

# BYRON BAY HIGH SCHOOL

## STUDENT HANDBOOK

### 2018

**Address:** 2 Arakwal Court, Byron Bay, NSW, 2481  
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**Website:** [www.byronbay-h.schools.nsw.edu.au](http://www.byronbay-h.schools.nsw.edu.au)

**Principal:** Ms Janine Marcus  
**Deputy Principal Years 7, 9 and 11:** Mr Mark Smith  
**Deputy Principal Years 8, 10 and 12:** Ms Donna Riley





# BYRON BAY HIGH SCHOOL



We respectfully acknowledge the Arakwal people of the Bundjalung nation, on whose land we learn and work together.

## **Our Purpose**

We passionately educate, inspire and nurture our students so that the future is theirs.

## **Our Vision**

*This Vision has been created with contributions from students, staff, parents and community members. It is the essence of how we work.*

*“Byron Bay High School delivers a collaborative learning environment where students achieve excellence through our connection with community and land, creating holistic leaders of the future.”*

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## BYRON BAY HIGH SCHOOL DIRECTORY

2 Arakwal Court, BYRON BAY 2481

Tel: 02 6685 8188 or Fax: 02 6685 8119

Email: Principal and Staff: [byronbay-h.school@det.nsw.edu.au](mailto:byronbay-h.school@det.nsw.edu.au)

Web Address: <http://www.byronbay-h.schools.nsw.edu.au>

<b>PRINCIPAL</b>	Ms Janine Marcus <a href="mailto:janine.marcus@det.nsw.edu.au">janine.marcus@det.nsw.edu.au</a>
<b>DEPUTY PRINCIPALS</b>	Mr Mark Smith <a href="mailto:mark.allen.smith@det.nsw.edu.au">mark.allen.smith@det.nsw.edu.au</a>
	Ms Donna Riley <a href="mailto:donna.riley@det.nsw.edu.au">donna.riley@det.nsw.edu.au</a>
<b>SCHOOL CAPTAINS 2018</b> <b>VICE CAPTAINS 2018</b>	Domenica Wenban Xander Mains Georgia Willey Ethan Archer
<b>P&amp;C PRESIDENT</b>	Mr Peter Silberberg
<b>HEAD TEACHERS</b>	
<b>ADMINISTRATION</b> <b>CREATIVE AND PERFORMING ARTS</b> <b>ENGLISH/HISTORY</b> <b>HUMAN SOCIETY &amp; ITS ENVIRONMENT</b> <b>MATHEMATICS</b> <b>PD/HEALTH/PE</b> <b>SCIENCE</b> <b>TECHNOLOGICAL &amp; APPLIED STUDIES</b> <b>WELFARE</b>	Mr Warren Lee Mr Paul Todd Ms Kristy Collins Mr Stuart Galletly Ms Jacqui Lyon Mr Grant Herbert Mr Stephen Hawkins Ms Leanne Croft / Ms Susan Ray (Relieving) Mr Ritchie Duncan
<b>SCHOOL ADMINISTRATIVE MANAGER</b>	Mrs Leanne Niemack
<b>STUDENT YEAR ADVISERS 2018</b>	
<b>YEAR 7</b> <b>YEAR 8</b> <b>YEAR 9</b> <b>YEAR 10</b> <b>YEAR 11</b> <b>YEAR 12</b>	Mr Brian Oxley Mr Sunny Russell Ms Michelle Lowe Mr Harley Schmidt Ms Sarah McGregor Mr Curtis Miles
<b>STUDENT ADVISER - GIRLS</b>	TBC
<b>CAREERS ADVISER</b>	Mr Brian O'Connor
<b>SCHOOL COUNSELLORS</b>	Mrs Sarah Giles
<b>LEARNING AND SUPPORT TEACHER</b>	Ms Joanne Burchall
<b>TEACHER LIBRARIAN</b>	Ms Robyn Ellis
<b>SPORT CO-ORDINATORS</b>	Mrs Kelley Caoyonan Mr Shane Wilson
<b>GENERAL ASSISTANT</b>	Mr Steven Slee
<b>CANTEEN SUPERVISOR</b>	Mrs Alison Green

### LISMORE NETWORK

Department of Education and Training, North Coast Region

154 Ballina Road  
GOONELLABAH 2480

Tel: 02 6623 5900  
Fax: 02 6623 5917



### BYRON BAY HIGH SCHOOL STAFF LIST

Ms Janine Marcus	<b>PRINCIPAL</b>	<b>LOTE - LANGUAGE other than ENGLISH</b>	
Mr Mark Smith	<b>DEPUTY PRINCIPAL</b>	Ms Kristina Ballard	Teacher
Ms Donna Riley	<b>DEPUTY PRINCIPAL</b>	Ms Belinda Fleming	Teacher
<b>ADMINISTRATION</b>		<b>LEARNING AND SUPPORT</b>	
Mrs Leanne Niemack	Administration Manager	Ms Joanne Burchall	Teacher
Mrs Darelle Angel	Science Assistant		
Mrs Julie Booth	Front Office	<b>LIBRARY</b>	
Mrs Vicki Bordin	Science Assistant	Ms Robyn Ellis	Teacher Librarian
Ms Joan Bradford	Library Assistant		
Mrs Deanne Farrell	Front Office	<b>MATHEMATICS</b>	
Mrs Caroline Hutchings	TAS Assistant	Ms Jacqui Lyon	Head Teacher
Mrs Ange McDermott	Front Office	Mr Jo Adlord	Teacher
Mrs Julie Parker	TAS / Front Office	Mr Neil Armstrong	Teacher
Ms Kristen Pearson	Front Office	Mr Nick Hart	Teacher
Mr Steve Slee	General Assistant	Mr Curtis Miles	Teacher
Ms Larney Small	Printroom / Front Office	Ms Lauriann O'Hara	Teacher
Mr Gary Woodward	Agriculture	Mr Sunny Russell	Teacher
		Dr Graeme Ward	Teacher
<b>CAREERS</b>			
Mr Brian O'Connor	Careers Advisor	<b>PDHPE</b>	
		Mr Grant Herbert	Head Teacher
<b>CREATIVE AND PERFORMING ARTS</b>		Ms Kelley Caoyonan	Teacher
Mr Paul Todd	Head Teacher	Ms Jess Eke	Teacher
Mr Tim Baker	Music Teacher	Mr Harley Schmidt	Teacher
Ms Leanne Cramp	Visual Arts Teacher	Mr Dennis Thompson	Teacher
Ms Michelle Dess	Visual Arts Teacher	Mr Shane Wilson	Teacher
Mr Darko Milic	Music Teacher		
Ms Simone Museth	Drama		
Miss Ami Peluchetti	Music Teacher		
Ms Karen Preston	Visual Arts Teacher	<b>SCIENCE</b>	
Mr Daniel Reade	Music Teacher	Mr Stephen Hawkins	Head Teacher
Ms Margo Simpson	Visual Arts Teacher	Mr Kai Connell	Teacher
		Ms Elise Cox	Teacher
<b>ENGLISH</b>		Mr Nick Gibbs	Teacher
Ms Kristy Collins	Head Teacher	Mr Nathan Hartley	Teacher
Ms Emma Bryant	Teacher	Ms Alison Hounslow	Teacher
Mrs Jess Collett	Teacher	Ms Sarah King	Teacher
Mrs Charlotte Connell	Teacher	Ms Kelley Todoroska	Teacher
Ms Tara Gallagher	Teacher	Ms Ebony Yeadon	Teacher
Ms Rose Lobban	Teacher	Mrs Jennifer Woodward	Teacher
Ms Sarah McGregor	Teacher		
Mr Eli Pietens	Teacher	<b>SCHOOL COUNSELLORS</b>	
Ms Melinda Smotlak	Teacher	Sarah Giles	School Counsellor
<b>HSIE</b>		<b>TECHNOLOGICAL &amp; APPLIED STUDIES</b>	
Mr Stuart Galletly	Head Teacher	Mrs Leanne Croft	Teacher (Head Teacher)
Mr Matcham Caine	Teacher	Ms Susan Ray	Teacher (Head Teacher)
Mr Ritchie Duncan	Head Teacher Welfare	Ms Carol Darroch	Teacher
Mr Warren Lee	Head Teacher Administration	Mrs Jacki Gray	Teacher
Ms Michelle Lowe	Teacher	Mr Mark Hernage	Teacher
Mr Kris Lyons	Teacher	Mr Tristam Horn	Teacher
Mrs Sally Miller	Teacher	Mr Tim Sawyer	Teacher
Mr Drew Minton	Teacher		
Ms Kellie Quigley	Teacher	<b>TECHNOLOGY SUPPORT</b>	
Mr Brian Oxley	Teacher	Mr John Wilson	



## TERM DATES 2018

	Term Dates	Holidays
<b>Term 1</b>	Monday 29 to Friday 13 April	Saturday 14 April to Sunday 29 April
<b>Term 2</b>	Monday 30 April to Friday 6 July	Saturday 7 July to Sunday 22 July
<b>Term 3</b>	Monday 23 July to Friday 28 September	Saturday 29 September to Sunday 14 October
<b>Term 4</b>	Monday 15 October to Friday 21 December 2018	Saturday 22 December to Monday 28 January

### NOTE BELOW

### Commencement of the 2018 year

Years 7, 11 and 12 commence on Tuesday 30 January and Years 8, 9 and 10 commence on Wednesday 31 January.

