

# ***MOUNT ANNAN HIGH SCHOOL***



## ***INFORMATION BOOKLET 2024***

**248 WELLING DRIVE,  
MOUNT ANNAN 2567**

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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 -

- O . . . . .
- O . . . . .
- O . . . . .

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**

**Ms R Alexander**  
**Deputy Principal**  
**Years 8 & 10**

**Mr J Lovett**  
**Deputy Principal**  
**Mon, Tue, Thu, Fri**  
**Years 7 & 11**

**Ms N Cavaleri**  
**Deputy Principal**  
**Years 9 & 12**

**Mrs J Lindsay**  
**Deputy Principal**  
**Wednesday**  
**Years 7 & 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 -

- ♦ student's achievement of stated outcomes as listed in the subject syllabus documents;
- ♦ 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.

## 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 known as CREST, being:

**COOPERATE:** We work together to help and support each other. The core values support our school motto which is ***Be the best you can be***

**STRIVE:** We always try to do our best

**RESPECT:** We respect others and ourselves

***Be the best you can be***





## ACCESS TO THE LIBRARY

Our Library was established in 2003. After the fire in 2019, it has been totally refurbished with all new books and resources. It is a Resource Centre that is used by students and staff. The Library is opened at recess and lunchtime every day. Students are able to use resources, access computers and borrow books. The Library contains a collection of over 10,000 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.

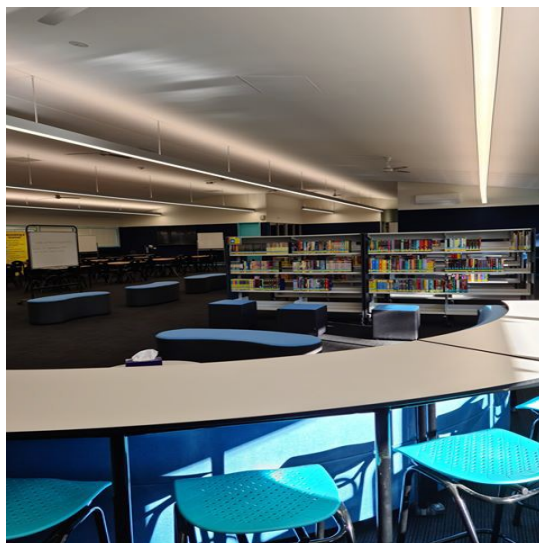
Every student is issued with a Library ID Card in Year 7. If the card is lost or stolen, please to come and see Mrs Murphy to order another card.

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 (Rel) is Mrs Sharon Murphy and our Library SASS are Mrs Angela Ollis and Mrs Jeanna Wilkins.



# 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 distributed to third parties.
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 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**

The information provided by you is being obtained for 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.

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.

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. 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 if a student does not attend roll call 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 teachers mark the class roll during each lesson. A student whose attendance is poor may be placed on a wellbeing monitoring program until their attendance improves to a suitable level.

For any students going on extended leave eg holidays, they must complete an **Extended Leave Form (available from the front 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**.

## NEED TO LEAVE EARLY?

If your child needs to leave school early for any reason, please notify the school as early as possible. You can call, send an email, send a signed note with your child, notify via School Stream or the Sentral Parent Portal.

This must state the reason your child is leaving, the time they are leaving and who will be picking them up.

Any sick leave of more than 3 days requires a doctor's certificate.

Students are not permitted to leave the school grounds at lunchtime, recess or during class time unless they have reported to the front office and signed out in the company of a parent. Senior students may leave school grounds on their early finishing day or to attend TAFE.

Students 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.

**ONLY STUDENTS IN YEARS 10-12 WILL BE PERMITTED TO WALK HOME ALONE  
AFTER THE 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 **8.30am** 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 and a ticket is issued.
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 is station is 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.

