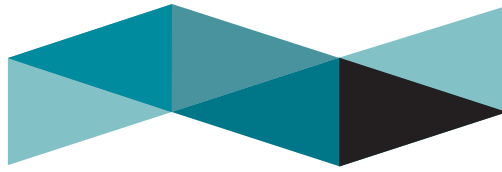




Education
Public Schools



MURRUMBIDGEE

Regional High School

Excellence and Innovation

Student Information Booklet 2020

Griffith Site
88 Coolah St, Griffith NSW 2680

Wade Site
1-39 Poole St, Griffith NSW 2680

Email: Murrumbidgee-h.school@det.nsw.edu.au
Web: <https://murrumbidgee-h.schools.nsw.gov.au>

Phone: 02 6969 9300

Welcome to Murrumbidgee Regional High School

Murrumbidgee Regional High School is Griffith's new secondary education initiative that brings together the two high schools; Griffith High School and Wade High School.

The new school establishes an innovative and futures focused approach to student wellbeing, contemporary curriculum and student learning. Teaching and learning will be supported by a modern and responsive staffing structure incorporating a focus on instructional leadership, learning and support and student pathways to university and further training and employment.

Teachers work together across both sites through targeted, explicit strategies to achieve student growth, stronger outcomes and better opportunities for our students.

Educational research shows that teacher quality, student engagement, cohort size, the physical learning environment, breadth of curriculum opportunities and access to technology are some of the critical factors that affect learning outcomes.

The school community will have high aspirations for the learning and wellbeing of every student in their care. An effective co-ordinated management structure minimises disruption between the two sites and maximises effective teaching and learning.

An innovative executive leadership structure with the alignment of responsibilities across the school promotes a change in professional practice to avoid duplication and take advantage of the opportunities to operate within enhanced roles such as an instructional leader in curriculum, teaching and learning, futures learning, Science, Technology Engineering and Mathematics (STEM), Creative and Performing Arts (CAPA), careers and future pathways.

A common timetable enables improved collaboration and sharing for both staff and students.

The integration of technology based delivery methods between sites minimises movements and maximises staff and student capacity and engagement. When required, movement between sites is managed with coordinated bus transportation to ensure timely movement to support student curriculum choice and breadth and provide access to specialist learning environments.

Students have increased opportunities for self-efficacy, leadership roles, participation in school governance, student peer mentoring and community citizenship initiatives. Students have a strong sense of belonging and ownership.

Enhancements to the physical environment of the school create learning spaces that support collaboration, futures teaching and learning and has the potential for specialisation. The impressive facilities support the school's broad curriculum, innovative teaching practice and provide access to improved and articulated pathways to further education and employment.

The Murrumbidgee Regional High School's goal is to ensure students become successful learners, confident and creative individuals, and active and informed citizens by creating different pathways students reach great heights in the academic, business, sport and in the arts. Murrumbidgee Regional High School strives to enable each student to achieve their 'personal best'.

At Murrumbidgee Regional High School we acknowledge and celebrate our cultural diversity. We pay respect to the traditional custodians of this land, the Wiradjuri people.

Murrumbidgee Regional High School is a Positive Behavior for Learning (PBL) school. We encourage all students to foster the values developed by the school community to be Respectful, Responsible Learners. Students are taught the required expectations and are rewarded for displaying the expectations on a regular basis through a school merit system. Respect for self, peers, staff, school and community is a fundamental principle.

Meet our Executive Staff - 2020



EXECUTIVE PRINCIPAL Mr Peter King

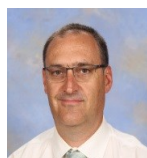
Griffith Site:



DEPUTY PRINCIPAL Mr Richard Wiseman
[Years 10 & 12]



DEPUTY PRINCIPAL Mrs Kylie Hill
[Years 8 & 9]



DEPUTY PRINCIPAL Mr Travis Payne
[Years 7 & 11]

Wade Site



DEPUTY PRINCIPAL Mrs Renuka Sashindranath
[Years 10 & 12]