### Public Holidays

Good Friday - Friday 30 March

Easter Monday - Monday 2 April

Queens Birthday - Monday 11 June

## UNIFORMS - THE SCHOOL LOCKER

Our uniforms are available for purchase from The School Locker. There are a number of ways that you can purchase uniforms to make it easier for you.

1. The School Locker Ballina @ the Harvey Norman Home Maker Centre, 26 Boeing Avenue, Ballina:

Monday to Friday 8.30 am to 5.00 pm

Saturday 9.30 am to 4.00 pm

Sunday 10.00 am to 2.00 pm

2. The School Locker (on campus store) @ Byron Bay High School:

Tuesday 8.00 am to 11.00 am

Thursday 2.30 pm to 5.30 pm (during the school term)

3. The School Locker (on-line store) @ the link [The School Locker Online Store](#).

## CLASSROOM RULES

- Come on time prepared for work
- Follow teaching instructions
- Complete set work
- Behave safely
- Allow others to learn
- Use technology as directed by the teacher



## BELL TIMES

Period	Mon, Tues, Thur, Fri	Mins		Period	Wednesday	Mins
1	9.00	80		1	9.00	80
2	10.20	50		Assembly	10.20	20
Recess	11.10	20		Recess	10.40	20
3	11.30	70		2	11.00	50
4	12.40	50		3	11.50	55
Lunch	1.30	20		Lunch	12.45	20
Lunch	1.50	20		Lunch	1.05	20
5	2.10	40		Sport Years 7-10	1.25	100
6	2.50	40				
<b>Finish</b>	<b>3.30</b>			<b>Finish</b>	<b>3.05</b>	

## ALL MY OWN WORK

It is a Board of Studies requirement that students in Year Ten complete the All My Own Work program BEFORE they can enrol in Year Eleven.

The **HSC: All My Own Work** program is designed to help Higher School Certificate students to follow the principles and practices of good scholarship. This includes understanding and valuing ethical practices when locating and using information as part of their HSC studies.

The program has been developed as part of the NSW Government's [Respect and Responsibility](#) strategy and complements other approaches such as brochures for teachers, students and parents and strengthened student and teacher declarations for the HSC.

The HSC: All My Own Work program is integrated with other NSW syllabuses and programs. The program is designed to be delivered flexibly as self-paced learning modules.

The program's content is divided into five modules:

1. [Scholarship Principles and Practices](#)
2. [Acknowledging Sources](#)
3. [Plagiarism](#)
4. [Copyright](#)
5. [Working with others](#)

## ANTI RACISM

Byron Bay High School rejects racist behaviour and makes a commitment to eradicating racial discrimination in the learning and working environment. Strategies and procedures have been set up in schools to support this policy.

Any person or group of people with a complaint should seek assistance from the school's nominated anti-racism contact officer. At Byron Bay High School this contact officer is Mr Brett Bromley.

## ASSEMBLIES

There is a short assembly in the hall or quadrangle at 10.20 am every Wednesday. In the hall students are required to sit in their year groups. There is one formal assembly in the hall each term. Year assemblies occur when required by the Year Adviser.



## ATTENDANCE POLICY

Students are required to attend school on each day the school is open. It is the responsibility of students and parents to ensure that students attend school regularly. Byron Bay High School uses an electronic attendance system. Byron Bay High School will text parents to inform them if their child is absent from school. Parents can respond to this text with a legitimate reason, and this will count as an explained absence. Absences are recorded as being either justified or unjustified on student school reports. Attendance in each course will also appear on students reports.

The Education Act requires the Principal to review students' attendance patterns if they have an unsatisfactory pattern of attendance.

### Absences

- Students are issued with a Swipe Card to use for V.O.R. (Variation of Routine).
- Official student attendance is recorded during period 1 each day. Senior students who have not been given the privilege to start school late must sign in at the front office before 9am
- Student attendance is monitored each period and absences are recorded.
- Truancy is notified to the Deputy Principal.

### Extended Absences

- If students will be absent for more than two (2) days, parents should contact the school:
  - Inform the school of a possible return date;
  - If well enough, request work through the Year Adviser.

### Student Absence Notifications

- Students who are absent need to provide a notification satisfactorily explaining that absence within seven days. The front office staff to verify the date/s of absence/s, and name of the student. Parents/Guardians are requested to provide substantial reasons for student absence from school. In relation to **sick leave**, the note must provide a reasonable and specific explanation of the student's sickness. In cases where sickness is in excess of **four** school days, medical certificates detailing the nature of the sickness and the duration of the sickness are required. ***The school Attendance Officer or Year Advisor will make contact with parents when student absenteeism becomes a concern.*** In the case of students absent sick for examinations and/or assessment tasks a medical certificate is also required.
- If a student has been absent from school and has not supplied an acceptable note within seven days they are recorded as an Unexplained Absence.

### Leave may be approved by the principal for some situations where documentation is provided:

- Misadventure and unforeseen events, eg. fire, flood.
- Industrial disputes.
- Participation in special events, e.g. eisteddfod or equestrian events.
- Family holidays which cannot be taken within the normal school vacation period.
- Domestic necessity, e.g. death of an immediate relative or care provider, recognised religious holidays or ceremonies.

### Senior attendance

- It is expected that Senior students will attend school regularly and will participate in associated activities and assemblies. Satisfactory completion of any course for the Preliminary or Higher School Certificates requires that classes be attended regularly and that application and effort be acceptable. Where attendance is deemed to be unsatisfactory a Certificate or Record of Achievement may not be issued.

### School Attendance Passes

- Students who have appointments to keep or other legitimate reasons to leave school grounds before the end of the day must present a note from their parents requesting leave to the Deputy Principals before school. Parents are reminded that this facility should be used only for medical or dental appointments that cannot be made after school or for other matters of an extremely urgent nature. Once sighted by a Deputy Principal, the students use their swipe card at the front counter.





- Students are issued with a slip. They should present these slips to staff if they need to leave the class early or are challenged by teachers on supervision. Students who subsequently return to class after an appointment must swipe in at the Front Office before returning to class.
- Sport is a mandatory requirement for Years 7 to 10. Where possible, it is encouraged that medical appointments are not made for Wednesday afternoons. Students wishing to leave sport from the venue must have a written note signed by a Deputy Principal. Students who need to leave school before sport commences must have a note signed by a Deputy Principal.

No student should leave the school grounds without permission

## **BRING YOUR OWN DEVICE (BYOD)**

### **Minimum System Requirements**

Byron Bay High School actively supports students who wish to bring electronic devices to school to assist with their learning. These devices should meet the minimum specifications outlined below.

All students have access to FREE copies of Microsoft Office and the Full Adobe Creative Cloud suite via their student portal for both Windows and OSX (Apple).

#### **Minimum requirements:**

This software can only be installed on a computer (not Chromebooks or tablets such as iPads).

While most new devices will meet these requirements, parents and students are encouraged to choose a laptop to maximum learning opportunities.

#### **Apple Laptops:**

All new OSX laptops are compatible with the school wireless network.

#### **Windows Laptops:**

	<b>Minimum</b>	<b>Recommended</b>
Operating System	Windows 7	Windows 10 or newer
Hard Disk	120GB	500GB if working with video/graphics
RAM	4GB	8GB
Wireless (see below)	5GHz 802.11n or 5GHz 802.11ac	
Battery life	6 hours	

The school's wireless operates on 5GHz.

Devices that do not meet this requirement will be unable to connect to the internet at school.

However, you can purchase a 5GHz 802.11ac USB adapter from most computer stores.

## **BULLYING AND HARASSMENT**

Bullying and harassment will not be tolerated at Byron Bay High School. The school has an anti-bullying and harassment policy, which has been endorsed by the students, staff and parents. Each year students attend workshops to go through the anti-bullying policy. The policy is reviewed on an ongoing basis. For a full explanation of the policy see the school *Welfare and Discipline Policy*. Each Year 7 class will be issued with the Anti-Bullying Policy after running through the Anti-Bullying Workshop.



## CANTEEN

The canteen prides itself as a healthy school canteen providing its students, teachers and school employees with a wide range of healthy food choices for breakfast, lunch and recess.

