



**KINCUMBER
HIGH SCHOOL**



**2024 | A – Z GUIDE TO KHS
FOR STUDENTS & PARENTS**

KINCUMBER HIGH SCHOOL

It is our goal to provide a safe and supportive environment, in which students can happily strive to achieve their personal best in every field.

We endeavour to ensure all students have developed skills, knowledge and values, which will enable them to be successful in finding fulfillment in life, as well as future careers. It is our intent that students value learning and embrace the concept of lifelong learning.

We believe in catering for individual differences and endeavour to meet the needs of all groups in our community.

We develop positive attitudes towards the protection of our physical environment.

We are committed to the appropriate use of the development of digital citizenship and future focused learning for our students.

We promote both autonomy and citizenship in every student.

We are proud to recognise the achievement of our students.

Our partnership with parents and the wider community is very important to us. We are an 'open' school. We trust that your involvement with the school is both long and fruitful.

Mr Brent Walker
Principal

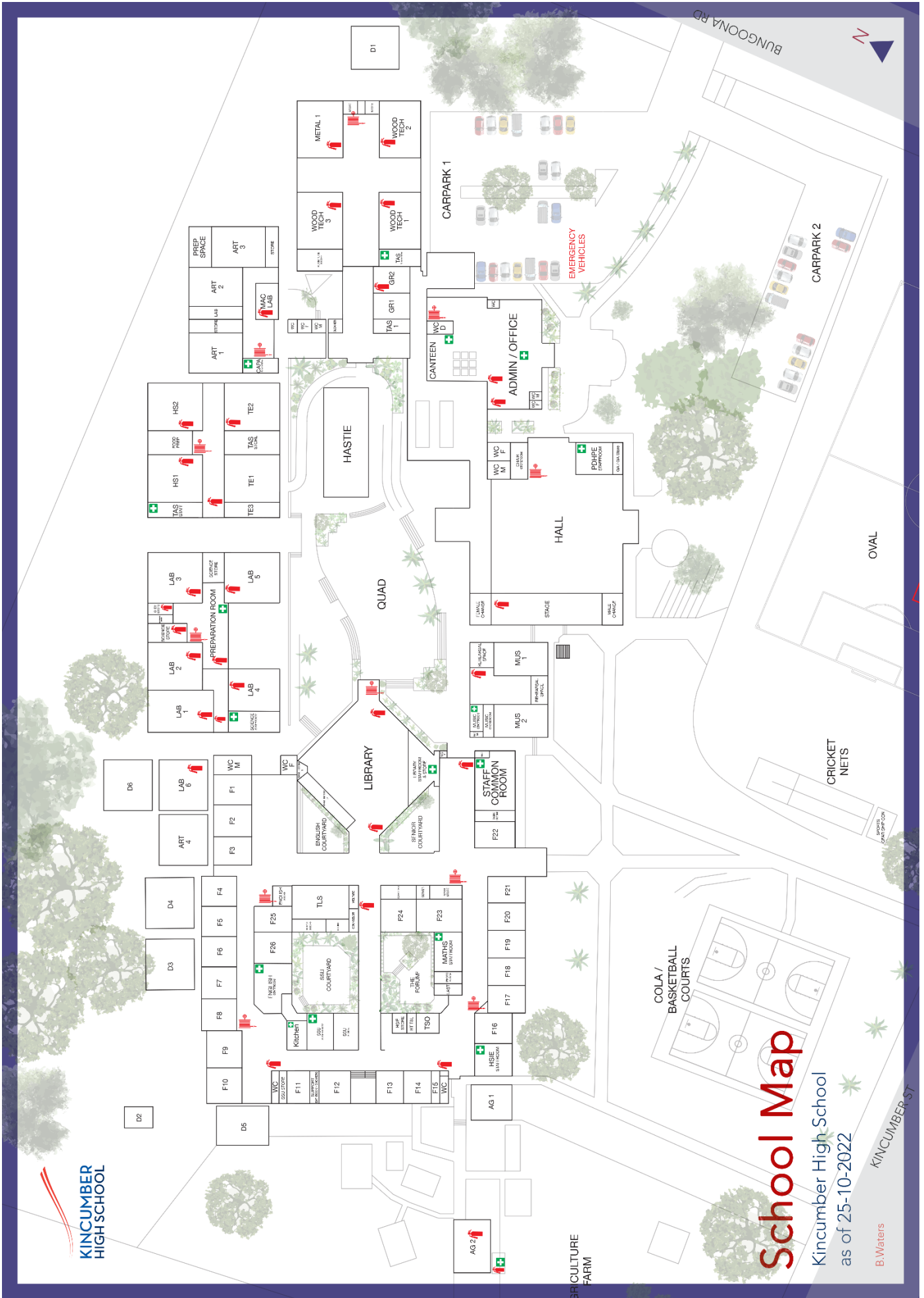
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WHAT'S INSIDE?

This booklet provides you with an introduction to:

KINCUMBER HIGH SCHOOL and will serve as a quick reference guide to the many aspects of school life you and your parents may need to know about during your school years.



School Map

Kincumber High School
as of 25-10-2022

B. Waters

Kincumber High School focuses on the core value of: RESPECT

NSW Department of Education

Behaviour code for students NSW public schools

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

Behaviour Code for Students: Actions

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

Respect

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code
- Take care with property

Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

Engagement

- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

GENERAL INFORMATION

PRINCIPAL	Mr Brent Walker
DEPUTY PRINCIPALS	Mr Matthew Riley Mr Brent Waters
TELEPHONE NUMBER	(02) 4369 1555 (4 lines)
EMAIL ADDRESS	kincumber-h.school@det.nsw.edu.au
WEB ADDRESS	https://kincumber-h.schools.nsw.gov.au/
FACEBOOK PAGE	https://www.facebook.com/kincumberhighschool
INSTAGRAM	https://www.instagram.com/kincumberhighschool/
SCHOOL APP	FlexiBuzz
POSTAL ADDRESS	BUNGOONA ROAD KINCUMBER NSW 2251 P.O. BOX 6226 KINCUMBER NSW 2251
OFFICE ADMINISTRATION HOURS	7.45am - 3.15pm Monday to Friday
STUDENT ADVISORS	See page 7
SUBJECT ENQUIRIES	See page 7
GENERAL ENQUIRIES	School Office School Assistants, Administration Office <ul style="list-style-type: none"> ● Appointments ● Opal Cards ● New Enrolments ● Excursions ● Parent Interviews ● Late Arrivals ● Pass outs ● Leavers ● School Fees
FIRST AID CLINIC	School Assistants, Administration Office
ROLL ENQUIRIES	School Assistants, Administration Office
CANTEEN LEASE	Catering for Schools

WHO TO SEE, ABOUT WHAT AND WHERE???

