



# YOUNG HIGH SCHOOL

# STUDENT GUIDE

## 2024

An information guide for parents and students



YOUNG HIGH SCHOOL

Campbell Street  
(Locked Bag 8008)  
Young NSW 2594  
Phone: 02 6382 1166

REACH FOR THE STARS  
Growth Resilience Empathy Acceptance Tolerance



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# PRINCIPAL'S MESSAGE

## WELCOME TO YOUNG HIGH SCHOOL

It is with great pleasure I welcome you to the Young High School community. We create an aspirational culture that nurtures, inspires and challenges students and staff to learn collaboratively, embrace academic excellence and develop the skills to make informed, positive contributions as citizens and leaders. We provide a comprehensive range of academic and extra-curricular activities to meet the needs of all students. Both students and staff are proud to promote our school values of Growth, Resilience, Empathy, Acceptance and Teamwork (GREAT).

Young High school is a vibrant learning community where every student is known, valued and cared for. We are proud of our achievements, our programs and the positive relationships we build with students, parents and the community. We are a great school, with great people working together to make things happen. The diversity of our school community is celebrated through our broad range of programs and activities, providing each student with the opportunity to actively and positively engage with the world around them. We expect all students to strive to achieve their best in academic, cultural and sporting pursuits.

We are committed to creating students with the skills and dispositions needed to thrive in the 21st Century. Through our comprehensive curriculum and teaching we prepare students to become good citizens, critical and creative thinkers, great communicators and valued team members, who have the confidence and personal and social skills to succeed in our rapidly changing world.

Our strength is the partnership that we create between students, staff, parents, carers and the wider community. Learning is a partnership and we value and foster our role as a centre of learning and wellbeing in our community. As a school, we are facing the future with an overwhelming sense of optimism and positivity and we welcome you to our Young High School learning community where *Every Student Matters*.

Anna Barker  
Principal

## SCHOOL TERM DATES

Year	Term 1	Term 2	Term 3	Term 4
2024	30 Jan - 12 April	29 April - 5 July	22 July - 27 Sept	14 Oct - 20 Dec

Note: For Term 1, 2024, Year 7, 11 and 12 will commence on Thursday 1st February and Years 8, 9 and 10 on Friday 2nd February  
Students will finish the year on Wednesday 18th December.

## STAFF DEVELOPMENT DAYS

Term 1: Tuesday 30th and Wednesday 31st January	Term 3: Monday 22nd July
Term 2: Monday 29th April	Term 4: Thursday 19th and Friday 20th December

Students enrolling during the school year

Parents should make an appointment with the Front Office Staff for an enrolment interview with the Principal. When attending the interview the following documentation will be required:

- Birth certificate or identifying documents
- Immunisation certificate
- Court order (if applicable)
- Proof of address

If your child is not an Australian Citizen, you will need to provide:

- Passport or travel documents
- Current visa and previous visas (if applicable)

In addition, if your child is a temporary visa holder you will also need to provide additional documentation. Please ask the Front Office staff for more information.

# SCHOOL EXECUTIVE AND TEACHERS

## SCHOOL LEADERSHIP TEAM

The Principal: Leads the school community to provide quality learning outcomes for students.

Deputy Principal: Keep the school running efficiently from day to day. They also coordinate student welfare and behaviour management programs within the school.



Principal - Anna Barker



Deputy - Angela Trinder

Faculty Head Teachers plan and teach courses in their subject areas. They place students in their appropriate classes and are responsible for their progress and assessment.

## THE FACULTY HEAD TEACHERS ARE:

English/History	Mrs Lyn Schiller	Social Science/Music/Art	Mrs April Geromboux (Relieving)
Science/Agriculture	Mrs Michelle Rathjen	Industrial Arts	Mr Steven Brown
PD/Health/PE	Ms Paula Danckert	Administration	Mr Colin MacIver
Special Education	Ms Lyndall Ryan (Relieving)	Stage 4 Connected Curriculum	Ms Nicole Allen
Mathematics	Mr Matthew Lovasz	Music and Visual Arts	Mrs Nyree Job

## TEACHERS WITH SPECIAL RESPONSIBILITIES

Year Advisors look after the students in your year group. They check progress, attendance, behaviour etc., and if necessary, contact parents. You should feel free to discuss problems with your Year Advisor. Parents may obtain a full report on the academic progress in all subjects, their conduct and adjustment of their child from the Year Advisor, and should feel free to make contact. As the Year Advisor has a normal teaching load, parents should ring the school and make an appointment.

### 2024 Year Advisors

Yr 7 - Lyndall Ryan

Yr 8 - Khaled Albaf

Yr 9 - Leanne Novak

Yr 10 - Lisa Wells

Yr 11 - Rob Daniels

Yr 12 - Alexcen Berry

## CAREERS ADVISER - MR COLIN MACIVER

The main aim of a school careers program is to help you to acquire a knowledge of yourself and the world of work post school that will enable you to make a smooth transition from secondary school to employment or tertiary training.

To achieve this, the Careers Adviser may use many techniques: careers lessons, excursions, job visits, guest speakers and audio-visual material. For senior students there are group meetings and individual student interviews.

### **SPORTS ORGANISER: MRS PAULA SCOTT AND MS SHELBY INWOOD**

The Sports Organiser is responsible for the organisation of the sporting activities which are held on Wednesdays, school sports carnivals, and the school teams which compete against teams from other schools. You will be notified of upcoming sporting opportunities through the student daily notices.

### **GIRLS ADVISOR: MRS ELIZABETH MYBURGH**

The Girls Advisor is available for female students who would like to discuss or work through particular issues or problems they may be having at school. The Girl Advisor is available throughout the school day and appointments can be made by visiting the Connected Curriculum staff room.

### **BOYS ADVISOR: SEE ANGELA TRINDER**

The Boys Advisor is available for male students who would like to discuss or work through particular issues or problems they may be having at school. The Boy Advisor is available throughout the school day and appointments can be made by visiting the PE staff room.

