

# Ingleburn High School



## **PARENT/GUARDIAN HANDBOOK**

**2023**

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*This book is designed to provide information for parents/guardians  
with children who are new to Ingleburn High School*

# PRINCIPALS MESSAGE TO PARENTS

Hello to the new students, parents, carers and extended families and friends of Ingleburn High School. Thank you for choosing your local high school as your child's school of choice and their only educational destination.

As the proud principal of Ingleburn High School, it is important that you all know I am still a teacher first and foremost, and as such, my expectation is that your child does their best to be a safe and respectful learner. This is not negotiable. I work hard to model for students to erase excuses from their vocabulary in relation to their behavioural choices and always promote the understanding that out of something negative there is always a positive.

We have established within the school community, connected relationships based on mutual trust and collegial respect. This has allowed the day-to-day communications with the executive, staff, parents, local organisations and support agencies to build a positive reputation for excellence in educational standards. As the principal, I regularly consult and gain feedback from the whole school community regarding the strategic directions and operational management of the school. How we communicate as a school requires understanding from all sides and it is something I am passionate about. Maintaining a calm, trusting and orderly environment leads to positive interactions.

The school community recognises that I lead by action, with transparent consultation processes. I have the students at the centre of all considerations before I make decisive and deliberate decisions. I encourage all parents to be involved in their student's learning and leadership opportunities.

I want you also to feel confident in the learning experiences provided by our school and not just see Ingleburn High School as a place to go to every day, but as your local high school that provides your child with the knowledge, skills, mental training and resilience to navigate the world around them. We will all work together to help them to achieve their dreams and aspirations and to develop the skills of emotional awareness and intelligence, self-regulation and optimism.

If you do have any questions or concerns, please contact the school in the first instance. Social media is not the best place to express your opinion. I offer to you an open and honest relationship and look forward to meeting with you throughout your child's life at Ingleburn High School.

**James Comer states that, "No significant learning can take place without a significant relationship".** What a great motto by which to lead.

Ms C. Argyle  
Principal

# ADMINISTRATION

(as at February, 2023)

**PRINCIPAL:** Ms C. Argyle

**DEPUTY PRINCIPAL:** Mr S. Belgre (Years 8 and 11)

**DEPUTY PRINCIPAL:** Mrs S. Kralinger (Years 9 and 12)

**DEPUTY PRINCIPAL:** Ms G. Koskinas (Years 7 and 10)

## HEAD TEACHERS:

<b>ADMINISTRATION:</b> Mr M. Zezovski (Senior Studies)	<b>PD/H/PE &amp; CAPA:</b> Mr J. Jankowski (Sport, CAPA)
<b>ENGLISH / LANGUAGES:</b> Ms A. Davidson	<b>SCIENCE:</b> Ms T. Smith
<b>MATHEMATICS:</b> Mr A. Al Saifi (Rel.)	<b>WELLBEING:</b> Mrs J.Zezovski (Acting)
<b>LEARNING SUPPORT:</b> Ms A. Belegris (Acting)	<b>TEACHING AND LEARNING:</b> Ms L Muzevic (Rel.)
<b>HSIE:</b> Ms K. Hamilton (Rel.)	<b>SUPPORT UNIT:</b> Mr M. Shephard
<b>TAS:</b> Ms D.Williams (Home Economics, Industrial Arts)	

## STUDENT ADVISERS 2023:

<b>Year 7:</b>	Mr A. Barwell
<b>Year 8:</b>	Mr D. Nicotra
<b>Year 9:</b>	Ms C. Hartley
<b>Year 10:</b>	Mrs A. Kurien
<b>Year 11:</b>	Ms S. Bears
<b>Year 12:</b>	Ms N. Wu

<b>SPORTS ORGANISER:</b> Ms R. Isaacson	<b>BUSINESS MANAGER:</b> Mrs K. Cadden
<b>CAREERS ADVISER:</b> Mrs J. Duval / Mrs K. Pinilla	<b>SENIOR ADMINISTRATION MANAGER:</b> Mrs J. King (Rel.)
<b>LIBRARIAN:</b> Mr M. Koosache	<b>COMMUNITY LIAISON OFFICER:</b> Ms N. Edwards

## CONTACT DETAILS

<b>Address</b>	115 Oxford Road, Ingleburn NSW 2565
<b>Phone</b>	02 9605 1509 or 02 9605 6165
<b>Email</b>	ingleburn-h.school@det.nsw.edu.au
<b>Website</b>	www.ingleburn-h.schools.nsw.edu.au
<b>Facebook</b>	Ingleburn High School
<b>Office Hours</b>	8.00am- 3.45pm Monday - Friday
<b>Director Educational Leader</b>	Karen Endicott - 02 9203 9900



## ADMINISTRATION RESPONSIBILITIES

- Principal:** Is responsible for the organisation, management, supervision and efficiency of the school.
- Deputy Principals:** Are responsible for the efficient operation of the school from day to day. Are concerned with the planning of the organisation of the school and the general supervision of staff and students. Deal with matters relating to discipline and the welfare of students.
- They are responsible for the co-ordination of professional development of teachers, the improvement of classroom teaching techniques for all staff, the provision of assistance and advice on matters related to the total school curriculum, as well as the co-ordination of assessment and examination programs.
- Administration Head Teacher:** Assists the Principal and Deputy Principals in the general organisation of the school and pupil attendance.
- Faculty Head Teachers:** Are responsible for the planning and teaching of the courses of study provided in each of their respective subjects. They place students in their appropriate levels and are responsible for determining their progress and assessment. They are available by appointment for discussions with parents and students.
- Student Year Advisers:** Are responsible for the personal welfare of the students in their Year. They check progress, attendance, behaviour, etc. and, if necessary, contact parents. Students should always feel free to approach their Student Adviser. Parents, by appointment, may obtain a full report on the progress, conduct and adjustment in all subjects, from the Student Adviser.
- First Aid Officer:** Is on hand to assist students with health issues which may arise.
- Sports Organisers:** Are responsible for the organisation of all sport, swimming, athletics and cross-country carnivals. **Sport is compulsory for all Years 7-10 students.**
- School Counsellor/s:** Are experienced teachers and psychologists with an understanding of child development and experience in recognising and understanding problems of learning and behaviour, and deciding ways of dealing with them. Appointments may be made with the Counsellor by staff, students or parents by contacting the School Administrative Staff.
- Careers Adviser:** Gives guidance and advice to students with regard to their selection of careers. Parents and students may arrange interviews with the Careers Adviser by appointment.
- School Administrative Staff:** Are available to parents and students for general information on school activities. Appointments to see the Principal or any other members of staff should be made through the Front Office. Enquiries about payment of fees and lost property should be directed to these staff members.

# ANTI-BULLYING

## WHAT IS BULLYING AND HARASSMENT?

Bullying and harassment are acts of aggression that are intended to cause pain, embarrassment or unhappiness to another person.

## SOME EXAMPLES OF BULLYING BEHAVIOUR INCLUDE:

- ◆ Using technology to send or distribute information or images that are disturbing, offensive or harassing to others through sites such as Facebook, messaging programs, SMS and similar.
- ◆ Physical violence (pushing, hitting, spitting, throwing objects, etc.)
- ◆ Offensive name-calling, rumours, teasing, insults and/or gossip.
- ◆ Writing offensive notes or graffiti about other people.
- ◆ Hurtfully excluding someone from a group.
- ◆ Being racist, sexist, homophobic or making comments about physical appearance or a person's disability.
- ◆ Damaging, tampering with or stealing another person's property.

