

# Student Information Booklet 2022



GLENDALE TECHNOLOGY HIGH SCHOOL



# PRINCIPAL'S MESSAGE

## Welcome

Glendale Technology High School provides a caring, safe environment where all students are encouraged and expected to achieve their personal best and grow into sensitive, responsible, independent young adults. Glendale Technology High School is focused on developing socially responsible students with a breadth of academic, cultural, sporting, social and emotional knowledge and skills. I take pleasure in welcoming you as a member of our school and learning community.

At Glendale Technology High School we take every opportunity to establish and maintain positive relationships with our students and their families. Positive relationships develop quicker when communication channels are established and a common purpose exists. We want our students to have the opportunity to enjoy a bright future. We know that the future will be brighter when students receive and participate in quality education programs that develop a well-rounded individual with a strong sense of belonging and social responsibility.

A sense of belonging develops quicker when a school has clear, consistent expectations and programs that recognise and support students to meet those expectations. This sense of belonging is symbolised by our school crest and school motto. We believe that "Educate for Life" is a powerful statement of our school and all associated with it. We believe our values of Respect, Responsibility, and Personal Best guide our action.

## TEACHING AND LEARNING

Glendale Technology High School caters for all students. Programs are designed to:

- enhance every student's capacity to thrive in the 21<sup>st</sup> century
- assist students to learn at individual rates
- help students to find, solve and act on problems
- encourage students to manipulate ideas and make connections



At Glendale Technology High School:

- all learners are provided with curriculum opportunities that allow them to achieve their personal best
- the curriculum is adapted and designed to accommodate different learning needs
- the needs of middle years students cut across academic, emotional and social areas
- we cater for both enriched and differentiated learning
- curriculum experiences for students are carefully planned, recorded and implemented in order to maximise the potential effect

We believe that students will be our future leaders, framing the values within society. To this end leadership programs are implemented to develop these skills in all years. Students who have attended Glendale Technology High School have accomplishments that are wide ranging at university and in the workforce, and pursue careers across a diverse range of professions and trades. The students of Glendale Technology High School are motivated to excel in any field of endeavour they undertake through the variety of activities that they experience both in compulsory curriculum and through the co-curricular activities offered.

Our approach to teaching and learning centres on the answer to the real education question, "How is this child smart?"

## CURRICULUM

Glendale Technology High School's aim is to offer an education of the highest standard in an environment harmonious to the learning needs and styles of students. A comprehensive range of course offerings and levels are available and will continue to be adapted to suit students as we strive to answer the real education question "How is this child smart?"

Our curriculum features:

- strong technology awareness and programs suited to this century
- academic emphasis through enrichment in basic subject areas and specific GATs programs
- creative, performance, cultural and sporting activities that are seen as very significant features of the total curriculum. The school has programs to ensure this happens.
- a fine sporting record, with many students achieving regional, state and national representation.
- a varied curriculum that builds on students' previous learning, as outlined in the following table

Year 7	English; Mathematics; Science; HSIE; Visual Arts; Music; Personal Development, Health, Physical Education; Sport; Technology and Applied Studies; LOTE
Year 8	English; Mathematics; Science; Visual Arts; Music; HSIE; Personal Development, Health, Physical Education; Technology and Applied Studies; Sport; AVID
Years 9 and 10	English; Mathematics; Science; Geography; History; PDHPE; Careers; and two electives of student choice
Years 11 and 12	English; and 5 other subjects of student choice. These may include TAFE courses as well.

## CODE OF BEHAVIOUR

A student's behaviour should be such that it does not interfere with, offend, hurt or inconvenience any other person within the school environment. Behaviour outside the school should be such that it brings honour to self, parents and school. If self-discipline and personal responsibility is strong, then imposed discipline is not necessary. It is a privilege to attend Glendale Technology High School and an honour to stay and as such, thoughts actions and deeds need to be respectful and responsible.

Our aim is to recognise and reward good behaviour. We ask for and expect parental support for the standard of behaviour set for our students and any disciplinary action we take to ensure that these standards are maintained. Misbehaviour outside hours outside the school grounds should be reported to the appropriate authorities.

On behalf of the staff I thank you for joining Glendale Technology High School and its dedicated staff. I look forward to working with you as we develop our students into socially responsible members of our wonderful Learning Community, the nation and the world.

Mr Anthony Angel  
Principal

# THE SCHOOL AT A GLANCE



## General Information

School Address:

Glendale Technology High School  
2a Oakland Street  
GLENDALE NSW 2285

School Postal Address:

Glendale Technology High School  
PO Box 3067  
GLENDALE NSW 2285

Telephone Number:

4954 9166

Fax Number:

4956 6879

School Email Address:

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

School Website Address:

[www.glendale-h.schools.nsw.edu.au](http://www.glendale-h.schools.nsw.edu.au)

Facebook - make us your friend: Glendale Technology High School

## Whole School Values

### Respect

We earn and display respect when we:

- Consider other people;
- Speak positively;
- Ensure the right of others to learn;
- Care for the school environment.

### Responsibility

We fulfil our responsibilities when we:

- Act with integrity;
- Behave in a safe manner;
- Are reliable in the things we do;
- Own our behaviour.

### Personal Best

We show our personal best when we:

- Overcome obstacles to achieve our goals;
- Take pride in what we do;
- Show initiative;
- Recognise and reward success.

## SCHOOL DIRECTORY

Principal:

Mr A Angel

Deputy Principal (Stage 4):

Mrs S Booth

Deputy Principal (Stage 5):

Ms Francoise Dunlevie

Deputy Principal (Stage 6):

Mr P Henson

### HEAD TEACHERS:

English:

Ms R Veitch

Human Society and its Environment:

Mr S Budden

Mathematics:

Mr M Ide

Science:

Mrs S Idris

TAS:

Mr J Monaghan

PDHPE:

Mr M Mansfield

CAPA:

Ms B Nelmes

Administration:

Mr S Williamson (Relieving)

Student Services:

Ms E Singleton

Special Education:

Mrs D Taylor

Teaching & Learning:

Mr L Tryk

Year 7 Advisor:

Mrs E Bowdler

Year 8 Advisor:

Mr G Wilson

Year 9 Advisor:

Mr T Barry

Year 10 Advisor:

Mr M Erich

Year 11 Advisor:

Ms E Singleton

Year 12 Advisor:

Mrs C Thornton

Careers Advisor:

Mrs C Wells

Librarian:

Mr D Morgan

LAST

Mrs E Jenkinson

School Administration Manager

Mrs M Jennings

## TERM DATES FOR 2022

TERM 1

Friday 28/1/22

to

Friday 8/4/22

TERM 2

Tuesday 26/4/22

to

Friday 1/7/22

TERM 3

Monday 18/7/22

to

Friday 23/9/22

TERM 4

Monday 10/10/22

to

Tuesday 20/12/22

## SCHOOL HOURS AND BELL TIMES

### Students in Years 7 - 10

School starts at 9.00am and finishes at 3.10pm, Monday, Tuesday, Wednesday, and Thursday. On Friday school finishes at 2.10pm.

### Students in Years 11 and 12

School starts at 9.00am and finishes at 3.10pm, Monday, Tuesday, and Wednesday. On Thursday school finishes at 1pm and on Friday school finishes at 12.40pm.

