



Student Handbook

2019

CRICOS Provider Number 00588

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WELCOME TO SYLVANIA HIGH SCHOOL

Sylvania High School is a safe, caring and dynamic learning environment for students to undertake their high school studies whether locally or from overseas as an International Student. The school's core values of rights, respect and responsibility provide an excellent foundation for students to focus on their learning. Those new to our school will quickly realise how our belief in these values underpin the positive culture in our school.

Experiencing high school is one of the most important and positive experiences in a young person's life but at times it is accompanied by challenges. Sylvania High School has a number of excellent welfare structures that support students through any difficulties they may experience. Staff you may seek assistance from include your Year Adviser, Ms Garioch (Welfare Head Teacher), Ms Williams (Integration Coordinator), Ms Purnell / Ms McDougall (School Counsellor), Mrs Kranidiotis (Supervisor of Girls), one of the Deputy Principals or any other teacher with whom you feel comfortable. Traditionally, our graduating students comment that the relationships they form with their teachers and the level of support they receive during their time at Sylvania High School are some of the best features of the school. We are committed to your welfare and your learning and we will always do our best to help you through any challenging times.

Our commitment is to create a safe and happy learning environment for you at Sylvania High School that will allow you to achieve your personal best. We welcome you to our school and trust that you will enjoy the experience and become one of our many successful students.

Note: International Students should read this handbook in conjunction with the procedures that specifically apply to their enrolment. In this handbook specific information for International Students is highlighted in this colour.

C. M. Brown BSc. Dip. Ed.
Principal

SCHOOL ORGANISATION

Timetable: Sylvania High is organised on a **TEN-DAY-CYCLE** with six periods per day.

School weeks will be labelled Week A and Week B.

Bell Times:

Week A & B	Monday	Tuesday	Wednesday	Thursday	Friday
0	7.53-8.45	7.53-8.45	7.53-8.45	7.53-8.45	7.53-8.45
Roll Call	8.45-8.52	8.45-8.52		8.45-8.52	8.45-8.52
1	8.52-9.44	8.52-9.44	8.45-9.36	8.52-9.41	8.52-9.44
2	9.44-10.36	9.44-10.36	9.36-10.27	9.41-10.30	9.44-10.36
Recess	10.36-10.54	10.36-10.54	10.40-10.58	10.30-10.48	10.36-10.54
3	10.54-11.46	10.54-11.46	10.58-11.49	10.48-11.37	10.54-11.46
4	11.46-12.38	11.46-12.38	11.49-12.40	11.37-12.26	11.46-12.38
Lunch 1	12.38-12.57	12.38-12.57	12.40-12.59	12.26-12.43	12.38-12.57
Lunch 2	12.57-1.16	12.57-1.16	12.59-1.18	12.43-1.00	12.57-1.16
5	1.16-2.08	1.16-2.08	1.18-2.09	SPORT	1.16-2.08
6	2.08-3.00		2.09-3.00	SPORT	2.08-3.00

Starting Time: 8.45am

Some classes e.g. extension courses, interest groups and special events may be held before or after school.

Tuesday: Students finish at 2:08pm. Students are required to make their own way home. Those who need to wait at school for 3pm buses will be supervised, generally in the Quad. Students will be advised of any change in these arrangements. Year 11 and 12 TAFE students may attend TAFE from the agreed time and sign out through the library.

Wednesday: School Assembly – 10.27am in the quad

Thursday: SPORT DAY – Years 7-10.

Years 11-12 finish school at 12.26pm. Note: Year 11 must attend sport until the end of summer sport, Week 7 Term 1 (approx.).

Students walking to sport leave at the specified time accompanied by their sport teacher.

Students are dismissed at 2.30pm on sports day.

Students waiting for the 3pm buses will be supervised by staff in the quad area.

Parental variation to these arrangements means early leave will be put on your child's record.

CONTACT DETAILS

Address 17 Bellingara Road, Sylvania 2224

Email: sylvania-h.school@det.nsw.edu.au

Phone: 9522-9951

Fax: 9544-7246

Web Site: www.sylvaniahigh.nsw.edu.au

CRICOS Provider Number 00588M

OUR STAFF

Senior Executive

Principal

Mr C Brown

Deputy Principal 8, 10, 12

Mr B Flegg

Deputy Principal 7, 9, 11

Mrs V Turansky

Head Teachers

English

Ms M Chalvatzis

Mathematics

Mr M Lucas

Science

Mr A Street

HSIE

Mrs A Taleb

Technology and Applied Studies

Mrs J Henderson (R)

Teaching & Learning / LOTE

Ms S Williams

Administration / Visual Arts

Mr T Mortimer

Welfare / Performing Arts

Ms D Garioch

PDHPE/Sport

Mr T Porter

Coordinators

Integration Support

Ms S Williams

Weekly Sport

Mrs K Goman

International Students

Ms A Flevaris

Year Advisers

Year 7 Ms Lorenz / Ms Robinson

Year 8 Ms A Czoch (English)

Year 9 Ms A Morris (Science)

Year10 Mr N. Wilkinson (PDHPE)

Year 11 Mrs A Flevaris (Language)

Year 12 Mr B James (English)

Counsellors Ms Purnell / Ms McDougall

Supervisor of Girls Mrs Y Kranidiotis(English)

Careers Mrs R Walker

Business Manager Mr L Petrucco

EALD Teacher Miss A Yin

Admin Manager Mrs L Guthrie

CONTACTING TEACHERS

The school is committed to working in a partnership with parents and carers to achieve the best educational outcomes for students. Teachers are always pleased to discuss issues parents wish to raise and will often initiate that dialogue. We encourage parents also to contact us if there are any concerns you have about your child's educational or social development at school.

However teachers have a primary responsibility to teaching and to the learning experiences of their daily classes and so are not usually available if you arrive for an unscheduled interview.

The best procedure is to email or ring the school and ask for a scheduled phone call or personal interview. If the office staff cannot arrange this immediately the teacher will be able to contact you to arrange a mutually convenient time for further discussion. Alternatively, a note from you directly to the teacher concerned can also be the first step in a formal interview.

Note: International Student carers and parents should contact Ms Flevaris or Mrs Hannigan to discuss course issues.

NEWSLETTER

Sylvan Lights is our school newsletter. It is emailed to all parents who have supplied a current email address. It can also be accessed online at <http://sylvaniahigh.nsw.edu.au/sylvan-lights-archive>





BEHAVIOUR CODE FOR STUDENTS

Sylvania High School is committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

Respect

- ✓ Be polite and courteous
- ✓ Respect the rights of others to learn and teachers to teach
- ✓ Respect the rights of all staff and visitors at our school
- ✓ Value the interests, ability, diversity and culture of others
- ✓ Respect the community at all times
- ✓ Resolve conflict respectfully
- ✓ Respect school property and the property of others

Responsibility

- ✓ Attend school and be on time
- ✓ Be prepared for every lesson
- ✓ Actively participate in learning
- ✓ Follow instructions and school policy
- ✓ Behave safely at all times
- ✓ Behave appropriately when travelling to and from school
- ✓ Be in full school uniform

STUDENT AWARD SCHEME

The Student Award Scheme seeks to identify and reward students who make significant and positive contributions in classroom performance, service and leadership, and participation and representation at Sylvania High School.