ENQUIRIES	WHO TO SEE	WHERE	BLOCK
English	Mrs G Jones	English Staff Room	F
Mathematics	Mrs J Woodley	Maths Staff Room	F
Science & Agriculture	Mr G Jensen	Science Staff Room	E
TAS	Mrs J Rearden	TAS Staff Room	B/D
Languages	Mrs G Jones/Ms H Nader	English Staff Room	F
Student Support	Ms A Regal	Support Staff Room	F
PE/Health/Sport	Mr M Crawford	PE Staff Room	Hall
Visual Arts & Photography	Mr D Krix	Art Staff Room	C
Music	Mr D Krix	Art Staff Room	C
Drama	Mr D Krix/Ms D Johnston	Art/English Staff Room	C/F
HSIE	Mr B Nicol	HSIE Staff Room	F
Dance	Mr D Krix/Mrs K McRae	Art/PE Staff Room	C/Hall
Debating	Mrs G Jones	English Staff Room	F
Technology	Mrs J Rearden	TAS Staff Room	B
Curriculum (HSC Strategy)	Mrs C McGilvery	Art Staff Room	C
Year Advisors			
Year 7	Ms K McDonogh	Library	F
Year 8	Mr M Downey	PE Staff Room	E
Year 9	Mrs T Maljevac	SSU Staff Room/LST Office	E
Year 10	Mr J Page	PE Staff Room	E
Year 11	Ms M Lawler	SSU Staff Room	E
Year 12	Mrs M O'Reilly	SSU Staff Room	E
H/T Administration	Mr K White	Maths Staff Room	F
H/T Teaching & Learning	Ms M Lawler	H/T Teaching & Learning Office	F
VET Co-ordinator	TBA		
Learning & Support Teacher	Mrs T Maljevac/Ms S Biddle	SSU Staff Room	E
Girls Supervisor	Mrs J Martin	English Staff Room	F
H/T Wellbeing	Mr P Goucher	Wellbeing Staff Room	F
Careers	Mrs C Barber	Careers Room	F
Library	Ms K McDonogh	Library	F
Counsellors	Mrs S Read/Mrs B O'Brien	Counsellors' Room	A
Student Support Officer	Ms A Douglas	Student Support Office	F
School Admin Manager	Mrs L Dowling	Administration	A
Science Assistant	Ms C Douglas	Science Prep Room	E
TAS Assistant	Mrs R Hill	Kitchen Prep Room	D
General/Agriculture Assistant	Mr M Powell	Hall	Hall

A

ABSENCES

When a student is absent, parents are sent an automated SMS message to their nominated mobile phone. Parents may explain their son/daughter's absence, by texting a response to this message. If no reply message is received, a note stating the reason for the absence should be presented to the Roll Call Teacher on the following day. It is a requirement of the Child Wellbeing Act that parents must send the Principal/School a written explanation for any absence or lateness on behalf of their children.

The student's name, roll class and dates of absence MUST appear on all such notes.

In the event of extended absence, the school should be notified as soon as possible by letter or telephone.

Note: All absences must be explained within seven (7) days, otherwise they are noted as an "unjustified absence". The school, by law, cannot alter these notations after this seven day period.

ANNOUNCEMENTS

Important announcements are read each morning in Roll Call by the Roll Call Teacher.

ANTI-BULLYING

The school has a strong anti-bullying policy based around:

- **IGNORE**
- **WALK AWAY**
- **REPORT** - All reports are investigated.

The school's Anti-Bullying Policy is available on our Website, under publications.

Students are supported through:

- A transition program and Positive Relationship Day
- Student Mentoring
- Police Workshops
- Their Year Advisors and the Wellbeing Team
- Student Leaders
- Student Surveys
- A range of programs
- Year assemblies focused on Anti Bullying

ARRIVAL AND DEPARTURE

The school playground is under minimal supervision before school. Wherever possible, parents are asked to see that no student enters the school grounds prior to 7.40am.

Should a student need assistance before school, they should seek help from the Deputy Principal on duty. All students must proceed directly to and from school. They are not to loiter around the shopping centre or the community centre.

Students must leave the shopping precinct no later than 8.10am, to be at school for the 8.15am bell.

ASSEMBLY

A formal general assembly, led by the student Leadership Team, is held every second Thursday in the Multi-Purpose Hall. Sport, academic and organisational announcements are made and achievements noted. Visiting speakers regularly attend. The assemblies provide an opportunity for student leadership and performance. Quad assemblies are held as required, for communication purposes.

AWARDS

- All faculties operate their own classroom Faculty Awards.
- Academic Achievement and Academic Effort Awards are awarded twice a year with their Half-Yearly and Yearly Reports.
- The Top Ten Academic Performers of each Year are recognised, along with specific Key Learning Area Awards, special donated awards, Principal Awards and Sporting Awards at the Evening of Excellence.
- The Blue Slip Award targets positive behaviour that reflects the 9 Values of Education. These are Respect, Responsibility, Excellence, Participation, Care, Democracy, Fairness, Integrity and Cooperation. Teachers present students who exhibit positive behaviours with a blue slip ticket. These are to be placed in the boxes located in the Administration Block near the student counter. A draw is carried out at each assembly, with the winner receiving a canteen voucher.
- Recognition for service to the school and community, including volunteering.
- Values Awards are issued at a Values Award Assembly each semester. They are based on positive behaviour entries from teachers on the Millennium online Wellbeing System and Year Advisor input.



B

BELL TIMES

School starts with a warning bell at 8.15am and ends at 2.30pm.

BELL AND PERIOD TIMES

School starts with a warning bell at 8.15am and ends at 2.30pm.

MONDAY, WEDNESDAY, THURSDAY, FRIDAY	
Warning Bell	8.15am
ROLL CALL	8.20am - 8.30am
Period 1	8.30am - 9.20am
Period 2	9.20am - 10.10am
Period 3	10.10am - 11.00am
BREAK 1	11.00am - 11.30am
Period 4	11.30am - 12.20pm
Period 5	12.20pm - 1.10pm
BREAK 2	1.10pm - 1.40pm
Period 6	1.40pm - 2.30pm

TUESDAY ONLY	
Warning Bell	8.15am
Roll Call	8.20am - 8.30am
Period 1	8.30am - 9.20am
Period 2	9.20am - 10.10am
BREAK 1	10.10am - 10.40am
Period 4	10.40am - 11.30am
Period 5	11.30am - 12.20pm
BREAK 2	12.20pm - 12.50pm
Period 6	12.50pm - 1.40pm
Period 7	1.40pm - 2.30pm

NOTE: 3 BELLS - ASSEMBLY IN THE QUADRANGLE

1 CONTINUOUS BELL - EMERGENCY EVACUATION TO THE OVAL

Note: The above applies also in the event of a bushfire evacuation

3 BELLS REPEATED – BUSH FIRE SHELTER ON SITE (HALL)

SINGLE BELLS REPEATED – LOCKDOWN/LOCKOUT

BUSES

Students must assemble in an orderly fashion inside the school grounds before joining the buses at the end of the day. Students are only to proceed to buses when directed from holding areas by the teachers on duty and should enter buses in a safe and orderly manner. Bus organisation varies, so students should check the section of the bus bay from which their bus departs. Students must have an Opal Card to gain access to the bus.