The School Canteen is School operated and employs two canteen supervisors. The Canteen operates daily and sells a range of healthy foods at very reasonable prices catering for all food requirements, eg. Gluten free, vegetarian, etc.

*Volunteers play an important role in the successful running of our Canteen. Volunteering in the canteen is a direct and easy way of helping make a significant contribution to the school. If you would like to register your name as a Canteen volunteer, please phone our Canteen on 6685 5381 or the school on 6685 8188. No experience in the canteen is required.*

Regular times required are 9.30 am - 2.30 pm Monday, Thursday and Friday, 9.30 am - 2.00 pm Tuesday and Wednesday. However, any time you have to spare will be greatly appreciated.

- Breakfasts consisting of yoghurt, fresh fruits, freshly baked scrolls , egg and bacon pies, frittatas and hash browns
- Salads - greek salad, garden salad
- Multigrain rolls - ham salad, chicken salad and avocado salad
- Wraps - chicken and falafel salad wraps
- Burgers - chicken, beef, veggie or fish
- Daily specials including sushi, lasagne, nachos, pizza, fried rice, salads, and curries.

Students can order their lunches before school or at recess or buy their lunch during the day. The Canteen is open at 8.40 am and only at Recess and Lunch. The Canteen is out of bounds during and between periods. When queuing to be served, students are:

- To be polite to the Canteen staff at all times.
- To line up in an orderly fashion and make their own purchases (no bulk ordering for friends).
- To move away after being served.

## CAREERS

The school has an excellent Careers Reference room. The Careers Adviser organises Work Experience programs for Year 9 and 10 students and provides advice to all students.

The Careers Adviser has current and accurate information about entry to University, colleges, TAFE and requirements of employers.

## CHANGE OF ADDRESS, PHONE OR EMAIL

Changes of address, phone or email or changes in other personal details, including changes in legal status of guardianship, should be reported to the Front Office. This would include changes to work/home telephone numbers or email addresses for either parent.

Records information regarding student's emergency contacts and special needs must be current. Please notify the school of all changes promptly. This enables computer data to be updated. It may prove critical in an emergency.



## COMMUNICATION

The major official channels of communication of Byron Bay High School are:

- Appointments with year advisers, class teachers and Executive can be made as required by telephoning the office for a mutually convenient time on 6685 8188.
- **School Newsletter and the Byron Breeze** - The Byron Breeze is emailed each week, this is a smaller informative memo about what is coming up in the following weeks at the school. A larger newsletter is created in weeks 3, 6 and 9 each term and emailed. It is important that we have an up-to-date home email address for each student. They are also posted on the school website and parent portal.
- **P & C Meetings** - These provide an opportunity for parents to have input into school programs and a voice for parent opinion. These meetings are held on the third Tuesday of each month commencing at 7 pm in the Library.
- **Student Daily Notices** - These are read to students in roll call every day.
- **Facebook** - [Byron Bay High School Official](#) keeps you up to date with Byron Bay High School news.
- **Student Assemblies** - These are announced by the ringing of 3 bells authorised by the Deputy Principal. These are held each Wednesday for special announcements, sports announcements and student briefings.
- **Student Handbook** - issued to all Year 7 and new students via email and is available on the parent portal. It is a school information guide.
- **Information Evenings** - These include parent teacher nights, curriculum information evenings and special events.
- **Assessment Policy Booklets** - Year 11 students and their parents receive a copy of the Assessment Policy for Preliminary Courses during Term 1 and the HSC Assessment Policy in Term 4.
- **Curriculum Information Guides** - An "Elective Subjects for Year 9" booklet is published and distributed to Year 8 students in Term 3. A "Senior Handbook for Year 11" is published and distributed to Year 10 in Term 3.

## COMPUTER NETWORK STUDENT AGREEMENT

The school is constantly purchasing and upgrading its IT equipment. Every student has an obligation to respect and appreciate their IT resources. It is your network - look after it. As a user of the Byron Bay High School computer network, you have the following responsibilities to other users of the network:

- To take note of and follow any special instructions regarding your use of the system that may be given by the System Administrators;
- To use all equipment and software in a careful manner and as instructed;
- To advise the System Administrators immediately any fault (hardware or software) or inappropriate use becomes apparent.

### Things to remember:

1. When you are given a user name and/or password **NEVER** tell it to anyone unless you have permission. **YOU** are responsible for everything done in your name.
2. Deliberate or accidental damage to the system causes inconvenience to the whole school community. If you don't know what you're doing, **DON'T DO IT**.
3. Workstation hard-drives may be completely cleared of data from time to time. Always store important data on a backup, and check removable storage (e.g Memory sticks) regularly for viruses.
4. If you accidentally stumble across offensive material on the Internet, follow these steps:
  - a. **DON'T** draw others attention to it. *(You won't be in trouble if you found it accidentally, but you will be if you choose to show it to others.)*
  - b. Leave the computer as it is and turn off the monitor, then quietly tell your teacher.



## CURRICULUM

The School Curriculum is provided in 8 Key Learning Areas (KLAs).

### YEARS 7 AND 8

All Years 7 and 8 students undertake a common comprehensive range of subjects across all Key Learning Areas.

- LOTE** - Japanese  
**TAS** - Technological and Applied Studies  
**CAPA** - Creative and Performing Arts

### YEARS 9 AND 10

In Years 9 and 10 students continue to undertake studies from the English, Mathematics, Science, Human Society and its Environment and Personal Development, Health and Physical Education Key Learning Areas.

From the remaining Key Learning Areas students make a choice of 3 subjects which are studied for 4 periods per week for the duration of Years 9 and 10.

<b>CURRICULUM PROFILE - 2018 - STAGE 4</b>			
<b>YEARS 7 AND 8</b>			
<b>* KLA</b>	<b>YEAR 7</b>	<b>YEAR 8</b>	
<b>E</b>	English	English	
<b>M</b>	Mathematics	Mathematics	
<b>S</b>	Science	Science	
<b>HSIE</b>	History/Geography	History/Geography	
<b>LOTE</b>	Language	Language	
<b>TAS</b>	Technology Mandatory (includes Food, Textiles, Industrial Arts)	Technology Mandatory (includes Food, Textiles, Industrial Arts)	
<b>TAS</b>	In Year 8 only	Information & Communication	
<b>CAPA</b>	Visual Arts/Music	Visual Arts/Music	
<b>PDHPE</b>	Personal Development, Health, Physical Education	Personal Development, Health, Physical Education	
<b>STEM</b>	Science, Technology, Engineering, Mathematics (including Agriculture)	Year 7 only	
<b>PBL</b>	In Year 8 only	Program Based Learning	
	Sport	Sport	



<b>CURRICULUM PROFILE - 2018 - STAGE 5 YEARS 9 AND 10</b>			
<b>YEAR 9</b>		<b>YEAR 10</b>	
English		English	
Mathematics		Mathematics	
Science		Science	
Geography/History		Geography/History	
Personal Development, Health and Physical Education		Personal Development, Health and Physical Education	
Sport		Sport	
<b>Electives</b>		<b>Electives</b>	
Agriculture		Agriculture	
Commerce		Commerce	
Drama		Drama	
Food Technology		Food Technology	
Global Studies		History: People in Time	
History: People in Time		Indonesian	
Industrial Technology: Silver		Industrial Technology: Silver	
Industrial Technology: Timber		Industrial Technology: Timber	
Information Software and Technology		Information Software and Technology	
Japanese		Japanese	
Music		Music	
Photography		Photography	
Physical Activities and Sports Studies		Physical Activities and Sport Studies	
STEM		Visual Arts	
Visual Arts			



## YEAR 11

In recent years, the HSC curriculum has been broadened to cater for an increasingly diverse senior school population. We cater for students who want to use their HSC as a prerequisite to enter the workforce or to progress to Tertiary study.

Students in Year 11 are required to undertake 12 units of study. Subjects chosen must include: At least 2 units (6 periods per cycle) of English. 3 Board Developed Courses.

LINE	UNIT VALUE	SUBJECT
1	2	Agriculture
	2	Food Technology
	2	Legal Studies
	2	Sport, Leisure and Recreation
	2	Textiles and Design
2	2	English Advanced
	2	English Standard
	2	English Studies
3	2	Entertainment
	2	Industrial Timber
	2	PDHPE
	2	Physics
	2	Visual Arts
4	2	Ancient History
	2	Business Studies
	2	English Extension
	2	Marine Studies
	2	Maths Extension
5	2	Maths 2 Unit
	2	Maths Standard
	2	Photography
6	2	Chemistry
	2	Drama
	2	Hospitality
	2	Modern History
	2	Visual Arts
7	2	Ancient History
	2	Biology
	2	CAFS
	2	Industrial Technology Multimedia
	2	Music
		VET courses delivered at TAFE * for details see the Careers Adviser

**(BEC) = Board Endorsed Course** - these courses do not count for an ATAR

**YEAR 12**

Students undertake a minimum of 10 Units. Subjects chosen must include:

At least 2 Units (6 periods per cycle) of English.

