



# WEST WYALONG HIGH SCHOOL



# 2024 STUDENT HANDBOOK



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## PRINCIPAL'S MESSAGE

To the New Student and Family,

Welcome to West Wyalong High School. Our school is committed to providing a supportive, caring environment where all students have opportunities to succeed and extend themselves. We aim to ensure that student learning is personalised, connected in a purposeful way and all students become successful learners, leaders and active citizens contributing positively to their community. We achieve this by making sure that our teaching practice is constantly evaluated and adapted to meet the needs of all students. We have an expert teaching team that leads the way in teacher professional learning and research in effective teaching and learning practices.

Our welfare and leadership programs support the needs of all students. Our school to work program provides specific processes for student growth and pathways to further education, training and employment. We provide opportunities for all students to be proactive and productive. We expect students to reach their personal best performance and persist through challenges and accept responsibility for their learning.

I am confident that your contribution to your new school will be positive and I can assure you that all staff at West Wyalong High School will support you through your learning.

Mr Greg Sheens, Principal

## STAFF LIST AND RESPONSIBILITIES 2024

**Principal:** Mr G Sheens  
**Deputy Principal:** Mr M Bishop

**Head Teachers:**

Mr D Meredith	English/History
Mrs C Clarke (Rel)	Mathematics/PDHPE
Ms T Riach	Science/Agriculture
Mrs K Maslin (Rel)	Human Society & It's Environment (HSIE)
Mrs L Meredith	Teaching & Learning
Mr B Heydon	Technological and Applied Studies (TAS)
Mr S Grintell	Middle School

### Teaching Staff

English/History:	Ms F Dwyer, Miss L Hasham, Mrs N Martin and Miss E Pell
Mathematics:	Mrs R Akehurst, Mrs B Duncan and Miss T Turner
Science:	Miss S Austin, Miss J Maslin and Miss M Wesierski
HSIE:	Mr D Hague and Mrs J McDonell
Middle school:	Mrs A Fairman and Mrs M Hetherington
TAS:	Mr P Charpentier, Mr D Frame and Miss H Whyte
Library:	Mrs M Martin
PDHPE:	Mr B Duncan, Mrs D Leonard & Mrs S Milsom
Learning Hub:	Mrs F Hague, Ms D Kee and Mrs N Worland
Music:	Mrs T Wilson
Visual Arts:	Miss J Astley

Mr B Lees

### School Learning

**Support Officers:** Mr C Bishop, Ms A Davies, Mr J Hampton, Miss P Hanrahan, Mrs S Heydon, Miss R Turner.

**Student Support Officer:** Mrs M Bishop

**Supervisor of Girls:** Mrs M Hetherington

**Supervisor of Boys:** Mr P Charpentier

**Careers Advisor:** Miss A Forster

**VET Advisor:** Mr B Heydon

**School Administrative Manager:** Mrs S Hanrahan

**School Administrative Officers:** Mrs K Hood, Miss J Fitzpatrick, Mrs G McKenzie, Mrs E Pettit, Mrs S Reid & Ms M Wilson

