



YOUNG HIGH SCHOOL

Student Guide 2020

A guide for new students at Young High School



YOUNG HIGH SCHOOL

Campbell Street
(Locked Bag 8008)
Young NSW 2594

Phone: 02 6382 1166

EVERY STUDENT MATTERS
Opportunity Diversity Inclusivity

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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 are an inclusive and supportive school with a committed and enthusiastic staff, and a fantastic student body. 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 core values of Respect, Responsibility and Care.

Young High School expects all students to strive to achieve their personal best in academic, cultural and sporting pursuits. The school provides a wide range of opportunities to enable all students to succeed as learners and to develop and expand their knowledge, skills and attributes.

Students are assisted and supported to become life long learners by enthusiastic and skilled teachers as well as by their parents and community members. There is an on-going commitment to a fair go for all.

All students are encouraged to be a good citizen of the school community. Good citizens enjoy the opportunities given at school and accept responsibility for their actions at school and on school activities. School activities include opportunities to be involved in various enrichment programs, excursions and many different sports.

Good citizens contribute in a positive way to the life of the school. They achieve academic success and link successfully to the next phase of their life. Good citizens treat other members of the school community with tolerance and respect. They are involved in community activities and ensure that their behaviour at all times brings credit to themselves and the school.

Keith Duran
Principal

SCHOOL TERM DATES

Year	Term 1	Term 2	Term 3	Term 4
2020	29 Jan - 9 April	28 April - 3 July	21 July - 25 Sept	12 Oct - 16 Dec

**Note: For Term 1, 2020 Year 7 will commence on Wednesday 29th January
and Years 8, 9, 10, 11 and 12 on Thursday 30th January**

Students will finish the year on the Wednesday the 16th December due to the last two days being for Staff Development

Staff Development Days

Term 1: Tuesday 28th January 2020

Term 2: Monday 27th April 2020

Term 3: Monday 20th July 2020

Term 4: Thursday 17th December 2020

Friday 18th December 2020

Students enrolling during the school year

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

- Birth certificate or identifying documents
- Transfer certificate (if transferring from another NSW government school)
- 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

SCHOOL EXECUTIVE AND TEACHERS

School Leadership Team

The Principal: Mr Keith Duran leads the school community to provide quality learning outcomes for students.

Deputy Principal: Ms Anna Barker & Mrs Angela Trinder keep the school running efficiently from day to day. They also coordinate student welfare and behaviour management programs within the school.



Faculty Leaders 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 Leaders are:

English/History	Mrs Lyn Schiller	Mathematics	Mr Matthew Lovasz
Science/Agriculture	Mrs Michelle Rathjen	Social Sciences	Ms Susan Wilkinson
PD/Health/PE	Ms Paula Danckert (Relieving)	Industrial Arts	Mr Steven Brown
Special Education	Ms Bethany Parr	Administration	Ms Colin MacIver (Relieving)

Teachers with Special Responsibilities

Year Advisers 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 Adviser. Parents may obtain a full report on the academic progress in all subjects, their conduct and adjustment of their child from the Year Adviser, and should feel free to make contact. As the Year Adviser has a normal teaching load, parents should ring the school and make an appointment.

2020 Year Advisors

Yr 7 - Rob Daniels

Yr 8 - Abby Slater

Yr 9 - April Geromboux

Yr 10 - Elizabeth Duncan

Yr 11 - Col MacIver

Yr 12 - Joel Beckett

Careers Adviser

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: Ms Abby Slater

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 Adviser: Ms Paula Danckert

The Girls Adviser 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 Adviser is available throughout the school day and appointments can be made by visiting the PDHPE staff room.

Boys Adviser: Mr Ben Cooper

The Boys Adviser 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 Adviser is available throughout the school day and appointments can be made by visiting the PE staff room.

Aboriginal Education Coordinator: Mr Col MacIver

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:

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

Learning and Support Teachers (LAST): Mrs Lisa Wells

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.