## PROCEDURES FOR DEALING WITH COMPLAINTS BY STUDENTS:

- (i) Students in the first instance are to report incidents to their classroom teacher or playground duty teacher to be dealt with.
- (ii) Students are to report instances of unresolved bullying and harassment to their respective Student Adviser.
- (iii) Students will be handed a pro-forma to complete. All reports are to be in writing with appropriate details outlined.
- (iv) The role of the Student Adviser is to investigate the complaint and to seek to mediate and resolve the conflict. This may necessitate the involvement of other Student Advisers if students from other Year groups are involved. In some instances, the school's welfare/discipline procedures may need to be activated or other support mechanism, including peer mediation.
- (v) In cases where attempts to resolve the conflict has failed or in cases of ongoing harassment and bullying, the Student Adviser will consult the school's Anti-Harassment Officer who will then attempt to resolve the conflict.
- (vi) Serious cases, which remain unresolved, will be referred to the Deputy Principal.
- (vii) The School Counsellor will be involved when appropriate.

# ANTI-HARASSMENT

All members of the school community have a right to teach and learn in a safe and happy environment. Bullying, harassment, anti-social and aggressive behaviour will not be tolerated at Ingleburn High School.

## AIMS OF ANTI-HARASSMENT PROGRAM:

- \* To provide a secure and productive environment for both students and staff.
- \* To provide a reporting mechanism to investigate and act upon complaints.
- \* To integrate the issue of bullying and harassment into the school welfare/discipline system.
- \* To initiate anti-bullying and anti-harassment strategies on a whole school basis.
- \* To promote and develop a climate of tolerance.

We encourage all students to report harassment issues to their classroom teacher, Year Adviser or Deputy Principal to minimise the continuance of these behaviours.

# ASSESSMENT AND REPORTING POLICY

The fundamental purpose of assessment and reporting is to improve student learning. It is necessary that assessment and reporting of student learning be undertaken formally and informally for all learners.

## Principles

Our school will deliver an integrated approach to teaching, learning and assessment. *Assessment for learning*, *assessment as learning* and *assessment of learning* are approaches that can be used individually or together, formally or informally, to gather evidence about student achievement and to improve student learning.

The principles of assessment for learning and assessment as learning strategies have some common elements. Assessment for learning and assessment as learning incorporate:

- self-assessment and peer assessment
- strategies for students to actively monitor and evaluate their own learning
- feedback, together with evidence, to help teachers and students decide whether students are ready for the next phase of learning or whether they need further learning experiences to consolidate their knowledge, understanding and skills.

*Assessment for learning* and *assessment as learning* approaches, in particular, help teachers and students to know if current understanding is a suitable basis for future learning. Teachers, using their professional judgement in a standards-referenced framework, are able to extend the process of *assessment for learning* into the *assessment of learning*.

## Assessment for learning

*Assessment for learning* involves teachers using evidence about students' knowledge, understanding and skills to inform their teaching. Sometimes referred to as 'formative assessment', it usually occurs throughout the teaching and learning process to clarify student learning and understanding.

*Assessment for learning:*

- reflects a view of learning in which assessment helps students learn better, rather than just achieve a better mark involves formal and informal assessment activities as part of learning and to inform the planning of future learning
- includes clear goals for the learning activity
- provides effective feedback that motivates the learner and can lead to improvement
- reflects a belief that all students can improve
- encourages self-assessment and peer assessment as part of the regular classroom routines
- involves teachers, students and parents reflecting on evidence
- is inclusive of all learners.

## Assessment as learning

*Assessment as learning* occurs when students are their own assessors. Students monitor their own learning, ask questions and use a range of strategies to decide what they know and can do, and how to use assessment for new learning.

*Assessment as learning:*

- encourages students to take responsibility for their own learning
- requires students to ask questions about their learning
- involves teachers and students creating learning goals to encourage growth and development
- provides ways for students to use formal and informal feedback and self-assessment to help them understand the next steps in learning
- encourages peer assessment, self-assessment and reflection.

## Assessment of learning

*Assessment of learning* assists teachers in using evidence of student learning to assess achievement against outcomes and standards. Sometimes referred to as 'summative assessment', it usually occurs at defined key points during a unit of work or at the end of a unit, term or semester, and may be used to rank or grade students. The effectiveness of *assessment of learning* for grading or ranking depends on the validity and reliability of activities. Its effectiveness as an opportunity for learning depends on the nature and quality of the feedback.



#### *Assessment of learning:*

- is used to plan future learning goals and pathways for students
- provides evidence of achievement to the wider community, including parents, educators, the students themselves and outside groups
- provides a transparent interpretation across all audiences.

Assessment for, of and as learning – NESA.

## **General guidelines for school assessment**

### Internal Assessment Program

All Assessments are designed to produce the main features of a student's performance at each level of achievement measured against the appropriate Syllabus Objectives and Outcomes for the Course. There is no predetermined pattern of awarding levels of attainment for each Task – the level attained provides the best *overall* description of a student's achievement.

The five (5) levels of attainment are:

- **Outstanding achievement (A)**  
The student has an extensive knowledge and understanding of the content and can readily apply this knowledge. In addition, the student has achieved a very high level of competence in the processes and skills and can apply these skills to new situations.
- **High achievement (B)**  
The student has a thorough knowledge and understanding of the content and a high level of competence in the processes and skills. In addition, the student is able to apply this knowledge and these skills to most situations.
- **Sound achievement (C)**  
The student has a sound knowledge and understanding of the main areas of content and has achieved an adequate level of competence in the processes and skills.
- **Basic achievement (D)**  
The student has a basic knowledge and understanding of the content and has achieved a basic level of competence in the processes and skills.
- **Limited achievement (E)**  
The student has an elementary knowledge and understanding in few areas of the content and has achieved very limited competence in some of the processes and skills.

### Assessment programs and tasks

An Assessment Handbook will be produced and published on the School Website for all students from Years 10 to 12 that sets out the details of the common tasks to be completed during the appropriate assessment period. This will also include an Assessment Program for each Course (Sample – Appendix 3). Classroom teachers will also assess student achievement on an ongoing basis through classwork, homework and other activities relevant to the course.

Classroom teachers will inform students of details concerning each common assessment task.

A notification of a common assessment task (Appendix 1) will be distributed to students with at least two (2) weeks' notice of the due date of the task that specifies:

- Day, date and time
- Method of assessment
- Percentage of total assessment value
- Outcomes to be assessed
- A description of the task's requirements (with any special requirements)
- Marking criteria.

# ATTENDANCE

## Why must I send my child to school?

The **Education Act (1990)** states that all students must complete schooling until the age of 17 and attend regularly. 90% Attendance is the requirement from the Department of Education.

It is the responsibility of parents or caregivers to make sure that their children attend school every day.

(Please note that after Year 10 students must be involved in study or work of 25 hours a week or more for them to be eligible to leave school before 17 years of age.)

## Must I send my child to school every day?

YES unless...

- your child is too sick to go to school
- your child has been injured
- your child has to go to a special religious ceremony
- your child has an infectious illness (e.g. chicken pox, mumps, measles, conjunctivitis, head lice, whooping cough)
- there is a serious family situation which requires their involvement

## Must my child attend school sport?

YES. Sport and other exercise help the healthy physical development of children. Sport is part of normal school activity which students must attend.

## Why is regular attendance at school important?

Attending school every day makes learning easier for your child and helps build and maintain friendships with other children.

If students miss the basic skills in the early years of school, they may have problems later on.

