# Ulladulla High School



## **Our Vision**

A World Class School that provides a quality education in which students are encouraged to be creative, entrepreneurial and innovative young people with 21<sup>st</sup>Century skills through collaboration where outstanding teachers are leaders in learning.

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## Welcome To Ulladulla High School

The school community welcomes you and your family to Ulladulla. Our school is one where parents, teachers and students work in partnership with students to reach their full potential to graduate fully prepared to live and work in an information-age society.

Ulladulla High school is a world class school that delivers an innovative and vibrant curriculum to ensure all our students are prepared to be successful 21st Century Global Citizens. Our Motto "Strive for the Summit" exemplifies the school's strong commitment to provide opportunities for all students to develop their passions and abilities to be highly successful young people. Our recent initiatives and innovations in teaching through collaborative curriculum projects in Year 7 & 8, 2018 will see focussed project based learning in Year 9 and focussed 'high performance' initiative in Years 11 & 12. We work successfully alongside our partner primary schools to provide a learning continuum through academic excellence, collaborative practices across schools and innovative contemporary learning platforms to provide the connections to enhance and foster outstanding young people of the Milton Ulladulla Area to be 'world class' learners.

We recognise that our school is only one stop in a student's lifelong learning journey. We are honoured that you have chosen our school as a significant part of that journey. We will now consider your application to enrol in our school.

Ulladulla High School offers immense opportunities in academic, vocational, leadership, cultural and sporting arenas. With a proud tradition of excellence in all areas, the challenge is to find balance and to focus your energies. Students have successfully attained apprenticeships and traineeships, scholarships for tertiary education and representation at local, state, national and international levels in sporting, cultural and academic pursuits. Ulladulla High will offer you opportunities to grow, to be nurtured and to develop - you just have to choose to participate in the full life this school has to offer.

Finished in 2013, our school has undergone a major building project funded by both Federal and State Governments. 2013 was the completion of Stage 3 which included a Movement Studio for Dance, Drama and the creative expression, a Fitness Lab with a fully equipped gym area and studio. This compliments our new Multipurpose Centre in St Vincent Street, Construction Shed and a range of new learning and administrative facilities. Our school has embraced learning using technology. Most classrooms have interactive whiteboards and data projectors. Teachers are busy developing great lessons using the tools of technology. Our school has embraced the "Bring your Own Device" policy and we encourage learning which is connected, collaborative and contemporary. Technology tools are widely used in the classroom and at home. Our school website and the Moodle Log In is available for students and families to access. (www.ulladulla-h.schools.nsw.edu.au/). You can also follow us on Facebook and twitter.

This booklet provides information about the school and some key people in the school who will work with you along your learning journey. Your first point of contact for curriculum matters will be your classroom teachers supported by Faculty Head Teachers. The Head Teachers - Teaching and Learning are running specialised programs to improve learning outcomes for all our students. If the reason for contact is more general in nature, your Year Adviser may be able to help. The Year Advisers are supported by the Head Teacher Student Wellbeing, Assistant Year Advisers and the school counselling network. The Careers Adviser provides additional work transition and careers pathway guidance. Deputy Principals work across the school in a wide range of areas but focus welfare, curriculum and organisational energies on three of the student years each. These people are all identified in the booklet. Parents, as well as students, are welcome to seek support or contact these specialist personnel. If you need help or support in any way then be sure we know about it. We can't help if we don't know.

Ulladulla High School is a great school which will provide you with every opportunity to achieve your dreams. Take control of your time at Ulladulla High School. Give your best at all times, then you too will achieve "Beyond the Summit". I look forward to meeting you and watching you reach your full potential.

Ms Denise Lofts Principal

## World Class Global Learners

A world class school that builds creative, entrepreneurial and innovative young people with 21st Century skills through collaboration with outstanding teachers who are leaders in learning. Care, kindness and respect are paramount at the UHS "Summit".

## Future Global 21st Century Skills

- Ways of thinking. Creativity, critical thinking, problem-solving, decision-making and learning
- Ways of working. Communication and collaboration
- Tools for working. Information and communications technology (ICT) and information literacy
- Skills for living in the world. Citizenship, life and career, and personal and social responsibility

## Value the commitment of being a world class leading learner

• Leadership, Initiative, Self – direction, Independent Learning, Entrepreneurial skills, Creativity, Self- regulation and Resilience.

### Enhance real world connections.

• Connected learners at school and within local, national and global context to enhance a culture of 'collective mindfulness' to Collaborate, Innovate and create ways to enhance their learning.



## Curriculum

Students in Years 7 and 8 study a mandatory curriculum in the eight Key Learning Areas of: English, Mathematics, Science, Creative Arts, Human Society and Its Environment, Technological and Applied Studies, Languages Other Than English and Personal Development, Health and Physical Education. In Year 9 the students choose to specialise by selecting elective subjects from some of these areas.

#### Stage 4 Learning

Students enter Year 7 within a learning and welfare framework of Stage 4. The aim of Stage 4 Learning is to settle new students in a safe, caring and stable learning environment. Typically students in upper primary have one core teacher who teaches all the main subject areas. In high school the number of teachers increases dramatically. To bridge the transition to high school in Year 7, the core KLA subjects of English, HSIE, Mathematics and Science see one teacher leading learning in English/HSIE and another teacher in maths/science. Each class also has a homeroom. Alongside this, Stage 4 teachers work very closely together to model best practice teaching and learning in a caring environment. Year 7 students also undertake elective subjects where students move around the school and learn from other teachers and in specialised learning environments.

#### **Selective Class Year 8**

Towards the end of Year 7 students are encouraged to sit examination and submit application for the Year 8 Selective Class. Placement into the class is competitive and students are chosen on merit in the areas of English, Maths, Science, HSIE, NAPLAN, as well as personal application. The selective class is a mixed ability class established each year in Year 8 to better meet the needs of students who wish to maximise their learning outcomes. Typically up to 1/4 of the Year 7 cohort apply for the class. Students who do not apply for selection or who miss out being selected for the class follow the same learning curriculum as selective class students.

#### **English**

This exciting subject is compulsory for all students. Students will be given experiences in reading, writing, listening, speaking, literature and the media. Students will be involved in wide reading programs and various activities including public speaking, debating, drama, storybook writing, media studies, filming with the school video camera, computer publishing, library research, group work, role play and much more.

One of the English Department's high priorities is to identify and offer extension programs for gifted and talented children. Schemes are also in place to assist children who have learning difficulties in this subject involving assistance from support teachers.