BELL TIMES

Mon		Tues/Thurs/Fri		Wed	
Period 1	8.50 - 9.40	Period 1	8.50 - 9.45	Period 1	8.50 - 9.45
Period 2	9.40 - 10.30	Period 2	9.45 - 10.35	Period 2	9.45 - 10.35
Recess/Assembly	10.30 - 10.55	Recess	10.35 - 11.05	Recess	10.35 - 11.05
Recess/Assembly	10.55 - 11.30	Care Group	11.05 - 11.25	Care Group	NO CARE
Period 3	11.30 - 12.20	Period 3	11.25 - 12.20	Period 3	11.05 - 12.00
Period 4	12.20 - 1.10	Period 4	12.20 - 1.10	Period 4	12.00 - 12.50
Lunch	1.10 - 1.40	Lunch	1.10 - 1.40	Lunch	12.50 - 1.20
Period 5	1.40 - 2.30	Period 5	1.40 - 2.30	Sport	1.20 - 3.20
Period 6	2.30 - 3.20	Period 6	2.30 - 3.20		

SCHOOL DAY

There are six lessons each day except Wednesday. A school assembly is held every Monday between Period 2 and Recess.

School starts at 8.50am and ends at 3.20pm.

TRAVELLING TO SCHOOL

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. 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

PE AND SPORTS UNIFORM (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 microfibre - navy jacket, plain navy pants).

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

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

Navy shorts, navy sport shirt, white or grey socks, lace up joggers. Riverina tops / jerseys can be worn on sport days only.

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

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

PE AND SPORTS UNIFORM (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 microfibre - navy jacket, plain navy pants).

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 (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 all 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 Year Advisers/Learning Support Staff in consultation with the primary school teachers. All Year 7 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 virtual student, John Smith.

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

Each period is 50 minutes. We run on a two week calendar 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 7 Timetable for John Smith

SMITH, John					
	MonA	TueA	WedA	ThuA	FriA
1	7LAN2: AEL F7	7MUS1: TSH B3 /12/	7SCI2: RLA G1	7HE2: SAN F7	7HIS2: MSM F7 /12/
2	7ENG2: EDU F7	7MUS1: TSH B3 /12/	7TEIA1: GPA TDR	7PE2: SAN F7	7HE2: SAN F7
R1					
As1					
RC		CAREOXY5: MRA G5		CAREOXY5: MRA G5	CAREOXY5: MRA G5
R2					
As2	7ASM: ACD HALL				
3	7TEIA1: GPA MW	7SCI2: RLA G1	7ENG2: EDU F7	7LAN2: AEL F7	7ENG2: EDU F7
4	7TEIA1: GPA MW	7HIS2: MSM F7 /12/	7LAN2: AEL F7	7SCI2: RLA G1	7SCI2: RLA G1
L					
5	7HIS2: MSM F7 /12/	7STU1: SHO FB	7SPOOX: F6 /1/	7MAT2: MMA F7	7MUS1: TSH B3 /12/
6	7MAT2: MMA F7	7ENG2: EDU F7	7SPOOX: F6 /1/	7MUS1: TSH B3 /12/	7MAT2: MMA F7
Week B					
	MonB	TueB	WedB	ThuB	FriB
1	7MAT2: MMA F7	7TEIA1: GPA TDR	7SCI2: RLA G1	7HE2: SAN F7	7TEIA1: GPA TDR
2	7MAT2: MMA F7	7ENG2: EDU F7	7SCI2: RLA G1	7ENG2: EDU F7	7LAN2: AEL F7
R1					
As1					
RC		CAREOXY5: MRA G5		CAREOXY5: MRA G5	CAREOXY5: MRA G5
R2					
As2	7ASM: ACD HALL				
3	7HIS2: MSM F7 /12/	7LAN2: AEL F7	7ENG2: EDU F7	7LIT2: EMY G1	7HIS2: MSM F7 /12/
4	7TEIA1: GPA TDR	7MAT2: MMA F7	7ENG2: EDU F7	7LIT2: EMY G1	7PE2: SAN GPA
L					
5	7LAN2: AEL F7	7MUS1: TSH B3 /12/	7SPOOX: F6 /1/	7MAT2: MMA F7	7MAT2: MMA F7
6	7SCI2: RLA G1	7HIS2: MSM F7 /12/	7SPOOX: F6 /1/	7MUS1: TSH B3 /12/	7SCI2: RLA G1