3 Board Developed Courses.

LINE	UNIT VALUE	SUBJECT
1	2	Biology
	2	Design and Technology
	2	Drama
	2	Earth and Environmental Science
	2	Industrial Technology: Timber
	2	Modern History
2	2	English Advanced
	2	English Standard
	2	English Studies
3	2	Business Studies
	2	Chemistry
	2	Modern History
	2	Society and Culture
	2	Studies of Religion
	2	Marine Studies
4	2	Agriculture
	2	Ancient History
	2	Legal Studies
	2	Music 1
	2	Physics
	2	Visual Arts
5	2	Mathematics 2U
	2	Mathematics General
	2	Society and Culture
	2	Visual Arts
6	2	Ancient History
	2	Biology
	2	Business Studies
	2	Community and Family Studies
	2	PDHPE
	2	Software Design and Development
	2	Entertainment Industry
7	2	English Extension
	2	Hospitality
	2	Japanese Continuers
	2	Maths Extension
	2	Sport Lifestyle and Recreation Studies
Off Line	1	English Extension 2
	1	Maths Extension 2
TAFE COURSES	1	Hairdressing being delivered at School Wednesday afternoons
		VET courses delivered at TAFE (for details see the Careers Adviser)

**(BEC) = Board Endorsed Course** - these courses do not count for an ATAR



## DISTANCE EDUCATION

Byron Bay High School may have a student who is unable to study their desired subjects. If the subject is not offered at their school, the student is eligible for Single Subject enrolment (conditions apply). These students complete Distance Education study in the library at school during allocated periods. Co-ordination of Distance Education applications is through the Deputy Principal. Course materials, including text books, need to be purchased at the cost of the student. Byron Bay High School has a set quota of six new enrolments in Distance Education per year.

## DRUG EDUCATION

**Byron Bay High School's Drug Education has four strands.**

1. The education of students as to the effects of drugs.

The education of students as to the effects of drugs will occur as part of the program in the Personal Development course undertaken by all students in Years 7-10.

In the course in Year 7, the students are made generally aware of the types and effects of drugs.

In Year 8, they learn and practise assertive skills and ways to say 'no' to drugs.

In Year 9, they look at alcohol, marijuana and you.

In Year 10, they overview all the previous work done on this topic.

In Years 11 and 12 students attend Crossroads and RRISK

All faculty areas offer a consistent approach to drug education and to varying degrees include students information about drugs.

2. Students requiring drugs for a medical condition must report to the school Office to the member of Ancillary staff who will supervise such. Parents of such students must fill in an indemnity form. These students will be provided with support and privacy where needed. (See Medications Policy)
3. Specialised Anti-Drug initiatives are provided. The students are offered programs, such as Life Education, 'Take a Stand', GP's in School Initiative, on the choices students have when it comes to drugs. Courses like these are offered with follow-up material to students. Programs within the school which deal with developing self-esteem and assertiveness, which in turn mean that students are less likely to take drugs, include Peer Support as well as normal school curriculum.
4. Counselling services are available within the school from various personnel, especially including the School Counsellor and Year Advisers. Referrals to outside agencies may be facilitated.

## ELECTRONIC DEVICES

At Byron Bay High School we strongly encourage students and teachers to use mobile computing in the classroom with the following rules governing their use.

1. Teachers will expect that electronic devices are turned off and remain out of sight when they are not part of the class lesson. Students are not permitted to make personal calls, respond to calls or send personal text messages while in class.
2. If students use their phones inappropriately during class time or without the permission of the teacher they will be subject to the disciplinary procedures of the classroom teacher. Students are not to have inappropriate content on their phone.





3. Under no circumstances can any electronic device with a storage capacity be in the possession of a student during exams or any assessment task. This will result in an automatic zero for the exam or assessment without exception.
4. When being spoken to by a staff member in a face to face communication it is expected that earphones will be removed from both ears as a courtesy to the speaker. If a staff member needs to address a student when a phone conversation is in progress in the playground, it is common courtesy that the student will excuse themselves from the call until the face to face communication is completed.

## EMERGENCY EVACUATION PROCEDURES

### EVACUATION INFORMATION

1. Emergency situations are to be immediately reported by students to the nearest staff member.
2. Evacuation procedures will be indicated by the continuous sounding of bells.
3. Students are to proceed directly to the evacuation area on the oval under the supervision of class teachers. All other persons on site (staff, visitors, contractors and volunteers) are to proceed directly to the evacuation area on the oval. Personal belongings in their immediate possession should be taken by staff and students.
4. The main evacuation site is the **school oval**. In some rare instances this may be **changed** at short verbal notice from the Workplace Manager.
5. Further instructions will be issued by the evacuation site supervisor (ie. Deputy Principal) following consultation with the Principal.
6. Students are to assemble at the evacuation site in **their ENGLISH Classes** with the designated evacuation roll teacher.
  - *The names of those students present will be marked in the emergency roll columns on the daily roll sheet.*
  - *The marked roll is then returned to the School Assistant (Roll Co-ordinator) by designated students.*
  - *Discrepancies are referred to the Evacuation Site Supervisor.*
7. All persons on site are **required to co-operate** with emergency evacuation procedures.
8. Corridors, exit routes, walkways and roadways are to be **free of obstruction** at all times to cater for emergency evacuations.

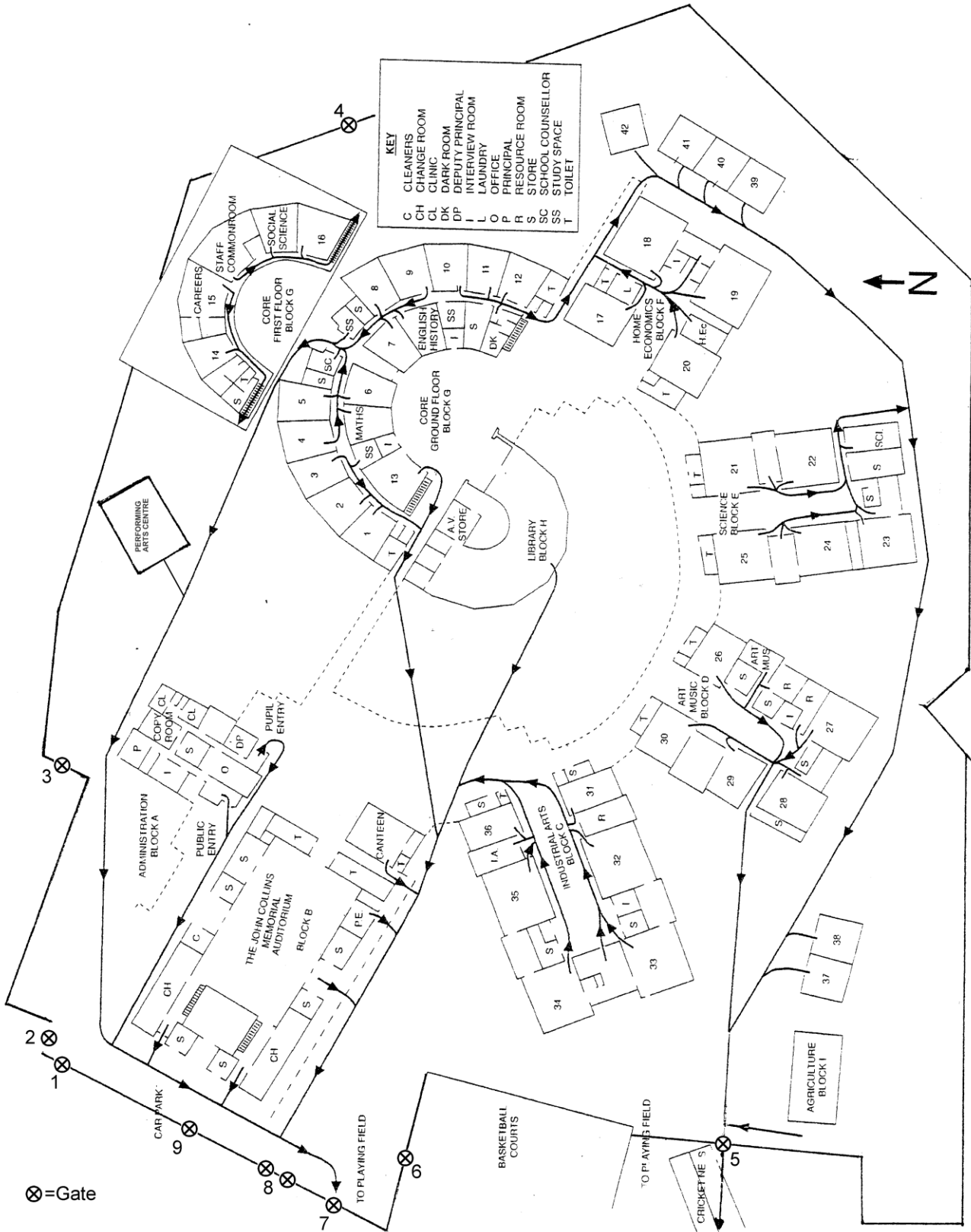
All present **must remain** at the evacuation site until the **all clear** is announced by the Evacuation Site Co-ordinator after instructions from the Principal.





