

# BARHAM HIGH SCHOOL



## New Enrolment General Information Booklet -2017-

## Contents Page

Message from the Principal	3
School Executive List	4
Other people who may be able to assist you	5
General Information:	6
• Attendance	6
• Assemblies	6
• Bell Times	6
• Buses	6
• Canteen	7
• Careers	7
• Casual Teachers	7
• Clinic	7
• Curriculum Structures	8 – 10
• Communication	10
• Community use of facilities	11
• Computers	11
• DEAR	11
• Diaries	11
• Educational Programs	11
• Emergency Procedures	12
• Excursions	12
• Extra-Curricular activities	12
• Fees	13
• Homework	14
• Library	14
• Lost Property	15
• Lunch and Leave Passes	15
• Mobile phone and other technologies	15
• Out of bounds	16
• Parent/Teacher evenings	16
• Personal appearance	16
• Phone calls	16
• Presentation Night	16
• Rights and Responsibilities	16 – 17
• Roll Call	17
• School Colours	17
• School Counsellor	17
• School Motto	18
• Students assessment	18
• SRC	18
• Student Advisers	18
• Textbooks	18
• Safety clothing	19
• School agreement and consent forms	19
• Uniform Shop	20
• Uniform	20-21
Book requirements	22
What happens if...	23
A note from the canteen committee	24

## MESSAGE FROM THE PRINCIPAL

---

Barham High School is one of the smaller High Schools in NSW and in 2017 has a student population of 160 and a teaching staff of 20, in an extremely wide range of subjects. The school conducts classes through to the Higher School Certificate.

Because of its size, Barham High is a very friendly school with a strong community focus which allows students and teachers to get to know one another well. Small classes provide an opportunity for more individual attention, which in turn produces a good learning environment. The school has an outstanding library, computer rooms, technical and specialist facilities to reinforce the learning process.

A number of special programs operate in the school including:

- A reading program involving the junior school for 20 minutes each day
- Combined Stage 5 classes
- An excursion program, which assists students to overcome some of the effects of geographical isolation
- A public speaking and debating program within the school
- Musical and dramatic performance opportunities
- Involvement in a wide range of educational programs supported by Equity RAM funding.
- Study skills courses for seniors as well as a senior study area
- Opportunities for showing livestock

Barham High has a broad curriculum covering all subject areas including a wide range of electives in Year 8 and in Stage 5. In the senior school a number of vocational courses including Construction, Primary Industries, Hospitality and SBATs are offered.

Assessments are carried out throughout the year and reports on student progress are supplied to parents each Semester. Assessment is an ongoing process and parents can assist their children to achieve their potential by encouraging them to complete all set tasks and have an organised program of home study. To achieve success in the senior school it is essential that a student is able to carry out an organised study program. Parent-Teacher evenings are held for all years and parents should take the opportunity to meet their children's teachers to discuss problems or concerns that may have arisen regarding their children's progress.

The special evening BBQ for parents of Year 7 students allows us to provide parents with initial feedback on how students have settled in as well as providing parents with a chance to meet the teaching staff. A tour of the school will also be offered so parents can see the quality and extent of our facilities.

Barham High has a very active and supportive Parents and Citizens Association. Membership of this group allows parents to be well informed about school and educational matters as well as providing a forum to discuss educational issues. Support from parents through the P & C can ensure the success of Barham High as a community school.

The school produces a newsletter which is distributed fortnightly and contains news about school events, samples of student work and student achievement. This newsletter can be emailed to allow parents to keep up to date with important events. School information and current events can also be accessed through our facebook page.

High academic standards have been achieved by students over the last few years with a large number of students producing excellent HSC results. In other year levels many of our students have achieved outstanding grades in a wide range of subject areas.

The school has an active Student Representative Council, with elected members from all years. The SRC co-ordinates student social activities and has a role in determining school rules and student needs.

Welcome to Barham High and may your association with the school be a happy and memorable one. As Principal, I value regular and open communication with parents. If you have any concerns please contact us so that we can assist you.

I would like to conclude by stressing the importance of your financial contribution to the running of our school. Subject and General Contributions allow us to offer a wide range of educational opportunities for your children at BHS. I encourage you all to pay the fees listed in this booklet and I assure all parents or guardians that no embarrassment or discrimination will occur in our school as a result of non-payment of the general contribution.

