

# Student Handbook

# Forbes High School



Your Community School



# 2017

**Principal:** Mr Charles Dwyer



## **Forbes High School**

18 Wyndham Avenue  
FORBES NSW 2871

<http://www.forbes-h.schools.nsw.edu.au/>

T: 02 6852 2666

F: 02 6851 1071

E: [forbes-h.school@det.nsw.edu.au](mailto:forbes-h.school@det.nsw.edu.au)

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# What we believe at Forbes High School

Our motto is “multum non multa”, Quality not Quantity. We are a small school but we are proud of what we offer.



## Our Mission Statement

Our Mission Statement is “Education for a better quality of life”. We believe that while good grades and good reports are important to the future, life is more than a career. We promote cultural, sporting and personal development as part of our education.

## Our Mission

*Forbes High School will help students to:*

- Develop school practices which will encourage self-discipline, a sense of right and wrong and respect for one another.
- Develop good student/teacher relationships, develop rules, rewards and punishments which will help all students to learn.
- Take part in the process of further developing and promoting student welfare and effective learning.

*To help develop better welfare and learning the school needs:*

- Staff, parents and the community to be aware of the information in this handbook.
- Teachers, executive and the Principal to be consistent with all discipline matters.

*At Forbes High School, we will:*

- Provide a safe environment so that effective learning can take place.
- Promote high standards in learning, attendance, punctuality and appearance.
- Promote a commitment to lifelong learning
- Promote national pride.
- Provide strong leadership for staff, students and parents.
- Create positive relationships from within the school community.
- Encourage students to use self-discipline and understand the consequences of their actions.
- Encourage a feeling of belonging at Forbes High School.
- Create a good school tone with students behaving responsibly.
- Encourage students to value themselves, their achievements and others.
- Teach students about the rules and laws of our society.
- Keep to the expectations of each group in the school.



## Expectations

### *Student Expectations:*

Students should:

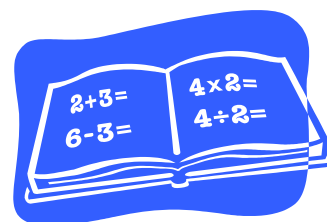
- Complete their work to the best of their abilities while allowing others to do theirs.
- Be on time for all classes and to bring all of the necessary equipment.
- Follow the instructions of teachers in the classroom, in the playground and when travelling to and from school.
- Develop positive relationships with all other students and staff.
- Respect the property of other students and the property of the school.
- Wear the correct school uniform.
- Be safe from all forms of harassment.
- Know that all forms of illegal drugs, alcohol, tobacco and weapons are banned from school.



### *Staff Expectations:*

Staff should:

- Be on time for classes and stay in the classroom for the whole lesson.
- Be prepared for each lesson.
- Give their students a variety of lessons
- Be enthusiastic.
- Always demonstrate courtesy and good manners to students and other staff.
- Give students advance notice of new topics, homework, tests and assignments.
- Tell students how they are going with their work so that students can improve.
- Respect confidentiality.
- Be professionally dressed.
- Show care and concern for each other and their students.



### *Parent Expectations of Themselves:*

Parents should:

- Provide a place where students are safe, well and happy.
- Allow students to be individuals and give them some privacy.
- Give free time to students.
- Provide a happy and caring place to learn, to encourage students to achieve their personal best in all that they do.
- Feel comfortable coming to the school to talk to teachers.
- Never criticise teachers in front of students, but feel welcome to raise their concerns with teachers.
- Make sure that homework and assessment tasks are completed and handed in on time.
- Help with homework but don't do it.
- Make sure that students are in school uniform and have all the right equipment.
- Encourage friendships with other students.
- Encourage students to show courtesy, tolerance and understanding to others.
- Be interested in students' work and life.
- Keep their sense of humour.



# Student Welfare

## Student Welfare Policy

Everyone shares in the responsibility for making our school run smoothly. Our school is a friendly and caring environment where physical and verbal violence is not tolerated. The school grounds and buildings are smoke, alcohol and drug free zones. If you have any problems settling in at school or have any other worries, see your Student Advisor or Deputy Principal straight away. The Principal, Deputy Principal and the Wellbeing Team work to ensure that every student at Forbes High School is safe, treated fairly, has the opportunity to succeed to the best of their abilities and is free from harassment, bullying and violence.

To ensure the rights of all students both the school discipline system and the discipline policies of the Department of Education and Training are used.

## How does the school promote good discipline and effective learning?

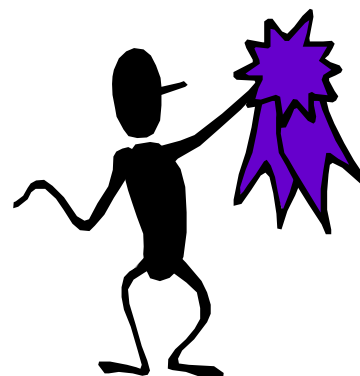
Ways in which the school works towards this are:

- Providing subjects which meet the needs of the students.
- Valuing and improving student literacy and numeracy.
- Reporting regularly on student progress.
- Making school a safe and attractive place to learn.
- Assisting students to develop self discipline, communication skills, conflict resolution skills and achieve personal growth.
- Communicating regularly with parents.
- Rewarding good academic performances and good behaviour.
- Using the school discipline system.
- Providing rules for the classroom, playground, discos, excursions and bus travel.
- Making sure we are a Drug and Smoke Free Zone.
- Linking closely with the Forbes community.

## How do we recognise student achievement?

*At Forbes High School we recognise student achievement in the following ways:*

- ◆ PBL Rewards
- ◆ Dux of School Board.
- ◆ School Captains Board.
- ◆ Principal's Awards
- ◆ Letters home to parents.
- ◆ Acknowledgement at weekly assemblies and year meetings.
- ◆ Recognition of Achievement at Semester Presentation Assemblies.
- ◆ SRC Induction Assembly.
- ◆ Annual Presentation Day - Principals Award, Blue and Gold Awards, Citizenship Awards, Beckhouse Shield and Academic Awards for all years.
- ◆ Celebrating student success through various forms of media.
- ◆ School Reports.
- ◆ School References for Year 10 and 12.
- ◆ Participation Awards.
- ◆ Competencies log books.



## **PBL Report**

PBL stands for Positive Behaviour for Learning and it has become an integral program at Forbes High. PBL is all about encouraging students to become active participants in their learning and to encourage them to achieve to the best of their ability. Forbes High School has four values which we expect all students to display with regards to their academic, sporting and social endeavours.

At Forbes High we value being:

**respectful,  
responsible,  
honest; and  
doing our best.**

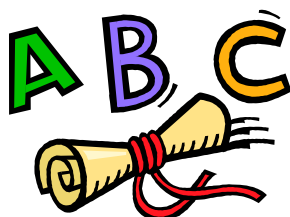
As a staff and school community we have successfully implemented PBL across all school settings.

PBL focuses on rewarding positive behaviours across all school settings. In order to recognise the positive behaviour of our students when they are upholding the values of Forbes High they are rewarded with purple slips. These slips are then placed into a draw, where every entrant has the chance to win one of three \$5 canteen vouchers weekly at Monday assemblies. Forbes High and the PBL committee believe it is important to recognise students who are always doing the right thing.

## **Assemblies**

Presentation Assemblies are held at the conclusion of Semester 1 and Semester 2. Parents are invited to attend if their child is receiving an award.

Students who participate in group events such as sporting teams, Concert Band, Dance, Debating, Australia Day etc have that contribution recognised on the Wellbeing network. From this at the end of each year, citizenship and other awards are decided and a report is available for the student's resume or reference.



# Discipline

## Discipline system

Discipline problems are handled by the teacher who witnessed the breach of discipline. If the matter is serious the student will be referred to a Head Teacher. If the problem is not resolved by the Head Teacher it can be referred to the Deputy Principal or Principal.

**Head Teachers** can place students on levels one and two. Students put on a level by a Head Teacher may be placed on a behaviour monitoring card.

The **Deputy Principal** can place students on any level, including Level Three, or recommend students be suspended.

The **Principal** holds overall responsibility for Wellbeing and Discipline matters. The Principal can place students on any level, suspend, require students attend mediation or undertake individualised programs to assist them with their behaviour.

The **School Executive** is made up of all Head Teachers, the School Admin Officer, the Deputy Principal and Principal. They usually meet once a week and part of this meeting considers student behaviour. They also regularly consider school policy and curriculum to continuously improve the learning environment for students.