Regular attendance at school will help your child to succeed in later life.

Unsatisfactory school attendance may affect the satisfactory completion of Year 10 RoSA and the award of the Year 12 Higher School Certificate.

## Please do not keep your child away from school for

- dropping or collecting family members from the airport
- birthdays
- medical/dental appointments
- minding other children
- interpreting for other family members

Always try to make children's appointments with people like dentists or doctors before or after school

## What should I do if our family is going on holiday in school time?

Families should try to arrange holidays in school vacations.

If you can only arrange your family holiday during school time, you must submit an *Application for Extended Leave – Travel* to the school Principal for approval in advance of the requested leave. The application form is available from the school.

You can ask the school to provide homework that can be completed while your child is absent.

## What should I do if my child has to stay away from school?

It is important to let the school know when your child will be away and why your child was absent. The parent or caregiver should provide a written note or medical certificate addressed to the school explaining the child's absence within seven (7) days.

**A daily SMS is sent to parents. Parents are able to respond to the SMS.**

## My child won't go to school. What should I do?

You should contact the Principal as soon as possible to discuss the problem and ask for help. The Principal may ask a Home School Liaison Officer to contact you to discuss the issues.

## Who are Home School Liaison Officers?

Home School Liaison Officers are trained teachers with a special job.

They have been specially trained to help you with your child's school attendance.

They work with schools to encourage all students to attend school regularly

The Home School Liaison Officer can be contacted through the school.

## BELL TIMES

	Bell Times Monday/Tuesday/Thursday/Friday	Bell Times Wednesday Week A/B (Week B – No senior classes)
Period 1	8:50	8:50
Period 2	9:52	9:52
RECESS	10:54	10:54
Period 3	11:24	11:24
Period 4	12:26	12:26
LUNCH	1:28	Students leave at 1:28
Period 5	1:58	1:58 – 3:30pm Staff Professional Learning
Finish	3:00	

## BOOK AND EQUIPMENT REQUIREMENTS FOR YEARS 7–10

The following book packs for Year 7 and Year 8 ONLY are available online. A 'How To Order Your Year 7 and Year 8 Book Packs 2023' can be found at the back of this handbook, on the school's website and on Facebook.

Pre-ordered bookbacks will be sent to Ingleburn High School, with the student's name, and students can collect their order from the front office.

<b>Year 7 Bookpack</b> <b>\$39.39 (inc GST):</b>	2 x A4 96 page 1 x A4 128 page 2 x A4 192 page 2 x A4 128 page Grid Books 1 x A4 96 page Music Book 2 x A4 168 page 1 x A4 120 page Visual Arts Diary 1 x A4 Display Folders Pack of 12 Coloured Pencils Pack of four highlighters 1 x 16GB USB	<ul style="list-style-type: none"> <li>- PDHPE, Technology</li> <li>- English</li> <li>- Science</li> <li>- Mathematics</li> <li>- Music</li> <li>- HSIE</li> <li>- Visual Arts</li> <li>- English</li> <li>- Visual Arts</li> <li>- Science</li> <li>- Science, Music</li> </ul>
<b>Year 8 Bookpack</b> <b>\$35.23 (inc GST):</b>	2 x A4 96 page 1 x A4 168 page 2 x A4 128 page 3 x A4 192 page 1 x 240 page A4 Grid Book 1 x A4 96 page Music Book 1 x A4 120 page Visual Arts Diary 2 x A4 Display Folders 1 x 2B, 4B, 6B Copperplate Pencils Pack of 12 Coloured Pencils	<ul style="list-style-type: none"> <li>- PDHPE, Technology</li> <li>- English</li> <li>- English, LOTE</li> <li>- Science, HSIE</li> <li>- Mathematics</li> <li>- Music</li> <li>- Visual Arts</li> <li>- English, LOTE</li> <li>- CAPA</li> <li>- Visual Arts, Technology</li> </ul>
<b>Year 9 Requirements:</b>	1 x A4 240 page, 1 x A4 Display Folder 1 x A4 240 page 1 x A4 240 page 1 x A4 240 page 1 x A4 240 page 1 x A4 240 page 1 x A4 240 page 1 x A4 96 page 1 x A4 240 Grid Book, 1x A4 96 page Grid Book 1 x A4 96 page Music Book 1 x A4 96 page 2 x A4 120 page 1 x A4 128 page 1 x A4 120 page Visual Arts diary/journal 110gsm 1 x A4 120 page Visual Arts diary/journal 110gsm 1 x A4 240 page	<ul style="list-style-type: none"> <li>- English</li> <li>- Child Studies</li> <li>- Commerce</li> <li>- Food Technology</li> <li>- HSIE</li> <li>- IT (Timber &amp; Multimedia)</li> <li>- iSTEM</li> <li>- Japanese</li> <li>- Mathematics</li> <li>- Music</li> <li>- PASS</li> <li>- PDHPE</li> <li>- Science</li> <li>- Visual Arts</li> <li>- Visual Design</li> <li>- Work Education</li> </ul>

**Year 10 Requirements:**

- 1 x A4 240 page
  - 1 x A4 240 page
  - 1 x A4 240 page, 1 x A4 Display Folder
  - 1 x A4 240 page
  - 1 x A4 96 page
  - 1 x A4 240 page
  - 1 x A4 240 page
  - 1 x A4 96 page
  - 1 x A4 240 page
  - 1 x A4 240 page
  - 1 x A4 96 page
  - 1 x A4 240 Grid Book, 1x A4 96 page Grid Book
  - 1 x A4 96 page
  - 1 x A4 96 page Music Book
  - 1 x A4 96 page
  - 2 x A4 120 page
  - 1 x A4 128 page
  - 1 x A4 96 page
  - 1 x A4 120 page Visual Arts diary/journal 110gsm
  - 1 x A4 120 page Visual Arts diary/journal 110gsm
  - 1 x A4 240 page
- Child Studies
  - Commerce
  - English
  - History Extension
  - Fitness
  - Food Technology
  - HSIE
  - Ingleburn Café
  - IT (Multimedia/Timber)
  - Information Software Technology
  - Japanese
  - Mathematics
  - Matters of the Mind
  - Music
  - PASS
  - PDHPE
  - Science
  - Tech Champions
  - Visual Arts
  - Visual Design
  - Work Education

**ADDITIONAL EQUIPMENT REQUIREMENTS**

**ALL SUBJECTS:** Calculator, Highlighters; Red, Blue and Black Pens; Lead Pencils; Eraser; Coloured Pencils; Ruler; Scissors; Glue Stick

**MATHEMATICS:** Geometry Set—Pair of compasses, protractor, ruler, set square  
Casio AU Plus II Calculator—available for purchase at school

**CAPA:** Music—Headphones

**CLOSED-IN BLACK LEATHER SHOES**

**PD/HEALTH/PE:** Uniform as detailed in Uniform Policy

**SCIENCE:** Casio AU Plus II Calculator—available for purchase at school

**CLOSED-IN BLACK LEATHER SHOES**

**TECHNOLOGY (Mandatory):** **CLOSED-IN BLACK LEATHER SHOES**

**SCHOOL BAG OR BAGS:** These should be of strong and protective material, designed so that, with rough handling, the books, etc. will not be damaged. School bags are available from MUE.



## CANTEEN

Ingleburn High School's canteen provides nutritious meals for our school community. They are open for breakfast, recess and lunch daily.

## COMMUNICATION

### (Directed at Parents/Guardians)

The Principal and staff of Ingleburn High School believe that for the most part, the responsibility for educating young people is shared between parents/guardians and teachers. To ensure that the processes of education are effective, teachers and parents/guardians need to be able to communicate with each other.