DEPUTY PRINCIPAL Mr Michael Burke
[Years 8 & 9]



DEPUTY PRINCIPAL Mrs Fiona Ward
[Years 7 & 11]

Head Teachers 2020

Griffith site

English/Language Other Than English (LOTE)	Mr A Catanzariti
Mathematics	Mrs K Stein (relieving)
Science	Mrs N Greig / Ms K Mullavey
Human Society and Its Environment (HSIE)	Miss J Hume (relieving)
Technical and Applied Studies (TAS)	Mr C Parkin (relieving)
Creative and Performing Arts (CAPA)	Mr N Mahaffey
Personal Development Health and Physical Education (PDHPE)	Mr M Ruming

Wade site

English	Ms R Gorton (relieving)
Mathematics	Mrs L Tregea
Science	Mr M Duncan
Human Society and Its Environment (HSIE)	Mrs S Johnson / Ms N Duly
Student Engagement	Mrs K Sergi (relieving)
Technical and Applied Studies (TAS) – Industrial Arts	Mr G Semmler
Technical and Applied Studies (TAS) – Home Economics	Mrs K Gee
Personal Development Health and Physical Education (PDHPE)	Ms F McKenzie
Special Education	Mrs M Foley
Learning and Support	Mrs T Moore

Murrumbidgee Regional Re-engagement Centre	Mr A Grugan
Head Teacher VET	Mr P Lane

Year Advisers 2020

Griffith site

YEAR 7	Mrs Melissa Laidler
YEAR 8	Ms Karen Nottingham
YEAR 9	Ms Elizabeth Ridgway
YEAR 10	Mr Brad Clark
YEAR 11	Ms Joann Sanderson / Mr Carl Chirgwin
YEAR 12	Mrs Kym Stein

Wade Site

YEAR 7	Mr Robert Taylor / Mr Matthew Ingles
YEAR 8	Ms Sara Wylie
YEAR 9	Ms Kate Milson
YEAR 10	Ms Robina Ingram
YEAR 11	Ms Eliza Baddock
YEAR 12	Ms Fiona McKenzie

Welfare Advisers

Aboriginal Education Officer	Miss K Philp (Griffith site) Mr D Thorne (Wade site)
School Counsellor	Mr J Wade/Mrs M Licastro (Griffith site) Ms P Makarainen (Wade site)
Careers Adviser	Ms M Ragusa (Griffith site) Mrs A Bergamin & Mrs C-A Sutton (Wade site)
English as an Additional Language/Dialect (EAL/D)	Ms Joanna Sanderson (Griffith site) Mrs Denise Robinson (Wade site)
Pacific Islander Community Liaison Officer	Ms N Mahe

New School Uniform for 2020

School uniforms are an important part of a school's identity. The Murrumbidgee Regional High School uniform can be purchased at Lowes, 264 Banna Avenue Griffith.

2020

Students will have the choice of the old Wade or Griffith High School or the new uniform.

Students are encouraged to wear the new uniform as soon as possible; however there will be a two year uniform transition period.

2021

All students will wear the new school uniform.

Please contact the school if assistance is needed to support the wearing of full school uniforms.

