



New Student General Information & Enrolment Handbook 2024

Barham High School



Enabling students to successfully transition to future learning and employment

Principal: Brendan Yu

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Welcome Message

On behalf of the staff, we welcome you to the Barham High School community. Our school supports an environment in which all students, staff and parents can feel safe, happy and successful. We encourage all students to follow the school rules, to care for each other and always do their personal best.

There are many opportunities for you at Barham High, whether they are academic, sporting or cultural. We encourage and value participation, commitment and effort.

The information provided in this booklet will help students know how our school is organised, who you can see for various types of assistance and an understanding of our expectations.

We trust that you will enjoy and benefit from your time at Barham High School and we look forward to seeing your efforts being fully rewarded by your achievements.

This booklet is designed to provide you with information to assist you as you transition into your new school.

If you have any questions or would like to discuss any matters raised in this booklet, please ring the school on 03 5453 2322.

Mr Brendan Yu
Principal



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Who's Who at Barham High School 2024?

Principal	Mr Brendan Yu
Deputy Principal	Mr Martin Shevels
Head Teacher English	Ms Carmen Batty
Head Teacher Mathematics	Mr Donald Taylor
Head Teacher TAS	Mr Anthony Bradley
Senior Psychologist Education	Mrs Lyn Bond
Permanent Staff	
English	Mr Rhys Martin Miss Toni Porter
Mathematics	Miss Kirinya Harvey Mr John Lethbridge
Science	Mrs Raelene Farrant Miss Caitlin Davis
HSIE	Ms Kate Donnan
PDHPE	Mr Brayden Wren
TAS	Miss Regan Benson
Visual Art	Miss Caitlyn Boland
Teacher/Librarian	Mrs Kylie Hayes
Careers	Miss Ailie Grainger
School Counsellor	Mrs Stacey Warren
MC Teacher	Mrs Georgia Snowdon
Temporary Staff	
	Mr Glenn Buchanan (0.6 – Music)
	Mr Jamie Loy (0.8 – Agriculture)
	Mrs Natalie Lake (1.0 – TAS)
	Ms Ellen Downey (1.0 – PDHPE)
2024 Rural Experience Program Teachers	
	Ms Michelle Hackett
	Mr Daryl Nayler
Casual Teaching Staff	
	Mr Ian McConnell
	Mrs Mandy McConnell
	Mrs Carly Ettershank
	Mr Mal Inglis
	Mrs Amanda Anthony
	Mrs Emma Searle
	Miss Nicole Dryden
SASS Staff	
	Ms Tiffany Rutland (SAM)
	Mrs Michelle Trevorrow (SAO)
	Mrs Trish Hollins (SAO)
	Mrs Kerri Lolicato (SAO)
	Mrs Alex Martin (SAO)
	Mr Chris Bowen (SAO)
	Mr Dean McGowan (GA/FA)
	Ms Taylah O'Neill (SLSO)
	Mrs Narndi Carter (SLSO)
	Mr Brad Cook (SLSO)
	Ms Dianne Schier (SLSO)

BARHAM HIGH SCHOOL LEADERSHIP TEAM



Mr Brendan Yu
Principal



Mr Martin Shevels
Deputy Principal



Ms Carmen Batty
Head Teacher English



Mr Donald Taylor
Head Teacher Mathematics



Mr Anthony Bradley
Head Teacher TAS



Mrs Tiffany McGowan
School Administrative Manager

GENERAL INFORMATION

Attendance

Department of Education regulations require that all absences from school should be explained when students return to school. After any absence, students should hand an explanatory note in at the front office on their first day returning to school. The note should be written and signed by a Parent or Guardian and indicate the following: date of absence, specific reason for the absence, student name and student year group. Alternatively, absences can be advised through the School Parent Portal.

If at any time you need to leave School before 3:10 p.m. you **MUST** bring a note to the Deputy Principal before 8:50am. You will be issued with an Exit Pass. This pass must be carried on you during the period of time you are granted leave.