This is how John would follow his timetable on Friday Week A

Period	Class Code	Subject	Teacher Code	Teacher	Room
1	7HIS2	History	MSM	M.Smith	F7
2	7HE2	Health	SAN	S.Anstey	F7
CARE	OXY5	Care	MRA	M.Rathjen	G5
3	ENG2	English	EDU	E.Duncan	F7
4	7SCI2	Science	RLA	R.Laker	G1
5	7MUS1	Music	TSH	T.Shapcott	B3
6	7MAT2	Mathematics	MMA	M.Maudsley	F7

By using his time table John knows which books he has to bring each day and during the day he knows which room he moves to for each of his lessons.

ATTENDANCE

What are the school's attendance requirements?

We expect you to attend regularly and punctually. School begins with a bell at 8.50 am and ends at 3.20 pm.

You should not be in the grounds before 8.30 am because of the possibility of accidents and unavailability of staff before this time. All students are to move to the quad 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 8.50 am a simple procedure is to be followed:

- (i) **Report to the school's main office.** 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.
- (ii) You will then be given a note so that you can proceed to class.
- (iii) 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:

- (i) **Report to the main office** 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.
- (ii) A pass is then issued for the time required.
- (iii) On returning to school you need to report to the Front Office.
- (iv) Lunch Passes: Students in secondary school are denied social development by the school allowing the issuing of lunch passes. This is against the development of the 'whole child' and as a result students at Young High School **will not** be issued with lunch passes.
- (v) 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 do I do if I have been absent from school?

You must bring a note giving an explanation of every absence. Such notes should be brought on the first day following the absence and should be handed to the Front Office.

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
Date(s) of the absence or lateness	Reason for the absence or lateness	

The note should be clearly signed by the parent or guardian. You should inform your Year Adviser if it is known in advance that you will be absent. This may be in the form of a note. A verbal message does not replace an absence note on return. The office sends a text message to advise of student absences. Please reply to this text message and this response is used in place of a written explanation.

What should I do if I am leaving the school permanently?

If you plan to leave school permanently you should inform your Year Adviser, then complete a leaver's form and return all textbooks and other equipment on loan.

SPORT

What are the sport arrangements at the school?

Sport is conducted on Wednesday's afternoon during periods 5 and 6 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.

YOUNG HIGH SCHOOL LIBRARY COL MCMURRAY RESOURCE CENTRE

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.

STUDENT ORGANISATIONS

The Young Student Leader Program

At the end of the year students from Years 7 - 11 are invited to apply to become Young Student Leaders. 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 weekly 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 three core values: **Respect, Responsibility and Care.**

In Term 4 students are invited to submit a formal application for consideration by the Principal and Young Student Leader 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

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 "Respect, Responsibility and Care".

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 since 2011. 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
- Care group lessons for students in Years 7 - 12 focusing on positive relationships and connections
- Creating more leadership opportunities in the school
- Strengthening ties with the community and outside agencies
- Strengthening ties with our feeder primary schools
- Expanding our current lessons to cover a wide range of topics relevant to young people
- Expand the connections between Care teachers and their groups to allow early intervention
- Implementation of Care Groups to support holistic care for students at school
- Positive signage across the school to support students

What is Care?

Care groups have been implemented across the school to support students in all aspects of school life. Care groups are small focused groups across years 7 - 12 that meet Tuesday, Thursday and Friday for 20 minutes after recess and during other school programs. During this time students work closely with their Care Teacher on a variety of activities, designed through the Wellbeing team to support student learning, engagement and connectedness. The Care 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 Adviser who is able to provide course advice and personal support for all students in their Year group. The Year Adviser is often the first port of call for students within their Year Group. The Girls Student Adviser or Boys Student Advisor are also available to assist students and as already mentioned each student can access their Care Teacher for support or advice on any issue.

