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## from THE PRINCIPAL

Hello to the Ingleburn High School Community

It has been seven fantastic weeks since I relaunched myself as Principal of Ingleburn High School and I haven't missed a beat. As always not a day has gone by where staff and students are more than willing to offer me a smile, a handshake, a suggestion or even a "Morning Sir, how is your day going?"

After a consultation process with our school community to ensure safety and security during the school day, our school back gates will be locked at 8.50am and then all the Western gates, including the front gates, will be locked and remain locked until 2.45pm each day. Parents are reminded that all students are to be dropped off at the front of the school and not inside the school grounds.

A note on school uniform. As you are aware the Ingleburn High School has a P&C endorsed school uniform policy.

The P&C run a school uniform shop and it is the only endorsed shop to supply the high school. I am reminding parents that straight skirts purchased from the uniform shop in Oxford Road are not uniform. The endorsed skirt is a pleated one sold from our uniform shop. Students will not be allowed to wear straight skirts at all at Ingleburn High School.

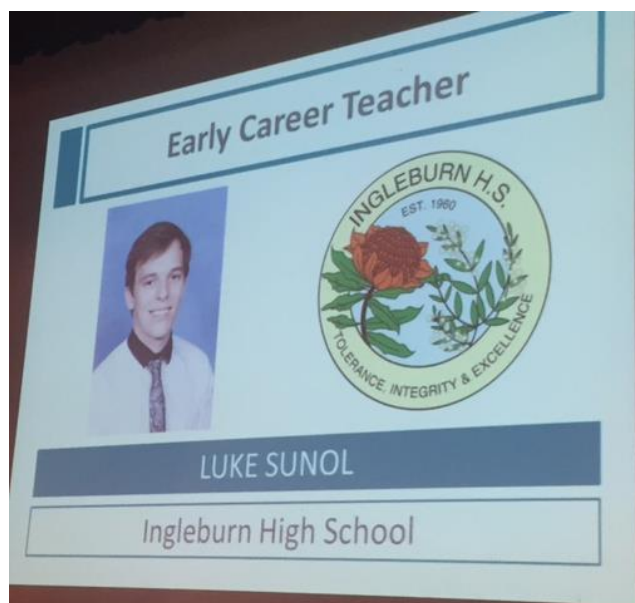
I would like to acknowledge two of our staff members, James Newing and Luke Sunol, who recently have received Principal Network Recognition Awards.

*"Mr James Newing has been instrumental in leading and developing the school's Strategic Direction, Connected Communities into a viable whole school project aimed at refining students' interpersonal and work related skills through the Kids Canteen project. He oversaw the establishment of a canteen run by the P&C, with students working on a rostered basis to learn work related skills to support their theoretical knowledge learned in the classroom in Work Education. He has worked to ensure students are trained prior to being rostered to work in the canteen, liaised with the P&C and canteen staff as well as suppliers and the wider community to gain support for the project. As a result of Mr Newing's commitment, students working in the canteen have gained skills in communication, food handling, money handling and*

*are able to follow instructions from the canteen supervisor."*



*"Mr Luke Sunol was appointed to Ingleburn High School in 2015 and commenced in this role in 2016. Since his appointment, he has immersed himself in all aspects of the role in the classroom, in extracurricular and in projects beyond the school. Mr Sunol has developed engaging lessons for his students, is enthusiastic in their delivery and has established a sound rapport with his students. Of particular note is his role as one of four participants in the Systems Leadership project, where the school team has worked a range of facilitators in developing an innovative approach to solving a whole school problem of practice. Mr Sunol has committed himself to ensuring the successful implementation of the strategies."*



The opening of the Kids Canteen was a highlight of the term. It's only just over three years ago when Mr Newing floated the idea of the kids running the canteen. My response was "Jim, do the necessary paperwork and knock yourself out". Well, the Kids Canteen has exceeded all expectations. It has been an absolutely fantastic opportunity for our students to gain real world experiences in the Hospitality industry. I would like to thank Mr Newing for his passion and commitment to the school and there are others to thank as well. Thanks Jim for the list!