Assemblies – School

Formal Assemblies are held on a number of occasions each year and are a special purpose assembly, for example, Induction of Captains, Anzac Day Commemoration, Merit Assemblies. These assemblies are generally held in the Auditorium at CluBarham. More detailed information regarding the timing of these assemblies is published in the BHS newsletter(s) and Facebook leading up to the event

Bell Times

	Start Time	Finish Time
VRG	8.50am	9.10am
Period 1	9.10am	10.00am
Period 2	10.00am	10.50am
Period 3	10.50am	11.40am
Lunch 1	11.40am	12.00pm
Lunch 2	12.00pm	12.20pm
Period 4	12.20pm	1.10pm
Period 5	1.10pm	2.00pm
Recess	2.00pm	2.20pm
Period 6	2.20pm	3.10pm

Buses

Buses leave and arrive at the bus stop at the front gate in Gonn Street. For safety reasons, students must wait within the school grounds and are not to proceed past the front school gate until instructed to do so by the supervising Head Teacher. Pushing is extremely dangerous where heavy vehicles are moving. Please keep well back from the kerb. Students must not walk between the buses to cross Gonn Street.

During bus times students who do not catch a bus **MUST NOT** cross Gonn St through the bus zone. Should they need to cross the street near the front gate they are expected to cross outside the bus zone signs.

Bus students are supervised by a member of the school executive each afternoon.

Bus Private Conveyance Subsidy may be available to students who reside more than 1.6 kilometres walking distance from their bus stop. Apply online at www.transport.nsw.gov.au/pvc or call 1800 010 123 for more information.

In the case of a student changing address or schools, a new application must be made.



Canteen

The Canteen is opened by the Supervisor (Mrs Sonya Harrison) at lunch time and at recess and helpers are required between 9:30 a.m. and approximately 1:45p.m. We endeavour to have three assistants each day, so why not put your name forward with a friend so that, besides helping the running of the Canteen you are also having a day with your friends - make it a day's outing.

Appropriate menus are available for each term.

The Annual General Meeting of the Canteen is usually held on the last Tuesday in March at 2:30 p.m. Everyone is welcome to attend this meeting.

(See later in this booklet - *A Note from the Canteen Committee and Canteen - Helpers*)

Careers

A full time Careers Adviser who delivers a broad program for all students at Barham High. Careers lessons are timetabled for Years 9, 10 and 12 students. The Real Game Series is delivered in Stage 5, along with School To Work Logbooks, Subject Selection and a Job Seeking Program (where students in Year 10 develop resumés and portfolios and attend Mock Interviews). Work Experience is available to Year 10 students. Other career related opportunities are available through: tertiary tours, guest speaker visits (eg. Defence Forces), career seminars, a job vacancy noticeboard and one on one counselling sessions (available to all students). The Careers office and classroom are fully resourced with university and TAFE guides, occupational and website information. Parents are also welcome to contact the Careers Adviser for any information or for parent/student interviews.

Casual Teachers

There are occasions on which some teachers are not at school for various reasons. These teachers are replaced by casual teachers who are fully qualified teachers. They should be given the same respect and attention as your regular class teacher. Casual teachers are an integral part of a High School and have the same authority as your regular teacher.

Clinic

If students become ill or injured during the day, they should ask permission to leave class. The teacher will then give them a note to report to the front office. They will then be referred to the appropriate staff member. Where possible, parents will be called to collect sick students.

If they are ill, students must first report to the front office. Parents or carers who come to collect students MUST also report to the front office before removing their child from the school grounds.

Please assist us with preventing the spread of illness by ensuring that students who show signs or symptoms of any illness are kept at home.

If a student needs to take prescribed medication at school, a parent must complete a 'Student Health Condition Support' form which is available on request from the office staff. Non prescription medicine cannot be given by a staff member and this includes paracetamol or antihistamine, if not prescribed by a doctor.

If a student is taking prescribed medication at home for a medical reason, please advise the school office so we are aware of the situation.

