Information Booklet 2013

Swansea High School
Park Avenue
Caves Beach NSW 2281

Telephone: (02) 4971 1944  Facsimile: (02) 4972 1378
Email: swansea-h.school@det.nsw.edu.au

Principal: Mrs R Leggatt
Deputy Principal: Mrs G Skamperle

School Captains: Peter Perry, Cassidy Magin
Vice Captains: James Rudd, Georgia McConville

School Hours: 9.00 am to 3.20 pm
School Colours: Green and Red

Proud member of the Galgabba Community of Schools
Table of Contents

PRINCIPAL’S WELCOME .................................................................................................................. 3

SCHOOL PERSONNEL ..................................................................................................................... 4

SCHOOL CONTRIBUTIONS .............................................................................................................. 6

SUBJECT COSTS .................................................................................................................................. 6

SCHOOL ROUTINES .......................................................................................................................... 8

  Term Dates 2013 .............................................................................................................................. 8
  School Hours and the Structure of the School Day .......................................................... 8
  Timetable ....................................................................................................................................... 8
  Administration Office Hours ........................................................................................................... 9
  Before, During and After School Supervision ........................................................................... 9
  Visiting the School ......................................................................................................................... 9
  Lunch Passes .................................................................................................................................... 9
  Concession Cards ........................................................................................................................... 9
  Buses and Bus Passes ...................................................................................................................... 10
  Student Safety................................................................................................................................. 10
  Lunch Orders and Canteen Rules ................................................................................................. 10
  Safety around the School .............................................................................................................. 11
  Movement in and around the School ............................................................................................ 11
  Out-of-Bounds Areas ..................................................................................................................... 11

BUILDING LAYOUT AT SWANSEA HIGH ....................................................................................... 12

SCHOOL EXPECTATIONS ................................................................................................................. 13

  School Rules ................................................................................................................................. 13
  Attendance Procedures .................................................................................................................. 13
  Roll Call ....................................................................................................................................... 13
  Absences ...................................................................................................................................... 14
  Late Arrivals ................................................................................................................................. 14
  Leaving School Early .................................................................................................................... 15
  Senior Late Sign In ....................................................................................................................... 15
  Illness ......................................................................................................................................... 15
  Exemption from School ............................................................................................................... 16
  Uniform ..................................................................................................................................... 16
  Footwear ..................................................................................................................................... 16
  Aprons ....................................................................................................................................... 16
  Swansea High School Uniform Policy ........................................................................................... 16
  Sport Uniform ............................................................................................................................... 17
  Out of Uniform ............................................................................................................................. 18
  Uniform Pool ............................................................................................................................... 18
  Bags .......................................................................................................................................... 19
  Bicycles ...................................................................................................................................... 19
  Clothing ..................................................................................................................................... 19
  Ipods, Mobile Phones and MP3 Players ...................................................................................... 19
  Hats .......................................................................................................................................... 19
  Lost Property ............................................................................................................................... 19
  Skateboards and Scooters .......................................................................................................... 19

CURRICULUM .................................................................................................................................... 20

  Courses and Electives ............................................................................................................... 20

ORGANISATION FOR LEARNING .................................................................................................. 22

  Expectations ............................................................................................................................... 22
  Equipped For Learning ............................................................................................................... 22
  Essential Equipment List ........................................................................................................... 22
  Workbooks ................................................................................................................................. 22
  Diaries ...................................................................................................................................... 22
  Textbooks ................................................................................................................................. 23
  Changing Classes ....................................................................................................................... 23
## Swansea High School Information Booklet 2013

### Table of Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASSESSMENT AND REPORTING</td>
<td>24</td>
</tr>
<tr>
<td>Junior School Assessment Policy</td>
<td>24</td>
</tr>
<tr>
<td>Junior Assessment - Rules and Procedures</td>
<td>24</td>
</tr>
<tr>
<td>Examination Policy</td>
<td>25</td>
</tr>
<tr>
<td>External Assessment Program</td>
<td>25</td>
</tr>
<tr>
<td>Reporting</td>
<td>25</td>
</tr>
<tr>
<td>MAKING THE MOST OF LEARNING</td>
<td>26</td>
</tr>
<tr>
<td>Homework and Study</td>
<td>26</td>
</tr>
<tr>
<td>Study Hints</td>
<td>27</td>
</tr>
<tr>
<td>Helpful Hints for Parents</td>
<td>28</td>
</tr>
<tr>
<td>Supervised Study</td>
<td>28</td>
</tr>
<tr>
<td>Library</td>
<td>28</td>
</tr>
<tr>
<td>WELFARE</td>
<td>29</td>
</tr>
<tr>
<td>Year Advisers</td>
<td>29</td>
</tr>
<tr>
<td>School Counsellors</td>
<td>29</td>
</tr>
<tr>
<td>Student Adviser - Girls</td>
<td>29</td>
</tr>
<tr>
<td>Chaplain</td>
<td>29</td>
</tr>
<tr>
<td>Youth Worker</td>
<td>29</td>
</tr>
<tr>
<td>Students with health issues</td>
<td>30</td>
</tr>
<tr>
<td>Support Teacher Learning Assistance</td>
<td>30</td>
</tr>
<tr>
<td>Student Representative Council (SRC)</td>
<td>30</td>
</tr>
<tr>
<td>SPORT PROGRAM</td>
<td>30</td>
</tr>
<tr>
<td>Year 7 and 8 Integrated Sport</td>
<td>30</td>
</tr>
<tr>
<td>Year 9 and 10 Sport Program</td>
<td>31</td>
</tr>
<tr>
<td>Sports Carnivals</td>
<td>31</td>
</tr>
<tr>
<td>Representative Sport</td>
<td>31</td>
</tr>
<tr>
<td>CAREERS PROGRAM</td>
<td>32</td>
</tr>
<tr>
<td>Competitions</td>
<td>32</td>
</tr>
<tr>
<td>Dances</td>
<td>33</td>
</tr>
<tr>
<td>Dream Night</td>
<td>33</td>
</tr>
<tr>
<td>Excursions</td>
<td>33</td>
</tr>
<tr>
<td>Starstruck</td>
<td>34</td>
</tr>
<tr>
<td>EXTRA CURRICULA ACTIVITIES</td>
<td>32</td>
</tr>
<tr>
<td>COMMUNICATION</td>
<td>34</td>
</tr>
<tr>
<td>Assemblies</td>
<td>34</td>
</tr>
<tr>
<td>Daily Notices</td>
<td>34</td>
</tr>
<tr>
<td>Parent/Teacher Nights</td>
<td>34</td>
</tr>
<tr>
<td>Principal’s Newsletter</td>
<td>34</td>
</tr>
<tr>
<td>Reports</td>
<td>35</td>
</tr>
<tr>
<td>School Noticeboard</td>
<td>35</td>
</tr>
<tr>
<td>COMMUNITY SUPPORT</td>
<td>35</td>
</tr>
<tr>
<td>Parents and Citizens (P &amp; C)</td>
<td>35</td>
</tr>
<tr>
<td>Canteen</td>
<td>35</td>
</tr>
<tr>
<td>Literacy Program – Community Volunteers</td>
<td>36</td>
</tr>
<tr>
<td>Community Programs and Agencies</td>
<td>36</td>
</tr>
<tr>
<td>Student Quiz</td>
<td>37</td>
</tr>
<tr>
<td>Canteen Helpers</td>
<td>38</td>
</tr>
<tr>
<td>Canteen Roster</td>
<td>39</td>
</tr>
<tr>
<td>Notes</td>
<td>39</td>
</tr>
</tbody>
</table>
Principal’s Welcome

Swansea High School is committed to providing a quality learning environment that meets the diverse needs of our students. We support students to develop into sensitive, responsible and independent young adults. Our students have every opportunity to strive and achieve their personal best in academic, sporting and cultural pursuits. We maintain high expectations of our students.

Student learning is our number one priority. This is supported by a range of innovative programs designed to establish a caring educational environment which challenges, stimulates and rewards students as they participate and strive to succeed.

Our school offers a thorough preparation for both academic and vocational pathways. The curriculum provides students with broad subject choice including a number of industry training programs delivered through Vocational Education and Training (VET) courses offered in the senior years. Explicit teaching of both literacy and numeracy is a high priority across all curriculum areas to maximise student outcomes.

Swansea High School demonstrates a strong commitment to student welfare and has a proud reputation for excellent transition programs. The Year 6 – 7 Transition Program is highly successful in preparing students and their parents for high school and our Year 10 - 12 programs provide preparation for entering into employment, further training or university studies. Such programs rely on valued partnership and continued collaboration with our six primary schools, local community groups, industry partners and tertiary institutions.

The high school experience is supported by a wealth of leadership opportunities, enrichment programs and cultural experiences to foster responsible citizenship. Our school values a positive school culture in both the classroom and playground, to ensure both learning and social cohesion is cherished.

Our teachers are both experienced and dedicated. They are committed to encouraging and supporting each individual student so that they reach their potential academically and develop into a responsible member of their local community. Teachers consistently nurture individual students to success in drama, visual arts, debating and state and national skills competitions.