### THE KIDS

Mainly Year 9 and Year 10 Work Education Classes – 140 students in total. All have been given the opportunity to work in the canteen this year.

The six student presenters – Now Managers of the Kids Canteen – Preksha Kumar, Waddah El-Ardenli, Malinda Goundar, Joy Sengthong, Jade Chen and Dawn Peralta.

### THE P&C

Mrs Sue Roberts – Fundraising and assisting with grant applications

Mr Ray Mosley – Assisting with supervision and running the canteen in Terms 1-3

Mrs Rebecca McKenzie – All of our Financial documents – big job

### IHS STAFF

Our SAM – Mrs Jennifer Smith – Financial assistance

Mrs Leeanne Nelson – Photocopying and promotional material

Mrs Janet Billet – Laminating posters and menus for the Kids Canteen

Ms Georgina Koskinas – Registered Trainer and Kids Canteen Administrator

Lots of other things have also happened over this period of time such as:

- HSC examinations have been and gone
  - Year 11 have begun their Year 12 classwork
  - Ingleburn Public School Open Day
  - Valid Science tests
  - Elevate at the University of Wollongong for the Prefects
  - Sisterhood and High Resolves Welfare activities
  - Sweet Treat Day
  - Year 7 Transition Day
  - Remembrance Day
  - Canteen inductions
  - ANSTO Science excursion
  - STEM planning for the new Year 9 elective, and
  - finalisation of junior reports
- just to name a few.

School subject fees will require payment for students to maintain their participation in Electives. In 2017 Years 9-12 student subject fees will need to be paid before students can begin their Elective subjects. A 30% deposit will need to be paid as soon as possible at the beginning of Term 1 2017 and the balance to be paid by Week 5 of Term 1 2017. If your student has chosen an elective that has a fee and you are having difficulty paying then please contact the Principal to discuss some options.

There are a range of non-fee or low-cost subjects students can choose from that are fantastic options to consider.

This policy has been endorsed by the P&C of Ingleburn High School.

Just a reminder to the school community that there will be no school endorsed formal for Year 10 this year. Since the new school leaving age legislation, the majority of our students stay on to Year 12 until they find work or leave to further their tertiary studies. Year 10 will receive their awards at the Presentation day on Tuesday, 13 December.

I would also ask that all parents and carers of Ingleburn High School students come along to the school P&C meetings and support the great work the P&C do in helping our students learn and achieve their goals (a lot of their fundraising activities you could participate in). The more parents that come along to meetings allows the school P&C to have a larger voice in their students' school.

I look forward to meeting with you all soon.

**Mr Rob Cheadle**  
*Principal*

## DEPUTY PRINCIPAL REPORTS

As of 2017 a new 'Mobile Phones and Electronic Devices – Acceptable Usage Policy' will apply at Ingleburn High School. All students are to conform to the new policy. Please read and be familiar with the policy and talk to your child/children about appropriate usage at Ingleburn High School.

The emphasis of the policy is to target students who inappropriately use electronic devices in the classroom and in the playground.

A copy of the new policy can be found at the back of this newsletter.

*Mr B. Hugo*  
*Deputy Principal*



## SCHOOL CALENDAR

### Week 8 – Term 4

28 Nov Year 7 Gala Day  
30 Nov Tiger Tag West Secondary  
1 Dec Year 7 Vaccinations/Year 8 Catch Ups

### Week 9 – Term 4

6 Dec Year 6 Orientation Day  
6 Dec Year 10 Mock Interviews  
7 Dec Formal Sports Assembly  
(11.00am-12.30pm)  
7 Dec Year 12 Formal  
9 Dec Multicultural Day

### Week 10 – Term 4

13 Dec Presentation Day (10.00am-12.00pm)  
14 Dec Jamberoo Excursion – Years 9 & 10 PASS  
and Year 11 SLR.  
16 Dec Last day of school for all students