It is a method of:

- Rewarding students for sustained effort and achievement of excellence
- Encouraging all students to do their best
- Developing and maintaining a cooperative and supportive atmosphere among teachers, students and parents

Merit Awards

Achieved for good performance in any of three broad categories.



Commendation Award

Achieved by earning **four** Merit Awards or other. Presented by a Head Teacher or Year Adviser.



Excellence Award

Achieved by earning **four** Commendation Awards. Presented on an assembly.



Principal's Citation of Excellence

Achieved by earning **three** Excellence Awards. Presented by Principal on Presentation Day.



Principal's Medallion

Achieved by earning **three** Principal's Citation of Excellence Awards. Presented by Principal on Presentation Day.

Categories of Awards

- ◇ Classroom Performance
- ◇ Service and Leadership
- ◇ Participation & Representation

Other types of Commendation Awards

- ◇ Achievement Assembly award
- ◇ Year Adviser award
- ◇ Sport award
- ◇ Performing Arts award
- ◇ Mock Trial, Debating awards
- ◇ Volunteering awards
- ◇ Zone Sport certificates
- ◇ Performing Arts units certificates
- ◇ Other external certificates

Typically, activities over a sustained period of application.

Not

- ✗ Presentation's Academic Certificates
- ✗ Premier's Reading Challenge

STUDENT AWARD SCHEME (continued)

Categories of Awards

Suggested ideas for the achievement of awards in each category.

Classroom Performance:

- Academic excellence
- Consistent and sustained effort
- Academic improvement
- Contribution to class activities
- Outstanding project/assignment/bookwork

Service & Leadership:

- Contribution to whole school activities such as assistance with assemblies, student performances and technology support
- Coaching, referring sporting events
- Leadership and citizenship skills
- Peer Support Leaders,
- SRC members,
- Prefects
- Contributing to the well-being of other students or general helpfulness
- Volunteering Program

Participation & Representation:

- Participation in competitions including Mathematics and Science
- Performance events
- Debating, sporting teams at all levels
- Fundraising events
- Volunteering Program

Notes for the student:

- Redeemed awards will be stamped by a SASS representative at the print office to prevent re-use
- Students are responsible for collating and presenting awards to a SASS representative for progression through our award system



ATTENDANCE AND PUNCTUALITY

Note: International Students are set at a minimum of 80% and will meet with the International Student Coordinator twice per term in weeks 5 and 10 to discuss all issues related to their enrolment. And academic progress and welfare.

Arrival and Departure

Roll marking will be held each morning at 8.45 am, except Wednesday when rolls are marked during period 1.

When travelling to and from school you must behave in a courteous and responsible manner. You are expected to be present at school by 8.30 am so you can enter roll call rooms on time. As teachers are not rostered for supervision outside normal school hours, students should arrive no earlier than 8.25 am and should not remain at school later than 3.05 pm unless in the supervision of a teacher.

Absences from School

Parents will be notified of their child's whole day **and** partial day absence from school by SMS. Unless otherwise requested, the SMS will go to the mother's mobile (for 2 parent families). Parents will have the option to reply using an SMS to explain the reason for their child's absence. The other option is to supply a hand written note which should be signed and returned to the roll teacher. Both hand written notes and SMS/email replies must include:

- Name of child
- Roll class
- Reason for absence
- Date(s) of absence

Special Leave

For special leave such as holidays students need to bring in a note at least ten days before departure. This should be shown to the Year Adviser in the first instance. Absences such as holidays which are planned and are in excess of 5 days must have approval by the school Principal. Application forms are available from the Reception Desk. Parents have a legal obligation to inform the school in all cases of absence.

Lateness

Students who arrive after the 8.45 am bell will report to the Library to receive a late note. Students who are late without this pass will not be admitted to class.

All lateness **MUST** be explained by the parent with a note, phone call, SMS or email. Students with unexplained or repeated lateness may be issued with a consequence for their lateness.

Early Leave

Early leave must be applied for and should only be for urgent circumstances **which cannot be attended to outside of school hours**. Students may be granted early leave if they bring a note of request signed by their parent or guardian giving clear reasons and time of departure. Notes should clearly indicate the name of the student, roll class, reason, time of departure and contact telephone number. Those applying for early leave must apply to the relevant Deputy Principal **before school commences** except Thursday when students report to the Head Teacher PDHPE Mr Porter in the PDHPE Staffroom. Official DE passes authorising students to leave the premises are collected from Reception at the time of departure. Students may be asked to present these to police or Home School Liaison Officers if they are out of school during school hours.

SPORT

Sport is compulsory. All students 7-10 are required to participate unless sick or incapacitated. Year 11 students are required to participate at least until the end of Summer sport (week 6-7). Notes regarding exemption from sport are to be given to Mr Porter, Head Teacher PDHPE, before roll call. Students who are unable to do sport remain at school and are supervised in a non-sport group.

Early leave on this day should be minimised as sport is compulsory.

• International Students are welcome to attend sport if they are in year 11 or 12 but need to see Ms Goman in the PDHPE staffroom to negotiate a sport.

EXCURSIONS AND CARNIVALS

These are normally compulsory and are planned to be a valuable part of the school curriculum. All students are expected to attend. All payments are to be made by the due date otherwise your child will miss the excursion.

Note: International Students will attend a minimum of one cultural excursion within Sydney.

MEDICAL OR DENTAL APPOINTMENTS

Parents are asked to make appointments outside school hours as far as possible and **especially not on sport afternoon (Thursdays)**. Sport is a compulsory part of the school curriculum under the Department's Physical Literacy program. School hours are relatively short and we need your child in attendance.

SICKNESS AT SCHOOL

Students who become ill during the day should report to the front office where they will be assessed by the first aid officer.

Students must have written permission from the class teacher. It is essential the teacher knows of the sickness and can take the necessary action for health care.

In the case of illness at school parents will be contacted to pick up their child.

Parents should not send children to school if they are ill. The clinic is only for illnesses that occur during the school day.

CHANGE OF ADDRESS AND OTHER CONTACT DETAILS

It is vitally important that the office be notified immediately of any change in a student's address, family situation or parent or guardian contact telephone numbers. We need up to date information in case of accidents or other emergencies.

Note: International Students will advise the school if they are applying for this to occur. Only the International Student Centre will approve any change. There are no exceptions to this rule.