# EVACUATION AND FLOOR PLAN

Evacuation procedures will be indicated by the continuous sounding of bells





## ENROLMENT POLICY

Students enrolling for the first time are asked to provide documentary evidence (reports, references, transfer forms, etc) to assist placement. Parents of students seeking enrolment after the first day are asked to telephone to make an appointment with the appropriate Deputy in order to avoid waiting.

Parents are asked to complete an enrolment form which provides the school with important information regarding each student's background.

It is of vital importance that any illness/disability be noted - also full particulars should be given where parents (or friend/relative) can be contacted in case of illness or injury.

### Enrolment of Students

Telephone/Desk enquiries regarding proposed enrolments are referred, in the first instance, to the Administration SASS for clarification and checking regarding non-zone enrolment, for the supply of student Prospectus and arrangement of appointments.

Enrolling students from overseas or interstate are requested to provide copies of visas, identification, records and reports. They are further requested to disclose information which may impact on enrolment and educational needs. Special conditions apply.

Out of Zone applications are referred to the Principal and applications are considered according to policy.

## EXAMINATIONS AND REPORTING

Two reports will be issued to all students during the year at the end of Term 2 and Term 4. Parent/Teacher interviews will be at the end of Terms 1 and 3.

Parents are encouraged to discuss any problem with the teaching staff whenever they feel concern and appointments can be arranged by telephoning 6685 8188.

Examination dates are placed in the school newsletter and published in assessment booklets provided to students.

Copies of the Faculty and School Assessment Policies can be obtained from Faculty Head Teachers.

### Examination rules (summary)

1. Only students wearing full school uniform are allowed to sit their examinations in the school hall.
2. Students should go to the toilet before entering the examination room.
3. Students are to remain in the examination room for the duration of that examination - spare time should be used to check answers.
4. There is to be no talking in the examination room.
5. Students are to bring all necessary equipment for each examination.
6. In Years 11 and 12 examinations used for assessment purposes, writing pads will be supplied - no paper is to be taken into or out of the examination room.
7. Students should carefully read all instructions on examination papers and should follow all instructions of the supervisors.



## EXCURSIONS

Excursions may be classified as any activity which is a variation of normal school routine. They may involve attendance or participation in a performance, sporting event, academic or social activity.

Excursions are legitimate components of educational programs when planned in line with the stated aims of the whole school. The potential outcomes of excursions are compared with the proven educational outcomes of other teaching strategies available in order to ensure that they are legitimate and necessary. Excursions can be unparalleled learning experiences.

School uniform must be worn unless specified by the organising teacher.

Information regarding excursions and permission notes will be sent home to parents and will include all details and a clear indication of the refund policy, due dates for payment, insurance and medical information.

The information notes are distributed along with Medical, Student Agreement Act and Consent forms to parents with a return by date and also the last date that money is due to finalise details.

## FINANCIAL ASSISTANCE

Parents or care givers who require assistance to provide for school uniforms, books, school fees or excursions are invited to contact the Principal. All inquiries are strictly confidential.

## FIRST AID AND SICK STUDENTS

It is requested that students are not sent to school when sick. It is school policy to contact parents to advise them if a student is sick so that they can be collected and taken home.

Students who are sick at school or who have minor cuts/abrasions should ask to be allowed to go to the Office and they will be attended to by the First Aid Officer.

The ambulance will be called for emergencies.

### **Prescribed medications administration policy**

Byron Bay High School has a policy regarding the administration of prescribed medications. Our commitment to student welfare and support of students includes positive consideration and implementation of medication policy. A summary of the main guidelines is listed below:

The Principal should be informed in all cases of students bringing necessary medicines to school. Parental consent for medication must be given. Parents must consult the school regarding medication when the student is on an excursion or at sport.

Parents are required to execute an indemnity if regular medication is required or if intermittent or emergency medication may be needed. Indemnity forms are available for this purpose from the school.

The designated staff members who administer medication and first aid are currently the front office staff who are located in the main office. When the designated staff member administers prescribed medicines another adult must verify the identity of the student and the nature of the dosage of medication.

Medication must be clearly identified by the label. Parents are required to discuss with the designated staff to explain preparation, application, dosage and situations pertinent to the administration of prescribed medicines.



In relation to the use of analgesic substances in schools, policy stipulates that aspirin can only be administered with written authorisation when it has been prescribed for a specific condition. Paracetamol should be issued to a student only by a staff member designated with that responsibility. The school does not have a supply of analgesics.

Students suffering from asthma are allowed to have their medication on their person.

Specific policies relate to diabetic children in schools and it is essential that the school be informed of students with this condition. Similarly the school should be informed of the special needs of students with epilepsy.

## HOMEWORK

More than ever students are responsible for their own academic progress. The purpose of homework, like schoolwork, is learning. Homework develops thinking, concentration, time management and research skills. It helps build self-discipline, self-reliance, personal responsibility and independent action.

Research carried out in Australia and overseas shows a clear link between the time spent by students on out-of-class study and student achievement.

Homework is a partnership between home and school, which supports young people while they learn.

There are many types of homework including revision, preparation, research, consolidation, assignments, study.

### Parents and Caregivers can help by:

- Taking an active interest in your child's work.
- Be positive about your child's ability to learn.

To assist parents supervision of homework, the following time allocation is suggested:

Years 7 - 8:	5 hours per week
Years 9 - 10:	10 hours per week
Year 11:	15 hours per week
Year 12:	20 hours per week

## INSURANCE

The school does not carry personal insurance for students. If this kind of cover is needed then it is the individual responsibility of the parents/guardians/student.

## LIBRARY

The school has a well-equipped Library with an extensive collection of material.

- Most items can be borrowed for 2 weeks.
- Special Reserve: At time, depending on demand and assignments set by teachers, some items will be restricted to use in the Library only.

Year 7 may borrow 3 items  
Year 8 may borrow 4 items  
Year 9 may borrow 5 items

Year 10 may borrow 6 items  
Year 11 may borrow 7 items  
Year 12 may borrow 8 items

Remember - students are responsible for all items borrowed under their name.



- Each student will have an ID card with a barcode and photo. Students should carry this card at all times and may present it when borrowing.
- *All items returned to the Library must be put through the chute at the main counter.*
- Students with overdue items will not be permitted to borrow from the Library until suitable arrangements are made for the return or replacement of the item(s).
- The Library catalogue is computerised. Two dedicated enquiry terminals are located in the Library for your use. Authors, titles, subjects, key words and series can be located using these terminals. The catalogue can also be viewed at any network computer in the school.
- Memory sticks or floppy disks need to be scanned for viruses and should be carried in a protective case. A print-out will cost 10 cents per page black and white and 30 cents per page colour.
- Ten multimedia terminals are networked to provide access to CD-ROMs and Internet. Bookings should be made, due to demand, and the computer system Rules of Use adhered to.
- Self-operated photocopying facilities are available for students in the Library at a cost of 10 cents/page. Only limited change is available, so bring the correct money. Take particular notice of the Copyright Regulations displayed next to the photocopier.

The Library has been designed as a **quiet zone**. It is a place to read, study and research assignments quietly.

## LOCKERS

To assist students to look after their property student lockers are provided. The lockers are administered by the school administration staff and the use of a locker may be hired for a fee of \$10 per year. Replacement keys will cost an additional \$10.

Students who leave their locker key at home may request the General Assistant to open their locker in order for them to collect the necessary equipment for the whole day.

## MASCOT

Desmond the Dolphin, our mascot, appears at sporting events to cheer our students to victory.

## MATURE AGE STUDENTS

At Byron Bay High School we welcome mature age students. The school offers a flexible timetable and a full or part-time study program to gain a Higher School Certificate. Please contact the school for details of senior courses available.

## MESSENGER - SCHOOL SERVICE PERSON

Each day a Year 7 or 8 student is rostered for messenger duty. Duty students are listed on the Day Sheet.



## PARENTS AND CITIZENS ASSOCIATION

A warm welcome is extended to new students and parents.

The P&C Association meets on the third Tuesday of each month (except during the school holidays) in the Library at 7pm. This association is encouraged to participate in the decision-making processes relating to all aspects of the school.