### Week 1 – Term 1 2017

30 Jan Years 7, 11 and 12 return to school  
31 Jan All students attend school

*\*All dates and information are correct at time of printing however changes may occur due to unforeseen circumstances. We apologise for any inconvenience this may cause.*

## INGLEBURN HIGH SCHOOL



**Friday 9th December 2016**

**Cultural Food   Live Music**  
**Talent Quest   Rides   Amusements**  
**Competitions**

*Proudly hosted by Ingleburn High School Students, Staff and the  
Community*

*Contact Ingleburn High School for further details on 9605 6165 or email  
ingleburn-h.school@det.nsw.edu.au*

## MULTICULTURAL DAY

Ingleburn High School believes in the importance of building a sense of community and fostering the social, physical, emotional, cultural and academic wellbeing of students. The school's Multicultural Day is part of a tradition that not only acknowledges and celebrates the achievements and talents of our students, staff and community, but recognises our multicultural nature and seeks to build positive relationships between all members of the school community.

This year's Multicultural Day is shaping up to be a truly memorable event. All of the students and teachers have been working hard to ensure everyone enjoys this unique day at Ingleburn High School.

**Parents are permitted to come and can bring any children who are infants.**

**Children of school age are NOT permitted to attend.**

**Date:** Friday 9 December 2016

**Time:** 8:45am to 3:00pm

**Money:** Ride package \$25.00 all day  
Food stalls from \$2.00  
(Coupons required)

**Dress:** **Dress in clothes that represent your cultural background**

**Parking:** Offsite for all parents

**Food Stalls –** Greek, Aussie BBQ, Canteen, Balkan, Polynesian, Asian, Italian, Fairy Floss, Cupcakes, Drinks, Popcorn, Canadian

If you have any questions about our Multicultural Day, please phone the school on (02) 9505 1509.

We look forward to seeing you at Ingleburn High School to enjoy our Multicultural Day with us.

*Mr C. Ninopoulos  
Head Teacher CAPA, Multicultural Day Coordinator*

## SUPPORT UNIT GRADUATION

The Support Unit at Ingleburn High School opened in 2013 and we are proud to acknowledge the achievements of one of our original students, Harrison Cooper, as he becomes our first student to graduate Year 12.



Harrison started at Ingleburn High School in Year 9 and we have watched him grow into a polite, considerate young man.

We would like to congratulate Harrison on his achievements and wish him all the best for the future.







It was great to see some new faces at the Extraordinary Meeting held on Tuesday, 8 November. This meeting was held to discuss Occupational Health & Safety issues with vehicle/pedestrian traffic and the safety of students within the school grounds.

It was agreed at the meeting that the Wood Park gate, at the back of the school, will be closed at 8.45am each morning and re-opened at the end of the school day. Also the front entrance driveway gate, as well as the two front pedestrian gates and the Acres Lane gate, will be closed at 8.45am each morning and re-opened at the end of the day. The only gate to remain open during the day will be the exit driveway gate.

If you have any concerns regarding this decision please come along to the next P&C meeting to discuss your concerns.

### Uniform Policy – Junior and Senior Girls Skirts

It has been the School Uniform Policy since 2010 that all girls' skirts are PLEATED. Our school run Uniform Shop has not sold straight skirts since 2010. The uniform shop at Ingleburn (Skool Uniforms) have been asked by the Principal not to produce straight skirts in our school material. The Principal will be reminding students of this requirement.

### Uniform Opening Hours 2017

The school's website will have a list of the days/times the Uniform Shop will be open in January for the purchase of uniforms. The Uniform Shop will also sell book packs for Year 7 (Year 8 to be confirmed).

Please contact Sue Roberts on 0438 982 930 for any enquiry's regarding the Uniform Shop.

*Sue Roberts  
P&C President*

### FORMAL SPORTS ASSEMBLY

The Formal Sports Assembly will be held on Wednesday 7 December from 11.00am until 12.45pm. Parents/guardians of award winners are welcome to come along to this assembly to show encouragement and support for the achievements of students at Ingleburn High School.