CONNECTING WITH PARENTS/CARERS

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.

Parents are also welcome to request a summary progress report at any stage throughout the year. This will be collated by the Year Adviser 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 Adviser, 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?

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.

Skoolbag App | The school uses the Skoolbag App to regularly update parents and students on what is happening at the school.



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 School Education Director. 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

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 DEVICES POLICY

Young High School has adopted the approach that allows students to bring mobile phones to school. In case of emergency, contact should be made through the front office.

The following conditions of appropriate use must be adhered to by all students wishing to have a mobile phone at school:

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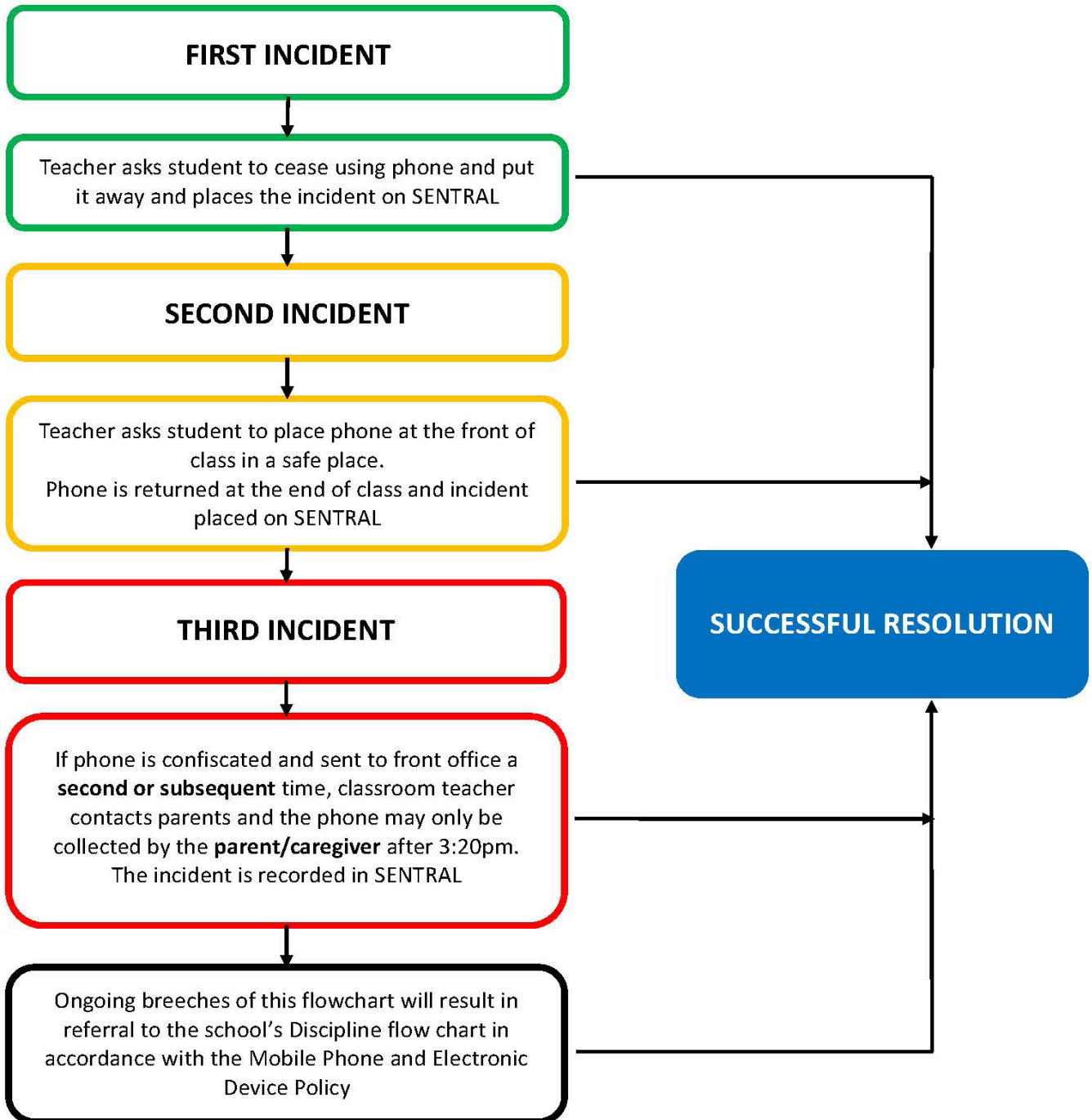
- Phones are to be turned off and kept in your bag or pocket (out of sight and not handed) during class so that the learning environment is not disrupted.
- Phones are not to be used to intimidate or otherwise harass other people through any SMS or text message, photographic, video, social media or any other data transfer system available on your phone.
- Students bring mobiles phones to school at their own risk. The school will not accept responsibility for any loss or damage to mobile phones.
- 'Digital Citizenship' is an important factor that students are required to be aware of. All students are expected to exercise skills in the responsible use of technology.