## BELL TIMES FOR 2022

MONDAY TUESDAY WEDNESDAY	BELL TIMES	THURSDAY	BELL TIMES	FRIDAY	BELL TIMES
ROLL CALL	9.00 – 9.10am	ROLL CALL	9.00 – 9.10am	ROLL CALL	9.00 – 9.10am
PERIOD 1	9.10 – 10.10am	PERIOD 1	9.10 – 10.10am	PERIOD 1	9.10 – 10.10am
PERIOD 2	10.10 – 11.10am	ASSEMBLY	10.10 – 10.30am	PERIOD 2	10.10 – 11.10am
		RECESS	10.30 – 11.00am	RECESS	11.10 – 11.40am
RECESS	11.10 – 11.40am	PERIOD 2	11.00 – 12.00pm	PERIOD 3	11.40 – 12.40pm
PERIOD 3	11.40 – 12.40pm	PERIOD 3	12.00 – 1.00pm	LUNCH	12.40 – 1.10pm
PERIOD 4	12.40 – 1.40pm	LUNCH	1.00 – 1.30pm	PERIOD 4	1.10 – 2.10pm
LUNCH	1.40 – 2.10pm	SPORT	1.30 – 3.10pm		
PERIOD 5	2.10 – 3.10pm				

## FINANCIAL MATTERS

### Contributions *(See Schedule of fees)*

With the agreement of this school's community it is intended to seek from parents and guardians a School Contribution. Funds raised through this contribution will be used to supplement educational resources and programs in our school.

Our school welcomes your contribution as this will significantly enhance the resources available to students.

The funds generated by the 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.

We would like to emphasise the importance of your contribution in the context of our school's overall finances.

Parent contributions make a significant impact on our capacity to purchase educational resources. Should you wish, we will be pleased to discuss difficulties with you including exemptions, support and options for payment by instalments. (Please refer to the schedule of fees statement for contribution amount.)

The School Contribution for 2022 has been set at:

Years 7 – 10

\$78.00 per year

### Subject Fees and Additional Costs

Subject fees are payable for most areas, especially the practical areas, and are set to cover the cost of materials only. The school does not profit from fees. Fees are kept at a minimum and are required to provide students with resources to undertake their practical experiences.

### Payment Options

Payment can be made either in cash, by cheque, credit card (either over the counter or via Payments on Line) direct debit, eftpos or payment plan. All payments should be made at the Administration Office before school each morning. Cheques should be made payable to Glendale Technology High School.

### Financial Difficulties

Any parent who has difficulty paying the total cost should speak with the Principal. All conversations are strictly confidential and no student is disadvantaged because of circumstances beyond the family's control.



# GENERAL SCHOOL ORGANISATION



## Transport

Most students travel to and from school by bus. Applications for subsidised transport are to be completed online and returned to the Administration Office.

## Buses

Hunter Valley Buses service our school and we enjoy an excellent working partnership with the company. Conduct on the buses is expected to be of the highest standard. On arrival at school, all students travelling by bus must enter school grounds immediately. In the afternoon, students will report to their bus area.

Students are to obey the instructions of the bus driver and staff on bus duty at all times. Misconduct will result in consequences and bus passes and travel privileges being withdrawn by the bus company and the Ministry of Transport.

Student Opal Cards are provided to transport students to and from school only. This does not allow students to deviate their journey, by stopping at alternate locations.

## Buses – Passes and Supervision

Student Opal Card Application Forms are available online. Student Opal Cards may only be used when travelling to and from school on a set bus. They cannot be used for sport buses or excursions. ***All students travelling by bus must follow the Code of Conduct for Bus Travel and have their Student Opal Card with them every day.***

Students are expected to remain in allocated areas of an afternoon to ensure students safely embark the buses. Students are expected to have their Student Opal Cards and line up in single file to enter the buses.

## Students without a Student Opal Card

Students must have a Student Opal card to board the bus. If students don't have one, they must pay the fare to the driver.

## Car Travel

Due to the congestion at the main entrance to the school, it is requested that students who arrive and depart by car are dropped off at the entrance on Oakland Street and walk up the path provided. Parking is available in all streets surrounding the school. Please do not utilise the bus bay or TAFE carpark, for the safety of all students.

## Bikes, Scooters and Skateboards

Bikes, scooters and skateboards are a great way for young people to keep active. Young people should always use the shared pedestrian or bike paths if they are available. It is the law to wear a helmet when riding a bike and you should insist on their use. Bikes are to be stored in the appropriate racks, skateboards and scooters are to be left in the Deputy Principal's office. At no times are they to be ridden around the school.

## Parking

There is limited parking available on school grounds.

## Canteen

Our school canteen is privately operated. Students can experience fresh, healthy, tasty and affordable food daily. EFTPOS and online ordering are available.

# COMMUNICATION



Communication in any organisation is never perfect but we try! The statement - "If you're happy tell everyone. If you're unhappy tell us, so together we can work on the solution," is true of our belief about situations that occur. Many avenues of regular communication are available at our school and their effectiveness depends on everyone.

## Assemblies

Weekly Assemblies are held every Thursday for all students. This assembly is held in our school hall. Seating is actively supervised by staff. Formal assemblies appear on the calendar. Special purpose assemblies will be called at the discretion of the Senior Executive and are usually held in the Hall.

## Calendar

Our calendar is drawn directly from the planned events that occur in our school. A copy of the calendar appears in the newsletter of each term and on our website.

## Newsletter – Glendale Gazette

The School Newsletter is distributed digitally at end of each term with the exception of Term 1 where you can enjoy an additional Early Edition. It contains articles of the many activities taking place at Glendale Technology High School and also advises parents of important diary dates including exams, parent/teacher evenings, student free days and many other events.

## Noticeboards

A noticeboard is located at the front of the school. It is used to give reminders about coming events, to congratulate students on their achievements, to thank people for their support and to inform our community about what is happening at the school. Keep an eye on the noticeboard – it is a quick way of staying in touch.

## Website and Social Media

Our website is accessible to all on [www.glendale-h.schools.nsw.edu.au](http://www.glendale-h.schools.nsw.edu.au). It has much to share! You can find links here to our social media accounts to keep up to date with activities at the school.

## Daily Student Notices

Every morning students are informed of important events at Roll Call. It is important that students be at school on time to hear these notices since this is the main regular communication with all students.

## Interviews and Interview Room

Interviews can be arranged with members of staff by contacting them through the Administration Office. Interviews are conducted in the Interview Room in the Administration Office. Please let the Administration Office know you have arrived and who you have an appointment to see.

## Parent/Teacher Nights

Parent/Teacher Nights occur throughout the year for a range of different reasons. Those reasons include –

- Discussion with parents of their child's progress with his/her teachers. The dates are advised through the calendar and newsletter.
- Curriculum Nights where parents are invited to find out about subject choices before their child hands in their choices. These nights are held for each year group as appropriate. An invitation is sent to each family when those evenings are planned.
- Senior Assessment Nights where assessment schedules booklets are handed out to students and parents and information is provided regarding assessment and appeal procedures.

## Raising Concerns

If you are happy with us, tell everybody. If you have a concern, tell us so we can work on it together!

Our aim is, in partnership with parents, families and communities, to create the best possible environment for learning by our students with open and honest channels of communication, both inside and outside of our school. We strongly encourage you to get to know the school. We want to resolve any issues that arise as promptly and professionally as we can. Should you have any concerns about your child's school experience, we ask that you contact us in the first instance. We are confident we will be able to reach a solution quickly.

In addition to the expertise and experience of our teachers and school leaders, we have a range of services available to support students and families. Our School Counsellor is available to discuss issues concerning your child as is the Head Teacher Student Services. Please contact the school on 49549166 for an appointment.

If you feel that we cannot resolve any concerns you may have after talking to a member of the school executive and the Principal, you can contact the Director of Schools responsible for this school. The Director of Schools is located in the Adamstown office of the Department of Education.