BUS – Opal Card

If you reside more than 2.9 kilometres walking or 2.0 kilometres straight line distance from the school, you are eligible to apply for a School Opal Card. School Opal Cards are valid for trips to and from a student's school and home only, between the hours of 6.30am and 7.00pm. To apply for a School Opal Card, you need to go to the following website and follow the instructions and prompts:

<https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/school-student-travel>

BUS – Semester Opal Card

A Semester Opal Card for those students who are not eligible for free travel, can be purchased from the above website.



Home Plan Tickets and Opal Travel info Help and contact

Due to industrial action on Friday 29 October, delays are expected on some Sydney Trains and NSW TrainLink intercity network services. Trains will run to a changed timetable. Plan ahead and consider using alternative transport. [Find out more](#)

COVID-19 updates: From 11 October, COVID Safe capacity on public transport will increase to around 50 percent. Services will be running to a dynamic weekday timetable. Face masks are mandatory on public transport. [See latest travel information](#)

[Home](#) • [Tickets and Opal](#) • [Ticket eligibility](#) • School student travel

School student travel



Students may be eligible for free or subsidised travel to and from school or TAFE under the School Student Travel Scheme (SSTS).

Types of school travel assistance available

Different subsidies or passes are available depending on where you live and the availability of public transport.

BRING YOUR OWN DEVICE PROGRAM

The Bring Your Own Device or BYOD program allows a student to bring a personally-owned technology device, such as a tablet or laptop, from home and use it to connect to the school's DOE Wi-Fi network. Devices must be primarily for learning and all users must submit a signed BYOD Student Agreement before accessing the Wi-Fi network.

Before purchasing a BYOD device, you will need to confirm that the device's wireless capability is compatible with the School's wireless network. Wireless networks operate on the 2.4GHz and/or the 5GHz band. The Kincumber High School network operates only on the 5GHz band.

BYODs must have a screen size of at least 7.5 inches.

Please see the BYOD page under the Curriculum tabs on the school Website for more information.



C

CANTEEN

The Kincumber High School Canteen is leased by Catering for Schools.

If your son/daughter has special dietary requirements, please don't hesitate to contact the ladies in the canteen, they are more than happy to accommodate these students.

The canteen has the flexischools online ordering system. If you are interested in using this for son/daughter's orders online, log onto www.flexischools.com.au and register, enter your email address and follow prompts. Ordering online is an incredibly fast and convenient way to order your food.

CAREERS EDUCATION PROGRAM

The school's careers program consists of a wide variety of activities to increase student awareness and workplace skills. Activities include work experience, an annual careers market, seminars, interviews, visits to universities, and one on one interviews. Careers lessons commence in Year 10.

CLASS ROLLS

Rolls are marked electronically in Roll Call before Period 1 each day. Rolls are organised on an alphabetical roll system by Year group. Students who arrive late are recorded as Late Unexplained and need to bring in a note from their parent/caregiver with an explanation for their lateness.

CLASSROOMS

Rooms are out of bounds to students at all times, unless they are under the direct supervision of a teacher. All desks and rooms are to be kept clear of rubbish. Bags must be left outside the classroom on the bag racks provided.



COMMUNICATION

To maximise communication with parents and our community, the school has **Facebook page**, **Instagram page** and a **School App**. These three communication tools will support and add to the existing communication mechanisms operating within the school: School website, School newsletter and Millennium Parent Portal.

Kincumber High School Facebook Page

<https://www.facebook.com/kincumberhighschool?rf=153192334716571>



Kincumber High School Instagram Page

<https://www.instagram.com/kincumberhighschool/>



The Facebook and Instagram pages are used to provide updates on events that take place within the school and showcase student achievement.

School App

Simplify your life.

We are now using Flexischools to communicate important updates with you.

To receive updates, simply download the **Flexischools App** and log in or register to create an account.

COUNSELLOR

Students requiring assistance with any problems, can arrange an appointment with the Counsellor. A teacher, parent, Year Advisor or a member of the Wellbeing Team may also refer a student.

D

DISABILITIES AND MEDICAL CONDITIONS

It is important the school staff are aware of any physical disability or medical condition from which a student may suffer (e.g. **asthma, heart trouble, respiratory complaints and physical injuries**) in case an emergency arises. This also allows for special provision to be made for the sport and physical education program.

There is a section on the Enrolment Form pertaining to medical information which must be completed.

DISCIPLINE CODE

This policy follows the Department of Education documents:

- Students Behaviour Policy (2022)
- Behaviour Code for Students (2022)

Procedures for the suspension and expulsion of students follow the Departmental guidelines contained in the document: *Student Behaviour Procedures Kindergarten to Year 12 (2022)*.

The Kincumber High School Wellbeing and Discipline Policy is the school's policy that outlines standards of behaviour expected of students at school and travelling to and from school. It reflects Government legislation and Department of Education policies and practices, and was developed with the support and consultation of the school community, including staff, students and parents.

Individual student self-discipline and responsibility is an important aspect of school education and this School Wellbeing and Discipline Policy. The policy is supported by:

- School Reward & Recognition System and
- School Behaviour Monitoring Processes

Parents may contact the school for clarification of any issue in the School Wellbeing and Discipline Policy.

DROPPING OFF AND COLLECTING STUDENTS IN CARS

Parents are requested **NOT** to drive into the school car park.

Students may be dropped off in the "No Parking – Kiss and Ride" zones on Bungoona Rd, outside the grounds. **Please do not stop in the area immediately outside the school gate, in the bus zone or across neighbouring driveways.** Traffic authorities patrol this area at various times.

Students on crutches may be dropped off in the car park bays marked for the disabled.

E

ENTRY TO CLASSES

Students are expected to line up in an orderly fashion outside classrooms at the start of each period. Students are to remain outside of the classroom until instructed by the teacher.



F

FIRST AID

First aid kits are located in all staff rooms, Agriculture Farm and the Administration Office. They are taken to all off-site excursions, including sport. Several staff members hold a current First Aid Certificate and Cardio Pulmonary Resuscitation Certificate. Some members of staff are Royal Life Saving Examiners. All staff are trained in Emergency Care and Anaphylaxis.