Junior
Uniforms



Senior
Uniforms







POLO SHIRT
BOYS & GIRLS



SS BLOUSE
GIRLS



LS BLOUSE
GIRLS



SS DELUXE SHIRT
BOYS



LS DELUXE SHIRT
BOYS



SPORT POLO
ALL YEARS

SPORT POLO
ALL YEARS



BUCKET HAT
ALL YEARS



CAP
ALL YEARS



SHELL JACKET
ALL YEARS



MICROFIBRE TRACK PANT
ALL YEARS

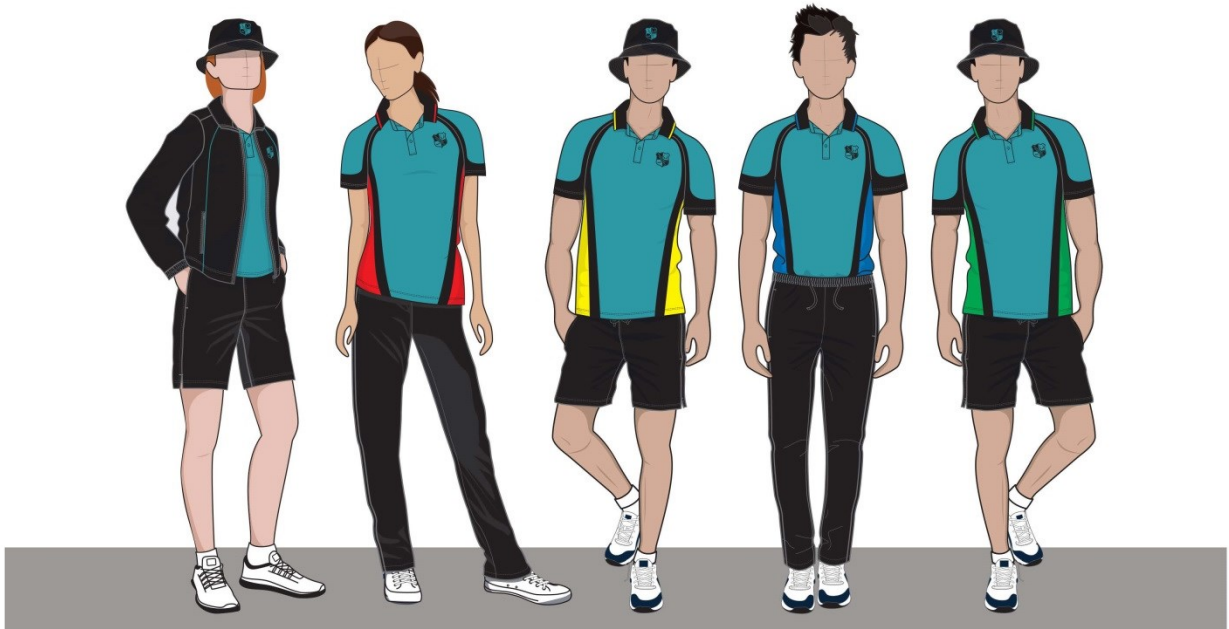


SPORT POLO
ALL YEARS

SPORT POLO
ALL YEARS



MICROFIBRE SPORTS SHORT
ALL YEARS



School Shoes – Black fully enclosed leather.

Sport Shoes – Fully enclosed runners (not canvas).

Parents need to be aware that to meet Work Health and Safety (WHS) requirements, students are required to wear enclosed shoes at all times. Thongs, or any type of slip-on shoes that are not fully enclosed at the heel and toe, are not acceptable and do not meet WHS requirements.

Parents who are experiencing financial difficulty are welcome to apply for financial assistance to help ensure that all students meet our uniform requirements.

Bell Times – both sites

Murrumbidgee Regional High School – Griffith Site Bell Times 2020									
Monday		Tuesday		Wednesday		Thursday		Friday	
Learning Coach	8:55am	Roll Call	8:55am	Learning Coach	8:55am	Learning Coach	8:55am	Learning Coach	8:55am
Period 1	9:10- 10:10	Period 1	9:05 – 10:03	Period 1	9:10 – 10:10	Period 1	9:10 – 10:10	Period 1	9:10 – 10:10
Period 2	10:10– 11:10	Period 2	10:03 – 11:01	Period 2	10:10 – 11:10	Period 2	10:10 – 11:10	Period 2	10:10 – 11:10
Recess	11:10-11:35	Assembly	11:01 – 11:15	Recess	11:10 – 11:35	Recess	11:10 – 11:35	Recess	11:10 – 11:35
Period 3	11:35– 12:35	Recess	11:15- 11:40	Period 3	11:35 – 12:35	Period 3	11:35 – 12:35	Period 3	11:35 – 12:35
Period 4	12:35 -1:35	Period 3	11:40– 12:38	Lunch 1	12:35– 1:00	Period 4	12:35 – 1:35	Period 4	12:35 – 1:35
Lunch 1	1:35 – 2:00	Period 4	12:38 – 1:36	Lunch 2	1:00 – 1:25	Lunch 1	1:35 – 2:00	Lunch 1	1:35 -2:00
Lunch 2	2:00 – 2:25	Lunch 1	1:36 – 2:01	Period 4	1:25 – 2:25	Lunch 2	2:00 – 2:25	Lunch 2	2:00 – 2:25
Period 5	2:25 – 3:25	Lunch 2	2:01– 2:26	Period 5	2:25 – 3:25	Period 5	2:25 – 3:25	Period 5	2:25– 3:25
		Period 5	2:26 – 3:25						