If you have any questions please ring Mrs Pinilla on 9605 1509. We hope to see you on the day.

*Mrs K. Pinilla  
Sports Coordinator*

## UNIFORM SHOP January/February 2017 OPENING HOURS

<b>Saturday,</b>	<b>21 Jan</b>	<b>10am to 2pm</b>
<b>Monday,</b>	<b>23 Jan</b>	<b>10am to 2pm</b>
<b>Wednesday,</b>	<b>25 Jan</b>	<b>10am to 2pm</b>
<b>Friday,</b>	<b>27 Jan</b>	<b>10am to 2pm</b>
<b>Saturday,</b>	<b>28 Jan</b>	<b>10am to 2pm</b>
<b>Monday,</b>	<b>30 Jan</b>	<b>8am to 10am</b>
<b>Tuesday,</b>	<b>31 Jan</b>	<b>8am to 10am</b>
<b>Wednesday,</b>	<b>1 Feb</b>	<b>8am to 10am</b>
<b>Thursday,</b>	<b>2 Feb</b>	<b>8am to 10am</b>
<b>Friday,</b>	<b>3 Feb</b>	<b>8am to 10am</b>

**Then every Tuesday & Thursday 8am to 10am for the month of February.**

**From March on, Thursday's only 8am to 10am**

**For any enquiry's contact Sue Roberts on 0438 982 930**

## HOMEWORK CENTRE – FINISHED FOR 2016

Ingleburn High School's Homework Centre held its last session for the year on Thursday 17 November. The centre operated every Thursday from 3:10pm – 4:10pm and was held in the school library.

Students were offered assistance with homework, assignments and assessment tasks. They were supervised in the confines of the school library and were allowed to access all of the library resources, including the use of the computers and the Internet. The school's Welfare and Discipline Policy was applied whilst the students were using the school facilities during this time.

We believe that the Homework Centre provided a great opportunity for students to get on top of their school work and helped them to meet the course requirements for the subjects that they studied.

*Mr D. Levkovski  
Homework Centre Coordinator*



## ANTI-RACISM – A MESSAGE FROM THE ANTI-RACISM CONTACT OFFICER



Ingleburn High School has a strong commitment to Multicultural Education, equity and equality. These beliefs permeate our school and Department of Education policies including Anti-Racism Policy, Cultural Diversity and Community Relations Policy, Multicultural Education in schools, Aboriginal Education and Training Policy and the Complaints Handling Policy, amongst others. This ethos is embedded in our teaching practice and not only is it taught explicitly to students, but it also forms part of our expectations of the safe, respectful learners that attend Ingleburn High School.

Any member of the school community has the right to lodge a complaint and seek a resolution if they have been the victim of racial vilification in the school context. The resolution of such complaints can be either formal or informal depending on the severity and frequency of the abuse. It is my duty as an Anti-Racism Contact Officer (ARCO) of Ingleburn High School to handle such complaints and to provide mediation, education and monitoring that leads to reduced recidivism of racial abuse in our school.

If any student experiences such vilification, they are encouraged to speak to their teacher and to see myself in the HSIE Faculty in AR0036. If you have any questions regarding our Anti-Racism Policy or the resolution process, please contact me through the school's front office on 9605 6165.

*Mr D. Levkovski*  
*Anti-Racism Contact Officer*

## REMEMBRANCE DAY

Ingleburn High School held its Remembrance Day ceremony on Thursday 10 November.

We had the honour of being joined by our special guests, Mr J. Lees (Ingleburn RSL Sub-Branch Honorary Secretary) and Mr G. Cushion (Ingleburn RSL Club CEO). It was a solemn occasion and the students of Ingleburn High School are to be commended for their respectful conduct during the ceremony.

On Friday 11 November, the School Captains, Leila Styer and Celina Daniels-Takagi, accompanied by Mr Hugo and Mr Levkovski, represented Ingleburn High School at the Remembrance Day ceremony at the Memorial Garden of Ingleburn RSL, presenting a commemorative wreath on behalf of the school. The captains represented our school in the best possible light and their conduct and presentation throughout the proceedings were commendable, reflecting the solemnity of the occasion being commemorated.

