

MOUNT ANNAN HIGH SCHOOL



INFORMATION BOOKLET

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Welcome to MOUNT ANNAN HIGH SCHOOL

Welcome to our school. In order to be successful at school it is important that you have access to good information. We have a number of rules and procedures that need to be followed to ensure we have a safe, productive and well-ordered school that supports quality teaching and learning.

There are some expectations that we have of you and I'm sure that you have of yourself -

- ***Students will achieve at a high standard*** - this means that as a student we will expect you to **present your best work in all that you do at school**;
- ***Students will value and enjoy learning*** - this means that as a student we expect you to try new things, ask questions and understand how you learn;
- ***Students will be responsible for their own behaviour*** - this means that as a student we expect you to respect yourself and others at all times and not to interfere at any time with the real business of our school - **learning**.

I know that you are looking forward to high school and that when we look back on your first year at our school in the years to come, we will remember you as great ambassadors for quality public education at **Mount Annan High School**.

Mr K Bates

Principal

Mr J Lovett

Deputy Principal
Years 7 & 9

Mrs M Kovac

Deputy Principal
Years 10 & 12

Mrs R Dickson

Deputy Principal
Years 8 & 11

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ASSESSMENT and REPORTING

Assessment of student work and progress is an ongoing task that is planned by each subject area within the school.

There are a number of ways in which this assessment can occur:

- ♦ short tests in class;
- ♦ assignments completed at school and at home;
- ♦ formal state wide tests such as NAPLAN that are implemented for all Year 7 and 9 students and HSC minimum standards test for Years 10-12;
- ♦ school examinations;
- ♦ student and teacher discussion of work.

Student assessment details will reflect two aspects of learning -

- ♦ the student's achievement of stated outcomes as listed in the subject syllabus documents;
- ♦ the student's achievement viewed in comparison to other students in the same year.

In addition, reference will be made to the student's attitude and readiness for learning through comments made by their teachers on each of the semester reports.

The end of semester reports will inform students and parents/caregivers of the student's areas of strength and areas for development. They will be complemented by parent/teacher conferences where specific plans can be made to improve student achievement of learning outcomes.

ACCESS TO THE LIBRARY

Our Library was established in 2003. It is a Resource Centre that is used by students and staff.

The Library is opened at Recess and Lunchtimes every day. Students are able to use resources, access computers and borrow books. The Library contains a collection of over 14,000 physical resources including books, magazines references and DVDS. The book collection includes Fiction, Senior Fiction, Picture Books, Non Fiction and Teacher Resources. At Lunchtimes we have board games and CHESS for anyone to play. Students can do their homework with help from the Teacher Librarian.

Students are encouraged to share their ideas about reading and the books that they love to read.

Students can borrow 2 books for 2 weeks. Students are able to renew books if they need to.

All students are encouraged to borrow books for the school holidays.

Every student is issued with a Library ID Card in Year 7. If the card is lost or stolen please to come and see Mrs Cochrane to order another card. The Library system that we use in NSW Government schools is OLIVER.

To encourage reading, several programmes are conducted in the Library at Mount Annan High School.

The Premiers Reading Challenge (<http://online.det.nsw.edu.au/prc>) is a NSW government initiative and its aim is to encourage students to read. We support the PRC challenge in our Year 7 Library classes. All the books in the PRC collection are labelled and easy to locate.

The Library also supports Scholastic Book Club. Students can collect order forms and order books on-line via the Scholastic Website. Book Week is held in August each year with visiting authors and illustrators during the year. The role as the Teacher-Librarian at Mount Annan High School is to work together with students to achieve a love of reading and to enhance successful life-long learning.

The Teacher Librarian is Mrs Shellie Cochrane and Mrs Chadia Azzizi and our Library SASS are Mrs Angela Ollis and Mrs Amie Hopkinson.



INTERNET AND USE OF COMPUTER TECHNOLOGY POLICY

PURPOSE

The internet extends learning beyond the traditional walls of the classroom. The internet policy outlines practices for the safe management and effective use of this resource throughout Mount Annan High School.

GUIDELINES

SAFETY and PRIVACY

1. Personal information such as identifying data (full name, address or other information that describes the personal situation or location of students, staff or community) **WILL NOT BE** provided through the Internet.
2. All access will be under staff supervision.
3. Written permission from parents/caregivers will be obtained before photographs or written works are published.
4. No individual email accounts will be established.
5. All passwords will remain confidential and will be known only to the rightful owners.

CODE OF BEHAVIOUR FOR INTERNET ACCESS

1. Students must have permission from a teacher and / or librarian to use any form of computer technology.
2. Students must ask the supervising teacher for permission to print any material from computers.
3. Any student found wilfully damaging any computer technology will be dealt with using the school's discipline code. This may include paying for repairs or replacement.
4. Students will not bypass the restrictions placed via cyber patrol facilities.
5. Students will not access any chat line unless under the direct supervision of a teacher.
6. Students will not give out personal information about themselves or other students such as addresses, telephone numbers, parents' work or home addresses or the name or location of the school.
7. Students will immediately notify the teacher supervising them if any material is found that makes them feel uncomfortable or is inappropriate in any way.
8. Students will not create their own web page or edit an existing one without the knowledge and permission of the supervising teacher.
9. Any breaches of this code of behaviour will result in loss of access to the Internet as well as disciplinary action where appropriate.

PRIVACY AND PERSONAL INFORMATION PROTECTION ACT 1998

At times the school is required to pass on personal information, for instance, data to photographers for library cards and school photographs. This information is retained for only as long as necessary for the purpose of which it was collected. Personal information is disposed of securely and in accordance with requirements for the retention and disposal of personal information.

PRIVACY NOTICE

The provided by you is being obtained by the purpose of enrolment at Mount Annan High School. It will be used by the Department of Education for enrolment, emergency contact and general school uses. Other persons and/or agencies that will be provided with this information are the school photographers, this year being “The School Photographer” for the production of school library cards. Provision of this information is required by law. It will be sorted securely. If you do not provide all or any of this information then we may not be able to process your enrolment.