Curriculum – Stage 4

YEAR 7		YEAR 8	
SUBJECT	Periods/10 Day Cycle	SUBJECT	Periods/10 Day Cycle
English	8	English	8
Mathematics	8	Mathematics	8
Science	8	Science	8
History	7	History	6
Technology Mandatory	6	Technology Mandatory	6
PDHPE	5	PDHPE	4
Music	3	Music	3
Art	3	Art	3
Library	1	Languages	6
Agriculture	3	Agriculture	3
Literacy & Numeracy	4	Literacy & Numeracy	1
Sport	4	Sport	4
TOTAL	60	TOTAL	60

Curriculum – Stage 5

YEARS 9 & 10	
SUBJECT	Per 10 Day Cycle
English	8
Mathematics	8
Science	8
Geography	8
PDHPE	4
Career Education	2
Sport	4
<p>Elective offers include:</p> <p>Agricultural Technology</p> <p>Commerce</p> <p>Food Technology</p> <p>Information and Software</p> <p>Industrial Technology - Timber</p> <p>Industrial Technology - Metal</p> <p>Music</p> <p>Physical Activity and Sports Studies</p> <p>Visual Art</p>	

Curriculum Stage 6

SUBJECTS OFFERED IN SENIOR SCHOOL

Ancient History	Legal Studies
Biology	Mathematics Advanced
Business Studies	Mathematics Standard
Chemistry	Mathematics Extension 1
VET Construction	Mathematics Extension 2
English Advanced	VET Manufacturing & Engineering
English Extension 1	PDHPE
English Extension 2	Physics
English Standard	Photography & Digital Media
English Studies	VET Primary Industries
Modern History	Senior Science
VET Hospitality	Society & Culture
Industrial Technology – Timber	VET Fitness
Investigating Science	Visual Art

Community use of facilities

The school is more than willing to co-operate in making the school facilities and resources available for use by community groups. Any enquiries should be directed to the Principal.

The school's facilities are used by a range of sporting and community groups.

Computers

At Barham High computers are used in all teaching areas. They are used in some administrative tasks, as a teaching aid, as a tool of learning and as a specific subject area.

The school has nine well-equipped computer rooms for student use during lessons, with additional computer resources in the school library. There are eight smart boards and three video-conferencing rooms in the school.

Students are provided with *Personal Access* to the school network. Before using a school computer, each student and their parent/guardian must sign the *Internet Users Agreement* distributed to students on their arrival at BHS.

Literacy & Numeracy Focus Time

Students in Years 7 to 10 take part in 20 minutes of Literacy and Numeracy activities each day. It is designed to increase students' literacy and numeracy skills additional to the English and Mathematics periods.

Diaries

Each student in the school is provided with a School Diary at the beginning of the school year. These are intended to be used to help students with planning homework, assessment tasks, tests and exams. The diary should also be used as a means of communication between parents and teachers - parents are encouraged to check their child's diary regularly and to help students with organising and planning their work. They are a very useful tool in helping students develop effective study habits.

Diaries are not to be used for graffiti, romantic messages, offensive, derogatory or insulting comments. Diaries are checked in first period each Monday by the class teacher.

Educational Programs

The curriculum in NSW schools is delivered in stages, which are sequential from Kindergarten to Year 12. In secondary school the stages correspond to the following years:

- Stage 4 - Years 7 and 8
- Stage 5 - Years 9 and 10
- Stage 6 - Years 11 and 12.

In each of these stages, the students follow a two-year course.

In the Junior School (Stage 4), the students follow a varied program designed to give them contact with all areas of our curriculum.

Towards the end of Year 8, students are asked to choose three elective subjects to study in Stage 5.

At the end of Year 10, students proceed into the Senior School (Stage 6) and elect subjects which will lead to the award of a Higher School Certificate.

Emergency Procedures

The school has Emergency Evacuation, Lockout and Lockdown procedures to ensure the safety of students should an emergency arise:

- An emergency **Evacuation** will occur when the school students and staff are to move from an area of danger to a safer area. There are 2 types of evacuation: on site and off site. The offsite evacuation will normally only occur following the advice of emergency services.

Evacuation warning to Staff and Students

The emergency evacuation signal (the "This is an evacuation" alarm) will sound continuously. If there is no power the hand held air horn will be sounded continuously.