**Farm Assistant:** Mr J Lewis

**General Assistants:** Mr M Lane

**Canteen Supervisor:** Mrs J Barby

### Year Advisors

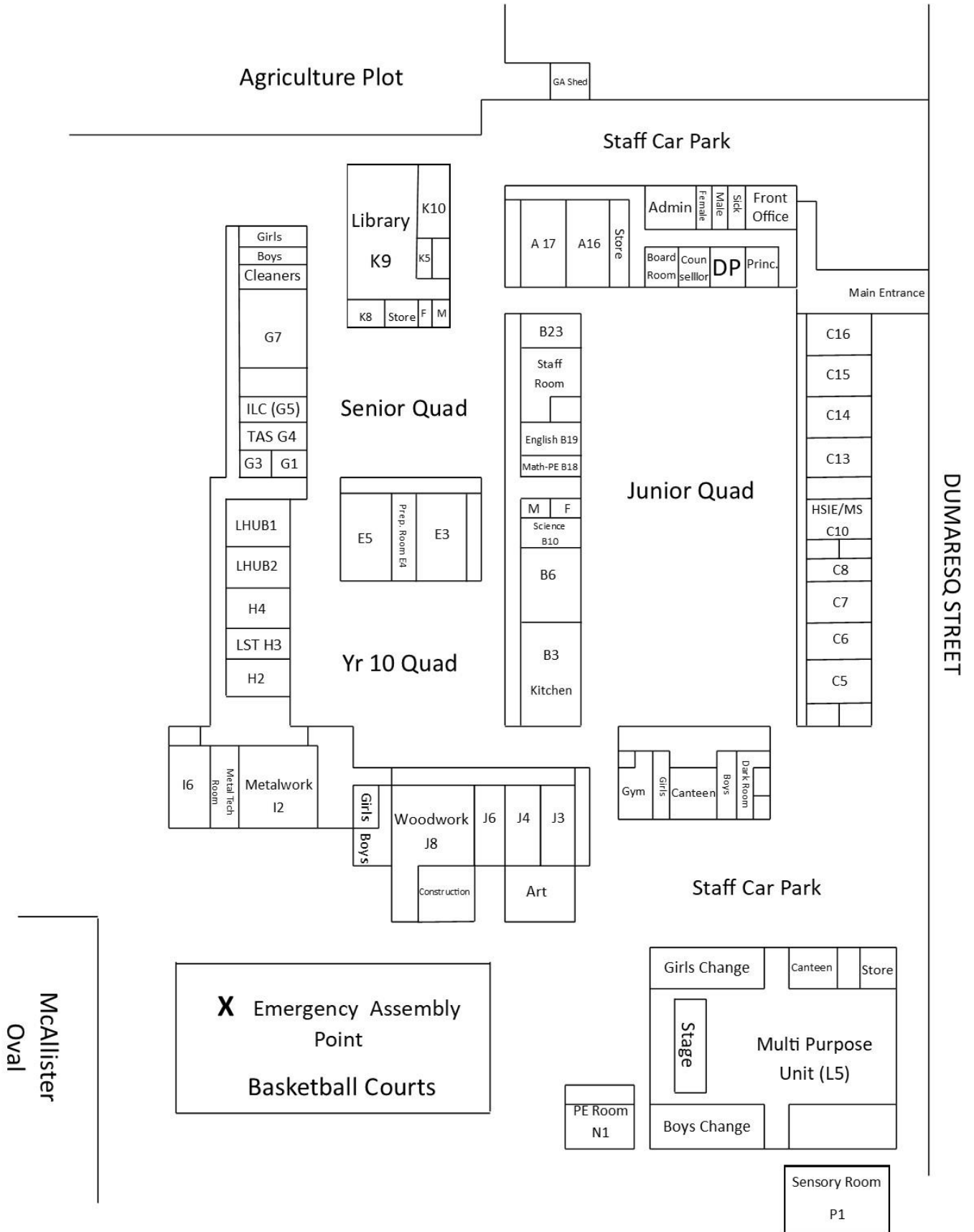
Year 7	Ms D Kee
Year 8	Mrs K Maslin
Year 9	Mrs B Duncan
Year 10	Miss L Hasham
Year 11	Ms E Pell
Year 12	Mr D Hague

### Student Leaders – 2024

**Captains:** Liam Duncan and Annalise Bischoff

**Leaders:** Amanda Haworth, Remy Martin, Emma Miller, Jaydah McDonell & Oliver Petrie.

# SCHOOL PLAN



## ASSEMBLY

The weekly assembly is conducted in the Multi Purpose Unit.

## ATTENDANCE

State Law requires all students under 17 years of age attend school every day it is open except in cases of sickness or family crisis or for special religious festivals. **All absences from school must be explained within seven (7) days of your child's return to school.**

After any absence, students must bring an explanatory note from your Parent or Guardian that states:-

- **date of absence**
- **specific reason for the absence (see above for acceptable cause)**
- **your name**


This is to be handed to the front office. Without this note, the absence will be recorded as unexplained (truancy).

If students need to leave school before 3.25pm, they will need an official leave pass. This will be issued by the front office on the provision of an explanatory note from parent or guardian. There is an attendance requirement for the Higher School Certificate.

Attendance is recorded and monitored electronically every period. An SMS message will be sent at approximately 9.30am everyday indicating if your child is absent or has been late. If you reply to this message, a separate note is not required.

Regular attendance at school is obviously the key to success and we aim to have students attend school for at least 90% of the time, however, we prefer a much higher attendance. An interesting statistic is if a student averages 90% attendance during their thirteen years of schooling they will miss 18 months' worth of schooling.

## BELL TIMES

		 <b>West Wyalong HS Bell Times 2023</b>							
Time	Monday	Time	Tuesday	Time	Wednesday	Time	Thursday	Time	Friday
8.55 10.10	Period 1 (9.05 Rolls)	8.55 10.10	Period 1 (9.05 Rolls)	9.20 10.35	Period 1 (9.30 Rolls)	8.55 10.10	Period 1 (9.05 Rolls)	8.55 10.10	Period 1 (9.05 Rolls)
10.10 10.35	Period 1A (Assembly)	10.10 10.35	Period 1A (Literacy)			10.10 10.35	Period 1A (Year Meetings)	10.10 10.35	Period 1A (Literacy)
10.35 10.40	Convenience Break	10.35 10.40	Convenience Break	10.35 10.40	Convenience Break	10.35 10.40	Convenience Break	10.35 10.40	Convenience Break
10.40 11.55	Period 2	10.40 11.55	Period 2	10.40 11.55	Period 2	10.40 11.55	Period 2	10.40 11.55	Period 2
11.55 12.15	Lunch 1A	11.55 12.15	Lunch 1A	11.55 12.15	Lunch 1A	11.55 12.15	Lunch 1A	11.55 12.15	Lunch 1A
12.15 12.35	Lunch 1B	12.15 12.35	Lunch 1B	12.15 12.35	Lunch 1B	12.15 12.35	Lunch 1B	12.15 12.35	Lunch 1B
12.35 1.50	Period 3	12.35 1.50	Period 3	12.35 1.50	Period 3	12.35 1.50	Period 3	12.35 1.50	Period 3
1.50 2.10	Lunch 2	1.50 2.10	Lunch 2	1.50 2.10	Lunch 2	1.50 2.10	Lunch 2	1.50 2.10	Lunch 2
2.10 3.25	Period 4	2.10 3.25	Period 4	2.10 3.25	Period 4	2.10 3.25	Period 4	2.10 3.25	Period 4