**The Department of Education also has a number of publications designed to provide you with relevant information.**

# COMMUNITY SUPPORT



## Parents and Citizens (P & C)

The P & C Association meets on the fifth Wednesday of each term at 6pm in the Library. All staff and parents are most welcome to join the association and contribute to the educational and social pride and growth of Glendale Technology High School. The P&C is a very active supporter of our students and has representation on various committees within the school, i.e. curriculum and finance.

## Other Agencies

Glendale Technology High School enjoys many partnerships with agencies outside of education. These partnerships add to the programs offered by a dedicated and experienced staff.

We appreciate and value the support of those agencies that include:-

- Community Activities Lake Macquarie
- Northlakes Community Centre
- Local sporting clubs
- Lake Macquarie City Council
- TAFE
- University of Newcastle
- Headspace

# SENSE OF BELONGING



A school, like all organisations, is the sum of its parts, and all those parts make their own contribution to the culture, the climate and the reputation of the school. Uniform identifies our students as members of the school. We have the highest priority for student safety and welfare and if all students are in school uniform it assists us to identify any intruder. Enrolment at this school is the start of a path to a bright future should you choose to belong to the school and accept and strive to meet its high expectations. It is easy to say that you support the school but actions speak louder than words.

The best way to show belonging is by following the Core Expectations and Uniform Policy. Both have been developed in consultation with the students and community and reflect willingness on the part of students to:

- Learn by participating in all aspects of school life;
- Show pride in themselves, their peers and their community;
- Contribute to maintaining the high expectations of this school and its community;
- Behave in a way that earns respect from peers, teachers, family and community.

## UNIFORM

Glendale Technology High School seeks to constantly provide high standards of education, self-esteem and safety for all its students. As decided by the overwhelming majority of the school's community (made up of parents, students, teachers and local community members) the wearing of Uniform is integral to providing and maintaining these standards. Glendale Technology High School's Uniform Policy consists of an agreed standard and identifies our uniform that students must wear when:

- attending or representing their school;
- travelling to and from school; and
- engaging in school activities out of school hours.

Glendale Technology High School is a uniform school. This reflects the beliefs and values of our community.

## REASONS WHY WE HAVE A SCHOOL UNIFORM

1. **Safety and security** – Glendale Technology High School students are easily recognisable in uniform both on the school grounds and on excursions. Similarly, unauthorised persons are more easily noticed if they mingle amongst students.
2. **Economy** – is cheaper and longer wearing than many fashion items.
3. **Uniformity** – Teenagers often dress to please or impress their peer groups. Wearing of a uniform reduces choice (and tension) about what to wear to school each day.
4. **Dressing appropriately for the occasion** – school uniform clothing is appropriate for most student activities and shows the student is prepared to be at school.
5. **Pride in personal appearance and in being a student at Glendale Technology High School** – students, parents, visitors, residents and businesses in the local area frequently report on the positive image and presentation of Glendale Technology High School students.
6. **National Workplace Health and Safety reasons**. It also offers students training for the workplace where many workplaces require a set uniform at all times.



Junior Casual School Shirt



Senior Casual School Shirt

GIRLS	BOYS
<p><b>JUNIOR CASUAL UNIFORM</b></p> <ul style="list-style-type: none"> <li>Black shorts with school initials</li> <li>Black casual pants.(NO Denim, jeans, tights, logos, pinstripes)</li> <li>Junior school black, blue and white polo with school emblem</li> <li>Black Stockings</li> <li>Black jumper with the school crest</li> <li>Black jacket or cardigan (NO logos)</li> <li>White socks (No knee high socks)</li> </ul> <p><b>JUNIOR FORMAL UNIFORM</b></p> <ul style="list-style-type: none"> <li><b>Black, white, blue checked A-line skirt with inverted front pleat</b></li> <li>Black casual pants. (NO Denim, jeans, tights, logos, pinstripes)</li> <li>White button shirt with school crest</li> <li>Black Stockings</li> <li>Black jumper with the school crest</li> <li>Black jacket or cardigan (School logo)</li> <li>White socks (No knee high socks)</li> </ul>	<p><b>JUNIOR CASUAL UNIFORM</b></p> <ul style="list-style-type: none"> <li>Black casual pants. (NO Denim, jeans, tights, logos, pinstripes)</li> <li>Black shorts with school initials</li> <li>Junior school black, blue and white polo with school emblem</li> <li>Black jumper with the school crest</li> <li>Plain black jacket or cardigan (NO logos)</li> <li>White socks (No knee high socks)</li> </ul> <p><b>JUNIOR FORMAL UNIFORM</b></p> <ul style="list-style-type: none"> <li>Black casual pants in <u>winter</u>. (NO Denim, jeans, tights, logos, pinstripes)</li> <li>Black shorts with school initials</li> <li>Black jumper with the school crest</li> <li>White button shirt with school logo</li> <li>Plain black jacket or cardigan (School logo)</li> <li>White socks (No knee high socks)</li> </ul>
<p><b>SENIOR CASUAL UNIFORM</b></p> <ul style="list-style-type: none"> <li>Black shorts with school initials</li> <li>Black casual pants. (NO Denim, jeans, tights, logos, pinstripes)</li> <li>Senior school black, blue and white polo with school crest</li> <li>Black Stockings</li> <li>Black jumper with the school crest</li> <li>Black jacket or cardigan (School logo)</li> <li>Senior school approved personalised jackets</li> <li>White socks (NO knee high socks)</li> </ul> <p><b>SENIOR FORMAL UNIFORM</b></p> <ul style="list-style-type: none"> <li><b>Black, white, blue checked A-line skirt with inverted front pleat</b></li> <li>Pale blue button shirt with crest</li> <li>Black casual pants. (NO Denim, jeans, tights logos, pinstripes)</li> <li>Black Stockings</li> <li>Black jumper with the school crest</li> <li>Black jacket or cardigan (No logos)</li> <li>Senior school approved personalised jackets</li> <li>White socks (NO knee high socks)</li> </ul>	<p><b>SENIOR CASUAL UNIFORM</b></p> <ul style="list-style-type: none"> <li>Black shorts with school initials</li> <li>Black casual pants. (NO Denim, jeans, tights, logos, pinstripes)</li> <li>Senior school black, blue and white polo with school crest</li> <li>Black jumper with the school crest</li> <li>Black jacket or cardigan (School logo)</li> <li>Senior school approved personalised jackets</li> <li>White socks (No knee high socks)</li> </ul> <p><b>SENIOR FORMAL UNIFORM</b></p> <ul style="list-style-type: none"> <li>Black shorts with school initials</li> <li>Black casual pants in <u>winter</u>. (NO Denim, jeans, tights, logos, pinstripes)</li> <li>Pale blue button shirt with school crest</li> <li>Black jumper with the school crest</li> <li>Black jacket or cardigan (NO logos)</li> <li>Senior school approved personalised jackets</li> <li>White socks (No knee high socks)</li> </ul>

***All School Uniforms are available for purchase from LOWES Glendale***

## SHOES

Black firm leather or suede (lace-up or Velcro) shoes (not ballet style) are to be worn. Shoes must enclose all of the foot. Canvas shoes are not acceptable. On Sports Day students are permitted to wear sports shoes but must bring their leather upper shoes if they have a practical lesson.

## JEWELLERY

The wearing of jewellery is discouraged. If worn, it must be unobtrusive and meet Work Health Safety guidelines. If in doubt, contact the Principal or Deputy Principals. Large hoop/hanging, spacer or hole earrings are unacceptable for safety reasons. The Principal reserves the right to deem jewellery inappropriate and dangerous.