At Swansea High School we value, foster and encourage self discipline, mutual respect and a sense of responsibility and believe that Swansea High School is a happy and safe school of which students and parents can be proud.

This booklet is designed to provide an understanding of how your new school operates. I encourage you to take the time to read it and revisit sections when the need arises. I also encourage you to approach the school personally at any time to talk with us and join in the activities offered throughout the year.

I take pleasure in welcoming you as a member of our school community.

Mrs R Leggatt
Principal
School Personnel

Principal
Mrs R Leggatt

Deputy Principal
Mrs G Skamperle

Administrative and Support Staff

School Administrative Manager - Mrs O Gore
Mrs C Middleton  Mrs K Fairleigh  Mrs D Sutton
Mrs B Hughes  Mrs M Stevancevic  Mr C McMurtrie
Mrs C Turner  Mrs M O’Blasser  Mrs C Sedgman (part time)

School Support Learning Officers (Permanent/Temp)
Mrs W Hanington (permanent)  Mrs M Small (casual)  Mrs M Mitchell (casual)
Mr T Anning (casual)

Computing

Head Teacher Administration - Mr J Livermore
Mr J Tait

Drama

Head Teacher - Mrs L Nenad
Ms J Enks  Ms A Millar  Mr J Darnbrough
Mrs J McDavitt  Ms K Bates

English

Head Teacher - Mrs L Nenad
Ms J Enks  Ms A Millar  Mrs J McDavitt
Ms K Bates  Ms K Thomson/Taylor  Mr J Darnbrough

Human Society and its Environment (HSIE)

Head Teacher – Mr A Young
Mr P Harris  Mr D Jones  Ms D Keyte
Mrs J Robertson  Mrs C Beecham

Languages

Head Teacher - Mr G Mears
Mr M Pascoe

Mathematics

Head Teacher - Mr B Eyre
Mr I Johnson  Mrs P Tolmie  Mr J Livermore
Mrs M Freer  Mr S Abel (temp)  Mr J Smith (temp)
Mrs S Moghaddas  Ms O Thompson (temp)
Music

Head Teacher - Mr B Eyre
Mr M Rippon

Personal Development/Health/Physical Education

Head Teacher and Sports Co-ordinator - Mr G Mears
Mrs J Charlton  Mr J Tait  Ms L Coburn (temp)
Mr P Benham (temp)

Science

Head Teacher - Mr P Nebauer
Mr G Hendry  Mrs H March  Mr P Hoscher
Mr R Vallender  Mr M Casey  Ms T Ferguson (temp)

Technology and Applied Studies

Head Teacher - Mr M Brown
Mr M Duggan  Mr L Sedgman  Mrs J Loveday
Mrs K Evenden  Mr R Silkman  Mrs T McLaren (temp)

Visual Arts

Head Teacher - Mr G Mears
Mr I Jan  Mrs S Jan

Teacher Librarian  Support Teacher Learning
Mrs M Jarrett  Ms J Fraser

Counsellor  Careers Adviser
Mrs L Theissen  Ms R Pawley (leave)
Ms R Morgan  Mr M Korsman (Rel)(temp)

Year Advisers
Year 7  Year 8  Year 9  Year 10  Year 11  Year 12
Mrs T McLaren  Ms Coburn/Mr Casey
Mr J Dambrough  Mr R Silkman
Miss J Enks  Mr P Benham

Student Adviser – Girls
Mrs J Fraser

School Canteen Supervisors
Mrs D Field  Mrs A Scott

Cleaning Service
Ms S Smith  Mr L Humphries  Ms L Smith
School Contributions

School contributions are made by parents and guardians of students to supplement the resources available to the school. These contributions assist with the costs of school equipment and teaching resources (e.g., paper, sporting equipment, library books, reports, references, student awards etc.).

Although the payment of school contributions is voluntary, their payment will significantly enhance learning and benefit your student at Swansea High School. School contributions will be supplemented by additional funds raised by our Parent and Citizens’ Association.

Payment of your contribution is important in the context of our school’s overall finances, but no embarrassment will occur as a result of an inability to make the contribution. The school will be pleased to confidentially discuss with parents or guardians any difficulties they may have with payment along with payment options including exemptions, support and contributions by instalments.

The School Contribution will only apply to the first two children in any one family.

<table>
<thead>
<tr>
<th>ANNUAL GENERAL SCHOOL CONTRIBUTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 7 $65.00</td>
</tr>
<tr>
<td>Year 8 $65.00</td>
</tr>
<tr>
<td>Year 9 $65.00</td>
</tr>
<tr>
<td>Year 10 $65.00</td>
</tr>
<tr>
<td>Year 11 $75.00</td>
</tr>
<tr>
<td>Year 12 $75.00</td>
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</table>

Subject Costs

Subject costs are to cover the purchase of materials used and consumed by pupils in elective and compulsory practical subjects. These are costs, which will assist the school to provide additional benefits to students by increasing the enjoyment of work and enhancing lessons.

Students need to pay these costs, as they go beyond the minimum requirements of a subject. If elective costs are not paid, a student may be asked to elect another subject to study.

Should parents have difficulty meeting the subject costs, they should contact the office to apply for support from the Student Assistance Scheme. The Student Assistance Scheme is available only in Years 7 to 10 or until a student turns 16.

<table>
<thead>
<tr>
<th>YEAR 7</th>
<th>YEAR 8</th>
</tr>
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<tbody>
<tr>
<td>Technology mandatory $40.00</td>
<td>Technology mandatory $40.00</td>
</tr>
<tr>
<td>Language $10.00</td>
<td>Elective – Design with Fabric $30.00</td>
</tr>
<tr>
<td>Music $25.00</td>
<td>Elective - Fun with food $40.00</td>
</tr>
<tr>
<td></td>
<td>Elective - Music $20.00</td>
</tr>
<tr>
<td></td>
<td>Elective - Commerce nil</td>
</tr>
<tr>
<td></td>
<td>Elective – Practical Electronics $20.00</td>
</tr>
<tr>
<td></td>
<td>Elective – Practical Wood $20.00</td>
</tr>
<tr>
<td></td>
<td>Elective - Japanese nil</td>
</tr>
<tr>
<td></td>
<td>Visual Arts $40.00</td>
</tr>
<tr>
<td></td>
<td>Elective - Drama nil</td>
</tr>
<tr>
<td></td>
<td>YEAR 9</td>
</tr>
<tr>
<td>----------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Child Studies</td>
<td>$20.00</td>
</tr>
<tr>
<td>Photographic</td>
<td>$35.00</td>
</tr>
<tr>
<td>Industrial Technology:</td>
<td></td>
</tr>
<tr>
<td>- Engineering</td>
<td>$50.00</td>
</tr>
<tr>
<td>- Metal</td>
<td>$50.00</td>
</tr>
<tr>
<td>- Timber</td>
<td>$50.00</td>
</tr>
<tr>
<td>- Electronics</td>
<td>$50.00</td>
</tr>
<tr>
<td>Food Technology</td>
<td>$80.00+</td>
</tr>
<tr>
<td>Physical Activity &amp; Sports Studies</td>
<td>As required</td>
</tr>
<tr>
<td>Visual Arts</td>
<td>$55 plus $7 for diary</td>
</tr>
<tr>
<td>Drama</td>
<td>$50.00</td>
</tr>
<tr>
<td>Marine and Aquaculture Technology</td>
<td>$25.00</td>
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</table>

<table>
<thead>
<tr>
<th></th>
<th>YEAR 11</th>
<th>YEAR 12</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Computer Applications</td>
<td>$20.00</td>
<td>Computer Applications</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>Construction</td>
<td>$80.00</td>
<td>Construction</td>
<td>$20.00 + materials used</td>
<td></td>
</tr>
<tr>
<td>Society &amp; Culture</td>
<td>$5.00</td>
<td>Design &amp; Technology</td>
<td>$50.00</td>
<td></td>
</tr>
<tr>
<td>Hospitality T1,2,3  2012</td>
<td>$50.00 per term + prac + equip + uniform</td>
<td>Hospitality T4 2009, T1,2,3 2010</td>
<td>$200.00</td>
<td></td>
</tr>
<tr>
<td>Information Processes &amp; Technology</td>
<td>$20.00</td>
<td>Information Processes &amp; Technology</td>
<td>$20.00</td>
<td></td>
</tr>
<tr>
<td>Metal &amp; Engineering</td>
<td>$70.00</td>
<td>Metals &amp; Engineering</td>
<td>$70.00</td>
<td></td>
</tr>
<tr>
<td>Retail Operations</td>
<td>$30.00</td>
<td>Retail</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>Visual Design</td>
<td>$60.00 including diary</td>
<td>Food Technology</td>
<td>$50.00</td>
<td></td>
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<tr>
<td>Furnishing</td>
<td>$80.00</td>
<td>Visual Arts</td>
<td>$60 plus $7.00 diary</td>
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</tr>
<tr>
<td>Industrial Technology</td>
<td>$60.00</td>
<td>Society &amp; Culture</td>
<td>$5.00</td>
<td></td>
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<tr>
<td>PD/H/PE and SLR</td>
<td>Faculty costs as required</td>
<td>Mathematics -</td>
<td>Textbook approx. $60</td>
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<tr>
<td>Visual Arts</td>
<td>$60.00</td>
<td>Furnishings</td>
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<tr>
<td>Work Studies</td>
<td>$10.00</td>
<td>Indust. Tech – Timber</td>
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</table>