Some of the ways in which you may communicate with the school are:

1. By completing a Family Details Enrolment Form at the time of enrolling your student. Please make sure that the information on this form is accurate and that **the school is advised if changes occur during the year.**
2. **By telephoning the school.** Generally, it is possible to make contact with a teacher by telephoning the school office on (02) 9605 1509, 9605 6165. Please remember that it is not possible to have a teacher called out of class to receive a telephone call. It may be necessary to leave a call back number and time so that the teacher can contact you.
3. By sending an **email, note or letter** to a teacher. It is important to remember that a written explanation must be provided for any absence from school.
4. By arranging an appointment through the school office for **an interview** with a teacher, the school counsellor, the relevant student adviser or the Principal.
5. By participating in **Parent/Teacher Nights**. This night will be held during Term 1 and Term 3 and provide parents/guardians with an opportunity to meet and talk with their student's teachers.
6. By supporting school activities such as:
  - Student Voice Representative
  - Swimming and Athletics carnivals
  - Presentation Day

Some of the ways in which the school communicates with parents/guardians are:

1. The school's Facebook page and the school's website.
2. Regular, **twice-yearly academic reports**. Formal school reports, based on the progress and achievement of all students.

Each student's report is uploaded to the Sentral Parent Portal at the end of each semester. Parents can access these reports using a unique code which is supplied to each student. This individual code will allow parents to access the portal throughout their child's schooling at Ingleburn High School.
3. The Sentral Parent Portal also allows parents to access information such as attendance, reporting, timetables and school records.
4. Special **notes and letters**. Generally, these fall into three categories:
  - Information sheets about special activities; for example, an excursion
  - Special advice to specific parents/guardians about the progress and/or behaviour of their student
  - *Unexplained absence* notes—these notes must be answered.
5. **Subject information and course selection material.**
6. Telephone calls from teachers. At times, the telephone provides the most expedient method for a teacher to make contact with you concerning your student.

It is particularly important for the school to have an emergency telephone contact number. Please ensure that the school office is notified if this number is changed.

## COMMUNITY AND PARENTAL INTEREST

No school can be a good school and take its proper place in the community without full community and parental support and co-operation. It is only when staff, students and parents have mutual respect and confidence that education becomes, full, vital and worthwhile.

It is important that parents be aware of the school's aims and philosophy and that teachers should know of parents' attitudes and aspirations. Understanding can be achieved by:

- (a) Personal discussion with the Principal and staff;
- (b) Attending school functions arranged for parent participation.

Enquiries about your student's progress is always welcome. It is, however, of benefit to you and us if you telephone for an appointment **before** coming to the school so that the relevant information can be gathered and staff members you wish to see can be available.

# HOMEWORK

Homework is schoolwork done outside class times.

Homework provides opportunities for students to practice, strengthen and master skills taught and learnt in the classroom. Homework also helps students to develop the self-discipline to work on their own and in the company of others. The objectives of homework are:

1. To support parents and guardians in their expectations of home study
2. To promote opportunities for students to practice and develop skills learnt in lessons
3. To assist students to achieve better personal results
4. To instil study habits and independent learning in students
5. To extend students' interests and talents

The New South Wales Department of Education Policy states 'Homework is a valuable part of schooling. It allows for practising, extending and consolidating work done in class. Homework provides training for students in planning and organising time and develops a range of skills in identifying and using information resources. Additionally, it establishes habits of study, concentration and self-discipline.'

Ingleburn High School recognises the importance of this through its Homework Centre in which students can grow, excel and attain in their learning. Volunteer staff utilise the safe learning space of the school library to provide support to students with their homework, assessment tasks or extend them with extra literacy/numeracy activities.

Students are expected to use a diary to record homework, assessments and study.

Students should use a diary to help organise their study schedule.

Study requirements for students at home are:

Years 7 and 8 – at least ½ hour per night

Years 9 and 10 – at least 1 hour per night

Year 11 – at least 1½ hours per night

Year 12 – at least 2 hours per night

## IMPLEMENTATION:

The amount of time devoted to homework should increase as the student progresses through their school life.

To encourage students to complete their homework parents should:

1. Encourage students to use a homework diary.
2. Establish a homework routine
3. Make sure deadlines are kept
4. Encourage students to develop their research skills by summarising and making their own notes

## HOMEWORK CENTRE

Volunteer staff utilise the safe learning space of the school library to provide support to students with their homework, assessment tasks or extend them with extra literacy/numeracy activities.

NSW Education Policy states "Homework is a valuable part of schooling. It allows for practising, extending and consolidating work done in class. Homework provides training for students in planning and organising time and develops a range of skills in identifying and using information resources. Additionally, it establishes habits of study, concentration and self-discipline."

Ingleburn High School recognises the importance of this through its Homework Centre in which students are able to grow, excel and attain in their learning. The Homework Centre at Ingleburn High School is one of the many initiatives that targets our school's directions and goals.



## LIBRARY

The Ingleburn High School library provides teachers and the teacher-librarian with resources to teach the curriculum, and students with resources for individual learning and recreational reading. It is a library designed as a 21st Century learning space with a contemporary design which is mobile, flexible, varied and connected. The space provides students with choice in where and how they learn with private study rooms and a computer lab used as a classroom for explicit teacher instruction which further supports collaborative learning and teaching for students and teachers.



Chromebook facilities and the Interactive Learning Hub can be adapted to accommodate for the eight contemporary learning modes of practice. Technology is connected to the internet via Wi-Fi providing optimum learning conditions to support opportunities for students to learn independently and in small and large groups.

In Term 1, the teacher-librarian will provide Year 7 students with opportunities to showcase the services on offer and explain the borrowing system to be used by students. Various books are on offer for students to borrow, catering to student interests to promote the enjoyment of reading.

The library provides and promotes social and recreational resources of all formats for teachers and students and is open to students during recess and lunchtime on most days.

The librarian has two basic rules

1. To be considerate of others who use the library
2. The prompt return of books helps to ensure that the library runs efficiently.