## PROTECTIVE CLOTHING

Home Economics /Technology  
Industrial Arts

Suitable hairnet and leather shoes, apron.

Blue apron, leather footwear, hair restraint where necessary and safety glasses.

Science

Safety glasses, leather shoes.

Visual Arts

Leather shoes and sometimes safety glasses and apron to be worn.

## OUT OF UNIFORM

If, because of unusual circumstances, a student is unable to wear a particular regulation item of school uniform, the student must bring a note of explanation signed and dated by their parent/carer to their Roll Call Teacher to receive a Uniform Pass. This Pass must be carried with the student throughout the day. It is likely that students will be directed by the Principal to change into one of the emergency uniform items the school holds. **If students will be out of uniform for a period longer than a week, parents/caregivers must contact the relevant deputy to make prior arrangements.**

## WHEN STUDENTS FAIL TO COMPLY WITH WEARING SCHOOL UNIFORM

- Failure to wear uniform may be viewed as persistent disobedience and dealt with under Glendale Technology High School's School Discipline Policy
- When students wear clothing that is deemed inappropriate, parents may be contacted and requested to deliver appropriate clothing to school
- Students out of uniform will not be permitted:
  - to participate in special school assemblies (eg perform);
  - on stage at other assemblies to receive awards;
  - to participate in excursions/extra-curricular activities.
- Letters will be sent to parents reminding them of the school's expectations.
- Students are expected to attend a Uniform Detention during recess.
- Persistent non compliers will be dealt with through the *Discipline Policy* for continued disobedience

## EXEMPTIONS FROM WEARING THE SCHOOL UNIFORM

From time to time a student may be exempted from wearing school uniform. These will be dealt with on a case-by-case basis and approved by the Principal or delegate.

## OUT OF UNIFORM DAYS

From time to time the school has official out of uniform days as fundraising for our charity organisations. On these days students **MUST** still wear the correct footwear.

## FINANCIAL HARDSHIP

Should your family experience financial hardship, you can access financial support to assist with the purchase of uniform items. Please contact the Head Teacher Student Services or the relevant Deputy Principal for information on how to access this support.

# STUDENT SERVICES



## Head Teacher Student Services

The Head Teacher Student Services is responsible for working closely with the Principal and Deputy Principals to provide coordinated support to students and staff to ensure student wellbeing is strong.

## Year Advisors

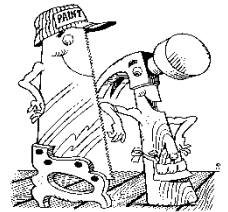
Year Advisors are responsible for the general welfare of a specific year of students. Glendale Technology High School has a Year Advisor for each year. They liaise with students, parents/guardians and staff to provide additional support and understanding to students in times of need. Parents are encouraged to contact their child's Year Advisor (in confidence) should there be a change in family circumstances (accident, illness, death, separation etc.) that may have an effect on their child or their child's ability to complete set class work and/or homework.

## School Psychologists/Counsellors

Our psychologists/counsellors are at the school throughout the week. The psychologists/counsellors specialise in performance, personal and study problems. Those who wish to see a counsellor, or whom a counsellor wishes to see, will have an appointment made for them. Should the need arise parents/guardians are also welcome to contact the school counsellors for an appointment to discuss their child and his/her needs.

## Careers Advisor

The Careers Advisor assists students with information on career planning, selection of electives to be studied in Years 9, 10, 11 and 12, arranges talks by various people concerned with particular vocations. The advisor also organises placement for Work Experience and co-ordinates School Based Apprenticeships.



## Learning and Support Teacher (LAST)

Learning at secondary school covers many subjects and many skills. People learn in different ways and at different rates. It is natural that some learning tasks will be difficult for some students at some time during the time leading to the Higher School Certificate. Learning and Support Teachers are supervised by the Head Teacher Support.

Students, parents and teachers can ask the Head Teacher Student Services or Head Teacher Support for additional individual learning advice and help at any time. This help could be in reading, spelling, writing, maths, managing behaviour or study skills. The Learning and Support Teachers also work in subject classrooms with the class teacher to develop literacy skills and to increase the amount of time students experiencing difficulties spend actively participating in learning experiences.

## Learning Support Team Co-Ordinator

This position is pivotal to co-ordinating many services and supports students and teachers.

## Celebrating Success

Students are recognised for their efforts in the many and varied aspects of school life. One vital part of celebrating success is the regular recognition from

- Teachers and their Year Advisor through "E-Goannas"
- Principal's Morning Tea – Semester 1
- Presentation Evening Semester 2
- Articles in the School Newsletter
- Signs on the Noticeboard
- Articles in the local media
- Work displayed on noticeboards
- Work displayed in foyer
- Positive Rewards Excursion
- Merit Assemblies each term
- AIM Improver awards
- AIM Excellence awards
- Values award at each assembly





## Discipline

It is well recognised that children grow into responsible adults when they have clear boundaries and consistency in expectations. Glendale Technology High School has a consistent and fair discipline system that was developed in consultation with students and our community. We believe that students learn best from their mistakes when the school, parents and the student work together to solve the problem, remembering that all solutions involve the student needing to make some changes in their attitudes and behaviours. They need supportive adults to help them make changes. We aim to be part of that team of supportive adults.

Where a student disrupts their own or others' learning, or fails to comply with school expectations, then parents will be informed through a letter which will give details of the incident and the consequence the student received. This letter should be signed and returned to the teacher who issued the letter. You may also receive a telephone call from the teacher to discuss the incident. Please be aware that this happens to ensure that parents are kept informed of their child's progress. Parents are also invited to make contact with the school at any time to discuss their child's progress and behaviour.

## Detentions

Detentions are given for poor behaviour in the classroom, the playground and sport. The detentions are designed to give students time to reflect on their behaviour and make changes to improve their behaviour.

The types of detentions include

- Class Teacher Detention – normally done for part of recess or lunch
- Head Teacher Detention (Red Detention) – normally done for 20 minutes during lunch
- Sports Detention – held during sport time
- Uniform Detention – held during recess for students out of uniform, without reason

Failure to change the behaviour or refusal to do these detentions will result in suspension.

## Suspension

If a student's behaviour is totally unacceptable, the Principal, in line with the policy of the NSW Department of Education, will impose a suspension. Violence in any form, harassment, or bullying and rudeness to teachers are considered to be totally unacceptable. Contact will be made with parents and a meeting time established to work through the issue that led to the suspension.

## Smoking

Smoking is prohibited on all government sites – including schools. Students found smoking, or associating with smokers will be dealt with through the school discipline processes. If the behaviour continues the student will be suspended in line with the department's policy for discipline and welfare.