H

HIGHER SCHOOL CERTIFICATE ASSESSMENT

Students returning to Year 11 undertake the Year 11 Course and proceed to the HSC course, commencing in Term 4, in preparation for sitting the HSC exams at the completion of Year 12. Fifty percent of the HSC result is based on an in-school assessment program, involving four tasks in each course in Year 12. Students are issued with a schedule of all assessment tasks and associated procedures at the commencement of the year. Eligibility requirements for the award of the Higher School Certificate are outlined in the Year 12 Assessment Schedule, available on the school website.

HOME SCHOOL LIAISON PROGRAM

This program is a supportive resource for students, parents and schools. It aims to ensure the full participation of all students in education. The Home School Liaison Officer is the contact person between the home and the school when there are attendance problems. The officer works to establish reasons for school non-attendance and arranges appropriate help to restore attendance.

Under the Education Act 1990, it is the duty of parents or care providers to ensure the regular attendance of their children. A note should be sent to school explaining the reason for any absence and prosecutions may occur when parents condone absences. Please refer to the section on “Absences” for more information about these requirements.

Parents and students are reminded there are strict attendance requirements for the award of both the RoSA and the Higher School Certificate.

Should your child refuse to attend school, please contact the Principal, Deputy Principal, Head Teacher Wellbeing or Year Advisor as a matter of urgency.

Central Coast Home School Liaison Officers may be contacted at the Central Coast School Education Area Office, 14 Pioneer Avenue, Tuggerah 2259, **Phone (02) 4348 9100**.



HOMEWORK AND STUDY

Students will receive regular homework and Assessment Tasks to complete, as part of their study program. Completion of Assessment Tasks is essential. Homework Centres operate after school several days a week at school. This information will be shared at the start of each year.

Home study involves more than completing set homework. It is a routine of study, which includes revision, reading texts, purposeful memorisation and reading reference material borrowed from School or Council Libraries.

❖ **Home Study Program Organisation**

Every student should compile a program of study according to individual requirements. It is recommended that all subjects receive regular and methodical treatment. Do not concentrate on a few subjects and neglect others. Make sure that sufficient time is given to your weakest subjects.

❖ **Where To Study**

A study area in a quiet room away from the distractions of phone, radio, TV or conversation is essential. See that lighting is adequate and that a table and chair of the right height are used.

❖ **Steps In Studying**

Understanding:	Read notes through first, to gain an overall picture of your subject. If you fail to understand any points, check with your textbook or research in the school library. If these fail, consult your teacher.
Summarising:	It is vitally important to summarise in all subjects. Summaries are a tremendous help in learning.
Memorising:	Do NOT just read notes through. You must memorise the main points.
Revision:	Most students can retain only about 10% of material learned one month previously, unless the subject is revised thoroughly. Revise at regular intervals.

❖ **Parents Can Help**

Discuss with your parents any problems in the organisation of your home study. Study Apps and helpful links can be found on the school website. The school will continue to offer after school study programs.

ILLNESS AND EMERGENCIES

In an emergency or sudden illness, all students are to report to the sick bay located in the Administration Block. It is important that contact telephone numbers are kept up to date in the office, so that we can contact parents quickly in an emergency.

Under no circumstances should a student go to the clinic without the authority of a teacher and firstly reporting to the office.

Using mobiles to phone parents is not permitted whilst a student is in class or in the sick bay. All contact will be arranged by the school office.

Students who have any major problems that cannot be solved by the Year Advisor, should see the Head Teacher Wellbeing or Supervisor of Girls.

INTERVIEWS

The Principal, Deputy Principals, Head Teachers and Year Advisors would like parents to feel free to speak to them about their child's progress, behaviour or attitude to work. It is most helpful if parents make an appointment, as teachers have busy workloads and it also enables detailed information on their child to be compiled. Students and parents may request an appointment for an interview with the School Counsellor. Parents should always go to the Administration Office and not approach teachers without an appointment.

Parents can either telephone the school on **(02) 4369 1555** or email kincumber-h.school@det.nsw.edu.au or write to the school at **P.O. Box 6226, Kincumber 2251.**



L

LATENESS/LEAVE

Students who arrive late to school must report to the Administration Office. Students should have a note from a parent that explains the lateness. It should clearly state the student's name, Roll Class and Year Group. Ideally, it should state the time that the student is expected to arrive at school. Students will then be issued with a late arrival notice, indicating student details and arrival time to present to their teacher upon entering class.

Students who arrive late without a note explaining their lateness, are required to explain their lateness by taking home the late arrival slip, having a parent sign the slip and state the reason for being late. This slip is then returned to school the following day.

On occasion you child may need to be absent from school. Justified reasons for student absences may include:

- Being sick or having an infectious disease
- Having an unavoidable medical appointment, being required to attend a recognised religious holiday
- Exceptional or urgent family circumstances, eg. attending a funeral.

LEADERSHIP GROUP

School Leaders are chosen through an application system in Term 3 each year. Leaders are appointed in all Years 7 – 12. The School Captains and Vice Captains must be in the Leadership group and are elected by the student body and staff for the upcoming year. The new Year 7 cohort each year will be selected at the end of Term 1. This group plays a significant role in providing student voice in the direction of the school. School leaders are expected to consistently uphold values of the school by attending school regularly, attending meetings, meeting subject requirements, being in uniform and behaving appropriately.

LEAVERS AND TRANSFERS

Students leaving the school or transferring to another school must bring a note from their parents authorising the movement. Completion of a 'Clearance Form', which is available at the Administration Office, is required to ensure that all textbooks on loan, any school equipment and all library books have been returned.

LIBRARY

The library is located in the centre of the school, in F block. It is staffed by a full time Teacher Librarian and a full time School Administrative Assistant, and is open all day, every day, except Break 1 on Friday.

Years 7 – 10 regularly visit the Library with their English teachers, as part of the “Go Read” program, to borrow from the Library’s excellent Young Adult fiction collection. Library staff will find you the right book for you, if you ask!

Students must have their student ID cards to borrow Library resources, including books and laptops.

Student ID cards are provided to all students when school photos are taken, whether students elect to purchase photos or not. It is recommended all students take a photo of their barcodes, so they can still borrow even if they leave their cards at home. If students lose their ID cards or are new to the school after school photos are taken, Library staff will print a copy of their barcode during break 1 or 2.

Senior students on Study Periods have a roll marked in the Library by the Teacher Librarian, and are expected to be in the Library or the adjacent Senior Courtyard during these periods. As the school’s Mobile Phone Policy applies fully in the Library, seniors students on Study Periods are invited to go to the Senior Courtyard, if they wish to use their phones.