### **ABORIGINAL EDUCATION COORDINATOR: MRS NYREE JOB**

The Young High School Aboriginal Education group oversees, coordinates and supports the education of Aboriginal and Torres Strait Islander students at Young High School. Together with the whole school staff they are committed to:

- Improving the educational outcomes of Aboriginal and Torres Strait Islander students;
- Building increased knowledge and understanding of Aboriginal Australia for all staff, students, families and community.

### **LEARNING AND SUPPORT TEACHERS (LST): MS BETHANY PARR & MISS LINDALL RYAN**

The LAST work with School Learning Support Officers providing assistance to students with their learning needs. This assistance ranges from students who experience difficulties with learning or who are not reaching their full potential right through to providing extension work for Gifted and Talented students.

Some of the support given may involve team teaching (working with other teachers in their classrooms) or helping to design and implement remedial or extension programs appropriate to the needs of the student.

The LAST team are also available to work with parents of children who display abilities outside of the normal range, Parents who feel that their child fits into either end of this spectrum can make an appointment with the LAST team by making contact through the Front Office.

### **SCHOOL COUNSELLOR**

The School Counsellor provides direct services to students through:

- Educational and psychological assessment and recommendations
- Individual counselling to help students learn to solve their own problems
- Group work in study technique, social skills training, stress management and conflict resolution.

### **HOUSE TEACHERS**

All students have been assigned a House Head Teacher. This Head Teacher will work with students in regards to any discipline issues or wellbeing issues that may arise. House Head Teachers will work closely with each Year Advisor in regards to any wellbeing issues or concerns.

### **YEAR GROUP MEETINGS**

Year group meetings will take place once every two weeks on the week B on the timetable and Assemblies will take place during Weeks 4, 8 and 10

## BELL TIMES

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Mon/Tues/Thurs/Fri		Wed	
Period 1	8.50 - 9.30	Period 1	8.50 - 9.30
Period 2	9.30 - 10.10	Period 2	9.30 - 10.10
Period 3	10.10 - 10.50	Period 3	10.10 - 10.50
<b>Recess</b>	<b>10.50 - 11.20</b>	<b>Recess</b>	<b>10.50 - 11.20</b>
Period 4	11.20 - 12.00	Period 4	11.20 - 12.00
Period 5	12.00 - 12.40	Period 5	12.00 - 12.40
Period 6	12.40 - 1.20	<b>Lunch</b>	<b>12.40 - 1.10</b>
<b>Lunch</b>	<b>1.20 - 1.50</b>	Period 6 Sport	1.10 - 1.50
Period 7	1.50 - 2.30	Period 7 Sport	1.50 - 2.30
Period 8	2.30 - 3.10	Period 8 Sport	2.30 - 3.10

## SCHOOL DAY

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There are eight lessons each day and 5 on Wednesdays with sport being held in the afternoon.

**School starts at 8.50am and ends at 3.10pm.**

Year group assemblies are timetabled classes in weeks 4 and 8, while whole school assemblies are held in week 10 of each term.

## TRAVELLING TO SCHOOL

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### BUS TRAVELLERS

Buses arrive at, and depart from the Berthong Street entrance. On arrival, you should move directly to the school grounds and not remain in the bus areas.

If you travel by bus to school, you are reminded that a high standard of behaviour is expected for the comfort and safety of all. Students whose behaviour is unsatisfactory may be excluded from bus travel. It is the responsibility of all bus travellers to see that they are not detained at school and so miss their bus. A bus traveller who is accidentally detained after school by a teacher must politely inform the teacher that he/she has a bus to catch and the teacher will release him/her.

### CAR PASSENGERS

For safety reasons we ask that parents who are dropping students off in Campbell Street must use the Drop-Off Zone alongside Carrington Park, which is a loading zone for drop off and collection of passengers only. Students can enter the school through the white gate from Carrington Park. Please be aware that the school driveway is a no stopping zone.

### BIKE RIDERS

Students are able to ride push bikes to school but they must not be ridden in the school grounds. Students must wear helmets when riding to and from school. Bikes should be left in the bike racks, in the lock up area, located near A Block and it is advisable to have a locking device attached to the bike for protection.

### STUDENTS DRIVING OTHER STUDENTS

YHS has a strict policy. Students may drive themselves to school and home from school. Students may not travel in cars during the school day under any circumstances. Senior students are issued with a Senior Commitment booklet which explains this in more detail.



# SCHOOL UNIFORM

## WHAT DO STUDENTS WEAR AT YHS?

The school and P&C promote the wearing of school uniform to foster a sense of belonging to the school community and develop a sense of pride in the school. Students who are not in uniform must bring a note from their parents/care givers. If this becomes a recurring problem then a parental interview will be organised. NB: It is a legal and a safety requirement to wear leather shoes (with a tongue) for practical subjects. These shoes are for the protection of student feet in case of chemicals or equipment being dropped onto them. To facilitate this we require students to wear these at all times. If providing uniform will cause financial hardship, assistance may be available through the Principal.

### JUNIOR GIRLS UNIFORM

School Tartan skirt in (knee length) 'A' line or pleated styles  
OR Plain Navy tailored Shorts/Slacks (not sport shorts)  
Marle grey polo shirt  
White socks (that cover ankle) OR black stockings  
Black leather shoes (enclosed). WHS appropriate  
Polar Fleece plain navy jumper OR plain navy V neck woollen jumper with YHS logo

### JUNIOR BOYS UNIFORM

Grey shorts OR grey trouser  
Marle grey polo shirt  
Grey socks (that cover ankle)  
Black leather shoes (enclosed) WHS appropriate  
Polar Fleece plain navy jumper OR plain navy V neck woollen jumper with YHS logo

### SENIOR GIRLS UNIFORM

School Senior pleated skirt (knee length) OR Plain Navy tailored Shorts/Slacks (not sports shorts)  
White cotton button shirt with school logo  
White socks (that cover ankle) OR black stockings  
Black leather shoes (enclosed) WHS appropriate  
Polar Fleece plain navy jumper OR plain navy V neck woollen jumper with YHS logo

### SENIOR BOYS UNIFORM

Grey shorts OR grey trousers  
White cotton button shirt with school logo  
White socks (that cover ankle)  
Black leather shoes (enclosed) WHS appropriate  
Polar Fleece plain navy jumper OR plain navy V neck woollen jumper with YHS logo

PE AND SPORTS UNIFORM (pictured right)  
(TO BE WORN ONLY FOR PE LESSONS/SPORTS DAYS)

Navy shorts, navy sport shirt, white socks, lace up joggers.