At Mount Annan High School students work, photographs (in a large group) and/or video of student activities or events taken during the year could be published in the school newsletter and/or displayed around the school.



ATTENDANCE

The NSW Department of Education and Communities requires that students in secondary school, up to the age of 17 years, be in regular attendance at school.

The department also requires that **absence from school be explained by a written explanation either by text message as a response to SMS attendance, by email or by a note from the parent/caregiver. Notes which explain student absence must be given to the front office within 7 days of the absence.**

Rolls are marked at the commencement of each school day and individual attendance is closely monitored. All students must arrive to school by 8.45am for Roll Call to begin at 8.50am. Roll call occurs at the beginning of each day from 8.50am – 9.00am and is compulsory for all students.

The school operates a system called **SMS ATTENDANCE**. This system is operated by the school computers and **automatically sends a text message to the parents/carers of absent students.**

This system will send a text message if a student does not attend period 1 and is therefore marked absent.

SMS attendance is a way of informing all parents/carers that their child is in the right place at the right time. Please ensure up to date contact numbers for all parents/carers are available to the school.

Parents/carers can ring the school before the official starting time to inform us that their child will be absent for that day. Parents/carers may also be asked to inform the school of the anticipated return date of their child.

Throughout the day random attendance checks are completed. Teachers mark the class roll during each lesson.

A student whose attendance is poor may be referred to the Home School Liaison Officer at district office.

Students arriving late to school must follow this routine:

- ♦ Report to the front office to be signed in.
- ♦ Where possible students should bring a note **explaining the lateness**, otherwise parents will receive an SMS text.
- ♦ Students will be given a **late pass from the school office by an administrative staff member.**

Students are **not permitted to leave the school grounds at lunchtime, recess or during class time unless they have a leave pass.** Leave passes are granted when a student **presents a note requesting leave from their parent/caregiver.**

Students who need to leave during the day or to **leave school early must report to the front office before school to have the leave pass issued.** The leave pass must be shown to the relevant class teacher and be carried by the student when outside the school.

Students who are leaving school early need to be collected from school by their parent/carer.

**STUDENTS IN YEARS 10-12 ONLY WILL BE PERMITTED TO WALK HOME ALONE
AFTER OFFICE GAINS PERMISSION FROM PARENT/CARER.**

CANTEEN



Students may purchase their lunch from the school canteen which operates each day.

When students arrive at school and need to **order their lunch the following routine is followed:**

1. From **8.00am** the front window to the canteen is opened.
2. **Lunch bags** are available and should be **filled out.**
3. The **bag and money is then taken** to the canteen staff.
4. The lunch is **collected from the canteen window** at the beginning of lunchtime.

Drinks, fruit etc. are available during recess and lunch breaks. EFTPOS facilities and a water refill station available to all students

Naturally, courtesy and respect is insisted upon by the canteen staff. All students are expected to use please and thank you when ordering and purchasing from the canteen.

MENU

MAKE IT
A MEAL

+\$2.00

Add a 600ml bottle of water
for \$2.00, with any salad,
sandwich, or wrap purchase.

DAILY SPECIALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
MEXICAN OLE	MAMMA MIA'S CLASSIC PASTA	SOME LIKE IT HOT	IT'S A TORTILLA WRAP	FRESHLY MADE PIZZA FIESTA
Soft Tortilla (E) \$5.00 Chicken Burrito Spicy chicken breast with lettuce, cheese and salsa Mex Tex Spicy Beef (E) \$5.00 Spicy mexican beef on a bed of steamed rice topped with salsa	Freshly Made Small (E) \$3.50 Large (E) \$5.00	All time Favourite \$5.00 Butter Chicken (E) With steamed rice Teriyaki Chicken \$5.00 & Vegetables (E) With steamed rice - fresh made	Chicken Mayo \$5.00 Wrap (E)	Cheese Pizza (E) \$4.00 BBQ Chicken (E) \$4.50 Ham & Pineapple \$4.50 Pizza (E)

CLASSICS

- **Classic Chicken Burger** (E) \$5.00
Lean skinless breast fillet, lettuce & mayo
- **Classic Beef Burger** (E) \$5.00
Lean chargrilled beef, lettuce, cheese & tomato sauce
- **Pasta Bolognese** (E) S: \$3.50 • L: \$5.00
Fresh made
- **Open Garlic Melt** (E) \$2.00
- **Chicken Sub Roll** (E) \$3.00
- **Pie** (O) \$3.00
- **Sausage Roll** (O) \$4.00
- **Oven Baked Potato Wedges** (O) \$4.50

(CREATE & WE WILL MAKE

BURGER BAR

All orders are required by 9 am

- **ADD any salad option for free**
Lettuce, tomato or beetroot
- **\$5.50 unlimited options**
- **Chicken & Cheese Burger** (E)
With mayo
- **Chicken Caesar Burger** (E)
With diced ham & Caesar dressing
- **Chicken Peri Peri Burger** (E)
With slaw & peri peri sauce
- **Chicken Aioli Burger** (E)
With lettuce & aioli sauce
- **Aussie Beef Burger** (E)
With lettuce, tomato, beetroot & tomato sauce
- **Classic Cheese Burger** (E)
With tomato sauce & mustard
- **Falafel Burger** (E)
With lettuce, tomato & BBQ sauce
- **Fish Burger** (O)
With lettuce, mayo & cheese

BREAKFAST

- **Breakie juice cups** (E) \$1.00
- **Grilled hash brown** (O) \$1.00
- **Cheese toast** (E) \$3.00
- **Leg ham & cheese** (E) \$3.50
toastie
- **Breakie muffin** (E) \$3.50
- **Egg & cheese muffin** (E) \$3.00
- **Yoghurt tub** (E) \$3.00
- **Fruit salad bowl** (E) \$4.00
- **Watermelon shakers** (E) \$2.00
- **Up and Go** (E) \$3.00