#### **Mathematics**

All students going into Year 7 will experience a common course. The course consists of strands in Number, Geometry, Measurement, Statistics and Algebra.

Students will find the Problem Solving, which runs through the other five strands, an interesting challenge as students work in groups to answer interesting puzzles. Students are arranged into ability groups in later years.

At Ulladulla High School students are also given the opportunity to participate in various competitions (Australian Mathematics Competition, Maths Challenge etc.), as well as extension classes.

The aim of the Mathematics Faculty of Ulladulla High School is to see that students achieve their potential in the challenging and rewarding study of Mathematics in the modern world.

#### **Science**

Science provides an empirical way of answering interesting and important questions about the biological, physical and technological world. Scientific knowledge is contestable and is revised, refined and extended as new evidence arises or existing evidence is re-conceptualised. The study of Science is a collaborative, creative endeavour and has led to a dynamic body of knowledge organised as an interrelated set of models, theories, laws, systems, structures and interactions. It is through this body of knowledge that science provides explanations for a variety of phenomena and enables sense to be made of the natural world.

#### **Human Society and its Environment**

In this subject you will experience units of study in both History and Geography.

Enter the world of the ancient past and learn about Ancient Rome and find out how historians unlock the secrets of the past using forensic science and written records.

Have fun making artefacts (you'll find out what these are), perform role plays and do virtual site studies. You'll learn about our Aboriginal Heritage and European exploration of the New World and better appreciate the importance of learning about the past to help solve the challenges of the present and the future.

Students will embark on a detailed study of global geographic issues in Year 8 whilst in Year 7 basic geographic concepts and special environments are examined. Throughout both years research and personal experiences are used to examine the diversity of our world.

Local, class based excursions will form part of this course.

#### Languages - French, Japanese and Indonesian

Students are introduced to French and Japanese through the use of games, videos, tape recordings, role plays, computer work and magazines in Year 7. In this way students will learn to speak, read and write about their everyday interests. Students will also enjoy learning about the French and Japanese cultures and be able to compare them to their own.

Students have the opportunity to further their study of Languages by selecting Language electives in Years 9-12.

#### Music

The Core Music Course has been programmed with an emphasis on practical music.

Year 7 concentrates on introducing the students to the keyboard and Year 8 the guitar. By involving the students with instrumental music they also develop aural and theoretical skills. Also, they learn the discipline of practice and working with other students in groups or individually.

The aim is to provide a basic competence on a musical instrument so by the end of Year 8 the student could elect music to develop these skills further. The range of performing media available for specialising would be keyboard, guitar, electric bars, drums, vocals, flute, saxophone or brass.

Students can also be involved in extra-curricular music activities and attend concerts.

Students have the opportunity to further their study of Music by selecting Music electives in Years 9-12.

#### Visual Arts

The compulsory Visual Arts course is an exciting hands-on course that explores a diverse range of techniques and media. Specialist Visual Arts teachers engage students in a variety of experiences of the Visual Arts, such as painting, drawing, ceramics, computer generated images, photography and sculpture.

The Themes we explore during the course range from 'People and Relationships' to 'Other Living Things' from the students own world. Students also study the practices of Art Criticism and Art History to enhance their own practice of Art making.

Students have the opportunity to further their study of Art by selecting Art electives in Years 9-12.

#### **Technology**

Technology is an interesting and stimulating course, which allows students to design and make a variety of products. Students will work with a large variety of materials such as food, wood, metal, textile materials and agriculture.

An important part of the Technology course is using the computers in a variety of ways. They will use them to design and produce plans and sketches, books, word processing documents, spreadsheets and databases.

Students will be working in the school's Wood and Metal workshops, the Food labs, Textile and Design Labs, Computer Labs and our well-equipped Agricultural area.

Students have the opportunity to further their study of Technology by selecting Technology electives in Years 9-12.

#### Personal Development, Health and Physical Education

We aim to develop in each student the knowledge, skills and attitudes needed to understand, value and lead healthy and fulfilling lifestyles.

The PD/H/PE program is an important element of the overall school curriculum because it promotes quality of life, self-esteem and social well-being. The program is committed to developing movement skills and fitness.

#### Among the topics covered are the following:

DanceAquaticsAthleticsSafetyGymnasticsTeam GamesIndividual GamesPhysical FitnessFamily LifeRelationshipsFirst AidA I D SDrugsSexualityDisease

Growth and Development

Students are encouraged to participate in the Swimming, Cross Country and Athletics Carnivals, which are held each year. Students are also encouraged to play in the State wide Knockout Competitions in which the school enters teams in 20 different sports.

#### **Special Religious Education**

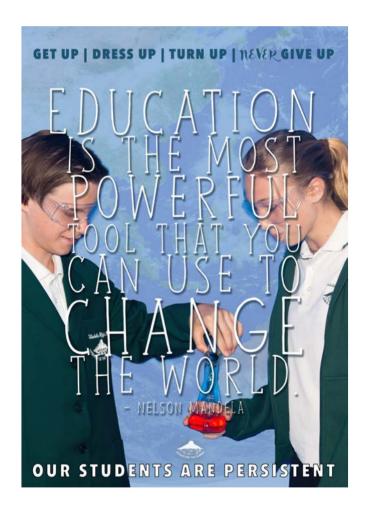
Scripture is a timetabled period for Year 7, 8 and 9 students. A fully qualified teacher is employed by the combined Christian Churches in our community to teach a curriculum that represents beliefs shared by Catholic and Protestant churches in a way that is relevant to today's teenagers. Details of this curriculum are available from the school website. Parents/caregivers who conscientiously object on religious grounds can apply for their children to be exempt from attending Scripture classes. Students who have chosen non-Scripture will be accommodated in a classroom with an allocated teacher.

#### **Careers**

Year 10 students have a fortnightly careers lesson, concentrating on such varied topics as preparing a resume, job opportunities, taxation, OH&S, tertiary study and wages.

#### **Electives**

More information on electives and courses in Years 9 to 12 see school website.