Thank you in anticipation of your support.

**Glenn Buchanan**

## SCHOOL EXECUTIVE

---

**PRINCIPAL:** Mr Glenn Buchanan

**RELIEVING DEPUTY PRINCIPAL:** Mr Ian McConnell

**HEAD TEACHERS:**

*English/HSIE* Ms Carmen Batty

*Mathematics/Music/VET* Mr Don Taylor

*Science/Art/Careers* Mrs Raelene Farrant (Relieving)

*PDHPE/ Technological & Applied Studies/Ag* Mr Brendan Yu

**SCHOOL ADMINISTRATION MANAGER:** Mrs Karen Dalley

**STUDENT ADVISERS – 2017:**

Year 7	Miss Amy Dennis
Year 8	Ms Jeanette Pereira
Year 9	Miss Fiona Smee
Year 10	Mrs Nicole Ryan
Year 11	Ms Kate Donnan
Year 12	Mr Rhys Martin



***Miss Amy Dennis, Year 7 Adviser 2017***

**OTHER PEOPLE WHO MAY BE ABLE TO ASSIST YOU**

---



**Mr Glenn Buchanan, Principal**



**Mr Ian McConnell, Relieving Deputy Principal**



**Ms Carmen Batty, Head Teacher English/ HSIE**



**Mr Don Taylor, Head Teacher Maths**



**Mrs Raelene Farrant, Head Teacher Science  
(relieving)**



**Mr Brendan Yu, Head Teacher PDHPE/ TAS**

## 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. This should be placed in the **Absentee Note Box** at the student counter at the front office.

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) leading up to the event.

### BELL TIMES

---

#### Monday to Thursday:

<b>8:48</b> Warning Bell	<b>8:50</b> Reading Groups	<b>9:10</b> 1	<b>10:00</b> 2	<b>10:50</b> 3	<b>11:40</b> Lunch 1	<b>12:00</b> Lunch 2	<b>12:18</b> Warning Bell	<b>12:20</b> 4	<b>1:10</b> 5	<b>2:00</b> Recess	<b>2:18</b> Warning Bell	<b>2:20</b> 6	<b>3:10</b> End Of Day
--------------------------------	----------------------------------	------------------	-------------------	-------------------	----------------------------	----------------------------	---------------------------------	-------------------	------------------	-----------------------	--------------------------------	------------------	---------------------------------

#### Friday:

*The same as Monday to Thursday until 10:50 – then:*

<b>10:50</b> Lunch 1	<b>11:05</b> Lunch 2	<b>11:18</b> Warning Bell	<b>11:20</b> 3	<b>12:10</b> 4	<b>1:00</b> Recess 1 (Sports Assembly at Start)	<b>1:15</b> Recess 2	<b>1:30</b> Years 7-11 Sport	<b>2:20</b> Years 7-11 Sport	<b>3:10</b> End Of Day
							5 Some Stage 6	6 Some Stage 6	

### 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](http://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) before school, 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, Mrs Mandy McConnell, 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 have medication at school, parents are requested to send along the medication in a container clearly showing name, class and instructions. This must also be accompanied by a letter signed by parent/guardian giving the school staff permission to administer this medication. These containers are kept in a secure position by the office staff.

**CURRICULUM STAGE 4 – 2017**

<b>YEAR 7</b>		<b>YEAR 8</b>	
<b>SUBJECT</b>	<b>Periods/ 10 Day Cycle</b>	<b>SUBJECT</b>	<b>Periods/ 10 Day Cycle</b>
English	8	English	8
Mathematics	8	Mathematics	8
Science	8	Science	8
HSIE	8	HSIE	8
Technology Mandatory	6	Technology Mandatory	6
PDHPE	5	PDHPE	5
Music	3	Music	4
Art	3	Art	4
Library	2	L.O.T.E. (1 Semester)	5
Agriculture/LOTE (1 Semester each)	5	Agriculture (1 Semester)	
Sport (Friday Afternoons)	4	Sport (Friday Afternoons)	4
<b>TOTAL</b>	<b>60</b>	<b>TOTAL</b>	<b>60</b>