**\* Students are not permitted to use a food delivery service to receive food at school.**

**\*\* Prices are subject to change.**

**\*\*\* The new menu comes out at the start of the year.**





# MOUNT ANNAN HIGH SCHOOL

## DAILY SPECIALS



### MONDAY

#### Mexican Street Bowl

\$6

Mexican beef, rice, cheese, corn, cornchips & sour cream

### TUESDAY

#### Loaded Wedges

\$6.50

Wedges, chicken, cheese, sour cream & sauce

H

### WEDNESDAY

#### Pasta Bolognese

\$6

Pasta with beef in rich tomato sauce

### THURSDAY

#### Beef Kebabs

\$7

Beef, lettuce, cheese & BBQ sauce

### FRIDAY

#### Pizza Bar

\$4.50

BBQ chicken or cheese

H

V

## CLASSICS @ MAHS

\$6

PO  
Pre-Order  
by 9am

★ Mexican beef nachos

★ Creamy chicken pasta H

★ Veggie lasagne V

★ Oriental chicken & steamed rice H

★ Butter chicken & steamed rice H

## BURGERS

★ Oli's Chicken Burger H ..... \$6.00  
Chicken, lettuce & mayo

★ Peri Peri Chicken Burger H PO ..... \$6.00  
Chicken, lettuce & peri mayo

★ Chicken Caesar Burger PO ..... \$6.50  
Chicken, bacon, lettuce, cheese & caesar

★ Veggie Delite Burger PO V .... \$6.00  
Veggie pattie, lettuce, beetroot & peri mayo

★ Cheese Burger ..... \$6.00  
Prime beef pattie, cheese, & tomato sauce

## FAVOURITES

★ Meat Pie ..... \$4.00

★ Sausage Roll ..... \$4.50

★ Cheese & Spinach Roll V ..... \$5.00

★ Potato Wedges V ..... \$4.50

★ Corn Cob V ..... \$2.00

★ Chicken Strip H ..... \$2.00

★ Snack Wrap H ..... \$4.00

★ Hot Dog ..... \$3.50

★ Open Garlic Melt V H ... \$2.50

## GOLD COIN BREAKFAST

★ Hash Brown V ..... \$1.50

★ Cheese Toastie ..... \$3.00

★ Ham & Cheese Toastie ... \$4.00

★ Chicken Wrappa H ..... \$4.00

★ Fruit Snap V ..... \$3.00

★  
Everyday

★  
Occasional

H  
Halal  
option

V  
Vegetarian  
option

GF  
Gluten free  
option

PO  
Pre-Order  
by 9am

Special dietary requirements  
please see Canteen Manager

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## SANDWICH BAR

**PO**  
Pre-Order  
by 9am

**\$5**

- ★ Chicken, Lettuce & Mayo **H**
- ★ Ham & Cheese
- ★ Salad **V**
- ★ Egg & Lettuce
- ★ Ham, Cheese & Tomato
- ★ Tuna, Lettuce & Mayo
- ★ Ham & Salad
- ★ Chicken & Salad **H**
- ★ Tuna & Salad
- ★ Cheese **V**

## OLI'S CLASSIC ROLLS

**\$6.50**

- ★ Chicken Schnitzel **H**
- ★ Peri Peri Chicken **H**
- ★ Salad Roll **V**

## WRAPS

**Half  
\$4**

**Full  
\$7.50**

- ★ Peri Chicken Wrap **H**  
Chicken, lettuce & peri mayo
- ★ Ham Wrap  
Ham, tomato, lettuce & cheese
- ★ Salad Wrap **V**  
Lettuce, tomato, cucumber, carrot and mayo
- ★ Chicken Caesar Wrap  
Chicken, lettuce, bacon, cheese & caesar dressing

## GLUTEN FREE

**PO**  
Pre-Order  
by 9am

- ★ Beef Pie ..... \$5.50
- ★ Sausage Roll ..... \$5.00
- ★ Chicken Burger ..... \$7.00
- ★ Gluten Free Sandwiches & Wraps  
With lettuce & gluten free mayo  
Prices from \$5.50.  
Please discuss with canteen manager

## SALAD

**Bar**

**PO**  
Pre-Order  
by 9am

- ★ Fruit Snap **V** ..... \$3.00
- ★ Fruit Tub **V** ..... \$5.00
- ★ Chicken Caesar Salad **H** ... \$6.00
- ★ Chicken Pasta Salad **H** .... \$6.00
- ★ Oriental Noodle Salad **H** . \$6.00
- ★ Power Bowl **H V GF** .... \$6.00



## SIDES N SNACKS

- ★ Frozen Juice Icy .... \$1.00
- ★ Muffin ..... \$3.50
- ★ Frozen Slushie .... \$2.00
- ★ Whole Fruit ..... \$1.50



## DRINKS

- ★ Water ..... \$3.00
- ★ Sports Water ..... \$4.00
- ★ Milkshake ..... \$3.50
- ★ Thickshakes ..... \$4.50
- ★ Oak Milk ..... \$4.50
- ★ Ice Break ..... \$4.50
- ★ Hot Milo ..... \$2.50
- ★ Gatorade ..... \$4.50
- ★ Diet Bottles ..... \$4.50
- ★ Diet Can ..... \$3.00
- ★ Popper Juice ..... \$2.00