Riverina tops / jerseys can be worn on sport days only.

(tracksuit - fleecy lined micro fibre - navy jacket, plain navy pants).

EXCURSIONS: School uniform must be worn unless otherwise stated.

- All items of uniform, that may be removed, should be carefully labelled.
- Students are encouraged to wear a hat outdoors and for sport.







Junior Summer Uniform



Senior Summer Uniform



Junior Winter Uniform



Senior Winter Uniform



## CLASS ORGANISATION

Classes are organised within each year group. The classes for Year 7 are organised by the Stage 4 Head Teacher/Learning Support Staff in consultation with the primary school teachers. All Year 7 and 8 students complete the same courses during the year.

In all other years, students have compulsory courses and elective courses that they select. Students are placed in classes for the compulsory courses by the appropriate Head Teacher and into elective classes depending on their choice of courses. More details about the courses students are able to choose are available in course information booklets.

Students in Years 11 and 12 have a much wider range of courses to choose from including vocational education courses (VET) which involve work placement, and courses taught at TAFE. Students follow a pattern of study which leads to the award of the Higher School Certificate (HSC). Students intending to proceed direct to university after Year 12 need to select courses which allow them to qualify for this.

## SAMPLE TIMETABLE

Each student will be issued with their own individual timetable.

Shown below is a sample timetable for a student in Year 9.

The timetable indicates what the student will be doing for each lesson of each day. For each period the details show the class the student will be in, the code for the teacher, and the room code.

Each period is 40 minutes. We run on a two week timetable with Week A (Day 1-5) running on wks 1, 3, 5, 7, 9, 11 and Week B (Day 6-10) running on wks 2, 4, 6, 8, 10.

Year 9 Timetable:

	MonA	TueA	WedA	ThuA	FriA
0					
BusM					
MD					
1	PDHPE 2 ABR F2	Science 2 VGR G2	Mathematics 2 JOW S8	Food Technology 1 SPO C1	English 2 CFA S1
2	Food Technology 1 SPO C1	Science 2 VGR G2	Mathematics 2 JOW S8	Food Technology 1 SPO C1	Mathematics 2 JOW S8
3	Milestone Mastery 2 JCO ART2	English 2 CFA S1	Trade Skills - Trade 'n' Up 1 SBR WW2	History 2 KAL S3	English 2 CFA S1
R					
4	Science 2 VGR G2	Milestone Mastery 2 JCO ITR	Food Technology 1 SPO C1	Mathematics 2 JOW S8	Industrial Technology - Timber 1 BSH WW1
5	Science 2 VGR G2	History 2 KAL S3	Food Technology 1 SPO C1	Mathematics 2 JOW S8	History 2 KAL S3
6	English 2 CFA S1	History 2 KAL S3		Science 2 VGR G2	Connect, Succeed, Thrive 2 BNI F2
L					
7	Industrial Technology - Timber 1 BSH WW1	Industrial Technology - Timber 1 BSH WW1		PDHPE 2 ABR F2	PDHPE 2 ABR F2
8	Industrial Technology - Timber 1 BSH WW1	Industrial Technology - Timber 1 BSH WW1		Science 2 VGR G2	History 2 KAL S3

This is how the student would follow his/her timetable on Friday Week A

Period	Class Code	Subject	Teacher Code	Teacher	Room
1	9ENG2	English	CFA	C. Fathers	S1
2	9MAT2	Mathematics	JOW	J. Owers	S8
3	9ENG2	English	CFA	C.Fathers	S1
Recess					
4	9TW1	IT - Timber	BSH	B. Sheppard	WW1
5	9HIS2	History	KAL	K. Albaf	S3
6	9CST2	CST	BNI	B. Nibre	F2
Lunch					
7	9HP2	PDHPE	ABR	A. Berry	F2
8	9HIS2	History	KAL	K. Albaf	S3

By using this time table the student knows which books they will need to bring each day and during the day the student knows which room they will need to go to for each lesson.

## ATTENDANCE

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### WHAT ARE THE SCHOOL'S ATTENDANCE REQUIREMENTS?

We expect you to attend regularly and punctually. School begins with a bell at 8.50am and ends at 3.10pm.

You should not be in the grounds before 8.30am because of the possibility of accidents and unavailability of staff before this time. All students are to move to their nominated area immediately when they arrive and are not to leave the school grounds without permission.

### WHAT SHOULD I DO IF I ARRIVE LATE?

If you arrive at school after 8.50am a simple procedure is to be followed:

- Report to the Attendance Office/Print Room in A block. A note should be provided from parents explaining the reasons for lateness. If this is not possible on the day you are late, bring it the next day.
- You will then be given a note so that you can proceed to class.
- The rolls will then be adjusted to show that you are present at school.

### WHAT IF I NEED TO LEAVE SCHOOL DURING THE DAY?

If you need to leave the school grounds for any purpose (e.g. dental or medical appointment) the procedure is as follows:

- Report to the Attendance Office/Print Room in A block with a signed and dated parental note. The note should state the reason the pass is required. Without a note NO student can leave the school grounds. If a student is not returning to school on that day this should be indicated on the note.
- A pass is then issued for the time required.
- On returning to school you need to report to the Attendance Office/Print Room in A block to sign back in.
- In the event that students become ill during school, they are required to go to sick bay and the school will contact parents/guardians to collect the student and sign them out for the remainder of the day.