DRINKS

- **Water** 600ml (E) \$2.50
- **Pump Water** 750ml (E) \$4.00
- **Milkshake** (E) \$3.00
Chocolate, Vanilla
- **Oak Milk** (E) S: \$3.00
Chocolate, Strawberry L: \$4.00
- **Popper Juice** Orange, Apple (E) \$2.00
- **Bottled Juice** Orange, Apple (E) \$3.00
- **Diet Can** Pepsi, Coke, Lemon (O) \$2.50
- **Diet Mineral Water** Passionfruit (O) \$4.00
- **Hot Chocolate** (E) \$2.50

(PO) Pre-order only
by 9am

(V) Vegetarian

(E) Everyday

(O) Occasional

efpos

Please see canteen manager
for special dietary needs

MENU

MAKE IT
A MEAL

+
\$2.00

Add a 600ml bottle of water
for \$2.00, with any salad,
sandwich, or wrap purchase.

SANDWICHES, WRAPS & ROLLS

TOP TEN SANDWICHES

- **Breast Chicken, Lettuce & Mayo** **E** \$4.00
- **Leg Ham & Cheese** **E** \$3.50
- **Salad** **E** \$4.00
- **Egg & Lettuce** **E** \$4.00
- **Ham, Cheese & Tomato** **E** \$4.00
- **Tuna, Lettuce & Mayo** **E** \$4.00
- **Leg Ham & Salad** **E** \$4.50
- **Breast Chicken & Salad** **E** \$4.50
- **Tuna & Salad** **E** \$4.50
- **Cheese** **E** \$3.00

WRAPS Half: \$3.50 • Full: \$5.50

- **Chicken Caesar** **E**
Chicken breast, lettuce, diced ham, cheese
- **Chicken Lettuce** **E**
Chicken breast, lettuce & mayo
- **Veggie Delight** **E**
Lettuce, tomato, cucumber, falafel & aoli
- **Farmers Fresh** **E**
Lettuce, tomato, cucumber & carrot

CONTINENTAL ROLLS \$5.50

- **Chicken Schnitzel** **O**
Oven baked, lettuce & mayo
- **Sweet Chilli Chicken** **O**
With lettuce & mayo
- **Veggie Delight** **E**
Lettuce, tomato, cucumber, falafel & aoli
- **Farmers Fresh** **E**
Lettuce, tomato, cucumber, carrot, tasty cheese & mayo
- **Continental Roll** **E**
Leg ham, lettuce, carrot, tomato & cucumber

TOASTED

TOASTIES

- **Cheese** **E** \$3.00
- **Leg Ham & Cheese** **E** \$3.50
- **Chicken & Cheese** **E** \$3.50

TOASTED FOCACCIA \$6.00

- **Deli Delite** Leg ham, cheese, tomato & mustard **E**
- **Chicken Caesar** Chicken breast diced, lettuce, diced ham, cheese **E**
- **Chicken Club** Chicken schnitzel, grilled bacon, poached egg, lettuce & tomato **O**
- **Mediterranean** Falafel, cucumber, tomato, cheese & aoli **E**

SPECIAL DIETS

PO

All Chicken Products are Biada

- **Veggie Roll** **O** \$4.00
- **Falafel Wrap** **E** \$5.00
Lettuce, cheese, tomato & aoli
- **Oven Baked Fish Burger** **E** \$5.50
Lettuce, cheese & mayo
- **Gluten Free Bread** Extra \$1.00

FIT & FAST SALAD

PO

Add your own FREE salad dressing:
French, Italian, Caesar or Creamy Mayo

- **Fruit Salad** **E** \$4.00
Seasonal diced fruit
- **Watermelon Shaker** **E** \$2.00
- **Fresh Garden Salad** **E** \$4.50
Lettuce, tomato, cucumber, carrot & corn
- **Fresh Garden Salad** **E** \$5.50
With your choice of leg ham, chicken breast, egg, or tuna
- **Chicken Pasta Salad** **E** \$5.00
Chicken breast, carrot, shredded cabbage, spring onion
- **Chicken Caesar Salad** **E** \$5.00
Lettuce, chicken breast diced, diced ham, cheese
- **Chicken Caesar Shaker** **E** \$2.00
- **Spicy Tuna Pasta Salad** **E** \$5.00
Spicy tuna, pasta, carrot, shredded cabbage

SNACKS

- **Whole Fruit** **E** \$1.00
- **Frozen Juice Icy** **E** \$1.00
- **Frozen Slushie** **E** \$2.00
Tropical, Orange
- **Muffin** **O** \$3.50
- **Red Rock Chips** **O** \$2.50

PO

Pre-order only
by 9am

V

Vegetarian

E

Everyday

O

Occasional

efpos

Please see canteen manager
for special dietary needs

CLASS ORGANISATION

The school organises students into three streams:

- ♦ Students who are high achieving
- ♦ Students who are achieving at a level appropriate for their age and stage level
- ♦ Students whose literacy and/or numeracy skills are in need of further development will be placed in classes where additional support can be provided.

At the conclusion of each semester, student placement is reviewed. It is not uncommon for students to be moved around so that the mix of students in our classes is the best and most appropriate for all students.

Parents and caregivers will be notified if the school is contemplating moving a student.

CORE VALUES

The school has three Core Values that were developed after consultation with the school community. Students in particular had a strong say in the formation of the values.