# **Staff Directory**

## **Principal**

Ms Denise Lofts

<b>Deputy Principal 7,10,12</b> Mr Barry Christiansen	<b>Deputy Principal</b> Mr George Betsis	1 1	
Head Teachers	Ç	1.11 C.11.1515 P.101 2 C.11.551	
English			
Mathematics	Mr Matthew Graham		
Science	. Mr Joshua Westerway		
HSIE	Mr Ben Barry		
TAS Industrial Arts/Home Ec	. Mrs Gabrielle Curry		
Physical Education	. Ms Toni Williams		
Creative and Performing Arts	Mr Bradley Hart		
Special Education	Mrs Leanne Barrett		
Student Wellbeing	Mrs Kim Waters		
Administration	Mr Liam Hackett		
Teaching and Learning	Mr Michael Ramsden		
Teaching and Learning	Ms Janelle Collins		
Teaching and Learning	Mrs Anita Barry		
	Year Advisers	Assistants	
Year 7 Adviser	. Mrs Lily Dale	Mr Andrew Hallett	
Year 8 Adviser	Dr Samantha Kneeshaw	Mr Darren Stephen	
Year 9 Adviser	Mrs Suanne Knight	Mrs Sharyn Wheatley	
Year 10 Adviser	Mrs Trish Karaboikis	Mr Dane Mastronardi	
Year 11 Adviser	Mrs Mel Clare	Mr Drew Hicks	
Year 12 Adviser	Mr Matthew Skinner	Mrs Lorraine Dixon	
Counsellors	Ms Cathryn Worthington, l	Ms Linda Gilbert	
Careers Adviser	Ms Karyn Ingold		
Librarian	Mrs Sharon Wheatley		
Student Representative Council .Ms Kim Waters and Ms Samantha Howcroft			
<b>Student Environment Council</b>	Ms Gemma Smith		
Anti-Racism Contact	Mrs Anita Barry Stud	dent Wellbeing OfficerMr Ijsbrand Schaap	p

English..... Mrs Fiona Williams

Mr Michael Ramsden Mrs Suzi Taplin

Mr Mark Rafidi Mr Jason Wilson

Ms Sarah Ford Mrs Lily Dale

Ms Carly Morton Mrs Michelle Woodland

Mathematics ...... Mr Matthew Graham Ms Janelle Collins

Mr Paul Torney Mr Gerard Day
Ms Kathy Hall Ms Sue Smith
Mr Drew Hicks Mr Jose Gonzalez

Mr Luke Sullivan Ms Donna Cattanach

Science/Agriculture...... Mr Joshua Westerway

Ms Carolyn CardenDr Samanth KneeshawMr Darren StephenMs Kylie RobinsonMs Ros HackettMs Heidi Hewitson

Mr Peter Gell Ms Gemma Smith

Ms Jane Zappas

HSIE Mrs Mel Clare

Ms Kim Waters Mr Yousif Aziz

Mrs Anita Barry Mrs Lorraine Dixon

Ms Sharon Bunyan Ms Sarah Hunt
Mrs Suanne Knight Mr Frank Dale

Mr Brendan Riddick

TAS...... Mrs Gabrielle Curry Mr Liam Hackett

Mr Andrew Lake Mr Matt Macdonell
Mr Leon Close Mr Wesley Ring
Ms Alexis Smith Mrs Patricia Ingold

Ms Amanda Stewart Mr Andres Garin

Languages ...... Mr Michael Ramsden Mrs Tracey Smith

Ms Louise Morgan Linda Christiansen

Learning Support......Mr Chris Armati Mrs Tracey Sinden

EAL/D Support ......Mrs Linda Christiansen

**VET** ......Mrs Gabrielle Curry

Mr Andrew Lake

Mr Matt Skinner

PD/H/PE..... Ms Toni Williams

Mrs Julia Brooks Ms Kieryn Little
Ms Alice Goozee Mr Andrew Hallett

Ms Samantha Howcroft

Special Education..... Ms Leanne Brooks

Mrs Jenny Munday Ms Erica Patton

Mr Dane Mastronardi
Ms Jacki Morgan
Mr Wayne Pennington
Ms Megan Boonaerts
Mr Matt Goodlet

Mrs Jaqueline Villiers

Creative and ...... TBA Mrs Linda Lees

**Performing Arts** Mr Matthew Skinner Ms Caitlin McGrath

Ms Victoria Jauncey Mr Matt King Mrs Amanda Grady

**SRE**(**Scripture**)...... Mr Bernie Hughes

### **School Administrative and Support Staff**

School Administrative Manager:..... Mrs Leanne Colley

Administrative Staff...... Mrs Tracey Smith Mrs Wendy Hearn

Ms Jennifer Loft Ms Hayley Supomo
Mrs Carol Sawyer Mrs Tracey Lenton
Mrs Carol Malmo Mrs Gailene McLaren
Ms Lynne Hill Mrs Lesley Betsis

Technical Support Officer...... Mrs Angie Edwards Mr Blake Graham

Mr Greg Todeschini Ms Sandra Paton Ms Therese Breakspear

## **School Routines**

The school timetable is organised on a ten-day cycle of six periods per day, Period 1 begins at 9.05 Students who arrive late are to sign in at student services, any student who does not have a note, a SMS message will be forwarded to parent's mobile. Roll Call begins at 8.55.

#### **Period Times**

	Bell times			
Roll call:		8.55	-	9.10
Period Period	1 2	9.10 10.00	-	10.00 10.50
Recess		10.50	-	11.10
Period	3	11.10	-	12.00
Period	4	12.00	-	12.50
Lunch 1		12.50	-	1.05
Lunch 2		1.05	-	1.20
Period	5	1.20	-	2.10
Period	6	2.10	-	3.00

Bells are rung at the start of each day, end of recess, mid lunch, end of lunch and end of each period.

#### **Absences**

If, for any reason students are absent from school for part of a day or days, then parents/carers are legally bound to provide a reason acceptable to the Principal for the absence in writing on the student's return to school. This note is to be handed to the student's roll teacher. If students are absent for 2 consecutive days or more without explanation, a note is sent home requesting a reason. Unsatisfactory attendance is referred to the Home School Liaison Officer. Long periods of leave (e.g. for holidays) should be notified to the school as soon as possible as such absences may count against the award of a Certificate. Students with planned absences of 3 weeks or more should see Student Services for an attendance exemption application.

#### **Absence Notes**

All notes concerning attendance matters (e.g. absence from school, lateness, early departure) should be written entirely by the parent or guardian and be signed by the same person. Notes must clearly show the following information:

- Date
- > Student's FULL name (first name and surname) and roll class
- > Exact dates/ times for which leave is requested
- > Reason for leave

Absence notes should be handed to the roll call teacher the day after the student returns. More information is available on the school website.

#### After school procedure

**High Schoo**l students who go to the primary school after school.

High School students are **not** to be on Ulladulla public school grounds before 3.30pm. Students are to wait at the high school, until it is time to go down to Ulladulla Public.