## MEAL DEAL

**AVAILABLE  
DAILY**

**\$2.50 BOTTLED WATER**

With any sandwich / salad / wrap

**H V GF**



★  
Everyday

★  
Occasional

**H**  
Halal  
option

**V**  
Vegetarian  
option

**GF**  
Gluten  
free

**PO**  
Pre-Order  
by 9am

Special dietary requirements  
please see Canteen Manager

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## **CANTEEN (Con't)**

### **Simplify your school life.**

We have partnered with Flexischools, to make school lunches even easier.

1. Order online at anytime
2. Enjoy cashless convenience
3. Pay with Visa, Mastercard, Paypal or direct deposit

#### **SET UP YOUR ACCOUNT**

- Download the Flexischools App
- Login/Register
- Top up your account

#### **ORDER**

- \* Place your Order
- \* Make your Selection
- \* Make Payment

## **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 that 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.

## **SPECIAL EDUCATION FACULTY**

Our school accommodates 5 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 Support Unit follow a Life Skills Program and work towards achieving a ROSA and a HSC through an Individualised Educational Program.



## **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 (RoSA) and the Higher School Certificate (HSC) 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 (Years 7 and 8) also engage in the study of Visual Arts, Music, Technology Mandatory 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 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.

## 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 individual timetables and pack their bags accordingly. All students will be studying a range of subjects and it is 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 permitted to wear their sports uniform to school if they have PE/Sport for period 1 and may also wear their sports uniform home if they have PE/Sport period 5. When PE/Sport is scheduled for another period, students are required to wear their normal school uniform and change for PE/Sport. After PE/Sport, students must change back into their full school uniform.

At our school there is no area for student lockers and 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 an Early 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 to day 10**. 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

WEEK A & B					
Tuesday		Monday (Week B), Wednesday, Thursday, Friday		Monday (Week A) Year Meetings	
8:00 - 8:50	Early Morning Class (Seniors)	8:00 - 8:50	Early Morning Class (Seniors)	8:00 - 8:50	Early Morning Class (Seniors)
8:50 - 9:00	Roll Call	8:50 - 9:00	Roll Call	8:50 - 9:00	Roll Call
9:00 - 9:50	Period 1	9:00 - 10:00	Period 1	9:00 - 9:16	Assembly
9:50 - 10:40	Period 2	10:00 - 11:00	Period 2	9:16 - 10:08	Period 1
10:40 - 11:10	Recess	11:00 - 11:30	Recess	10:08 - 11:00	Period 2
11:10 - 12:00	Period 3	11:30 - 12:30	Period 3	11:00 - 11:30	Recess
12:00 - 12:50	Period 4	12:30 - 1:30	Period 4	11:30 - 12:30	Period 3
12:50 - 1:20	Lunch	1:30 - 2:00	Lunch	12:30 - 1:30	Period 4
1:20 - 2:10	Period 5	2:00 - 3:00	Period 5	1:30 - 2:00	Lunch
Year 11 & 12 12:50	Year 12 Wednesday Week A Work from home			2:00 - 3:00	Period 5
	Year 11 Wednesday Week B Work from home				

## EXCURSIONS and INCURSIONS

Excursions and incursions are an integral part of student learning and complement the school curriculum, allowing students to experience real life application of skills and knowledge learnt on campus. As such, they are an important learning tool for our students. They may be of only one period duration, a whole day or overnight.

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.

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. Handwritten notes from parents are not accepted.

Excursion forms may be printed from the school website if the original note is misplaced.



## 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;
- ♦ re-counting verbally what was done at school during the day, retelling sections in a novel, speaking 'off the cuff' on a particular topic;
- ♦ **Mathspace** program is available for all Year 7 - 10 students.

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 (see table next page).**

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 Study Hours

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	<b>Total</b>	<b>5 Hours 30 Minutes</b>
Theatre (Year 7 Only)	20 Minutes		
Language (Year 8 Only)	20 Minutes		
<b>Total</b>	<b>4 Hours 20 Minutes</b>		

<b>Year 11 &amp; 12 Homework &amp; Study</b>	<b>75 minutes per unit per week (Minimum Standard)</b>	<b>15 hours per week (Based on 12 units)</b>
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## HOMEWORK CLUB

A Homework Club has been created to support students in establishing their study routine, assisting with homework, class tasks and assessments. Teachers at Mount Annan High School volunteer their time to attend and assist students with their learning. It is essentially a free tutoring service.