Those students approved by the Principal to study a Distance Education single subject, work in the Library. The Teacher Librarian is their Distance Education home school Supervisor.

The Maths Faculty's textbooks and calculators, as well as the English Faculty's textbooks are managed and lent through the Library, and have to be returned to the Library (NOT the Faculties).

Students sent to the Library during class time by teachers should have the standard pink “Permission to be out of class” pass, signed and dated by the class teacher.

The Library has a first aid kit in the Library workroom, and an Epipen is kept at the Loans Desk.

LOST PROPERTY

Parents are urged to ensure that all items, such as clothing, books, pencil cases, bags and all items of equipment, are **clearly marked** with the student's name. If, however, students find property, it should be handed in at the Administration Office.

M

MEDICATION

As a duty of care to all students, the administration of prescribed medicines is to be monitored by a delegated staff member. Medication is required to be supplied in its original packaging, with name of medication, dosage, time of dose, and student’s name.

Parents/guardians who want their children to be given medication while at school, must put their request in writing and also complete and sign the Medical Advice Forms, which include an indemnity form. Parents/caregiver may be requested to supply a Health Care Plan for students with high medical needs.

MOBILE PHONES

We understand that mobile phones are an important means of communication for parents to be able to contact their child, however, the school will not be responsible for the theft, loss or damage to a student’s mobile phone.

A visual example of the Mobile Devices Policy is below:

KINCUMBER HIGH SCHOOL | MOBILE DEVICES POLICY

POLICY INTENTION: THE REMOVAL OF DEVICES DURING THE SCHOOL DAY IS INTENDED TO REDUCE THE DISTRACTION OF MOBILE PHONES AND OTHER DEVICES AND THEREBY DEEPEN FOCUS ON LEARNING AND IMPROVE RELATIONSHIPS WITH BOTH TEACHERS AND PEERS. IT IS EXPECTED THAT ALL STUDENTS ATTEND ALL LESSONS WITH MOBILE DEVICES 'OFF AND AWAY' AND ARE READY TO LEARN.

STUDENTS ARE EXPECTED TO MANAGE THEIR MOBILE DEVICES ACCORDING TO THE FOLLOWING EXPECTATIONS. STUDENT DEVICES (INCLUDING MOBILE PHONE, HEADPHONES, AIRPODS AND SMART WATCHES) ARE TO BE INSIDE A LOCKED PHONE POUCH FROM GATE TO GATE. KINCUMBER HIGH SCHOOL WILL PROVIDE THE FIRST LOCKABLE PHONE POUCH TO THE STUDENT. WHEN A POUCH IS LOST OR DAMAGED, THE COST OF A REPLACEMENT POUCH WILL BE PASSED ON TO THE FAMILY.

<p>STUDENT BRINGS PHONE OR DEVICE TO THE DP WHO RETURNS THE PHONE AT 2:30PM.</p> <p>PARENT PHONE CALL SEEKING SUPPORT.</p> <p>BREAK 1 DP DETENTION IN GRI REVIEWING THE MOBILE PHONE POLICY EXPECTATIONS.</p>	<p>STUDENT BRINGS PHONE OR DEVICE TO THE DP.</p> <p>PARENT CONTACTED.</p> <p>PARENT WILL NEED TO COLLECT THE PHONE.</p> <p>FORMAL CAUTION OF SUSPENSION AND AN AFTER SCHOOL DETENTION.</p>	<p>STUDENT BRINGS PHONE OR DEVICE TO THE DP.</p> <p>PARENT CONTACTED.</p> <p>PARENT WILL NEED TO COLLECT THE PHONE.</p> <p>MAY RESULT IN SUSPENSION BASED ON CONTINUED DISOBEDIENCE.</p>
<p>STRIKE 1</p>	<p>STRIKE 2</p>	<p>STRIKE 3</p>

THE FOLLOWING INFRACTIONS WILL BE RECORDED ON MILLENNIUM AND WILL RESULT IN A STRIKE AS OUTLINED ABOVE:

- IF A STUDENT IS SEEN WITH A PHONE OR DEVICE - STUDENT TO TAKE STRAIGHT TO THE DP.
- IF A STUDENT DOES NOT HAVE THEIR PHONE OR DEVICE IN THE LOCKED POUCH DURING AN INSPECTION - STUDENT TO TAKE STRAIGHT TO THE DP.
- IF A STUDENT HAS TAMPHERED WITH THEIR LOCKABLE POUCH AND DAMAGED IT - PHONE OR DEVICE AND POUCH TO THE DP.
- IF A STUDENT DELIBERATELY TRIES TO CIRCUMVENT THE SYSTEM BY PLACING ANOTHER DEVICE IN THE POUCH - STUDENT WILL BE ISSUED WITH A STRIKE.
- IF A STUDENT ACCESSES THEIR PHONE OR DEVICE THROUGH UNAUTHORISED USE OF THE UNLOCKING STATIONS - STUDENT WILL BE ISSUED WITH A STRIKE
- CONTINUED DISOBEDIENCE WILL BE ADDRESSED UNDER THE KHS WELLBEING AND DISCIPLINE POLICY.

POLICY EFFECTIVE FROM TERM 4 2023

P

PARENT/TEACHER NIGHTS

These are held late Term One, for Years 11 and 12, and early Term Two for Years 7, 8, 9 and 10. Information of an interim nature on student progress is provided. Bookings for parent teacher interviews take place online, using www.schoolinterviews.com.au. Information about how to book an interview using this system is relayed to parents via an information sheet sent home with students, approximately two weeks prior to Parent/Teacher Night. This information will also be provided via the School newsletter and will appear on the School's website and Facebook page.

Additional Parent/Teacher Nights are held to discuss subject selection for students entering Years 9 and 11.

PARENTS AND CITIZENS

Parents are encouraged to be involved in the education of their children and the school. Modern trends encourage interest of parents and the community in school curriculum and policy. P&C membership is \$2 per family. **The P&C meetings are held throughout the year at advertised times. A focus topic is often part of the evening. Everyone is welcome!**

PASS OUTS/EARLY LEAVERS

There are occasions when parents need to collect their children from school early for a variety of reasons, eg medical or dental appointments.

Our duty-of-care responsibilities require us to have a clearly documented process and individual authorisation before students are able to leave school during the day. All early leavers **MUST** be authorised by the Principal or a member of the senior executive. **Office staff cannot authorise an early pickup.**

Students are required to bring in a signed and dated note from the parent or guardian which clearly contains the following:

- student's full name,
- reason for the passout,
- time for the student to be collected (or detailing any other arrangement, such as walking home or catching a bus),
- name of the person who will be collecting the student.