## BICYCLES AND SCOOTERS

Students bring their bicycles and scooters to school at their own risk. **It is strongly recommended that students chain and lock their bikes to the racks provided.**

Students must wear a helmet and obey all road rules relating to cyclists. Bicycles and scooters are not to be used on school grounds.

## BRING YOUR OWN DEVICE (BYOD)

Please refer to the school's website for up to date information regarding Bring Your Own Device (BYOD).

## BUSES

Buses arrive at and leave the front of the school in Dumaresq Street. Students are expected to enter school grounds directly upon arrival. In the afternoon students must wait inside the gate until their bus arrives.

Bus students are supervised by the Deputy or Principal each afternoon.

## CANTEEN

The school canteen is open every day and provides a variety of food. Lunches must be ordered before school at the canteen. The canteen is the school's largest fundraiser. It is operated by a sub-committee of the P&C. Our school canteen is able to accept payments via Paypal Here. Students do not require a Paypal account to make these payments but there is a minimum of \$4.00 per transaction.

## COMMUNICATION

### A. TO THE SCHOOL

Address: West Wyalong High School  
30 Dumaresq Street  
WEST WYALONG NSW 2671

**OR**

PO Box 167  
WEST WYALONG NSW 2671

**Telephone:** 02 6972 2700  
**Fax:** 02 6972 2236  
**Email:** westwyalon-h.school@det.nsw.edu.au  
**Website:** www.westwyalon-h.schools.nsw.edu.au  
**Facebook:** @westwyalonghs

It is helpful when contacting the school to know who is the best person to talk to. Some guidance is offered below:-

- |       |                 |   |
|-------|-----------------|---|
| (i)   | On behaviour    | Principal, Deputy Principal, Head Teacher.  |
| (ii)  | On progress     | Year Advisor, Subject Teachers.   |
| (iii) | Welfare Matters | Year Advisor, Supervisor of Girls, Supervisor of Boys, Deputy Principal or School Counsellor. |

It is best to phone the school between the hours of 9.15am and 3.30pm. **Please avoid phoning before 9.15 am.**

### B. FROM THE SCHOOL

- (i) Our main communication tool is the Sentral Parent Portal app/website. Excursion notes and details, newsletter, student details including timetable and reports can all be accessed on the Parent Portal.
- (ii) A newsletter is sent home via students (if requested) and also emailed fortnightly.
- (iii) The school website and school Facebook page is updated with information.
- (iv) Important announcements are displayed on the Digital Message Board.
- (v) Students are given information notes to take home as the need arises.

- (vi) Each term a calendar is given to students containing important dates and events.
- (vii) Teachers write or phone parents about individual students.
- (viii) Reporting and Assessment (see separate section).

**NB:** The school newsletter will be emailed to all families whose addresses are on school records. Some hard copies will be available for students whose parents do not have email facilities.

### C. WITHIN THE SCHOOL

- (i) Daily Notices are read to students each morning as part of period 1.
- (ii) Noticeboards are placed around the school for sport and community notices.

### COMMUNITY USE OF FACILITIES

It is school policy to cooperate with local groups and organisations concerning the use of school facilities provided care and responsibility is taken. The school facilities may be booked through the front office.

### CURRICULUM OUTLINE

The Curriculum pattern for 2024 is as follows:-

#### YEARS 7 & 8

English	History/Geography (one semester each)
Mathematics	Technology Mandatory (which includes Agriculture and Food Technologies, Digital Technologies, Engineered Systems and Material Technologies)
Science	
PDHPE	Music/Visual Arts (one semester each)
Languages (Year 7)	
Futures (Year 8)	
Sport	

#### YEARS 9 & 10

##### Mandatory subjects

English  
 Mathematics  
 Science  
 Sport  
 Geography  
 History  
 PDHPE  
 Futures

##### Elective subjects

As well as mandatory subjects, students can select from the following courses to create their pattern of study for the ROSA –