TEXTBOOKS

- Textbooks are extremely expensive, **please** look after them.
- Write your name in the correct place.
- Bring your textbooks for each lesson they are required.
- Keep your textbooks clean. Do not write on them.
- Textbooks not returned or damaged must have their replacement cost paid to the school.



LIBRARY

All students will have a photo ID card for use in borrowing books.

PRINTING

To receive a photocopy card, students are required to pay \$5 at the front office and take the receipt to the Library where they will be issued with their photocopy card and instructions.

OFFICE DUTY

At Sylvania High School Year 8 students complete office duty at least once during the school year. This duty supports the Administration Office in the efficient dissemination of important messages to other students and staff across the school throughout the school day. When on office duty students are also required to be actively involved in completing class work when they are not performing the role of messenger.

LOCKERS

Lockers will be available from day one of enrolment for students to hire. Lockers are used to store required student equipment only.

The following information outlines the steps on how to purchase a locker. Students must:

1. Choose location – **RED** near Applied Science / Library, or **YELLOW** near Canteen.
2. Pay \$10.00 to the payment office.
3. Buy a padlock and take it to the General Assistant, Mr Petrucco, with locker receipt from office. Mr Petrucco will then open your locker.

Lockers must be renewed or vacated by **November 30** each year.

Note: International Students will vacate lockers on the last day of their enrolment.

CLOTHING POOL

A limited number of pre-loved school uniform items are available for sale from the school. Please contact school reception for information about these.

Donations of clean school uniform items may also be left at reception and are encouraged and appreciated.

Note: International Students will have the opportunity to purchase either from the clothing pool (especially for stays under one year) and then the uniform shop. All students MUST commence in full uniform.

FREE TRAVEL AND THE OPAL CARD

School Opal cards will be provided to eligible students as part of Transport NSW's School Student Transport Scheme, this scheme provides free travel between home and school within the Opal Network.

Eligibility

To be eligible students need to live at least a minimum distance away from their school. For high school students (Years 7-12) the requirement is 2.0 km radius or 2.9 km walking distance or further.

Before applying, customers should visit www.transportnsw.info/school-students to see if the student may be eligible.

Application Process

Application forms can be completed online at www.transport.nsw.gov.au/customers/ssts/schools and you will be advised whether or not you are eligible based on distance. If not, you will be provided with recommendations for other products such as the term bus pass, Child/Youth Opal card or how to apply for an exemption or review.

Note: International Students are NOT eligible for free transport.



LOST PROPERTY

- Students are responsible for the safety of all personal equipment and items. Do not leave money, electronic devices or valuables in unattended bags. Theft of such items is NOT the responsibility of the school. In the unlikely event of a theft the school recommends the student make the necessary report with parental support to the police helpline.
- If you have valuables (e.g. a large sum of money, camera etc.) please leave it with the relevant Deputy Principal or in the front office for safe keeping.
- Report any losses to a teacher without delay.
- If you find money or valuables, please take it to the front office.
- Enquiries regarding lost property are to be made at the front office.

SCHOOL CANTEEN

Lunches should be ordered before school. Students with lunch order tickets take priority in collecting their lunches at the Canteen. Students should be patient and courteous at the Canteen.



CALCULATORS

Calculators are available for purchase from the payment office for \$22.

BRING YOUR OWN DEVICE

The “Bring Your Own Device” (BYOD) program at Sylvania High School will empower students while providing them with direct involvement in the way they use technology in their learning. At the same time, BYOD enables teachers to develop student knowledge and skills, engage students through the use of different pedagogies and enhance the learning process by involving technology in the classroom.

BYOD Objectives

1. Enhance student engagement and digital citizenship through the use of technology
2. Provide a safe and secure learning environment to promote student technology outcomes
3. Promote pedagogies which support the development of skills for 21st century learners
4. Allows each subject to move from physical to electronic texts over time

Student Engagement

All students in Years 7-12 are able and encouraged to bring their own technology device to school each day. This might be a laptop, netbook, iPad, android tablet or other tablet so long as it meets the school’s BYOD specifications.

Smartphones are not considered an acceptable learning device.

Responsibilities

Each student and their parent will be required to sign the Sylvania High School Bring Your Own Device “Student / Parent Agreement” that sets out how the device can be used at school.

This agreement also refers to other requirements as explained in the documents: “DEC Guidelines” and “Bring Your Own Device Specifications”.

Getting Started

Once signed, students are required to return the “Student / Parent Agreement” to the library to register their intent to participate in the Sylvania High School BYOD program.

Students do not have permission to bring their own technology device to school until they have returned the “Student / Parent Agreement” to the library.

Sylvania High School currently employs a TSO, Mr Geoff Broadbent, for one day per week. While the TSO will be available to answer questions and provide some limited assistance, the school does not manage, support, own or warrant the device or its connection to our network.

It is important that students understand that participation in the BYOD program does not give students the right to use their device in any lesson at any time without teacher permission. They still need to follow the expectations of their class teachers.

Device Security

The school does not own the device, support the device or warranty the device. If you are concerned the device is going to be broken, lost or stolen, you may wish to consider specific accidental loss and breakage insurance for the device. Every effort will be made to ensure that students are made aware of and will continue to be reminded of best practice strategies for keeping their devices safe.

Damage and Loss

Students bring their devices onto the school site at their own risk. Students should protect their device by use of a protective case and padded sleeve in a backpack.

In cases of malicious damage or theft of another student’s device, existing school processes for damage to schools or another student’s property apply.

For further detailed information access the Sylvania High School website link at:

<http://sylvaniahigh.nsw.edu.au/byod>

STUDENT DIARIES

Sylvania High School believes in the use of a school diary by students to further enhance their organisational skills and thus assist with student learning.

It is expected that all students bring a diary of their choice to every lesson to record homework, assignment, assessment and event dates.

SUN PROTECTION

Protective sunscreen and a hat is recommended before outdoor activities and is the student or parent responsibility. School hats are encouraged. The school has shaded playground areas for sitting and play when necessary.

HOMEWORK

Rationale

The Sylvania High School Homework Policy outlines the principles and practices that ensure homework is educationally beneficial to student learning and meets the realistic expectations of students, teachers, parents and caregivers.

Homework is a valuable part of schooling. It allows for the practising, extending and consolidating of work done in class. It provides training for students in planning and organising time and develops a range of skills in identifying and using information sources. Students are required to complete set homework and are encouraged to review each day's work.

Homework provides parents and caregivers with insights as to what is being taught at school, but needs to be balanced with family, social and extracurricular activities.

Policy Statement

At Sylvania High school we believe homework that enhances student learning is:

- ✓ Purposeful and relevant to students' needs;
- ✓ Appropriate to the phase of learning;
- ✓ Appropriate to the capability of the student;
- ✓ Developing the student's independence as a learner;
- ✓ Varied, challenging and clearly related to class work; and
- ✓ Allows for student commitment to recreational, employment, family and cultural activities.