The **Learning Support Team** meet each week to support the Wellbeing Team referrals and other support issues relevant to particular students. This team includes the Principal, Deputy Principal Head Teacher of Learning and Support, Head Teacher Wellbeing and other staff. The Head Teacher Wellbeing convenes with the Wellbeing Team which can include any member of staff, but typically includes the Year Advisers, Counsellor, Youth Worker, Support Staff and Principal.

## Demerit System

Students who are persistently unruly or who commit a serious breach of discipline may be placed on a Demerit Level deemed appropriate by the Head Teacher, Deputy Principal or Principal. Level One is the least serious level and Level Three is the most serious. Students on all Levels will be interviewed and a letter sent home. The Levels System may be inappropriate for some students. Alternative management programmes may apply eg. Principal intervention, Deputy Principal Supervision, Behaviour Management Plan etc. (*see table on next page*)

## Suspension

*Violence, swearing at teachers, theft, weapons, or the use of drugs or alcohol are not tolerated. In addition, students may also be suspended for bullying and harassment of other students verbally, physically, socially and psychologically. Students will be suspended for repeated smoking offences.*

Any student found to breach these regulations will be suspended according to the Department of Education and Training Policy. Students who are persistently disobedient and disruptive may also be suspended.

Suspension is a time to plan for a change of behaviour and to involve parents in a student's behavioural improvement. This is a very serious discipline measure. It is expected that students returning from suspension will, with their parent/s have an interview with the Deputy Principal or Principal. At that time they must show they are sorry for their past behaviour and be committed to improve. The school will provide suggestions to help with this. This is called a "resolution of suspension". It is not an automatic right that students return at the end of the suspension period.

## Student Levels

Level	Consequences	Action
<b>1</b>	<ol style="list-style-type: none"> <li>1. Placed on Level 1 by the classroom teacher.</li> <li>2. Conduct Sheet monitored by the classroom teacher.</li> <li>3. Classroom teacher retains the level sheet.</li> <li>4. Monitored in that subject only.</li> <li>5. Is eligible to represent the school and attend excursions.</li> <li>6. Duration: 5 lessons in that subject.</li> </ol>	<ol style="list-style-type: none"> <li>1. Incident entered on Sentral</li> <li>2. Letter sent to parents.</li> </ol>
<b>2</b>	<ol style="list-style-type: none"> <li>1. Placed on Level 2 by the Head Teacher of that subject.</li> <li>2. Conduct sheet monitored by the classroom teacher and the Head Teacher.</li> <li>3. Classroom teacher retains the conduct sheet.</li> <li>4. Monitored in that subject only.</li> <li>5. Is eligible to represent the school and attend excursions.</li> <li>6. Duration: 10 lessons in the subject.</li> </ol>	<ol style="list-style-type: none"> <li>1. Incident registered on Sentral</li> <li>2. Letter sent to parents.</li> <li>3. If on two or more Level 2s at the same time the student will be placed on Level 3 by the Deputy Principal.</li> </ol>
<b>3</b>	<ol style="list-style-type: none"> <li>1. Placed on Level 3 by the Deputy Principal.</li> <li>2. Conduct sheet monitored by the Deputy Principal across all subjects, DEAR and sport.</li> <li>3. The student is responsible for the Level 3 Monitoring Sheet.</li> <li>4. Cannot represent the school or attend excursions.</li> <li>5. Duration: 8—10 successful days.</li> </ol>	<ol style="list-style-type: none"> <li>1. Incident registered on Sentral</li> <li>2. Letter sent home to parents and parents will be contacted by telephone.</li> <li>3. Placed on Level 3 if on two or more Level 2s, returning from suspension or returning from Level 4.</li> </ol>

## Expulsion

The Principal may expel a student in serious circumstances of misbehaviour, or where a student of post compulsory age is not satisfactorily participating in learning.

## Excursion Discipline Policy

As excursions are a time when the school is going out into the community it is essential that the best possible impression is made by the school in the community. Forbes High School also offers a wide range of excursions which are up to a week in length. To facilitate both the smooth running of these excursions, the protection of the students and teachers taking part and the good name of the school, it is necessary for the school to sometimes exclude students from excursions.

Once a student has accumulated five Discipline referrals or a suspension over one calendar year the school may exclude that student from any excursions on the grounds that they may interfere with the learning environment of the excursion.

If an excursion takes place in Term 1 then the school may count Discipline slips and suspensions given in Term 4 of the previous year.

Only Discipline Slips submitted on a student will be counted in a student's accumulated total. Any slip submitted in a Welfare capacity will not be considered. Any student excluded on these grounds will be informed by the organising teacher/Head Teacher, their parents notified usually in writing, and a refund provided.

Students must have no outstanding assignments to attend their excursion. Students who has missed a significant amount of schooling may be deemed ineligible to attend their excursion.



# Assessment

## School Reports

### *Yr 7 - 10*

Each Semester you will receive a report based on your performance. This report will be issued at the conclusion of each Semester. There will be parent/teacher meetings scheduled in Terms 1 and 3. If teachers feel it is essential they speak with parents, an invitation to attend Parent/Teacher night will be sent in advance.

### *Yr 11 & 12*

Each year has a half yearly exam; Year 11 has a yearly exam at the end of the Preliminary course, late Term 3, and Year 12 a Trial HSC. Reports are issued after each examination.

Year 11 and 12 parents are very welcome at the Parent Teacher Evenings.

## Examinations

Formal examinations are an important part of High School life. They provide the school assessment information and prepare students for major external examinations such as the School Certificate and Higher School Certificate. The only examinations required in Years 7 & 9 are the nation wide NAPLAN (National Assessment Program, Literacy and Numeracy). Year 8 students are also required to complete VALID8 (Science) tests. Year 10,11 and 12 are required to do 2 school based examinations in each year.

### Examination Policy: *General*

- Students are to be given at least two weeks notice of major exams. Where possible exam dates are to be put on the community calendar which is published on the school website.
- Full school uniform must be worn to all examinations. Hats are not permitted to be worn in the examination room.
- Students may have water in clear plastic drink bottles only. Students may have medicated confectionary eg cough lollies.
- Students cannot borrow any items (eg calculators, pens etc) once the examination has begun.
- If a student needs to go to the toilet they are to be accompanied by a teacher.
- ***Only illness or misadventure or prearranged leave will be considered if a student misses an exam. Otherwise the student will receive zero. If a student is ill the day of an exam, or leading up to the exam, the school MUST be notified and a doctors certificate MUST be gained. An Illness Misadventure Form is to be collected from Reception at the high school, the medical section is to be completed and the form returned to the high school for processing.***
- If a student is found to be cheating they will have their exam paper cancelled and will receive zero for that exam.
- Students' bags are to be placed inside the hall along the side walls away from student contact.
- No mobile phones are allowed in the examination room.
- Students must obey all instructions given by supervising staff. Students are not to talk or to attempt to disrupt the exam in any way.
- Once the examiner has begun the exam there is to be no communication between students until they are instructed that the examination is over.
- Students are required to attend for the whole time allotted to each exam.

### Senior Exams: *Years 11 and 12*

- Students will not be admitted to an exam if they are late.
- Students are not to bring pencil cases into the examination room. They are to put pens, pencils calculators etc in clear plastic sleeves.
- A student found making a non-serious attempt will receive an N notification and will be interviewed by the Head Teacher of that KLA.
- Calculators are to be checked as students enter the examination room by the supervising teachers.
- Students are required to attend for the whole time allotted including the HSC.

If you are sick and cannot get to an exam try to get to the doctors and get a medical certificate.

Try to contact the school as early as possible and tell us what is happening



# Who is there to help me???

## Head Teachers

These people are in charge of each Key Learning Area (K.L.A.). They are the people you should see first if you have any problems in a particular subject, within each K.L.A.

## Head Teachers 2017

English/History/LOTE/Drama	Mr J Mckee
Mathematics	Mr R Player
Science/Agriculture	Ms I Cassilles (Relieving)
Secondary Studies/Careers	Mr D West
Industrial Arts/Art/Computer Studies/TAS	Mr D Lickess
Support	Mrs D Slack-Smith
Wellbeing	Mr J Hoy

## Student Advisors

Each year has a Student Advisor who looks after the problems of the students in that year. Student Advisors keep records for that year and take note of those students who are doing particularly well and those who are experiencing difficulty. They are always available to help with any problems you may have.