#### After school tuition

UHS conducts an after school tuition program staffed by teachers to support students in their learning. This is conducted on Tuesday (Koori students), Wednesday (Years 7-10) or Thursday (Years 11 and 12). Please see Ms Collins for details and bookings to ensure an appropriate member of staff is available.

#### **Assemblies**

Three separate rings of the bell indicate a general assembly. Students are to move to the assembly area near the Multi Purpose Centre and stand in their Year area.

#### Attendance

Regular attendance at school is essential to assist students to maximise their potential. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. All students who are enrolled at school, regardless of their age, are expected to attend that school whenever instruction is provided.

Legislation, which came into effect from January 2010, requires students under the age of 17 to obtain the minimum leaving requirement of the Record of School Achievement and attend school full time. Satisfactory attendance and participation in learning is a requirement for the award of a ROSA, Preliminary Certificate and the Higher School Certificate.

Students need to be at school by 8:55am and remain until they are dismissed at 3:00pm

#### **Attendance: Late Arrivals**

Students arriving late for school must report to the School Administration Staff in Student Services. Any student arriving late without a note an SMS notification will go out to Parent/Carer. Year 12 students with timetabled study periods at the start of the day must arrive and sign in at Student Services.

#### **Attendance: Leaving School Grounds**

Written requests to leave the school grounds during the school day must be brought to Student Services before school. Year 12 students with timetabled study periods at the end of the day must sign out at Student Services.

Lessons should only be missed for important reasons (e.g. an unavoidable medical appointment). Sports afternoon should not be regarded as the best time to make appointments. Sport is compulsory in all government high schools.

Under NO circumstances is a student to leave the school grounds without a Leave Pass.

#### **Banned Equipment**

Students are NOT permitted to bring the following items to school: textas, liquid paper, expensive jewellery, dangerous items such as pen knives or cigarette lighters. Items including cigarettes, drugs, alcohol, fireworks and weapons are banned at all times.

In addition, **aerosol sprays** such as deodorants are banned from school due to health problems experienced by Asthmatics and Allergy sufferers, directly and indirectly, from the residual spray in the environment.

#### **Basic Equipment**

All students are expected to be prepared for lessons with basic equipment, such as pens, pencils, ruler, calculator, coloured pencils, books and appropriate apparel for practical lessons. Packing your bag the night before can be a big help. Students who have been issued Notebooks should bring them fully charged to school every day.

#### **Bus Travellers**

There are free buses serving students who live a distance greater than a 2.9 kilometres walk from the school.

Ulladulla Bus Lines:Kellam Bus Lines:Shoalbus:Kioloa, Bawley PointLake ConjolaSussex InletTabourie LakeWoodstock Rd and Croobyar RdWandandianBurrill LakeFishermans ParadiseBewongMollymook-NarrawalleeManyana/Bendalong

Milton Township

All bus applications are made online at <u>transportnsw.info/schools-students</u>. Students 16 years and over must apply themselves. If you don't have internet access call 131500 for assistance. In a shared parenting situation where travel is needed to two addresses, make sure the school has both addresses on file and a separate application needs to be made for each address. Some families will be eligible for a Private Vehicle Conveyance (PVC) subsidy if they are not close to public transport and need to drive a student to the bus stop or school. Apply online and see full terms and conditions at transport.nsw.gov.au/pvc.

Pupils travelling on these buses must make it their business not to be delayed when school finishes each afternoon. The bus bays are set up in South Street and all bus students will enter and leave the school through the South Street entrance.

#### **Buses: Conduct**

School students travelling on the free school buses are under the control of the bus company. All students are required to behave in a sensible manner whilst travelling, sit quietly, not play games or disturb others. Any student not conforming and thus distracting the driver is endangering others' lives and may have their pass cancelled and have consequences as per the school's welfare and discipline policy.

#### **Buses: Sport**

Students rostered for sport on grounds in the Mollymook-Milton area may be required to travel to sport by bus. Where bus travel is involved there is a small cost involved.

#### **BYOD** (Bring Your Own Device)

- 1. Students are encouraged to bring a device and are able to connect to the DEC wireless (this is 5 ghz only **2.4 ghz is not supported,** if you have a 2.4ghz laptop then you may also purchase a USB dual band wireless network adaptor) and use the device in their class.
- 2. The term "device' refers to any personal mobile electronic device with the capacity to connect to the department's Wi-Fi network. The use of devices at school is governed by school developed guidelines, processes and procedures.
- 3. The department will provide filtered internet access through its wireless network at no cost to students enrolled in NSW Public Schools at DEC sites. A 'Student Agreement' signed by parent/carer and the student is to be completed prior to connection, this is included in the enrolment pack.
- 4. Students are responsible for the care and maintenance of their devices including data protection and battery charging.
- 5. The DEC and Ulladulla High School will not accept any liability for the theft, damage or loss of any student's device.
- 6. Students who bring their own devices onto school sites do so at their own risk, no hardware or technical support will be provided for devices.
- 7. Students and their parents/carers must complete a signed BYOD Agreement prior to connecting to the department's Wi-Fi network.
- 8. Where the school has reasonable grounds to suspect that a device contains data which breaches the BYOD Agreement, they may confiscate the device for the purpose of confirming the existence of the material. Depending on the nature of the material involved, further action may be taken including referral to the Police. School disciplinary action may also be appropriate.
- 9. Use of BYOD devices in lessons is determined by the classroom teacher.
- 10. Students are required to follow all teacher instructions re the use of BYOD devices. Further information on BYOD is available on the Ulladulla High School website.
- 11. Families who are experiencing financial difficulty can apply for a loan device through the student assistance scheme. It is important the students and their families understand that loan devices are under similar conditions to loan of other school equipment in terms of responsibility for loss or breakage and sit underneath BYOD policy (points 1-10) above. Devices and charges are to be returned if no longer required, or when the student no longer attends Ulladulla High School.

#### Canteen

The Canteen at the High School is the main source of fundraising for the High School Parents and Citizens Association. In order for the Canteen to function successfully, the voluntary help of the parents/carers of the school children is essential.

All parents/carers are asked to consider the benefits to Ulladulla High School providing the necessary help one day per month, or a morning or afternoon. Those attending find it a very pleasant day - morning tea and lunch are provided. If there is any help you can give us in the canteen, either by assistance at the counter or by helping prepare food for the students, would you please volunteer.

The Canteen Manager, Mrs Lynda Sayers, can be contacted on Ph 4454 1758. Please contact her if you are able to assist for any length of time.

#### **Canteen: Ordering Lunches**

Students should write a lunch order (bags and pencils are provided) before school at the canteen windows to ensure that they are able to purchase what they wish. Some foods are only available this way. A special window at the canteen is reserved at lunchtime for the collection of lunch orders. This is much faster than joining the normal queues.