Agricultural Technology  
 Commerce  
 Drama  
 Food Technology  
 History Elective  
 Industrial Technology (Metal)  
 Industrial Technology (Timber)  
 Music  
 Physical Activity and Sports Studies  
 Textiles Technology  
 Visual Arts

**Refer to Stage 5 Subject Selection Handbook for more detail.**

#### YEARS 11 & 12

**Refer to the Subject Selection Booklet for details.**



## EMERGENCY PROCEDURES

In the case of an emergency requiring evacuation of the buildings:

### Evacuation

1. The bell will ring on & off continuously for 2 minutes in an Evacuation OR a loud hailer will be used.
2. In an evacuation, students leave all equipment, including bags and proceed to the basketball courts (closest to McAlister Oval) following directions on the evacuation plan and staying OUTSIDE buildings.
3. Line up in Year groups on basketball courts for roll marking.

### Lockdown

1. The bell will ring uninterrupted in the event of a lockdown.
2. In a lockdown, students remain in class and follow the instructions of a teacher. If outside or during lunch breaks, they proceed to the nearest classroom and follow teacher instructions.

## EXCURSIONS

These are designed as part of the school curriculum to give students practical experience or to provide students with activities and opportunities not available within the school. When an excursion is arranged a permission note and itinerary is published to the Sentral Parent Portal. Parents/guardians can provide permission via the portal. Without the written consent of a parent or guardian **no student** may go on an excursion.

All permission notes for excursions **must** reach the school at least a **fortnight** prior to the excursion and payment for some **one week** before the excursion. Money is paid during breaks to the front office or using our online payment facility on the school website.

If a student is unable to attend an excursion, due to illness, please inform the school as soon as possible as refunds will be paid in this case. If a student becomes unwell during an excursion, parents/carers will be contacted and are required to collect their child.

## EXTRA-CURRICULA ACTIVITIES/INTEREST GROUPS

Students have the opportunity to be involved in activities such as:-

- Sporting teams
- Various Academic Competitions
- Debating teams
- Community volunteering
- Public Speaking
- Specialist Camps eg. Music, Drama
- School Band
- Singing Groups
- Chess Club



## FEES

Parents and students are advised of these fees at the beginning of each year.

**Mandatory Subject Fees:** Practical subjects charge fees to cover materials used. These fees are **COMPULSORY**. If parents have difficulty paying subject fees due to financial hardship they should contact the Principal. Such matters will be kept confidential.

**Voluntary Contribution Fees:** The P & C Association sets school fees annually. These cover items such as sports equipment, some library and audiovisual equipment and classroom equipment.

# SPORT



## HOMESTUDY

The school expects that students will carry out a regular programme of home study. Homestudy aims to:

- \* reinforce classroom learning
- \* increase skills introduced in class
- \* develop diligent study habits
- \* reinforce self discipline
- \* create an awareness in the home of the school's educational climate.

In addition to completing set homework, students should use home study time for such activities as revision of class work, completion of work unfinished in class time and extension work.

## INFORMATION UPDATE

It is essential that each family completes a "Student and Family Information Update" form at the beginning of each year. If circumstances change throughout the year, please notify the school immediately (eg. address, contact numbers and emergency contacts).

## LEAVERS

Students leaving will be asked to have a clearance sheet signed. This signifies that all textbooks have been returned and outstanding fees paid.

## LEAVE PASSES

Leave passes will be issued for appointments, etc. A note from parent/guardian should be brought to the front office. **Leave passes are not issued for lunch.**

## LOST PROPERTY

Property found around the school is taken to the front office. Students who lose equipment should report this to the Deputy or the front office. Students should take care not to leave money or valuables unattended in their bags. All students property, including clothing, should be clearly marked with their name. At the end of each semester, unclaimed lost property is taken to the St. Vincent De Paul shop.

## MEDICATION

The Department of Education guidelines require **all** medication (with the exception of asthma reliever puffers) be handed into the front office each day it is taken. This should be clearly labelled with the name of the child, the name of the medication and the correct dose for the day.



## MOBILE PHONES

As per Department of Education policy, students are not allowed to use mobile phones at school, including during recess and lunch. Students can always be contacted if needed through the school office and the phone there is available for their use in emergencies.



## OUT OF BOUNDS

There are limitations on the areas able to be supervised by teachers therefore, some areas are out of bounds. Yellow lines mark the beginning of out of bound areas. These areas include the:

- \* Car parks;
- \* MPU unless directly supervised by a teacher;
- \* Oval and Basketball courts during lunch two;
- \* Agriculture plot unless supervised;
- \* Front gate area; and
- \* Classrooms unless during wet weather. (See wet weather provisions)

Separate quads are set aside for the use of Years 10, 11 & 12 students only. NB. See the School Plan.

## OUTSTANDING EFFORT ASSEMBLY

The school conducts two Outstanding Effort assemblies per year. These are to recognise the achievements of students who work consistently, yet may not achieve high placements in academic results. Parents are invited to attend the assemblies which are held in the MPU at the end of Terms 2 & 4.