### WHAT TO DO IF I HAVE BEEN ABSENT FROM SCHOOL?

All absences from school must be explained

This can be done in a variety of ways:

- Have your carer reply to the text message that the school sends for all absences
- A note can be written and signed by a parent/carer explaining the absence
- Email the school on [young-h.school@det.nsw.edu.au](mailto:young-h.school@det.nsw.edu.au)
- Phone the school on 6382 1166.

The school sends a text message to advise of all student absences.

The format for all notes, including notes for lateness, leaving school and absence should be as shown:

Student's Name	Student's Year	Date the note is written
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Date(s) of the absence or lateness	Reason for the absence or lateness
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The note should be clearly signed by the parent or guardian. You should inform the school if it is known in advance that your student will be absent in the variety of ways explained above.

### WHAT SHOULD I DO IF I AM LEAVING THE SCHOOL PERMANENTLY?

If you plan to leave school permanently you should inform the Front Office at the school, then complete a leaver's form and return all textbooks and other equipment on loan.

## WHAT ARE THE SPORT ARRANGEMENTS AT THE SCHOOL?

Sport is conducted on Wednesday afternoon during periods 6, 7 and 8 for students in year 7 to 10. Sport is part of the school curriculum and all students are expected to participate in Sport. Emphasis is placed on enjoyment, participation and the development of positive attitudes towards physical activity, not necessarily on standards of performance.

## WHAT DO I DO IF I CAN'T DO SPORT?

If, for any reason, a student cannot participate he or she must bring a note signed by a parent or guardian stating the reason to the sports organiser on Wednesday morning. The sports organiser will sign the note which will need to be provided to the teacher in charge of the student's chosen sport. If the reason for not being able to participate is going to last more than one week a note from home and where necessary medical documentation must be provided.

## ARE THERE TEAMS WHICH REPRESENT THE SCHOOL?

A range of representative sports are available for students of all ages. Some of these include: rugby league, netball, tennis, squash, soccer, hockey, cricket, basketball, touch, swimming, cross country and athletics. Opportunities are provided to encourage excellence for those students with exceptional talents or students who are just looking to further their skill and understanding in a chosen sport.



## YHS LIBRARY

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Who can use the library?

All students and staff of the school are able to use the library. The library provides an environment where all people feel welcome, can study or read and receive help in obtaining information.

How can I borrow and for how long?

Students are allowed to borrow 5 items, 2 weeks for books, overnight for DVD's. Items are borrowed at the front counter. Overdue items must be returned before further borrowing is permitted, or they can be renewed by a student by using Oliver on their student portal.

What services and facilities are available in the library?

- Computers with Internet access connected to a photo copier/printer
- Encyclopedia and other reference items eg. World Book
- Online Encyclopedia Britannica
- Laptops to use in the Library
- Newspapers
- Audio books
- DVD's
- Board games eg. chess sets

When is the library open?

This information is available on a sign on the library door.

Who do I see if I need help in the library?

Mrs E Myburgh is the Teacher/Librarian. There are also other staff working in the library. Any of these people will be happy to help you if you need assistance.

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## STUDENT ORGANISATIONS

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### THE YOUNG STUDENT LEADER PROGRAM

At the end of the year students from Years 6 - 11 are invited to apply to become a Student Leader as part of our Student Representative Council (SRC). This is a leadership program designed to equip students with the skills necessary to become the public face of Young High School.

Students take on formal representative roles at school events, run assemblies and interact with local primary schools through academic and sporting programs. This group is in addition to the school captains and prefects who drive the four working sub-groups that make up the Young Student Leaders: Wellbeing, School Pride, School Events and Fundraising.

In order to apply to be part of the Young Student Leader Program, students must be excellent role models. They are expected to wear correct school uniform, have a good attendance record and a strong commitment to their studies. They must be seen to embrace and uphold Young High School's core values: **GREAT - Growth, Resilience, Empathy, Acceptance, Teamwork.**

In Term 4 students are invited to submit a formal application for consideration by the Senior Executive Team and the SRC supervising staff. This is followed by an interview process before the final, successful applicants are announced and inducted.

Students who engage with this program have the opportunity to further develop skills and confidence in areas such as public speaking, community involvement and event organisation.

What enrichment activities are there for students to be involved in?

Apart from the normal class work there is a range of other activities for students to be involved in. These include:

- School sporting teams
- Public speaking and debating
- Drama, Music and Art
- Mathematics and Computing Competitions
- Science and Chemistry competitions
- Geography, Economics, Business Studies and Share Market,
- Chess Competition
- Dance Groups
- Food service and catering for functions & conferences, both in the school and in the community.

# STUDENT WELFARE

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## WELLBEING PROGRAMS

Young High School is committed to providing a supportive and caring environment for every student. We have a strong focus on wellbeing and improving outcomes for all students. Our Wellbeing Programs are centred around positive relationships and our core values of GREAT "Growth, Resilience, Empathy, Acceptance and Team Work".

Our Wellbeing Programs focuses on positive relationships, mental health and wellbeing, and is all about promotion, prevention and early intervention. Focusing on positive relationship/connections and mental health in schools makes sense! It is not just about helping students who are having mental health concerns; it is about helping all students to achieve their best.

Some of the benefits of our Wellbeing Programs are:

- Sense of connectedness to the school, self pride and academic success
- Social development
- Personal resilience
- Capacity to work with positively with others

Young High School has been engaging in Wellbeing Programs over the past decade. During this time we have put in place a number of measures to benefit all of the school community. These include:

- A consistent approach to Year 7 to help ease the transition from Primary to High School
- A whole school focus on positivity and encouragement of all students
- Staff training in Wellbeing
- Creating more leadership opportunities in the school
- Strengthening ties with the community and outside agencies
- Expand the connections between CST teachers and their groups to allow early intervention
- Implementation of CST classes to support holistic care for students at school focusing on positive relationships
- Positive signage across the school to support students

## The Resilience Project

Since 2022 YHS has engaged in the Reilience Project (TRP). TRP was launched in Term 1 2022 through our CST sessions. TRP is a program which teaches and promotes positive mental health and provides strategies to help people to become happier and more resilient. At school it runs through CST sessions and via designated days throughout the year. The program engages students, staff and families.