Year 7	Mr T West
Year 8	Mrs R Eagles & Ms R Hall
Year 9	Mrs P Coote
Year 10	Mr B Harris
Year 11	Ms E Northam
Year 12	Mr D Byrne



## School Counsellor and Youth Worker

Forbes High School have two counsellors (male and female) who operate three days a week (Mrs Michelle Burkitt operates on Monday's and Thursday's and Mr Mark Ranger operates on Friday). The Counsellors are involved in assessing students who may have special educational needs and are available for counselling of general problem areas for all students. Parents are also welcome to contact the Counsellors if they have concerns regarding their children. The school also employs a Youth Worker (Mrs Trudi Weyman) who works with students. The Counsellors and the Youth Worker are situated in the Wellness Hub.

## The Girls' Supervisor

The Girls' Supervisor considers the welfare of all the girls in the school. She deals with any problems girls might experience including settling into Year 7, listens to problems and offers strategies to deal with them, seek more information or suggest other people they can see who could help them.

## The Boys' Supervisor

The Boys' Supervisor watches over the welfare of all the boys in the school. He deals with any problems boys might be experiencing. He listens to problems, it is a starting point for boys who don't know who to go to for whatever problems they are having, school or personal, the boy's supervisor will redirect them to the appropriate person.

## The Careers Advisor

The Careers Advisor, Mr D West, is available to students and parents for information regarding courses of study, tertiary education and employment matters, resumes, tax file numbers or anything work or work experience related.

## Aboriginal Education Department

Mr B Merritt is the (Acting) Aboriginal Education Officer

His role includes:

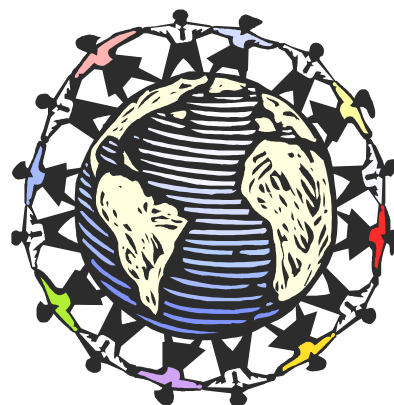
- Advising Aboriginal students on matters about school, family or personal problems.
- Monitoring the attendance, behaviour and progress of Aboriginal students.
- Interviewing and advising the Aboriginal students in regard to the above.
- Attending to personal needs for Aboriginal students in relation to hygiene, health and injury.
- Assist the school to establish and maintain effective relationships with both the Aboriginal parents and the Aboriginal community.
- Assisting the school in interviewing parents of Aboriginal students in relation to their school progress.
- Undertaking approved visits to Aboriginal parents in their homes in relation to their children's school progress or problems.
- Assisting the school in maintaining effective communication with Aboriginal parents about all aspects of the school.
- Informing the school of activities and issues in the Aboriginal community, which may effect the students in the school.
- Support and liaise with AECG and AEO's at neighboring schools.
- Assisting the school with the implementation of the Aboriginal Education Policy.
- Assisting teachers with individual or small groups of Aboriginal students in the classroom or excursion situation.
- Assist teachers in the development of programs for Aboriginal and non-Aboriginal students with particular reference to Aboriginal education.
- Assisting teachers in the production of materials with particular reference to Aboriginal education.
- Assisting teaching staff develop and implement a curriculum, that is culturally appropriate for the Aboriginal students in the school.

If you need assistance of any kind or just a talk, the Aboriginal Education office is situated in the Wellness Hub.

## Problems?

There are many people who can help if you require assistance:-

- ⇒ Your class teacher or the teacher on playground duty.
- ⇒ Office staff
- ⇒ The Head Teacher
- ⇒ The Deputy Principal
- ⇒ Your Student Advisor
- ⇒ The Girls'/Boys' Supervisor
- ⇒ The School Counsellor and Youth Worker, who will keep your problem private if you wish.
- ⇒ The Principal



All these people are good listeners and will often be able to solve your problem quickly. Do not hesitate to tell them of anything that is causing you concern.

## Wellness Hub

Wellness Hub Forbes High School are leading the way in developing a unique wellbeing unit that connects community and school together to support the wellbeing and educational outcomes for their students. The Wellness Hub is an initiative developed by the Forbes High School leadership team to provide community and welfare services to their students to ensure that all Forbes High School students are holistically supported throughout their educational journey at the school.

The initiative is still in its implementation phase, with an official opening to be held in early 2017. This initiative is aligned closely with the Department of Education's Wellbeing Framework for Schools, which is their commitment to public schools to support students to connect, succeed and thrive at each stage of their development and learning.

### SERVICES AVAILABLE

Organisations	Positions	Representative
Binaal Billa	Counsellor/Caseworker	Renee Ellison
Carewest	Ability Links Team Member	Martin Bates - Thursday
Centacare	Mental Health Team – Early Intervention	Lucy Dobell – Monday (Every Monday of Week A)
Centacare	Links2Home Youth/ Homelessness	Ellysa Cunningham - Thursday
Centacare	Mental Health Team – Early Intervention	Natalie Barrett – Friday (Every Friday of Week B)
Community Health Services	Women's Health Nurse	Brenda Hurst Every Tuesday
Community Health Services	Nurse Practitioner	Maria Willis Every Tuesday
Community Health Services	Psychologist	Russell Wednesday (Weekly )
Community Health Services	Caseworker	Catherine Anderson Monday (Weekly)
Community Health Services	Orange Sexual Health Nurse	Tina Cooper – Wednesday (from 27/07/2016)
Community Health Services	Dietician	Catherine Forbes- Monday-
Community Health Services	Community Health Drug & Alcohol	Margie Burnes – Friday (Every Friday of Week A)
Hearing Support	Itinerant Support Teacher	Kristy Collins
Lifestyle Solutions	Psychiatrist	Tim Manning – Wednesday (2 <sup>nd</sup> or 3 <sup>rd</sup> Week of the month)
Yoorana Gunya	Parenting Program Coordinator	Kay McClenahan - Wednesday
Youth Hope	Youth and Family	Keiran Siverston

# Get Involved

## Student Participation

Students are part of the decision making process at Forbes High School and take responsibility with teachers for many of the activities.

The Student Representative Council (SRC) leadership team consists of 4 student representatives from each year as well as the school captains. They are there to pass on the ideas and concerns of students and report back to their Year at Year Meetings.

The SRC formally meets during lunch, DEAR and roll call. Ms Pamela McConnell is the SRC coordinator.

Students Leadership Team for 2017 are:

School Captains: Isobelle Herbert and Nicholas Mulligan

Vice Captains: Elysse Girot-Serplet and Galen Ryan

CEO of SRC: To be advised

SRC representatives: Yr12: Finnlay Bennett, Jessy-Lea Byrnes, Britney Dukes & Grace Quirk

Yr11: Bradley Clifton, Kristian Markwort, Montana Palazzi and Chelsea Turner

Yr10: Jacob Collits, Georgia Green, Ethan Markwort and Iesha Sinclair

Yr9: Tomas Boyd, Alister Carlisle, Amelia Jones and Georgia Palazzi

Yr8: Tiana Bowell, Jessica Cole, Samantha Pascoe and Imogen Taylor

The SRC is in charge of school discos, charity and other fundraising and casual days. Members represent students on Uniform, Grounds, Australia Day, Show and Sport Committees.

## Sport

Sport is an important part of school life.

For sports days such as the swimming carnival, athletics carnival and cross country the school is divided into 'Houses'. Each house has a boy and girl House Captain. Each student is placed in a house alphabetically.

**Burrabinya** (red)

**Gamilaroi** (green)

**Nguri** (blue)

**Wiradjuri** (yellow)



The names of the 'Houses' come from Aboriginal tribes. Students compete for house points at sporting events. Every time you participate you will earn points for your house.

# Daily Routines

## Arriving at School

Before 8.25am in the morning the school is closed and students should not be in the grounds. Between 8.25am and 8.45am in the morning the school is under minimal supervision. Students who have problems during this time of the day should go to the Head Teacher on duty or the front office for assistance. Students must be in designated areas at this time. *These are the main quadrangle, the canteen and the basket ball courts.*

## Bell Times

The bells help to regulate the running of the school. The school is running on a 6 period day and bells will ring during the day to indicate period/recess times. On Wednesdays there are lessons in the morning followed by an afternoon of sport.