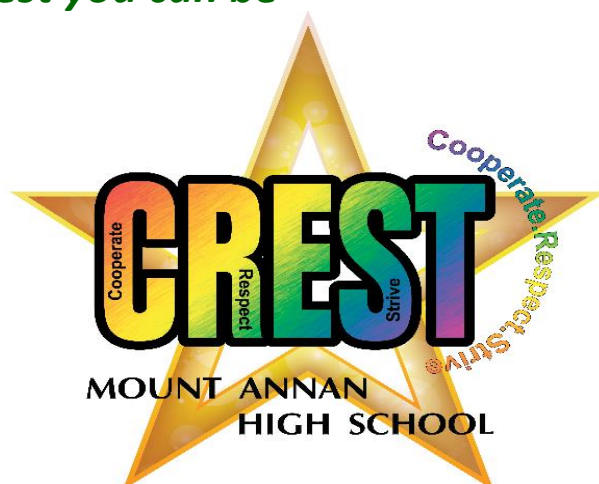
STRIVE: We always try to do our best

RESPECT: We respect others and ourselves

CO-OPERATE: We work together to help and support each other

The core values support our school motto which is:

Be the best you can be



CURRICULUM

Organisation of the school curriculum supports the student's engagement with the learning process leading to the award of the Record of Student Achievement and the Higher School Certificate in the years to come. As such there are NSW Education Standards Authority requirements that have to be taken into account in determining the curriculum and the amount of time allocated to each key learning area.

All students are required to have substantial time allocated to the study of English, Mathematics, Science, Personal Development, Health and Physical Education, History and Geography each year from Year 7 through to Year 10.

Students in Stage 4 (traditionally Years 7 and 8) also must engage in the study of Visual Arts, Music, Design and Technology and a language other than English.

Additional studies in what has been traditionally known as 'electives' is undertaken in Years 9 and 10. A range of extra curricula activities such as public speaking, debating and participation in creative arts and Project Based Learning (PBL) activities will be encouraged.

Time has also been set aside to allow for activities associated with religious education where requested by church and religious groups authorised by the Department of Education and Communities.

SPECIAL EDUCATION FACULTY

Our school accommodates 4 Special Education classes. These classes are a Regional resource and placements are offered through application.

The Support classes are taught by teachers who are trained in Special Education methodology and each class is supported by a Student Learning Support Officer.

Students in the Unit follow a Life Skills Program and work towards achieving a ROSA and a HSC through an Individualised Educational Program.

DAILY SCHOOL ROUTINE

The daily school routine begins at home where students pack their school bags with the equipment necessary for each day. Students should get into the habit of referring to their school diary and individual timetables and pack their bags accordingly. All students will be studying a range of subjects and it is not important to carry the correct equipment for each subject in the school each day as listed on the timetable. If PE or sport is scheduled for that day students should ensure that they have their sports uniform packed. Students are required to wear their normal school uniform and change for PE and sport. After PE/sport, students must change back into their full school uniform.

At our school there is no area for student lockers. Therefore, it is important that school bags are packed each evening ready for the student's timetable the following day. In addition, there are no provisions in the school plan for lockers for students.

Once the student has reached the school grounds they are regarded as being in the school's care. Students should move immediately into the quad when they arrive. Any student who requires a Leave Pass must see the office staff prior to school starting, where a pass will be issued upon production of a note from parents / caregivers. Students who leave during the day with a Leave Pass will be required to leave via the school office.

Mount Annan High School operates a **10 day cycle timetable**. Days are named according to their place in the cycle - **day 1 through to day 10**. The day begins with first period. Rolls are marked in roll call and continually checked throughout the day.





EVERY DAY COUNTS....

A day here or there doesn't seem like much, but...

When your child misses just...	that equals...	which is...	and therefore, from Kindy to Year 12, that is...	This means that the best your child can achieve is...
1 day each fortnight	20 days per year	4 weeks per year	Nearly 1 ½ a years of school	Equal to finishing Year 11
1 day a week	40 days per year	8 weeks per year	Over 2 ½ years of school	Equal to finishing Year 10
2 days a week	80 days per year	16 weeks per year	Over 5 years of learning	Equal to finishing Year 7
3 days a week	120 days per year	24 weeks per year	Nearly 8 years of learning	Equal to finishing Year 4

Give your child every chance to succeed...

Every day counts!



NORMAL SCHOOL DAY BELL TIMES

Mon		Tue, Wed, Thu, Fri	
8.00 -9.00	Early Morning class (Seniors only)	8.00-9.00	Early Morning class (Seniors only)
8.50-9.00	Roll Call	8.50-9.00	Roll Call
9:00-9:55	Period 1	9:00-10:00	Period 1
9:55-10:50	Period 2	10:00-11:00	Period 2
10:50-11:20	Recess	11:00-11:30	Recess
11:20-12:15	Period 3	11:30-12:30	Period 3
12:15-1:10	Period 4	12:30-1:30	Period 4
1:10- 1:40	Lunch	1:30-2:00	Lunch
1:40- 2:35	Period 5	2:00 - 3:00	Period 5
2.35 – 3.35	Afternoon Period 1 (Seniors only)	3.00-4.00	Afternoon Period 1 (Seniors only)
3.35 – 4.35	Afternoon Period 2 (Seniors only)	4.00-5.00	Afternoon Period 2 (Seniors only)

EXCURSIONS and INCURSIONS

Excursions complement the school curriculum allowing students to experience real life application of skills and knowledge learnt on campus. As such, they are important learning tools for our students.

Excursions may be organised during normal lesson time involving no interruption to other lessons or they may be of one day or more duration involving transport and entry fees.

In all cases of excursions or incursions (where authorised groups may visit the school to enhance the curriculum) teachers will inform the school administration and seek permission to vary the school routine. Parents/caregivers will be informed of the organisation and will be asked to give written permission for their child to participate.

All excursions will have a final date for payment for organisational purposes. If you have any difficulty in paying please contact the excursion organiser or Principal before that date to avoid disappointment. Students must return the correct permission note and money to the office for all excursions. Hand written notes from parents are not accepted.



HOMEWORK

Homework is a way of consolidating a range of skills including information, research skills, study skills and organisation skills.

Students should make use of a homework diary and follow the procedure of writing the homework down when they receive it and noting also in their diary when the homework is due to be handed in.

There are three different types of homework a student may be required to complete:

Practice exercises - the application of skills and knowledge;

Preparatory exercises - opportunities to gain background information;

Extension exercises - opportunities for imaginative and independent work.