- **Lockout** is a procedure which prevents unauthorised persons from entering the school and is commonly used when the threat is general or the incident is occurring off the school property. This procedure cannot occur at Barham High currently.
- **Lockdown** is a procedure used when there is an immediate threat to the school e.g. school intruders. Lockdown minimises access to the school and secures staff and students in rooms. As part of this procedure, everyone must remain in the room until the situation has been declared safe by an authorised person e.g. principal or police officer.

Lockdown warning to Staff and Students

The emergency lockdown signal "This is a lockdown" will sound.

Two emergency procedure drills are held each year to enable students to practise these emergency procedures.

Excursions

These are arranged as extra-curricular opportunities and as part of the school curriculum and are designed to give practical experience to students. When an excursion is arranged, an itinerary and permission note are sent home and/or sent through the Parent Portal Sentral for Parent/Guardian's signature, which is the Parent/Guardian's consent for the student to go on the excursion. Without this written consent a student may NOT go on an excursion.

Excursions are costed strictly on the number of students committed to participate.

Extra-Curricular Activities

Students have the opportunity to be involved in:

- Specialist Sporting Groups
- Writing Competitions
- School Magazine
- Debating and Public Speaking
- Performing Arts Day
- Dance
- Academic Competitions
- Show Team
- Great Victorian Bike Ride
- Annual welfare based opportunities (Including Year Group Excursions)
- Science Club
- Science Week
- Colour Rush
- Study Sesh



Fees

Dear Parents,

We hope this letter finds you well. We are pleased to share some positive news regarding school fees and excursions for the upcoming academic year.

The school has decided to waive voluntary school fees for the entire year of 2024. This decision is a result of financial planning, aiming to alleviate the financial burden on our students' families. We understand the importance of creating a conducive learning environment, and by eliminating fees, we hope to contribute to a more stress-free experience for everyone.

Moreover, in 2024, the school will cover all costs associated with curriculum excursions. This includes the Year 7 and Year 8 three-day excursions, Year 9 day excursions, and other curriculum-based outings. We believe that these experiences are integral to the educational journey of our students, and we are delighted to be able to provide this opportunity without additional financial strain.

It's essential to note that while curriculum-related excursions are fully covered, extra-curricular excursions will still incur a cost in 2024. We appreciate your understanding in this matter and assure you that we are committed to providing the best possible educational experiences for our students.

Please be informed that these arrangements will be reviewed during the preparation for 2025, and any changes will be communicated well in advance. We value your continued support and partnership in ensuring a rewarding educational experience for your child.

Thank you for entrusting us with the education of your children.

Kind regards,



GENERAL:

It is anticipated the funds raised will be expended upon the following:

- Hire of sport facilities and transport to sports
- Performance Groups (History, Music, Performing Arts)
 - Textbook Hire/Replacement
 - Printing/Copying (class use)
 - Library Resources

**Years
7-10**

**Years
11-12**

\$86

\$86

Our school seeks your support in contributing to the costs of materials used and consumed by students in the course of their compulsory studies. These are payments that will assist the school in providing additional benefits to students. Should parents have difficulty making these payments for subject materials, they should contact the Principal for support from the Student Assistance Scheme where possible.

Brendan Yu
Principal

Homework

The school expects that students should carry out a regular and systematic program of home study. Homework includes completion of work unfinished in class time, extension work, assignments and work set as part of the home study program. Homework in high school is not always specifically provided, however students are encouraged to develop study skills independently in preparation for the many examinations and tests that occur throughout the year.

The amount of time spent on home study will vary from time to time, but an "average" expectation is as follows:

Year 7	- 5 nights per week, 1 hour per night.
Year 8	- 5 nights per week, 1 hour per night.
Year 9	- 5 nights per week, 1-2 hours per night.
Year 10	- 5 nights per week, 2 hours per night.
Year 11	- Whole week, minimum of 18 hours.
Year 12	- Whole week, minimum of 18 hours.

Homework aims to:

- Reinforce classroom learning
- Increase skills introduced in class
- Develop diligent study habits
- Reinforce self-discipline

Library

The Library is a centre for teaching and learning and offers a range of resources for all students including:

- Non-fiction and reference books that assist students in assignment work as well as for recreational reading.
- A wide range of fiction catering for readers of all ages and interests.
- Twenty five computers with internet access that are used for educational purposes only.
- Recreational activities including cards, games, chess, magazines and daily newspapers.
- Printing of final copies of assignments (free) and photocopying (20c per page).