There are some special bells which tell us other things:

- ⇒ **3 bells** tell us that an assembly will take place.
- ⇒ **5 bells** tell us that there is a good reason to evacuate the buildings. Obey all your teacher's instructions, and move quietly with your teacher to the School Oval. Don't wander off but stay as a Year group so a roll can be marked.
- ⇒ **Lock Down is a continuous bell.** You are to stay in your room and await instructions from your teacher.

## 2017 Bell Times

MON/TUES/THUR		FRIDAY		WEDNESDAY	
DEAR	8:55 – 9:10	DEAR	8:55 – 9:10	DEAR	9:10 – 9:20
1	9:10 – 10:00	1	9:10 – 10:00	1	9:20 – 10:10
2	10:00 – 10:50	2	10:00 – 10:50	2	10:10 – 11:00
Recess	10:50 – 11:10	Recess	10:50 – 11:10	Recess	11:00 – 11:20
3	11:10 – 12:00	3	11:10 – 12:00	3	11:20 – 12:10
4	12:00 – 12:50	4	12:00 – 12:50	4	12:10 – 12:40
Lunch 1	12:50 – 1:10	Lunch 1	12:50 – 1:10	Lunch 1	12:40 – 1:00
Lunch 2	1:10 – 1:30	Lunch 2	1:10 – 1:30	Lunch 2	1:00 – 1:20
5	1:30 – 2:20	5	1:30 – 2:20	ASSEMBLY	1:20 – 1:30
6 Assembly	2:20 – 3:10 Monday	6	2:20 – 3:10	SPORT	1:30 – 2:55

## DEAR

At the beginning of each day all students and staff will be involved in a DEAR (Drop Everything And Read) Program. This will run for 15 minutes. During this time all students and staff will be required to read. Suitable reading materials include fiction and non-fiction books, suitable magazines and comics. There will be no interruptions during this time. If a student fails to bring reading materials, some staffrooms around the school will be equipped with appropriate reading material. However, sanctions will be placed on those students who fail to bring their reading material (ie lunchtime reading detention).

## **Rules**

- ⇒ There will be silence during DEAR.
- ⇒ All students are required to bring their own suitable reading material.
- ⇒ Every student and staff member must be actively reading.
- ⇒ No flicking through any pages of books or magazines will be permitted.
- ⇒ No writing, although senior students will be permitted to use highlighters.
- ⇒ No reading of exercise books or studying
- ⇒ Senior students will be permitted to read their set texts and text books.

## **Roll Marking**

Rolls will be marked during DEAR. Students who have been absent will hand their notes to their DEAR teacher or to the Front Office. Notes must be brought in within 5 days of an absence or the absence will be marked as *unexplained*. It is the role of the Home School Liaison Officer to investigate frequent absences. In extreme cases of unexplained absences prosecution may result.

## **School Attendance**

Under the new Education legislation, as of January 2010 parents have a legal responsibility to ensure the regular school attendance of their children aged between 6 and 17 years.

### *Whole Day Absence from School*

Students should attend school every day, unless:

- ⇒ the child is too sick to leave the house;
- ⇒ the child has an infectious disease;
- ⇒ the child is incapacitated by injury which would prevent movement around the school;
- ⇒ the child has to honour a religious commitment; or
- ⇒ the child is accompanying the parent and no alternative arrangements can be made.

If your child is absent from school you can notify the school in one of the following ways:

1. A parent/guardian may phone the school on the morning of the absence to notify the school that the student will be absent and the reason for this eg sickness or leave.
2. A parent/guardian may send a signed and dated note to the school prior to or after the leave period.

If the school is not notified within seven school days the absence will be marked as "Unexplained". In cases where students are away from school for 3 or more days, the school can provide work for the student of appropriate nature on request. The reason for an absence must be legitimate (eg. helping at home or going shopping are not acceptable reasons).

There is no legal obligation for students above the age of 17 to attend school. However, the attendance of non-compulsory students is essential for the award of the Higher School Certificate. Such students are expected to fulfil the same attendance requirements as students under 17 years of age.

## **Pass Outs**

Students wishing to leave the school grounds during the day should apply for a Pass Out from the Administration Office at recess on the day they wish to leave the school ground. If the Pass Out is required prior to recess the request can be left at the office before DEAR and delivered to the student before needed. Phone requests by parents will be processed for collection at recess. The request to leave the school grounds is a request - the Deputy Principal reserves the right to deny the request.

## Student/Parent Contact

Occasionally there is a need for students to contact their parents or their parents to contact their students. Please ensure **ALL** communications is directed through the Front Office. Under no circumstances are students to contact their parents via their mobile phones or other electronic modes during class time. Parents are asked to refrain from ringing their child by mobile phone during lesson time.

## Sport Attendance

Sport is a compulsory component of the School Curriculum for Years 7 to 10. Sport **MUST NOT** be considered a time to arrange appointments for your children. The following is a reminder of the procedure to follow if your son/daughter/ward is absent from sport:

If you know before-hand of the absence; a note is to be taken to the Sports Coordinators office in the hall before 8.55 am on Wednesday morning.

*Students with poor school attendance (including sport) run the risk of having to repeat an academic year if their absences have prevented them from achieving the necessary skills for advancement.*

## Late to School

If you are late for school and DEAR is still on you make your way to the COLA. If DEAR is over you must report to the Front Office to receive a "Late Arrival" slip. You must bring a note from your parent to explain your lateness or your parent can either contact the school via phone or can bring you into the office to explain. Frequent latecomers without a reason may receive a lunchtime detention.

- ◆ Make your way quietly to class and show your teacher the signed notice.



## Late to Class

If a teacher detains you at the end of a lesson and it is likely that you will be late for your next lesson, you must ask that teacher to give you a note to explain why you are late. Show this note to your next teacher.

It is your duty to be in the place that you are timetabled for any given period of the day. You may not be anywhere else without the permission of your timetabled teacher. If you need to leave the class the teacher will issue you with a "Student Out of Class" slip.

## Lunch

Lunch can be ordered from the Canteen after 8.30am in the morning or at recess. If you forget to order your lunch you will have to take a gamble that the Canteen will have what you want at lunchtime.

*Lunch times may be subject to slight variations but parents will be notified well ahead of any changes.*

**Permanent Lunch Passes** - an application form is available from the Front Office. The issuing of a lunch pass is subject to certain conditions explained on the application form.



## Leaving the School Grounds

You are only allowed to leave the school grounds during the day when:

- ◆ Your parents or guardians have requested the school in writing, by telephone or in person that you be allowed to leave.
- ◆ A pass out has been issued from the Front Office or by the Deputy Principal.
- ◆ Any student leaving school grounds and/or school activities, including sport, without the permission of the parent/carers and/or staff member, is considered to be truancy. The consequence of this is an in-school time out.

## Illness/Medication/Accidents at School

### Illness

If you are feeling unwell and want to go to the clinic, then you must:

- ◆ Tell your class teacher (if you are in class)
- ◆ The class teacher will give you a note to present to the Front Office.
- ◆ Go to the Front Office and explain that you are sick. You may be referred to the Girls' Supervisor or the Deputy Principal before you are allowed to go into the clinic.
- ◆ Your parents will be contacted and advised of your illness. You are not to phone your parents/carers on any mobile yourself.
- ◆ Remember that you cannot go and put yourself in the clinic without telling someone.



### Medication

No medication is given to students by staff at Forbes High School, unless written authority is provided by parent/guardian. If a student requires medication during school time on an on-going basis the medication and notes should be given to the Office and arrangements for taking that medication are to be made with them. If a student is required to take medication on a short-term basis, such as a short course of antibiotics, notes and medication should also be given to the Office.

**An exception is made for asthma sprays, inhalers and epipens which should be carried by students at all times.** This should be noted on the *Student Consent Form* issued to all students at the beginning of our school year. Parents of students with medical conditions eg allergies will be asked to complete and return an Action Plan to the school office.

### Accidents

There are a few common sense rules to follow if accidents occur:

- ⇒ Find the nearest teacher and tell him/her what has happened.
- ⇒ If you can't find a teacher handy, then go to the Front Office, tell the Deputy Principal or the Principal.
- ⇒ If you saw the accident happen tell the teacher that you are a witness (because you may be needed to write out a statement for the school records).