Homework can take a variety of forms including:

- ♦ formal scheduled assignments that are completed over a number of weeks at home;
- ♦ work not completed in class during the day;
- ♦ reading over material done in class;
- ♦ participation in a wide reading program;
- ♦ watching specific programs on television;
- ♦ recounting verbally what was done at school during the day, retelling sections in a novel; speaking 'off the cuff' on a particular topic.

All students should be encouraged to engage in some form of review and/or preparation for the following day/s at school as part of their homework routine. Class tests and assessments are regularly scheduled and home study should be planned for these. **The school suggests a minimum number of hours of homework for each week depending on the year group.**

There will be times when up to two and half hours will be necessary to complete homework tasks and there will be days when 'no homework' is set. On these 'no homework' days, students should be encouraged to review their class work and organise their home study area. As a bare minimum, students are encouraged to read over notes from that day's lessons and reflect on their learning that day. This alone will more than double their understanding of the work learned that day.

Suggested Homework Minimum Standards

Years 7 & 8 Subjects	Minimum Homework Per Week	Years 9 & 10 Subjects	Minimum Homework Per Week
English	40 Minutes	English	60 minutes
Maths	40 Minutes	Maths	60 minutes
Science	40 Minutes	Science	60 minutes
HSIE	40 Minutes	HSIE	60 Minutes
PDHPE	20 Minutes	PDHPE	30 Minutes
TAS	20 Minutes	Electives Year 9 3 x 20 minutes	60 minutes
Visual Arts	20 Minutes	Electives Year 10 2x 30 minutes	60 minutes
Music	20 Minutes	Total	5 Hours 30 Minutes
Theatre (Year 7 Only)	20 Minutes		
Language (Year 8 Only)	20 Minutes		
Total	4 Hours 20 Minutes		

Year 11 & 12 Homework & Study	75 minutes per unit per week (Minimum Standard)	15 hours per week (Based on 12 units)
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HOMEWORK CLUB

A Homework Club has been created to support students establish their study routine, assisting with homework, class tasks and assessments.

The Homework Club is FREE for all students

When: every Thursday 3:00 pm – 4:00 pm

Where: Mount Annan High School Library

This is free and afternoon tea is supplied by Woolworths, Narellan. Permission note needs to be presented; this note can cover multiple days or the whole year.

MAKING ENQUIRIES OF THE SCHOOL

GENERAL INFORMATION

Most enquiries of this nature will be answered quickly and efficiently by the school office staff. If necessary they will refer the issue to the most appropriate person.

SPECIFIC ACADEMIC SUBJECT

These enquiries will also go through the school office. The office staff will transfer you to the most appropriate person to answer your questions. This may be a member of the school executive or the class teacher. Naturally teachers are not available at all times to take phone calls but the office staff will be able to take your number so a call can be returned or let you know when that teacher will be available to speak with you. It is always helpful if you let us know exactly what the nature of the query is so that adequate information can be obtained.

STUDENT WELFARE ISSUES

These enquiries will be put through to the student Year Advisors, Head Teacher of Welfare or Deputy Principals. The school counsellor is also available for counselling upon request. If your enquiry remains unresolved you may wish to make an appointment to speak with the Deputy Principal or Principal. It is always advisable to make an appointment so that adequate time can be given to resolve the issue.

Mount Annan Mobile Phone Policy Information for Parents

Updated: 22 March 2015

What is the school's policy on students having mobile phones at school?

Mobile phones represent an issue for student well-being and welfare, school discipline and teaching and learning. However, mobile phones when used correctly and for appropriate purposes, provide students with the technology required to enhance, enrich and extend their learning environment.

The school has a policy that students should not use their phones unless given explicit direction to do so by a teacher, for a specific task. Student phones should otherwise be turned off and put away. There are a number of reasons for this. Firstly, the use of mobile phones may disrupt the teaching and learning in the classroom and in the school. Secondly, mobile phones can be used in acts of cyber-bullying where students can be both perpetrators and victims. Thirdly, people from outside the school can also use mobile phones in acts of cyber-bullying directed at students within the school.

Mobile phones are a costly item and whilst we are willing to include their use in the classroom, students must take full responsibility for their phones to ensure loss or damage does not occur. The school will accept no responsibility if a phone is lost, stolen or broken.

What should a student do if they need to phone their parents?

If a student wishes to contact their parents during the course of the school day, they can speak to one of the Deputy Principals or the Head Teacher Administration and ask to use a school phone.

What happens if a student uses a mobile phone at school without permission?

If a student is found using a mobile phone at school without permission, it may be confiscated. Whenever possible, parents will be contacted and informed that their child has been using a mobile phone inappropriately and it is being held for collection by a parent at the front office. The school may also impose disciplinary consequences depending upon the nature of misuse.

What else can be done to ensure my child uses their mobile phone safely and appropriately?

If required, the school provides programs and counselling to counter bullying behaviour, including cyber-bullying.

What can I do as a parent to protect my child from cyber-bullying and appropriate and safe use of technology such as mobile phones and the Internet?

Firstly, parents can support the school's policy on carrying and using a mobile phone.

Most incidents of cyber-bullying occur outside of the school when the young person is at home or in the care of their parents. Parents should monitor their child's Internet and mobile phone use to protect them from cyber-bullying. Parents can also educate their children about appropriate and safe use of the technology.

PERSONAL VALUABLES AT SCHOOL

Parents/ caregivers and students are reminded that the following items **ARE NOT TO BE brought to school:**

- ♦ skateboards
- ♦ large sums of money
- ♦ Speakers
- ♦ Spray deodorant
- ♦ Liquid paper
- ♦ Chewing gum

These items are a security risk and can be subject to theft. **The school can take no responsibility for any of these items.** If any of these items are lost or stolen the school will not investigate. If students are found in possession of such items they will be confiscated. These items will be returned to the parents.

If students have large sums of money on them they are advised at all times to lodge the money with the school office where it can be kept safe until the end of the school day.