The Library staff of Mrs Hayes (Librarian), Mrs Lolicato (Administration) is available to help students at any time.

The Library is open from

- 8:30 am every morning (except Monday) and every lunchtime
- After school by negotiation

Students can borrow up to four books for a maximum of two weeks. Books can then be returned or renewed.

Lost Property

Lost property may be handed in at the front office. To check for lost property students should enquire in the photocopy room.

Lunch and Leave Passes

Students can apply for a permanent lunch pass to go home for lunch, if they

live in town. Please note the following conditions:

1. The student must go *home* only, for lunch and without company;
2. It does not permit the student to go shopping during lunch time;
3. The student must be back at the school before the end of lunch;
4. The student is not allowed to borrow a bicycle to go home for lunch.

Students who need to leave the school occasionally at lunch time should bring a note from a Parent/Guardian explaining the reason for the pass. Take the note to the Deputy Principal's office before 8:50am and you will be given an exit pass for the day.

Exit passes for other absences will be issued by the Deputy Principal on receipt of a note from a Parent/Guardian. These notes should state the reason for the exit and times it will involve to allow for accurate roll keeping.

Only students who live within walking distance from the school may apply for a Permanent Lunch Pass. Special circumstances will be considered on application.

Applications for Lunch Passes will be provided upon request from the Deputy Principal

Electronic Devices:

This is the policy for the use of mobile phones with cameras, MP3 players/iPods, cameras, laptop computers and other electronic devices, whilst at school.

Students are to hand in their mobile phones at the start of the day into the front office and to collect this at the end of each day.

Students must not use mobile phones or other devices to disrupt the learning environment or to interfere with the operation of the school.

Under no circumstances will inappropriate use of mobile phones with cameras be allowed. **Students who receive inappropriate images or messages must DELETE them immediately.**

This includes the use of the camera phone in the following ways:

- To film or capture an image for indecent purposes is a criminal offence
- To film or capture another person in a way that invades their privacy
- Where the person does not consent to being filmed or having their image captured
- For 'sexting' - the transmission of images of a sexual nature to others using electronic means is a criminal offence and must be reported to the police. ☐
- to film or capture the image of a teacher or other staff member without consent

Filming or Capturing the Image of an Assault or Student Fight: Under no circumstances is a mobile phone or laptop with camera, or a camera to be used to film or capture the image of an assault or student fight. Under no circumstances are such images to be stored or transmitted electronically.

Students who are caught with their mobile phone throughout the day will have it confiscated and stored in the front office, which will be returned to the student at the end of the day. On the second offence that a student is caught with a mobile phone, a parent will be required to pick the phone up from the front office, and the student is not to bring the phone to school for the remainder of the term.

Any inappropriate use of electronic devices will result in the school following the suspension & expulsion policy.

Out of Bounds

Areas of the school that students are allowed to go to are:

1. The front half of the school oval can be used by students during recess and lunch.
2. Years 11 and 12 are the only students permitted to use the lawn area in front of the portable/Year 12 common room.
3. Only Year 7 are allowed in the area outside the Interview Room during Term 1 or until further notice.

Parent – Teacher Evenings

Parent/Teacher nights are held at least twice each year. Parents will be informed of these evenings and are invited to make every effort to attend to meet teachers and discuss their child's progress. Parents are also encouraged to contact the School if they have any concerns at any time during the school year.

Personal Appearance

- a. School uniform to be worn every day
- b. Students should be neat and tidy at all times
- c. Make-up, nail polish and jewellery should NOT be worn
- d. School uniform must be worn at all formal school functions
- e. Uniform will be worn on **all** school excursions unless special dress requirements are permitted by the Principal

Phone Calls

Students will not be called from classes to accept phone calls, however messages will be taken and passed onto students.

Students with a need to call parents may use the school phone. Except in an emergency, this should NOT be done in lesson time.