<b>YEARS 9 &amp; 10</b>	
<b>SUBJECT</b>	<b>Per 10 Day Cycle</b>
English	8
Mathematics	8
Science	8
History/ Geography	8
PDHPE	4
Career Education	2
Sport (Fridays afternoon)	4
<p><b>Elective offers include:</b>                      Agricultural Technologies                      Agrifood Operations (Certificate 1)                      Commerce                      Food Technology                      Information and Software Technology                      Metal Technologies                      Music                      Photographic &amp; Digital Media                      Physical Activity and Sports Studies                      Textiles Technology                      Timber Technologies                      Visual Art</p>	

**SUBJECTS OFFERED IN SENIOR SCHOOL**

Ancient History	Legal Studies
Biology	Mathematics
Business Studies	Mathematics Extension 1
Chemistry	Mathematics Extension 2
VET Construction	VET Metal and Engineering
English Advanced	PDHPE
English Extension 1	Physics
English Extension 2	VET Primary Industries
English Standard	Senior Science
English Studies	Society & Culture
General Mathematics	TVET – Automotive
VET Hospitality	Visual Art
Industrial Technology - Timber	

**COMMUNICATION**

---

Address: Barham High School, Gonn Street, BARHAM NSW 2732  
Telephone: 03 5453 2322 Email: [barham-h.school@det.nsw.edu.au](mailto:barham-h.school@det.nsw.edu.au)  
Fax: 03 5453 3259 Website: [www.barham-h.schools.nsw.edu.au](http://www.barham-h.schools.nsw.edu.au)

## **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.

## **DEAR**

---

This stands for Drop Everything and Read. Students in Years 7 to 10 take part in 20 minutes of silent reading at the start of the day. It is designed to increase students' interest in reading and their ability to read effectively. Students can bring suitable reading material from home or borrow from the Library.

## **DIARIES**

---

Courtesy of funding from the P&C, 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 groups 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. Year 8 are provided access to curriculum areas that extend beyond the mandatory areas of study. These content areas are chosen annually depending on staff availability and student interests.

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 “whoop whoop” 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 (continuous pips) will sound.*

Two emergency procedure drills are held each year to enable students to practice 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 is sent home 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
- Math Challenge Days
- School Magazine
- Debating and Public Speaking
- Performing Arts Day
- Dance
  
- Academic Competitions
- Show Team
- Great Victorian Bike Ride
- Alpine Snow Skiing Trip
- Annual welfare based opportunities (Including Year Group Excursions)
- Rewards Excursions
- Science Club
- Science Week



## FEES

### SUBJECT MATERIALS CONTRIBUTION FOR 2017

Subject Materials Contributions are requested to supplement the cost of consumable materials in the course of each student's work and varies from subject to subject and year to year. These payments support school monies in providing high quality materials aimed at enhancing student learning opportunities and choice.

YEARLY SUBJECT COSTS 2017			
Subject	Stage 4 (Year 7/8)	Stage 5 (Year 9/10)	Stage 6 (Year 11/12)
Agriculture		\$40	
Construction			\$60
Technology Mandatory	\$40		
Food Technology		\$120	
Hospitality			\$120
Industrial Technology-Timber		\$90	\$80 (11) \$40 (12)
Metal & Engineering		\$90	VET: \$80
Photographic & Digital Media		\$50	\$65
Primary Industries			\$30
Textile Technology		\$40	
Visual Arts	\$20	\$60	\$55

#### PLEASE NOTE:

The costs shown in this table are aimed at providing an adequate supply of materials so that students can fulfill all course requirements. If students wish to undertake a larger or more expensive project in any of these subjects, they will be required to pay for the additional materials in advance.

### VOLUNTARY CONTRIBUTIONS FOR 2017

I stress that payment of the General School Contribution is a matter for decision by individual parents and guardians and is entirely voluntary. Our school would welcome your contribution as this will significantly enhance the resources made available to students.

The funds generated by the General School Contribution will be retained by the school and may be supplemented by other school activities and funds raised by parent organisations for the benefit of students.

I have set out below the details of our General School Contribution for this year and an outline of the manner in which funds may be expended.

Finally, while I take the opportunity to stress the importance of your contribution in the context of our school's overall finances, I assure all parents that no embarrassment or discrimination will occur in our school as a result of non-payment of the contribution. Should you wish, I will be pleased to discuss difficulties with you including exemptions, support and options for payment by installments.