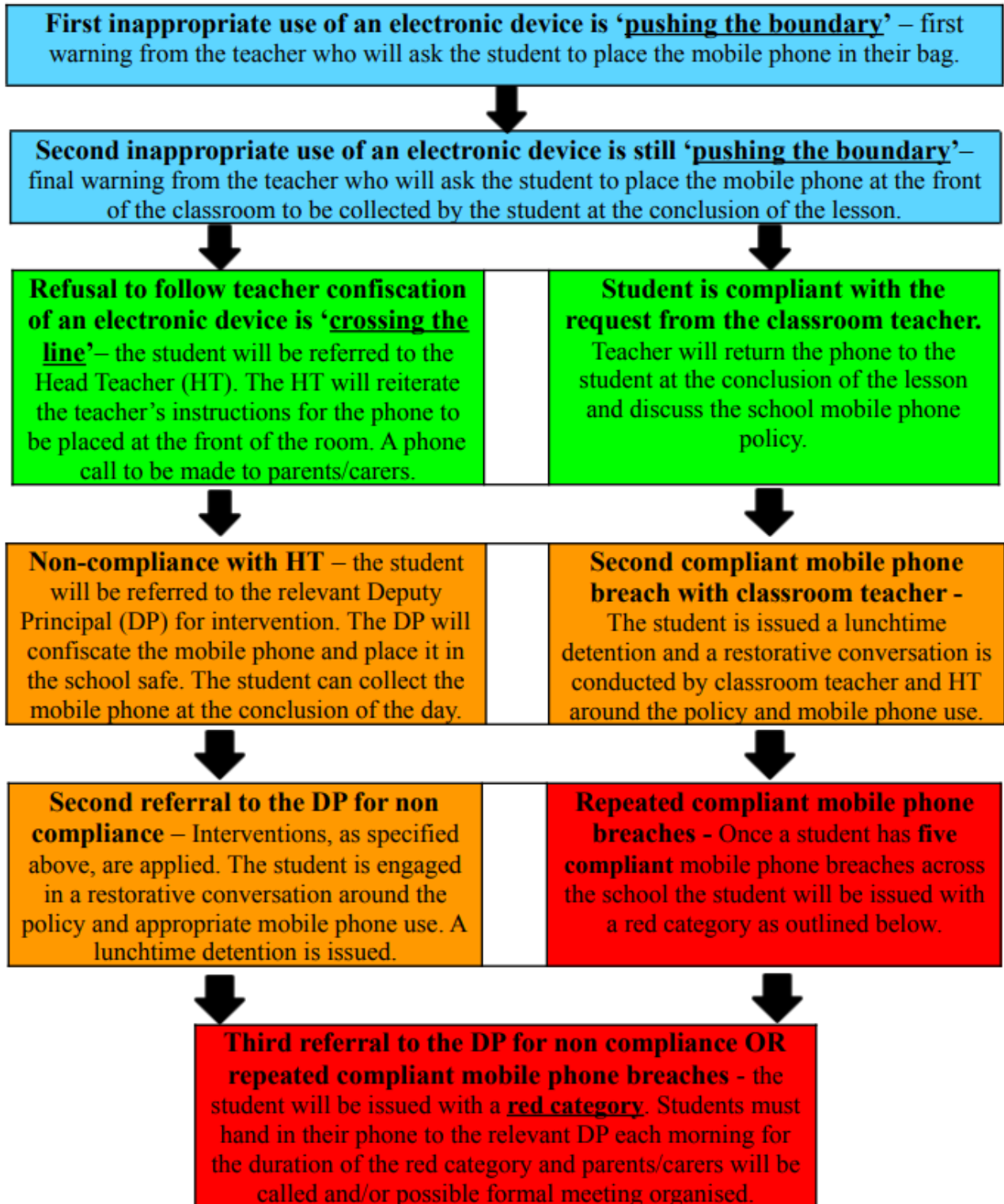


# MOBILE PHONE POLICY



## MOBILE PHONE AND ELECTRONIC DEVICES

### Student and Parent Information



## **PASIFIKA EDUCATION PROGRAM**

The Pasifika Education Program at Ingleburn High School aims to provide students from Pacific Islander and Māori cultural backgrounds the opportunity to succeed within the Australian educational landscape. The Pasifika Education Coordinator works with students to support them in areas of academic, cultural and social success.

The program includes wellbeing initiatives and community support, as well as targeted academic support through the homework centre. In addition to this, students are supported culturally through a variety of programs available including the PCYC Haka Warriors program and the From the Roots Program (Term 2, 2023), among others. Through these programs students are able to engage with community members and leaders and learn about different aspects of their culture and heritage.

## **RULES OF ENGAGEMENT**

In joining our School Learning Community on social media, Ingleburn High School follows the Department of Education Code of Conduct and Community Standards.

### **Comments**

Our school community encourages interaction from participants with the understanding that the school does not endorse comments or wall postings made by visitors to the page. We ask that visitors making comments on the page show respect for other users by ensuring discussions remain civil. Personal attacks, trolling or spam will not be tolerated.

We reserve the right to remove comments that do not adhere to the rules of engagement of the page and the platform's community standards including comments that: are deemed racist, sexist, abusive, profane, violent, obscene, spam, advocate illegal activity, are wildly off-topic, libel, incite, threaten or make personal character attacks on students, employees, guests or other individuals within our school community.

We reserve the right to remove any participant that does not adhere to the rules of engagement or the platform's community standards. Remember, your name and photo will be seen next to your comment, visible to all visitors to the page. We will not permit messages selling products or promoting commercial, political or other ventures.

### **Age Limit**

Terms and Conditions for Facebook, Instagram and Twitter state no one under the age of 13 years should have an account on these platforms. Therefore, any comments or page fans from primary students on our school community's page will be removed and, if warranted, users will be reported.

### **Tagging or naming students**

Photos of students can only be published if the correct NSW Department of Education permission to publish forms have been completed by the student's parent or guardian. For privacy and protection, please do not tag photos of children, and please do not name them in your comments, unless the previously mentioned permission is sought. On rare occasions and with parental permission, students may be named by the school social media administration team. Tagging of parents or friends within the comment box is permitted with the understanding that all other rules of engagement are followed.

### **Moderation Hours**

This page is moderated from 9 am to 3 pm on weekdays, excluding public holidays.

# SAFETY REQUIREMENTS IN PRACTICAL SUBJECTS

## (I.e. Technology (Mandatory), Science, Visual Arts)

These safety rules have been set down by the New South Wales Department of Education and **must** be observed.

1. Long hair **must be tied back** in all practical lessons.
2. A protective apron must be worn in Technology (Mandatory) classes.
3. Students must wear **closed-in black leather shoes with firm uppers for all practical lessons**. Sandals, thongs, canvas shoes and gym boots **must not be worn**.

## SCHOOL ROUTINE YOU NEED TO KNOW

1. **ATTENDANCE:** Attendance is compulsory on every school day. On special event days such as swimming and athletics carnivals, the attendance of pupils is also compulsory, even though the event may be held outside the school grounds.
2. **ABSENCE NOTIFICATION:** SMS messages are sent every day to parents to indicate a student's absence. Please ensure that your details at school are correct.
3. **ABSENCES:** After absences, however brief, a written explanation from the parent/guardian or a doctor's certificate **must** be presented to the Front Office on the first day of return to school. Failure to inform the school of a legitimate reason for an absence will result in the absence being recorded as unexplained seven (7) days after the day of absence. Booklets containing absence notification proformas are available upon request through the Front Office.
4. **ROLL MARKING:** This takes place each day from 8.50 AM during the student's first period of the day.
5. **LATE ARRIVAL:**
  - (a) Students who are late to school up until 9.52 AM must go straight to their Period 1 class. If they arrive after 9.52 AM they must go to the front office to sign in.
  - (b) If a student is detained by a teacher, so causing lateness for the next lesson, **a note must be obtained from that teacher**.
6. **PERMISSION NOTES:** School commences at 8.50 AM and finishes at 3.00 PM. each day. There is an exception to this on Wednesday, when school students finish at 1.28 PM. After arrival at school, no student is to leave the school grounds without permission of a Deputy Principal or the Head Teacher Administration. Permission notes are issued for medical purposes and matters of urgency.
7. **EARLY LEAVE:** Students who need to leave the school before 3.00 PM need written notification from their parents/guardians clearly explaining a legitimate reason for leaving the school grounds early. Notes should contain all specific information relating to the student i.e. Full name, roll call, date and expected time of leave.

These notes should be presented to the Head Teacher Administration before Period 1. Parents are to contact the school if emergency early leave is required.

**PLEASE NOTE: SPORT IS MANDATORY** for all students in Years 7 to 10, and it is expected that parents **DO NOT** organise medical appointments during sport time on a continual basis. Only specialist appointments where applicable.