On occasion, your child may need to be absent from school. Justified reasons for student absences may include:

- being sick or having an infectious disease,
- having an unavoidable medical appointment, being required to attend a recognised religious holiday,
- Exceptional or urgent family circumstances, eg. attending a funeral.

The student brings this note (**before school**) to a Deputy Principal or Head Teacher Admin in the Admin block for signing, before handing it into the office. The office staff will then process a **Leave Pass** for the student to collect at the first break.

If an unplanned situation arises, where the student needs to leave or be picked up early, parents need to contact the office and ask to speak to the Principal or a Deputy Principal. Requests for pass outs cannot be approved without authorisation from a parent in writing, including a parent signature. This can be via an email in these unplanned circumstances. Dealing directly with others, including Year Advisors or staff in the Support Unit, makes it very difficult for our office staff to maintain the accurate attendance records that are their responsibility.

If someone, other than the primary carer is to pick the child up, this must also be clearly explained to the Principal. We are not permitted to sign out students to other people without your explicit authorisation.

Adults collecting students from school must have photo ID.

Thank you for your support and understanding with these regulations, designed to help us keep your child safe.

PAYMENTS

Payments of all contributions, sport and excursions can be made at the front office in the form of cash, cheque, credit card or eftpos, between the hours of 7.45am and 1.30pm, Monday to Friday. Online payments can be made using the link “Make a payment” on our website: <https://kincumber-h.schools.nsw.gov.au/> Alternatively you can download the School Bytes App and create an account. Parents are able to see all amounts owing and a history of payments made.

Students are able to make payments at the front office, although only before school or during break times.



[MAKE A PAYMENT](#) | [ENROLMENT](#) | [NEWSLETTER](#) | [EVENTS](#)



Kincumber High School

To Tomorrow

T: 02 4369 1555

E: kincumber-h.school@det.nsw.edu.au

[About our school](#)

[Supporting our students](#)

[Learning at our school](#)

[Calendar](#)

[Publications](#)

[Subject selection](#)

[Contact us](#)



Looking to enrol at KHS for 2024.
Check our enrolment page for all the necessary information.

[CLICK HERE](#)

**KINCUMBER
HIGH SCHOOL**

Refund of Student Payments

A recent change to our school finance program allows us to operate a separate account for each student.

Therefore, refunds of \$50.00 or less will be credited to the student account, where they can be used against future payments for fees, excursions and sport, as directed by the parent/caregiver.

PERSONAL DEVELOPMENT, HEALTH & PHYSICAL EDUCATION

Carnivals - Swimming, Cross Country and Athletics Carnivals are held at school level, with teams being selected to compete at Zone and Regional level.

Parents will be invoiced for School Carnivals:

- ❖ Swimming Carnival - \$10.00
 - ❖ Athletics Carnival - \$5.00
 - ❖ Cross Country Carnival - \$5.00
- transport to and from each of the school carnivals (athletics, swimming and cross-country)
 - entry fee for the swimming carnival

All three carnivals are considered normal school days, therefore students are expected to attend.

Houses - Pupils are allocated to houses alphabetically.

BARREE	(A-E)	COLOUR RED	ABORIGINAL ORIGIN 'THE HILLS'
KURRAWA	(F-K)	COLOUR BLUE	ABORIGINAL ORIGIN 'THE SEA'
PINTIRRY	(L-P)	COLOUR YELLOW	ABORIGINAL ORIGIN 'THE STARS'
YARRAH	(Q-Z)	COLOUR GREEN	ABORIGINAL ORIGIN 'THE TREES'

Each house has a male and female house patron and the rest of the staff are divided equally between the houses. The house system is the basis of sport carnivals and events and student social organisation. From 2022 each house has 2 Sports Captains.

Illness Or Injured - A note is required from parents for minor injuries. If there is a chronic health problem, a doctor's certificate is required if the student is unable to participate in more than three lessons.

Uniform – Photos of PDHPE/Sports uniform can be viewed in the uniform section. **Hats are encouraged to be worn in all practical lessons that are conducted outdoors.**

NSW Education Standards Authority Sport Requirements

Students in Years K-10 are expected to participate in a minimum of 150 minutes of planned moderate activity, with some vigorous physical activity, across the school week (300 hours PDHPE per year for Years 7-10). This time includes planned weekly sport.

Student participation in planned physical activity includes time spent in physical education, sport and other structured physical activities.

At Kincumber High School, sport is organised as per stage:

- **STAGE 4 - (YEAR 7 AND YEAR 8)** integrated sport (1 x 50 minute lesson per week)
- **STAGE 5 - (YEAR 9 AND YEAR 10)** - Tuesday afternoon sport (2 x 50 minute lessons per week)

Tuesday Afternoon Sport Passouts

At Kincumber High School, we expect all students in Stage 5 to adhere to this policy, through active participation every Tuesday afternoon. Students are provided the opportunity to select a sport of interest from what we have organised, and are able to change these choices to add variety each term.

ALL students who require a passout for Tuesday sport, are to have it signed by Mr Page or Mr Crawford by 8:15am on Tuesday mornings. Students will only be approved for 2 passouts during Tuesday sport per term. Should a student require more than 2 passouts per term, parents will be contacted, as this will be unjustified leave, unless appropriate medical documentation is provided.

Representative Sports - All students are eligible to represent the school in all sports at Brisbane Water Zone, Sydney North Region and NSW CHS levels.

Representative Sport Policy - Kincumber High School has a proud tradition of success on the sporting field. Representing Kincumber High School is a privilege that students must earn through their ability, effort and attitude, both on and off the sporting field. Students who wish to participate in representative school sport at any level, should be proud of their school and demonstrate this through their actions at all times.

A copy of the Representative Sport Policy will be issued to all students who wish to participate in a representative sporting team or event. Students should read this policy in the company of their parent/carer and are encouraged to discuss it so they understand their responsibilities. The policy can also be found in more detail on the school website <https://kincumber-h.schools.nsw.gov.au/>

Students will also receive a Representative Sport Agreement, which must be completed and signed by both the student and their parent/carer before a student will be considered for selection in any representative team or sport. Parents are encouraged to contact the school if they have any questions about this policy.

Senior Courses - Years 11 and 12 will be offered Sport, Lifestyle & Recreational and Personal Development, Health & Physical Education.

PUPILS OUT OF CLASS

Pupils should not be out of class without authorisation, i.e. a note from a teacher. This is on the standard pink out of class pass, which must be signed by the teacher and contain departure time and reason.



R

REPORTS

Student assessments are by means of progressive assessment in Years 7 - 10. Reports are issued digitally in June and December of each year. Grades, marks, ratings and comments are determined over the whole semester period, with class work, assignments/homework and tests all contributing to the final result. A hard copy can be provided on request through the front office.