## What is CST? (Connect, Succeed, Thrive)

CST classes have been implemented across the school to support students in all aspects of school life. CST classes are timetabled classes 3 times per fortnight. During this time students work closely with their CST Teacher on a variety of activities, designed through the Wellbeing team to support student learning, engagement and connectedness. The CST Teacher will work to build positive relationships with students and parents from their care group and are one person students and parents can access for advice and support.

## Who can students go to for support and assistance?

Each year has a Year Advisor who is able to provide course advice and personal support for all students in their Year group. The Year Advisor is often the first port of call for students within their Year Group. The Girls Student Adviser or Boys Student Adviser are also available to assist students and as already mentioned each student can access their CST Teacher for support or advice on any issue.



## CONNECTING WITH PARENTS/CARERS

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Young High School believes that regular and on-going reporting to parents is vital for a child to achieve their potential. The school is always available for parent contact and appointments with any members of staff is encouraged through contact at the front office. Whereas the school will endeavour to meet with a parent at any stage due to timetabling restrictions or the detail required for the meeting it may not be possible to meet on a drop in basis. It is always best to make an appointment through the front office so that the meeting can answer all of your questions and be a productive use of time for both you as a parent and the teacher involved.

The school will formally report to parents once a term.

During terms 1 and 3 this will be via a student conference session where students, parents and classroom teachers can sit down and discuss student progress. These are generally held towards the end of the term so that the feedback is comprehensive and substantial. During terms 2 and 4 (besides the HSC year who receive their final report at graduation) reporting is by means of a formal written report that summarises student progress throughout the semester. These reports are available via the Sentral Parent Portal (see below).

Parents are also welcome to request a summary progress report at any stage throughout the year. This will be collated by the Year Advisor and provided to the requesting parent.

How can parents arrange to discuss matters about their children?

Parents who wish to find out about their child's progress or to discuss particular matters, should approach the Year Advisor, Head Teacher, the Deputy Principal or the Principal, who will arrange any further contact. In most cases, other teachers will be willingly involved in discussion but it is important that the first contact be as stated above.

### **How are parents kept informed of school activities?**

**SENTRAL App:** This is the school's main communication tool and can be downloaded from the Google Play and the App Store to regularly update parents/carers on what is happening at the school. This app can be used for communication between the parents/carers and the school for absences, messaging between teachers and home, bookings parent teacher interviews and more.



**Facebook** The school has a Facebook page and information is regularly posted.

**Webpage** The school also has a webpage which is updated on a regular basis with upcoming events and excursions.

Where special activities are planned involving particular groups of students separate information will be provided to the students for their parents.

How can students, parents and community members make suggestions or complaints?

Your suggestions and complaints are valued as they enable staff to improve the quality of service. We will strive to remedy problems promptly and deal with each matter fairly. In most cases an appeal process is available if you are unhappy with the outcome.

You can make a suggestion or complaint orally or in writing. If made orally it may need to be put in writing later. We can assist you to do that. You can use the form that is available. It can be made to the Principal. If the complaint is about the Principal, then it can be made to the Director of Educational Leadership. Request assistance if you need help. It is preferable that you give your name and sign your complaint. Anonymous complaints can be acted on only in certain circumstances.

What parent organisations are associated with the school?

Parents and citizens are invited to join the P&C Association which meets at 7pm on the last Wednesday of each month during school terms. Meetings are held at the school and serve to bring parents together with other members of the community for the purpose of supporting the school and its students in a variety of areas. It is in every parent's interest to attend these meetings as often as possible. Meetings are held in the Administration block.

## CODE OF CONDUCT- INFORMATION TECHNOLOGY

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All students using Information Technology equipment and Internet and Email at Young High School will:

- Use and share computer resources courteously and efficiently
- Show respect when using IT equipment and report any damage to staff
- Respect others' rights to freedom from harassment and intimidation
- Use the internet and local area networks for purposes that are legal and generally acceptable for public school students
- Respect and adhere to the laws concerning copyright and other intellectual property rights
- Follow security restrictions for all systems and information and not attempt to breach security and not disable settings for virus protection, spam and filtering that have been applied
- Respect privacy and integrity of electronic documents and personal information
- Keep passwords confidential, and change them when prompted, or when known by another user
- Log off at the end of each session to ensure that nobody else can use your account and login details
- Promptly tell your teacher if you suspect you have received a computer virus or spam (i.e. unsolicited email) or if they receive a message that is inappropriate or makes them feel uncomfortable.

Never send or publish:

- unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
- threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
- sexually explicit or sexually suggestive material or correspondence.
- false or defamatory information about a person or organisation.

Students will be aware that:

- they are held responsible for their actions while using internet and online communication services.
- the misuse of internet and online communication services may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services.
- their emails are archived and their web browsing is logged. The records are kept for two years.

## MOBILE PHONE/DEVICES POLICY

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As part of the NSW Government initiative to restrict the use of mobile devices during school hours, Young High School has introduced Yondr Pouches for students to store their mobile phones in during school hours. Young High School will provide Yondr pouches for all students. Students will be expected to have their phone secured in their pouch and in their bags for the duration of the school day.

The school or staff will not be responsible for the loss, theft or damage of the phone or unapproved devices. Students who bring their phone to school do so at their own risk.

As students enter school grounds they are expected to:

1. Unlock their pouch if required.
2. Turn their mobile phone OFF and place their phone in their pouch
3. Lock their pouch by clipping it together
4. Put their pouch in their bag
5. Students will be asked to present their pouch for checking before entering the classroom in Period 1

The phone/Yondr pouch remains locked and in their bag for the duration of the school day (including all break times).

At the end of the school day, (or those leaving early with permission) students are expected to:

1. Unlock their pouch when leaving school using the unlocking stations at various locations.
2. If signing out early pouches are to be unlocked at the attendance office.

## Contact Procedures

If a parent/carer needs to contact a student at school, they are required to contact the school through the Front Office on 6382 1166 and a message will be sent to the student as soon as possible.