At Sylvania High School the nature, frequency and volume of homework set is in accordance with the professional judgement of teachers in consultation with Head Teachers.

Students are expected to record homework in either a hard copy diary or electronically.

Homework will range as follows:

- Years 7 – 8 approximately 30 – 60 minutes per night;
- Years 9 – 10 approximately 45 – 75 minutes per night; and
- Years 11 – 12 approximately 1– 2 hours per night (increasing to 3 - 4 hours per night when tasks are due).

Assessment periods may see an increase in the volume of homework/revision/study.

ONLINE STUDY SKILLS HANDBOOK

Enhanced Learning and Education Services (ELES)

To support and enhance student outcomes SHS subscribes to the ELES Online Study Skills Handbook. The ELES Online Study Skills Handbook provides a comprehensive and interactive online guide for the school community (students, parents and teachers) as to the study skills needed for success in high school studies. This approach taps into students' affinity with technology to create an effective way to improve students' study skills.

To access the handbook, go to www.studyskillshandbook.com.au and login as a subscriber with these details:

user name **sylvaniahs**

password: **17success**

Parents / Carers can help in a number of ways:

- Try to make the situation at home conducive to study by seeing that your child has a desk or table, with space to store books and papers, where they can do the evening's work away from the distractions of family living.
- Make sure your child uses a homework diary to assist with the development of good organisational skills.
- Make sure your child has a study timetable and encourage them to follow it. If it is not working, discuss the problem and help to revise it.
- Take an interest in what your child is learning at school, even to reading the novels or text books so that you can discuss them.

GLOSSARY OF KEY WORDS (used in all courses)

Assessment tasks and examination questions have key words that every student should understand

Account	Account for: state reasons for, report on. Give an account of: narrate series of events or transactions
Analyse	Identify components and the relationship between them; draw out and relate implications
Apply	Use, utilize, employ in a particular situation
Appreciate	Make a judgement about the value of
Assess	Make a judgement of value, quality, outcomes, results or size
Calculate	Ascertain/determine from given facts, figures or information
Clarify	Make clear or plain
Classify	Arrange or include in classes/categories
Compare	Show how things are similar or different
Construct	Make; build, put together items or arguments
Contrast	Show how things are different or opposite
Critically	Add a degree or level of accuracy, depth, knowledge and understanding, logic, questioning, reflection and quality to analysis/evaluation
Deduce	Draw conclusions
Define	State meaning and identify essential qualities
Demonstrate	Show by example
Describe	Provide characteristics and features
Discuss	Identify issues and provide points for and/or against
Distinguish	Recognise or note/indicate as being distinct or different from; to note differences between
Evaluate	Make a judgement based on criteria; determine the value of
Examine	Inquire into
Explain	Relate cause and effect; make the relationship between things evident; provide who and/or how
Extract	Choose relevant and/or appropriate details
Extrapolate	Infer from what is known
Identify	Recognise and name
Interpret	Draw meaning from
Investigate	Plan, inquire into and draw conclusions about
Justify	Support an argument or conclusion
Outline	Sketch in general terms; indicate the main features of
Predict	Suggest what may happen based on available information
Propose	Put forward (for example a point of view, idea, argument, suggestion) for consideration or action
Recall	Present remembered ideas, facts or experiences
Recommend	Provide reasons in favour
Recount	Retell a series of events
Summarise	Express, concisely, the relevant details
Synthesise	Putting together various elements to make a whole

ANTI-RACISM PROGRAM

Sylvania High School rejects racism in all its forms and will work to ensure that no form of racial discrimination will hinder the rights of students or staff to be safe in the school environment. Individuals and groups must not be disadvantaged because of their race, culture or religious beliefs.

To what behaviour do we object?

Any form of racial abuse or threats, physical assault and harassment, racial propaganda, incitement of others to act in a racist manner, racist comments in class or playground, refusal to cooperate with other people because of their colour, race or ethnicity.

Who can make a complaint?

The person or group who directly experienced or observed the alleged racist behaviour or practice, or a parent, carer or guardian on behalf of their child.

To whom do students complain?

The anti-racism contact person - the school appoints a staff member each year to handle complaints regarding racist incidents. Mrs M Kindis (Mathematics Faculty) has taken this responsibility and will handle any complaints in a confidential and caring manner.

Each year, students are elected as contact people in the event of a complaint and many teachers are also available to assist you in a confidential manner.

Supporting Mrs Kindis are the Year Adviser, School Counsellor, the Head Teacher Welfare and Senior Executive. In addition you can talk to any other teacher with whom you may have a high level of trust



STUDENT MOBILE PHONE / ELECTRONIC DEVICE POLICY

As a communication device, mobile phones, when used appropriately, offer students and their parents advantages in terms of ease of communication and a sense of personal safety. However, mobile phones often have a negative impact on the learning environment and the safety and well being of students.

If you need to contact your child, we will take your messages and make sure they receive them. Similarly students can make urgent phone calls to home from the front office with the permission of a senior executive. Parents and carers should not make voice calls to students whilst they are at school and especially during class time.

What Is Inappropriate Use

If a mobile phone is used inappropriately action will be necessary. Generally, a mobile phone will be used inappropriately if it:

- disrupts or is likely to disrupt the learning environment.
- interferes with the operation of the school.
- threatens or is likely to threaten the safety or well being of any person.
- is in breach of any law, including photography without permission of those being filmed.
- is used to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone.

Guidelines For Use

1. Once at school phones should be **turned off and out of sight**. Phones that sound during the school day disrupt the learning environment. The student will be warned, and asked to turn the phone off. The phone will be confiscated and kept in a secure store.
2. If this occurs more than three times a detention and a formal warning of suspension may be given to the student.
3. Students must not lend a phone to another student for use as a phone, for text messaging or for use as a camera or video recording device. The student who owns the phone will be held responsible for its use.
4. The inappropriate use of mobile phones that involve bullying, intimidation and / or harassment will be recorded by the school and consequences will be considered.

Responsibility for Mobile Phones

Students bring mobile phones to school at their own risk – the school and school staff members will not accept any responsibility for loss or damage to mobile phones or for investigating loss or damage.

Related Technology

The procedures applying to the inappropriate use and security of mobile phones, apply equally to the inappropriate use of portable computer games, iPods and similar electronics devices.

Reinforcement of Mobile Phone Policy

- Teachers will discuss this policy at appropriate times with students at assemblies and in classrooms.
- When inappropriate use occurs it will be dealt with in terms of the policy, thereby reinforcing the policy.
- The community will be made aware of the policy on the school's website.
<http://sylvaniahigh.nsw.edu.au/electronic-device-policy>
- The policy will be published in the handbook given to all new enrolments.