#### GENERAL:

It is anticipated the funds raised will be expended upon the following:	<b>Years 7-10</b>	<b>Years 11-12</b>
<ul style="list-style-type: none"><li>• Hire of sport facilities and transport to sports</li><li>• Performance Groups (History, Music, Performing Arts)<ul style="list-style-type: none"><li>• Textbook Hire/Replacement</li><li>• Printing/Copying (class use)</li><li>• Library Resources</li></ul></li></ul>	<b>\$86</b>	<b>\$86</b>

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.

**Glenn Buchanan**  
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.
- Sixteen computers with internet access that are used for educational purposes only.
- A vertical file of newspaper articles and pamphlets of current issues
- 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 Hildebrand (Librarian), Mrs Lolicato and Mrs McNeil (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.



*Mrs Janet Hildebrand, Librarian*

## 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*

## MOBILE PHONES AND OTHER TECHNOLOGIES

---

Mobile Phones:

***The school strongly recommends that mobile phones and other valuable electronic devices are not brought to school as it is difficult to guarantee their safety.***

However, should students need to bring mobile phones to school they **MUST** be registered under the BHS Mobile Phone Charter (available from the front office). Parents and students must agree to this charter and return a copy to the front office before students are allowed to use mobile phones at school

The following conditions for the use of a mobile phone exist at BHS. A mobile phone will be deemed as being used inappropriately if it is used to:

- disrupts or is likely to disrupt the learning environment or interfere with the operation of the school, or
- threatens or is likely to threaten the safety or well-being of any person in being used to bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the phone, or
- if its use is in breach of any law.

**The following also applies to mobile phones with the features listed below:**

- MP3 Players/iPods:

Students in Years 11 and 12 may use these in study periods and in class where the teacher allows. Students must remove them when requested by the teacher.

Students in Years 7 to 10 are not permitted to use them during class time.

Students using these items inappropriately will have them confiscated and will need to collect them from the Deputy Principal at the end of the year.

- Digital Cameras:

These can only be used in class for curriculum purposes. This will generally be for the Photography elective in Years 9 and 10. Students are not permitted to take photographs of other students without the appropriate approvals.

- Lost or stolen items:

The security of these items is the responsibility of the student if they are brought to school.

***The school does not accept responsibility for any of these items if they are lost or stolen.***

## **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. Students should be neat and tidy at all times
- b. Make-up, nail polish and jewellery should NOT be worn
- c. School uniform must be worn at all formal school functions
- d. 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. Permission must be sought from the Deputy Principal. The cost of each call is 50c. 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 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  
LEARN  
CO-OPERATE  
HAVE PRIDE**



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

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

## **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 of the absence.

If you wish to leave school early in the day or arrive late, you should report to the Deputy Principal with your notes. 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 and Gold

## **SCHOOL COUNSELLOR**

---

Barham High School does not have access to a School Counsellor at present. We have access to a Part-Time School Welfare teacher, Michelle White, who is in school one day per week and 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 AND 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.

The Staff Member co-ordinating the SRC in 2017 is ***Mrs Raelene Farrant***.

## STUDENT ADVISERS – BOYS AND 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.

Both the girls' and boys' advisers for 2017 are yet to be appointed.

## STUDENT ADVISERS – YEAR ADVISERS

---

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 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 AND CONSENT FORMS**

---

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

- 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 are to be returned to the Front Office within five (5) school days. Any student not returning these forms will not be able to have access to the internet until the form is returned. Similarly, students will not be able to leave school grounds, have any work or their name published until permission is received.*

## UNIFORM SHOP

---

The P&C run a very well stocked second hand uniform shop from the school canteen. Please call into the canteen or ring Sonya on 54532321 to arrange a suitable meeting time.

## UNIFORM – GIRLS

---

### GIRL'S SUMMER UNIFORM:

#### *Years 7- 10:*

Green check Barham High School dress.

Black or brown fully enclosed **all leather** shoes with white socks.

#### *Senior Girls:*

Skirt in approved green and white check material (length to be 10cm above the knee).

White woven cotton shirt with collar and short sleeves with school logo.

Black or brown fully enclosed **all leather** shoes with white socks.

### GIRLS WINTER UNIFORM:

#### *Years 7-10:*

Bottle green skirt (knee length) or bottle green approved tailored pants. White woven cotton collared shirt with school logo.

Barham High School rugby jumper.

White socks or black tights, with black or brown fully enclosed **all leather** shoes.