If a student needs to make emergency contact with their parent/carer, they can do so through the Front Office in the Administration block or through their Year Advisor/ Deputy for assistance.

### New enrolments / Signing out

Once a student's enrolment is confirmed they will be assigned a Yondr pouch at the Deputy's Office. Pouch allocation will be recorded into the Year Group Database.

When signing out (leaving YHS) paperwork will indicate whether a pouch has been returned. Students who leave the school without signing out should still return their pouches. Letters will be sent, similar to the Library procedures for books not returned.

If students use a phone/device contrary to the conditions outlined above, one of the following actions may occur:

- Have the phone/device confiscated until the conclusion of the school day
- If confiscated for a 2nd time it will need to be collected by a parent/carer from the school
- If confiscated 3 or more times, an after school detention will be imposed as well as the parental collection.

Please note the following:

Instances of repeated student refusal to follow the YHS mobile phone policy the student will be removed for separate supervision with a Head Teacher until the parent can meet with HT and/or DP to discuss issues.

### WHEN A PHONE IS SIGHTED:

- If a student refuses to hand over their phone the student may be issued a formal caution of suspension and contact will be made home. Suspension could result from further disobedience.
- Students who repeatedly have to take their phone to the front office will have parents contacted and a meeting will be held to discuss issues.
- If students cannot produce their phone pouch or a slip indicating that they don't have their phone pouch, disciplinary action will follow with a parent /carer meeting.

## GENERAL MATTERS

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### **HOW DO I ACCESS THE SCHOOL DURING THE DAY?**

The green school driveway gates on Campbell Street (Olympic Highway) are closed at 9 am each morning and re-opened at 3:10 pm each afternoon. Entry during the school day can be made through the white gates on Campbell Street and Carrington Park which leads straight towards Administration block.

### **WHAT ARE THE SCHOOL CHARGES?**

A general contribution applies to all students and the amounts vary depending on the student's year. This is a voluntary contribution.

Special courses also may charge a cost to cover the materials used by the students in the course. Participation in these classes will be determined on the payment of these contribution fees.

Early in the year all students will be issued with a statement indicating their general contributions and any materials costs, and the day set down for the payment of these charges.

The school appreciates the prompt payment of all charges. If desired, charges can be paid in instalments. Parents who have difficulty paying material costs should contact the Year Advisor to enquire about assistance.

### **DO I NEED TO BUY TEXTBOOKS?**

In general the school provides students with the textbooks they require on loan. Provided the books are returned without damage this does not involve any cost. Where textbooks are lost or damaged the student will be expected to compensate the school for an amount determined by the Head Teacher involved.

### **WHAT HAPPENS IF I AM SICK OR INJURED AT SCHOOL?**

If this occurs in class or in the playground tell the nearest teacher who will direct you to the duplicating room which is the entry to sick bay. Where for medical reasons, students are unable to participate in normal school activities, a note stating the reason, the date, and signed by a parent should be brought. Where an illness is long-term or chronic, a medical certificate will save any confusion.

### **IS THERE SOMEWHERE AT SCHOOL TO LEAVE VALUABLES DURING THE DAY?**

Students should not bring valuable or large sums of money to school unless it is completely unavoidable. If valuables or large sums of money are brought to school they should not be left unattended anywhere in the school. Students bringing valuables should contact the Deputy Principal to arrange for their safe custody before period 1.

### **LOST OR FOUND?**

In this instance the student should contact the Front Office to see if the item has been handed in. If every item is clearly labelled with the student's name it is more likely to be returned.

### **IS THERE A SCHOOL CANTEEN?**

This is open from 8.30 am for breakfast and again at recess and lunchtime. Lunches may be ordered before school and at recess. The canteen menu is available on the Young High School website.

### **WHAT IS A PERSONAL DEVELOPMENT DAY?**

These are days of time-out from school work. Students learn about getting on socially with each other and about working cooperatively with their friends and classmates. On these days students also have the opportunity to think about themselves, their friends, their study, and their future.

### **WHAT IS AURORA COLLEGE?**

Aurora College is a virtual selective High School based in Sydney. The purpose of Aurora College is to provide regional students across NSW with the opportunity to engage in extension and enrichment programs in a selective school setting with leaving the family home and their local school. This is done using effective digital technologies to remove geographic difficulties and students are engaged through the very latest virtual learning opportunities. As with any selective school there is an extensive application process.

## ARE STUDENTS REGULARLY RECOGNISED FOR GOOD WORK?

One method of recognising students who are positive members of our school is through our positive rewards program called the "Master Class". Students are issued with merits and progress through our awards levels receiving rewards for their achievements.

As students reach a certain number of merits they receive formal awards and recognition for their achievements. These awards are presented at assemblies throughout the term. The awards are:

- Achievement
- Credit
- Distinction
- High Distinction
- Honours
- Masters

Each year students start at the beginning of the merit system and have the opportunity to achieve these awards. Some students may find they achieve an Honours every year while at Young High School and ultimately as a senior they will achieve a Masters.