Murrumbidgee Regional High School – Wade Site Bell Times 2020									
Monday		Tuesday		Wednesday		Thursday		Friday	
Roll Call	8:55am	Learning Coach	8:55am	Learning Coach	8:55am	Learning Coach	8:55am	Learning Coach	8:55am
Period 1	9:05- 10:03	Period 1	9:10 – 10:10	Period 1	9:10 – 10:10	Period 1	9:10 – 10:10	Period 1	9:10 – 10:10
Period 2	10:03– 11:01	Period 2	10:10 – 11:10	Period 2	10:10 – 11:10	Period 2	10:10 – 11:10	Period 2	10:10 – 11:10
Assembly	11:01 – 11:15	Recess	11:10 – 11:35	Recess	11:10 – 11:35	Recess	11:10 – 11:35	Recess	11:10 – 11:35
Recess	11:15– 11:40	Period 3	11:35 – 12:35	Period 3	11:35 – 12:35	Period 3	11:35 – 12:35	Period 3	11:35 – 12:35
Period 3	11:40 – 12:38	Period 4	12:35 – 1:35	Lunch 1	12:35– 1:00	Period 4	12:35 – 1:35	Period 4	12:35 – 1:35
Period 4	12:38 – 1:36	Lunch 1	1:35 – 2:00	Lunch 2	1:00 – 1:25	Lunch 1	1:35 – 2:00	Lunch 1	1:35 -2:00
Lunch 1	1:36 – 2:01	Lunch 2	2:00 - 2:25	Period 4	1:25 – 2:25	Lunch 2	2:00 – 2:25	Lunch 2	2:00 – 2:25
Lunch 2	2:01 – 2:26	Period 5	2:25 – 3:25	Period 5	2:25 – 3:25	Period 5	2:25 – 3:25	Period 5	2:25– 3:25
Period 5	2:26 – 3:25								

Prior to 8:55am, the school will implement minimal supervision.

If students arrive to class after 9:05am, they will be recorded as a Fractional Truant.

Students who do not attend Learning Coach/Roll Call must present to the office for late note

It is a mandatory requirement that all students will be marked for all periods for attendance.

Positive Behaviour for Learning (PBL) at Murrumbidgee Regional High School

Our school community at Murrumbidgee Regional High School is built on the shared values and expectations that all members aspire to become global citizens who are *Respectful, Responsible, Resilient, Learners*.

