Legal Studies (KHC)</li> <li>• Drama (RRHC)</li> </ul>
5	6	7 (Wed AM)	8 (Wed PM)
<ul style="list-style-type: none"> <li>• Chemistry</li> <li>• Sports, Lifestyle and Recreation (<i>BEC</i>)</li> <li>• Visual Arts</li> </ul>	<ul style="list-style-type: none"> <li>• Biology</li> <li>• Business Studies</li> <li>• Hospitality (<i>B</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Work Studies (<i>BEC</i>)</li> <li>• Extension Math 1 (KHC)</li> <li>• Photography (RRHC)</li> <li>• Metals and Engineering (RRHC) (<i>B</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Extension English 1</li> <li>• Extension English 2</li> <li>• Entertainment (KHC) (<i>B</i>)</li> <li>• Construction (KHC) (<i>B</i>)</li> </ul>

## Year 11 Lines 2019

Courses at other campuses may have limited spaces and approval from the host school is required before enrolling

1	2	3 (Shared Line)	4 (Shared Line)
<ul style="list-style-type: none"> <li>• English Advanced</li> <li>• English Standard</li> <li>• English Studies (<i>B</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Mathematics</li> <li>• Maths Standard 2</li> <li>• Maths Standard 1 (<i>B</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Community and Family Studies</li> <li>• Photography</li> <li>• Physics</li> <li>• Earth and Environmental Science (RRHC)</li> <li>• Food Technology (RRHC)</li> <li>• Software Design and Development (RRHC)</li> <li>• Visual Arts (KHC)</li> </ul>	<ul style="list-style-type: none"> <li>• Design and Technology</li> <li>• Engineering Studies</li> <li>• PDHPE</li> <li>• Agriculture (RRHC)</li> <li>• Industrial Tech – Timber (RRHC)</li> <li>• Japanese (RRHC)</li> <li>• Society and Culture (RRHC)</li> <li>• Drama (KHC)</li> <li>• Community and Family Studies (KHC)</li> <li>• Chemistry (KHC)</li> <li>• Marine Studies (KHC)</li> </ul>
5	6	7 (Wed AM)	8 (Wed PM)
<ul style="list-style-type: none"> <li>• Chemistry</li> <li>• Business Studies</li> <li>• Sports, Lifestyle and Recreation (<i>BEC</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Biology</li> <li>• Sports Coaching – Continuers</li> <li>• Visual Arts</li> </ul>	<ul style="list-style-type: none"> <li>• Hospitality (<i>B</i>)</li> <li>• Extension English 1 (RRHC)</li> <li>• Extension Math 1 (KHC)</li> <li>• Entertainment (KHC) (<i>B</i>)</li> <li>• Construction (KHC) (<i>B</i>)</li> <li>• Primary Industries (KHC) (<i>B</i>)</li> </ul>	<ul style="list-style-type: none"> <li>• Hospitality (KHC) (<i>B</i>)</li> <li>• Metals and Engineering (KHC) (<i>B</i>)</li> </ul>

## Stage 5 (Year 9 and 10) Mandatory Subjects and Elective Lines

### Mandatory Subjects in Year 9 and 10

- English
- Mathematics
- Science
- History/Geography
- Personal Development, Health and Physical Education

### Elective Lines in Year 9

Line 1 – All 200 hour	Line 2 – All 200 hour	Line 3 – All 200 hour
<ul style="list-style-type: none"> <li>• Child Care</li> <li>• Drama</li> <li>• Food Technology</li> <li>• Industrial Technology – Timber</li> </ul>	<ul style="list-style-type: none"> <li>• Agriculture</li> <li>• Industrial Technology – Computing</li> <li>• Physical Activity and Sport Studies</li> <li>• Visual Arts</li> </ul>	<ul style="list-style-type: none"> <li>• Agriculture</li> <li>• Food Technology</li> <li>• French</li> <li>• Music</li> </ul>

### Elective Lines in Year 10

Line 1	Line 2 – All 200 hour	Line 3
<ul style="list-style-type: none"> <li>• Drama (100 hour)</li> <li>• Food Technology (100 hour)</li> <li>• Music (100 hour)</li> <li>• Physical Activity and Sport Studies (200 hour)</li> <li>• Visual Arts (200 hour)</li> </ul>	<ul style="list-style-type: none"> <li>• Dance</li> <li>• Drama</li> <li>• Food Technology</li> <li>• Industrial Technology – Timber</li> </ul>	<ul style="list-style-type: none"> <li>• Child Care (100 or 200 hour)</li> <li>• Electronics and Engineering (200 hour)</li> <li>• Engineering (100 hour)</li> <li>• Food Technology (100 hour)</li> <li>• French (100 hour)</li> <li>• Music (100 hour)</li> <li>• Practical Applications of Design and Technology (100 hour)</li> </ul>

# **School Subjects**

## **English**

While NESA controls the mandatory content and modes that are presented to our students, we at Lismore High deliver in ways that make learning exciting, engaging and relevant. We are committed to quality teaching and explicit teaching of literacy and numeracy skills. Our units of work include spoken, print, visual, media and multimedia texts.