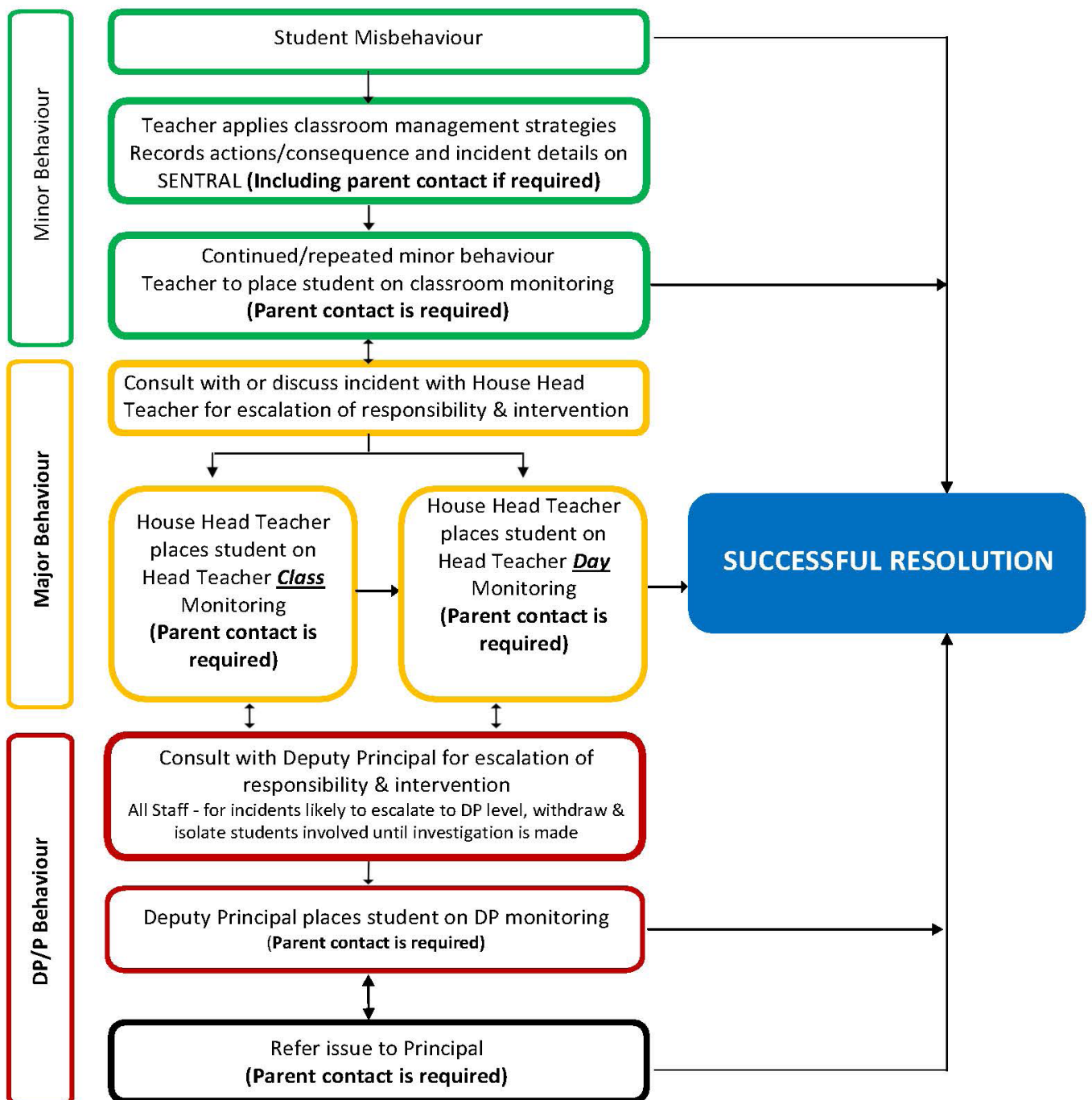
## WHAT HAPPENS IF STUDENTS DO THE WRONG THING?

All students are issued a copy of the Good Citizens Guide. This outlines the student's rights and responsibilities within the school. Students are expected to act within these guidelines. Students who cannot meet the requirements of the guidelines will have their behaviour monitored. Students who consistently fail to meet the requirements or who are violent may be suspended and/or excluded.

Discipline flow chart

- All students in the school follow the discipline flow chart when behaviour is below that expected of the school and the community. When a student enters the flow chart they have 5 opportunities to correct their behaviour and exit the system prior to a meeting with the Principal. The school is also committed to working with parents and generally makes contact a minimum of 3 times prior to a discussion being held with the Principal.

# YHS DISCIPLINE FLOWCHART



Our goal is to create a quality school environment with  
**Positive Student Behaviour**

### **WHAT AREAS OF THE PLAYGROUND CAN STUDENTS USE?**

The senior students (Years 11 & 12) have a separate area adjacent to Campbell Street. In general all other areas are available to all students at recess and lunch.

An exception is - the GPA is out of bounds unless students are under the direct supervision of a teacher. A special area at the school will be set aside for Year 7 students. Year 7 students will be able to go to other areas but students in other year groups will not be able to use the Year 7 area.

### **ARE THERE RULES FOR INSIDE THE BUILDING?**

When inside students should use common sense and behave sensibly to avoid accident and injury. Unless given special permission students must line up outside the rooms and wait for permission from the teacher to enter. The buildings, including the ground floor corridors, are out of bounds during the recess and lunch breaks. The exception is students going to see a teacher in the building. No students should enter a staff room unless there is a teacher in the room.

### **WHAT ACTIVITIES ARE NOT ALLOWED AT THE SCHOOL?**

Some activities which are not allowed are:

- Games which are likely to lead to student injury or damage to clothing or school buildings and equipment
- Contact sports, unless supervised by a teacher
- Having at school illegal drugs, alcohol or weapons
- Eating or drinking in the corridors or classrooms
- Smoking - no student has permission to smoke within the school grounds or in the vicinity of school on the way to and from school, or at any school activity.

### **DO STUDENTS GO ON EXCURSIONS?**

As part of the school curriculum students are given the opportunity to participate in excursions of an educational or sporting nature.

In addition, occasions for leaving the school grounds for brief, local, spontaneous educational activities will arise from time to time. The value of such visits is recognised and on many occasions it is not possible to obtain the permission of parents prior to the visit. Any such visits will only take place with the approval of the faculty Head Teacher and the Deputy Principal.

For all other excursions, students will take home to their parents a form giving details about the nature of the excursion. This must be signed and returned to the school indicating that the student has permission to participate in the particular excursion, prior to the day.

All students must realise that the normal requirements of school citizenship apply for excursions and that excursions can continue only if a good impression is given by all excursion groups.

### **ARE THERE CLASSES FOR STUDENTS WITH SPECIAL NEEDS?**

The special education classes have been established for students with disabilities.