## PARENTS & CITIZENS (P&C) ASSOCIATION

The West Wyalong High School P&C Association is active in supporting the school. Meetings are held in the school library on the Monday of Week 5 each term at 7pm. All parents and citizens are invited to attend.

The P&C runs the school canteen through the canteen committee. It has been responsible for the acquisition of much equipment for the school.



## PARENT/GUARDIAN DETAILS

As it is most important that the school be able to contact a parent at any time of the day, parents are asked to make sure that any change of address or phone number is made known to the school, including work telephone numbers. It is important that parents provide the school with two other emergency contacts in case they are unable to be contacted. Parents are also asked to give an email address to the school. General information messages regarding matters, such as parent teacher nights, will be sent to this address and/or via text message.

## PARENT/TEACHER NIGHT

As part of its communication with parents, the school conducts regular Parent/Teacher nights for all years. These are organised by Year Advisors and are held in the MPU or school library. Parents are informed via the school newsletter, email, school website, Facebook and text message of the dates and times of the meetings. Students are responsible for organising their booking times with their class teacher. Parent/Teacher nights are an opportunity to meet your child's teachers and discuss your child's progress at school.

Parents may contact the school at any time to arrange to speak to teachers. However, an appointment does need to be made as notice is needed to release teachers from their other duties. Appointment can be made through the front office.

## PERMISSION NOTES

Permission notes are given to each student at the start of the year which include –

- Variation of normal school routine;
- General Permission to publish;
- Bring your own device student agreement, and
- Special Religious Education.

It is essential that these forms are completed and returned to the school office as soon as possible. It is also essential that student information is updated when circumstances change (eg. address, contact number).

## PRESENTATION DAY

The Annual Presentation Day is conducted at the end of Term 4. Academic, sporting and citizenship prizes are awarded. All parents are invited to attend.

## PHONE CALLS

In an emergency, students will be allowed to use the phone at the front office. Non emergency calls will be at the discretion of the Principal/Deputy Principal. (Forgetting homework or notes due is not regarded as an emergency as this is part of a student's responsibility.)

## RECOGNITION PROGRAM

This program is designed to recognise achievements by students in every aspect of school life –

- Performing well in class.
- Participating in school extra curricular activities.
- Representing the school in sport competitions.
- Exhibiting positive citizenship qualities.
- Entering school/state wide competitions.

## REPORTING & ASSESSMENT

All students are assessed through class work, set tasks and tests. Reports are issued in Terms 2 & 4 to Years 7, 8, 9 and 10. Reports are issued to Year 11 in Term 2 and 4 and Year 12 in Terms 1 and 3.

Parents may obtain a progress report for students at any time by contacting the Year Advisor or Principal.

Where a student is causing concern through lack of progress or attendance, parents will be advised and an interview may be requested.

## SCHOLARSHIPS

Each year several scholarships are offered through the school. All students are encouraged to apply. They are advised on assembly and through the notices when these scholarships are available. Some are for school study and some for tertiary study.

## SCHOOL HOUSES

The school is divided into four houses for sporting and other competitions. All students are allocated to a house upon enrolment.

The houses and their colours are:

**Brigden**  
**Farrer**  
**Hargreaves**  
**Neeld**

**Green**  
**Red**  
**Yellow**  
**Blue**





## SCHOOL PHOTOS

School photographs are taken each year. As well as year photographs, photos can also be arranged for sporting and cultural teams and family groups. Information is sent home prior to the event.

## SCHOOL UNIFORM

The school uniform has been set by the parents of the school and all students are to wear their uniform every day. Students are expected, at all times, to dress in a clean, tidy and modest manner and wear their uniform with pride.

### **Junior Girls (Year 7-10)**

- ❖ Navy/Sky school polo shirt
- ❖ Plain navy skirt or shorts or slacks
- ❖ School Polar Fleece
- ❖ School Navy Hoodie
- ❖ School Wind Jacket (Optional)
- ❖ Leather enclosed shoes

### **Junior Boys (Year 7-10)**

- ❖ Navy/Sky school polo shirt
- ❖ Plain navy shorts or trousers
- ❖ School Polar Fleece
- ❖ School Navy Hoodie
- ❖ School Wind Jacket (Optional)
- ❖ Leather enclosed shoes

### **Senior Girls (Year 11 & 12)**

- ❖ Sky/Navy school polo shirt
- ❖ Plain navy skirt or shorts or slacks
- ❖ School Polar fleece
- ❖ School Navy Hoodie
- ❖ Navy/White/Sky senior rugby top
- ❖ School Wind Jacket (Optional)
- ❖ Leather enclosed shoes

### **Senior Boys (Year 11 & 12)**

- ❖ Sky/Navy school polo shirt
- ❖ Plain navy shorts or trousers
- ❖ School Polar Fleece
- ❖ School Navy Hoodie
- ❖ Navy/White/Sky senior rugby top
- ❖ School Wind Jacket (Optional)
- ❖ Leather enclosed shoes

### **Dress uniform for formal occasions**

- ❖ White business shirt
- ❖ School tie and blazer (provided by school)
- ❖ Boys: Navy trousers, socks, black enclosed shoes
- ❖ Girls: Navy Skirt or trousers, stockings or white socks, black enclosed shoes

School uniforms can be purchased from Wendy's Embroidery Service, 96 Main Street, West Wyalong. For extra warmth, a wind jacket can be purchased from Wendy's Embroidery Service.