ANTI-BULLYING POLICY

Introduction

Every person at Sylvania High School has the right to learn within a safe, happy, fair and supportive environment. They also have the right to experience positive and respectful relationships between all members of the school community. Bullying behaviour is **not acceptable** at Sylvania High School.

What is bullying?

Bullying can be defined in the following ways:

- a repetitive attack causing distress not only at the time of the attack, but also by the threat of future attacks
- an imbalance of power
- verbal – repetitive name calling, put-downs, threatening and harassing words and phrases
- physical - hitting, tripping, poking, punching, kicking, throwing objects, stealing
- social - continually ignoring, hiding, ostracising
- psychological - stalking, dirty looks, spreading rumours, hiding and/or damaging possessions (*Mind Matters - National Mental Health Strategy 2002.*)

Why do we have this policy?

At Sylvania High School we recognise that bullying:

- devalues, isolates and frightens
- affects an individual's ability to achieve
- has long term effects on those engaging in bullying behaviour, those who are the subject of bullying behaviour and the onlookers or bystanders.

We believe that teachers, students, parents, caregivers and members of the wider school community have a responsibility to work together to address bullying with a structured approach to sustain a safe environment at Sylvania High School.

Strategies used to help prevent bullying at Sylvania High School

1. Development and implementation of a clear Anti-bullying Policy which is accessible to all members of our school community (students, parents, teachers and other school staff)
2. Develop staff expertise on strategies for dealing with bullying through staff and welfare meetings and through external organisations
3. Increase the awareness of our school community through the staff and student handbooks, Anti-bullying brochure, year and whole school assemblies and Sylvan Lights Newsletter
4. Our pro-active welfare team consisting of Principal, Deputy Principals, Head Teacher Welfare, Counsellor, Year Advisers, Student Welfare Adviser, Integration Support Teachers and School Administration member meet on a regular basis and discuss all aspects of student welfare, including bullying
5. Our well-established Peer Support Program (Year 10 students trained in Term 4 each year to assist/mentor the incoming Year 7 students the following year) incorporates self esteem, resilience and assertiveness components.
6. We have established links with outside providers including performance companies to assist in achieving professional whole school and anti-bullying goals
7. Anti-bullying discussions with students across many curriculum areas.
8. Close link with our Police Liaison Officer who speaks to students on a regular basis.

What should we do if we are, or see others, being bullied?

Sylvania High School prides itself on the development of a caring environment which encourages and empowers students and parents/caregivers to notify staff about bullying concerns and extinguish the stigma about "dobbing". This is important and should be seen as responsible reporting. On notification of these concerns our school community can be confident in knowing that these issues will be dealt with immediately in a sensitive manner.

What should a victim or a bystander do?

Tell someone (teacher, parent/guardian) immediately about the bullying concern

1. Where the bullying involves serious physical assault or threat, you should immediately report the incident to either the Principal or Deputy Principal
2. Feel assured that your concerns will be dealt with by a member of the welfare team and/or other trained staff
3. Report any on-going concerns or incidents where the bullying behaviour has not stopped

What should parents/carers do?

1. Encourage your child/children to understand the unacceptability of bullying as much as possible and assure him/her that the problem can be solved. Please read this policy with your child/children.
2. Encourage your child/children to communicate his/her concerns about bullying with a staff member e.g. Year Adviser.
3. Contact the school if your child's efforts to deal with bullying do not appear to be working. A member of the welfare team will work with you to devise strategies to stop bullying incidents.

What should staff do?

Listen and acknowledge the seriousness of the bullying report immediately.

1. Try to resolve minor bullying situations. Refer to the Welfare team any ongoing or major incidents. They will coordinate reports and propose appropriate anti-bullying strategies.
2. Deal with any breach of the school discipline code at the time according to school policy
3. Monitor students through follow-up.

To maintain a safe, happy and caring learning environment Sylvania High School will help victims, bystanders and those who bully through:

- mediation
- counselling sessions
- parental involvement
- distribution of information e.g. school brochure, pamphlets, welfare organisations
- student anti-bullying program
- disciplinary action

EMERGENCY PROCEDURES

EVACUATION

In the event of any need to evacuate the following will happen:

- **5 long bells sound.**
- Students take bags and evacuate with their teacher.
- Students and teachers walk to bottom football oval.
- Assembly point is along the eastern side of the oval, facing toward the fence line
- Students assemble in Roll Call classes with Year 7 nearest to the school and Year 12 on halfway line
- Students are to sit in alphabetical order in roll class lines
- Remain seated in roll class groups

LOCKDOWN

In the event of a serious incident lockdown procedures will operate:

- **A continuous long bell sounds.**
- Students and teachers will remain within classrooms.
- Return to normal signal is two long bells

ANSTO

In the event of an ANSTO emergency the following will happen:

- **A repeated 10 second bell will sound.**
- All years will be directed to the Auditorium
- Return to normal signal is two long bells

Note: All above scenarios will be accompanied by mobile and landline phone messages where practicable.

SCHOOL REGULATIONS

Our aim is to ensure that all students reach their potential. In order to achieve this we require cooperation, courtesy, common sense and responsibility from the school community. The School gives the guidelines for responsible behaviour. Students should take note of the following **school regulations**:

1. **Banned Items:**

The following are banned from the school premises and they will be **confiscated**:

- Cigarettes, alcohol and drugs
- Dangerous equipment - weapons, knives/blades, fireworks, laser pointers or any items that can be misused.
- Chewing gum

Appropriate action, including suspension from school, if warranted, will be taken.

2. **Bicycles/Skateboards/Scooters**

Bicycles are not to be ridden in the school grounds. They are to be parked in the appropriate area adjacent to the Admin Block. Unless scooters can be chained up like bikes, they are not permitted. Skateboards are not to be brought to school.

3. **Classrooms**

- (i) You are not to be in a classroom during recess/lunch without a supervising teacher.
- (ii) There is to be no eating or drinking in the classrooms or buildings.
- (iii) There is to be no shoving, pushing or chasing in the classrooms or corridors.

4. **Electronic Equipment and Mobile Phone**

Electronic devices brought to school remain the responsibility of the student. See page 18 for details, but remember, OFF and OUT OF SIGHT.

5. **Property**

Students should respect the property of the school and other students. Damage or theft of school and other people's property is not acceptable and costs are to be paid by the persons involved. You are reminded that you must look after your personal property at school. The school is not responsible for loss or damage to your property.

6. **Relationships**

All students are encouraged to treat staff and other students with respect, and to show courtesy and consideration at all times. Bullying and harassment are not acceptable. The school also has a strong anti-bullying policy. Having a positive attitude and getting on with other students is what helps to make the school a happy and safe place to learn.