## Bus Pass

If you live in town and are more than 1.6 kms from school, you may be entitled to free bus travel. All students travelling on country buses must fill out a form. Usually the bus proprietor arranges these details. A separate form is to be completed for students who also travel from home and bus stop by private car, more than 1.6 km. Forms can be obtained from the Front Office and bus drivers. They are to be completed and given to the Front Office for signing and stamping, then passed onto the bus driver. These forms must be renewed when enrolling at a new school.



## Assemblies

The school has assemblies every Monday afternoon at 2:20 pm. These assemblies are an opportunity to promote student achievement, pass on important messages about what is happening at school and to create pride in the school, the area and the country. Most assemblies are held in the hall.

### *Formal Assemblies*

Students will enter the hall under the supervision of teachers who will direct them where to sit. During the assembly students are to listen without speaking. You will hear what is being said and those around you will not be distracted. Often at assembly we have guests to the school. It is important that students behave at their best to leave a good impression of the school. *If students are not in correct uniform and/or on level 3 monitoring they may not attend the formal assemblies, instead they will attend an alternate venue.*

## Year Meetings

Year meetings will be called when they are needed by your Year Advisor. You may have a year meeting to be given important information, to discuss an important school issue, to celebrate the success of someone in your year or to listen to a guest speaker. Year meetings can be held in a variety of places around the school depending on why they have been called. You will be told in advance when and where your year meeting is to be held.

## Homework Centre

The Homework Centre operates every Monday over the four school terms.

The timeslots available for each of the years is as follows;

Year 7 to 9 from 3.15 pm to 4.45 pm and

Year 10 to 12 is from 3.15—6.15 pm.

There are rostered staff during these times to assist students with their work. This gives the students an opportunity to catch up on homework, assignments and preparation for any upcoming exams. Parents are sent a message via mobile phone to confirm their students attendance. If any students are required to leave early, a written note from the parent must be provided.



# Where is it?

## Classrooms

Forbes High School has large grounds and many buildings. It can be a confusing place until you get used to the location of the rooms. If you do get lost ask a teacher or a senior student to help you.

The rooms are numbered according to:

- The Block in which it is located, that is all Block One rooms start with the number 1.
- Whether the room is upstairs or downstairs, that is, the second digit is either 0 meaning downstairs OR a 5 meaning upstairs.
- The third digit indicates the actual room. These are numbered from the western end of each block, starting with the digit 0.
- The Portable Rooms always start with the letter D and follow in a logical pattern.

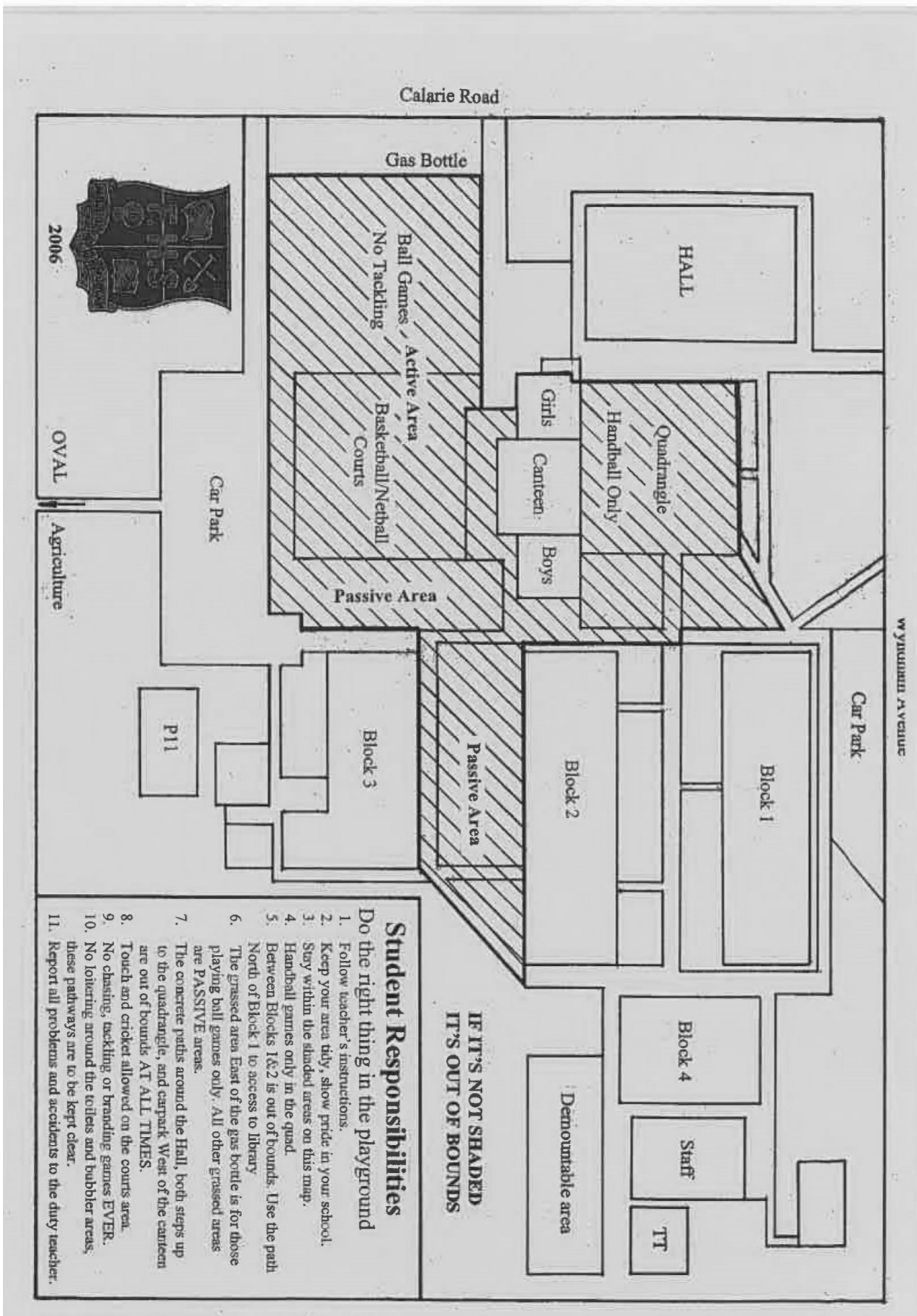
For example, Room 150 is in Block One; upstairs at the western end.

## Out of bounds

- School buildings before school starts, at Lunch and Recess (unless you are going to see a teacher, or to the Library)
- The staff car parks.
- Certain other areas in the school grounds are out of bounds. You will be told about these at school. (See School Map next page).



# School Map



# What are the rules about?.....

We want you to be safe, to have a good learning environment and to treat others well.

## Moving around the School

- ◆ When moving between lessons, move in an orderly manner and keep to the left of the corridor and on the stairs. Don't run, but try to move quickly between classes.
- ◆ Outside all rooms you must line up and wait the arrival of your teacher.
- ◆ Remember you are not allowed to be in the toilets between lessons. If you have good reason for wanting to use the toilet you must tell your teacher who may allow you out of class for that purpose. However, you are expected to use these facilities at recess and lunch rather than in class time. You must sign the toilet book located at reception before going to the toilet and then before going back to class.
- ◆ Any student out of class during class time must have a Pass from their teacher.
- ◆ Remember that school buildings are out of bounds before school, at recess and at lunchtime - unless you are going to see a teacher or going to visit the Library.
- ◆ Remember you are not allowed to enter a staffroom unless there is a teacher present.

## Classrooms

- ◆ Students are not allowed to enter any room in the school without a teacher. This is especially the case for: science rooms, industrial arts rooms, home science rooms, art rooms, music rooms, computer rooms, language room and the Library. This is to protect you from dangerous equipment which is often in these rooms and to protect valuable equipment from damage through unsupervised use. When your class goes to one of these rooms line up quietly in a single file and wait for your teacher, who will tell you when you may go inside.
- ◆ Other classes use the rooms so please leave them tidy.
- ◆ Eating in classrooms is not allowed.
- ◆ Keep your bags and other gear out of the aisles between the desks.
- ◆ Vandalising walls and furniture is one of the most serious things you can do. Because of this problem **liquid paper and permanent markers are banned from this school**. Please leave them at home.
- ◆ At the end of period 6 (period 4 on Wednesday) your teacher will ask you to straighten up your room. In some rooms the chairs will be put up on the desks and in others they will be placed neatly under the desks. Your teacher will let you know what to do.
- ◆ ***Most classrooms are fitted with gas heaters. The L.P. gas used in them is very dangerous and serious accidents can happen if heaters are damaged and not in good working order. For this reason students are not allowed to touch the heaters. Never sit on a heater as you could be badly burnt or you could cause damage which in turn could cause a very serious accident.***
- ◆ **For safety reasons spray cans of any type including aerosol deodorants must not be brought to school.**

## Evacuation

The signal for evacuation is 5 bells. Your teacher will tell you to stop working and leave the room. You are to leave all bags and personal property in the room. When leaving the room *follow the teachers instructions*. Your teacher will direct the class to the oval by the safest way possible. On the oval go to your DEAR group so that your name can be marked off. If an evacuation occurs during recess, lunchtime or before school you must make your way to the oval and follow the teachers' directions.