#### **Careers Service**

Ulladulla High is fortunate to have the services of a full-time Careers Adviser. All students have career orientation lessons and have the opportunity to make individual appointments for appropriate career advice. Careers News is included in the school newsletter each week.

Over their school life, students will have access to:

- ➤ Work experience
- > Individual career advice
- > Study help
- > Careers excursions
- Career markets
- > Guest speakers from many business and training organisations

#### **Counsellor Service**

The School Counsellors, Mrs Cathryn Worthington and Mrs Linda Gilbert, are available throughout the week. Any student seeking assistance may contact the Counsellors in K Block and any parent/guardian seeking advice or an appointment should phone the school on 44551799.

#### **Electronic Equipment**

Items such as mobile phones, ipods, MP3 players, and the like, are not banned from school but such items are brought at the student's own risk and may not be used during lesson time. Mobile phones must be registered. Students who use electronic equipment in learning times will have them confiscated.

#### **Five Fair Rules**

Students and staff have developed these 5 rules for classroom conduct which support the school community's values of **RESPECTFUL**, **RESPONSIBLE** and **LEARNING**.

- ✓ Come prepared
- ✓ Stay on task
- ✓ Follow instructions
- ✓ Speak politely
- ✓ Do your best

#### **Gifted and Talented Program**

Ulladulla High School continues to recognise the needs of its Gifted and Talented students by offering extension courses and giving talented students the opportunity to participate in a wide variety of extracurricular activities.

#### Illness or Accident at School

Parents are asked to keep sick children at home to avoid the infection of other children.

Students who become sick at school should report to a teacher who will send them to the Sick Bay in the Administration Block. Every attempt will be made to contact the parents/carers. Students are asked not to directly contact parents. Please ensure that the school has a contact phone number in case of emergency.

If parents/carers cannot be contacted, or where immediate action is necessary, then the ambulance will be called. The school is covered for the cost of ambulance services.

Paracetamol will not be issued to students, if parents would like their student to have access to paracetamol they will be required to have the student bring it to school themselves or bring it into the office for us to pass on to the student.

#### **Lost Property**

Students are advised to safeguard their personal property at all times. All books, equipment and items of clothing should have the student's name clearly displayed to assist in the return of any lost items. Enquiries about lost property should be made at Student Services.

#### **Anti-bullying:**

Cyberbullying is an intentional, repeated behaviour by an individual or group to cause distress or undue pressure to others using technology. Cyberbullying includes all communications that seek to threaten, humiliate, intimidate, control or put another person or persons down. Cyberbullying is part of the school's anti-bullying policy and must be reported immediately.

#### **Classroom protocols:**

Mobile Devices and Notebooks are for educational use. Non-educational use of devices in the classroom may lead to consequences under the school's Fair Discipline Code including warning, parent contact, suspension warning, possible loss of take-home permission, possible removal of the notebook. Email, SMS, watching alternate content, camera use, playing games and downloading music are examples of activities that should only take place if part of the lesson. E-contact with friends in other classes, family members and friends off site is not appropriate during lessons.

Sharing class work using technology such as Bluetooth may be deemed cheating unless an approved part of the lesson. Cheating using technology is still cheating. Students are reminded that direct copying from the internet is plagiarism and may lead to zero being awarded for classwork, assessment and assignment tasks.

#### **Internet policy**

Students should be aware that they have agreed to the Online Communication Services: Acceptable Usage Policy as part of their access to the internet at school. This also forms part of the Notebook User Charter.

Student attention is drawn to the sections on:

- acceptable usage
- > access and security
- > copyright
- > password security
- > privacy and confidentiality including personal privacy, sharing of other people's data and sending photos of others without their permission

Students are also reminded that what goes online stays online indefinitely and can be traced.

#### **Office Duties**

All students in Years 7 and 8 are asked to do office duties for one half day in the school year. Office duties teach responsibility and are an opportunity to become familiar with the entire school. It also provides a service for parents/carers of all students to have urgent messages delivered during school time.

#### Other Opportunities to Learn and Enjoy

The High School offers many opportunities outside the classroom as well to learn and enjoy school, such

Outward Bound Aust. courses External competitions eg Information Technology, Geography, Science Annual Art and Technology Show NSW Premiers Student Volunteering Program Choir Excursions-local, regional and international Drama days WorldSkills Aust. VET in School Competitions School bands Rotary Club self-development camp 10% on top program

Science and Engineering Challenge Promotional roll call The Student Representative Council Debating competitions The Student Environment Council The Regional Ensemble Gilmore Youth Leadership Forum Inter-High School visits The Southern Stars Spectacular Young Leaders Program Lions Club Youth of the Year **Holiday Science Schools** Representative sporting teams School Exposure concert Public speaking competitions

### **Reports**

School reports are issued twice per year, at the end of each semester. Additional to formal reports, parentteacher-student nights are held twice per year to enable parents and student to speak together face to face with their student's teachers. Parents may also contact the school at any time to arrange an appointment to see a teacher about their student's progress.

Lions Club leadership camps

## **School Captains**

Each year the senior student body and staff elect two school captains and two vice-captains from the incoming Year 12 students to represent and lead the student body.