The P&C Association has a dual purpose:

- To work co-operatively with the school in providing a good educational program for the students.
- To allow all parents and citizens to share their views and ideas concerning matters affecting the students and their school.

The P&C Association raises money to supplement the resources in the school and provides a link between parents and the school. Addresses on topics of special interest are often given by teaching staff members or special guests.

Successful education of students in the 21<sup>st</sup> Century demands a partnership between parents, students and teachers - the school invites all parents to participate.

## PARENT/TEACHER INTERVIEWS

Two afternoons are set aside each semester on the school calendar for parent/teacher interviews. These are conducted on a Tuesday and Thursday afternoon between 4 and 6 pm.

Appointment times for the interviews are arranged between staff and students for times convenient to both parent and teacher. Ten minutes is the recommended interview period.

Other than these timetabled occasions, parents may make appointments with teachers at mutually suitable times. Head Teachers will be made aware of all parent interviews.

If parents wish to have a general work report on their son/daughter at any stage of the year they should contact the appropriate Year Adviser who will arrange this report. Communication between home and school is vital at all stages. If parents believe there is any factor which may affect their son/daughter's achievement, progress or adjustment at school, then parents are encouraged to communicate these factors to the school.

## PEER SUPPORT

Towards the end of the school year, interested Year 10 students undertake training so that they can assist the incoming Year 7 to make a smooth transition to High School, especially through their involvement in the Year 7 Camp.

The function of the Peer Support Program is twofold. Firstly to develop leadership skills in Year 11 students. Secondly it also provides a peer support and opportunities for Year 7 students to develop and maintain relationships with senior students.

## ROAD SAFETY

### BICYCLE / SKATEBOARD / SCOOTER SAFETY

All bicycles/skateboards should be in good mechanical condition and properly equipped. Students riding to and from school must obey all legal requirements for road safety, as required by the NSW Road Traffic Authority, including the wearing of helmets. Scooters and skateboards are not allowed on roads, or in the school.



Skateboards and scooters can be left at the Admin Office skate rack during the day. All bicycles are to be placed in the designated bike racks. Riding of bicycles/skateboards and scooters within the grounds of the school is not permitted.

Please ensure you have a working lock for your bicycle. Please take care when leaving school, as a large number of students, cars and buses are moving around.

Byron Bay High School encourages responsible attitudes and behaviours of all student drivers and riders. Drivers should obey all Byron Bay High School safety signs erected in driveways and be aware of pedestrian safety in the vicinity of the school.

### **PEDESTRIAN SAFETY**

Students should not walk through car parks. Where no paved footpaths are available, students should walk on the grassed verge and not on the road, have a clear view of any oncoming traffic and be clearly visible. It is recommended that students walk facing oncoming traffic. Students should cross in a safe and responsible manner using the correct procedures. Hitch hiking is not an acceptable means of transport to and from school.

### **PASSENGER SAFETY**

The school encourages the use of school buses. Student vehicles may be parked in the student car park at own risk as a privilege.

The designated bus zone and no stopping zone should not be used for setting down and picking up students. Parents are discouraged from double parking when setting down or picking up students, nor should they be called across roads to waiting vehicles.

Students are encouraged at all times to wear proper occupant restraints. Students, before becoming a passenger in a car, should think about safety, consider the driver's experience and other circumstances.

### **BUSES AND BUS SAFETY**

Bus travellers must follow the *Department of Transport "Code of Conduct" for Bus Travellers*.

Students are picked up and set down each day in the designated bus zone. Students are supervised onto buses by staff. Executive staff voluntarily provide playground supervision after school until the last bus leaves. Students at school wait for buses in an orderly manner.

Buses will be requested to drop students at all venues so that the crossing of roads can be avoided. Students when they get off buses, should always wait until the bus has gone before crossing the road. Students should not behave in a way that distracts the driver.

Students who live beyond a 2km radius from the school can apply for a bus pass.

If your behaviour on the bus is inappropriate, your bus pass may be withdrawn by the bus proprietor. Complaints about the behaviour of individuals on the buses should be directed to the bus company.

## **SCHOOL FEES**

Byron Bay High School provides buildings, staff and funds for equipment and textbooks. Additional textbooks, equipment and printing and stationery must be purchased by the school. It is the strong recommendation of this school's P&C Association, to seek from parents and guardians the payment of school fees at the commencement of the school year. This practice has been in place for many years and although not compulsory, the funds raised through this contribution will be used to provide additional educational resources and programs.

Parents who have difficulty paying fees are requested to contact the Principal to discuss alternative arrangements.





## VOLUNTARY CONTRIBUTION

YEAR 7	YEAR 8	YEAR 9	YEAR 10	YEAR 11	YEAR 12
\$110	\$120	\$130	\$140	\$150	\$160

These charges are required to pay for materials actually used by the student in the course being studied. Parents can provide materials and equipment needed for elective courses, but lose the benefits of bulk purchase at wholesale rates. In electing a subject, students accept that there are material usage fees or a requirement to provide equipment/materials themselves. Faculties can provide a list of these requirements. The cost of printing and paper is included in the Subject Fee.

	YEAR 7	YEAR 8
Student ID Card	5	5
Technology Levy	20	20
All Subjects	160	160

	YEAR 9	YEAR 10
Student ID Card	5	5
Technology Levy	20	20
Core Subjects	80	80
Agriculture	35	35
Big History	-	20
Commerce	20	20
Drama	25	25
Food Technology	100*	100*
Geography: Global Studies	20	20
History: People in Time	20	20
Indonesian	-	30
Industrial Technology - Silver	40*	40*
Industrial Technology - Timber	40*	40*
Information Software and Technology	20	20
Japanese	30	30
Music	25	25
Photography (own camera)	90	90
Physical Activities and Sport Studies	30	30
STEM	30	30
Visual Arts	80*	80*

**\* This does not include the cost of individual major projects or additional equipment and excursions**



	YEAR 11	YEAR 12
Student ID Card	5	5
Technology Levy	20	20
Agriculture	40	40
Ancient History	30	30
Biology	30	30
Business Studies	30	30
Chemistry	40	40
Community and Family Studies	30	30
Design and Technology	-	40*
Drama	40*	40*
Earth and Environmental Science	-	40
English Advanced, Standard and Studies	30	30
English Extension 1	30	30
English Extension 2	-	30
Entertainment (VET)	40	40
Food Technology	100*	-
Hospitality (VET)	150*	150*
Industrial Technology – Multimedia	35	-
Industrial Technology - Timber	40*	40*
Japanese	-	40
Legal Studies	30	30
Marine Studies	30	30
Mathematics 2 Unit and Mathematics General	30	30
Mathematics Extension 1	30	30
Mathematics Extension 2	-	30
Modern History	30	30
Music	50	50
Personal Development, Health and Physical Education	35	35
Photography	30*	-
Physics	40	40
Society and Culture	-	30
Software, Design and Development	-	35
Sport, Lifestyle and Recreation Studies	30*	30*
Studies of Religion	-	30
Textiles and Design	40*	-
Visual Arts	100*	100*

\* This does not include the cost of individual major projects or additional equipment and excursions.

# The fees charged for students who participate in the 1 Unit and 2 Unit Photography courses provide students with basic darkroom materials. They will need to purchase additional paper on the basis of their own usage.



## SCRIPTURE

Scripture classes are provided once per week to students in Years 7 and 8. Scripture is optional. A note is required from parents.

## SEARCHES

If the school considers the health or safety of any person is at risk, designated staff may search students' bags, lockers and other personal effects which they reasonably suspect may contain prohibited articles, substances or prohibited weapons. If students refuse to allow searches, the police will be called.

## SECURITY

The school has a remotely armed electronic and camera surveillance system and a security company is engaged to provide a security service at night, on weekends, during holidays and for some special events. Entering or remaining on the school grounds without authority and outside hours is not permitted. The school has a security fence to prevent unauthorised entry. Signs declared the school is 'Enclosed land' are on all of our gates.

## SMOKING

Smoking is prohibited on Department of Education and common premises.

## SPORT

1. Sport plays an important role in the individual and collective development of school students. As such it is an integral part of the school curriculum. It is important for the social, physical, emotional and moral wellbeing of the student body and is an important expression of our culture.
2. A large range of sports is offered to students at Byron Bay High School. Years 7-10 students select sports at the start of each term for the following term. Sport is optional for Year 11 students.

Sport safety follows departmental guidelines. Permission notes are given out and returned to the Administration Office with sport payment.

For School Sports Carnivals (Swimming and Athletics) the school is divided into four Houses which are identified by the given colours. Tallows: Red - Dolphins: Yellow - Pass: Black & White - Wategoes: Blue

When students are enrolled at the school, they are allocated to one of these Houses. One Swimming, Athletics and Cross Country Carnival is held. Attendance at these carnivals is part of the school curriculum.