*Mr D. Levkovski*  
*HSIE Faculty*



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## KIDS CANTEEN TAKES OFF

What a fantastic year we have had in the first year's operation of the Kids Canteen.

Our renovations of the existing canteen were completed at the end of Term 1. This has given us a state of the art canteen with all the facilities and equipment needed to provide students with the necessary skills and abilities to transition effectively into the world of work.



New canteen pictures





So far 140 students have completed the Work Ready Program in their Work Education classes and have then gone on to complete the 6 hour Induction course to prepare them for their One Week Placement in the Kids Canteen. All 140 students would have completed their placement by the end of this year.

Pre and Post student surveys indicate that students are gaining many skills including, improved confidence, time management skills, register and EFTPOS operation experience, improved personal presentation and hygiene practices, food preparation skills, knowledge and implementation of WHS standards, improved communication skills, experience counting money and balancing the registers at the end of the shift.



Pictures of kids working









I have been thrilled with the attitude and professionalism the students have shown and look forward to developing the Work Placement Program in 2017.

Students who have excelled on their Work Placement in the Kid's Canteen, have been selected to take on Management Roles in the Kid's Canteen in 2017. These students are:

Preksha Kumar, Malinda Goundar, Jade Chen, Wa'ddah El-Ardenli, Joy Sengthong, Iason Chaimalas and Dawn Peralta

These students will assist in training new students to work in the Canteen and will also assist in assessing their performance. Additional duties include completing Income and Expenses spreadsheets, calculation of profit and suggesting future purchases and menu changes after collating the suggestions from our suggestion box. They will also be presenting at the Canteen Opening and at the Retail Services Teachers' Annual Conference at Liverpool Catholic Club. Congratulations to all these students.

Some of the other successes related to the Kids Canteen this year include:

- Success in gaining a \$120 000 infrastructure grant from the NSW Government to assist in the construction work for the Kid's Cafeteria.
- A student run Mufti Day that raised over \$1450 for electronic menu boards for the canteen
- A \$1000 donation by the Year 12 of 2016, to contribute to the menu boards

The day to day operation of the Kid's Canteen is co-ordinated by our outstanding canteen manager, Dorothy Frederico, who not only controls stock levels but also teaches the students the vital skills and abilities needed to become successful participants in the world of work. Thanks so much Dorothy.

Thanks must also go to the P & C who have provided invaluable support. To Rebecca McKenzie who keeps track of all financial documents and pays all the bills. To Sue Roberts who assists by doing additional fundraising on sweet treat days, and to Ray Mosely who assisted nearly every day in Term 1 while we operated out of the temporary canteen in the hall.

The Kid's Canteen has gone from strength to strength this year with daily sales increasing from approximately \$650 a day in Term 1 to approximately \$1000 a day in Term 4. This has meant we needed to purchase a total of four registers to cope with the increasing sales. EFTPOS sales now account for about a third of all sales and we are in the process of securing more EFTPOS machines to improve customer service times.

Plans for 2017 include:

- Kid's Canteen Annual Presentation Day in about Term 1 Week 4 2017. All parents are invited to this.
- Curriculum links with all KLAs within the school to broaden the opportunity for students to contribute to this whole school project.
- Begin construction of the Kid's Cafeteria. This is a massive project that will cost approximately \$1million and take about three years to complete.
- Increasing the opportunity for students to gain management roles within the project, therefore taking ownership over the project while gaining more skills, knowledge, confidence and employability attributes.

The official Kid's Canteen Opening is on Tuesday 22 November. DEC personnel, media representatives, local business owners and supporters of education at Ingleburn High School have being invited to celebrate this event.

I would like to take this opportunity to thank everyone in the school community that has contributed to the Kid's Canteen's incredible success this year and I look forward to working with you in the years to come to continue to deliver quality learning experiences for all our students at Ingleburn High School.