Students are also advised to be sensible and careful with what they leave in their school bags. Bags are not permitted in many spaces in the school and are therefore required to be left outside the direct supervision of staff on many occasions during the day.

SCHOOL FINANCIAL CONTRIBUTIONS

Any money that needs to be paid should be done at the office before school or during recess and lunchtime. A receipt will always be issued for any money paid and should be placed in your child's diary. There are two types of school contributions:

VOLUNTARY SCHOOL CONTRIBUTIONS

This is a contribution levied at the beginning of the year to fund the purchase of items such as printing costs, library books and teaching resources.

This is set at \$50.00 per year for the first student.

SUBJECT FEES

These are fees that are necessary for each subject that is engaged in practical learning such as visual arts and design and technology. These fees are used to purchase the goods, such as clay, food, wood, that are used by students in these subjects.

The fees are set at:

- ♦ Visual Arts \$40 – Years 7 & 8
- ♦ Technology \$60 – Years 7 & 8 (industrial arts, food technology, textiles & design type subjects)
- ♦ Computers \$5 – All Years
- ♦ Athletics \$15 - Years 7-10 and all Support Unit
- ♦ Science Consumables \$15 – Year 7-10
\$20 - Years 11 & 12 for all Science courses
- ♦ Carnival levy \$30 – all Years

These fees will be scheduled for each family and an invoice sent at the beginning of the year. We would appreciate prompt payment of the fees and contributions as this allows the school budgeting process to be well planned and efficient. Students will be issued with a receipt for fees paid which will then be glued into **the student diary**.

From Year 9, Electives and PBL courses will also incur a fee. The fee will be distributed to students when choosing courses.

In addition to these contributions, from time to time **EXCURSIONS and INCURSIONS** will be organised by various teachers and charges will be levied to cover costs.

Should any parent / caregiver experience financial difficulty and be unable to pay subject fees, they should contact the school or Principal where alternative arrangements can be made in confidence.

SICKNESS, ACCIDENTS and MEDICATION

When a student becomes ill while at school they should report to the school office with a note from the classroom teacher. The school office staff will place the student in the sickbay waiting room for up to 10 minutes. After this time, students must return to class or ask for a parent/carer to be called so they can go home. Space in the sick waiting room is limited and it is important that parents do not send their children to school if they are unwell and unable to participate in the school curriculum that day.

It is important that the school has accurate home, work and emergency contact numbers so that urgent contact with parents is available.

In the case of accidents, parents/caregivers will be informed immediately and advice sought on medical assistance desired by the parents. If parents cannot be contacted the emergency contact will be informed. The enrolment card in the enrolment kit will also be used where appropriate to ascertain the wishes of parents.

Where a medical problem exists (asthma, heart problems, epilepsy etc.) parents are requested to supply information when the child is enrolled or when the problem is initially detected.

NO MEDICATION IS ADMINISTERED BY THE SCHOOL UNLESS AN AUTHORISATION INDEMNITY FORM IS COMPLETED.

PRESCRIPTION MEDICATION MUST BE SUPPLIED FROM HOME.

NO MEDICATION SHOULD BE ON ANY STUDENT'S PERSON AT ANY TIME EXCEPT ASTHMA MEDICATION AND EPIPENS.

ALL OTHER MEDICATION MUST BE LODGED WITH THE SCHOOL OFFICE STAFF.

SPORT

Sport is an integral part of the Mount Annan High School curriculum. All students are expected to participate in sport to the level of their ability. No student will be excused from sport without medical documentation. Our students will be able to participate in Gala Sports Days against other schools as well as combined high school zone, region and state events and the myriad of knock out competitions that exist in the state. We also hold MAHS Carnivals for Swimming, Cross Country and Athletics.

Underpinning all the sporting structures at Mount Annan High School is a school wide house based structure incorporating 6 teams (Bluegum, Ironbark, Snowgum, Waratah, Wattle and Wollemi) In all aspects of school sport students represent their house and collect points towards the various House Shields and towards the Sports Person of the Year awards.

The emphasis in sport is on participation and enjoyment. Students will dress in their sports uniform and will abide by the rules of the game and the decision of the referees and umpires. Bad sportsmanship, foul language and inappropriate behaviour or unseemly conduct will not be tolerated and consequences will be issued to students who do not comply with the school rules.

MEDICAL INSURANCE

Parents/caregivers should note that there is no personal injury insurance cover provided by the NSW Department of Education and Communities for students in relation to school sporting activities, physical education lessons or any other school activity. Parents and caregivers are advised to assess the level and extent of their child's involvement in the sport program offered by the school and other competitive sporting opportunities when deciding whether additional insurance cover, above that provided by Medicare, is required.

The NSW Supplementary Sporting Injuries Benefits Scheme, funded by NSW Government, covers any injury resulting in the permanent loss of a prescribed faculty or in the use of some prescribed part of the body.

SCHOOL UNIFORM

The Parents and Citizens Association have endorsed the wearing of correct school uniform BY ALL STUDENTS at ALL TIMES. The school community believes that:

- ♦ Uniforms reflect the tone and culture of our school.
- ♦ Uniforms are a ready means of identification of Mount Annan High students.
- ♦ Uniforms identify us to the community.
- ♦ Uniforms are used as a means to encourage a sense of belonging and pride in our school.

In all items of uniform the school prescribes both colour and style. It is important that students follow these rules in wearing the uniform and not add any individual details.

In addition to the uniform requirements the following must be adhered to:

- ♦ **All students are required to wear PLAIN BLACK LEATHER SHOES THAT COVER THE TOP OF THE FOOT.**

Students are reminded that they will often be engaged in practical lessons that will require safe shoes (black leather topped), aprons, etc. The school uniform has been developed to ensure and adhere to safety standards.

These shoes are the Clark/Bata type of school shoe, the Doc Martin type or the soft black leather type. The main feature of these shoes is that they are all BLACK. There should be no coloured panels of any type. Shoes that have mesh inserts are not acceptable. Leather topped shoes are an occupational health and safety requirement in science, kitchen type learning spaces, visual arts workshops and industrial arts workshops.