Refunds for students who leave courses which attract a subject cost will be decided in consultation with the class teacher and the Head Teacher. Refunds will be based on the material used by the student prior to the course change.
School Routines

Term Dates 2013

<table>
<thead>
<tr>
<th>Term 1</th>
<th>29.1.13</th>
<th>First Day Term One</th>
<th>Staff Development Day</th>
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<tbody>
<tr>
<td></td>
<td>30.1.13</td>
<td>&quot;</td>
<td>Year 7, 11 &amp; 12</td>
</tr>
<tr>
<td></td>
<td>31.1.13</td>
<td>&quot;</td>
<td>All years</td>
</tr>
<tr>
<td></td>
<td>12.4.13</td>
<td>Last Day Term One</td>
<td></td>
</tr>
<tr>
<td>Term 2</td>
<td>29.4.13</td>
<td>First Day Term Two</td>
<td>Staff Development Day</td>
</tr>
<tr>
<td></td>
<td>30.4.13</td>
<td>&quot;</td>
<td>Staff Development Day</td>
</tr>
<tr>
<td></td>
<td>1.5.13</td>
<td>&quot;</td>
<td>All years</td>
</tr>
<tr>
<td></td>
<td>28.6.13</td>
<td>Last Day Term Two</td>
<td></td>
</tr>
<tr>
<td>Term 3</td>
<td>15.7.13</td>
<td>First Day Term Three</td>
<td>Staff Development Day</td>
</tr>
<tr>
<td></td>
<td>16.7.13</td>
<td>&quot;</td>
<td>All years</td>
</tr>
<tr>
<td></td>
<td>20.9.13</td>
<td>Last Day Term Three</td>
<td></td>
</tr>
<tr>
<td>Term 4</td>
<td>8.10.13</td>
<td>First Day Term Four</td>
<td>Staff and Students</td>
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<tr>
<td></td>
<td>18.12.13</td>
<td>Last Day Term Four</td>
<td>Year 7, 8, 9, 10 &amp; 11</td>
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<tr>
<td></td>
<td>19.12.13</td>
<td>Last Day Term Four</td>
<td>Staff Development Day</td>
</tr>
<tr>
<td></td>
<td>20.12.13</td>
<td>Last Day Term Four</td>
<td>Staff Development Day</td>
</tr>
</tbody>
</table>

School Hours and the Structure of the School Day

School commences at 9.00 am each day. Students should arrive at school by 8.55 am to ensure they are ready to start the school day on time.

Students move to their Roll Call rooms when the first bell of the day rings. Period 1 commences after roll call. School finishes at 3.20 pm each day except on Wednesday when classes finish at 1.46 pm. Supervision is provided for students on Wednesday afternoons.

Timetable

<table>
<thead>
<tr>
<th>Monday, Thursday, Friday (+ No assembly Tuesday)</th>
<th>Assembly Tuesday</th>
<th>Wednesday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Period</td>
<td>Bell times</td>
<td>Period</td>
</tr>
<tr>
<td>Warning bell</td>
<td>8.57</td>
<td>Warning bell</td>
</tr>
<tr>
<td>Roll call</td>
<td>9:00</td>
<td>Roll call</td>
</tr>
<tr>
<td>1</td>
<td>9.08</td>
<td>1</td>
</tr>
<tr>
<td>2</td>
<td>9.46</td>
<td>2</td>
</tr>
<tr>
<td>Short break</td>
<td>10.24</td>
<td>Short break</td>
</tr>
<tr>
<td>3</td>
<td>10.32</td>
<td>3</td>
</tr>
<tr>
<td>4</td>
<td>11.10</td>
<td>4</td>
</tr>
<tr>
<td>Lunch 1</td>
<td>11.48</td>
<td>Rec</td>
</tr>
<tr>
<td>Lunch 2</td>
<td>12.08</td>
<td>Lunch</td>
</tr>
<tr>
<td>5</td>
<td>12.28</td>
<td>5</td>
</tr>
<tr>
<td>6</td>
<td>1.06</td>
<td>6</td>
</tr>
<tr>
<td>Recess</td>
<td>1.44</td>
<td>Break</td>
</tr>
<tr>
<td>7</td>
<td>2.04</td>
<td>Meeting 1</td>
</tr>
<tr>
<td>8</td>
<td>2:42 -3:20</td>
<td>Break</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Meeting 2</td>
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</table>

Swansea High School Information Booklet 2013
**Administration Office Hours**
School Administrative Staff are available to assist you during the hours 8.45 am to 3.30 pm. Caregivers and visitors are welcome to come to the front office during these hours for any enquiries or payments. If your child has an enquiry or payment to make, they are asked to come to the office before school or at recess and lunch time.

**Before, During and After School Supervision**
On arrival at school students must assemble in the main quadrangle. All other student areas are out of bounds at this time. Students should not be at school before 8.30 am unless they are in Years 11 and 12 and have early classes. From 8.30 am any student requiring assistance should see the Deputy Principal in their office or the staff member supervising the quadrangle.

Supervision is provided during school hours by the class teacher during lesson time and by teachers on playground duty during break times. Students should remain in areas directly supervised by teachers. Students require a note from their teacher to leave any lesson.

Students should immediately leave school grounds at the end of each day. Students travelling on buses are to report directly to the bus shelter where they will be supervised until the last bus leaves the school.

Any student who misses a bus should report directly to the teachers on bus duty. Arrangements to contact parents will be made by the Deputy Principal.

**Visiting the School**
All public schools are protected by the *Inclosed Lands Act* which means that all visitors, including the family of students, must report to the Administration Office when visiting the school for any reason. The Administration Staff then approach the appropriate staff to meet the visitor’s request.

Schools take great care to know who is on school grounds at all times. Visitors are welcome at our school but we ask that you assist us in being aware of who is on school grounds by entering the Administration Office through our front doors and not through our playground.

**Lunch Passes**
Leaving school at lunchtime without permission is not allowed under any circumstances. Lunch Passes are granted under special conditions. If a student wishes to go home for lunch, he/she must obtain an application form from a Deputy Principal's Office, which sets out the conditions for use. This form must be signed by the parent/guardian. A note from a parent/guardian is not a substitute for the application, which sets out the conditions.

Conditions of issue are shown on the form and if these are not followed the Lunch Pass will be withdrawn. Please note that passes are to be used to go home for lunch by the most direct route. Passes are not to be used to go to a shop or a friend's house for lunch.

Lunch Passes are available for one day or the whole week and will be marked as such. Full uniform must be worn by any student with a pass.

**Concession Cards**
When students turn 16 they are entitled to a travel concession card for travel on public transport at a child’s rate of fare. Travel concession cards are also available for interstate rail journeys. Cards can be picked up from the administration office after a student turns 16 years of age.
Buses and Bus Passes

The following bus companies service our school:

- **Busways**  Telephone (02) 4392 6666
- **State Transit**  Telephone 1300 369 997
- **Hamilton (our local)** Telephone 4974 1600

Conduct on the buses is expected to be of the highest standard. The school's code of conduct applies as students travel to and from school. On arrival at school, all students arriving by bus must enter the school grounds immediately and move into the main quadrangle. In the afternoon, students will report to the bus shelter on Park Avenue where they are to wait behind the fence in the bus shelter area, away from the hall and the Green Shed.

The teacher on duty will direct students to enter buses in a single line using the following order:

1. Primary students
2. Seniors
3. Students with bronze, silver or gold awards
4. Even weeks – boys
5. Odd weeks – girls

Students must obey the instructions of the bus driver and teacher on bus duty at all times. Misconduct will result in school consequences and bus passes and travel privileges may be withdrawn by the bus company.

Bus Pass Application Forms are available from the Administration Office. When the bus passes arrive at the school the students are called to the Administration Office to collect them. Bus passes may only be used when travelling to and from school. They cannot be used for Sport Buses or Excursions.

Student Safety

For student safety and the safety of others, it is expected that students will use the pedestrian crossing in Park Avenue when crossing the road. Follow the directions of the Crossing Supervisors.

Lunch Orders and Canteen Rules

The Canteen provides a lunch order service. Use of this service is the preferred option.

When using the Canteen students must:

- order lunches before roll call by filling out a lunch bag and handing it with the money to a canteen assistant.
- collect lunch orders during the first 10 minutes of the lunch break. (General purchases will not be served until the lunch bell goes.)
- not attempt to purchase any goods from the Canteen at times other than before school, lunch and recess. (Senior students on early start periods are exempt from this rule.)
- queue quietly and use the well established routine for queuing. Students should not order food for other students.
- leave the Canteen once they have been served.
- be polite to the Canteen people who have volunteered to give their time to help at our school.
- follow the directions of the teacher on duty.

No student can be served after the bell has rung for the start of school, the end of recess or the end of lunch.
Safety around the School

Swansea High School makes every effort to ensure the safety of its students, staff and community. The school follows the Child Protection laws strictly. For that reason we expect that students will follow school expectations outlined in this section.