	Respectful	Responsible	Resilient	Learners
All settings	<ul style="list-style-type: none"> ➤ Follow instructions ➤ Care for property ➤ Speak appropriately to others 	Do what is right; <ul style="list-style-type: none"> ➤ Right place ➤ Right time ➤ Right choice 	<ul style="list-style-type: none"> ➤ Develop positive relationships. ➤ Persevere with challenges. ➤ Seek support 	<ul style="list-style-type: none"> ➤ Be prepared. ➤ Actively participate. ➤ Allow teaching and learning
Canteen	<ul style="list-style-type: none"> ➤ Wait your turn. ➤ Use your manners 	<ul style="list-style-type: none"> ➤ Make healthy choices. ➤ Exit once served. 		<ul style="list-style-type: none"> ➤ Buy for yourself
Toilets	<ul style="list-style-type: none"> ➤ Keep it clean and dry. ➤ Use toilets appropriately. 	<ul style="list-style-type: none"> ➤ Use and leave. ➤ Use toilets during break times 	<ul style="list-style-type: none"> ➤ Report problems 	<ul style="list-style-type: none"> ➤ Be hygienic
Corridors / stairs	<ul style="list-style-type: none"> ➤ Take care with others 	<ul style="list-style-type: none"> ➤ Walk, don't run. 		
Senior Front Lawn	<ul style="list-style-type: none"> ➤ Set a positive example 	<ul style="list-style-type: none"> ➤ Sit in the designated area 		<ul style="list-style-type: none"> ➤ Relax and recharge during breaks. ➤ Be productive during study periods.
Oval / Basketball Courts	<ul style="list-style-type: none"> ➤ Take care of equipment 	<ul style="list-style-type: none"> ➤ Place rubbish in bins ➤ Play approved games 	<ul style="list-style-type: none"> ➤ Play fairly ➤ Welcome all players 	<ul style="list-style-type: none"> ➤ Be sun safe and hydrate.

The Core Rules

Core rules for student behaviour establish consistent expectations while at school. These rules are based on our core values of respect, integrity, excellence, responsibility, cooperation, participation, care, fairness and democracy.

The critical role of parents and care-givers is recognised as the primary influence on each child's character and behaviour and as essential partners in supporting the core rules and the successful education of their children.

All students in NSW government schools are expected to:

- Attend every school day, unless they are legally excused, and be in class on time and prepared to learn.
- Maintain a neat appearance, including adhering to the requirements of the school's uniform or dress code policy.
- Behave safely, considerately and responsibly, including when travelling to and from school.
- Show respect at all times for teachers, other school staff and helpers, including following class rules, speaking courteously and cooperating with instructions and learning activities.
- Treat one another with dignity and respect.
- Care for property belonging to themselves, the school and others.

Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.

The Department is committed to supporting principals and school staff in the implementation of these rules through state-wide policies and programs, together with regional support staff, professional learning and alternative provisions, in order to promote the highest standards of behaviour and learning in our schools.

Seeking help

Your performance in school is your responsibility. However, you are not expected to make it without support and assistance from others. Asking for help is important and crucial to your success. This applies equally to both curriculum and welfare issues.

The school will always try to meet your individual needs as long as you communicate with us.

At Murrumbidgee Regional High School we care for and look after each other. The following people are always available to you:

- Your Parents
- Your Friends
- Year Advisor
- Head Teacher Welfare
- Careers Advisor
- School Counsellors
- Deputies and Principal
- School Liaison Officer

For online assistance you could also use:

NESA advice line - <http://educationstandards.nsw.edu.au/wps/portal/nesa/home>

HSC online - <https://studentsonline.nesa.nsw.edu.au/>

Reachout - www.reachout.com.au/home.asp

Headspace Griffith – <https://headspace.org.au/headspace-centres/griffith/>

Ph: 6962 3277

Commitment

Students at Murrumbidgee Regional High School will support each other and to seek help when problems arise.

2020 School Fees

(These may be subject to change)

These valuable funds are used by the school to provide resources that benefit the education of all students. Subject contribution/fees cover the cost of materials in practical subjects. **Students who choose subjects that attract a charge are required to pay.** General contributions In NSW Public Schools are voluntary.

Ways to pay school fees and school related expenses from 2020.

Murrumbidgee Regional High School accepts online payments that can be accessed through the Murrumbidgee Regional High School website. The payment portal is a secure payment page hosted by Westpac.

The school also accepts payments with EFTPOS (debit or credit card), cash and cheques.