Presentation Night

The annual Presentation Night is held during December each year. Awards are given to students for academic achievement and effort, and sporting achievements, and extra-curricular activities.

Rights and Responsibilities

The Student Welfare Policy at Barham High School provides a framework in which all members of the school community can work together to achieve a quality education in a safe and positive environment. The five principles which form the basis of how everyone is expected to behave are:

SHOW RESPECT
BE SAFE
CO-OPERATE
HAVE PRIDE

Students at Barham High School have the following rights and responsibilities:

My Rights	My Responsibilities
I have the right to be myself and to be treated fairly and as an individual	I have the responsibility to respect others as individuals
I have the right to be treated with respect	I have the responsibility to treat others with respect
I have the right to learn without being disrupted by other students	I have the responsibility to allow other students to learn
I have the right to be safe and not feel threatened	I have the responsibility to help make other people feel safe in the school
I have the right to expect my property to be safe at school	I have the responsibility to respect the school's property and the property of other students
I have the right to enjoy a clean, healthy and attractive school environment	I have the responsibility to care for the school environment
I have the right to be informed of what is happening in the school	It is my responsibility to find out what I need to know
I have the right to enjoy my time at school	I have the responsibility to allow others to enjoy their time at school
I have the right to be told when I receive a disciplinary warning	It is my responsibility to follow the School Code
I have the right to express myself and have my opinion heard	It is my responsibility to allow others to express themselves without being interrupted or put down

Roll Call

Roll call takes place at the beginning of Period 1.

Late students must report to the office to have their name recorded for attendance.

When a student is away from school he/she is required to bring a note from one of their Parents or their Guardian on their first day of return. However, if the absence is planned, it is advisable for the school to be notified prior to the absence. Alternatively, absences can be noted through the Sentral Parent Portal.

If you wish to leave school early in the day or arrive late, you should report to the Deputy Principal with your note. Your request will be recorded and either a leave form or late note issued.

If students become ill at school, they will only be able to go home if contact with parents is made.

School Colours

GREEN

GOLD

School Counsellor

Barham High School is fortunate to have School Counsellor Stacey Warren and we also have access to Michelle White who can provide:

- a link between the school and other services within the Department of Education and the Community
- educational guidance
- assessment of individual children
- help with personal or emotional matters
- assistance within the school to children with special needs
- a resource service for teachers and parents

Students are welcome to go to the School Welfare Teacher if they wish and parents are welcome to ring if they have any concerns regarding their child's welfare.

School Motto

"Diligence & Integrity"

The motto "Diligence and Integrity" has an important message for all students. Diligence refers to someone who is constantly and carefully working hard. You should be striving to get the very best results from what you are trying to achieve.

Integrity refers to honesty and sincerity in oneself. You should approach every day to day situation so as not to offend other people by what you say or do.

Student Assessment

At Barham High School, progress reports are made twice annually in Years 7 to 12. These reports will show each student's achievements in each subject, and have provision for teacher comment.

In general, the grade on reports in the junior school (Years 7 to 10) will be made up of a combination of class work and examination. The relative weightings of these two factors vary according to the requirements of the various syllabuses which students study. Each student will be informed of the way the class marks are derived.

Student Representative Council (SRC)

The Student Representative Council is a body of students that is involved in some decision making on issues that concern the students. The Council members are elected by students from the year that they represent - three members from Years 7, 8, 9, 10, and 11 and four from Year 12. The representatives from Year 12 include the Captains and Vice-Captains. Each Year the SRC chooses different tasks on which to focus their attention. They usually are involved with the organisation of some fundraising activities as well as issues that arise during the year.

Student Advisers – Boys & Girls

The Girls/Boys Advisers have the special responsibility of looking after the interests of the girls/boys at Barham High School. Any girl or boy who would like help in any area causing concern (e.g. school, home, personal relationships, health, physical development, etc.) is invited to see their Student Adviser. Girls and boys can be assured that their personal problems are treated confidentially. If any girl or boy requires further information or help (either inside or outside the school) this can usually be arranged.