## SCRIPTURE/SPECIAL RELIGIOUS EDUCATION

Scripture is offered to students. Parents who do not wish their student/s to attend need to contact the school or, complete an opt out form.

## STUDENT ADVISORS

Each year, Year Advisors are appointed for each of Years 7-12. Their role is primarily one of welfare although they are also responsible for some organisation and administration related to their year group. Any student experiencing difficulty in a subject, or needing advice, may approach their Advisor.

For 2024, Advisors are as follows:

Year 7	Ms D Kee
Year 8	Mrs K Maslin
Year 9	Mrs B Duncan
Year 10	Miss L Hasham
Year 11	Ms E Pell
Year 12	Mr D Hague

## STUDENT CONCESSION CARDS

These are available from the front office for students 16 years and over for travel concessions.

## STUDENT HEALTH/SICK BAY

If a student becomes ill at school, they should report to the front office. Students will be supervised while in the sick bay and their parents informed if necessary. A teacher sending a student to the sick bay should write them a note to leave class. The sick bay is a short term solution and parents of unwell children will be asked to take them home.

If a student needs to have medication at school, the front office or the Deputy Principal should be informed. The medication **must** be stored in the front office.

All new students will receive a medical form, on which allergies or chronic conditions must be shown. This is confidential.

## STUDENT LEADERSHIP TEAMS

Recognised student leaders of each year group meet regularly under the supervision of their Year Advisor. They:

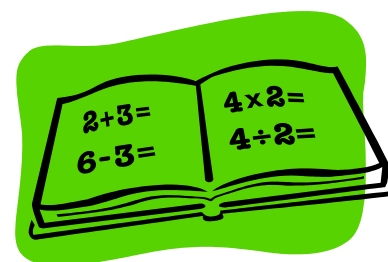
- ❖ Raise issues of concern to all students.
- ❖ Discuss those issues with the Principal and/or other teachers.
- ❖ Raise funds for activities within the school.

## STUDENT PROFILE

All students are issued each year with a student profile as part of our reporting process. This records all school activities in which the student has been involved and has proved to be a valuable addition to a student's resume.

## TEXTBOOKS

Textbooks are issued in some subjects. Students are responsible for keeping them, and returning them, in the condition in which they were issued. Lost or damaged textbooks will have to be paid for, at the cost of replacement.



## VISITORS TO THE SCHOOL

All visitors to the school are requested to call at the Front Office. This also applies to parents collecting their children during school hours. All visiting professional and tradespeople working in the school are required to wear identification.

## WRITTEN NOTES FROM PARENT/GUARDIAN

Written notes are required:

- For any absence (required by law). A reason must be given.
- To leave the school grounds (visit doctor, dentist, attend funeral, etc).
- For any medical problems, or to administer medication.

While unnecessary absence is a hindrance to learning, sending sick children to school affects learning of others as well as placing burdens on administration time.

## WEST WYALONG HIGH SCHOOL DISCIPLINE CODE

The following list of rights and responsibilities applies to all students while at school, travelling to and from school, and while participating in school activities.

### **RIGHTS**

I have the right to be happy and be treated with understanding.

I have the right to be treated with respect and politeness irrespective of race, age, sex, marital status, physical impairment, sexual preference or intellectual handicap.

I have the right to be safe.

I have the right to expect my property to be safe.

I have the right to obtain maximum benefit from all lessons and classes - other students will not deprive me of this by their behaviour.

I have the right not to be involved in health damaging habits.

I have the right to a pleasant, clean and well maintained school and grounds.

### **RESPONSIBILITIES**

I have the responsibility to treat others with understanding - not to laugh at or tease others, or to try to hurt their feelings.

I have a responsibility to treat others with politeness and respect irrespective of race, age, sex, religion, marital status physical impairment, sexual preference or intellectual handicap.

I have the responsibility to respect the authority of adults, including teachers and to comply with all reasonable requests.

If necessary, I should be able to disagree without being disagreeable.

I have the responsibility to ensure others are safe by not threatening, hitting or hurting anyone in any way. This responsibility extends to animals.

I have the responsibility to respect other people's property by not stealing, damaging or destroying it.

I have the responsibility to co-operate with students and teachers to make sure that lessons proceed for our advantage.

I have the responsibility to keep up-to-date with required work and to complete all set homework and assignments.

I will not behave so as to interfere with other students' rights to learn.