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

NOTE: The procedures applying to the use of mobile phones apply equally to the use of portable games, ipods, mp3 players and similar devices. Failure to surrender a mobile phone will result in immediate suspensions from classes and disciplinary action for failing to follow school procedures and/or defiance.

YHS MOBILE PHONE FLOWCHART



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

GENERAL MATTERS

How do I access the school during the day?

The school gates in Campbell Street (Olympic Highway) are closed at 9 am each morning and re-opened at 3:15 pm each afternoon. Access to the school at other times is via small gate below the driveway on Campbell Street (into the senior area). Entry during the school day can only be made through this gate which leads straight towards the administration block. During summer months the main front doors of this block will be the access point. During winter months access will be via the steps and the door on Campbell Street.

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 Adviser 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 Deputy Principal 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 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.

Merits are issued across our three core values:

1. Respect: Students demonstrate respectful behaviours across the school in a variety of ways.
2. Responsibility: Students demonstrate responsible behaviours across the school in a variety of ways.
3. Care: Students demonstrate caring behaviours across the school in a variety of ways.

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



The following outline provides examples of how you can achieve merit awards across our Core Values

Respect	Responsibility	Care
<ul style="list-style-type: none"> • Listening in class • Speaking politely to people • Following teachers instructions • Demonstrating good sportsmanship • Representing YHS in sporting events • Representing YHS in cultural events • Representing YHS in academic activities • Helping teachers • Representing YHS at community events • Volunteering • Takes care of school resources • Wearing full school uniform • Demonstrating good citizenship • Demonstrating good manners • Listening on assembly • Listening to guest speakers • Cooperation • Communicating appropriately • Keeping the school clean • Putting rubbish in the bin 	<ul style="list-style-type: none"> • Doing best work in class • Keeping areas of the school clean • Wearing full school uniform • Bringing required equipment • Doing well in class activities/assessment • Improved results in class tasks • Regular completion of homework • Improved effort in class • Performing at different events • Assisting with coaching, umpiring or organization at sporting events • Excellent school report • Excellent academic performance in external competitions • Excellent performance/participation in and out of class activities • Being in the right place at the right time • Keeping the school clean • Putting rubbish in the bin 	<ul style="list-style-type: none"> • Supporting other students • Sharing equipment • Sharing with peers • Great bookwork • Great effort in class • Handing in money found in the playground • Handing in property found in the playground • Handing in equipment found in the playground • Participation in volunteering activities • Charity work • Environmental work • Mentoring other student/s • Helping younger students • Support the learning of others • Helping peers • Helping visitors in the school • Keeping the school clean • Putting rubbish in the bin