8. **OPAL CARDS:** Eligible students are those who live more than 2.0 km straight line distance, or 2.9km walking. Once the child has a confirmed enrolment at the school, parents/guardians can complete an application at [transportnsw.info/school-students](https://transportnsw.info/school-students). A new application is only required if a student has not had a School Opal card before. Parents/Guardians whose children already have a school Opal Card and are changing schools will need to update their Opal Card for the new school year before mid-December at [apps.transport.nsw.gov.au/ssts](https://apps.transport.nsw.gov.au/ssts). Transport NSW has maps from which it determines whether a student is eligible for an Opal Card or not. The final decision is that of Transport NSW, not of the school.
9. **PUSH BIKES: Must not be ridden in the school grounds.** Bicycles should be left locked in the bike rack behind D block. Any student who rides a bicycle to school **MUST** wear a helmet. Students who persist in coming to school on a bike without a helmet may be banned from riding to school. **Scooters must not be brought to school.**
10. **ACCIDENTS:** In the event of an accident, students should report immediately to the nearest teacher.
11. **ILLNESS:** If a student feels ill during the day, the student should report to the First Aid Officer or the front office. The school has a Sick Bay where students can lie down. If it is deemed necessary however, the parents or relatives of students who are ill are requested to come to school to take them home. On some occasions, students may be sent home after their parents have been contacted and written authority received. It is of significant importance that all contact phone numbers be correct and this may be done through the school office at any time either by phone, email or a note.
12. **STUDENT ASSISTANCE SCHEME:** The school has a sum of money allocated to the Student Assistance Scheme. This money can be made available to help genuinely needy parents pay for such items as subject fees, excursions and uniforms. Such parents or guardians should write to the Principal outlining the area of educational need and related costs, as well as supplying family information. It is possible that some families may apply several times throughout the year as educational costs, which they had not anticipated, may arise. Any parent or guardian who is uncertain if they are entitled to apply for help under this scheme is welcome to ring the Principal on 9605 1509.

## SECONDARY STUDIES

Secondary Studies at Ingleburn High School is dedicated to fostering high expectations, promoting student excellence in learning and cultivating an inclusive environment so students can connect, thrive and succeed. The Senior Learning Hub is the space guided by the Secondary Studies staff. The Senior Learning Hub provides Stage 6 students an immersive, dynamic and collaborative space. The Hub is available to students who have discontinued their learning in a selected subject area. It offers students a space to further consolidate their learning, complete class-based tasks and assessments, as well as access a Stage 6 teacher for additional support.

### Goals

- To create a high-quality immersive, dynamic and collaborative learning space, empowering creativity, productivity, curiosity and a love for learning.
- Provide students an opportunity to access specialised curriculum support with expert educators to improve overall HSC results.
- Commence discussions regarding personal, schooling and future aspirations, providing guidance and support through the completion of Individual Education Plans.

## **SPORT**

Ingleburn High School offers a comprehensive sport programme which includes sport for all students, Swimming, Cross Country and Athletics up to State level, and fields teams in most Sydney South West knockout competitions. Sport is integrated into the student's timetable and can occur throughout the fortnight.

The standard of sport at Ingleburn High School is high. In order to maintain this standard, we require a high code of behaviour and dress in sport. A proper sporting uniform is required. The school uniform was not designed for the various types of physical activity encountered at sport. This uniform should include appropriate and supportive footwear.

### **SPORT HOUSES:**

We have four sport houses at our school. Students belong to, and compete in, these houses at swimming, cross country and athletics carnivals. Students will be placed into houses accordingly. The Houses are:

<b>House</b>	<b>Colours</b>
<b>West</b>	Red
<b>Winter</b>	Yellow
<b>Purser</b>	Blue
<b>Percival</b>	Green

# STUDENT DISPOSITIONS



## STUDENT DISPOSITIONS

### CREATIVE

Uses a variety of sources, seeks out diverse opinions and points of view, employs brainstorming techniques when needed

### PRODUCTIVE

Creates a research plan, documents progress, sets and meets goals

### CURIOUS

Uses new ways to communicate information, seeks diverse opinions and points of view, asks questions beyond the scope of the given work

### RESILIENT

Tolerates uncertainty, looks for deeper meaning and perspectives, keeps trying when the first try doesn't work

### SOCIALLY RESPONSIBLE

Listens respectfully, contributes ideas and gives honest feedback, questions in a responsible manner

### EMPATHETIC

Puts oneself in the place of others, shares others' feelings, develops various frameworks around an idea

## STUDENT SUPPORT OFFICER

The most fundamental role of the Student Support Officer (SSO) is to work in collaboration with the Wellbeing Team to enhance student wellbeing and learning outcomes. This involves the development of social and emotional skills through targeted case management that will build upon their ability to connect, succeed and thrive in collaboration with the Head Teacher Wellbeing. The role of the SSO also includes facilitating capacity building programs focused on social and emotional regulation. The SSO has a pivotal role in working in partnership with external agencies, creating referral pathways for students and families to child and family support agencies.

## STUDENT VOICE REPRESENTATIVE

Ingleburn High School has an established Student Voice Representative with representatives elected from each Year group of the school. Students are encouraged to nominate for the Student Voice Representative and to participate in the electoral process. The broad aims could be summarised as follows:

- to develop leadership, responsibility and citizenship in students
- to give students a voice in the general running of the school
- to promote the academic and social well-being of students
- to encourage good working relationships between students and staff.

In the past, students have been involved in Regional and State Student Representative Council activities. We look forward to the participation of new students in this worthwhile and expanding organisation.

Many teachers establish groups to cater for student interest if there is a current need within our student body.

Students should speak to their Year Adviser if they would like to participate in a specific kind of group to broaden their interests.

**Remember....** *“Never doubt that a small group of thoughtful, committed citizens can change the world, indeed it is only this that ever had.”*



## SUBJECT FEES

**Payment of subject fees for students to participate in practical lessons is required. These fees may be paid by instalments throughout the year.**

Payments can be made through the online 'Make a Payment' option on the school's webpage. Payments can also be made via the EFTPOS facility at the school. *(Fees are correct at time of printing but are subject to change.)*

### YEAR 7

Voluntary School Contribution	\$45.00
Technology (Mandatory)	\$50.00
Music	\$10.00
Visual Arts	\$10.00

### YEAR 8

Voluntary School Contribution	\$45.00
Technology (Mandatory)	\$50.00
Music	\$10.00
Visual Arts	\$10.00

### YEAR 9

Voluntary School Contribution	\$45.00
Child Studies	\$10.00
Food Technology (200 hours)	\$100.00
Industrial Technology – Timber	\$60.00
Ingleburn Café (Food Tech 100 hours)	\$100.00
iSTEM	\$50.00
Music	\$20.00
Visual Arts	\$40.00
Visual Design/Photography	\$40.00

### YEAR 10

Voluntary School Contribution	\$45.00
Child Studies	\$10.00
Food Technology (200 hours)	\$100.00
Industrial Technology – Timber	\$60.00
Ingleburn Café (Food Tech 100 hours)	\$100.00
Music	\$20.00
Visual Arts	\$40.00
Visual Design/ Photography	\$40.00

### YEAR 11

Voluntary School Contribution	\$45.00
Hospitality – Food and Beverage (Uniform additional)	\$100.00
Construction	\$100.00
Design and Technology	\$50.00
Music	\$20.00
Visual Arts	\$50.00

### YEAR 12

Voluntary School Contribution	\$45.00
Construction	\$120.00
Design and Technology	\$50.00
Engineering	\$30.00
Food Technology	\$100.00
Hospitality	\$100.00
Industrial Technology – Timber	\$50.00
Music	\$30.00
Visual Arts	\$60.00

### SUPPORT

Fees	\$40.00
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## TEXTBOOKS and GENERAL SERVICE CONTRIBUTIONS

The school arranges to lend students textbooks and, in general, it is not necessary for parents to purchase class textbooks. The loans are made on the understanding that the school will be compensated by parents if their student loses or damages a book.