I also have the responsibility to be punctual, to attend school regularly and to take part in activities provided for my benefit.

I have the responsibility to protect my health and not smoke, take drugs, drink alcohol or encourage other students to do so.

I have the responsibility to care for the school environment. To keep it neat, clean and to be prepared to remove litter.

## **RIGHTS**

I have the right to be provided with a school in which I am not in any physical danger. When defects occur, they will be repaired.

I have the right to expect the school and local community to support, respect and have pride in the school.

I have the right to be helped to learn self control.

I will not be ignored if I abuse the rights of others or when others abuse my rights.

I have the right to expect that all these rights will be mine so long as I am carrying out my full responsibilities.

## **RESPONSIBILITIES**

I have the responsibility of telling teachers about any defective buildings or fittings.

I have the responsibility to behave so that the community will respect the school and to wear the uniform with pride.

I have the responsibility to learn self control.

In carrying out my rights I will not deny the rights of others and expect to be corrected if I do.

I have the responsibility to protect my rights and the rights of others by carrying out my full responsibilities at all times.

If you are having any problems at home or school,

***~ Talk to someone ~***

**A teacher, your Year Advisor, Girls' Supervisor or Boys' Supervisor.**

# School Rules

## 1. School Uniform

- Must be worn at all times.
- Fully enclosed leather shoes must be worn at all times.
- All clothing and other equipment **should be clearly marked with student's name**.
- Sports shirts **must** be worn during sport and practical PE lessons.
- Hats and sunglasses are not to be worn inside buildings.
- Piercings - sleepers and studs only.
- Students not in school uniform will not be publicly presented with awards, prizes etc. at School Assemblies, nor allowed on school excursions, unless other attire is required for the excursion.

## 2. Mobile Phones

- Mobile phones are not permitted at school. If a mobile phone is brought to school it may be left at the front office for safe keeping.
- Technological devices required for curriculum reasons are only to be used under direct teacher supervision in class.

## 3. Absences

- SMS messages are sent daily when your child is absent or late to school. A response can be given, or a note from Parent/Guardian, fully explaining the absence, should be brought to the front office on the day following the absence. All absences and days late are recorded on your reports.

## 4. Lateness

- When late you must bring a note from home. Report to the front office and sign in and then you will be given a slip to take to your teacher.
- Lateness without a good reason may result in a detention.

## 5. Leaving the premises during school hours

- You must obtain a pass from the front office and carry it at all times.
- Leave passes will only be issued on the production of a note from parent or guardian.

## 6. Change of lessons

- Move quickly and quietly to the next class.
- You are expected to be on time.
- Exit the building by the nearest door.
- Years 7-10 are to line up outside the buildings.

## 7. Presence in classrooms

- Classrooms are out of bounds unless there is a teacher present or by special arrangement.
- No eating in a classroom. Water bottles **only** are permitted in the classroom.
- Chewing gum is not allowed at school at any time.
- Students who are outside a classroom during lesson time must carry a pass.

## 8. Use of Canteen

- Be courteous and cooperative at all times.
- Lunches must be ordered at the canteen before 8.55am.
- Join the line and wait for a serving window to become available. Only two people at a window at a time.

9. **Care of property**
  - Valuables should be left at front office.
  - Students are discouraged from bringing to school large sums of money and valuables not related to school activities.
  - All school equipment should be cared for.
  - Overnight bags, sporting equipment etc. may be left in the storeroom next to room C5.
10. **Lost property**
  - Any property found should be taken to the front office.
11. **Buses (See also Bus Code of Conduct)**
  - Students must line up in an orderly fashion.
  - Students are not to get on the bus until directed by the teacher on duty.
12. **Out of Bounds**
  - All staffrooms and the MPU are out of bounds unless accompanied by a staff member.
  - All steps and landings are out of bounds.
  - Yellow lines in the playground show out of bounds areas.
  - The outer area (basketball courts and surrounding area) is available in Lunch 1 only.
  - No loitering around toilets.
  - The senior quads and Year 10 quad are out of bounds to junior students.
  - Students are to return to their year group areas if requested by a teacher.
13. **Sick Bay**
  - A note must be obtained from the class teacher before going to the sick bay.
14. **Safety**
  - Bicycles must be put in bike racks and scooters put in the cage in an orderly fashion.
  - No riding of bikes and scooters on the school premises.
  - No aerosols permitted - roll on deodorants only.
  - Steel rulers are not allowed at school.
  - Students are to bring their own safety glasses that must be worn in all practical lessons.
15. **Playground**
  - Students are to follow a "hands off" policy at all times.
  - Handball is the only ball game permitted in the quads.
  - Ball sports are permitted in Area C, however, "tackling" is not permitted at any time.
  - Students must not run in the quad.
  - Students are not to climb on the roof or in trees.
16. **Medication**
  - All medication must be handed in at the front office. It should be labelled with your name and the required dosage.