General Contribution Fees for 2020 - Yr7 & Yr8 \$50
Yr9 & Yr10 \$50
Yr11 & Yr12 \$50

Subject Contribution Fees - Yr7 & Yr8 \$50

2020 Subject Contribution- Electives

Year 9		Year 10		Year 11		Year 12	
Food Technology	\$80	Food Technology	\$80	Design & Technology	\$50	Design & Technology	\$50
Graphics Technology	\$20	Graphics Technology	\$20	Industrial Tech (Wood)	\$50	Industrial Tech (Wood)	\$50
Information & Software	\$20	Information & Software	\$20	Industrial Tech (Multi Media)	\$20	Industrial Tech (Multi Media)	\$20
Electronics	\$70	Electronics	\$70	Info Process & Tech	\$25	Info Process & Tech	\$25
Engineering	\$35	Engineering	\$35	Software Design & Dev.	\$25	Software Design & Dev	\$25
Metal	\$65	Metal	\$65	Visual Arts	\$70	Visual Art	\$70
Building & Construction	\$65	Building & Construction	\$65	Photo, Video & Digital Media	\$80	Photo, Video & Digital Media	\$50
Timber	\$65	Timber	\$65	Hospitality (VET)	\$90	Hospitality (VET)	\$90
Textiles	\$40	Textiles	\$40	Food Technology	\$90	Food Technology	\$90
Visual Arts	\$40	Visual Arts	\$40	Music	\$50	Music	\$50
Jewellery	\$25	Jewellery	\$30	Textiles & Design	\$40	Textiles & Design	\$40
Music	\$30	Music	\$40	Primary Industries	\$80	Primary Industries	\$80
				Visual Design	\$40	Visual Design	\$40
				Inform Tech (VET)	\$20	Inform Tech (VET)	\$25
				Live Production (VET)	\$50	Live Production (VET)	\$50

Further information is available in the Subject Selection Booklets.

These levies cover the cost of materials used by the student in these subjects.

Bring Your Own Device (BYOD)

In 2020 Murrumbidgee Regional High School is introducing a BYOD initiative for all students in all years.

Murrumbidgee Regional High School, together with Leading Edge Computers Griffith, are offering financial support for all students in Years 7 to 12 to assist with purchasing a laptop for the BYOD initiative.

Leading Edge Griffith have negotiated an agreement for students to purchase a HP Chromebook 11 EE G7, 11.6" HD, Celeron N4000, 4GB RAM, 32GB eMMC, Chrome 64, Storm Grey, with a 1Yr Warranty for \$450.00.

Parents and carers can apply to Murrumbidgee Regional High School for a \$200 voucher that can be used as a part contribution to purchasing the device listed above.

Terms and Conditions

1. Voucher can only to be used only at Leading Edge Computers Griffith 360 Banna Avenue, Griffith NSW 2680
2. The voucher is only to be used as a part contribution for purchasing a HP Chromebook 11 EE G7, 11.6" HD, Celeron N4000, 4GB RAM, 32GB eMMC, Chrome 64, Storm Grey, 1Yr Warranty. No other products can be purchased with this voucher.
3. The voucher is not redeemable for cash.
4. The voucher is only be used for the student's name listed on this voucher. Cannot be transferred to another person.
5. Leading Edge Computers and Murrumbidgee Regional High School reserve the right to refuse use of the Student Assistance Voucher if the above terms and conditions are not met.

Application for Financial Support forms are available at the school's administrative office at both sites.

Chromebook 11 EE G7



Getting to and from school

NSW Transport manages the school bus service and issues the school travel passes for all our local bus services (Griffith Bus Lines, MIA Buses).

Applications for the school bus service is available online at <https://apps.transport.nsw.gov.au/ssts/#/>. This website provides all the information required to assist you in applying for a School Travel Pass. The school office can also assist with School Travel Pass manual forms.



School travel passes ▾

School Travel Passes

Who's eligible

How to apply

Apply now for a travel pass

Track your application

Purchase a School Term Bus Pass

Re-apply or update your details

Lost, stolen or damaged passes

FAQs

Related Information ▾

News ▾

Schools and TAFE colleges ▾

Operators ▾

Subsidy for driving to school ▾

Useful forms and information ▾

Contact Us ▾

About the School Student Transport Scheme

The School Student Transport Scheme

The School Student Transport Scheme (SSTS) provides eligible school students with free or subsidised travel from home to school.