All senior students are expected to participate in school carnivals

3. **Interschool Visits and CHS Sport**  
School and sporting contacts with other schools should be encouraged at ALL levels. Byron Bay High School participates at Zone, Regional and State levels in swimming, athletics, cross-country and numerous teams events.
4. **Transport and Costs**  
Travel: Students who ride their bikes to school, may also ride to sport, leaving at 1.10pm. The only students who may walk to sporting venues are the golfers who may leave at 12.50pm. Students with LUNCH PASSES may walk from home straight to their sporting venues. However, such students arriving late to sport, without reasonable explanation, will be required to make up this time in the form of detention. All other students MUST catch the sports' buses to and from their venue.



### 5. **Dress Requirements**

It is expected that all students will wear attire appropriate to the sport being played e.g. whites for cricket, gym shoes (if appropriate) should also be worn. Students in most cases will wear the sports uniform. If protective clothing is a requirement of that sport then it must be worn. Students are to be advised to be sun safe. Hats and sunscreen are to be promoted.

### 6. **Wet Weather**

In the case of persistent wet weather, the Sports Organisers will consult and a decision made by 11.00am. A message will be sent to all students and staff during periods 4/5 with information of the necessary re-arrangements. A notice will also be placed on the sports notice board outside the PD/H/PE staff room, at the beginning of lunch.

In previous consultation with all staff, it has been decided that a sports afternoon timetable will continue despite wet weather, with indoor sports going ahead and rain affected sports allocated inside venues at school.

### 7. **Sport Absentees**

*All students are required to participate in Wednesday afternoon Sport. However, under special circumstances, leave passes may be granted. No student is to go home without prior permission from the Sports Organiser.*

Students under medical supervision are encouraged to make appointments outside school time. If this is impractical, students should have a note from parents and/or an appointment notice, to be handed in at recess to the Sports Organiser. If the student needs to leave school prior to recess on Wednesday, a parent permission note is to be presented to the Deputy Principal before school. Leave will not be granted to assist at home, attend work.

## **SPORTING AWARDS**

### **SPORT CITATION AWARD**

A Sport Citation award will be presented to any student who produces outstanding sporting achievements within the previous 12 months. These achievements can be at intra school competitions of swimming, cross-country, athletics and representing the school at Zone, Regional, CHS selection trials and Knockouts.

### **SPORTING RECOGNITION AWARD**

A Sporting Recognition Award is awarded to:

- 1) Any student in their Senior year who has represented the school with distinction in sport over their school career or has made a significant contribution to school sport in a non-playing capacity.
- 2) Any student who has won an individual event or has been selected in a state team in a sporting endeavour outside of the Combined High School ratified sports.

### **A SCHOOL BLUE AWARD**

A School Blue will be awarded to:

- 1) Any student who is placed 1<sup>st</sup>, 2<sup>nd</sup> or 3<sup>rd</sup> in an individual event at a Combined High Schools or All Schools (i.e. government/non government) carnival.
- 2) A student who gains selection in a NSW Combined High Schools first team.
- 3) Any student who is appointed as a Referee for a state team or who officiates at interstate level.



## HONOURS BLUE AWARD

Any student who gains Blues in THREE separate sports during their time at school OR gains selection in a Combined High School Australian Team will be awarded an HONOURS BLUE.

Nominees for ALL sports awards must satisfy the Sports Award Committee and Principal that there have always represented the school in a sportsperson like fashion, have an excellent behavioural record and are motivated by school spirit.

## STUDENT REPRESENTATIVE COUNCIL (SRC)

The SRC aims to:

- 1) To provide a forum for student opinion
- 2) To develop leadership
- 3) To promote improvement in the school
- 4) To promote school spirit

It does this through school/student activities, decision making activities and some fund raising activities.

The SRC is made up of four representatives from each year 7 to 12. The SRC constitution requires that male and female school captains be elected, but all other positions are not gender-specific. Elections for the School Captains, Vice Captains and Senior Councillors occur by the end of Term Three and are carried out in the order below.

The method of election for the School Captains and Vice Captains involves a written nomination and interview from Year 11 students. The applicants must also prepare and present a speech in front of a school assembly. A secret ballot of Years 11 and 10, staff, and current SRC members then determines the School Captains and Vice-Captains for the upcoming year. All other positions are filled by written nominations, followed by voting by year groups.

Representatives sign a pledge and are responsible for acting as a role model to other students, abiding by all school rules, and representing their peers and the school to the best of their ability. SRC members also chair formal assemblies and make regular reports at assembly or via the school newsletter, as well as attending School Council meetings.

The SRC organises school socials and other social events for students, as well as deciding on the expenditure of funds to enhance student facilities within the school. The SRC may request regular meetings with Senior Executive.

## SUGGESTION AND COMPLAINT PROCEDURES

In order to serve you better we have procedures for "Responding to Suggestions, Complaints and Allegations".

Your suggestions and complaints are valued as they enable staff to address your concerns and improve the quality of our service. We will strive to remedy problems promptly and deal with each matter fairly.

In most cases an appeal process is available if you are unhappy with the outcome.

### How you can make a suggestion or complaint

You can make a suggestion or complaint orally or in writing. If made orally it may need to be put in writing later. We can assist you to do that. You can use the form that is available. Its use is optional.

It can be made to the person responsible for the place where the issue arose (e.g. the school principal, TAFE or AMES manager, or state office director).



If the complaint is about any of these people, then it can be made to their supervisor.

Request assistance if you need help.

It is preferable that you give your name and sign your complaint. Anonymous complaints can be acted on only in certain circumstances.

### **How your suggestion or complaint will be handled**

When a suggestion or complaint is received it will be assessed in terms of its nature and seriousness. We will acknowledge it and we can give you an indication of the likely timeframe for dealing with it.

If it is about a policy or process rather than about a person, then the *remedy and systems improvement procedure* will apply.

If it is about a person, but not about an alleged serious breach of policy or procedure, then the *negotiation procedure* will apply.

If it is about a person, and it is about an alleged serious breach of policy or procedure, then the *investigation procedure* will apply.





## TRAVEL PASSES AND CONCESSION CERTIFICATES

All students moving from Year 6 to Year 7 as well as new students to Byron Bay High School, who will be travelling by bus, need to apply on line at [www.transportnsw.info/school-students](http://www.transportnsw.info/school-students).

If you have moved you need to complete a change of address form at school and then update your details online at <https://apps.transport.nsw.gov.au/ssts/updateDetails> (even if you are travelling on the same bus).

<b>BLANCHS</b>	<b>AM BUS</b>	<b>PM BUS</b>
Ballina & Lennox Head	1	34
Bangalow	30, 32	30, 32
Baywood Chase	37	32
Belongil & Sunrise Beach	40	31
Binna Burra - Federal	32	32
Broken Head	1	34
Byron Hills	37	32
Cemetery Road	Nil	39
Coopers Shoot	30	30
Ewingsdale	38	38
Friday Hut Road (north)	30	30
Hayters Hill	32	32
Kennedys Lane & Tyagarah	39	39
Lennox Head	37	34
Mullumbimby & Myocum Road	39	39
Newrybar	34	6
Shirley Street	39	31
Skinners Shoot	37	31
Suffolk Park (main)	34	6
Sunrise Beach	40	31
Tyagarah	39	39
Massinger Street	39	39

\*\* If unsure of pick-up points, please phone Blanches on 6686 2144. \*\*



## UNIFORM

**“The Department of Education and Communities supports the wearing of school uniforms by students and the upholding of high standards of dress by students and staff.”**



Byron Bay High School is a uniform high school in line with the NSW DEC Uniform Policy and as endorsed by the School’s Parents and Citizens (P&C) Association, SRC and staff. At Byron Bay High School we aim to educate the whole child, not just academically but in the values of integrity, excellence, democracy, respect, responsibility, participation, care and fairness.

It is with these goals in mind that our uniform policy has been developed. The Uniform Policy of the School has been discussed and approved by the teaching staff and the P&C. There are four key reasons why the School community decided there would be firm rules in relation to the wearing of uniform at our School. They are:

### Safety

Our uniform is distinctive and allows our staff to immediately recognise any intruders or potential dangers at school or on excursion. There are also mandatory safety requirements regarding clothing and footwear for a number of key learning areas at school. These are incorporated in our uniform to ensure all students can participate in a safe manner.

### Fairness

The School Uniform provides an even playing field for all our students regardless of their socioeconomic background. Allowing variations to the uniform provides students with an opportunity, intended or otherwise, to create divisions within our school. The price of our uniform allows parents to avoid the pressure of buying brand name clothes.

### Pride

Our school community wants to see students who are proud to be part of this great school. Presentation in uniform creates a positive tone in our school and reinforces that we are here as one respectful, committed group with a common sense of purpose.