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2018 School Captains ..... Eleanor Drury & Tarje Whitford
2018 School Vice-Captains ... Libbi Ebsworth & Lachlan Page
2018 Prefects ........Anna Potter, Caitlin Lee, Matilda Langford, Rachel Knight-Derkowski, Frank
Schofield & Jed Wilesmith
```

#### School Contributions: General School Contributions

The general school contribution covers sports equipment, library books, examination papers, photocopies, reports, and a variety of administrative materials used for teaching and learning.

The contribution is \$30.00 for students in Years 7-8, \$40.00 for students in Years 9-10 and \$50.00 for Years 11-12. Payment of this contribution includes \$10.00 student photocopy credit in the library. Students access this to print assignments and school work.

Payment significantly enhances the resources available for our students. Please contact your Year Adviser, Head Teacher Student Wellbeing or the Principal should you wish to discuss any difficulties, including exemptions and options of payment by instalments.

### **School Contributions: Subject Materials Contributions**

The subject materials contribution covers the costs of materials used and consumed. Most elective subjects and some compulsory subjects have a materials contribution cost.

In Years 7 and 8 these costs are currently for Design and Technology, Art and Music. Students are issued with a durable, large Visual Arts Diary and pencils when they pay this fee. Without this money it would be difficult to continue the high quality programs currently running in these areas and practical work would be severely restricted.

Should parents have difficulties making these payments they should contact the Year Adviser or Head Teacher Student Wellbeing to investigate payment by instalment or support from the Student Assistance Scheme where possible.

#### **School Website**

The school's website can be found at <a href="www.ulladulla-h.schools.nsw.edu.au/">www.ulladulla-h.schools.nsw.edu.au/</a>. The website is divided into two sections. The public domain is a good way of keeping up to date with what is happening at UHS. It contains information about the school including upcoming events, policies and procedures, as well as copies of the Summit Times. Payments for school fees and excursions can also be made from the homepage.

The private domain Sentral/Moodle login can be accessed by students and parents using the student's DET login. This section is designed to assist students with their learning and support the work covered in class by providing access to activities such as research and assessment tasks, Blogs and assignments. Parents are also encouraged to use the website via Parent Portal to book appointment times for the Parent/Teacher/Student review meetings with the student's teacher conducted Terms 1 and 3. Student attendance and timetabling can also be accessed from here.

#### iPhone, iPad, Android & Windows App - Email Subscriptions

Parents / Carer can now subscribe to receive <u>newsletters</u>, <u>notes and year specific information</u> via email and also access information and receive push alerts via our app.

We would encourage you to receive the news electronically. The advantages are:

- · easy and direct reminders straight to your email account;
- · simple to use mobile apps with alerts;
- · your child can't forget or lose the newsletter;
- · access to the newsletter if your child is absent from school;
- · reduced photocopying and administration time costs to the school; and supporting our environmental initiatives.

Please note that any savings to the school is money that can be better used on classroom resources or for improving your child's school environment.

# Get school news via our app & receive instant alerts! <u>Subscribe for email updates</u>



#### Visit our website at

www.ulladulla-h.schools.nsw.edu.au
Go to top menu, hover over "Enews/Sentral Portal Login"
Under the "Subscribe" heading, tick on the
"Newsletters List" and the appropriate other lists
Enter in your name and email address.
Click Subscribe
IMPORTANT: An email will be sent to your email address, you
MUST click the "Activate Now" inside this
email that is sent to you.

#### **Learning Support**

Ulladulla High School is well resourced to assist students with special needs. We have support classes for students with mild and moderate intellectual disabilities and classes to support students with emotional disabilities. We also have support teacher who assist students with learning difficulties and a Tutorial centre for students with behaviour and attendance issues.

Mr Craig Murdoch is available to discuss additional assistance for students placed in formal classes.

Mr Michael Ramsden is available to discuss learning support programs by appointment.

#### **Sports Houses**

Students are divided equally into Sports Houses on an alphabetical basis. Each house has an Aboriginal name and has a different colour.

➤ Daringyan Green -Stingray
 ➤ Guruwin Yellow - Shark
 ➤ Gawura Blue - Whale
 ➤ Bara Red - Sea Bream

#### Staff rooms

Teachers can be found in two large staffrooms Budjan (bird) and Mara (fish) in Q block.

#### **Student Environment Council (SEC)**

The Student Environment Council has responsibility for environmental issues both within and outside the school and gives students a voice.

Representatives come from Years 7-10 and are elected at the end of Term 2 for the following 12 months. The executive is elected from within the students elected.

Some issues they have been involved in are Clean Up Australia Day, recycling at the school, school development, Year 7 Environmental Day and Back2Basics Day.

### **Student Representative Council**

The Student Representative Council invites students to have a voice in the running of the school. Representation on committees within the school, fundraising activities and involvement in leadership training courses are some examples of SRC activities.

Representatives are elected from each Year at the end of Term 2 for the following 12 months. The executive is elected from students elected, who then can put themselves forward for Captaincy, which requires an interview by a Panel made up of the Principal, Deputy Principal, SRC adviser, Teacher and current Captains for final decision.

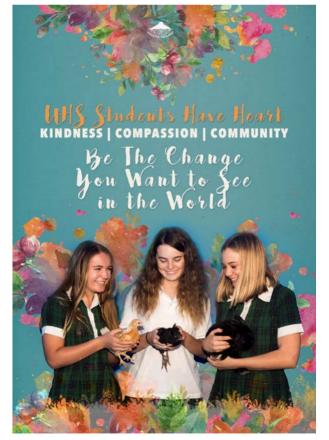
#### **Student Wellbeing**

Student welfare is the concern of every member of staff. In addition, some staff have opportunities to work more closely with students. These include the Head Teacher Student Wellbeing, Year Advisers, Year Adviser Assistants and Counsellors. In addition, each Deputy Principal has responsibility for specific year groups.

Ulladulla High School has in place a carefully designed Merit Recognition Scheme and Welfare Policy. The onus is on the student to choose appropriate behaviour, which will gain positive rewards and consequences. Alternatively, a student who chooses to behave inappropriately will face consequences that may place them on a Level in the Levels System resulting in a loss of privileges through to isolation from class or suspension from school. This will depend on the degree of misbehaviour.

At all stages, teachers and counsellors work with the student to come back off a Level. Parents are always informed and involved in this process. The Welfare and Discipline Policy appears at the end of this

booklet.



## Ulladulla High School

## **School Wellbeing Chaplain**

#### **Mission Statement:**

The objectives of the program are to assist school communities to provide pastoral care and general spiritual, social and emotional comfort to all students, irrespective of their faith or beliefs.