The scheme includes:

- Free travel to and from home and school on approved train, bus, ferry and light rail services during school term.
- Discounted travel on buses between home and school with a [School Term Bus Pass](#).
- Free travel on NSW TrainLink Regional services and long distance coach services for boarding school students.
- Subsidised travel to and from school in private vehicles in areas where there is no public transport available.


Students with a disability who are unable to travel to and from school under the School Student Transport Scheme may be eligible for assistance under the Department of Education [Assisted School Travel Program](#).

What will my free school travel pass look like?

Depending on where they are travelling, students may receive a free school travel pass, School Opal card or both.



1234-4567-09-A
MAINTOWN-PRIMARY
From CITIZEN Kate Elizabeth
10 George Street
ANYTOWN NSW 2999
To MAINTOWN PRIMARY
ABC BUS SERVICE



op^{al}
school
NSW

School bus passes and School Term Bus Passes are issued by operators to students travelling on buses outside the Opal network. Some operators in rural and regional areas may choose not to issue passes to students.

School Opal cards are issued for free school travel and for School Term Bus Passes by Transport for NSW for travel on trains, buses, light rail and ferries in the Opal network.

Pick up and drop off areas – each school site has dedicated pick up and drop off areas surrounding the school boundaries. We advise that the staff carparks are not used for picking up or dropping off your child due to the hazards of car movement in this area.

Griffith site pick up and drop off areas – Willandra Avenue and Coolah Street.

Wade site pick up and drop off areas – Poole Street.

School Communications

SCHOOL REPORTS

Student Reports at Murrumbidgee Regional High School are posted out at the end of each Semester.

NEWSLETTER

In 2020 the school newsletter, The Channel, will be printed every three weeks. In addition to this there will also be a weekly information sheet that will inform students and parents on 'What's On in the Week'

These newsletters will be emailed to parents. Please ensure your email details are kept up to date on your child's records.

Our school webpage also has a link to each edition of the school newsletters.

Any parents and carers who would like a printed copy of the newsletters please advise the office staff and they will ensure you receive a printed copy.

FACEBOOK

The Facebook page for Murrumbidgee Regional High School is at

<https://www.facebook.com/MurrumbidgeeRegionalHS>

WEBSITE

For all school information, visit our website at <https://murrumbidgee-h.schools.nsw.gov.au>

PARENTAL INVOLVEMENT

Parents' and Citizens' Association

The Parents' and Citizens' Association meets on the **third Monday of each month** at 6:30pm. Meetings are relaxed and friendly and everyone is most welcome.

P&C meetings give parents the opportunity to find out what is happening at school and to meet other parents and members of staff. Parents are able to have some say in the running of the school and in the allocation of resources. The P&C supports and tries to help the school in many ways. Parents play an active role at Murrumbidgee Regional High and the P&C hopes new parents will come along to the meetings.

CANTEEN

The Canteen is open every day before school, at recess and at lunchtime. Students can order lunch before school.

Subjects

Years 7 and 8 (Stage 4) all students study the same subjects. The subjects are: English, Maths, Science, Geography, History, Personal Development/Health/Physical Education, Design and Technology, Art, and Music. Year 7 may be able to study Mandarin, French, Italian or German.

Year 8 students also choose two elective subjects per semester and study one special interest subject per term.

Years 9 and 10 (Stage 5) everyone studies English, Maths, Science, Geography, History and Personal Development/Health/Physical Education.

Year 9 choose two other courses from a variety of elective subjects.

- Each elective is a 200 hour subject and is carried into Year 10..

Years 11 and 12 study Preliminary and Higher School Certificate courses. English is the only compulsory subject. Students are offered a wide range of subjects including traditional courses, vocational education courses and a number of other courses through Riverina Institute of TAFE. Copies of the Subject Selection booklets are available from the front office or can be emailed.

School Based Traineeships. Imagination is really the only limit to the type of school based traineeships we are able to set up.

Sport is a compulsory part of the week's schooling from Years 7-10. Year 11 can choose to do sport. Sport periods are NOT the time to make doctors or dentists appointments.