Shoelaces need to be laced so that the upper part of the foot is protected.

- ♦ **No coloured t-shirts or long sleeved skivvies should be worn underneath the shirts.**
- ♦ **No trackpants**
- ♦ **No hoodies**
- ♦ **No brand name clothing**
- ♦ **PE/Sport uniform is not to be worn to or from school. Students must bring a full change of clothes and change at the start of their PE/Sport lesson.**

Students not in full school uniform are to bring a note from parent/carer explaining the reason to their Roll Call teacher between 8:50 - 9.00am. On receipt of that note students will be given a uniform pass for the day. This pass may be requested by teachers throughout the day.

Uniforms are available through Lowes (Junior only) and the P&C Uniform Shop (Junior and Senior).

GIRLS ALL SEASON UNIFORM

Blouse	White blouse with tartan trim (junior) White blouse with tree emblem (senior)
Skirt	Green tartan pleated style (junior) Plain green straight skirt (senior)
Jumper	School jumper, plain black jumper or cardigan (no hood or logo)
Jacket	School jacket or plain black jacket (no hood or logos)
Pants	Grey tailored (optional) (junior) Grey or green tailored (optional) (senior)
Socks	Low white socks
Shoes	Black with covered leather uppers (mandatory safety requirement for practical subjects)

BOYS ALL SEASON UNIFORM

Shirt	White short sleeve with crest (junior) White short sleeve with tree emblem (senior)
Shorts	Grey tailored shorts
Trousers	Grey tailored pants
Jumper	School jumper with crest, plain black jumper (no hood or logo).
Jacket	School jacket or plain black jacket (no hood or logos)
Socks	Low white socks
Shoes	Black with black laces, covered leather uppers (mandatory safety requirement)

SPORTS UNIFORM (UNISEX)

Polo	Panel style with Mount Annan on collar
Shorts	Black micro fibre
Socks	White sports style
Hats/caps may be worn in these COLOURS ONLY - white, green, black or grey (no logos).	



BOOKS and OTHER EQUIPMENT

A Book Pack is available for purchase for Years 7-10.

Please note: Liquid paper, texta pens and steel rulers are unnecessary and SHOULD NOT BE BROUGHT TO SCHOOL.

STUDENT BAGS

It is important that students start with an adequate school bag. There are economical back pack type bags that will carry books, lunch and sports gear.

There are no student lockers available to keep equipment in when not in use.

The bag chosen should not be too heavy when empty because students will be carrying them to and from school.

Advice from medical practitioners indicates that these things should be kept in mind when purchasing a school bag:

- ♦ **the bag should have wide shoulder straps**
- ♦ **the bag needs to be adjusted so that the body of the bag fits neatly into the small of the back.**

Following an investigation in 2003 the school found that the majority of students who complained that their bag was too heavy were not carrying the weight in the correct position. Instead the weight of the bag was slung down sitting below the small of the back. A back pack worn in this position will eventually become uncomfortable and can even cause damage to the student.

In addition, occasional monitoring of the re-packing of the school bag each night can result in interesting discoveries of materials that are not necessarily needed at school.

PERSONAL ITEMS

It has been stated that personal valuables such as mobile phones, iPods, speakers and large sums of money should not be brought to school. If students feel the need to bring deodorants to school they must be of the stick variety. **Aerosol deodorants brought to school will be confiscated.**

STUDENT WELFARE

Student welfare is at the centre of all we do at Mount Annan High School. The school Code of Behaviour underpins all activities.

The student welfare team is made up of the Student Advisors, Deputy Principals, School Counsellor and support staff. They meet regularly to discuss various aspects of student welfare across the school.

Our Library offers a Welfare Space, which provides support materials for students and is a place where students can feel safe.

Students at Mount Annan High School are expected to

- ♦ **ACHIEVE AT A HIGH STANDARD** - all members of the school community expect that Mount Annan High School students will present their best work at all times;
- ♦ **VALUE and ENJOY LEARNING** - Mount Annan High School students are expected to try new things, ask questions and understand how they best learn;
- ♦ **BE RESPONSIBLE FOR THEIR OWN BEHAVIOUR** - students from Mount Annan High School are expected to respect themselves and others at all times and not to interfere at any time with the real business of our school - learning;
- ♦ **UNDERSTAND** that not only do they **HAVE CHOICES ABOUT LEARNING and BEHAVIOUR** but there are **CONSEQUENCES** as a result of those choices.



Year 12 Student Leadership Team 2019

School Discipline Code

LEARNING

All students have the right to learn successfully.

All teachers have the right to teach without disruption.

All students have a responsibility to allow others to learn without disruption.

SAFETY

All teachers and students have a right to feel safe and secure at our school.

INSTRUCTIONS

All students must follow reasonable instructions from all staff – permanent, casual and school staff – without defiance.

RESPECT

All students have a responsibility to treat others – their peers, teachers and school staff – with respect and politeness.

PROPERTY

All students must never bring illegal drugs, alcohol, tobacco or weapons to school at any time.

SUPERVISION OF STUDENTS

Supervision will be provided by teachers in the quad area from 8.30 – 8.50am prior to the commencement of Roll Call.

Direct supervision will be provided during all recess and lunch breaks. As is expected in the classroom, students are required to comply with teacher instruction and direction in the playground at all times.

Any accidents must be reported to the teacher on duty in the playground or to the school office immediately.

Supervision of the bus lines in the afternoon will be provided by teachers, where possible, by the school executive.

During excursions and sporting visits in school time, staff will provide direct supervision at all times.

WHAT ACTIVITIES ARE AVAILABLE DURING THE DAY...?