Movement in and around the School

A high school is filled with students who are rapidly approaching adult size, who carry large bags and who require more personal space than in primary school. For these reasons alone it is important that movement around the school be as sensible as possible at all times to allow all the people who enter our small site to move around in safety and without risk of harm. The following expectations encourage safe movement:

- Keep to the left of the school corridors and try to move in single file.
- Enter and leave the buildings via the doorway nearest to the classroom.
- Keep noise to a minimum.
- Respect other people’s personal space.
- Do not use the front entrance to the Administration Office unless with a parent or guardian.
- Do not enter classroom buildings (Library excluded) before school unless on specific school business e.g., paying money or collecting a Uniform Pass from a Deputy Principal. This rule also applies during recess and lunchtime. At the end of school students must leave the school buildings as soon as possible and must not loiter in the school grounds.
- On arrival at school, all students must enter school grounds immediately and move into the main quadrangle. In the afternoon, students will report to the bus shelter on Park Avenue where they are to wait behind the fence in the bus shelter area, away from the hall and Green Shed.

All visitors to the school must report directly through the front doors to the Administration Office, where staff will be contacted to meet any visitor’s request. It is expected that in the interests of the safety of our students and staff, visitors will follow this expectation and not enter the school through the playground.

Out-of-Bounds Areas

The map on page 12 of this booklet indicates the areas which are out of bounds unless students are accompanied by a teacher. Out of bounds areas are shown as being shaded by diagonal lines. In addition to those areas the following rules also apply:

- Toilets and the canteen area are out of bounds at the change of periods.
- All students are to remain in the main quadrangle area during the short break.
- The bus shelter is out of bounds at all times except when arriving at school or when leaving the school at the end of the school day.
- The grassed area near the front of the school is a senior students’ quiet area. Only Year 12 students may use this area for quiet space during break times.
- No student is to leave the school grounds without the permission of the Principal or Deputy Principal.
- A Lunch Pass only allows permission for the conditions under which it was issued
- Senior students are allowed to leave school between class times only if they sign out in the book provided near the Deputy Principal’s office.
Building Layout at Swansea High
School Expectations

School Rules
Students at SHS are provided with a high quality education so that they may learn to the best of their ability and become self-disciplined, tolerant, enterprising and contributing members of the school and community.

Core rules for student behaviour have been developed to establish consistent expectations and support of these aims. The rules are based on our core values of integrity, excellence, respect, responsibility, cooperation, participation, care, fairness and democracy.

Parents and care-givers are essential partners in supporting the SHS core rules and the successful education of their children. At SHS we wish to promote the highest standards of behaviour and learning.

Students at SHS are expected to:
- attend every school day, unless they are legally excused, and be in class on time and prepared to learn.
- maintain a neat appearance, including adhering to the requirements of the school’s uniform or dress code policy.
- behave safely, considerately and responsibly, including when travelling to and from school.
- show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and co-operating with instructions and learning activities.
- treat one another with dignity and respect.
- care for property belonging to themselves, the school and others.
- engage only in socially acceptable behaviour. (Behaviours which are not socially acceptable include harassment, bullying and illegal acts which will not be tolerated.)

Attendance Procedures
The law requires school attendance until a child turns 17 years of age. Regular attendance at all lessons, including Sport is a Department of Education and Community requirement. Our school monitors attendance closely. Parents will be contacted where concerns exist and where attendance is excellent. An attendance record appears on each student’s report.

This system has greatly improved the reporting of absences and has reduced the number of unexplained absences for students. Because this is an automated system, there will be some instances where texts are sent in error. Please have patience in this matter as in most cases the benefits of this system outweigh the negatives.

As well as roll call each morning, class rolls are marked for every lesson. A daily absentee sheet is distributed to all staff. This sheet lists all students who were absent from roll call that day, who are attending a school activity or are on suspension. When a student is missing from class and not on the absentee sheet, their teacher follows up using the school procedures to find out why the student was missing. In most instances the student has a sound, legitimate reason for the absence.

Truancy, both whole day and individual lessons, and during breaks such as lunch and recess is a very serious issue. As well as disrupting their learning, it also means that a student’s safety is at-risk because they are without adult supervision at a time when their parents expect that they do have supervision.

Students who truant receive school consequences and parents are contacted. In serious cases the school will refer a student to the Home School Liaison Officer (HSLO) to assist the student, family and school to work towards solutions to a serious attendance problem.

Roll Call
Roll marking is a legal requirement and students must be in their roll call room for roll call to be marked as present that day. Roll call is from 9:00 am till 9:08, every day except Tuesday when it finishes at 9:05am. During roll call students are required to complete homework, do private study or participate in organised personal development programs.
Absences
Schools must follow strict guidelines for recording student attendance and explaining all absences. Any absence from school must be explained by a parent/guardian. Families will be informed of their child's absence or lateness by SMS text messaging to their mobile phones at approximately 12.15 am each day.

A sample text message from the school...

Swansea HS records show John Simpson R18 was absent on 8/6. Please provide reason by reply SMS or note ASAP.

Parents then have the opportunity to supply a reason using one of three responses:
- REPLY to the text message
- PHONE the school directly
- Forward a letter by post or with the student on their return to school

When replying to the SMS message, please include the student’s name, year and roll class along with the date and reason for the absence.

An example response from a parent...

John Simpson Y8 R18 absent 8/6 due to illness – Mother or M.Simpson (mother)

We hope that the service provides families with a simple and efficient means of explaining student absence.
If your family does not have mobile phone access the school will continue to communicate absences in the traditional manner. If replying by note, a student should hand it to their roll call teacher on the first day of returning from an absence. The note should:

- have the date of the day it was written.
- indicate the student’s first name, surname and roll call class.
- state the date(s) of the absence.
- give a clear reason for the absence.
- be signed by a parent/guardian.

When a student knows in advance that they will be absent, the parent/guardian should notify the school with a note stating all the above information.

All information provided to the school to explain an absence is strictly confidential.

Late Arrivals
Punctuality is a behaviour respected in many situations, both social and work related. At times lateness is unavoidable, however a pattern of persistent lateness is a cause for concern that the school in partnership with students and parents will take measures to address.

All late students must hand in a note from their parent/guardian explaining their lateness. Students arriving between 9.05 a.m. and the end of roll call must report to the Administration Office to be marked present for the day. Students who are late 3 times in any term and do not have a note explaining their lateness will experience discipline consequences.

Students arriving at school after 9.08 a.m. (or 9.05 a.m. on Tuesdays) must report to the Administration Office. All students, including senior students will be given an authorised late pass. This ensures that the student's attendance is recorded accurately on their roll. The student is to then take this late pass to class and hand it to their teacher for that lesson.

Students are NOT ALLOWED to leave school during breaks in classes. Once a student has arrived at school, he/she must remain at school until the conclusion of all classes.
**Leaving School Early**

If a student has to leave school during the day because they have an appointment which cannot be attended out of school hours, a note from their parent/guardian must be placed in the Early Leavers’ Request Box outside the Administration Office before 8.55 am on that day. This note should:

- give a specific reason for the absence. *If a student has an appointment, the nature of that appointment must be indicated.*
- state the day’s date.
- Indicate the student’s first name, surname and roll call class.
- state the time the student will leave school.
- state the time the child will return to school.
- be signed by a parent/guardian.

The Deputy Principal will sign this note and an Early Leaver’s Pass will be issued through the Administration Office at the short break. Students must retain their Early Leaver’s Pass (ELP) for use later in the day.

The ELP is part of a state-wide program to ensure that students attend school every day it is open. The passes are another example of how we work together to protect and educate our young people.

Students who are not at school during school hours may be contacted by the Home School Liaison Officer (HSLO), the police or teachers to explain why they are not at school. The ELP shows that parents and the school know the student’s whereabouts.

**Senior Late Sign In**

**Late Starts**

Senior students whose lessons begin at 10:32 a.m. (period 3 or 10.48 on Tuesday) are able to sign in at the front office NO LATER THAN 10:25 a.m.

**Early Finishes**

Year 11 and 12 students whose lessons conclude after period 6 are able to leave for the day. Students whose classes finish earlier than period 6 may be able to leave earlier BUT permission must be first sought from a deputy principal.

**Illness**

Students who become ill during the day should obtain a note from their class teacher then report directly to the Administration Office. Under no circumstances are students permitted to enter the clinic without permission.

If warranted, parents/guardians will be telephoned to enable the child to be taken home, in preference to resting in the Clinic for an extended period of time.

**Exemption from School Procedures**

An exemption may be granted for periods of 5 days or more for:

- Exceptional domestic circumstances which includes but is not limited to participation in family holidays
- Other exceptional circumstances such as health of a student
- Participation in the entertainment industry or elite sporting events for short periods of time at short notice, ie one or two days
- Other exceptional circumstances may be discussed with the Principal

Applications for exemption from school must be made in advance via the Application from Exemption from Attendance at School form.