Student Advisers – Year Adviser



Mr Wren
Year 7



Miss Davis
Year 8



Mrs Lake
Year 9



Miss Harvey
Year 10



Miss Boland
Year 11



Mrs Snowdon
Year 12

Members of staff have been appointed as Year Advisers to each Year group from Years 7 to 12. The Year Advisers are involved in a variety of roles from counselling students to co-ordinating reports and references. On a day-to-day basis the most significant role is to look out for the welfare of your child. The Year Advisers are available to discuss any problems that pupils may have and to assist where possible. An important feature of this scheme is that each Year Adviser stays with their particular Year group so that a stable, continuous relationship develops with the group as it progresses through the school.

Textbooks

All necessary textbooks are supplied through the School Textbook Lending Service that is subsidised by the State Government. Students are required to maintain textbooks in good condition and are responsible for the cost of replacing lost or damaged textbooks.

Safety Clothing – All Students

To prevent injury each student **must**:

1. Wear fully enclosed LEATHER SHOES or BOOTS which must cover the top area of the foot. Shoes with a tongue of synthetic material or steel caps are not suitable.
2. Ensure that hair does not create a hazard.
3. Wear a dust coat, apron or over-shirt when necessary.

Any student may be required to enter practical rooms at any time and it is therefore a safety requirement that the above shoes be worn at all times.

NOTE: Practical rooms include Science Labs, Agriculture Farm, Art, Dark Room, Kitchen, Textiles, Wood and Metal Rooms

School Agreement & Consent Forms

At the commencement of each year every student will be issued with the following forms via Sentral:

- Internet Users Agreement
- Permission to Leave School for such activities as Formal Assemblies and excursions within the Barham Township
- Consent for Publication
- Family Information and Medical Requirements update

These forms will need to be completed within five (5) school days. Any student not completing these forms will not be able to have access to the internet until the form is completed. Similarly, students will not be able to leave school grounds, have any work or their name published until permission is received.

SCHOOL UNIFORM

The BHS polo and sports shirts can be purchased from Trend Skate and Surf in Noorong Street Barham. The School rugby jumper, shorts and pants can be purchased direct from the school.



Boys Summer Uniform

- Blue BHS Polo shirt with logo
- BHS Jumper
- Navy shorts
- Navy Softshell Jacket
- Black or White socks
- Black leather enclosed shoes – not steel cap

Girls Summer Uniform

- Blue BHS Polo Shirt
- BHS Jumper
- Plain tailored navy shorts or tailored navy skirt of an appropriate length.
- Navy Softshell Jacket
- Black or White socks
- Black leather enclosed shoes – not steel cap

Boys Winter Uniform

- Navy pants
- Blue BHS Polo shirt with logo
- BHS Jumper
- Navy Softshell Jacket
- Black or White socks
- Black leather enclosed shoes– not steel cap

Girls Winter Uniform

- Blue BHS Polo Shirt with logo
- BHS Jumper
- Navy Softshell Jacket
- Plain, navy tailored pants
- Black or White socks
- Black leather enclosed shoes– not steel cap

Sports and PE Lessons- All Students

- BHS Sports polo shirt
- Black sports shorts/tracksuit pants/sports tights (no cut outs or mesh inserts)
- Black or White socks
- Runners





WHAT HAPPENS IF...

I AM LATE TO SCHOOL.....Report to the student counter at the administration office, with a note from home which is placed in the box marked "Absentee Notes". Enter your name in the "Late Book". The Deputy Principal will give you a late note to admit you to class.

I AM FEELING SICK AT SCHOOL.....Report to front office.

I LOSE SOMETHING AT SCHOOL.....All items found are given to the Office. If you know where you misplaced the item your classroom teacher may help. Lost property is located in the Photocopy Room.

I WISH TO GO HOME FOR LUNCH.....Bring a note from your Parent/Guardian to the Deputy Principal to obtain a lunch pass.

I NEED TO LEAVE THE SCHOOL GROUNDS.....Bring a note from your Parent/Guardian and take it to the Deputy Principal's office where you will be issued with an exit pass.

I GET LOST.....It would be a good idea to ask your teacher at the end of each lesson, during the first couple of weeks, where you need to go next. If you are lost, any teacher will help you find your way around the school.