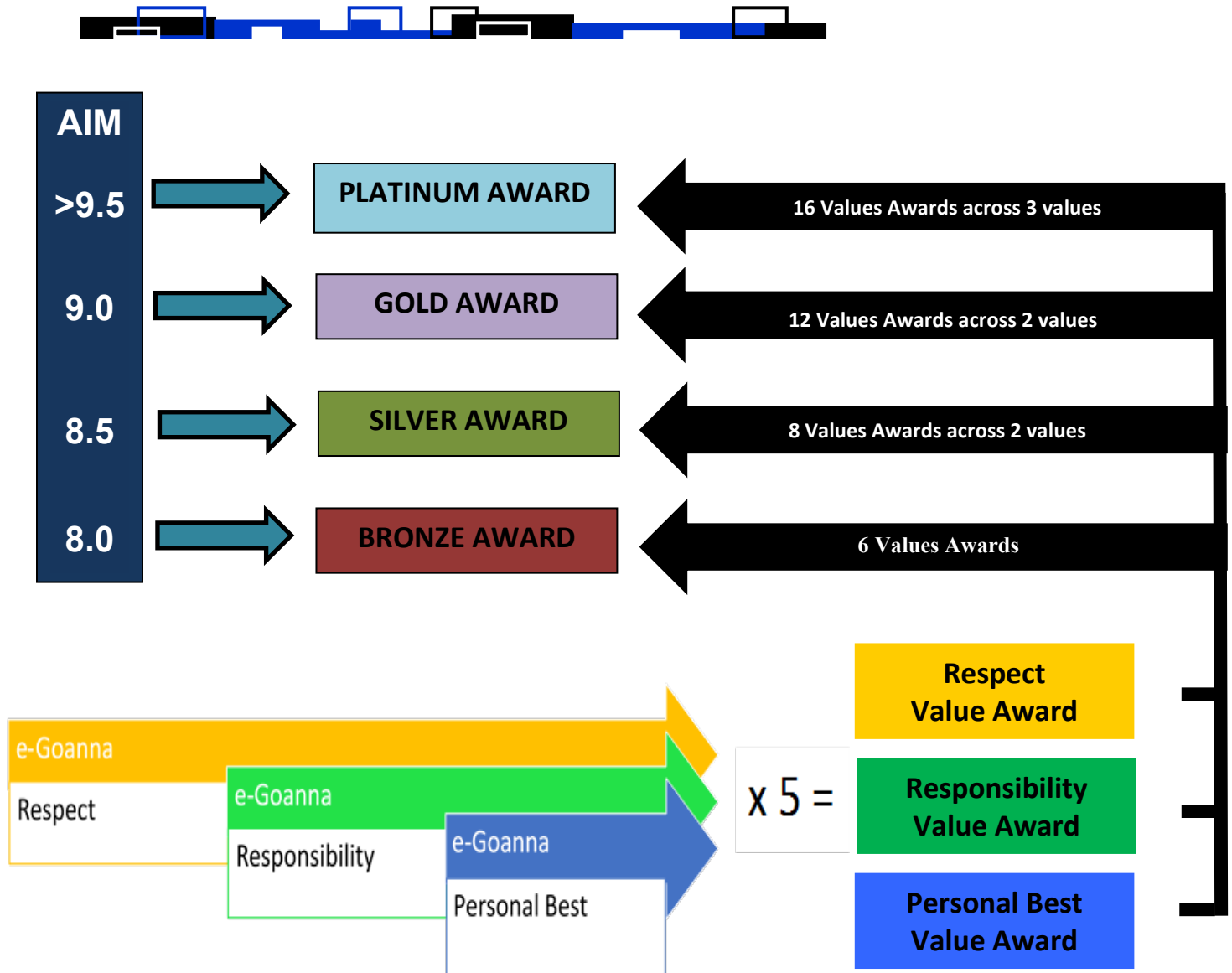
## Monitoring Cards

Students are placed on this by the Principal and/or Deputy Principals as a result of a return from suspension, attendance concerns, programs of improvement, parental concerns, referral from Head Teachers and Year Advisors. Student's attitude, conduct and work completion are monitored. Cards are taken home each night so that parents/carers can also see how their child is going. The card is returned to the Deputy Principal during roll call each day.

## Progress Reports

From time to time current information is needed on particular students. This is usually gathered by the Year Advisors requesting comments on a Pupil Profile.

## AWARD STRUCTURE



Students can achieve Bronze, Silver or Gold Awards through their AIM scores or through the collection of Values Awards. Platinum awards can only be achieved through the collection of Values awards. Values Awards will be presented at fortnightly year assemblies. e-Goanna's are recorded in Sentral. These are not awards that students receive, but merely positive incidents recorded in Sentral.

Academic awards are presented at the Annual Presentation evening along with many other special awards to recognise the achievements of students.

# AIM PROGRAM

The AIM program issues each student a score based on how they have demonstrated the school's values. These scores are published to parents as students are encouraged to strive for the highest score. The scores are determined by the following tables:

## CLASSROOM RUBRIC

10	<ul style="list-style-type: none"> <li>• An exemplary student who engages in all lessons in a positive and independent manner.</li> <li>• Brings required equipment and is ready to learn in every lesson.</li> <li>• Applies their personal best to complete all set tasks in class including any assessment tasks.</li> <li>• Takes personal responsibility for meeting all classroom expectations.</li> <li>• Always interacts respectfully with the teacher and their peers.</li> <li>• Attends every lesson and is always on time for class.</li> </ul>
9	<ul style="list-style-type: none"> <li>• An outstanding student who engages in all lessons in a positive and independent manner.</li> <li>• Brings required equipment and is ready to learn in most lessons.</li> <li>• Consistently applies their personal best to complete most set tasks in class, including any assessment tasks.</li> <li>• Acts responsibly to consistently meet set classroom expectations.</li> <li>• Almost always interacts respectfully with the teacher and their peers.</li> <li>• Attends every lesson and is consistently on time for class.</li> </ul>
8	<ul style="list-style-type: none"> <li>• A determined student who engages in lessons and displays the ability to work independently.</li> <li>• Usually brings required equipment to class and is ready to learn in most lessons.</li> <li>• Applies their personal best to complete most set tasks in class.</li> <li>• Displays responsible actions to meet classroom expectations in most lessons.</li> <li>• Usually interacts respectfully with the teacher and their peers.</li> <li>• Attends every lesson and is mostly on time for class.</li> </ul>
7	<ul style="list-style-type: none"> <li>• A consistent student who engages in lessons and displays the ability to work independently.</li> <li>• Mostly brings required equipment and is ready to learn in lessons.</li> <li>• Regularly applies themselves to complete set tasks in class to the best of their ability.</li> <li>• Takes responsibility for personal actions and meeting classroom expectations when requested to do so by the teacher.</li> <li>• Interacts with the teacher in a respectful manner on most occasions and often with peers</li> <li>• Attends most lessons and is consistently on time to classes.</li> </ul>
6	<ul style="list-style-type: none"> <li>• A student who often engages positively in lessons.</li> <li>• Often brings the required equipment and is willing to learn in classes.</li> <li>• Completes some set work to the best of their ability.</li> <li>• Needs reminders by the teacher of classroom expectations but acts to meet these.</li> <li>• Interacts with the teachers in a respectful manner often and on most occasions with peers.</li> <li>• Attends most lessons and is mostly on time to classes.</li> </ul>
5	<ul style="list-style-type: none"> <li>• A student who sometimes engages in lessons but needs prompting to work independently.</li> <li>• Sometimes brings the required equipment and applies themselves some of the time.</li> <li>• Attempts most set classwork.</li> <li>• Student needs regular reminders of the classroom expectations and mostly acts to correct behaviour</li> <li>• Has some respectful interactions with the teacher and their peers</li> <li>• Attends some lessons and is on time to classes when present.</li> </ul>
4	<ul style="list-style-type: none"> <li>• A student who occasionally engages in lessons but needs regular direction for the teacher to commence work.</li> <li>• Sometimes brings the required equipment but is rarely prepared to learn.</li> <li>• Attempts some set classwork.</li> <li>• Student needs consistent reminders of classroom expectations and does not always meet them.</li> <li>• Has limited respectful interactions with the teacher and their peers.</li> <li>• Attends some lessons and is mostly on time to classes.</li> </ul>
3	<ul style="list-style-type: none"> <li>• A student who requires teacher direction to engage in the lesson.</li> <li>• Rarely brings the required equipment but is sometimes prepared to learn.</li> <li>• Attempts some aspects of set classwork.</li> <li>• Student needs ongoing supervision to meet classroom expectations and regularly does not meet them.</li> <li>• Has limited positive interactions with the teacher and their peers.</li> <li>• Sometimes attends lessons.</li> </ul>
2	<ul style="list-style-type: none"> <li>• A student who requires regular teacher supervision to engage in aspects of the lesson.</li> <li>• Rarely brings the required equipment and rarely prepared to learn.</li> <li>• Occasionally attempts some aspects of the set classwork.</li> <li>• Student needs constant supervision to meet a minimal level of classroom expectations.</li> <li>• Rarely displays respect while interacting with the teacher or their peers.</li> <li>• Displays inconsistent attendance.</li> </ul>
1	<ul style="list-style-type: none"> <li>• A student who does not attempt to engage in the lesson despite teacher supervision.</li> <li>• Never brings the required equipment to class and is not prepared to learn.</li> <li>• Does not attempt set work in most lessons.</li> <li>• Despite teacher requests the student does not take responsible action to meet classroom expectations.</li> <li>• Interactions with the teacher and peers do not display a respectful attitude.</li> <li>• Rarely attends lessons.</li> </ul>
0	<ul style="list-style-type: none"> <li>• Student has not attended a lesson and is not able to be scored.</li> </ul>