In an evacuation the two most important things to do are:

- ⇒ Do as you are told by the teacher immediately and
- ⇒ Stay calm and don't panic.



## **Lockdown**

The signal for 'Lockdown' is a continuous bell. Teachers will lock all doors then direct students to a low position on the floor away from windows. All persons are to remain calm and quiet while this situation is occurring. When the incident is over (3 Short bells) will sound. Students and staff are to make their way to the COLA for instructions.

If this occurs during a break time make way to a lockable room or Hall as quickly as possible, under direction of staff.

## **Bikes, Skateboards and Scooters**

At no time can students ride bikes, skateboards or scooters etc around the school. It is not safe to do so and there is too much risk of injury. No one is to ride any of these in the school grounds outside school hours, weekends or holidays.

Bike racks are provided at the rear of Block 3 for student use.

## **Equipment/Textbooks**

Each student is expected to supply his/her own books, pens, pencils etc., as well as special equipment for special subjects. You will be told exactly what you need in the first few days of school. It is a good idea to bring a pen and notebook on your first day.

Textbooks are issued at the beginning of the year for some subjects. Each faculty, when issuing textbooks, will record the books issued to you. Books must be returned at the end of the year and those lost must be paid for. Apart from this there are no charges for textbooks in the junior school.

## **Mobile Phones and Electronic Devices**

Electronic devices and mobile phone usage has become increasingly relevant in today's society. These devices are welcome at Forbes HS if they are used in a responsible and respectful manner. Students using these devices in an inappropriate manner will be subject to consequences that are consistent with the school's welfare and discipline policy.

Inappropriate use of electronic devices and mobile phones includes:

- using it in a way that disrupts or is likely to disrupt the learning environment or interfere with the operation of the school.
- bullying, intimidating or otherwise harassing others through SMS or text messaging or through photographic, video or other data transfer system available on the phone.
- recording of conversations, including lessons, without the knowledge and permission of the teacher or those involved in the conversation.
- downloading or otherwise accessing inappropriate material on the internet such as child abuse or pornographic or other offensive material.
- filming of fights or other criminal behaviour involving students that occur at school, during school activities or while on the way to and from school.

- using it in a way that threatens the safety or wellbeing of any person.
- Use that is in breach of any law.

**Please note:** Forbes HS takes no responsibility for the loss or damage to electronic devices or mobile phones (or any other private property) brought to the school.

## Driving to school

Once reaching the age of 17 you are able to hold a driver's licence and drive a vehicle or ride a motor cycle to school. The rules relating to this are as follows:

- ◆ Students must request a Permission To Drive To School Form from the Deputy Principal.
- ◆ Students are to park their vehicles in Wyndham Avenue or in the car park opposite the school in Wyndham Avenue.
- ◆ No student is to drive or park in the school grounds.
- ◆ After arriving in the morning students ***are not to leave the school*** to go to their vehicle until 3.10 p.m.  
The only exceptions are:
  1. If you have a **LUNCH PASS** (only given in response to the parent's written request). This pass covers the lunch period only.
  2. If you have a special **PASSOUT** issued on a particular day;
- ◆ No student driver has permission from the school to carry passengers without their and their passengers parents' permission. A consent form will be sent home giving full details of the travel arrangements.
- ◆ No motor cyclist may carry a pillion rider.



## Forbes High School BYOD Policy



### **Purpose:**

The increasing availability of personal mobile devices has accelerated the demand for new models of learning. The connection to students' own personal mobile devices is primarily for the purpose of developing 21st century learning skills and for fostering digital literacy, fluency and citizenship in a safe environment. The use of personal mobile devices at school will deepen learning, will be personalised and student centred, and will meet the expectations of teachers, students, parents and caregivers.

Access the school's and the Department of Education's network, including the intranet, will be made available to students primarily for their learning activities where appropriate. The term personal devices refers to any approved technology device brought into the school and owned by students.

### **Student:**

Forbes High School aims to promote educational excellence by facilitating resource collaboration, innovation and communication. The students are expected to use all digital tools, online services and digital resources in a responsible, ethical and legal manner, demonstrating respect for others and an appreciation of the right to learn of all students.

When at school students will only use the 'nswdet' wireless network, any other network used, eg 3G/4G will be deemed inappropriate. Any action that disrupts or is likely to disrupt the learning environment or interfere with the operation of the school is also deemed inappropriate.

### **Teacher:**

Teachers will use a range of technologies to compliment teaching and learning in the classroom. They will facilitate student access to information on their device in support of and to enrich the curriculum while taking into account the varied instructional needs, learning styles, abilities and developmental levels of students. The use of a student's own device in class is at the direction of the teacher.



**Forbes High School**  
**‘Bring your own Devices’**  
**Program—Device specifications**



## Hardware Specification Requirements:

<b>Form Factor</b>	<p>Laptop, tablet or convertible device</p> <p>A tablet device must have a physical keyboard available with separate keys for A – Z and 0 – 9. A separate Bluetooth device is sufficient to meet this requirement. Touchscreen Laptops are encouraged.</p> <p>Note 1: The Device must also have a camera and microphone. A stylus may be appropriate for touch screen devices.</p>
<b>Physical Dimensions</b>	Minimum Screen Size: 9.7”
<b>Operating System</b>	<ul style="list-style-type: none"> <li>• Microsoft Windows 7, Windows 8.1 or newer</li> <li>• Microsoft Windows RT</li> <li>• Apple MacOS X 10.6 or newer</li> <li>• Apple IOS 8 or newer</li> <li>• Android 4.1 or newer</li> <li>• Chrome OS</li> </ul> <p><b>Note 2:</b> Windows 8.1 is available as a free update to Windows 8.</p> <p><b>Note 3:</b> Android-based tablets are available in many different hardware variations. Not all of the devices on the market will be compatible with the School's wireless network.</p>
<b>Processor</b>	<p>Dual core processor or better. Minimum processor speed 1.5GHz</p> <p><b>Note 4:</b> A quad core device is recommended.</p>
<b>Memory</b>	Minimum Ram: Laptops 2GB / Tablets 1GB
<b>Wireless Compatibility</b>	Our school has the capability to operate on the 2.4Ghz range but the department’s Wi-Fi network installed in high schools operates on the 802.11n 5Ghz standard. Whilst a device with 2.4GHz will be able to connect, it is preferred that devices have the 802.11a/b/g/n (802.11n 2.4GHz and 5GHz) or Dual Band Wi-Fi module for ease of connection and ‘future proofing’.
<b>Battery Life</b>	Advertised battery life of 6 hours or more.
<b>Storage</b>	<p>Minimum 16GB storage on device.</p> <p><b>Note 5:</b> Students are recommended to make use of a storage device such as Google Drive to back up their work and a USB drive.</p>
<b>Protective casing</b>	<p>Students are required to store their device in a suitable protective case when not in use.</p> <p><b>Note 6:</b> A scratch/impact/liquid-splash resistant case is recommended. A screen protector may also be advisable for touch screen devices</p>
<b>Additional Recommendations</b>	<p>Maximum weight: 2kg</p> <p>USB 2.0 or USB 3.0 port</p> <p>Accidental loss and breakage Insurance</p>

## Software Requirements:

In addition to the hardware requirements outlined above, the devices must also have access to the following software.

<b>Software</b>	One of the following.
<b>Operating System</b>	As outlined above.
<b>Web Browser Options</b>	Microsoft Explorer 10 +, Apple Safari, Mozilla Firefox or Google Chrome (preferred)
<b>Google Apps</b>	Either through the browser or via a dedicated application (Google Apps are a free download through the app store)
<b>Microsoft 365</b>	Either through the browser or via a dedicated application (Microsoft Office is provided as a free download for students)
<b>Pdf Document Viewing Software</b>	Adobe Acrobat Reader or Equivalent Software
<b>Additional Recommendations</b>	Up to date Antivirus for Windows devices (eg Microsoft Security Essentials)

Note: Android devices will also need to install a file browser app.