*Mr J. Newing  
Head Teacher HSIE  
Kid's Canteen Project Coordinator*





# Ingleburn High School

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November 2016

## MOBILE PHONES AND ELECTRONIC DEVICES – Acceptable Usage Policy

### 1. PURPOSE

- 1.1 Ingleburn High School promotes the appropriate use of technology. We foster quality learning environments that support and augment our students' digital literacy, which is critical in furthering their 21st century learning skills and becoming tech-savvy individuals. The school and its community believe that all students will have positive learning outcomes in an environment that values and promotes lifelong learning and creates opportunities for success. To achieve this we will create a Safe, Respectful, Learning environment where technology is used responsibly at all times.

### 2. AIM

- 2.1 To create a climate in every classroom which will enable each student to succeed to their potential through quality teaching which recognises the individual needs of students.
- 2.2 To develop an engaging curriculum which relates to the local community, connects student learning and allows students to learn through the selective, relevant and informed use of technology to connect to the world learning community.
- 2.3 To provide a program where all students have access to the technology, as required, to build their literacy and numeracy skills in order to become successful, creative individuals.
- 2.4 To educate students about how to be critical and analytical users of technology, and responsible digital citizens who access social media for positive reasons.
- 2.5 To educate students about the hazards of misuse of social media and technology and the long term effects it may have on their lives.
- 2.6 To ensure technology is regarded as a learning tool to promote achievement and/or effective, positive communication with the local community.

### 3. RESPONSIBILITY

- 3.1 The procedures in this policy applying to the use of electronic devices apply equally to the use of mobile phones, tablets, laptops, portable computer games, iPods and similar devices.
- 3.2 All students bringing an electronic device to school have a responsibility to follow this policy. All staff have a responsibility to follow this policy consistently in all areas.
- 3.3 It is assumed that parents and carers know if their child has an electronic device at school. Current Information and Communication Technology can be quite expensive and requires a great deal of responsibility. It is encouraged that the whereabouts and use of these devices is monitored by parents and carers.
- 3.4 Students and parents should be aware that electronic devices are brought to school at their own risk. The owner of the electronic device has full responsibility for the safety and security of their personal possessions while on school premises, at school related events, or travelling to and from school. The school will not accept any responsibility for loss or damage to a student's electronic device. The school may assist with the recovery of the device or may involve the local police and parents.
- 3.5 If an electronic device is found on school grounds (or at a school event) it should be given to a member of staff or handed into the front office. The device can be collected from the front office by the owner.





- 3.6 The owner of the electronic device is responsible if someone accesses the content in their electronic device without permission or uses the device inappropriately.
- 3.7 It is strongly recommended that a passcode be used on an electronic device. This will deny access to anyone who is unauthorised to use that device.

#### **4. PLAYGROUND**

- 4.1 Students are not to accept or make phone calls in the playground. Any phone calls that need to be made are to occur through the front office.
- 4.2 Photographs or video are not to be taken at school or at any school related event. Taking photographs or video of people at school without their approval can be an offence.
- 4.3 Students have a responsibility to let teachers know if electronic devices are being used for the purpose of bullying or accessing inappropriate material.
- 4.4 If a staff member suspects that a student is in possession of inappropriate material on their electronic device, they will refer the student to the relevant Senior Executive.
- 4.5 If a student is sick they should contact the office before contacting parents. A student cannot leave the school grounds until the office staff obtain permission from a parent/guardian.
- 4.6 Inappropriate phone use in the playground includes:
  - a. Bullying or harassing of anyone inside or outside of the school
  - b. Taking photos or video in the playground
  - c. The filming of fights or other criminal activity and/or inciting violence
  - d. Accessing, distributing or showing inappropriate or illegal material
  - e. Listening to music through an external speaker
  - f. Use that is in breach of any law.