Our Year 7 students are introduced to the notion of cultural communication so that they can succeed as adults in our diverse world. We study texts from traditional literature, theatre, popular culture, with a range of challenging perspectives. We are currently addressing changes needed for the implementation of the Australian Curriculum.

## **Mathematics**

Mathematics is a reasoning and creative activity employing abstraction and generalization to identify, describe and apply patterns and relationships. It is a significant part of the cultural heritage of many diverse societies. The symbolic nature of mathematics provides a powerful, precise and concise means of communication.

Mathematics incorporates the processes of questioning, reflecting, reasoning and proof. It is a powerful tool for solving familiar and unfamiliar problems, both within and beyond mathematics. In addition to its practical applications, the study of mathematics is a valuable pursuit in its own right, providing opportunities for originality, challenge and leisure.

## **Science**

The new NSW Science curriculum will commence implementation at Lismore High Campus in 2019. Whilst the curriculum sets mandatory learning outcomes that have to be achieved, we are able to deliver a wide range of learning opportunities to our students. These learning opportunities connect students to their learning environment and are relevant, interesting and engaging. Our teaching laboratories are fully equipped with the latest equipment and each room is fitted with data-projectors and other technology.

## **Human Society and Its Environment (HSIE)**

Students study both History and Geography. Both subjects focus on gathering information about the world in which we live. History is the study of world history and geography explores the global environment. The history and geography courses include the study of democracy, the Parliamentary System, living in a multi-cultural society and how to become participative and responsible citizens.

## **Personal Development, Health and Physical Education (PDHPE)**

PDHPE provides opportunities for students to learn about and maintain a healthy, productive and active life. The curriculum explores self and relationships, movement skill and performance, individual and community health and lifelong physical activity.

All of these skills develop communication, decision-making, interacting, moving, planning and problem- solving.

## **Technology and Applied Studies (TAS)**

TAS subjects provide broad experiences in a range of practical contexts. Students are encouraged to identify problems and opportunities, research and investigate solutions, analyse data, investigate ideals with experimentation and produce quality design projects.

The development of functional projects allows students to be innovative and creative, exploring a breadth of processes and technologies. Students will develop the skills necessary for the safe use and maintenance of a variety of tools and equipment. Students will design and make an apron and a healthy breakfast. Many other practical experiences will also be included.

## **Languages**

Students learn the basics of speaking and writing French by listening to and reading French in authentic situations and through a variety of games and activities including songs. Students also learn some of the customs and culture of France through a selection of media and class discussions and projects in which differences and commonalities with Australian culture are highlighted.

## **Creative and Performing Arts (CAPA)**

At Lismore High Campus, students can perform in dance, music and drama. These courses generate cultural awareness and enhance communication and interpersonal skills through challenging performances and experiences.

Visual Arts provide a wide range of practical activities. Through the use of painting, print making, drawing, ceramics and sculpture, students are able to explore their creative imagination in design.

## **Special Education**

Personal learning plans with high expectations for learning are developed in consultation with students, parents/carers and health professionals. Plans are regularly updated to ensure student learning goals are relevant and that appropriate support is in place.

The school is furnished with two multi-categorical classes and an IM class, each providing individualised care for students. Experienced teachers and Student Learning Support Officers (SLSO's) offer strategic support to ensure students achieve their potential, with the maximum amount of independence possible. Learning in the Special Education Unit at Lismore High is energetic, engaging, positive and classrooms are always abuzz with studious activity, laughter and fun.

## **Attendance at school**

In New South Wales, all children from six years of age are legally required to attend school. After you complete Year 10 and until you turn 17 years of age, you have the following alternative options. You may be in:

- full-time further education and training (e.g. TAFE, traineeship, apprenticeship);
- full-time, paid employment for an average of 25 hours per week; or
- A combination of both of the above.

You are expected to attend all school activities, on time. Regular attendance helps you:

- develop the skills needed to access the world of work and other opportunities
- to learn the importance of punctuality and routine
- Make and keep friendships.