## Library

The Library has an extensive collection providing reading material for both educational and recreational reading purposes. The Library also has computer and Internet access and an extensive educational video library. The Internet is only available for work purposes. Photocopying is available to students, under supervision, free of charge for relevant research work. The Library subscribes to several publications for student use, including: The Bulletin, New Scientist, Family Matters and National Geographic.

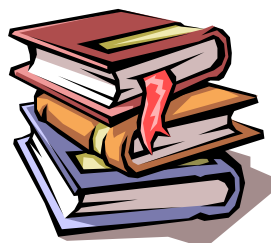
Year 7 students will undergo Library training including Internet research skills and the effective use of the Library. Students in Years 7 to 10 may borrow 4 books for a fortnight. Senior students may borrow up to 20 books.

The Library is open to all students from 8.30am – 3.10pm and is run by a Teacher/Librarian. Students will use the Library during class time but are welcome before school for borrowing and returning books. Students are also welcome at lunchtime, for work first half of lunch and for general use second half.

The Library is available for senior students during their study periods for study, research and quiet reading. Computers are available, at most times, for seniors. Senior students who disturb others will be asked to leave the Library. Senior students who wish to undertake group work must consult the Librarian.

## General School Rules

- ◆ Remain in bounds.
- ◆ Leave all materials for smoking at home.
- ◆ Avoid loitering in the toilets.
- ◆ Keep the grounds and classrooms clean.
- ◆ Attend all time-tabled classes.
- ◆ Be on time for lessons.
- ◆ Enter staffrooms only when invited by a teacher.
- ◆ Act in a manner which will bring credit on the school.
- ◆ Bring a note immediately after an absence.
- ◆ Be courteous to others.
- ◆ Show an appropriate pass when out of class or when leaving the school grounds between 8.55 a.m. and 3.10 p.m.
- ◆ Respect property.
- ◆ Violence will not be tolerated. Violence includes physical assault, verbal abuse and harassment.
- ◆ Weapons, alcohol, drugs and smoking are totally prohibited on school grounds



## Playground Rules

The rules in the playground are for the safety of all students.

- ⇒ *Follow the teachers instructions.*
- ⇒ Do not go into 'out of bounds areas'.
- ⇒ No body contact sports e.g. tackle football.
- ⇒ Touch football can only be played on grassed areas.
- ⇒ Respect your school environment.
- ⇒ Yellow diagonal lines indicate a movement area. Do not sit or stand around in these areas.
- ⇒ Don't litter. 'Keep Forbes High Beautiful.'

## What if ?.....

### **I need to get a message from home....**

If parents or other relatives need to contact a student the Front Office will take a message and Duty Students will deliver it to the student's class. In the case of an emergency a member of staff will collect a student from their classroom.

### **Lost Property**

Any lost property that is handed in to the office is placed in a box in the clinic. Students are welcome to ask at the Front Office to check the box in the clinic if they have lost clothing. At the end of the term the lost property box is washed and the clothing is put into the clothing pool. So be vigilant if you do lose items and collect them before they are recycled into the clothing pool.

### **If I want to make a complaint.....**

While the school tries its best to be a good place to learn, there are always times when things go wrong.

This school follows the DoE Responding to Suggestions, Complaints and Allegations policy. Complaints can be made verbally or in writing. This school believes in continuously improving its standards in all areas and complaints and suggestions are regarded as part of that process.

Complaints and suggestions can be about people or processes. There are 3 accepted methods of dealing with complaints/allegations and suggestions. If the complaint is about a person a resolution will be negotiated if the matter is not a serious breach of Departmental policy or by investigation if it is. If the matter is about a process or the way the school or a person does something, then a systems improvement approach is taken. The school (the Principal) can undertake systems improvement or negotiation processes. Investigations must be undertaken by the Director of Schools or a more senior officer.

Complaints and suggestions can be either verbal or in writing. A form for written complaints is available at the Front Office, although a letter is just as acceptable. Complaints which are anonymous cannot be actioned.



# School Uniform

Our uniform, and the way we wear it, is important for the way the community in general sees us and often judges the school. Although the initial costs of purchasing uniform are considerable, correct uniform use is most economical in the long term. Parents are therefore asked to cooperate *fully* in ensuring that students are always outfitted correctly in the uniform and should strive to support the school in encouraging the wearing of it at all times. If there are difficulties in meeting the costs of uniform please contact the Front Office.

## Girls

### **Summer**

Forbes High School tunic  
white short/long sleeve shirt  
navy polo knit – with school crest  
navy dress shorts - No logos  
navy/white socks  
fully enclosed black leather shoes  
no sandals  
no denim garments  
no sneakers

### **Winter**

Forbes High School kilt  
white long sleeve shirt  
white polo shirt  
navy jumper  
navy slacks  
navy/white socks/tights  
fully enclosed black leather shoes  
no sandals or denim garments  
no sneakers

## Boys

### **Summer**

white short/long sleeve shirt  
white polo shirt  
grey shorts (no board shorts)  
white socks  
fully enclosed black leather shoes  
no sandals  
no denim garments  
no sneakers

### **Winter**

White long sleeve shirt  
white polo shirt  
grey trousers  
white socks  
navy jumper  
fully enclosed black leather shoes  
no sandals no denim garments  
no sneakers

## **Sport/PE (Boys/Girls)**

Navy & Gold polo shirt - available from Front office  
navy shorts  
navy tracksuit pants (no advertising logo's)  
navy tracksuit top with gold piping on collar & embroidered pocket (a suitable interchange for school jumper)  
white socks  
Fully enclosed sports shoes

## **General**

Woollen navy jumper or navy sloppy joe with embroidered school crest  
Forbes High School windcheater  
Forbes High School tie (available from school only)

## **Uniform Detention:**

Students who are not in correct uniform will attend detention during Lunch 1 in Room 200.

**NOTE: Enclosed leather footwear is compulsory for all practical classes. This is an WHS requirement and students will be excluded from practical lessons if they wear inappropriate footwear.**

*School Uniform is stocked by Gunn's Mensland.*

# Forbes High School

## Correct Footwear

### UNACCEPTABLE

### GIRLS

### ACCEPTABLE



NOT, fully enclosed black



NOT, fully enclosed black



NOT, fully enclosed black



NOT, fully enclosed black leather– heel is open.

*Fully enclosed black leather*



### UNACCEPTABLE

### BOYS

### ACCEPTABLE

*Fully enclosed black leather*



NOT, fully enclosed black



### WEDNESDAY ONLY



Leather Cross Trainers .

# Parent Information

## School Contributions

There are two types of contributions that the School Community request be met where applicable:-

### *General School Contribution*

This amount is set each year in consultation with the P&C. The amount is dependent on the actual year group that you are in. You will be given an information sheet with full details when you arrive at school.

### *Subject Materials Contributions*

Various subjects request students to contribute to the cost of materials which are used in class. In all cases this is purely a nominal amount toward the total cost. Full information on these contributions will be sent home with the student in the form of an account at the beginning of each semester. Contributions can be paid in a lump sum within the first 3 weeks of the year or in instalments throughout the year. Payments may be made at the Front Office.

### *Why are there School Contributions?*

The General School Contribution helps to provide essential resources which are used for the benefit of all students. Most printed material which you receive, including this booklet, will be paid for out of the General Contribution. Such things as reports, newsletters, lesson notes and learning materials come from this contribution.

Subject Material Contributions pay for material which is either used in classes (eg: paint in Art classes) or kept by the student (the finished products from Technology and Applied Studies classes e.g. Food Technology, Technics).

The school could not function as effectively without these funds.

## P&C/School Canteen

Parents are invited to visit the school at any time. However for the safety of all, they must first come to the Front Office. If they wish to speak to a particular teacher it is necessary to make an appointment to allow for the teacher's class commitments. Parents can also be involved by helping at the school canteen or joining the P&C organisation. The P&C meet on the second Tuesday of each month at 7.00 p.m. at The Forbes Services Club. Parents can be involved further in the school by offering any special expertise they may have, talking to others about the high standards of the school, supporting development days and most importantly by talking and helping your children through their studies.

## A Safe School

Forbes High School is a 'safe' school. If you notice something dangerous you should let the Work Health and Safety chairman, Mr Charles Dwyer know.