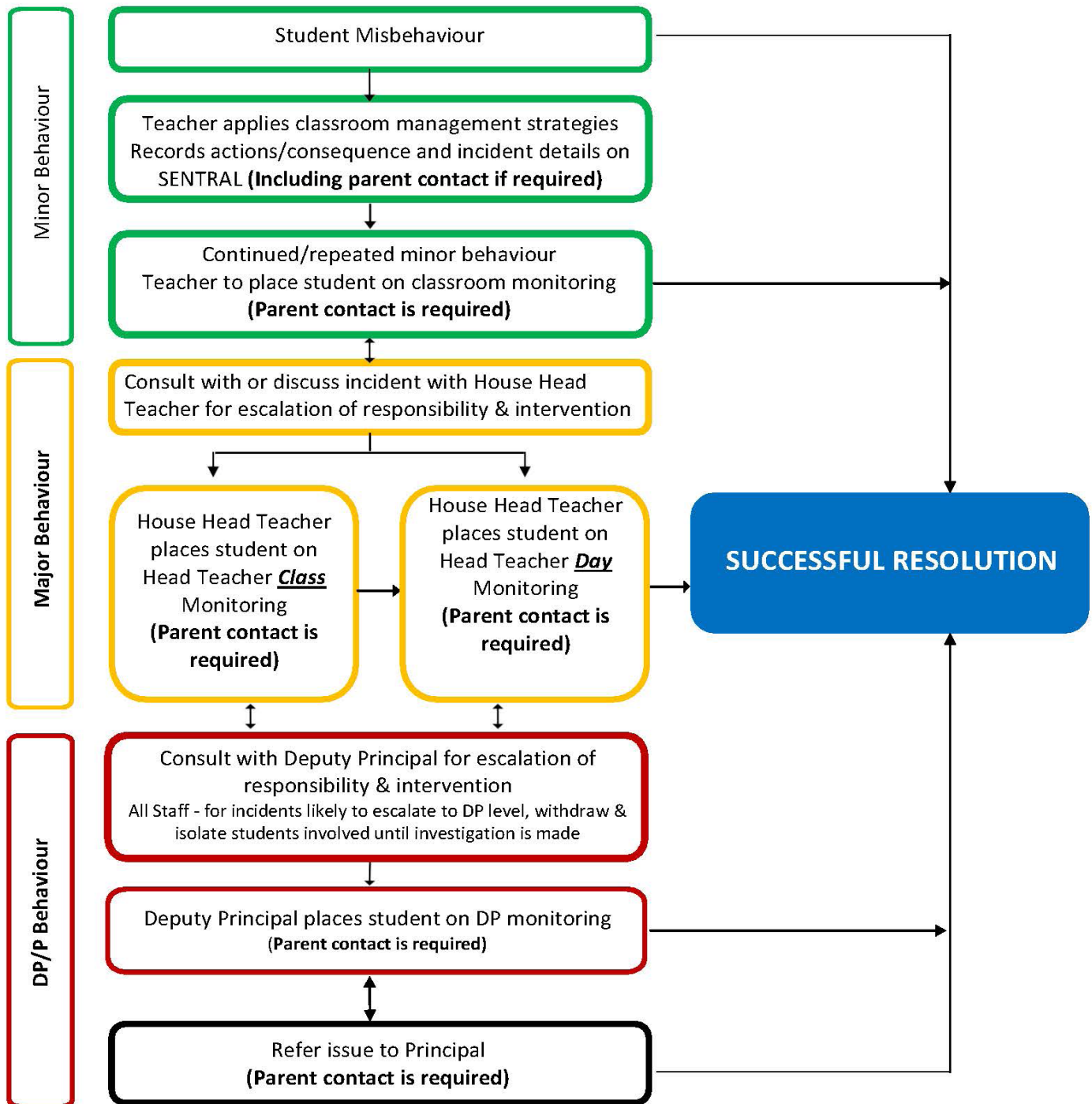
What happens if students do the wrong thing?

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
PositiveStudentBehaviour

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.