A significant proportion of school funds are spent on buying texts and on maintaining and replacing damaged books. The New South Wales Government provides a special allowance to the school to subsidise the costs associated with purchasing and maintaining textbooks.

The amount of the textbook subsidy is not sufficient to meet all the costs associated with buying and maintaining the books. The **Voluntary School Contribution** is used to meet the costs of providing such items as duplicated class teaching materials, audio-visual materials and equipment for use by students and teachers, sporting equipment, library resources, stationery, and the balance of funds required for textbooks.

## UNIFORM POLICY

The pupils of this school are recognised by the uniform they wear. Apart from being more practical and more economical than supplying miscellaneous clothing, the uniform serves several purposes. These include the establishment of a sense of belonging, the development of school pride, the maintenance of school tone, the feeling of pride in themselves and the meeting of Department of Education safety requirements in regard to footwear. The uniform also provides for student safety in the playground, in that students are easily recognised as being members of the school.

Uniforms can be purchased from MUE (Moorebank Uniforms and Embroidery) who are located at Shop 1, 2 George Hunter Drive, Narellan and can be contacted on 4620 9027. Uniforms can be purchased at the shop or online (<https://moorebankuniformsandembroidery.com.au/shop/>) and posted out.

SCHOOL UNIFORM		
<b>SUMMER:</b>	<p><b>GIRLS:</b> Tartan pleated skirt White cotton blouse with IHS logo with Peter Pan collar and piping White socks or skin-coloured stockings*</p> <p><b>BOYS:</b> Black shorts or trousers White cotton shirt with IHS logo White socks*</p>	<b>ALL STUDENTS:</b> Bottle Green sloppy joe with IHS logo or Bottle Green and Gold IHS softshell jacket. Plain black cap or bucket hat School tie Fully enclosed <b>black leather</b> shoes or <b>black leather</b> runners*
<b>WINTER:</b>	<p><b>GIRLS:</b> Black slacks or Tartan pleated skirt White cotton blouse with IHS logo with Peter Pan collar and piping White socks or black stockings*</p> <p><b>BOYS:</b> Black trousers White cotton shirt with IHS logo White socks*</p>	<b>ALL STUDENTS:</b> Bottle Green sloppy joe with IHS logo or Bottle Green and Gold IHS softshell jacket. Plain black cap or bucket hat Black or Bottle Green scarf, cap School tie Fully enclosed <b>black leather</b> shoes or <b>black leather</b> runners *
<b>SPORT:</b>	<b>ALL STUDENTS YEARS 7-10:</b> Unisex polo shirt, Unisex sport shorts or pants, white socks*, sandals or joggers*, Unisex softshell jacket	

Items marked with an asterisk (\*) are not available through MUE. **THIS IS THE ONLY APPROVED UNIFORM SHOP FOR OUR SCHOOL.**

**All students and staff** entering practical classrooms such as, woodwork and metalwork, cooking, science and art classes will be required to wear a **full leather enclosed shoe** (black as part of our school uniform). Students who do not comply will not be permitted to enter the classroom under this new legislation. Those students will be supervised outside the classroom and be required to do alternative work.

Because this legislation is imposed on all schools there can be no compromise around these rules.



### Excursions:

No student is permitted to attend an excursion or represent the school unless he or she is in full school uniform. Parental notes do not over-ride this policy. Students who turn up in items of non-uniform are to remain at school. The only exceptions to this are those excursions, field trips, etc. which requires other forms of dress, as per the permission note the Head Teacher sends home.

### For Junior and Senior years:

- Uniforms for specialist sports teams will be supplied by the school, all other sports students will wear a white school sport shirt. Ingleburn High School representative sports team members will require a pair of Ingleburn High School sport shorts.
- Thongs, sandals, Raben slip-ons and gym boots\*\*/sandshoes/joggers and leisure shoes (\*\*except joggers for P.E. and Sport) are not part of the school uniform. Excessive jewellery is unacceptable and a potential health hazard in a school setting. Students are permitted to wear one ring, one necklace, one bracelet, one set of sleepers and one watch only. Other items of clothing such as beanies, scarves, oversized jackets, should not be worn.
- Girls should not wear make-up, nail polish (other than clear) and long hair should be kept from being untidy by being worn back from the face.
- Students unable to be in school uniform for any reason should be provided with a note from a parent/guardian to explain the reason.

In order to ensure this policy remains relevant to the school's needs, and to ensure new parents entering the school community have the opportunity to participate in forming the policy, it will be evaluated by the school community on a regular basis.

## GIRLS



**BOYS**



**SPORT**



**JACKET/JUMPER/SCHOOL HAT**

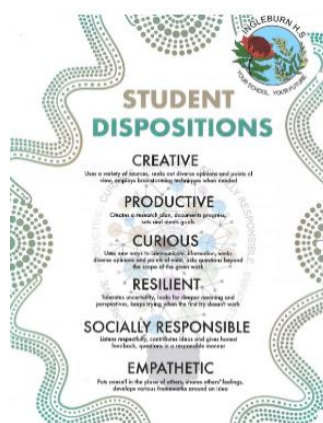


# WELLBEING TEAM PROGRAMS

At Ingleburn High School the Wellbeing Team, in collaboration with all staff, are committed to providing opportunities for growth and positive learning experiences. We work as a team to enhance the social and emotional, mental, cognitive, physical, and spiritual wellbeing of the students who attend Ingleburn High School.

## A Targeted Approach to Wellbeing

Students in Years 7-10 participate in fortnightly timetabled wellbeing lessons delivered by the Year Advisory Team. Wellbeing lessons are developed annually by the Year Advisors in consultation with the Head Teacher Wellbeing using student feedback and data. In this way, Wellbeing lessons address the areas of need for each unique cohort and, in some, cases separate classes. The aim of wellbeing lessons are to address identified social and emotional learning outcomes and school dispositions for success.



Our Wellbeing Team uses best teaching practice and lessons are evaluated and on throughout the year to ensure they effectively meet the needs of students. As part of our Wellbeing program at Ingleburn High School, students engage in planned cohort activities and excursions and targeted workshops led by internal and external stakeholders. More information can be found on the Wellbeing Hub. d

## Caring For Students

Students from Years 7-12 have access to the following:

- Wellbeing support
- Year Advisor and Assistant Year Advisor
- Boys and Girls Supervisor
- Aboriginal Education Coordinator
- School Counselling Service
- Head Teacher Wellbeing
- Deputy Principal.

In addition to the above staff, all students can access a variety of external supports and services from our Wellbeing Hub.

Mrs J. Zezovski  
Acting Head Teacher Wellbeing

# PB@IHS REWARDS SYSTEM FLOWCHART



## Merit Cards

Five white merit cards equals one Bronze.



## Bronze Category

All students start on this category and this is where they begin to collect and save Bronze Awards.

All students are safe, respectful learners whilst on this level.

Teachers issue Bronze Awards for extra-curricular activities, outstanding marks, outstanding attendance.

Minor misbehaviours by students may lead to such consequences as detentions, specified seating arrangements or warnings.



## Silver Category

Students collect Jnr: 5 and Snr: 3 Bronze Awards and submit them to the relevant Year Adviser.