This school is 'inclosed lands'. This means that apart from students and staff all visitors to the school must go to the Front Office and must wear a "Visitor's" badge when on the grounds.

Out of school hours only staff have permission to be on the premises. (Except for Discos or using the hall for basketball or performances.)

## Newsletter

The Principal's Newsletter has vital information to be conveyed to parents. If you would like your newsletter sent electronically send the school your email address and the link will be sent to you at regular intervals. Alternatively, the newsletter may be collected from either:

- The front foyer of the high school
- Forbes High School website
- Woolworths, Forbes
- Bernardi's IGA, Forbes



# School Policies

## Homework

Home study is vital in helping students to clarify and reinforce ideas and skills introduced in the classroom. It also, if followed consistently in the junior school, instils good study habits in preparation for the demands of the senior school.

It is very important to provide a quiet, comfortable place in the home for students to study. While some might have a desk in their bedroom, many parents find it easier to help when their children work openly at the dining room table.

For those parents who face the “But I don’t have any homework” syndrome, be assured that students always have ample to do. If, in the unlikely event there is no set homework, this booklet has suggestions for further study.

Should you ever have any queries regarding homework or home study it is advisable that you contact the class teacher and discuss the issue with him or her.

It is expected that all set homework is completed to the best of the student’s ability and submitted on time. Failure to do so without good reason may result in detention or other appropriate action consistent with the Forbes High School Student Welfare & Discipline Policy.

## Assessment Policy

Assessments, unlike homework, directly affect grading of individual students. This policy seeks to ensure that all students are treated equally on assessment tasks. It applies to all tasks directly affecting School Certificate and Higher School Certificate grades.

All tasks will be notified to students at least one week before the due date. They must be completed by the due date.

Failure to do so will result in a zero score.

Failure to submit a task at all will result in an “N” Warning/ “N” Award in Stage 5 & 6.

We understand that at times unforeseen circumstances beyond the student’s control occur, which prevent tasks being submitted on time. Sickness, accident and bereavement are examples of this. If a student believes that their circumstances should be considered, they should collect an “Illness, Accident and Misadventure” Form from the Front Office, complete it (including evidence) and submit it to the Head Teacher of the Faculty. The Principal will determine whether the reason meets the guidelines and inform the relevant Head Teacher of the decision. This also applies to in-class tasks where a student is absent from class.

If any student or parent considers a decision unfair, in terms of the guidelines, they have the right to “appeal” to the Principal, and present further evidence. Students whose tasks were on time and believe they are disadvantaged by a decision for another student are also entitled to appeal a decision.

While this may seem a complex process, it ensures that all subjects and all students are treated equally. A student who has extra time to complete a task is advantaged, unless their circumstances are such that their performance is reduced.

This school seeks to ensure all students achieve their best. Whenever there is a problem, the earlier the school is informed and arrangements made, the better the outcome for the student. Parents and students are welcome to contact the Principal, Head Teachers, Student Advisers or other staff for assistance.

See also:       Year 11 Assessment Booklet  
                  Year 12 Assessment Booklet

## **Anti-Bullying Policy**

### **What is Bullying?**

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by an individual or group towards one or more persons. Cyberbullying refers to bullying through information and communication technologies. Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including that based on sex, race, disability, homosexuality or transgender....Conflict or fights between equals or single incidents are not defined as bullying.

### **FHS strategies to assist students.**

- Improved monitoring of bullying incidents
- Clear, predictable sanctions against bullying include
  - ◊ 1st incident: a warning is given
  - ◊ 2nd incident: parents are informed
  - ◊ 3rd incident: internal time out can result
  - ◊ 4th incident: formal suspension can result
- In cases of serious bullying incidents, some of these steps may be missed.
- Encourage reporting of bullying incidents by students .
- Increased awareness about bullying through the use of notices at Assembly, P&C Newsletters and pamphlets distributed to students.
- Awareness raising through lessons about bullying in various Key Learning Areas.
- Provision of programs for bullies and victims (through referral to the School Counsellor)



## **Bullying may be:**

<b>Verbal:</b>	name calling, teasing, put downs
<b>Physical:</b>	hitting, tripping, punching, kicking, throwing objects
<b>Social:</b>	ignoring, ostracizing
<b>Psychological:</b>	threatening, stalking, looks, notes, spreading rumours
<b>Cyber:</b>	Facebook entries, allegations, unsubstantiated gossip

## **Teachers response to bullying.**

- Report the incident or encourage the students being bullied to report it to the Deputy Principal, Principal or any teacher.
- Remember: keep reporting bullying until it stops!!!
- Ask your Year Adviser, Boys/Girls Supervisors or the School Counsellor for help with ways to deal with bullies, if you find that it is becoming a real worry for you.

## **Parents response to bullying.**

- If the incident is a one-off, give advice to your son/daughter about what to do if it happens again, eg; ignore it, look the bully in the eye and ask them to stop, report it to a teacher etc.
- If the incidents are happening frequently, even for just a short period of time (like a week), find out who is responsible and report them. However, it is better to gain your son/daughter's support first, or better still, encourage them to report it themselves. Ask anonymous advice from a teacher you know. It is usually better not to leave students to handle a situation themselves if it continues over weeks or months. Things tend to become much more difficult to solve if the bullying has occurred over a long period of time.
- Ask for the help of the Year Adviser, Girls/Boys Supervisor or School Counsellor.

## **Students response to bullying (or we see others being bullied)?**

- Report the incident or encourage the students being bullied to report it to the Deputy Principal, Principal or any teacher.
- Remember: keep reporting bullying until it stops!!!
- Ask your Year Adviser, Boys/Girls Supervisors or the School Counsellor for help with ways to deal with bullies, if you find that it is becoming a real worry for you.

## **Teachers response if they witness bullying?**

- Ensure that a Discipline/Welfare slip is completed and submitted to their Head Teacher.
- This means that the incident will be recorded on Sentral.



## Anti Discrimination

**Discrimination:** means treating others unfairly because they happen to belong to a particular group of people.

**Harassment:** is any form of behaviour that is not welcome, not asked for and not returned, and that offends, intimidates or humiliates someone because they belong to a particular group of people.

**Vilification:** is a public act that encourages (or incites) others to hate, have serious contempt for, or severely ridicule a person or group of people because of their race, homosexuality, transgender or HIV/AIDS status.

### **The Anti-Discrimination Contact Officer:**

Is here to:

- Provide support
- Assist students
- Direct formal complaints to principal

### ***Forbes High School's Anti-Discrimination Contact Officer is Deputy Principal***

The NSW Department of Education and Training is committed to the provision of learning and working environments for students and staff that are free from all forms of unlawful discrimination, harassment and vilification.

It is unlawful to discriminate against or harass a person on any of the following grounds: sex, marital status, disability (including HIV/AIDS), homosexuality, age, transgender or race. (*Note: race complaints are dealt with under the Anti-Racism Policy and Anti-Racism Grievance Procedures*)

When a student makes a complaint there are set steps which schools must follow. The principal has appointed a contact officer who will give advice.

Parents and caregivers can make complaints on behalf of their child.

### **Rights and Responsibilities:**

*Students have the right to know:*

- The meaning of discrimination under the Anti-Discrimination Act.
- That a complaint can be made against them.
- How to make a complaint about discrimination, harassment or vilification in the school.

*Students have a responsibility to:*

- Respect one another.
- Behave in ways which are free from discrimination, harassment or vilification.

*The NSW Department of Education and Training and its staff have a responsibility to:*

- Make sure that policies and practices do not discriminate against students.
- Implement the complaint procedures.
- Combat discrimination, harassment and vilification through educational programs.

**Making a Complaint:**

If students feel they are being discriminated against they have the right to make a complaint. The discrimination must be because of their sex, disability (including HIV/AIDS), transgender, homosexuality or age.

*Complaints can be against:*

- Staff
- The NSW Department of Education and Training
- Other students

Most complaints can be handled informally. There are steps to resolve formal complaints.

*All Complaints will be:*

- Handled sensitively
- Kept confidential
- Resolved quickly

Remember, parents and caregivers can make complaints on behalf of their child. As citizens of NSW parents have a responsibility to act in ways which do not involve discrimination, harassment or vilification in accordance with the law.

*To assist the NSW Department of Education and Training carry out its obligations, parents can:*

- ◆ Ensure that their children are aware of these procedures.
- ◆ Support educational programs that combat discrimination, harassment or vilification