#### **5. CLASSROOM**

- 5.1 In this policy a classroom is defined as ‘any place where directed learning or educational activity is occurring’. This includes general classrooms, specialist classrooms, the school library, sport and PE classes, sporting venues away from school, industry visits, swimming/sports carnivals, camp activities and excursions.
- 5.2 Students have a responsibility to be committed to their own learning, to not interfere with the learning of others, and to support a safe learning environment where all can achieve. Electronic devices are not to be the cause of distraction in a classroom environment.
- 5.3 Students are able to use an electronic device in class only with the direct permission of the staff member responsible for that lesson and only for educational purposes. No pressure is to be placed on staff to agree. Examples of appropriate use of an electronic device with teacher permission include:
  - a) Completing internet research
  - b) Using educational apps including calculators, stopwatch, thesaurus etc.
  - c) For Y11 and Y12 students, listening to music using headphones only during individual work
  - d) Taking or viewing photos or video within the context of the learning
  - e) Reading digital books in class or DEAR (e.g. e-readers)
- 5.4 Students are to understand that different teachers may allow differing use of an electronic device for educational purposes in a classroom. This may be due to classroom structure or safety concerns. Students are to abide by teacher directions relating to the use of electronic devices in the classroom. Electronic devices and/or headphones are not to be visible in class unless used for an approved purpose as specified above (5.3).
- 5.5 Staff are to ensure that technology is only being used in classes as part of a carefully developed program of study which assists in the learning of students.
- 5.6 Students are not to accept or make phone calls or messages during class. If an emergency exists, parents must contact the school through the front office.



## 6. ACTION FOR INAPPROPRIATE USE

- 6.1 **First inappropriate use of an electronic device is ‘pushing the boundary’** – warning from the teacher who will ask the student to turn the electronic device off and place it in their bag.
- 6.2 **Second inappropriate use of an electronic device is still ‘pushing the boundary’** – final warning from the teacher who will ask the student to turn the electronic device off and place it in their bag.
- 6.3 **Third inappropriate use of an electronic device is ‘crossing the line’** – the student will be referred to the Head Teacher or delegate. The Head Teacher will reiterate the teacher’s instructions. A Sentral entry will be completed by the referring teacher and a letter generated for parents and carers.
- 6.4 **Further non-compliance** – the student will be referred to the relevant Deputy Principal by the relevant Head Teacher or delegate for intervention. This may not necessarily occur immediately as it will depend on their availability.
  - a. The Deputy Principal will confiscate the electronic device and place in the school safe. The student can collect the electronic device at the conclusion of the day. A Sentral slip will be generated for the student to return to class and to collect the phone at the conclusion of the school day.
- 6.5 **Second referral to the Deputy Principal** – Interventions, as specified above, were applied. The student is issued with a warning of suspension for continued disobedience.
- 6.6 **Third referral to the Deputy Principal** - the student may be suspended for a two day minimum for continued disobedience.







## MOBILE PHONES AND DIGITAL DEVICES

### ACTION FOR INAPPROPRIATE USE - FLOW CHART

**First inappropriate use of an electronic device is 'pushing the boundary'** – warning from the teacher who will ask the student to turn the electronic device off and place it in their bag.



**Second inappropriate use of an electronic device is still 'pushing the boundary'** – final warning from the teacher who will ask the student to turn the electronic device off and place it in their bag.



**Third inappropriate use of an electronic device is 'crossing the line'** – the student will be referred to the Head Teacher or delegate. The Head Teacher will reiterate the teacher's instructions. A Sentral entry will be completed by the referring teacher and a letter generated for parents and carers.



**Further non-compliance** – the student will be referred to the relevant Deputy Principal by the relevant Head Teacher or delegate for intervention. This may not necessarily occur immediately as it will depend on their availability.



The Deputy Principal will confiscate the electronic device and place in the school safe. The student can collect the electronic device at the conclusion of the day. A Sentral slip will be generated for the student to return to class and to collect the phone at the conclusion of the school day.



**Second referral to the Deputy Principal** – Interventions, as specified above, were applied. The student is issued with a warning of suspension for continued disobedience.



**Third referral to the Deputy Principal** - the student may be suspended for a two day minimum for continued disobedience.