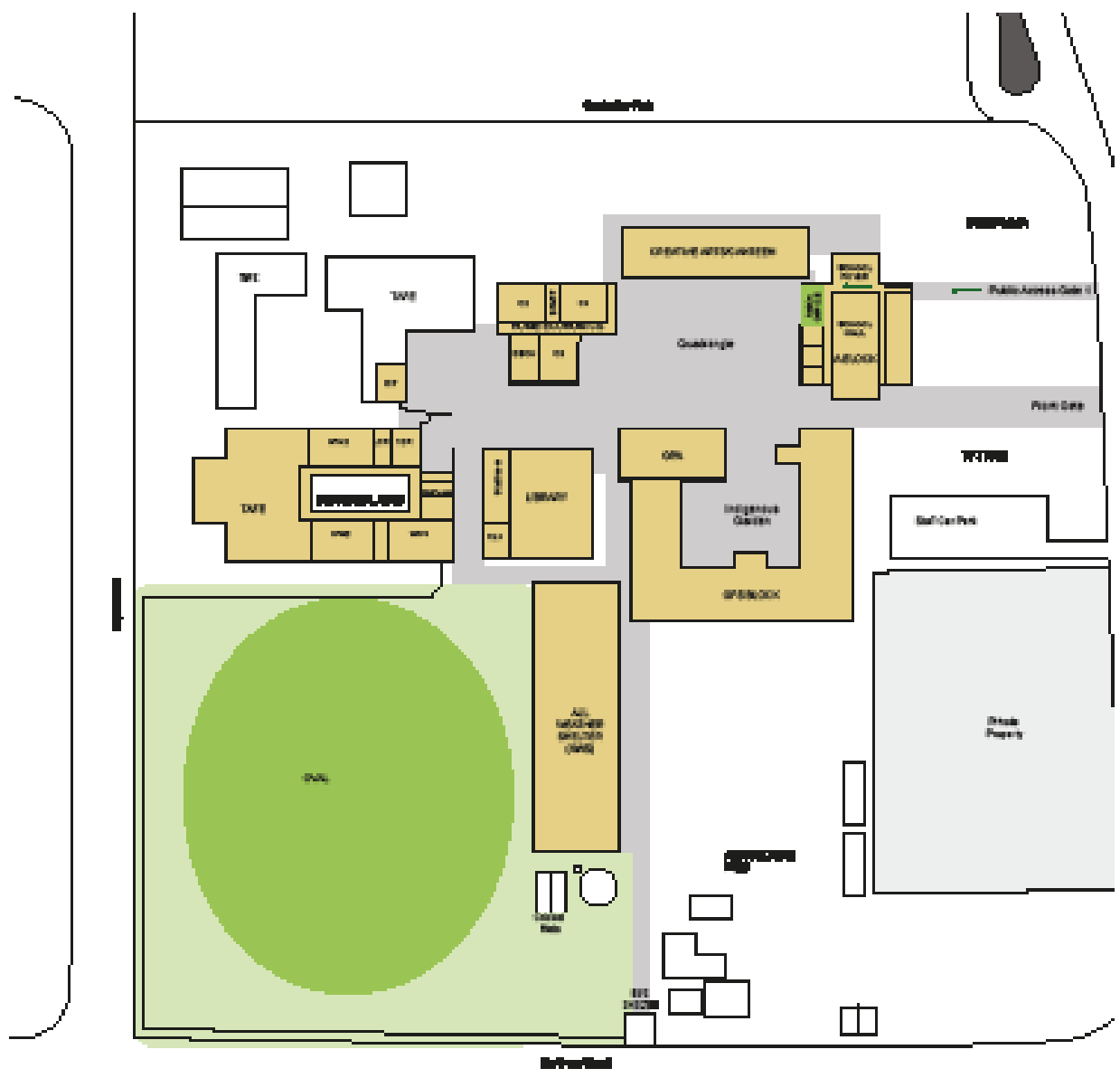
To qualify for entry to these classes, students must be offered a placement by the Special Education Consultant at the Wagga Wagga district office.

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?

The school provides a diary to keep track of your homework, assessments and school commitments.





YOUNG HIGH SCHOOL

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