There are several different programs, groups and activities that our dedicate staff assist in running for our students. You may wish to join one or more of these groups during your time at school. They include;

- ♦ SRC
- ♦ Debating/Public Speaking
- ♦ Homework Club
- ♦ Art Club
- ♦ Breakfast Club
- ♦ Chess
- ♦ Girls Group
- ♦ Boys Group
- ♦ After School Fitness Group
- ♦ ATSI programs
- ♦ Pasifika workshops

THE TIMETABLE

At Mount Annan High School we operate a **two week timetable**. We have Week A and Week B.

The days are numbered 1 through to 10 -

Week A

Monday	Day 1
Tuesday	Day 2
Wednesday	Day 3
Thursday	Day 4
Friday	Day 5

Week B

Monday	Day 6
Tuesday	Day 7
Wednesday	Day 8
Thursday	Day 9
Friday	Day 10

Your timetable is **the one of the most important pieces of paper** that you will receive.

It tells you these things:

- ♦ **what day it is;**
- ♦ **what to pack in your bag for the next day;**
- ♦ **by checking in your diary you will know if you have any work that needs to be handed in the next day;**
- ♦ **what subjects you will be learning each day;**
- ♦ **which teacher teaches each subject;**
- ♦ **which room you have to go to.**

RELIGIOUS EDUCATION

At Mount Annan High School we have developed a partnership with the local Christian Churches to teach non-denominational Christian religious education.

The SRE teacher is authorised and supplied from the churches and delivers an approved curriculum. SRE lessons are timetabled generally one per fortnight and students access these by submitting a permission note to opt in. Students may also opt out again at any time with parent permission. The program goes for 4 terms - 2 terms in the later part of Year 7 and two terms at the beginning of Year 8, although this is subject to change depending on teacher and resource availability.

PARENTS and CITIZENS ASSOCIATION

The Mount Annan High School Parents and Citizens Association meets **Tuesday in week three and nine of each term at 7pm in the front office.**

Parents and caregivers are encouraged to play a role in school organisation and decision making through the parent bodies. These organisations provide an opportunity for discussion, collaboration and clarification of school organisation and more importantly for parents to play an active role in their child's education.



TRAVEL TO AND FROM SCHOOL

Many students travel to and from school each day by bus. All students travelling by bus have been issued with the Brochure **SCHOOL STUDENTS' BEHAVIOUR ON BUSES** from Transport NSW.

Students should follow the Code of Conduct for school students on buses:

- ♦ behave safely at all times;
- ♦ respect the needs and comfort of other passengers;
- ♦ behave appropriately at all times (no use of offensive language, fighting, spitting, placing feet on seats or throwing things in or from the bus);
- ♦ protect bus property and report vandalism;
- ♦ show OPAL card when requested;
- ♦ only use school OPAL cards for their intended purpose;
- ♦ maintain possession of OPAL card at all times;
- ♦ follow driver's instructions about safety;
- ♦ adhere to the law that bans smoking on buses;
- ♦ keep arms, legs and other parts of the body inside the bus;
- ♦ only attract the attention of the driver in an emergency.

Unacceptable behaviour on the bus is handled jointly by the bus company and the school. Unacceptable behaviours may result in the student losing his/her right to free travel for a specified period.

We seek the support of parents to ensure that their children's behaviour on the bus does not threaten the comfort and safety of others.

LOST or STOLEN OPAL CARD

If an OPAL card is lost or stolen then parents/caregivers will need to go online to www.transportnsw.info/school-students

WHAT TO DO IF

[] **You are late to school.....**

Report to the front office. You must bring a note explaining why you are late. The office staff will issue a late pass. Even if you are only a little bit late, you **MUST** report to the office.

[] **You need to leave school early.....**

Report before school to the STUDENT ENTRANCE of the school office and office staff will issue you an early leaver's pass. This pass will need to be shown to the teacher of the class as you leave the school.

[] **You are absent from school.....**

If your parent/carer/giver did not respond to the attendance SMS or inform the school of your absence you must give a note explaining your absence to the front office. It is your responsibility to check with your teachers to catch up on work or to get copies of any notes and assessment tasks.

[] **You are out of uniform.....**

You can report to the OFFICE or your Roll Call teacher who will issue an out - of - uniform pass. You bring a note from home explaining why you are out of uniform in order to be given a UNIFORM PASS. This includes incorrect footwear.

[] **You hurt yourself in the playground.....**

You or a friend should report the incident to the TEACHER on PLAYGROUND DUTY or OFFICE STAFF IMMEDIATELY. It is important **NOT TO MOVE ANYONE WHO HAS FALLEN**. There are trained first aid people in the school who will come to you, give assistance and assess your injuries. It might be necessary to call for an ambulance so stay put!

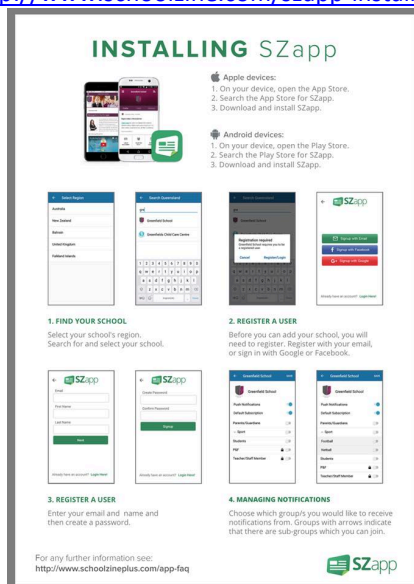
[] **You need to take medication during the day.....**

You must give the medicine with the medication indemnity form from home to the OFFICE BEFORE SCHOOL. They will give you the medicine following instructions in the form. You **MAY NOT CARRY ANY** tablets or medication with you during school time.

KEEPING UP TO DATE

All Parents and Caregivers are welcome to down load our app, join our Facebook page, visit our website and subscribe to our E-Newsletter to ensure you are kept up to date with what's happening here at MAHS.

<http://www.schoolzine.com/szapp-installation>



<https://www.facebook.com/mountannanhighschool/>

<https://mountannan-h.schools.nsw.gov.au/>



MOUNT ANNAN HIGH SCHOOL

Mount Annan High School

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