Truancy both whole day and of individual lessons is a serious issue. As well as disrupting their learning, it also means that the student's safety is at-risk because they are without adult supervision at a time when their parents/carers expect that they do have supervision. The parent/carer of that student will then be contacted to make them aware that the student is missing.

Students who truant receive campus consequences. Campus consequences include Deputies Detention supervised by the Deputy Principals and faculty consequences from the areas where lessons were missed. In serious cases the campus will refer the student to the Home School Liaison Officer (HSLO) to assist the student, family and campus work towards solutions to the serious attendance and safety problem.

## **Student Absences**

A note from a parent/carer must be handed in to explain any absence from campus. The note is to be given to student services on the first day back after an absence.

The note should:

- Be dated with the date of writing



- Indicate the student's first name, surname and Roll Call
- State the date of the absence
- Give a definite reason for the absence
- Be signed by a parent/carer

When a student knows in advance they will be absent, the parent/carer should notify you in advance with a note stating all the above information. All information provided to the campus to explain an absence is strictly confidential.

## **Explaining Absences and Granting Leave**

The campus must follow strict guidelines for recording student attendance and explaining all absences. The campus can only grant leave for:

- Sickness
- Leave which cannot be made outside campus time

All other reason can be considered unacceptable and may, by law, be recorded as an unacceptable absence. If in doubt make a notation on the student's note and it will be directed to the Head Teacher Secondary Studies or a Deputy Principal.

## **Late Arrivals by Students**

Punctuality is a behaviour respected in many situations both social and work related. At times lateness by students is unavoidable, however, a pattern of persistent lateness is a cause for concern that the campus, in partnership with students and parents will take measures to address.

All late students must hand in a note from their parent/carer explaining their lateness.

Students arriving at campus after 9.15am must report to the Student Office in the Administration Office. All late arrivals, which are not accompanied by a note of explanation from a parent/carer, can appear on the student's report as unexplained absences.

## **Students Leaving Campus Early**

If a student has to leave campus during the day because they have an appointment which cannot be attended out of hours, a note from their parent/guardian must be taken to the Student Office on that day.

This note should:

- Be dated with the date of writing
- Indicate the student's first name, surname
- State the time the student will leave campus
- State the time the child will return to campus

- Give a definite reason for the absence
- Be signed by a parent/guardian

The student will be issued with an Early Leaver's Pass. Students must retain their Early Leavers Pass for use later in the day.

Early Leaver's Pass is part of a state-wide program to ensure that students attend the campus every day it is open. These passes are another example of how we work together to protect and educate our young people. It should not be seen as a threat or violation of personal rights but rather an act of caring about our young people.

Students who are not at campus during campus hours can and are approached by Home School Liaison Officers (HSLO), police or teachers to explain why they are not at campus. The Early Leaver's Pass shows that parents and the campus know the student's whereabouts.

Note: It is usual that the Deputy Principals or Head Teachers to do a random check selection of requests to leave campus early.

## **Student Illness/ Injury**

Students who become ill during the day should obtain a note from their class teacher and then report directly to the Administration Office.

Under no circumstances are students permitted to enter sick bay without permission. A First Aid Officer provides First Aid if required.

## **Students Leaving Our Campus Permanently**

Students who are leaving our campus or transfer to another school should arrange an interview with the Deputy Principal in charge of their year group. After the interview, the student must return their textbooks, any equipment on loan from the campus and complete a leaver form obtainable at the Administration Office. All students leaving campus should make sure that they return, to the campus, property that they have on loan. This includes library books and sporting equipment. Students also need to ensure that any subject costs have been paid.

## **When should I contact the school if I know my student will be absent?**

Contact the school immediately on the day, if you know your student will be absent on 02 6621 2122 and provide a reason on why they are absent. You can also contact the school by email [Lismore-h.school@det.nsw.edu.au](mailto:Lismore-h.school@det.nsw.edu.au) or by fax on 02 6622 2940.

## **What if you have to be away from school?**

If you have to be absent from school, your parents must tell the school and provide a reason for your absence. This can be in the form of a note or by phone explanation to a school attendance officer.

Only a small number of reasons for absence may be accepted by the Principal. For example, if you:

- have to go to a special religious ceremony
- are required to attend a serious or urgent family situation (e.g. a funeral)
- are too sick to go to school or have an infectious illness.

## **What might happen if you continue to have unacceptable absences?**

It is important to understand that the Department of Education and Communities may take further action where children of compulsory school age have recurring numbers of unexplained or unacceptable absences from school. In the first case there will be a referral to the Home School Liaison Officer (HSLO) for investigation.