### Homework Club is FREE for all students

**When:** Every Thursday 3:00pm – 4:00pm

**Where:** Mount Annan High School Library

Afternoon tea is kindly donated by Woolworths Mount Annan.

A Permission note needs to be presented, of which can cover multiple days or the whole year.

## **MAKING SCHOOL ENQUIRIES**

### **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.

**The school office hours are 8:15am - 3:30pm**

**The number is 02 4648 0111.**

# STUDENTS' USE OF MOBILE PHONES AND OTHER ELECTRONIC DEVICES IN SCHOOLS MANAGEMENT PLAN

## Rationale and Objectives

Mount Annan High School supports the restrictions of mobile phones in accordance with the NSW Department of Education: **Students' Use of Mobile Phones in Schools policy**. Mobile phone use in schools can impact student learning and wellbeing. Restricting mobile phone use at school aims to increase focus in classrooms, remove distractions and promote positive social interaction, while reducing the potential for online bullying. Mount Annan High School has strong teaching and learning practices to support students in the classroom using various forms of appropriate technology, which maximises the benefits and minimises the risks of digital environments and prepare students for life beyond school. We foster a safe learning environment which supports and enhances each child's social and emotional health through our wellbeing and learning support teams.

Mount Annan High School has elected through community, P&C and student voice forums to use the management option that all mobile phones and associated devices will be '**off and away**' for the full school day, including recess and lunch. This will mean that students will have a responsibility to turn off their phone and store it safely in their school bag for the course of the school day commencing 8:50am each morning and concluding after 3:00pm. This means that students can carry their phone and enter the school grounds with their mobile phones and associated devices, however, from 8:50am, mobile phones and associated devices must be off and away.

This is an approved NSW Department of Education management option and will limit unnecessary distractions and complement our ongoing approach to ensure every student maximises their learning and social growth in a safe and supportive environment.

For the purpose of clarity, even though the policy implies mobile phones, this policy and our school procedure applies to the following:

- Mobile Phones
- Air Pods
- Headphones
- Smartwatches
- Ipods and/or music devices
- Gaming devices
- Speakers
- Associated devices to a mobile phone

## Educational Setting

It is agreed that consistency is important and that some students may have an addiction to phone use. As a result, from the commencement of Term 4, mobile phones and associated devices will not be used for educational purposes. Alternative arrangements will be made in the classroom to facilitate educational supports including the use of laptops, desktops and computer rooms. This educational decision will ensure staff can be supported in applying this strategy in the classroom without concern and students have a clear understanding of the expectations. The educational setting use will be reviewed one year from the commencement of this management plan with consultation with staff, SRC and P&C.



### **Medical Exemption**

Mount Annan High School understands there may be students who have medical needs which will require them to access a mobile phone as defined in this plan. Parents will need to write to the school requesting an exemption that will be considered by the year group Deputy Principal in order to determine whether an exemption will be applied for, on behalf of a student, as well as the adjustments to any school-based practices and procedures. This written request will need to include medical evidence to support such application. Should a parent not be satisfied by the outcome, the parent can appeal to the Principal of the school for consideration.

A medical exemption is limited to certain medical circumstances and will be assessed on a case-by-case basis. Examples where exemptions will be provided include where a student uses their mobile phone to monitor and check their sugar levels as a diabetic or where hearing aids or cochlear implants are used directly through a mobile phone to control sound or students who require assistive technology. Students who use mobile phones and headphones/air pods to self-regulate will **not** be provided an exemption. In order for an exemption to be considered for medical reasons, evidence of a student's circumstances must be provided to support.


### **Canteen Exemption**

There are limited mobile phone exemptions to this new strategy. Students can use their mobile to pay for food at the canteen window only, but we are encouraging the use of an eftpos/debit card or cash to avoid student temptation of mobile phone use. Students can also pre-order their recess and/or lunch prior to the morning bell or order online.

### **Contacting Students**

Mount Annan High School understands there will always be emergencies when parents need to get in contact with students or vice versa during the school. We try to keep this to a minimum, with the exception of emergencies, to avoid disturbing the students' learning. Parents and carers can make contact with the school through the school office (02 4648 0111) and students will also be able to contact parents or carers through the school office if urgent.

Parents contacting students via the student's mobile phone will still result in the same actions taken by the school for students in breach of this policy.