Senior Girls Summer Uniform (left)  
Senior Girls Winter Uniform (right)



Junior Girls Winter Uniform (left)  
Junior Girls Summer Uniform (right)

### *Senior Girls*

Bottle green tartan pleated skirt (knee length). Please note – this is made to order only.

School approved tailored blue pants. White woven cotton collared shirt with school logo.

Barham High School rugby jumper or a Year 12 rugby jumper.

White socks or, green or black tights, with black or brown fully enclosed **all leather** shoes.

### SPORTS UNIFORM:

Barham High School sports polo.

Plain black sports shorts or track pants.

Sports shoes.

## UNIFORM – BOYS

---

### BOYS SUMMER UNIFORM:

#### *Years 7 - 10*

School grey shorts (approved school brands only)

White woven cotton collared shirt with school logo.

Black or brown fully enclosed **all leather** shoes or boots with white socks.

#### *Senior Boys:*

School grey shorts (approved school brands only)

White woven cotton collared shirt with school logo.

Black or brown fully enclosed **all leather** shoes or boots with white socks.

### BOYS WINTER UNIFORM:

#### *Years 7 - 10*

Barham High School rugby jumper. School grey pants (approved school brands only), white woven cotton collared shirt with school logo. Black or brown fully enclosed **all leather** shoes, white socks.

#### *Senior Boys:*

School grey trousers or shorts (approved school brands only)

White woven cotton collared shirt with school logo.

Barham High School rugby jumper or a Year 12 rugby jumper.

Black or brown fully enclosed **all leather** shoes or boots with white socks.

### SPORTS UNIFORM:

Barham High School sports polo.

Plain black sports shorts or track pants.

Sports shoes.

### School Jacket

There is also a water resistant Barham High School Jacket available.

### School Hat

There is also a Barham High School bottle green bucket hat available.



Junior and Senior Boys uniforms



Sports Uniform

## YEAR 7 BOOK REQUIREMENTS 2017

---

### English:

- Dictionary (**small** - suitable to be carried in a pencil case)
- Thesaurus (**small** - suitable to be carried in a pencil case)
- A4 228 page binder book
- Loose leaf (A4) paper
- A4 display folder
- ALARM Highlighters – yellow, green, blue, pink, orange, purple

### Mathematics:

- 5mm Grid Book
- Set Squares
- Pair of compasses
- Protractor
- A4 display folder

Students will be asked to purchase a scientific calculator early in the year. The school will place a bulk order, both to reduce costs and to ensure that all students will be using the same model.

### Science:

- A4 256 page binder book (with margins)
- A4 display folder

### Art:

- VAPD (Artbook) A4 spiral bound sketch book, non-perforated pages.
- Coloured pencils
- Pencils – HB, 2B, 4B grey lead pencils
- #0, 1 or 2 fine paint brush
- Paint shirt or apron

(Plastic containers, meat trays, magazines, newspapers and old towels/rags are also readily used by the Visual Arts department.

All donations greatly appreciated.)

### Music:

- Manuscript exercise book

### PDHPE:

- A4 64 page binder book
- A4 display folder for sheets

### HSIE:

- 2 x A4 128 page binder book
- A4 display folder

### Technology (Mandatory):

- A4 64 page binder book
- A4 display folder
- 2gb USB

### Agriculture:

- A4 64 page binder book
- A4 display folder

### LOTE:

- A4 128 page binder book

### All Students:

**Must wear fully enclosed leather school shoes with leather upper (WHS requirement)**

Diary (*supplied by the school P&C*)

Hairnet (*compulsory for Food Technology, Technology - Mandatory, Science*)

Coloured Pencils, Textas, Highlighters (6 colours), Eraser, Sharpener, Graphite Pencils,

Pens - blue, black and red, Scissors, Glue Stick

300mm Ruler (*non-metal*)

***Please note that the number of pages given for exercise/binder books is a guide only.***

## **SOME IMPORTANT THINGS YOU NEED TO KNOW**

---

### **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 Head 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 Student 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

## **A NOTE FROM THE CANTEEN COMMITTEE**

---

To: Parents of Year 7 Students in 2017,

**There will be a canteen update form distributed to all Students on the first Day of Term 1, 2017.**

**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 Subcommittee 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 2017 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 2017.**

If you would like further information, please phone Sonya at the Canteen 54532321 .