I FORGET MY LUNCH OR LUNCH MONEY.....See the Deputy Principal who will make arrangements.

I CANNOT PAY MY SCHOOL FEES..... Get your Parent/Guardian to write a note to the Principal regarding fees. See the Principal who will give you advice.

I FORGET MY TIMETABLE.....See your Year Adviser or the office can print you a new one.

I AM ABSENT FROM SCHOOL.....Always bring a note on the first day back. If you are going to be absent for a long time, get your Parent/Guardian to ring the school. Ask your teacher about any work missed while you have been away.

I CATCH A BUS HOME...Wait in the bus bay for your bus and take direction from the Teacher on duty.

I WANT TO ORDER MY FOOD.....Write out a white lunch bag with your name, class, order and cost on it. Give your money to the Canteen Assistant. Order before lessons commence. Obtain your order from the canteen at lunchtime.

I NEED TO PAY FOR AN EXCURSION.....Bring your signed permission note and money to the student counter at the front office before school, at recess or lunchtime. Money will not be accepted during class time.

I AM NOT IN CORRECT UNIFORM OR CORRECT SPORTS UNIFORM..... Bring a note from your Parent/Guardian explaining the position. Hand the note to the Deputy Principal or your Sports Teacher in the case of sport.

I AM BEING BULLIED OR PICKED ON.....Talk to one of your class teachers or your Year Adviser about the problem. You may also wish to see the Student Adviser (girls), Student Adviser (boys) or Deputy Principal.

I AM LATE FOR CLASS.....You are given a reasonable amount of time to get to class but if you are delayed in a previous class or by another teacher, obtain a note from this teacher to give the reason for your being late.

I WANT TO GO TO THE TOILET DURING CLASS.....You should try to visit the toilet in the regular breaks, but if it cannot be avoided put your hand up and ask your class teacher. Most class teachers do not like students leaving class to go to the toilets, but will allow it in an emergency.

I AM SENT FROM CLASS TO COLLECT AUDIO-VISUAL EQUIPMENT OR WORK IN THE LIBRARY AS A PRIVATE STUDY

STUDENT.....Please ask your teacher for a note to take with you explaining what is required or what you will be doing in the Library.

I AM GIVEN A DETENTION IN CLASS (AT LUNCHTIME)..Have your lunch quickly and then report to the place of detention as indicated by your teacher.

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To: Parents of Year 7 Students in 2024,

There will be a canteen update form distributed to all Students on the first Day of Term 1, 2024. Please complete and return this form.

A NIL RESPONSE WILL MEAN AUTOMATIC INCLUSION ON THE ROSTER.

Since 1997 it has been a canteen policy to include a parent from each family with a student enrolling in Year 7 at Barham High School on the canteen roster for one duty per term unless the canteen is otherwise notified. The canteen is owned and run by the High School P & C Committee and a Canteen Sub-Committee and the profits are distributed for the betterment of the Canteen and High and Public Schools. It employs a fulltime co-ordinator and relies on volunteers for the rest of its duties.

We are aware that some people's circumstances may limit their ability to volunteer to help in the canteen but the canteen is very important to the High School both financially and nutritionally. There are strict healthy eating menu guidelines, which have been adhered to and are proving to be very successful.

Sonya Harrison is in charge of the canteen and workers do not need to make decisions as to how much or how to prepare the food.

Each year we lose a number of mothers as their children complete their schooling, and we hope that mothers of the incoming Year 7 students will be able to take their places. People who help in the canteen have also found this a low-profile way of putting faces to the names they hear their children mention and also meeting some of the school staff.

The Canteen update form which you will receive on the first day of term in 2024 gives you options so that you can choose days and times that suit you, so if you are able, please at least try a canteen duty before making a final decision. We are only asking for approximately 2 - 4 hours of your time per term.

It is very difficult to make this system work if we do not know your circumstances or if people just don't turn up and Sonya has to find helpers at short notice.

We welcome you to the High School and look forward to receiving your response early in 2024.

If you would like further information, please phone Sonya at the Canteen



Notes:

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03 54533 259
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