Students must have a good record of behaviour.

There must be at least one Bronze Award issued in each of the areas of Safety, Respect and Learning.

A certificate will be issued and a letter will be mailed home.



## Gold Category

Students collect three Category Silver Awards and submit them to the relevant Deputy Principal.

Students must have an excellent record of behaviour.

A certificate will be issued for the first Category Gold attained in a calendar year.

For each Category Gold attained, a letter will be mailed home.

Two reward excursions for Category Gold students will be made available each year.



## Diamond Category

Students gain three Category Gold Awards and submit them to the Principal.

Students must have an exemplary record of behaviour.

A certificate will be issued on Presentation Night.

<b>Student Expectations</b>	<h2 style="color: green;">Safe</h2>	
	<ul style="list-style-type: none"> <li>✓ Follow school rules and obey staff instructions</li> <li>✓ Only bring materials necessary for school</li> <li>✓ Move sensibly and safely around the school</li> <li>✓ Use all items safely and appropriately</li> <li>✓ No spitting</li> </ul>	
	<h2 style="color: yellow;">Respectful</h2>	
	<ul style="list-style-type: none"> <li>✓ Treat school property with respect</li> <li>✓ Place all rubbish in bins</li> <li>✓ Treat others the way you want to be treated</li> <li>✓ Wear full school uniform with pride at all times</li> <li>✓ Mobile phones and MP3s not to be used without explicit teacher permission</li> <li>✓ Only one person speaks at a time in discussions</li> </ul>	
	<h2 style="color: blue;">Learners</h2>	
	<ul style="list-style-type: none"> <li>✓ Follow teacher instructions</li> <li>✓ Bring all relevant materials</li> <li>✓ Play by the rules</li> <li>✓ Cooperate with others</li> <li>✓ Use acceptable language</li> </ul>	
<b>Consequences</b>	<b>“Pushing the Boundaries”</b>	<b>“Crossing the Line”</b>
	<p>Students will be redirected and asked to make a positive choice:</p> <ul style="list-style-type: none"> <li>☒ First intervention – Explicit use of non-verbal communication gestures to redirect inappropriate behaviour.</li> <li>☒ Second Intervention – Explicit instruction by the teacher identifying inappropriate behaviour and consequence for non-compliance.</li> <li>☒ Third intervention – Move student to different desk to reinforce expectations. Student to complete a reflection sheet.</li> <li>☒ Fourth intervention – Student to exit to Head Teacher for remainder of lesson</li> <li>☒ Resolution meeting – With teacher, student and Head Teacher. Student to be placed on Green Category.</li> </ul>	<p>Students who make unacceptable choices which “cross the line” will be:</p> <ul style="list-style-type: none"> <li>☒ Intervened by immediate removal from class and referred to a Head Teacher or a member of the Senior Executive.</li> <li>☒ The remedial process for breaching School Expectations will be either a Yellow/Red Card monitoring or a suspension warning.</li> <li>☒ Crossing the line can also result in immediate suspension.</li> </ul>

## FOR PARENTS/GUARDIANS

### CHECKLIST

Have you?

- 1. Completed enrolment details (information sheets)
- 2. Provided the school with emergency contact numbers
- 3. Provided the school with medical information
- 4. Informed the school of any special requirements your student has
- 5. Remembered the school telephone numbers
- 6. Made your student is aware of uniform requirements
- 7. Made transport arrangements for your student
- 8. Made yourself aware of the subject/school fee structure
- 9. Made arrangements to purchase necessary books and equipment
- 10. Made yourself aware of the support available for child (e.g. Student Adviser)

### TIME MANAGEMENT STRATEGIES

1. Parents help their student/s pack their bag every day.
2. Set time for homework—routine is important. Set time to pack bag.
3. Colour code your student/s books—cover or special stickers.
4. All equipment to be packed in suitable containers and labelled.
5. Copy of timetable at home, as well as with student.
6. Rule up margins at home to save time in class.
7. Homework diary—parents can check—teachers can check.



## **FAQ'S**

### **What if my child loses their timetable?**

Students need to log into the school portal to access and print a new timetable or they can request a new one from their Year Adviser.

### **What needs to be done if there is a change of address or other details?**

It is vital that the school has accurate up-to-date information on all students particularly in emergency situations. If a change occurs during the year, parents need to contact the school administration office in writing or email, clearly stating your child's name, class and updated information.

### **Is my child permitted to bring personal technology to school?**

It is not necessary for students to bring a personal learning device to school each day. Mobile phones/electronic devices are not required at school. Students who choose to bring mobile phones to school must ensure they are off and out of sight during class time. As with all valuables, students are responsible for securing their own property.

Students must not use their mobile phones to make a phone call on school premises. Mobile phones/electronic devices may be confiscated at the discretion of any staff member at any time.



## How to Order Your Year 7 and Year 8 Book Packs for 2023

Ingleburn High School Year 7 and Year 8 Book Packs are now available to pre-order from Torstar's Online Parent Ordering Portal.

### How to Order:

You can pre-order your pack in any of the following ways:



Call our friendly staff and pre-order over the phone (02) 4721 6500.



Visiting us in-store at 19/26-32 Abel St, Penrith (M-F 9-5, Sat 9-1) to pre-order full packs



Pre-order online using the following instructions:

**Step 1:** Go to the following website on your browser using your phone, tablet, laptop or desktop computer:  
[www.torstar.net.au](http://www.torstar.net.au)

**Step 2:** Register as a user on our website using the "Register" button on the top right hand corner

**Step 3:** Once you have registered, locate the **Booklists** tab on the home page in our Main Menu

**Step 4:** Type in your **school name** in the "Search by School Name" field

**Step 5:** Log in using your school password **WARA251**

**Step 6:** Enter your **child's name** and select the pre-loaded Year 7 Equipment List from the dropdown menu where the Year 7 Equipment List is pre-filled for you. Select the packs you would like to order by making sure it has a quantity of 1

**Step 7:** Select "Add to order". To avoid multiple delivery fees, please add all children on the one order

**Step 8:** Select "Go to Checkout"

**Step 9:** Complete the Payment Details using our secure payment portal.

**Step 10:** Select "Submit Order"

### Pack Prices

Year 7 Pack Price: \$39.38 (inc gst)      Year 8 Pack Price: \$35.23 (inc gst)

Delivery Fee: \$12.00 (inc gst) OR Free pick up in store

### Payment & Delivery

Payment is required at the time of ordering. *The packs are not available to pick up in store without pre-order.*

*The packs are pre-order only.*

**Place your order before 14 December 2022 to ensure delivery on the dates below.**

Packs can still be ordered after this date, however delivery may not occur before the start of the school year.

When ordering, you will have the option of home delivery or click and collect between the dates set out below.

Pre-ordered packs will be available for pick up or delivery between: 4 January – 21 January 2023 to the address nominated at the time of ordering. An SMS will be sent to let you know when packs are being delivered or that the packs are available to collect. Extended trading hours (including Saturday and Sunday trading hours) apply during this time, so please check our Facebook page for updates.

Delivery is contactless. By ordering, you are providing an authority to leave the parcel at your nominated address. If we are delivering to a Unit/Apartment, we must be able to access the front door. If we are unable to access your front door or there is no street parking you may incur additional delivery fees.



Please contact Torstar directly for any enquiries regarding your order.

w: [www.torstar.net.au](http://www.torstar.net.au)

e: [sales@torstar.net.au](mailto:sales@torstar.net.au)

p: (02) 4721 6500