**ROLL CALL RUBRIC**

10	<ul style="list-style-type: none"><li>• Exemplary student who is always on time and in attendance.</li><li>• Wears full uniform 100% of the time demonstrating preparedness for school.</li><li>• Meets all behavioural and procedural expectations for roll call.</li><li>• Always interacts respectfully and positively with students and staff, never interrupting the processes during roll call.</li><li>• Positive role model of respect, responsibility and personal best.</li></ul>
9	<ul style="list-style-type: none"><li>• Outstanding student who is always on time and is consistently in attendance.</li><li>• Always wears full uniform demonstrating 100% of the time preparedness for school.</li><li>• Meets all behavioural and procedural expectations for rollcall including absences being explained without prompting.</li><li>• Interacts respectfully and positively with students and staff and never interrupts the roll class.</li><li>• High level demonstrations of respect, responsibility and personal best during roll call.</li></ul>
8	<ul style="list-style-type: none"><li>• A student who is always in attendance and is consistently on time.</li><li>• Always wears uniform or provides an explanation note when not in uniform.</li><li>• Consistently meets behavioural and procedural expectations for roll call including absences being explained without prompting.</li><li>• Consistently interacts respectfully and positively with students and staff and rarely interrupts the activities within roll call.</li><li>• Models respect, responsibility and personal best during roll call.</li></ul>
7	<ul style="list-style-type: none"><li>• A good student who usually attends and is always on time.</li><li>• Mostly wears uniform with explanation notes given when not in uniform.</li><li>• Mostly meets behavioural and procedural expectations, including rarely interrupting the processes of roll call.</li><li>• Interactions with students and staff are usually respectful and positive.</li><li>• Mostly models respect, responsibility and personal best.</li></ul>
6	<ul style="list-style-type: none"><li>• A student who usually attends and is mostly on time.</li><li>• Often wears uniform with explanation notes given when not in uniform.</li><li>• Meets most expectations set for rollcall.</li><li>• Interactions with students and staff are usually respectful and positive.</li><li>• Often models respect, responsibility and personal best.</li></ul>
5	<ul style="list-style-type: none"><li>• A student who is mostly in attendance and on time.</li><li>• Regularly wears uniform and mostly provides explanation notes when not in uniform.</li><li>• Meets many of the expectations set for rollcall.</li><li>• Interactions with students and staff are mostly respectful and positive.</li><li>• Sometimes demonstrates respect, responsibility and personal best.</li></ul>
4	<ul style="list-style-type: none"><li>• A student who attends regularly but is often late, causing interruption to the process and procedures of roll call.</li><li>• Often wears items which are out of uniform without explanation.</li><li>• Meets some of the expectations in rollcall.</li><li>• Interactions with students and staff are sometimes respectful.</li><li>• Occasionally demonstrates respect, responsibility and personal best.</li></ul>
3	<ul style="list-style-type: none"><li>• A student who has more absences than attendance and never returns explanation notes.</li><li>• Sometimes wears uniform but does not explain incorrect uniform.</li><li>• Sometimes interrupts the processes and procedures of roll call.</li><li>• Interactions with students and staff are rarely positive and respectful.</li><li>• Rarely demonstrates respect, responsibility and personal best.</li></ul>
2	<ul style="list-style-type: none"><li>• A student who has minimal attendance and makes minimal attempt at arriving on time.</li><li>• Rarely wears uniform.</li><li>• Generally interrupts the processes and procedures of roll call.</li><li>• Does not interact with staff and students in a positive manner.</li><li>• Has not demonstrated respect, responsibility and personal best.</li></ul>
1	<ul style="list-style-type: none"><li>• A non-compliant student who makes no attempt to arrive to the school on time and has rarely attended.</li><li>• Never wears school uniform.</li><li>• Makes no attempt to meet the expectations set for roll call.</li><li>• Interactions with students and staff are usually disrespectful.</li><li>• Has not demonstrated respect, responsibility and personal best.</li></ul>
0	<ul style="list-style-type: none"><li>• Student has not attended roll call and is not able to be scored.</li></ul>

Students are given a score for each subject and roll call using the scales above. The scores are then averaged to provide a score for linking to the award system and determining students eligible to attend the end of term celebration. Students are encouraged to use the rubrics to determine how they can improve.

# STUDENTS' PERSONAL BELONGINGS

The school will exercise care where personal items are concerned but can accept no responsibility for loss or damage.

## Bags

All students are expected to have a bag large enough to carry exercise books, folders and textbooks and keep them in good condition. In general, bags may be taken into normal classrooms for lessons. Bags must not be taken into Science Laboratories, the Library, Technics Rooms, Computer Rooms or Art Rooms. This rule is a WHS necessity. Bags are to be stacked neatly outside these rooms. Students should ensure that they have everything they need before entering these rooms. Bags should not be left in the playground during lesson times. **Students should never leave money or items of value in their bags.** If there is a need to have a large sum of money at school, students should take it to the Administration Office at the beginning of the day. They can then collect it at the end of the day.

## Banned Items

The following items are not to be brought to the school - ***aerosol deodorants, permanent marker/textas, liquid whiteout, weapons, alcohol, tobacco, lighters, matches and illegal substances.*** ***Students are not to carry prescribed medications on their person without the permission of the Principal.***

## Clothing

All items of clothing should be labelled to assist in the return of any lost property. Lost clothing should be handed to the Administration Office where it can later be claimed.

## Confiscation of Student's Property

If materials are confiscated from students then care will be taken. The teacher will nominate a time for its return that day. At times parents may be contacted to collect items.

## Mobile Devices

These items are extremely valuable. If a student brings an item to the school,

- The school accepts no responsibility for its safety or security
- Students are not to use this equipment during lesson time except when given permission.
- Teachers can and will direct students to turn off their iPods. This is a directive from the Principal since some students use iPods during class and this interrupts their learning and that of their peers.



## Hats and Sunscreen

Students are encouraged to wear hats and sunscreen as protection from the sun. Hats should be removed in classrooms and at assemblies. Hats are compulsory for PDHPE lessons and sport.

## Hydration

Students are encouraged to drink plenty of water throughout the day. Bubblers are located around the school.

## Large Sums of Money

Students should not bring large sums of money to school. If, however, it is unavoidable, money should be taken to the Administration Office for safe keeping until the student leaves school for the day.