Students are also required to complete an exemption form with their classroom teachers notifying of their absence from school and collecting any work that needs to be completed during their absence.
Signing out of our School
Students who are leaving our school or are transferring to another school must have written parental permission and students must arrange an interview with the Year Adviser or Deputy Principal in-charge of their year group. After the interview, the student must return their textbooks, any equipment or library books on loan from the school and complete a leaver’s form available from the Administration Office. Students also need to ensure that any subject materials costs have been paid. If the student has a laptop computer issued by the school and they are moving to a non-government school, or leaving school the laptop must be surrendered.

Uniform
Swansea High School is a uniform school. This reflects the beliefs and values of our community. Wearing uniform offers many benefits in that it:

- ensures students are seen as members of this school.
- ensures students are seen as equals.
- builds a sense of belonging.
- shows the student is prepared to be at school.
- offers an easy way to identify our students and any person who should not be on school grounds.
- offers students training for the workplace where a set uniform may be required.
- is cheaper and longer wearing than many fashion items.

Full School Uniform - to be worn at all times and especially on occasions such as formal assemblies or excursions. Failure to do so may mean that the student misses out on that activity.

Footwear
Under Departmental regulations and in line with Occupational Health and Safety regulations, participation in practical subjects requires students to wear approved footwear. The only approved footwear is shoes with firm leather uppers and which are of stout design. Shoes must be leather and have no mesh. It is compulsory to wear approved footwear for practical work in Science, Design & Technology and Visual Arts lessons.

Thongs, backless shoes and ugh boots are banned. They are considered unsafe in schools. Students who wear these items to school will be required to contact parents and arrange for suitable footwear before leaving the Deputy Principals’ supervision.

Aprons
A white apron is required for Design and Technology classes in the food technology rooms and can be purchased from the canteen for $7.50.

Swansea High School Uniform Policy

Junior Girls (Years 7-10)
Plain black skirt (2 pleats at front) or plain black shorts that cover 2/3 of the thigh or plain black pants
White polo shirt with 2 emerald green side panels and SHS logo
Black leather shoes
Black fleecy jacket or school jacket
N.B. no tights, leggings or jeans. No logos. No hooded sloppy joes
Junior Boys (Years 7-10)
Plain Black shorts or black pants
White polo shirt with 2 emerald green side panels and SHS logo
Black leather shoes
Black fleecy jacket or school jacket
N.B. No jeans. No logos. No hooded sloppy joes

Senior Girls (Years 11-12)
Plain bottle green skirt or long black pants
White blouse with Swansea High emblem and green piping.
Black leather shoes
Black jumper or cardigan or school jacket
No jeans. No logos. No hooded sloppy joes

Senior Boys (Years 11-12)
Black shorts (plain in colour i.e. no stripes or patterns)
Black trousers (plain in colour i.e. no stripes or patterns)
White school shirt with school emblem
Black leather shoes
Black jumper or school jacket
No jeans. No logos. No hooded sloppy joes

Sport Uniform

Girls and Boys
Black shorts with a green piping
Emerald polo shirt with wide side panels and SHS logo
White socks
Joggers

Uniform Shop
A Uniform shop operates within Swansea High School and all uniform items can be purchased through this shop. The operating hours are:

Tuesday 8:30 am – 11:30 am and Thursday 1:00 pm – 4:00 pm
Lowes Belmont also carries some items of uniform
Out of Uniform

If, because of unusual circumstances, a student is unable to wear a particular regulation item of school clothing, the student must bring a note of explanation signed and dated by their parent/guardian to the roll call teacher during roll call to receive a uniform pass. This pass must be carried with the student throughout the day.

If a student does not have a note from their parent they will receive a lunch time detention. If a student is out of uniform and does not have a Uniform Pass they will receive 3 lunch time detentions. Uniform is closely monitored. If a student constantly presents out of uniform parents will be called to an interview to work with the school to resolve the situation and ensure the student wears full school uniform.

The SRC runs out of uniform days to raise funds for their chosen charities or causes. These are the only days students are to come out of uniform and parents are notified of these. Note: Due to OH&S issues students must still wear correct footwear even on out of uniform days. On the final day of each term students are required to wear full school uniform.

Uniform Pool

The school operates a Uniform Pool for the purchase or sale of uniform items. Parents who have difficulty in obtaining full school uniform for their child may receive assistance with some items if the student/parent/guardian contacts the Administration Office at school. All contact is strictly confidential.
Bags
All students are advised to have a school bag large enough to carry exercise books, folders and textbooks and keep them in good condition. In general, bags may be taken into normal classrooms for lessons. School bags must not be taken into Science Laboratories, the Library, Home Science and Textile Rooms, Technics Rooms or Art Rooms. This rule is an Occupational Health and Safety necessity. Bags are to be stacked neatly outside these rooms. Students should ensure that they have everything they need before entering these rooms.

Bags should not be left in the playground during lesson times. **Students should never leave money or items of value in their bags. If there is a need for students to have a large sum of money at school, they should take it to the Administrative Office for safekeeping during the day.**

Bicycles
Bicycles must be left in the school’s bicycle area located under the Library. Students are to secure bicycles and leave the area promptly. The school takes no responsibility for the safety of any bike. If they are unable to secure their bicycle, it is suggested that students keep an eye on their own bicycle. It is compulsory for students to wear a bike helmet when riding their bicycle.

Clothing
All items of clothing should be labelled to assist in the return of any lost property.

Ipods, Mobile Phones and MP3 Players
These items are extremely valuable and the school requests that they not be brought to school. If these items are brought to school, the school accepts no responsibility for their safety or security. These items are not to be seen or used when on the school grounds.

If a student has an electrical device at school and it is used inappropriately, it may be confiscated. If this occurs the device will be stored securely and available for parent pickup at the Administration Office.

Hats
Students are encouraged to wear hats as protection from the sun. Hats must be removed in classrooms and at assemblies.

Lost Property
Lost or found property is to be reported to the Administration Office. Clothing, school equipment e.g. calculators and any valuable items should be clearly marked with the student’s name.

Skateboards and Scooters
Skateboards and scooters are not permitted at school. If bought to school the item may be confiscated until a parent/caregiver is able to collect it from the school.
Swansea High School provides an extensive range of courses catering for all abilities and interests culminating in University Entrance standards in senior years. Students enrolling in Year 7 continue their learning journey towards the School Certificate or Higher School Certificate. It is important to remember that students actually start their journey towards both certificates when they enrol in kindergarten.

Courses and Electives

Stage 4 (Years 7 and 8 2013)

<table>
<thead>
<tr>
<th>Year 7 Subjects</th>
<th>Periods/week</th>
<th>Year 8 Subjects</th>
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Year 8 Electives (2013)

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Stage 5 (Years 9 and 10 2013)

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Year 9 Electives (2013)

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<td>Food Technology</td>
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<td>Physical Activity and Sports Studies</td>
<td>Technics – Engineering</td>
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Year 10 Electives (2013)

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<td>Visual Arts</td>
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Stage 6 (Years 11 and 12 2013)

Year 11 students study a minimum of 12 units for their Preliminary Course. Year 12 students study a minimum of 10 units for their HSC. Both the Preliminary Course and the HSC require a minimum of 6 Board Developed units. (A minimum of 10 Board developed units, containing no more than 2 units of Category B subjects, for students wishing an ATAR).

<table>
<thead>
<tr>
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<th>Units</th>
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<td>Line 8</td>
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<td>Computer Applications</td>
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<td>VET Hospitality</td>
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<td>TAFE – Wednesday</td>
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<td>VET Metals/Engineering</td>
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N.B No more than 6 units of Science Courses (*) can be studied in either the Preliminary Course or HSC. Senior Science cannot be studied concurrently with other Sciences in the Preliminary Course.
**Organisation for Learning**

**Expectations**
At Swansea High we expect that all students will actively participate in all learning activities offered to them and perform to their personal best. Learning activities will occur in many places other than in classrooms. Every student can learn, although, students will progress at different rates and master new learning at different times.

We expect that students will make a genuine effort to complete all tasks, ask for help when it is needed and accept assistance when it is given. In the spirit of these expectations, teachers are exploring the latest research into different learning styles, ensuring that all learning styles are catered for within units of work.

**Equipped For Learning**
Every student needs their own set of **essential equipment** if they are to participate in learning activities. Failure to have this equipment hinders the child’s learning and the teacher’s ability to make sure the student is actively participating in learning. It is the responsibility of each student and their family to make sure this basic equipment is available. Where financial problems exist, parents should contact the Principal immediately. All contact is strictly confidential.

**Essential Equipment List**
- A suitable school bag.
- A school diary including a current timetable.
- Workbooks for every subject as specified by each faculty area.
- Textbooks distributed by each faculty.
- Pens, pencils, a ruler, glue, and specialised equipment as identified by each faculty area.

**Workbooks**
Workbooks should be maintained to follow class expectations. This means:
- they are covered with sensible, inoffensive material.
- the pages have margins.
- the work is dated and has a title.
- the work is organised chronologically.
- all sheets are pasted into the book.
- the writing is in black or blue pen.

These expectations allow students to create workbooks of which they can be proud since not only are workbooks a permanent record of their learning but also work can easily be found for study or for teacher marking.