What happens if a student truants class or is late to school?

Any unexplained absence from either class or school will be treated as truancy. Parents will be informed and action will be taken.

Lateness is recorded as partial absence and must be explained by parents or carers in the same way as other forms of absence - promptly and within seven school days to the school.

## **Frequently asked questions on attendance**

### **How long do I have to explain my child's absence?**

You have only seven days to explain the absence. You may phone the school or send an absentee note to explain the absence. If the school cannot get in contact with you by phone, they will send you an absentee letter requesting an explanation.

### **Must the school accept my explanation for my child being absent?**

No. The Principal has the discretion to refuse the explanation. In most cases, the school will accept your explanation. However, the school also may require you to submit a medical certificate or sign a statutory declaration. An example might be where a parent says their child won't be attending the school sports carnival.

### **When must I supply a medical certificate for an absence?**

If a student has seen a doctor, it is advisable to obtain a medical certificate. Students, who are undertaking the Preliminary Higher School Certificate or the Higher School Certificate, are required to have medical certificates when unable to complete assessment tasks on certain days and also applying for illness / misadventure.

### **Must my child attend school sports carnivals?**

Yes. School sports carnivals are scheduled school days where all students must attend. Even though they may not be participating in an event they are required to attend.

## **Must my child attend school sport?**

Yes. Children are required to undertake sport from Kindergarten to Year 11. Students in Year 12 may choose to do sport but it is optional.

## **Can my student do private music lessons during school hours?**

No. Students must attend school for the whole scheduled day. If they leave to attend lessons they will be marked absent and may be referred to the Home School Liaison Program, Child Wellbeing Unit or the Department of Family and Community Services (DFACS).

## **We are going on a family holiday just before the school holidays. What do we do?**

Contact the school before the trip and apply for an exemption.

## **What is an exemption?**

An exemption legally allows your student to be away from school for a specific reason.

Can certain payments from Centrelink be affected by attendance at school?

Yes. The school notifies Centrelink on the attendance of students. Where student attendance is below the specified rate as indicated in the program, then payments may be terminated by Centrelink. It is essential that any absences are explained to the school as the school, cannot make changes after 7 days.

## **General Information**

### **Before School Commences**

You should come into the school playground each day and wait in the quadrangle area. Supervision is provided from 8.30am

If you travel by bus, do not wait at the school bus bay for others.

### **Being Marked Present at School**

When the bell rings at 9.10am proceed to your house group room.

The teacher will mark the roll. Check the daily notices.

### **If you are bullied at School**

You should discuss this matter with any teacher.

Students who “put-down” other students are not welcome at Lismore High Campus.

You should let someone know. “Speak up and Speak out”

## **If you are late for School**

You will need a written explanation. If it is after 9.10am, proceed to the Administration office, where you will be marked as present but late and given a note to enter class.

## **If you miss your Bus after School**

Do not worry. This happens occasionally at the start of the year. You should go to the Administration office of the school. Office staff will contact your parents or a relative, or other arrangements will be made so you can go home.

## **If you need to talk to someone**

The School Counsellors are very interested in students' concerns but are very busy in a school of this size. It would be best to discuss the matter briefly with your Year Adviser, who would make an appointment for you with the School Counsellor.

## **If you are late to class**

Your teacher will expect a note to explain the reason. If a teacher detains you so you are late to the next lesson, ask that teacher for a note.

## **If you lose your timetable**

You should have a number of copies yourself. Photocopies available for \$0.10 from Library. The Student Services Office will print another copy for you if required.

## **If you are Out of Uniform**

You will need a note to explain any item you are wearing which is not uniform (This includes Sports Days).

## **Recess and Lunch times**

Do not enter classrooms or go upstairs, unless to a toilet.

You may bring sport equipment to school to play approved games, e.g. cricket/handball. You are responsible for any equipment you bring to school.

## **Change of Family Details**

Students/Parents/Caregivers must notify the front office (by filling in the appropriate form) any changes to their address, telephone or family circumstances.

## **Playground**

- In the Quadrangle – non contact sports only, so handball is allowed.
- Ovals - can be used by students to play active sports. No tackling is permitted.

## **Toilets**

Boys and girls toilets are in A block (girls are upstairs), D block and C block. They are well supervised by staff – you will be safe in the toilets.

If you need to go to the toilet during or between lessons, seek permission from your teacher.

## **Unsure of your room?**

In your house group, ask your peer support leader, or any other student. At other times, ask any teachers or student.