	<b>MOUNT ANNAN HIGH SCHOOL</b>
	<b>Mobile Phone Infringement</b>
	Please Report to the Deputy Principal
Name: _____	
Teacher: _____	
Time: _____ Date: _____	
DP Signature: _____	
Return to Class: _____	
Item: Mobile Phone Type/Description	
_____	

## **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 could be a security risk, or a risk to student health, 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.

\*Eftpos/Card payments close off at 2pm every day.

There are two types of school contributions:

### 1. 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 child, \$40 for the 2nd child, \$30 for the 3rd child.**

**P&C Levy** – The school P&C levy is \$10 per family and assists in paying for the registration and insurance of the P&C.

P&C Fundraising is kept to a minimum.

### 2. 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.

Fees may include, but are not limited to the following:

- Music \$20 - Year 7
- Technology \$60 - All Years
- Mathspace \$24 - Year 7-10
- Science Consumables \$15 - Years 7-10  
\$20 - Years 11 & 12 for all Science courses

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.

From Year 9, Electives 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/carer 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.

**\*\*Fees are subject to change\*\***

## **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, subject to rules of the day such as COVID-19 rules and restrictions. 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/carers 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 condition exists, parents are requested to supply information when the child is enrolled or when the condition is initially detected.**

- ***NO MEDICATION IS ADMINISTERED BY THE SCHOOL UNLESS AN AUTHORISATION INDEMNITY FORM IS COMPLETED.***
- ***PRESCRIPTION MEDICATION MUST BE SUPPLIED FROM HOME AND HELD BY THE SCHOOL OFFICE.***
- ***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.***

### **Other Leave eg – Holidays**

Students must complete an **Extended Leave Form** prior to their absence and provide a copy of the travel documents. This then gets approved by the Principal. This form is available from the office.

## 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 *Blue*, Ironbark *Black*, Snowgum *White*, Waratah *Red*, Wattle *Yellow* and Wollemi *Green*). 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/carers should note that there is no personal injury insurance cover provided by the NSW Department of Education for students in relation to school sporting activities, physical education lessons or any other school activity. Parents and carers 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 track pants, other than school supplied track pants for Sport/PE**
- ♦ **No hoodies**
- ♦ **No brand name clothing**

Students not in full school uniform are to bring a note from parent/carer explaining the reason to their Roll Call teacher between 8:50am – 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 Uniform Shop (Junior and Senior).

## **GIRLS ALL SEASON UNIFORM**

<b>Blouse</b>	<b>Junior</b> - White blouse with tartan trim with emblem <b>Senior</b> - White blouse with tree emblem and Senior
<b>Skirt</b>	<b>Junior</b> - Green tartan pleated style <b>Senior</b> - Plain green straight skirt
<b>Shorts</b>	<b>Junior</b> - Grey tailored shorts
<b>Jumper</b>	School jumper, plain black jumper or cardigan (no hood or logos)
<b>Jacket</b>	School jacket or plain black jacket (no hood or logos)
<b>Pants</b>	<b>Junior</b> - Grey tailored pants <b>Senior</b> - Grey or black tailored pants
<b>Socks</b>	Low white socks
<b>Shoes</b>	Black with black laces, covered leather uppers (mandatory safety requirement)
<b>Tie</b>	<b>Senior</b> - School Tie

## **BOYS ALL SEASON UNIFORM**

<b>Shirt</b>	<b>Junior</b> - White short sleeve with emblem <b>Senior</b> - White short sleeve with tree emblem and Senior
<b>Shorts</b>	Grey tailored shorts
<b>Trousers</b>	<b>Junior</b> - Grey tailored pants <b>Senior</b> - Black tailored pants
<b>Jumper</b>	School jumper with crest, plain black jumper (no hood or logos)
<b>Jacket</b>	School jacket or plain black jacket (no hood or logos)
<b>Socks</b>	Low white socks
<b>Shoes</b>	Black with black laces, covered leather uppers (mandatory safety requirement)
<b>Tie</b>	<b>Senior</b> - School Tie

## **SPORTS UNIFORM (UNISEX)**

<b>Polo</b>	Panel style Green/White/Black with Mount Annan on collar
<b>Shorts</b>	Black micro fibre
<b>Socks</b>	White sports style

**Hats/caps** may be worn in these COLOURS ONLY - white, green, black or grey (no logos)



## MAHS UNIFORMS



Male Student 7-10  
Grey Trousers



Female Student 7-10  
Grey Trousers



Female Student 7-10  
School Skirt



Male Student 7-10  
Grey Shorts



Male Senior  
Black Trousers



Female Senior  
Black Trousers



Female Senior  
School Skirt



Male Senior  
Black Shorts



Male Sports Uniform



Female Sports Uniform



## **BOOKS and OTHER EQUIPMENT**

A Book Pack is available for purchase for Years 7. This is currently \$50 and \$80 with a calculator.