## Lost Property

Lost or found property is to be reported to the Administration Office. Clothing, school equipment e.g. calculators and any valuable items should be clearly marked with the student's name.

## Mobile Phones

Mobile phones are **NOT** necessary at school. The Administration Office is able to ensure students receive messages from parents. If, however, a student brings a mobile phone to school there are several expectations including

- OFF AND AWAY – The school has a policy that all mobile phones are to be turned off and out of sight during all lesson times.
- On the first instance mobile phones will be confiscated and returned at the end of the lesson. On the repeated instance students will be sent to the Deputy Principal and parents will be contacted and requested to collect the item from the school.
- **The school accepts no responsibility for safety or security of mobile phones.**

# MAKING THE MOST OF LEARNING



## Assignments

Assignments are an important learning experience where students have the opportunity to complete the work while learning the essential skills of planning and time management.

## Homework and Study

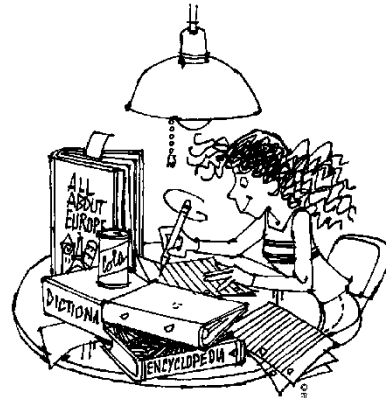
Homework and study are two different things that are both very important to making the most of learning. Homework can be work set by teachers that gives students more practise at what was taught in class. Study is where students do more practise to put what they have learned into their long-term memory that is a bit like the hard drive on a computer. Study helps us to store our learning so we can use it again later.

For satisfactory progress in school work, regular homework and study are necessary. All instructions given by teachers for further reading, study, learning, tests, should be written in their diary.

Every student must develop the habit of 'home study'. Some time should be found each day to revise earlier work, prepare summaries and practice the skills in each subject. This homework is constant and students should be organising their formal work to gain as much home study as possible.

This homework may include:

- Revision of that day's class work
- 15 minutes of general reading
- Study for examinations or class tests
- Reading set texts to prepare for the next lesson
- Learning specific facts e.g. vocabulary
- Watching YouTube clips relevant to specific subjects
- Projects and other written assignments
- Writing up missed work or notes
- Completing unfinished work
- Watching selected television programs relevant to an area of school learning



It is essential that students develop a definite homework and home study routine from Day 1. Homework should be completed each night as directed by teachers.

## Points for Parents/Carers

Encourage your child to do some homework every evening, if possible. Ensure they revise the daily lessons each day to ensure better retention of the knowledge and skills of that subject. Try to get him/her to do the prescribed amount of homework each week. Where teachers have set no homework, students always have study such as reading notes and texts, summarising or just reading to practise that skill.

1. **Cooperate** with your child so as to make it as easy as possible for him/her to follow the hints given regarding effective study. Try to provide a quiet place for homework.
2. **Commend** them for the work they are doing and it may be possible to encourage them to do more. If your child is completing the prescribed amounts of homework, don't criticise them for not doing more.
3. **Take** an active interest in your child's progress at school. Comment favourably on any progress made.

# CO-CURRICULAR ACTIVITIES

Students are encouraged to participate in the many co-curricular activities offered at Glendale Technology High School. Participation in co-curricular activities is one way that students and their families can build a sense of belonging with their local school.

## Carnivals

Glendale Technology High School holds three carnivals each year. The first is the Swimming Carnival. The second is the Athletics Carnival and the third is the Cross Country Carnival. Students who are successful at these carnivals are eligible to progress to Zone then Regional and in exceptional cases State Carnivals. Glendale Technology High School regularly has students reach and succeed at State.

## Competitions

Students are encouraged to participate in a wide variety of academic competitions including the well-respected Australian School Competitions run through the Educational Testing Centre at the University of New South Wales. The University of Newcastle also runs competitions particularly in the science and technology areas. Information about these competitions appears in the School Newsletter, Student Notices and on the School Calendar.

## Knockouts

Glendale Technology High School is also entered in State Knockout Competitions for a wide variety of sports from Lawn Bowls to Soccer, Water Polo, AFL and Touch Football. Knockouts are played throughout the year and coached by teachers who volunteer to take teams. Details about tryouts and teams are given at the weekly Assembly and Roll Call.



## Student Representative Council (SRC)

The Students' Representative Council is made up of students from Years 7 to 12 who are elected to the council in annual elections by their peers. The SRC meets formally each week to give students of Glendale Technology High School a voice in school affairs.

## Junior Aboriginal Educational Consultative Group (JAECG)

Aboriginal Students are encouraged to participate in the JAECG. JAECG meets formally and plays a major role in supporting Aboriginal students. Students hold executive positions and are encouraged to demonstrate their leadership skills.

## Excursions, Field Studies and Sporting Events

Students must provide a permission note from a parent/carer before going on any excursion. Students are expected to conduct themselves in a manner that brings credit to Glendale Technology High School. Only students dressed in **full school uniform** will be permitted to attend excursions except where alternate dress is organised as part of the excursion organisation. Refunds may not be possible if ruled out for uniform reasons on the day of the excursion. Only students with a satisfactory uniform record may participate in excursions.

Any student who is unable to take part in any compulsory excursion due to financial difficulty should see the supervising Head Teacher or the Principal, as the school considers that no student should miss out on these educational experiences. Such matters are treated confidentially.

Except where a field study/excursion is a compulsory practical/educational experience demanded by the Board, the Principal reserves the right to cancel the event or exclude a student from such event.

All other excursions, except compulsory practical experiences are designed to enhance the enjoyment of learning or to reward effort and achievement of students across the full range of school activities.



# STUDENT ATTENDANCE



The law requires school attendance until a child turns 17 years of age. Regular attendance at all lessons, including Sport is a Department of Education (DoE) requirement and is necessary if a student is to be awarded a Record of School Achievement. Our school monitors attendance closely. Parents will be contacted where concerns exist.

An attendance record appears on each student's report.

As well as school wide roll call, class rolls are to be marked for every lesson. When a student is missing from class, follow-up occurs using the school procedures to find out why the student is missing. In most instances the student has a sound, legitimate reason for the absence.

Truancy both whole day and of individual lessons is a serious issue. As well as disrupting their learning, it also means that the student's safety is at-risk because they are without adult supervision at a time when their parents expect that they do have supervision. Any suspected truancy is reported to the Deputy Principal of that year immediately. The parent of that student will then be contacted to make them aware that the student is missing.

Students who truant receive school consequences. In serious cases the school will refer the student to the Home School Liaison Officer (HSLO) to assist the student, family and school work towards solutions to the serious attendance problem.

## Roll Call

Roll marking is a legal requirement and students must be at Roll Call to be marked as present that day. Roll Call is at 9.00 am every day.

These points have been agreed to so that the day starts smoothly for students and staff.

- Roll Call starts for students and staff at 9.00am.
- Persistently late students are dealt with through Glendale Technology High School discipline policy

## Student Absences

A note must explain any absence from school from a parent/guardian. The note is to be given to the Roll Call teacher on the first day back after an absence. The note should:

- Be dated with the date of writing
- Indicate the student's first name, surname and roll call
- State the date of the absence
- Give a definite reason for the absence
- Be signed by a parent/guardian

The *Education Act 1990* requires you to explain your child's absence within seven days of their occurrence. Failure to do so will result in an unjustified absence being recorded.

When a student knows in advance they will be absent, the parent/guardian should notify the Roll Call teacher in advance with a note stating all the above information. All information provided to the school to explain an absence is strictly confidential.