**Diaries**
Students require support and encouragement to handle the freedom of high school successfully. A vital tool used to support students is a diary. It is one thing successful students identify regularly as their most useful tool. A diary is a tool with which students can manage and organise their homework and a study program both for short term and long term planning.

**Laptops**
Years 9 – 12 are expected to have their laptops at school everyday, fully charged.
Textbooks
Some textbooks are issued on loan whilst students will purchase others at the beginning of the year. Students will be required to pay for the loss of or damage to, any school textbooks.

All textbooks, Library books, sporting equipment and any other equipment issued to facilitate learning and participation, remain the property of the school and must be returned on request.

Changing Classes
Teachers regularly monitor student progress to ensure students have been placed in the correct class, that is, the class that best meets their learning needs and abilities. Class placements in all years, including the year 7 Enrichment Class are formally reviewed towards the end of Term 2 and at the end of Term 4. A recommendation to move a student to another class will be based on assessment results, behaviour, commitment to learning and the student’s ability to work independently. In the case where a student is performing below teachers’ expectations, parents will be notified about the school’s concerns with sufficient time allowed to rectify the situation before a final decision is made. Parents are warmly encouraged to attend parent teacher evenings and to contact teachers at any time they have any concerns about their child’s progress.
Assessment and Reporting

Students are regularly assessed in many different ways. However, reporting on assessment is completed on a semester, or half year basis. Assessment of student learning is progressive. Class work, assignments, homework and monthly tests may all contribute to a student’s final result.

Junior School Assessment Policy

Assessment is an integral part of teaching and learning. It is used to appraise student achievement in relation to the outcomes of each syllabus/school course and to inform the planning of further learning experiences.

Assessment of learning is undertaken according to the following guidelines:

- Each child is assessed in each subject on a regular basis.
- Learning outcomes are reported twice yearly - Semester 1 and Semester 2.
- Teachers are responsible for carrying out assessment of student learning in line with the rules and procedures of the school and of the faculty.

Junior Assessment - Rules and Procedures

In Years 7 - 9, there are two distinct assessment periods - Semester 1 and Semester 2. Year 10 final results are based on cumulative assessment.

Please note the following:

- Student class placements will be reviewed at the end of each assessment period although a student may move classes at other times at the discretion of the Head Teacher(s) involved.
- Only the knowledge, skills and process objectives of each course are used to evaluate student achievement.
- Attitude outcomes will not to be used in evaluating student achievement. But may affect class placement.
- Students are expected to complete all assessment tasks in all subjects to the best of their ability and to sit for formal examinations at the time specified.
- **Absence from any assessment tasks must be justified** to the satisfaction of the Head Teacher involved before the use of estimates or the re-scheduling of tasks for individual students will be considered.
- Extensions of time must be applied for to the Head Teacher of the subject through the student’s teacher. This must be done before the due date of the task.
- Students and parents will be made aware of all assessment requirements and procedures.
- Marks will be lost for non-completion of assessment tasks by the due date at the rate of 10% per day for Years 7 and 8. A mark of “0” will be recorded after the third day late. Students will still be required to submit the work to demonstrate their achievement of the learning outcomes. In Years 9 and 10, if a student does not hand in any evidence of work by the due date and period, he or she will be automatically awarded a zero. This will also apply to absences from assessment tests. (see “Non-completion of Assessment Tasks” in the Stage 5 Assessment Booklet 2013 for more details)
- Student’s class placement is evaluated regularly. Parents are contacted where a class placement is not considered suitable and a change is recommended to ensure the student continues to make progress and maintain motivation.
Examination Policy
Examinations form an integral part of assessment. They are however, not the only means of assessing students' achievement of learning outcomes. Class tests and other assessments are held regularly throughout each semester. Some subjects hold half yearly and yearly examinations in Terms 2 and 4 respectively.

Students are expected to complete exams by following the directions of the teacher and remaining quiet until all papers have been collected. Failure to follow instructions and talking during the exam or otherwise disrupting an exam is serious and can lead to a mark of “0”. This is the situation in all external examinations and is followed by the school in all exams to train students in the skills and behaviours required in later years.

Any student who is ill on the day of an exam must ring the school and speak to the Head Teacher of the faculty. For years 7 and 8, the Head Teacher may request a medical certificate. For years 9 and 10 students must provide a medical certificate. It is the responsibility of the student to see their teacher on the first day back and make arrangements to complete the exam. Students must be prepared to do the exam on the day they return.

Mobile phones and any unauthorised technical device are not permitted into an examination room. If this does occur the student may receive zero for that exam/task.

N.B. Yr11 &12 students need to refer to separate assessment information booklet.

External Assessment Program
Students' progress is also assessed by examinations set and marked outside the school. These exams are:

Years 7 and 9 National Assessment Program 2013
- Literacy 14 May 2013
- Reading 15 May 2013
- Numeracy 16 May 2013

Year 8 ESSA science exams  T.B.A. 2013

The Higher School Certificate – written exams commence  T.B.A. 2013

Reporting
Reports, like assessments are based on a criteria assessment system, which indicates how students perform in relation to the outcomes for each course. Reports are issued at the end of each semester. Grades, marks, ratings and comments are determined over the whole semester period. If necessary, other interim progress reports may be issued by subject teachers as the need arises.
Making the Most of Learning

Homework and Study

Homework and study are two different things that are both very important to making the most of learning. Homework can be work set by teachers that gives students more practice at what was taught in class. Study is where students strive to put what they have learned into their long term memory. Study helps us to store our learning so we can use it again later.

For satisfactory progress in schoolwork, regular homework and study are necessary. All instructions given by teachers for further reading, study, learning and tests, should be written in their Diary or on the task notification sheet itself.

Every student must develop the habit of 'home study'. Some time should be found each day to revise earlier work, prepare summaries and practise the skills in each subject. This homework is constant and students should be organising their time to gain as much home study as possible.

This homework may include:

- revision of that day's class work.
- 15 minutes of general reading.
- study for examinations or class tests.
- reading set texts to prepare for the next lesson.
- learning specific facts e.g. vocabulary.
- working on projects and other written assignments.
- writing up missed work or notes.
- completing unfinished work.
- researching a topic being studied.

It is essential that students develop a definite homework and home study routine from day one at High School. Homework should be completed each night as directed by teachers.

Student diaries have some excellent ideas to support homework and study. Have a look and see what other suggestions have been made.

Several subjects provide homework activities online on MOODLE or direct students to existing online websites such as Maths Online.
Study Hints

Studying becomes a habit if you always use the same table or desk

This should be:

1. Free of all distracting things such as photographs and magazines
2. Equipped with a ruler, pencils, scribbling paper, dictionary and mathematics equipment
3. Away from distracting conversation and interruptions
4. Well lit, so that there is no shadow on your work

Plan your study

Don’t wait until you feel like studying. You probably never will! Make a timetable (use a pencil at first to allow for changes), then leave some time free and divide the rest between study and recreation (e.g. sport, reading, T.V. and hobbies). Be realistic and try to follow these rules:

- Don’t make your study program too difficult; remember that you should be able to follow it strictly.
- Avoid times when you may be too tired to study, or when study sessions would clash with more enjoyable activities.
- Plan for revision and homework, in addition to study.
- Divide your day’s study time among several subjects and have a short break after each one.
- Study your weaker subjects first, when you are fresh, and devote more time to them.

The more you study, the easier it becomes

Everyone finds studying difficult at first. Work throughout the year, not just before exams and follow these hints:

- Reading and writing are important in every subject.
- Attend school every day. If you must be absent, make sure you fill in all your notes for the time you were away.
- Get into the habit of taking all required books and equipment into the classroom and remember to take home the books you need for homework and study.
- While taking notes, listen very carefully for the important points and make them stand out in your note book by effective use of heading, underlining and numbering.
- Read your notes when you get home while the lesson is still fresh in your mind.
- Question the teacher or your friends about any points you don’t understand and fill in your notes.
- Try not to miss any study sessions and always start right on time.
- If the work seems hard when you first start studying, don’t give up.
- Estimate the time required to learn part of the work you are studying, then try to avoid daydreaming by keeping to your time estimates.
- Study actively. Always write down the important points of whatever you are studying. Make summaries; rewriting the material in your own words. Test yourself continuously, and ask others to test you. Recalling is the most important part of studying.
- Don’t just learn, over learn. That is, when you have barely learned something, study it a little more, then you will remember it for much longer.
Helpful Hints for Parents

- **Encourage** your child to do some homework every evening, if possible. Ensure they revise the daily lessons each day to ensure better retention of the knowledge and skills of that subject. Try to get him/her to do the prescribed amount of homework each week. Where teachers have set no homework, students always have study such as reading notes and texts, summarising or just reading to practise that skill.

- **Cooperate** with your child so as to make it as easy as possible for him/her to follow the hints given regarding effective study. Try to provide a quiet place for homework.

- **Commend** them for the work they are doing and it may be possible to encourage them to do more. If your child is completing the prescribed amounts of homework, don’t criticise them for not doing more.

- **Take** an active interest in your child’s progress at school. Comment favourably on any progress made.

Supervised Study

The teachers at Swansea High willingly complete extra duties to provide supervised study for students in years 11 and 12 to ensure they make the most of all their learning opportunities.