7. **School Grounds**

- (i) No one is to leave the school grounds, during the school day, without a pass or the written authority of the Principal or Deputy Principals, except for organised excursions and sport.
- (ii) All students are to remain in the “in bounds” areas, and not to go into the “out of bounds” areas. The “out of bounds” areas include:
 - (a) Creek area behind back oval
 - (b) Hockey field
 - (c) Car parking area
 - (d) Front of school
 - (e) First floor balcony areas of any blocks.
 - (f) The surrounds of the Auditorium
 - (g) Steps behind the canteen
 - (h) Area behind the industrial arts rooms and Labs 5 & 6
 - (i) Grass surrounds of the basketball courts and car park behind the canteen

8. **Smoking**

Smoking is totally prohibited on Department of Education premises for everyone.

9. **Student Cars and Motor Cycles**

No student cars or motorcycles are to be parked in the school grounds at anytime. Senior students with licences are permitted to drive to school **with parents’ permission**. The Department of Education and the School do not accept any liability for any damage to students’ vehicles.

10. **Buses**

Students who are travelling home by bus are to line up in the bus assembly area within the school grounds. The queues are formed according to the buses to be caught and are regulated by Executive staff.

11. **Safety**

Body contact games or activities are only allowed as part of PE or sport and under teacher supervision. They must not occur during recess, lunch or other times. Ball games must be safe for others and require the approval of the teacher supervising at the time. Hard throwing or hitting is dangerous and should not occur. The school oval is an active area only.

12. **Year 7 Area**

A Year 7 only area is between the Admin Block and Science Labs 1 and 2.

SYLVANIA HIGH SCHOOL UNIFORM REQUIREMENTS

The School Uniform Policy was developed after extensive consultation between parents, students and staff. This policy is strongly endorsed by the P&C Association and the School Council.

1. The wearing of school uniform contributes to the school's identity, promotes loyalty among students and improves the image of the school in the community.
2. All students attending Sylvania High School are required to wear full uniform at school, to and from school and on excursions unless special clothing is necessary.
3. All items should be clearly marked with the student's name.
4. If a student is unable to wear full school uniform on a particular day, a note signed by the parent or guardian and explaining the reason must be presented to a Deputy Principal before the start of the school day. Otherwise a penalty will be incurred.
5. White or coloured joggers are permitted only for PE classes and sport. The Department of School Education has issued a policy statement to exclude students who wear open or cloth topped shoes from Industrial Arts rooms, Food Technology and Science laboratories. School uniform is plain (no logo) black leather enclosed shoes. Dance/Raben style slipper shoes are definitely not permitted.
6. Headwear: the uniform committee is mindful of the hazards of exposure to excessive sunlight. Students are encouraged to wear the new school cap for sun protection.
7. The uniform standard reinforces modesty this includes the use of makeup, wearing of excessive jewellery and how the clothes are worn.

Note: International students will be assisted on their first day of attendance with procuring a suitable uniform from the uniform pool or shop.

SENIOR GIRLS

Blouse	White blouse cut to hang outside skirt, with embroidered logo on pocket. Straight collar (Peter Pan style to be phased out) with embroidered pocket.
Skirt	Navy regulation "A Line", appropriate length below mid thigh.
Shorts	Navy, tailored with front pleats at an appropriate length below mid thigh.
Slacks	Navy, tailored with front pleats to ankle. No tracksuit pants.
Pullover	Navy wool with embroidered school name OR navy sloppy joe with screen print school name. No other jumper styles or colours allowed.
Blazer	Navy, collarless style with embroidered SHS pocket logo. A tie should be worn.
Jersey	Y12 only can wear the approved top.
Undershirt	Short sleeve plain white only, permitted when worn under the school blouse. Must not hang below line of blouse.
Hosiery	Plain short white socks over the ankle OR black pantyhose. Navy socks maybe worn with slacks. No sockettes.
Shoes	Black leather lace upper fully enclosed lace up shoes to protect the instep. No visible logo, black laces only. Sports shoes allowed on Thursdays no slip-ons.

JUNIOR GIRLS

- Blouse** White blouse cut to hang outside skirt, with embroidered logo on pocket. Straight collar (Peter Pan style to be phased out) with embroidered pocket.
- Skirt** Tartan skirt, appropriate length below mid thigh.
- Shorts** Tartan culottes, tailored with front pleats at an appropriate length below mid thigh.
- Slacks** Navy, tailored with front pleats to ankle. No tracksuit pants. (Winter)
- Pullover** Navy wool with embroidered school name OR navy blue sloppy joe with screen print school name. No other jumper styles or colours allowed.
- Undershirt** Short sleeve plain white only, permitted when worn under the school blouse. Must not hang below line of blouse.
- Hosiery** Plain short white socks over the ankle OR black pantyhose. Navy socks maybe worn with slacks. No sockettes.
- Shoes** Black leather lace upper fully enclosed lace up shoes to protect the instep. No visible logo, black laces only. Sports shoes allowed on Thursdays no slip-ons.

SENIOR BOYS

- Shirt** White collared short sleeve shirt cut to hang out with embroidered pocket.
- Shorts** Navy tailored. No surf brand styles or similar.
- Trousers** Navy tailored, No track suit pants, No cord fabric or surfbrand styles, No Jeans, no oversized shorts or trousers. No tracksuit pants.
- Pullover** Navy wool with embroidered school name OR navy sloppy joe with screen print school name. No other jumper styles or colours allowed.
- Blazer** Navy, collarless style with embroidered SHS logo on pocket. A tie should be worn.
- Jersey** Y12 only can wear the approved top.
- Undershirt** Short sleeve plain white only, permitted when worn under the school shirt. Must not hang below line of the shirt.
- Shoes** Black leather lace upper fully enclosed lace up shoes to protect the instep. No visible logo, black laces only. Sports shoes allowed on Thursdays no slip-ons.
- Socks** Plain white socks over the ankle by at least 10cm

JUNIOR BOYS

- Shirt** White collared short sleeve shirt cut to hang out with embroidered pocket.
- Shorts** Mid-grey tailored. No surf brand styles or similar.
- Trousers** Mid-grey tailored trousers. No cord fabric or surfbrand styles, No Jeans, No oversized shorts or trousers. No tracksuit pants.
- Pullover** Navy wool with embroidered school name OR navy blue sloppy joe with screen print school name. No other jumper styles or colours allowed.
- Undershirt** Short sleeve plain white only, permitted when worn under the school shirt. Must not hang below line of the shirt.
- Shoes** Black leather lace upper fully enclosed lace up shoes to protect the instep. No visible logo, black laces only. Sports shoes allowed on Thursdays no slip-ons.
- Socks** Plain white socks over the ankle by at least 10cm.

PHYSICAL EDUCATION AND SPORT UNIFORM

Uniform for all **PE lessons** and **Thursday school sport**.

- Shorts** School blue with SHS screen print. No bike pants or tights to be worn at school.
- Shirt** Teal and navy polo shirt embroidered logo.
- Shoes** Appropriate running shoes to be worn with white socks.
- Tracksuit** Teal and navy micro-fibre with school name.