**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 backpack type bags that will carry books, lunch, and sports gear.

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.**

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.

## 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.



# **School Discipline Code**

## **Positive Behaviour for Learning**

### **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, Vapes or weapons to school at any time.

### **CREST**

All students should cooperate with their teachers.

All students should respect the staff, their peers and themselves. All students should strive to be the best they can be.

## **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. All students should remain in this area until first bell.

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 and the front of the school in the afternoon will be provided by the school executive and senior 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 dedicated staff assist in running for our students. You may wish to join one or more of these groups during your time at school. They may include the following;

- ♦ SRC
- ♦ Debating/Public Speaking
- ♦ Homework Club
- ♦ Art Club
- ♦ Breakfast Club
- ♦ Girls Group
- ♦ Boys Group
- ♦ After School Fitness Group
- ♦ Dance Club
- ♦ D & D Club
- ♦ ATSI programs
- ♦ Pasifika Workshops

## **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 once a term on **Tuesday evening in Week 4 at 7pm in the school Library.**

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/carers will need to report this online:

[www.transportnsw.info/school-students](http://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, after 8:50am, you MUST report to the office.

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

Report before school to the STUDENT ENTRANCE of the school office, with a signed note from parent/caregiver, 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/caregiver 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 your Roll Call teacher who will issue an Out-Of-Uniform pass. You need to 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

We have multiple Apps and Social Media platforms for Parents and Caregivers to join, to keep up to date with what is happening at school.

- |   |                       |   |                   |   |              |
|---|-----------------------|---|-------------------|---|--------------|
| * | Facebook              | * | Instagram         | * | School Bytes |
| * | Sentral Parent Portal | * | School Stream App | * | MAHS Website |

### Stay up-to-date with our School Apps and Social Media



	School Stream	<a href="http://www.schoolstream.com.au/download/">www.schoolstream.com.au/download/</a>
	Sentral for Parents	<a href="http://www.sentral.com.au/parents">www.sentral.com.au/parents</a>
	Facebook	<a href="http://www.facebook.com/mountannanhighschool/">www.facebook.com/mountannanhighschool/</a>
	Instagram	<a href="http://www.instagram.com/mountannanhighschoolofficial">www.instagram.com/mountannanhighschoolofficial</a>
	MAHS Website	<a href="http://www.mountannan-h.schools.nsw.gov.au">www.mountannan-h.schools.nsw.gov.au</a>
	Email Address	<a href="mailto:mountannan-h.school@det.nsw.edu.au">mountannan-h.school@det.nsw.edu.au</a>
	Phone Number	(02) 4648 0111 Fax - (02) 4648 0042

## CCTV

Mount Annan High School has CCTV Cameras recording all sections of the school 24/7 for security reasons.





## **IMPORTANT NOTICE REGARDING PARKING/DRIVING ON SCHOOL GROUNDS!**

Parents are not permitted to drive onto school grounds. We ask parents to always park outside the school grounds, unless previous permission has been sought from the site manager, and a permit has been issued.

Due to legal restraints students are to be dropped off and picked up in designated areas outside of the school grounds. It is advisable to find a regular spot to pick up and drop off children that is not directly around the school. This allows for ease of movement for students at the beginning and end of each day.

Parents must obey the council posted street signs. Strictly 10 minute parking from 8:00am - 9:30am in the morning, and 2:30pm - 4:00pm in the afternoon.

Parents are to follow road rules and not park over neighbours' driveways. If there are exceptional circumstances where a parent needs to drive onto school grounds, parents will require a permit prior to entering the school grounds. A permit is obtained, subject to approval, by contacting the front office with a written explanation as to why you need to access the school grounds, the dates necessary and the vehicle details.

Once approved by the site manager, the parent will be issued with a limited time access pass. The pass must be displayed on the dash board of the vehicle whilst on the school grounds.

We appreciate your understanding of the importance of this request.

## **FRONT GATE**

The school gates will be closed from 9:00am until the end of the school day. If you need to enter the school please follow instructions at the gate for the office staff to permit entry.



***'Be the best you can be'***