#### **Background:**

The school community has had the services of a School Wellbeing Officer employed under a Federal Government initiative. The community has chosen to continue this program funded by the Australian Government Department of Education, Employment and Workplace Relations under the National School Chaplaincy and Student Welfare Program. Funding provides for an addition to the staff for 10 hours per week.

The School Wellbeing Officer works closely with the School Wellbeing Team under the direct guidance of the Head Teacher Student Wellbeing, Ms Kim Waters. The School Welfare Chaplain is paid for 400 hours over the 12-month period, usually 10 hours per school week.

Participation in any program or service conducted by the School Welfare Chaplain is voluntary. Families may opt out by contacting the Head Teacher Student Wellbeing or relevant Deputy Principal.

#### Roles and Responsibilities:

- Operate within and promote the core values in NSW Public Schools (integrity, excellence, respect, responsibility, cooperation, participation, care, fairness, democracy)
- Respond to referrals from staff and school wellbeing team with a view to providing care and support
- Provide comfort and appropriate referral in times of grief and other critical events
- Listen to students and staff who express a desire to share concerns
- Support whole school student wellbeing initiatives eg. School camps, assemblies
- Support students and staff in their learning environments eg. Tutorial centre, classes, sport
- Respond to student queries about spirituality respecting their family's convictions
- Refer students, families and staff to appropriate welfare resources in line with student wellbeing protocols

#### **Qualifications & Engagement Process:**

The School Wellbeing Officer will need to meet the employment qualifications as outlined by DEEWR in the document: National School Chaplaincy and Student Welfare Guidelines.

The School Wellbeing Officer will be subject to all the required checks as outlined by DEEWR in the document: National School Chaplaincy and School Welfare Guidelines. The Funding Body will be responsible for conducting those checks and providing evidence of the outcome to the school Principal.

The selection of the appropriate person for the role of School Wellbeing Officer will be a joint responsibility between the school and funding body. An interview will be part of the process.

#### **Complaints Procedure:**

The School Welfare Chaplain is subject to the Code of Conduct outlined by DEEWR in the document: National School Chaplaincy and Student Welfare Guidelines.

Any complaints about the performance of the School Welfare Chaplain will be handled according to the DEC Complaints procedure in conjunction with those outlined by DEEWR in the document: National School Chaplaincy and Student Welfare Guidelines. Initial concerns would be raised with the School Principal or Head Teacher Student Wellbeing, as the direct supervisor of the School Welfare Chaplain. In this way the School Welfare Chaplain is considered similarly to any staff member. The Head Teacher Student Wellbeing will maintain the confidential complaints log as the Complaints Officer.

#### **Evaluation of the Program:**

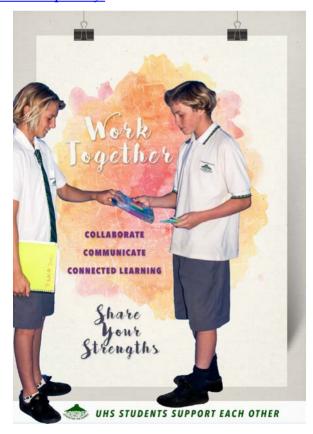
Annual evaluation of the program is required by DEEWR in the document: National School Chaplaincy and Student Welfare Guidelines. This will be conducted by the Funding Body with support from the school. An annual report will be presented to school community, usually via the staff, P&C and SRC. Following presentation of the report the school community will be asked to confirm ongoing support for the continuation of the program.

#### **Frequently Asked Questions:**

What does 'Chaplain' mean? Chaplain = someone who provides care and comfort

What does 'spiritual comfort' mean? Spiritual comfort = care and comfort provided in a manner sensitive to the students' needs at the time of care

How can I find out about the program at UHS? Communication about the School Welfare Chaplain and their role will appear in a school newsletter in Term 1 each year and be permanently available on the school website. More information is available from the DEEWR website www.deewr.gov.au/schoolchaplaincy.



## **School Uniform**

All students in NSW government Schools (Core Rules) are expected to maintain a neat appearance, including adhering to the requirements of the school's uniform or dress code. We encourage our students to dress as serious 'world class' global learners.

The wearing of school uniform is supported by the P&C and was decided on by a group of parents, staff and students. All items of school uniform except shoes are now available **only** from the school uniform shop.

The P and C has established a uniform swap shop, open weekly where uniform items can be purchased for a gold coin donation. Families in need may complete an application for financial assistance, available at the front office in the Administration block. Any further enquiries should be made to the Head Teacher Student Wellbeing.

Students are encouraged to wear hats in the playground during summer months for protection from the sun.

#### **♦** The Uniform

### **Boys**

Eithe	er Trousers	Unisex grey elastic waist with embroidered school logo. Grey 'chinos' trousers with
Or	Shorts	embroidered school logo
	Junior Shirt	White polo shirt with bottle green/grey diamond pattern woven into the collar and sleeve cuff. School logo embroidered in green on the front of shirt, <b>or</b> Plain white buttoned school shirt (short/long sleeve) with green school logo embroidered on the pocket.
	Shoes	All black with leather uppers. No open shoes, sandals or thongs (WH&S requirement). No coloured laces. No White on Shoes.
	Socks	White/Black
	Jacket	Years 7 to 9: Bottle green fleecy hood, zip jacket with white strips on bands, school logo.
Shel	l Jacket 7-12 Arriving T3	(Optional) Black water resistant fabric with lining, with white embroidered school logo on the front.
	Jacket Yr10-12 Senior Jersey	Black hooded zip jacket with white school logo As organised by Year 12 year group.  **No representative Jackets to be worn to school – students will be notified prior to competition days.**

#### Girls

	Skirt	Made in school fabric with 2 inverted pleats in the front. Needs to be kept a respectful length.
Or Or	Shorts Trousers	Long shorts in school fabric similar to skirt. (kept at respectful length) Unisex grey elastic waist with embroidered school logo.  Or Black corporate pants with embroidered school logo.
	Junior Shirt	White polo shirt with bottle green/grey diamond pattern woven into the collar and sleeve cuff. School logo embroidered in green on the front of shirt,
		Or Plain white buttoned school blouse (short/long sleeve) with green school logo embroidered on the pocket.
Or	<b>School Dress</b>	School tartan dress at uniform Shop
	Shoes	All black. with leather uppers. (Refer to the Pictures) No open shoes, sandals,
		thongs or ballerina-style shoes (WH&S requirement). No White on shoes. No
		Coloured laces.
	Socks	White or black or Black/beige stockings in the colder months. (No leggings)

Jacket	Years 7 to 9: bottle Green fleecy material with school logo in white.  Or Bottle green hood, zip jacket with white school logo.
	<ul> <li>Or Years 7 to 12: Bottle green knitted jumper with the school logo embroidered in white on the front.</li> <li>Or Years 10 to 12: Senior Black cardigan with school logo embroidered in black on the front.</li> <li>Or Black hood zip jacket with white school logo.</li> </ul>
Shell Jacket 7-12 Arriving T3	(Optional) Black water resistant fabric with lining with white embroidered school logo on the front.
Senior Jersey	As organised by Year 12 year group.  **No representative Jackets to be worn to school – students will be notified prior to competition days.**