The Sylvania High tracksuit may be worn to and from school on Thursday and for school representation in sport and performing arts. You may also wear your tracksuit during PE lessons.

OTHER UNIFORM ITEMS

- Dance Uniform** As designated by Dance teachers.
- Band Uniform** Black Pants, Black Shirt and Blue Tie as designated by Music teachers.
- Spray Jacket** Must be navy, of simple design and without logos.
- Ribbons** Must be Navy or White
- Jewellery** Only minimal jewellery is acceptable. No large hooped earrings.
- Cap** Navy school hat with SHS logo or plain.
- Tie** School tie may be worn anytime with top button on shirt done ups.
- Tracksuit Top** May be worn to school for extra warmth.

UNIFORM IS AVAILABLE AT SCHOOL IN THE P&C UNIFORM SHOP RUN BY ALINTA

Phone 9522 7282

Opening Hours - see school website

SUBJECT MATERIALS REQUIREMENTS

The following table shows the materials that students must bring to each lesson in each subject.
For clarification on any of the materials listed, see the class teacher in the first instance.

Stage 4 – Years 7 and 8

*Writing Materials = Blue or black pen, red pen, pencil, eraser & ruler

Subject

English	Writing materials 192 page A4 exercise workbook
Mathematics	Writing Materials 2 Grid books Geometric instruments Ruler Calculator
Science	Writing materials Ruler Calculator 192 page A4 exercise workbook
Geography	Writing Materials 192 A4 exercise book or BYOD Display folder
History	Writing Materials 192 A4 exercise book or BYOD Display folder
French	Writing materials Exercise book 92-128 pages Workbook Ca roule 1 (fees)
Japanese	Writing materials Exercise book 92-128 pages Workbook Obento Snack pack 1 (fees)
Music	Writing materials A4 Music exercise book with stave lines (from Music pack fees) BYOD optional for note taking only. Plastic Sleeve Folder
PDHPE	Writing Materials 96 A4 exercise book or BYOD Practical Lessons require PE Uniform
Technology (Mandatory) Food	Writing materials Apron
Technology (Mandatory) Wood	Writing materials
Visual Arts	3x 2B lead pencils Writing materials Glue Stick Coloured pencils (12 pack)

Stage 5 – Years 9 and 10

*Writing Materials = Blue or black pen, red pen, pencil, eraser & ruler

Subject

Child Studies	Writing materials 240 page A4 or exercise book
Commerce	Writing Materials 128 A4 exercise book or BYOD Display folder
Dance	Dance attire (form fitting) Foot thongs A4 VAPD BYOD, Writing materials
Drama	Writing materials A4 VAPD with lines Drama Blacks
Eco-Rangers	Writing Materials 240 A4 exercise book or BYOD
English	Writing materials 240 page A4 exercise workbook Display folder
Fashion	Writing materials plus materials as required for practical work
Food Technology	Writing materials Apron
French	Writing materials Exercise book 128 pages Workbook Tapis Volant 1 (fees) Yr10 - Term 3 onwards they use workbook tapis volant 2 (fees)
Geography	Writing Materials 240 A4 exercise book or BYOD Display folder
Graphics	Writing materials, including a Pacer pencil A4 display folder
History	Writing Materials 240 A4 exercise book or BYOD Display folder
History, Mystery and Forensics	Writing Materials 128 A4 exercise book & Display folder or BYOD
Industrial Technology Metal	Writing materials A4 display folder, including a Pacer pencil

Stage 5 – Years 9 and 10 (continued)

Industrial Technology Timber	Writing materials including a Pacer pencil A4 display folder
Information Software Technology	Writing materials All prac work done on DET computer or BYOD 96 page A4 exercise book
Japanese	Writing materials Exercise book 92-128 pages Workbook Obento Deluxe (Yr9) and Obento Supreme (Yr10) (fees)
Mathematics	Writing Materials 2 Grid books Geometric instruments Ruler Calculator
Multimedia and Publishing	Writing materials All prac work done on DET computer or BYOD
Music	Writing materials A4 Music exercise book with stave lines BYOD optional for note taking only.
Physical Activity and Sports Studies	Writing materials 128 page A4 exercise book or BYOD Practical lessons require PE uniform
PDHPE	Writing Materials 96 A4 exercise book or BYOD Practical Lessons require PE Uniform
Science	Writing materials Ruler Calculator 240 page A4 exercise workbook
Visual Arts	3x 2B lead pencils Writing materials Smock (optional) 2x Black Felt-Tip Fine Artline pens Glue Stick
Work Education	Writing materials 128 A4 exercise book or BYOD Display folder

Stage 6 – Years 11 and 12

*Writing Materials = Blue or black pen, red pen, pencil, eraser & ruler

Subject

Ancient History	Writing materials Loose leaf A4 sheets for folder or 240 A4 exercise book Loose leaf folder
Biology	Writing materials Ruler Calculator Loose leaf A4 sheets for folder or A4 exercise book Separate practical book
Business Studies	Writing materials Loose leaf A4 sheets for folder or 240 A4 exercise book or BYOD
Chemistry	Writing materials Ruler Calculator Loose leaf A4 sheets for folder or A4 exercise book Separate practical book.
Community and Family Studies	Writing materials 128 page A4 exercise book
Construction	Writing materials, including a Pacer pencil Steel cap boots may be required for workplacement
Dance	Dance attire (form fitting) Foot thongs A4 VAPD BYOD Writing materials
Drama	Writing materials Exercise books A4 240 pages 2 x A4 VAPD with lines Drama blacks
Economics	Writing materials Loose leaf A4 sheets for folder or 240 A4 exercise book or BYOD
English Advanced	Writing materials 360 page A4 exercise book or A4 loose leaf sheets for A4 folder
English Extension 1	Writing materials 360 page A4 exercise book or A4 loose leaf sheets for A4 folder
English Extension 2 (Year 12 only)	Writing materials 360 page A4 exercise book or A4 loose leaf sheets for A4 folder Major work journal – 360 page A4 exercise book. 2 display folders
English Standard	Writing materials 360 page A4 exercise book or A4 loose leaf sheets for A4 folder

Stage 6 – Years 11 and 12 (continued)