Parents are able to phone the Administration Office on 49549166 to inform the school of the reason for absences.

## Explaining Absences and Granting Leave

The school must follow strict guidelines for recording student attendance and explaining all absences. The school can only grant leave for

- Sickness
- Appointments which cannot be made outside school time

All other reasons can be considered unacceptable and may, by law, be recorded as an unacceptable absence.

## Late Arrivals by Students

Punctuality is a behaviour respected in many situations both social and work related. At times lateness is unavoidable, however, a pattern of persistent lateness is a cause for concern that the school, in partnership with students and parents, will take measures to address.

All late students must hand in a note from their parent/guardian explaining their lateness. Students arriving late will be counselled about their lateness.

Students arriving at school after 9.00 am must report to the Administration Office. All late arrivals, which are not accompanied by a note of explanation from a parent/guardian, can appear on the student's report as unexplained absences.

## Students Leaving School Early

If a student has to leave school during the day because they have an appointment which cannot be attended out of hours, a note from their parent/guardian must be taken to the Student Office before 9.00am on that day.

This note should:

- Be dated with the date of writing
- Indicate the student's first name, surname and Roll Call
- State the time the student will leave school
- State the time the child will return to school
- Give a definite reason for the absence
- Be signed by a parent/guardian

Students must keep their Early Leavers Pass for use later in the day.

Early Leaver's Pass is part of a state-wide program to ensure that students attend the school every day it is open. These passes are another example of how we work together to protect and educate our young people. It should not be seen as a threat or violation of personal rights but rather an act of caring about our young people.

Students who are not at school during school hours can and are approached by Home School Liaison Officers (HSLO), police or teachers to explain why they are not at school. The Early Leaver's Pass shows that parents and the school know the student's whereabouts.

**Note: It is usual that the Head Teacher Administration will check a random selection of requests to leave school early.**

## Student Illness

Students who become ill during the day should obtain a note from their class teacher and then report directly to the Deputy Principal. Under no circumstances are students permitted to enter the clinic without permission.

**Students are not to phone parents and arrange to be picked up.** The school is responsible for doing this.

A First Aid Officer provides First Aid. Students are never sent to the clinic alone if he/she has had a blow to the head, looks like fainting or becoming worse in some other way. If warranted, parents/guardians will be telephoned to take the student home, in preference to lying in the small Clinic for an extended period of time. Students will not be permitted to rest in the clinic for extended periods of time. Students will be required to be collected by a parent if they require more than 30minutes rest.

## Students Leaving Our School Permanently

Students who are leaving our school or are transferring to another school should arrange an interview with the Deputy Principal in charge of their year group. After the interview, the student must return their textbooks, any equipment on loan from the school and complete a leaver form obtainable at the Administration Office. All students leaving school should make sure that they return, to the school, property that they have on loan. This includes library books, sporting equipment and laptops. Students also need to ensure that any subject materials costs have been paid.

## Truancy

Class rolls, like school rolls are legal documents and as such are to be an accurate record of class attendance at every lesson. Truancy is monitored daily and dealt with as per the Discipline Policy.

# TEACHING AND LEARNING



## QUALITY LEARNING ENVIRONMENT

### Classrooms

Teachers make a practice of teaching in a clean room and foster this habit of cleanliness in students. Students are not to scribble on desks etc., nor are they to misuse furniture. Remember we share our environment with others and the state of rooms has much to do with setting the tone of every lesson.

No student is to be in a classroom unless under the direct supervision of a staff member.

### Classroom Management

Class management is fundamental to a quality-learning environment. While styles vary, positive environments rely on good relationships, high expectations, consistency, fairness, meaningful lessons, recognition of effort and feedback.

### Recognising Achievement

Various systems operate to allow staff to quickly recognise effort and progress

- E- Goannas
- Letters and/or phone calls to parents
- Displaying work on noticeboards around the school including in Administration, Principal's Office and Interview Room and Bragbooks in foyer.
- Send to Head Teacher, Year Advisor, Deputy Principals and Principal to share their achievement
- Weekly Assemblies
- Principals Morning Tea - Semester 1
- Presentation Evening - Semester 2

### Students' Workbooks

Students' workbooks are a permanent record of their participation in learning activities and as such deserve to be of good quality. Students need reminders about our expectations that include:-

- Appropriate cover with name, class and subject
- Margins
- Legible writing
- Work sequenced with headings and dates
- Stencils/photocopies glued in
- No gaps in work or between pieces of work
- Evidence of work being corrected
- Evidence of workbooks being marked

If your child isn't showing a "natural" ability to do these things then take the time to develop that "natural" ability.

## ORGANISATION FOR LEARNING

Students will have greater freedom than they have had before when they progress to secondary school. This freedom involves movement between rooms, subjects they study, in many cases where they sit in class and during breaks. Students do not spend their day in the same room or with the same teacher or class. Period by period they will move from room to room as they change from subject to subject.

### Expectations

At Glendale Technology High School, we expect that all students will actively participate in all learning activities offered to them and perform to their personal best. Learning activities will occur in many places other than in classrooms.

Every student can learn although, as when they were babies, every student will progress at different rates and master new learning at the different times.

We expect that students will have a go, ask for help when it is needed and accept assistance when it is given. In the spirit of these expectations, teachers are exploring the latest research into different learning styles, ensuring that all learning styles and intellectual qualities are catered for within units of work. We don't hope they will learn, we expect they will learn!

## **Essential Equipment (*Equipment List*)**

Every student needs their own set of basic equipment if they are to participate in learning activities. Failure to have this equipment hinders the student's learning and the teacher's ability to make sure the student is actively participating in learning.

It is the responsibility of each student, and their family to make sure this basic equipment is available. Where financial problems exist, parents should contact the Principal immediately. All contact is strictly confidential.

Essential equipment includes

- A backpack big enough to carry equipment - not a handbag.
- Diary including a current timetable
- Workbooks for every subject as specified by each faculty area
- Workbooks organised to follow class expectations eg. Covered with sensible, inoffensive material, pages with margins, work dated and with a title, work following logically, all sheets pasted in to book, writing in black or blue pen. These expectations allow students to create workbooks of which they can be proud since not only is it a permanent record of their learning but also work can easily be found for study or marking
- Any textbook distributed by the faculty
- Pens, pencils, ruler, glue, specialised equipment as identified by each faculty area.

## **SATISFACTORY COMPLETION OF COURSE**

Students are required to satisfactorily complete courses. Failure to do so will result in an 'N' determination (unsatisfactory) and could result in a student not progressing to the next stage of a course (ie: repeating).

## **Assessment Policy and Schedules**

Each year group is provided with an assessment schedule. This includes rules and procedures related to assessment. Copies of this are also available on the school website.

## **Completion/Submission of Assessment Tasks and Homework**

In Years 7 – 10 all students are expected to complete and submit assessment tasks by the due date unless prior arrangements are made with the class teacher, due to exceptional circumstances. Generally at least two weeks' notice will be given for such tasks, and all students are expected to meet course requirements in this area.

In all years there is no expectation that assessment items be completed on computer unless otherwise directed by class teacher. Computer/prINTER malfunction is not an excuse for not completing or submitting a task by the due date. Assignments completed on the computer should always be supported by a hard copy. If there is a printer malfunction, it is the student's responsibility to bring a copy to school on a USB to print in the library, or to produce a hard copy by rewriting the task by hand.

## **Completion of All Other Forms of Homework**

All students are expected to complete and submit set homework by the due date unless prior arrangements are made with the class teacher. Where a student is unable to complete homework by a due date, a written explanation is to be provided by the parent/guardian.