### Perceptions

Our School community wants our school to be seen as well organised, well presented, positive and cohesive. Such impressions influence the public perception of our school and affect potential enrolments and therefore the curriculum opportunities that are made available to our students.

Families experiencing genuine financial hardship may apply for student assistance funding to assist with school uniform costs. These applications are completely confidential.

**Girls:** School dress, school tartan skirt or school navy blue shorts with collared plain white polo or collared plain white blouse - preferably with school logo. In winter flesh or black stockings may be worn under a school uniform dress, skirt or shorts.

**Boys:** Collared plain white polo or collared plain white button up shirt with school navy blue shorts - preferably with school logo.

**Unisex:** School Navy blue hooded zip jumper, school navy blue track pants - preferably with school logo and school navy blue chinos.

**Footwear:** For safety reasons, all students are required to wear fully enclosed shoes and for practical classes in Science, Agriculture and Technology, shoes must have impermeable uppers. Students are not permitted to wear thongs or sandals.

**Hats:** Strongly recommended for sun-safety in the playground and for outside lessons including sport.

**Sport Uniform:** All students are required to change for PD/Health/PE and Sport lessons into school sports uniform which is the school teal sports polo with navy collar and school logo. Shorts are to be navy blue or black sports shorts. Student must wear lace-up joggers/sports shoes. Representative teams are required to wear the appropriate team uniforms.





**Special events attire:** Our jade coloured tie and grey school blazer with our school logo will be supplied as required.

\*\* Non-school shorts, leggings, singlet tops, offensive slogans and midriff tops are not acceptable.

### Our procedures to monitor uniform

- 1) 8.30 to 9.00 Daily: Students out of uniform with a note collect a Green Slip from the Deputy Principal.
- 2) Uniform checks will take place regularly. Lunch detentions will be given immediately for students out of uniform without a Green Slip. All detentions will be recorded.
- 3) Students wearing torn or inappropriate clothing will be asked to change into uniform provided by the school for that day.
- 4) Prizes will be awarded for those students regularly in uniform.

Unless approved all students leaving the school for any activity will be expected to be in full school uniform. If students arrive for an excursion and they are not in uniform then they will be supplied with a uniform or will not attend. Our staff have obligations to fulfil under the safety and supervision of students outside of school.

Parents can write to the Principal and request a conscientious objection to uniform under certain circumstances. A list of conscientious objectors will be published to staff.

Your school uniforms are available from:

- Byron Bay High School every week Tuesday 8.00 am to 11.00 am and every Thursday 2.30 pm to 5.30 pm.
- The School Locker store in the Harvey Norman Home Maker Centre at 26 Boeing Avenue, Ballina every Monday, Tuesday, Wednesday, Thursday, Friday 8.30am to 5.00 pm, Saturday 9.30am to 4pm and Sunday 10am to 2pm.
- Uniform Online ordering will be available at <http://theschoollocker.com.au/schools/byron-bay-high-school>

Please note any purchases made at the store will be rebated back to the school.

## USE OF SCHOOL FACILITIES

Outside organisations seeking to use the school facilities should contact the front office staff for a School/Community Users Agreement which may be approved only by the school Principal. ALCOHOL and SMOKING are not permitted on the school premises.

## VISITORS

Visitors to any part of the school should first go to the Administration Office and sign the Visitors' Book, where they will be issued with a Visitor's tag.

Provision is made under the Inclosed Lands Protection Amendment Act 1997, No. 97, for departmental representatives to request unauthorised persons to leave the premises.

## YOUTH ALLOWANCE

Youth Allowance (AUSTUDY) is a student assistance scheme for full time study that is available to students that qualify. Please contact Centrelink for details regarding this allowance. To qualify a student must meet the income test requirements. The scheme pays allowances to help students stay on at school by assisting with fees, uniform requirements and other living expenses. Attendance checks are made on Youth Allowance recipients and deductions are made for unexplained absences (including partial absences and lateness). When students choose elective courses that involve subject fees, there is an expectation that Youth Allowance will be used to pay for these fees or to purchase the materials required.

Students will need a Tax File Number when applying for Youth Allowance. If a student does not already have a Tax File Number, the student may apply online for their Tax File Number at [www.ato.gov.au](http://www.ato.gov.au).



## WORKBOOKS AND ESSENTIAL MATERIALS FOR 2018 - YEAR 7 AND 8

ALL SUBJECTS	Pens, Pencils (HB), Ruler, Eraser, Pencil Sharpener, Glue, Set of Coloured Pencils, USB
TECHNOLOGY (Mandatory)	A4 Display Book
INFORMATION & COMMUNICATION (Mandatory)	A4 Display Book and 1 pack of A4 Lined Paper
ENGLISH	2 x 96 page A4 lined Exercise Books
GEOGRAPHY	128 page A4 lined Exercise Book to suit A4 Ring Binder
HISTORY	128 page A4 lined Exercise Book to suit A4 Ring Binder
LANGUAGE	128 page lined Exercise Book
MATHEMATICS	160 page lined A4 Book, Compass, Protractor, Casio Scientific Calculator (available from front office)
MUSIC	96 page Quill Music book
PERSONAL DEVELOPMENT/ HEALTH/PHYSICAL EDUCATION	48 page A4 lined Exercise Book and a workbook will be provided by the teacher
SCIENCE	160 page A4 Exercise Book (no folders)
VISUAL ARTS	Process Diary - A4 size 120 page Black or White Vinyl Cover (available at the school office), Pencils 2B, 4B, 6B, small Brushes No. 2 and 4, Artline 0.4, Felt Pen 700
MISCELLANEOUS	As part of an environmentally conscious school we aim to reduce single use plastics and encourage students to bring a reusable drink bottle and utensils should they purchase meals from the canteen. This will support the canteen in keeping the environment and financial costs low. We also encourage all recess/lunch items to not include plastic wrap.



## WORKBOOKS AND ESSENTIAL MATERIALS FOR 2018 YEARS 9 AND 10

ALL SUBJECTS	Homework Diary*, Pens, Pencils (HB), Ruler, Eraser, Pencil Sharpener, Glue
AGRICULTURE	128 page A4 Exercise Book plus A4 Display Binder Folder
COMMERCE	128 page A4 Exercise Book
DRAMA	96 page A4 Exercise Book
ENGLISH	128 page A4 Exercise Book x 2, 1 display folder
FOOD TECHNOLOGY	A4 Display Folder and 128 page A4 Exercise Book
GEOGRAPHY	128 page A4 Exercise Book
HISTORY	128 page A4 Exercise Book
LANGUAGE	128 page A4 Exercise Book, 1 A4 Display Folder
MATHEMATICS	128 page A4 Exercise Book, Compasses, Protractor, Scientific Calculator
MUSIC	96 page A4 Music Book
PASS	Student workbook (available from BBHS)
PERSONAL DEVELOPMENT/ HEALTH/PHYSICAL EDUCATION	64 page A4 Exercise Book
PHOTOGRAPHY & DIGITAL IMAGING	Own Camera, A4 Visual Art Diary, 1 x A4 Display Folder
SCIENCE	128 page A4 Exercise Book + A4 Display Folder
INDUSTRIAL TECHNOLOGY (SILVER, METAL, TIMBER)	A4 Display Folder and 2B pencils
TEXTILES AND DESIGN	A4 Display Folder & 2B pencils
VISUAL ARTS	Process Diary (available at school : \$12 large & \$8 small), Pencils 2B, 4B, 6B, Small Brushes No 2 and 4 Artline 0.4, Felt pen 700, Eraser, Metal Ruler, Pencil Sharpener

***Please Note*** : Books (including covers and contents) must not contain slogans, graphics or pictures that may be considered offensive to any school community member.

\*\*LIQUID PAPER, TEXTAS AND AEROSOL CANS ARE BANNED AT SCHOOL\*\*

## WORKBOOKS AND ESSENTIAL MATERIALS FOR 2018 YEARS 11 AND 12

ALL SUBJECTS	Senior students usually organise their own A4 books and keep them inside large A4 binders.
MATHEMATICS	128 page Exercise Book, Compasses, Protractor, Scientific Calculator
PHYSICS	Calculator, Spiral A4 Book and Separate Book or Section of Folder
VISUAL ARTS	Process Diary (available at school : \$12 large & \$8 small), Pencils 2B, 4B, 6B, Small Brushes No 2 and 4 Artline 0.4, Felt pen 700, Eraser, Metal Ruler, Pencil Sharpener.
HOSPITALITY	Hospitality Uniform cost TBA. Mandatory that this is purchased at school.



Further information may be obtained from Byron Bay High School.

Phone: 6685 8188

Fax: 6685 8119

Email: [byronbay-h.school@det.nsw.edu.au](mailto:byronbay-h.school@det.nsw.edu.au)