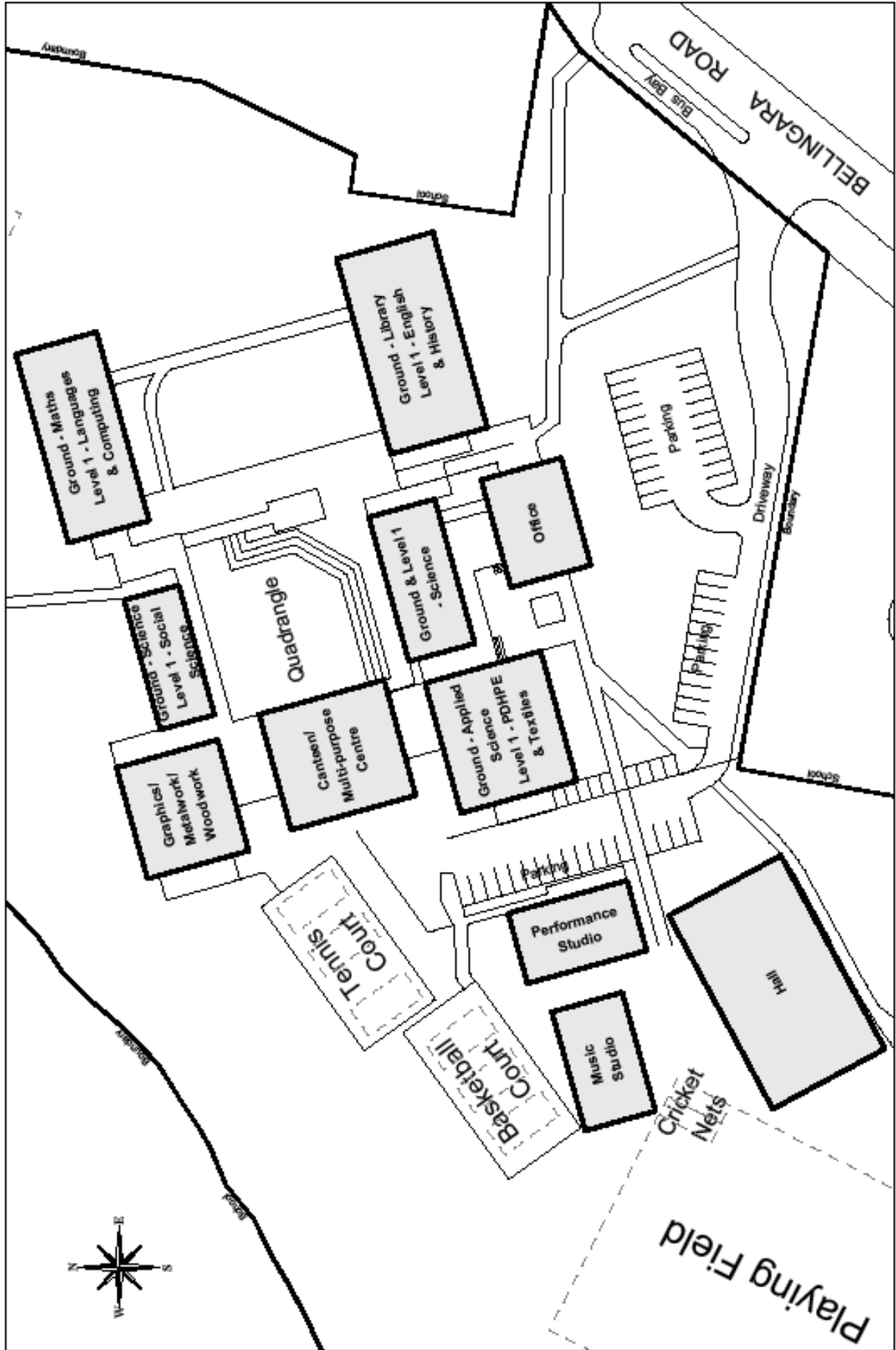
Engineering Studies	Writing materials including a pacer pencil Calculator Ruler 128 page exercise book
Food Technology	Writing materials Apron. Loose leaf A4 sheets for folder or 128 page A4 exercise book
French Beginners	Writing materials Loose leaf A4 sheets for folder or 128 A4 exercise book Workbook tapis volant 1 (fees)
French Continuers	Writing materials Loose leaf A4 sheets for folder or 128 page A4 exercise book Workbook tapis volant 2 (fees)
Geography	Writing Materials Loose leaf A4 sheets for folder or 240 A4 exercise book or BYOD
Hospitality	Writing materials Chef's uniform Tool box
Industrial Technology Metal	Writing materials plus materials as required for practical work A3 display folder
Industrial Technology Timber & DAT	Writing materials plus materials as required for practical work A3 display folder Loose leaf A4 sheets for folder or 128 page A4 exercise book
Information Processes Technology	Writing materials Prac work done on DET computer or BYOD Loose leaf A4 sheets for folder or 128 page A4 exercise book
Japanese Beginners	Writing materials Loose leaf A4 sheets for folder or 128 A4 exercise book Workbook - A first course in Japanese (fees)
Japanese Continuers	Writing materials Loose leaf A4 sheets for folder or 128 A4 exercise book Workbook - Wakatta 1 (fees)
Legal Studies	Writing Materials Loose leaf A4 sheets for folder or 240 A4 exercise book or BYOD
Mathematics Standard	Writing Materials 2 Grid books or 2 A4 lecture pads Geometric instruments Ruler Calculator
Mathematics	Writing Materials Grid book or A4 lecture pad Geometric instruments Ruler Calculator

Stage 6 – Years 11 and 12 (continued)

Mathematics Extension 1	Writing Materials 2 Grid books or 2 A4 lecture pads Geometric instruments Ruler Calculator
Mathematics Extension 2 (Year 12 only)	Writing Materials 2 Grid books or 2 A4 lecture pads Geometric instruments Ruler Calculator
Modern History	Writing Materials Loose leaf A4 sheets for folder or 240 A4 exercise book Loose leaf folder
Music	Writing materials A4 folder Stave paper BYOD optional for note taking only.
PDHPE	Writing Materials Loose leaf A4 sheets for folder or 240 A4 exercise book Loose leaf folder or BYOD
Physics	Writing materials Ruler Calculator Loose leaf A4 sheets for folder or A4 exercise book Separate practical book.
Senior Science	Writing materials Ruler Calculator Loose leaf A4 sheets for folder or 2X A4 exercise book Separate practical book.
Society & Culture	Writing Materials Loose leaf A4 sheets for folder or 240 A4 exercise book or BYOD
Software Design & Development	Blue/Red Pen for worksheets Prac work done on DET computer or BYOD
Textiles & Design	Writing materials plus materials as required for practical work A3 display folder
Visual Arts	2x 2B lead pencils 2x 6B lead pencil 2x 3B lead pencil Writing materials Highlighters 4pk 2x Black Felt-Tip Fine Artline pens Loose leaf A4 sheets for folder Glue stick

SCHOOL MAP

MAP SHOWING LOCATION OF SPECIALIST AREAS



SAFETY ON SCHOOL GROUNDS



In the interests of student safety the school grounds are not to be used by parents for 'dropping off' and 'picking up' students, in vehicles, during the course of a regular school day.

The rule is applicable from the start of the day, when the school's driveway gate opens, up until the end of the day when driveway gate closes.

We appreciate your observance of this very important D.E. student safety issue.