Library

Swansea High has a well-equipped library where students are encouraged to come and further their learning and engage in quiet recreational activities. People may read, study, do research, do homework, read e-books, play games such as chess and complete jigsaw puzzles.

**Hours** - 8.30 am to 3.20 pm (including recess and lunch)

**Borrowing** - Students who wish to borrow may do before school, during recess and during lunch.

**Bags** - are not to be taken into the Library. There are bag racks outside. Wallets, mobile phones etc. should not be left in bags. Classes using the LRC may take bags into this room under the supervision of their teacher.

**Mobile Phones** - are not to be used in the Library BUT should not be left outside.

**Food and drink** - is not to be consumed in the Library

**Students** - sent to the Library during lesson time must have a note from their teacher and a specific task to complete.

**Normal classroom rules** - apply in the Library

**Classes** - may not enter the Library without their teacher. They should wait outside until the teacher arrives.

**Computers** - may be used to check email and play games before school only. Once school begins they are for research and school work only. This applies to laptops and netbooks belonging to individual students also.

Premiers Reading Challenge is run each year- the library has an extensive range of PRC reading material.
Welfare

Student welfare is the concern of all members of Swansea High School.

Programs support students, staff and parents as we work together to help ensure our young people have a bright future.

A formal welfare committee (called a Learning Support Team), operates to help students adjust to, and cope with, high school. The committee meets once a week to discuss student problems, set up programs or access extra resources to support students experiencing difficulties in some aspect of their life. This welfare network consists of the following staff members in the following positions:

- Principal
- Deputy Principals
- School Counsellors
- Year Advisers
- Student Adviser Girls
- Learning and Support Teacher
- Chaplain
- Youth Worker

Year Advisers

Year Advisers are responsible for the general welfare of a specific year of students. They liaise with students, parents/guardians and staff to provide additional support and understanding to students in times of need. Parents are encouraged to contact their child's Year Adviser should there be a change in family circumstances (accident, illness, death, separation etc.) that may have an effect on their child or their child's ability to complete set schoolwork and/or homework.

School Counsellors

Our School Counsellors are at the school throughout the week. Students and parents will be supplied with specific times early each year through the Principal's Newsletter. The counsellors specialise in performance and study problems. The counsellors will also assist those students with specific personal problems. Those who wish to see a counsellor, or whom a counsellor wishes to see, will have an appointment made for them. Should the need arise, parents or guardians are also welcome to contact the school counsellors for an appointment to discuss their child. Parents/guardians should contact the Administration Office to arrange a suitable appointment time.

Student Adviser - Girls

The Student Advisor Girls is responsible for the general welfare of girls in the school and is available to all girls in case of illness and/or a need to discuss school/personal problems. She also works with the Student Adviser Boys to operate a Monitoring Roll Call where students returning from suspension or those requiring individual help to "stay on track", receive assistance and encouragement.

Chaplain

The Chaplain has been appointed to assist young people who need support. There are strict guidelines in place in relation to secular teaching and for referral to the school youth worker and counsellor as the need is identified. This position adds to the welfare support available for students.

Youth Worker

An outreach program has been initiated to further strengthen the links between the Eastlake Youth Centre and Swansea High School. This valuable community resource further strengthens our support for students and allows ongoing support outside of school hours.
Students with health issues
The parent of any student who requires medication to be dispensed during school hours MUST contact the school and complete a health care plan. This will be done during an interview with the Head Teacher Welfare. It is the responsibility of the parent to arrange this meeting. Any student who has a medical condition which may require staff intervention MUST complete a health care plan. It is the responsibility of the parent to arrange this meeting.

Any student who needs to be dispensed medicine on a casual basis eg antibiotics, must have the medication logged into the school via the front office. This is the responsibility of the student’s parent or guardian. Prescribed medication MUST be in a chemist packet clearly stating dosage and name.

Support Teacher Learning Assistance
Learning at high school covers many subjects and many skills. Because people learn in different ways and at different rates, it is natural that some learning tasks will be difficult for some students at some time during the six years leading to the Higher School Certificate.

Students, parents and teachers can ask the Support Teacher Learning Assistance for additional individual learning advice and help at any time. This help could be in reading, spelling, writing, maths, managing behaviour or study skills.

The Support Teacher Learning Assistance also works in subject classrooms with the class teacher to develop literacy skills and increase the amount of time students experiencing difficulties spend actively participating in learning experiences.

After school Homework Centre operates Monday to Thursday. This gives students the opportunity to use computers and library resources. It runs between 3.30 and 4.30pm under the supervision of Mrs Fraser.

Student Representative Council (SRC)
The Students’ Representative Council is made up of students from Years 7 to 12 who are elected to the council in annual elections by their peers. The SRC meets every day in roll call and formally as required to give students of Swansea High a voice in school affairs. All students have access, through their representative, to the daily running of the school and its future directions.

Sport Program

Year 7 and 8 Integrated Sport
Sport for Year 7 and 8 students is integrated into their weekly timetable. Students will participate in a range of sport activities.

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<th>Year 7 and 8 Activities</th>
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<td>Basketball</td>
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<td>Paddle Tennis</td>
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<td>Endball</td>
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<td>Soccer</td>
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<td>Frisbee</td>
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<td>Touch</td>
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<td>Netball</td>
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<td>Touch</td>
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<td>Oz Tag</td>
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<td>Volleyball</td>
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Year 9 and 10 Sport Program

Sport for years 9 and 10 will be integrated in 2013. The sports covered may include:

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<th>Year 9 and 10 Activities</th>
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<td>Basketball</td>
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<td>Netball</td>
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<td>Table Tennis</td>
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<tr>
<td>Beach Athletics</td>
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<td>Power Walking</td>
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<td>Tennis</td>
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<td>Carpet Bowls</td>
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<td>Soccer</td>
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<td>Volleyball</td>
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<td>Cricket</td>
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<td>Swimming</td>
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All students are expected to wear their sport uniform for sport.

Where students need to leave the school grounds to participate in their sport, they must have a signed permission note. Students also need a note if they are unable to participate in their sport. Only under exceptional circumstances will a student be excused from sport participation. The Sport Organiser must be notified of any reason for long term inability to participate in sport.

Sports Carnivals

There are three sporting carnivals held in term one of each year. These are the Swimming Carnival, the Athletics Carnival and the Cross Country Carnival. Students who perform well at any of these carnivals have the opportunity to represent their school at the zone, region and N.S.W. C.H.S. carnivals.

Representative Sport

Hunter Region and State selection and trial details can be obtained from the Sport Organiser. Details of these events are also posted on the Sport Noticeboard.

Each year S.H.S. enters approximately 25 state knockout sports competitions. Details about these state knockout competitions are advertised by the Sport Organiser.

Knockout Sports

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<tbody>
<tr>
<td>Baseball</td>
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<td>Rugby Union</td>
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<td>Tennis</td>
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<td>Cricket</td>
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<td>Soccer</td>
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<td>Touch</td>
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<td>Lawn Bowls</td>
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<td>Softball</td>
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<td>Volleyball</td>
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<td>Netball</td>
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<td>Swimming</td>
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<tr>
<td>Water Polo</td>
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<tr>
<td>Rugby League</td>
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<td>Table Tennis</td>
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</tbody>
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Careers Program

The Careers Program assists students to:

- identify and achieve their career goals.
- enhance job seeking skills
- plan for their transition from school to work or further education
- select their subjects in years 9-12.
- successfully undertake work experience in years 10-12.
- apply for school-based traineeships and TAFE courses in senior years.

Students in year 9 participate in a Work Readiness program. In year 10, students participate in a variety of workshops and industry focused interest groups to provide information and guidance to assist them with their career planning.

Extra Curricula Activities

Students are encouraged to participate in the many extra curricula activities offered at Swansea High School. Participation in extra curricula activities is one way that students and their families can build a sense of belonging in their local school.

Competitions

Students are encouraged to participate in a number of academic competitions including the well respected Australian School Competitions run through the Educational Testing Centre at the University of New South Wales. The University of Newcastle also runs competitions particularly in the science and technology areas. Year 10 students also participate in the Newcastle Herald School Newspaper Competition held in October/November of each year. Information about these competitions appears in the Principal’s Newsletter.
Dances
School dances are held during the year. They are organised by the members of the Student Representative Council (SRC) under the guidance of the SRC co-ordinators. Dances are supervised by teachers. They commence at 7.00 p.m. and finish at 10.00 p.m. The school gates are locked at 7.15 p.m. and are opened at the end of the evening.

Specific rules apply to ensure that school dances are a positive experience for students, staff and parents

**Only Swansea High School students will be admitted.**

- Admission is by ticket only. These tickets will be on sale at school prior to the dance. **Tickets will not be available at the door.** Only students in possession of a ticket will be admitted to the dance.

- No smoking, drugs or alcohol is permitted anywhere on school property.

- Any student who is considered to be under the influence of any drug or alcohol will not be permitted to attend the dance. Their parents will be contacted to collect the child immediately. The student will be dealt with under the policy of the NSW Department of Education.

- Students may not leave the dance before it ends unless they have a note from their parent/guardian and are collected at the door by a parent/guardian.