The subjects include: English, Mathematics, Social Studies, Social Skills, Personal Development, Work Studies and Experience. The students may have their own class in these subjects or may be integrated into general classes. Students in the support area are able to qualify for the Record of School Achievement (ROSA) and Higher School Certificate if they complete the Board of Studies requirements.

The number of students in the Special Education classes is restricted. The smaller class size allows the students to gain the extra help and support they require.

To qualify for entry to these classes, students must be offered a placement by the Special Education Consultant at the Wagga Wagga district office.

### **ARE THERE SCRIPTURE LESSONS?**

All Year 7 to 10 students have a timetabled period of scripture per fortnight. This is run by the Young District Scripture Union.

### **HOW DO I STAY ORGANISED AT SCHOOL?**

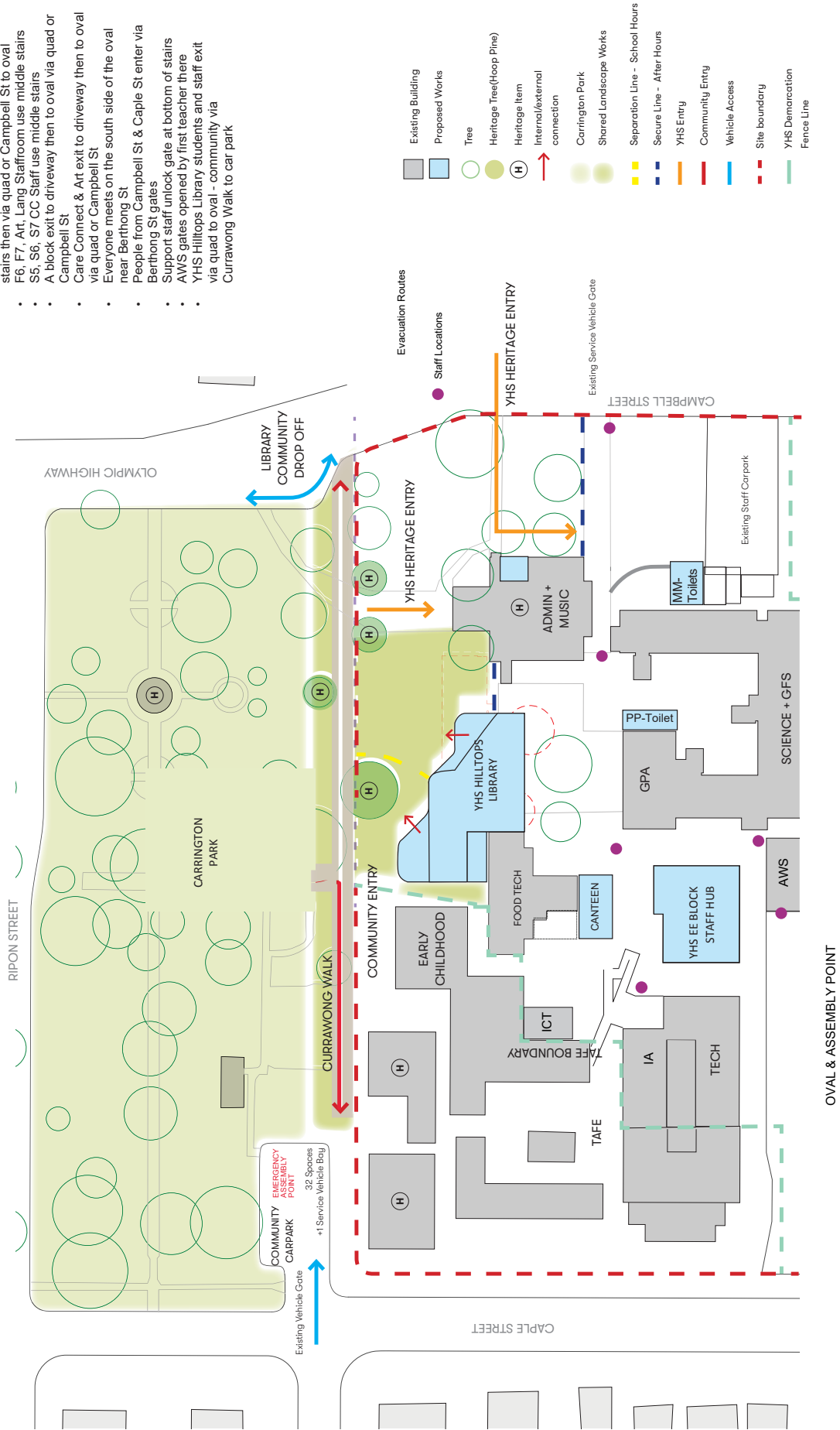
Students have access to the Sentral Portal to view their timetables and use as a diary. They are also able to view notes and daily notices in this portal.



# YHS Evacuation Routes

## Description of Exit Routes:

- Food Tech, ICT, Canteen, IA, Staff Hub exit to the oval via TAFE or directly past EE block
- Western side of GFS from G3, F6, S6 exit via gates on the corner of the gym and G5
- Eastern side of GFS from G2, F5, S4 exit via PE stairs then via quad or Campbell St to oval
- F6, F7, Art, Lang, Staffroom use middle stairs
- S5, S6, S7 CC Staff use middle stairs
- A block exit to driveway then to oval via quad or Campbell St
- Care Connect & Art exit to driveway then to oval via quad or Campbell St
- Everyone meets on the south side of the oval near Berthing St
- People from Campbell St & Caple St enter via Berthing St gates
- Support staff unlock gate at bottom of stairs
- AWS gates opened by first teacher there
- YHS Hilltops Library students and staff exit via quad to oval - community via Currawong Walk to car park



OVAL & ASSEMBLY POINT

Entry via Berthing St



## YOUNG HIGH SCHOOL

Campbell Street  
(Locked Bag 8008)  
Young NSW 2594

Phone: 02 6382 1166  
Email: [young-h.school@det.nsw.edu.au](mailto:young-h.school@det.nsw.edu.au)  
[www.young-h.schools.nsw.edu.au](http://www.young-h.schools.nsw.edu.au)

Find us on 