RECORD OF SCHOOL ACHIEVEMENT

In summary, to qualify for the award of a RoSA, a student must have:

- Attended a Government school, an accredited Non-Government school, or a recognised school outside NSW;
- Undertaken and completed courses of study that satisfy NESA's curriculum and assessment requirements for the Record of School Achievement;
- Complied with any other regulations or requirements (such as attendance), imposed by the Minister or NESA; and
- Completed Year 10.

Mandatory curriculum requirements, including satisfactory completion of English, Mathematics, Science, Geography, History, Language, Creative Arts, PDHPE and Technological & Applied Studies.

For more details on required hours, please go to the NSW Education Standards Authority Website.



S

SCHOOL CONTRIBUTIONS**Student Resource Contribution**

This is a contribution to support the provision of resources and learning materials that enhance the learning outcomes for all students.

\$70.00 Year 7 – 10

\$95.00 Year 11 – 12

Note: After the first Student Resource Contribution payment, there will be a \$10 reduction for siblings.

Sport Levy

Parents will be invoiced for all students from Years 7 – 12 for school sports carnivals.

Swimming Carnival - \$10.00, Athletics - \$5.00, Cross Country - \$5.00

SSU

Technology	\$60.00
Visual Arts	\$36.00

YEAR 7

Technology	\$60.00
Visual Arts	\$36.00

YEAR 8

Technology	\$60.00
Visual Arts	\$36.00

Elective Subject Costs**YEAR 9**

Agriculture	\$30.00	
Child Studies	\$40.00	
Dance	\$25.00	Costume hire (Approx)
Drama	\$10.00	
Engineering Studies	\$40.00	
Fashion & Design - Textiles	\$50.00	
Food & Café Skills	\$90.00	
Language	TBA	French or Japanese - Text Workbook
Graphics Technology	\$15.00	Paper fee
Graphics Technology	\$65.00	For drawing kit
Information Software & Technology	\$12.00	
Marine Studies	\$15.00	
Photography	\$60.00	
Visual Arts	\$40.00	Plus A3 Visual Arts Diary, 2B and 6B drawing pencils
Visual Design	\$45.00	
Industrial Technology - Wood	\$80.00	

YEAR 10

Agriculture	\$30.00	
Child Studies	\$40.00	
Dance	\$25.00	Costume Hire (Approx)
Drama	\$10.00	
Engineering Studies	\$40.00	
Fashion & Design - Textiles	\$50.00	
Food & Café Skills	\$90.00	
Industrial Technology Graphics (paper fee)	\$15.00	Plus drawing equipment approximately \$65.00 if not already purchased for use in Year 9
Information Software & Technology	\$15.00	
Language	TBA	French or Japanese – Textbook
Marine Studies	\$15.00	
Photography	\$60.00	
Visual Arts	\$45.00	Plus an A3 Visual Arts Diary, 2B and 6B drawing pencils
Visual Design	\$40.00	
Industrial Technology - Wood	\$80.00	

YEAR 11

Agriculture	\$75.00	
Construction	\$60.00	
Dance	\$25.00	Costume hire (Approx)
Engineering Studies	\$15.00	Includes hire fee for drawing kit
Food Technology	\$80.00	
Hospitality	\$120.00	Plus \$25.00 toolkit hire & \$70 approx Uniform
Industrial Technology - Graphics	\$20.00	Includes hire fee for drawing kit
Industrial Technology - Timber	\$65.00	
Information Processes & Technology	\$25.00	
Language	TBA	French or Japanese - Text Workbook
Marine Studies	\$60.00	
Photography	\$60.00	
Retail	\$20.00	
Textiles & Design	\$15.00	
Visual Arts	\$60.00	Plus an unlined Visual Art diary and pencils

YEAR 12

Agriculture	\$75.00	
Construction	\$60.00	
Dance	\$25.00	Costume hire (Approx)
Engineering Studies	\$15.00	
Food Technology	\$80.00	
Hospitality	\$110.00	
Industrial Technology Graphics	\$15.00	
Industrial Technology Timber	\$25.00	Plus student costs of material for the construction of the Major Project
Information Processes & Technology	\$20.00	
Language	TBA	French or Japanese – Text Workbook
Marine Studies	-	No Cost for Year 12
Photography	\$55.00	
Retail	\$20.00	
Textiles & Design	\$15.00	
Visual Arts	\$40.00	Plus individual major work costs

PLEASE NOTE: The elective subject costs are to pay for materials used in that subject. Students are informed of the costs involved when the choices are offered. There are several electives for which no fees are charged.

STATEMENT OF ACCOUNT

Statements of Account will be emailed to parents. All payments can be made through the School Bytes Parent App or at the front office.



Parent App

Available now!

Download on the App Store or Google Play by clicking the image below.



Key Features

- Get real time push notifications from your school
- Stay signed in and save your card for secure payments for fees and excursions
- Give consent, sign forms and respond to attendance alerts
- View the school calendar and news



STAFF CONTACT

If you wish to speak to or contact a specific staff member there are two ways of doing this:

1. Call the school on 4369 1555 and leave a message with your contact details.
2. Email the school and attention the message to the staff member.

STUDENTS

Senior

Senior students who have timetabled study periods at the beginning or end of the school day, may apply to the Deputy Principal for a “Flexi Pass”. This pass will allow the student to sign in and out (through the front office) when they have a study period at the **start and end of the day. Students are not permitted to sign out and leave the school at any time during the school day without a pass.**

Any student who will be travelling in a car driven by another student, must provide the school with written permission from their parent/caregiver, stipulating the name of the driver.

If your son/daughter is driving themselves to school, they are required to give their registration number to their Year Advisor, so that if there are any problems with parking, lights left on, etc they can be easily contacted.

Junior

The Junior school is organised into two stages.

STAGE 4 (Years 7 - 8) where all students, except for special classes, follow a common course.

STAGE 5 (Years 9 - 10) where a common core of subjects is complemented by the choice of three elective subjects.

STUDENT ASSISTANCE SCHEME

The Student Assistance Scheme provides some funds for assistance to families with elective subject costs and/or uniform needs. Please write to the Head Teacher Wellbeing or Principal and endorse your envelope "Confidential", outlining your circumstances.

STUDENT CONCESSION CARD

Students aged 16 years and over are eligible to receive a Student Concession Card, thus enabling them to purchase a Child/Youth Opal Card to use outside of school hours and for school excursions. Students must have their Concession Card on them at all times when using their Child/Youth Opal Card. Students requiring a Student Concession Card, should see the staff in the Administration Office.

SICK BAY

Students who become sick during the day need to inform their teacher and report to the office. Office staff will contact parent/caregiver and the student will be signed out through the front office. The authorisation will be negotiated with the Principal by the office person on sick bay duty that day.