- Parents are responsible for ensuring that their child has a safe way of returning home from the dance.

**Please note:** Students are excluded from attending school dances for any of the following reasons:

- repeated failure to wear school uniform
- suspension
- placement on monitoring (or for five weeks after successfully completing monitoring)
- receiving a formal caution
- having an after school detention
- being late more than three times without an acceptable explanation
- unacceptable behaviour

Dream Night
Dream Night is an important celebration of our students' performing and creative arts. Calls for acts are made in Term 1 and students will be informed of audition times through Roll Call. Dream Night is usually held during Education Week. Parents are encouraged to join with the school on this evening to share in celebrating the performance, staging and organisational talents of our staff and students.

Excursions
Students must provide a permission note from a parent before going on any excursion. Students are expected to conduct themselves in a manner that brings credit to Swansea High School. Only students dressed in **full school uniform** will be permitted to attend excursions. Refunds may not be possible if ruled out for uniform reasons on the day of the excursion. Only students with a satisfactory behaviour and uniform record may participate in excursions.
Any student who is unable to take part in such an excursion due to financial difficulty should see the subject Head Teacher or the Principal, as the school considers that no student should miss out on these educational experiences. Such matters are treated confidentially.

Except where a field study/excursion is a compulsory practical/educational experience demanded by the NSW Board of studies, the Principal reserves the right to cancel the event or exclude a student from such event.

All excursions are designed to enhance the enjoyment of learning or to reward effort and achievement of students across the full range of school activities.

**Starstruck**

Every year Swansea High School has solo and group performers as well as backstage persons who present their talents at this highly professional and respected talent showcase. Many students continue their primary school association with Starstruck through to high school. Students will be notified of auditions for Starstruck during roll call in Term 1 and through the Principal’s Newsletter.

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**Communication**

Swansea High welcomes and actively encourages contact from parents at all times, not just because there may be a problem.

Several avenues of regular communication are available to all students and parents of our school.

**Assemblies**

An assembly is held every Tuesday for all students in Years 7 – 12. Regular Achievement Assemblies, Year Adviser Assemblies and Year Assemblies are also held.

**Daily Notices**

Announcements are made during roll call every day.

**Parent/Teacher Nights**

Parent/Teacher Nights occur throughout the year for a range of different reasons. Those reasons include:

- providing an opportunity for discussion with parents of their child's progress with his/her teachers. (The dates are advised through the Principal's Newsletter.)
- providing curriculum nights where parents are invited to find out about subject choices before their child hands in their choices. (These nights are held for each year group as appropriate. An invitation is sent to each family when those evenings are planned.)

**Principal’s Newsletter**

The Principal’s Newsletter is posted home to all families at the beginning of week 4 and 9 each term. This contains details of the many activities taking place at Swansea High. It also advises parents of important diary dates, exams, parent/teacher evenings, student free days and many other events.

To access past and present newsletters on the internet type in: www.swansea-h.schools.nsw.edu.au and select “News”.

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Reports
Reports are issued directly to students twice each year on a semester basis. The first report is issued towards the end of Term 2 and the second towards the end of Term 4. Year 12 receive their final report towards the end of Term 3.

Reports are withheld in cases where a student is showing that he/she is not making good progress. Parents of these students are contacted and an interview is arranged where the report will be given directly to the parent at the interview.

School Noticeboard
The noticeboard is located on Park Avenue. It is used to give reminders about coming events, to congratulate students on their achievements, to thank people for their support and to inform our community about what is happening at the school. Keep an eye on the noticeboard – it is a quick way of staying in touch.

Community Support

Parents and Citizens (P & C)
The P & C Association meets on the first Tuesday of each month at 4.30pm in the Staff Common Room (upstairs above the Administration Block). All parents are most welcome to join the association and contribute to the educational and social pride, and the growth of Swansea High.

Canteen
Our P&C Canteen operates with the help of volunteer parents and friends. It provides an excellent service to students and staff thereby raising money for our school. Our Canteen is the main source of school fund raising and your help is vital in order to obtain additional revenue that assists in keeping school contributions by parents at a reasonable level.

Assistance is needed throughout the day. Our Canteen supervisors start at 8.00 a.m. and volunteers start at a time convenient to them. Any assistance is greatly appreciated. There is no need to be available full time. Helping in the Canteen also provides contact with other parents, teachers and your child's friends. Please consider helping us to help the school and your child.

Please complete the form at the end of this booklet and return it to the Administration Office at your earliest opportunity. Come along and meet new people, your child's new friends and teachers – it is rewarding and it keeps you in touch with our school!
Literacy Program – Community Volunteers

Could you help at school by volunteering some of your time once a week to be a reading tutor?

- Students who need more reading practice will benefit greatly from your time, attention, encouragement and interest.
- You will benefit by feeling satisfied that you have helped someone.
- Your time will be well spent. We will tell you we value you, and you will experience a closer relationship to the school.

You do not need special qualifications. Just those qualities that already make you a great parent!

Those qualities include:
- having the time to give your undivided attention to a student.
- taking pleasure in watching skills develop in a student.
- having an enjoyment of reading.

If you don't feel very confident about helping at high school but otherwise would like to be involved, please telephone the school and speak to the Coordinator, Ms J Fraser. She will tell you - you can do it! This invitation does not only apply to parents, but to grandparents and members of the community who would like to help.

To become involved please contact either the school Administration Office or Mrs Fraser.

Community Programs and Agencies

Swansea High School enjoys partnerships with many community organisations and agencies that provide additional programs for groups of our students. These partnerships add to the programs offered by a dedicated and experienced staff.

We appreciate and value the support of those agencies which include:

<table>
<thead>
<tr>
<th>Lake Macquarie PCYC</th>
<th>TAFE</th>
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<tbody>
<tr>
<td>Baptist Church Caves Beach</td>
<td>Yamuloong</td>
</tr>
<tr>
<td>Eastlakes Youth Services</td>
<td>Lake Macquarie Yacht Club</td>
</tr>
<tr>
<td>Swansea Chamber of Commerce</td>
<td>Local Businesses</td>
</tr>
<tr>
<td>Creative Times</td>
<td>Community mentors</td>
</tr>
<tr>
<td>Plan-it Youth</td>
<td>Volunteers</td>
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<tr>
<td>Local sporting clubs</td>
<td>Eastlakes Family Support Service</td>
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<tr>
<td></td>
<td>Caves Beach Gym</td>
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<td></td>
<td>Swansea Ministers' Fraternal</td>
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Student Quiz

1. The name of the Principal is .................................................................

2. On the first day, I need to be at school by ........................................

3. I will go to the school .................................................. with my ........................................
   I need to bring
   a. ........................................................................
   b. ........................................................................
   c. ........................................................................
   d. ........................................................................ all in a
   e. ........................................................................ pencil case
   f. ........................................................................
   g. ........................................................................
   h. ........................................................................

4. My Year Adviser’s name is: ............................................................
   I can find her/him in the .................................................... Staffroom. I enter that area through the doors near .................................................................

5. Other people I can go to for help are -

<table>
<thead>
<tr>
<th>Person</th>
<th>Role</th>
<th>Found in</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Student Adviser Girls</td>
<td></td>
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<tr>
<td></td>
<td>Student Adviser Boys</td>
<td></td>
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<td></td>
<td>Counsellors</td>
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<td></td>
<td>Support Teacher Learning</td>
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<td></td>
<td>Deputy Principals</td>
<td></td>
</tr>
</tbody>
</table>

6. If I am sick I go to .................................................................

7. If I am late I must go straight to the ........................................ I must hand them a .......... from my parent/guardian explaining why I am late.

8. If I need to leave school early I must take a note from my parent/guardian to ................................................................. before 8.50 am on that day.

9. All my homework must be written in my ........................................ and completed ..................................... night.
10. If an emergency occurs at school .................................................................

11. Buses leave from ......................................... near the bike racks.

12. I cannot take my school bag into .................................................................

13. My bag is not to be left in the ........................................ during lesson times.

14. Lost property can be reported to .................................................................

15. The only colour jumper I can wear to school is .................................

16. To be happy at Swansea High School, I need to abide by the school's rules.
   This means I should:

   a. ...........................................................................................................

   b. ...........................................................................................................

   c. ...........................................................................................................

   d. ...........................................................................................................

   e. ...........................................................................................................

   f. ...........................................................................................................

17. If I follow all the rules of the school, then I can look forward to enjoying many

   school activities such as .................................................................

   and receiving .................................................................

18. If I don't follow the rules of the school, then I can expect ........................

   Canteen Helpers

Please complete the form below and return it to the Administration Office at your earliest convenience, if you
would be able to help in the Canteen.
Canteen Roster:
Name: ..................................................................................................................................
Student's Name: ..................................................................................................................
Address: ...............................................................................................................................
........................................................................................ Telephone Number: ..........................................................

(Please tick) One day per week □ Day of week preferred
One day per fortnight □ Mon Tue Wed Thu Fri
One day per month □ □ □ □ □

Name of person(s) with whom I would like to work:
..................................................................................................................................................
..................................................................................................................................................

Signed: ........................................................                 Date: ................................................

Notes