## WHAT HAPPENS IF.....?

1. I am **LATE** to school. Report to the Front Office and sign in.
2. I am **FEELING SICK** at school. Get a note from your teacher and report to the Front Office.
3. I **LOSE** something at school. Check with the Front Office. Ask to put an announcement on the daily notices.
4. The bell rings on and off **CONTINUOUSLY** for 2 minutes. It is an emergency evacuation. Go to the basketball courts and line up with your year group.
5. I need to **LEAVE** the school for an appointment. Bring a note to the Front Office for a leave pass.
6. I **GET LOST**. Ask a teacher for directions to the next class while you are still unsure of the school layout.
7. I **FORGET** my lunch or lunch money. See the Deputy Principal who will give you a voucher for the canteen. (This is to be repaid to the canteen the **next** day).
8. I cannot pay **SCHOOL FEES**. Bring a note from your parent/guardian or ask them to see the Principal. Arrangements can be made.
9. I **FORGET MY TIMETABLE**. Go to the Front Office.
10. I am **ABSENT** from school. Bring a note explaining your absence and hand it into the front office on your return to school. Ask teachers about work missed so you can catch up.
11. I catch a **BUS** home. Wait at the main entrance of the school until the bus arrives. Some leave quickly so be prompt.
12. I want to **ORDER** my lunch. You can do so at the canteen before school commences at 8:55am.
13. I need to **PAY** for an **EXCURSION**. For online payments, go to the school's website and click on the link 'Make a Payment'. For cash payments, bring the money to the front office at least a fortnight before the excursion.
14. I am being **BULLIED** or picked on. See your Year Advisor or any teacher about it **immediately**.
15. I want to go to the **TOILET** during class. Try to use the toilet during the breaks. In emergencies get a pass from your teacher.
16. I am **SENT OUT** of class for any reason. Carry a pass from your teacher or a note explaining your purpose.

## BUS TRAVELLERS – CODE OF CONDUCT

**The law requires all students who use the “School Student Transport Scheme” to:**

- Behave safely at all times
- Respect the needs and comfort of other passengers
- Behave appropriately at all times (e.g. no use of offensive language, fighting, spitting, placing feet on seats or throwing things in or from the bus)
- Protect bus property and report any vandalism
- Follow the driver’s instructions about safety on the bus (e.g. instructions on where to sit)
- Adhere to the law that bans smoking on buses
- Only eat or drink (other than water) on the bus with the permission of the bus operator
- Keep arms, legs and other parts of their bodies inside the bus
- Only attract the attention of the driver in the case of an emergency

Depending on the severity of the misbehaviour failure to do so can result in –

1. Loss of transport privileges
2. Being banned from school buses
3. Court action/police prosecution





## STUDENT EQUIPMENT REQUIREMENTS 2024

**All students will be receiving a school diary at the beginning of the year.** All students will require the following stationery items in addition to the items required for the subjects that they study:

- Black pens
- Blue pens
- Red pens
- Lead pencils (HB, 2B and 4B)
- Coloured pencils
- Coloured textas
- Glue stick
- Highlighter
- Sharpener
- Eraser
- Scissors
- 100 A4 sheet protectors
- Protractor and compass
- Ruler (steel rulers are not allowed)
- Headphones
- Casio FX82AU Plus II Calculator (can be purchased from the school - \$30.00)
- Bring your own device (BYOD) – for requirements, please see our West Wyalong High School website.

### Additional Requirements

#### Year 7

At the beginning of the year, all Year 7 students will be provided with a Welcome Pack, containing the following –

- Visual Arts diary
- A4 binder folder with 2 x A4 128-page binder books.

Students are required to have the following additional items -

- Additional 5 x A4 binder books (128-page, 4-hole) to fit folder for all core subjects (English, Mathematics, Science, PDHPE, Geography, History and Music).
- Earphones for Music (to be left at school in folder)
- A4 Display Folder for Music

#### Year 8

- Ring binder folder (can be recycled from Year 7)
- 7 x A4 binder books (128-page, 4-hole) to fit current folders for all core subjects (English, Mathematics, Science, PDHPE, Geography, History and Music)
- Earphones for Music (to be left at school in folder)

## Year 9, 10 and 11

- One strong A4 binder folder (to insert their work into)
- A4 loose leaf lined paper or a binder book inserted in plastic sleeves.

Please refer to the appropriate Subject Selection Booklet for individual subject requirements.

To limit the weight of student school bags and to assist with better organisational skills, it is recommended that students have a folder that contains only the books needed for each day. Individual folder books (of no more than 64 pages or loose leaf paper) for each subject allows students to interchange them in the folder as required, based on their daily timetable.

To meet Work, Health and Safety requirements, **enclosed leather shoes** must be worn at all times. Please consider this when purchasing new shoes.



Please ensure that all items of clothing are labelled.

Stationery items **not permitted** – steel rulers and liquid paper.

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