Authorisation to allow students to leave sick bay and travel home via walking, or bus without collection by a parent or caregiver, can only be given when the school receives permission in writing with a signature. This can be via an email.

U

UNIFORM

The exclusive uniform provider for Kincumber High School is Workwear Express. This local business has an online store at <https://workwear-express-online.myshopify.com/collections/kincumber-high-school>, as well as a shop with change rooms, which is located at 5/54 York Street, East Gosford NSW 2250.

In purchasing appropriate footwear for students, parents should remember that Work Health & Safety regulations require sturdy footwear (stout sole and firm leather uppers) for practical lessons, which include Industrial Arts, Science, Art and Agriculture. Students who are not in correct footwear may not enter the classes listed above. All black footwear that complies with Work Health & Safety regulations are part of the expected uniforms worn by all students.

Sport shoes must be appropriate for physical activity, with sufficient sole support. Safe and supportive sport shoes are part of the sport uniform and students will not be able to participate without them. Doc Martins are not considered appropriate sport shoes.

The navy blazer is an item used for students who are representing the school for formal occasions and will be provided by Kincumber High School for such events. Students who wish to purchase their own blazer are welcome to purchase their own, although it is not an expectation.

NEW
UNIFORM
SHOP

NEW
UNIFORM
SHOP



WORKWEAR EXPRESS ✓



SHOP HERE



workwear-express-online.myshopify.com/collections/kincumber-high-school

JUNIOR
UNIFORM

SHIRT OPTIONS



MALE CUT SHIRT



FEMALE CUT SHIRT



MALE POLO



FEMALE POLO

PANT OPTIONS



CARGO SHORTS



LADIES SHORT



TARTAN SKIRT



TRACK PANTS



LADIES CHINO



MENS CHINO

JUMPER OPTIONS



SOFTSHELL JACKET



HOODED JUMPER

FOOTWEAR



BLACK SOCKS



BLACK LEATHER SHOES

SENIOR
UNIFORM

SHIRT OPTIONS



MALE CUT SHIRT



FEMALE CUT SHIRT



MALE POLO



FEMALE POLO

PANT OPTIONS



CARGO SHORTS



LADIES SHORT



TARTAN SKIRT



TRACK PANTS



LADIES CHINO



MENS CHINO

JUMPER OPTIONS



SENIOR JACKET



SOFTSHELL JACKET



HOODED JUMPER

FOOTWEAR



BLACK SOCKS



BLACK LEATHER SHOES

ADDED
OPTIONS
ADDED
OPTIONS



BLAZER



TIE



UNDERSHIRT



HAT

SPORT OPTIONS



SPORT SHIRT



SPORT SHORT
FEMALE OR MALE CUT



TRACK PANTS

PASS/SLR OPTIONS



PASS/SLR SHIRT



SPORT SHORT
FEMALE OR MALE CUT



TRACK PANTS

JUMPER OPTIONS



SOFTSHELL JACKET



HOODED JUMPER

FOOTWEAR



BLACK SOCKS



APPROPRIATE
SPORT SHOES

SPORT
UNIFORM
SPORT
UNIFORM

N.B. In purchasing appropriate footwear for students, parents should remember that Work Health & Safety regulations require sturdy footwear (stout sole and firm leather uppers) for practical lessons, which include Home Science, Industrial Arts, Science Subjects, Art and Agriculture. Students who are not in correct footwear may not enter the classes listed above. All black footwear that complies with Work Health & Safety regulations are part of the expected uniforms worn by all students,

Shoe Policy

Kincumber High School has made a decision, in line with the requirements of the new Occupational Health & Safety Act under which we have to operate, that all students must comply with as of the beginning of 2011.

Students must wear only full-fitting, traditional school shoes with lace up fronts that provide a robust sole, good support for growing feet, and a non-permeable polishable leather upper that protects the entire top of the foot.


Shoes – Ballet flats, jiffies, canvas and slip ons are **not acceptable** for BOYS or GIRLS.



T-Bar shoes, popularly worn by girls and previously acceptable shoes, **will no longer be able to be selected for school.** Nor will any shoe that has perforations or mesh inserts on the tongue or any other part of the shoe.



SHOE GUIDE

<p style="text-align: center;">APPROPRIATE</p> <ul style="list-style-type: none"> - Completely black - Covers the whole foot - Complete leather to comply with WHS requirements 	<p style="text-align: center;">INAPPROPRIATE</p> <ul style="list-style-type: none"> - Styles that do not cover the whole foot, e.g. Mary Jane or ballet flats - Any additional coloured or white features, e.g. laces, logos, the sole unit and stitching
 	 
 	 
 	 
 	 
 	 

W

WEBSITE

The following documents can be downloaded from the school website: Years 10 – 12 Assessment Schedules, A-Z Guide, Policies, and the school Newsletter. The address for the Kincumber High School website is <https://kincumber-h.schools.nsw.gov.au/>

WELLBEING

The Student Wellbeing Policy of Kincumber High School is built upon the Behaviour Code for Students (as outlined on Page 4).

The policy aims to provide students with a warm, friendly and safe learning environment and thus ensures that all students have the opportunity to achieve to the best of their ability. It provides for assistance when it is needed from the Head Teacher Wellbeing, Counsellors, Year Advisors, Supervisor of Girls and the Wellbeing Committee.

It is expected that students will show due respect in their daily activities at KHS.

Details of the Wellbeing Policy are outlined in the separate Wellbeing and Discipline Policy Booklet.



Y

YEAR ADVISORS

The Year Advisor liaises with staff, parents and students on matters of common interest. The role varies according to the requirements of the Year Group. Some of the duties may include:

- Assisting in student personal development, on such things as school rules, study habits, choice of electives, often through Year Assemblies.
- Communicating with parents and staff regarding particular problems that students may encounter from time to time.
- Assisting new students to settle into their new school environment, with matters such as subject choices, timetables and sport.
- Gaining a general overview of students' academic progress by commenting on student reports, with subsequent follow-ups on outstanding or poor performances.

Sometimes, students have school related problems which can upset them. It is important for students to speak to their Year Advisor early, so that solutions can be found.

The Year Advisors for 2024 may be found in the following areas:

Year 7	Ms Kat McDonogh	Library
Year 8	Mr Matt Downey	PE Staff Room
Year 9	Mrs Tracey Maljevac	SSU Staff Room/LST Office
Year 10	Mr Jake Page	PE Staff Room
Year 11	Ms Megan Lawler	SSU Staff Room
Year 12	Mrs Melanie O'Reilly	SSU Staff Room

From time to time, parents may be concerned about various aspects of their child's progress and should feel free to ring the Year Advisor on 4369 1555.