# **Bullying (Information for parents)**

## **Bullying**

Bullying can include name-calling, teasing, comments about appearance, culture or sexuality and being left out of activities on purpose.

Bullying also includes physically hurting or threatening people. Bullying can be done directly or indirectly by spreading rumours, or by phone or computer.

Bullying often occurs when adults are not around and so can occur without parents or teachers being aware of it.

Bullying is too damaging to allow it to continue. People who are bullied can feel isolated and depressed. Children who bully need help to change their behaviour.

Just telling a child to ignore it rarely works.

Telling a child to hit back worsens the problem. Parents should not try to intervene with bullies or their parents. That is the school's job.

## **Warning Signs**

The signs that a child is being bullied can include:

- Increased reluctance to go to school;
- increased anger at home;
- more phone calls from other children that end abruptly
- wariness and withdrawn behaviour
- children being upset while using the computer.

There is no process that will “bully-proof” your child. But there are some things you can do to reduce the risk:

- Ensure your child has a second friendship group outside of school.
- Teach your child not to take insults too personally. This doesn't mean that they should excuse the other person's behaviour.

## **How parents can help the bullied child**

Simply listening sympathetically helps. Such support can reduce the pain and misery. It never helps to say it's the child's problem and that he or she must simply stand up to the bullies, whatever the situation. Sometimes this course of action is impractical, especially if a group is involved. Nor does it help the child to be over-protective, for example, by saying: 'Never mind. I will look after you. You don't have to go to school'.

Here are some suggestions for talking with the child and trying to understand the situation from the child's point of view:

- Find out what has been happening and how the child has been reacting and feeling.
- Suggest to the child things to do when he or she is picked on.
- Sometimes by acting assertively or not over- reacting, the bullying can be stopped. It is always much better if children, with a bit of good advice, can do something to help themselves.
- Explore with the child what leads up to the bullying. Very occasionally a child may be provoking others by annoying or irritating them, and can learn not to do so.
- Sometimes it is wise to discuss with the child what places it might be best to avoid, and, on occasions, whom to stay close to, in threatening situations.
- Make a realistic assessment of the seriousness of the bullying and plan accordingly.

## **How parents can help the child who bullies**

Parents should not assume that they are to blame for their child's misbehaviour, especially as the child gets older. But at the same time, they should ask whether they ever model bullying behaviour themselves, and whether the child is copying this behaviour.

Consider whether the child who bullies feels very frustrated in the home and wants to hurt others as a consequence. Children who feel loved and not over-controlled at home are less likely to bully others.

Often parents of children who bully are asked by teachers to help improve the situation. It is tempting to be defensive or to offer excuses. It is better to focus on the bullying behaviour that needs to change, not only for the good of the child but also for the good of others.

## **Parents working with teachers**

It is a common (and understandable) mistake for parents to get angry and accuse the school of negligence. This does nothing to improve the situation. Often students will tell their parents / carers that they have told the teacher or that nothing is being done. When the matter is looked into, commonly the school and teachers are unaware of the situation. It is essential to contact the school when you are aware of the situation.

## **What to do if your child is bullied**

Students, parents and carers may report bullying behaviour to a variety of staff in the school. The first point of contact for a student is the classroom teacher and the Year Adviser. Where this has been unsuccessful or the matter is serious, an executive member of staff such as the Head Teacher Welfare in the Secondary Department should be contacted. Very serious matters or unresolved issues need to be referred to the Principal.

### **Senior Executive within the school such as the Deputy Principal.**

Contact the school and report the incident to the most appropriate contact person. Keep a record of incidents that you are aware of. Meet or communicate at least weekly with the school contact. Parents and teachers working together have the best chance of success. While many students ask their parents not to become involved, bullying thrives on secrecy. It can be better, in the end, to go against your child's wishes and to contact the school.

Ask your child to keep a record of incidents and insults and to draw a map of the school marking where they feel safe and unsafe.

In most bullying situations, there are some students who are directly involved, some who are neutral and some who don't bully. Ask your child to try to make friends from the neutral group.

## **What the school will do to address bullying**

With incidents involving bullying the school must follow the Procedural fairness guidelines. This means both sides have a right to give their version of an incident. If a matter cannot be proved, the school can't act.

There are a variety of strategies that can be used to deal with bullying, from interviews, mediation, training programs with the students to suspension or expulsion, based on the duration and nature of the bullying.

Anti-bullying programs are taught as part of the school curriculum and the school has an Anti-bullying plan updated regularly.