Trousers	Unisex grey elastic waist with embroidered school logo.  Or black corporate pants with embroidered school logo. NB: Black tights with elastic waist are not acceptable

All Students A plain white T-shirt may be worn under the school shirt.

The School tie is optional

#### Sport and Physical Education Uniform for Girls and Boys

**Shirt** Bottle green polo shirt with the word "Ulladulla" woven in white into collar and school logo

embroidered in white on the front of the shirt

**Shorts** Bottle green

**Shoes** May wear same black joggers or a jogger with lace up/Velcro, covers the entire top of the foot,

provides arch support and sole protection.

**Socks** White/Black

**Tracksuit** Bottle green, microfibre lined with cotton. These pants can be worn for sport and PE lessons

pants

#### **Please Note:**

- > Students change into sports uniform for PE and sport
- ➤ There may be special requirements for some sports
- > Students are encouraged to wear hats and sunglasses during summer
- > This uniform is worn by all sporting teams representing the school, except where specialist uniform is required
- Some school teams will require particular items to be worn, such as football shorts and socks. These can also be purchased from the uniform shop
- ➤ No Representative jackets to be worn to school students will be notified prior to competition

#### **♦** Purchasing Uniforms

All school uniform can now be purchased **only** from the school at the uniform shop which is located on the lower level below the Multi Purpose Centre. The Uniform Shop Manageress is Mrs Michelle Fa'oa. The Uniform Shop is open every weekday of the school term – Monday through to Friday – 8.00am-10.00am. Other hours of opening e.g. during school holidays are published in the school newsletter, website and local newspaper.

The P & C Swap Shop's opening times are published in the school newsletter and on our webpage under 'School Swap Shop or use this link

https://edit.pw.det.nsw.edu.au/web/ulladulla-high-school/our-school/school-uniform/uniform-swap-shop

#### **♦** Uniform Practice

- Uniform to be worn at all time for class and excursions unless specifically stated otherwise.
- Students that are not in full school uniform will not be allowed to go on excursions and no refund will be issued if the student arrives not in full school uniform on the day of the excursion.
- Uniform to be worn during examination periods.
- Sports uniform to be worn for PE and sport lessons only. Students to change into regular uniform after PE lessons.

#### **♦** Excellence in Uniform

• Good wearing of uniform is rewarded at Ulladulla High School. Students will receive "Looking Great" Merit Certificates, random uniform checks will receive rewards. SRC will present Year groups with winning "Looking like a Serious Student Awards". We encourage 'dressed to be world class global learners'.

#### ♦ Out of Uniform

- MUST have parental note dated and signed, including name, Year and roll class.
- It is the student's responsibility to get a PINK coloured uniform pass. On arrival at school, the Deputy Principal of each year group before the start of the school day issues the pass. If the Deputy Principal is not available the Roll Teacher will issue a Pink pass.
- Students show PINK pass to roll teacher. Student's names will be entered into Sentral without a note.
- Students to produce pass whenever questioned or approached by teacher.

#### Out of Uniform - Without a Pass

- Students name will be recorded in SENTRAL by the roll call teacher.
- On the third occasion students will be issued with a Thursday lunch detention. There will be a letter home to parents.

#### After the third time and the after uniform detention ...

- Years 7 12 students will be issued with a Warning of Suspension. The very next time they are out of uniform they will be suspended for continued disobedience failure to follow school procedures.
- Years 11 12 students will be sent home to change for not following correct school procedures. Parents will be notified.



### **Ulladulla High School Guide to Acceptable School Shoes**



<sup>\*</sup> Students undertaking practical based subjects need to wear recommended All Leather or non-permeable shoes that protect their feet against drops and spills. \* To ensure the health, safety and wellbeing of students, those students not wearing appropriate footwear may be excluded from undertaking some practical activities where there is foreseeable risk (i.e. use of chemical and substances etc.

#### **Detention**

- The detention will operate EACH THURSDAY with a rostered volunteer Head Teacher.
- Failure to attend this detention will result in another detention and a warning of suspension.
- Failure to attend detention will result in the student being issued with a suspension for continued disobedience failure to follow school procedures.

#### Failure to attend second detention

Failure to attend detention will result in the student being issued with a suspension for continued disobedience – failure to follow school procedures.

#### **Uniform Checks**

During roll call and class time by all Teachers, Head Teachers and Deputy Principals.

#### **Financial Assistance**

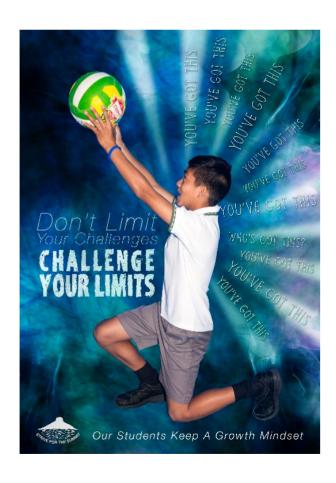
See the Head Teacher Wellbeing, Principal or Deputy Principals for a student assistance application. If granted, parents may be given assistance to acquire a uniform.

#### **Persistent Offenders**

Students who persistently fail to wear the school uniform will be placed on a list that excludes students from excursions and representation privileges.

#### **Conscientious Objectors**

Parents who conscientiously object to the schools uniform policy should refer to the DEC schools Uniform Policy on the DEC Website.





## **Parent Involvement**

Ulladulla High actively encourages parents to participate in the School Community and support their children.

A regular weekly newsletter, *The Summit Times*, is issued each Monday for the benefit of students, parents and carers. It is also posted on the school's website.(<a href="www.ulladulla-h.schools.nsw.edu.au/">www.ulladulla-h.schools.nsw.edu.au/</a>), and the schools facebook page.

We urge you to join in any of the following ways as your support is greatly appreciated:

P & C Association (see below) Parent/Teacher/Student Evenings

Morning TeasYear 7 Night BBQWorking CommitteesInformation NightsWorking BeesSchool CanteenReading SchemesExcursionsFundraisingSocials

School Development Days Sports Carnivals

Principal's Morning Teas (Merit Recognition Scheme)

International Teachers' Day Activities Library volunteer

#### Parents and Citizens Association

The Parents and Citizens Association of the High School meets on the 2nd Monday of each month at 7pm in the Library (entry via South Street main entrance). All parents and interested citizens are invited to attend such meetings and keep themselves involved with the school. Parents are invited to participate in major school decisions, sometimes at P & C meetings, and sometimes through representation on various school committees. The AGM is held in March each year.

### School Teams with parent membership

Uniform Team:......chaired by principal (or delegate) with P&C representative, one meeting per term, open to all parents. Canteen Committee: chaired by P&C representative, one meeting per term, open to all parents. Finance Team: P&C Treasurer, elected P&C representative, one meeting in Term 1, 2 and 3; more often in Term 4.

School Self Evaluation Team: P&C President, meets in Terms 1 and 4.

School Development Team: P&C President, 3 elected representatives from P&C, meets as needed.

School Promotion Team: P&C Vice Presidents, meets as needed.

# **School Map**