EQUIPMENT REQUIRED

Students are expected to supply their own exercise books, pens (black, red, blue), rulers and pencils etc. as well as special equipment for some subjects. Check timetables to know which books will be needed every day. It is students responsibility to look after their own equipment.

All students will also require a calculator. The approved scientific calculator is the Casio FX-82AU Plus II. Students can purchase the calculator at the school front office for \$20.00.

A Student book pack is available to purchase from the school office for \$30. It contains essential exercise books, art portfolio book, music book, mathematics grid book and geometry set.

Representing Murrumbidgee Regional High School

Students who wish to represent Murrumbidgee Regional High School in activities such as: school socials, debating, sporting events, cultural activities, excursions and academic activities beyond mandatory syllabus requirements need to:-

- Submit a permission note [with money if required] in relation to the activity by the due date. In cases of economic hardship students may apply for student assistance.
- Have an attendance rate of more than 85% in the previous six (6) week period. Only unexplained absences are counted.
- Students who have less than 2 'N' Awards in Year 9 to Year 12, or academic concerns, which are current and outstanding.

Students who are on the Non-Rep list at the time of the activity are not permitted to attend out of school activities or represent Murrumbidgee Regional High School.

All students who represent Murrumbidgee Regional High School are expected to be in full school uniform, and be well behaved.

SCHOOL ACTIVITIES

There are a lot of activities students can be involved in. Information about them can be heard in the announcements at assemblies and in the morning. Some of the activities are:

- Sporting Competitions
- Academic Competitions
- Debating and Public Speaking
- Discos and the Social Committee
- Supporting local charities
- Musical events

Many classes or groups go on excursions. Usually a travel and/or entry fee is charged which must be paid prior to attending any excursions.

Refund Policy

When excursions or in-school performances are organised, every item has a cost - transport, venue, etc. This total cost is then divided by the number of students expected to be attending this excursion/performance.

Often, especially in the case of overnight trips, the school has to pay a deposit in advance.

On occasions there are unforeseen circumstances (including illness) that may prevent your child from attending this event. Murrumbidgee Regional High School policy is that **no refunds** are able to be provided, unless a student can be found to take the place of the cancelling student. The school will make reasonable efforts to find a replacement but this will obviously not be possible in all cases, especially with little or no notice.

If an excursion is cancelled by the school or a third party, all monies will be refunded to parents by cheque LESS any deposit paid by the school which cannot be recovered from the third party.

Financial Assistance

If families find it difficult to pay for school costs there is an allocation of funds set aside to help. The Student Assistance Scheme helps students in Years 7-12. Student Assistance Scheme funds can help with:

- Buying school uniform
- Buying school books or computers
- Paying for excursions
- Paying subject fees

Parents/Carers can write a short letter to the Principal requesting support and giving brief details of the financial position of the family income. All requests are strictly confidential. Support per person is limited to \$50 a year unless there are special circumstances.

Medical Conditions

It is important that the school is notified of any medical conditions. This information will be circulated to Teachers, Head Teachers, Student Advisers and PE teachers as well as the School Counsellor, Supervisor of Girls, Deputy Principals and the Office. In certain cases, extra support personnel are available to assist the school in meeting the particular needs of students.

If your child requires prescribed medication whilst at school parents/carers must supply a letter from the Doctor, with the medication, describing the prescribed amounts and times required.

Keep your details updated!

It's important that parents notify us if there is a change with phone numbers or emergency contact details. This assists us if we need to contact parents/carers while students are at school.

Absences

When students are absent students must bring in a note explaining why they were absent when they return. The note must show: date, days absent, Year, and reason* for absence and be signed by your parent or guardian. Absences that are more than 7 days old will remain “unexplained”.

Sample note for being absent:

My child in Year was absent from school on (day and date).....because

Signed..... Date

*** Departmental policy is that all absences must be fully explained. “Slept in”, “personal reasons”, “family matters” or “missed the bus” will be regarded as Unjustified or Unexplained.**

If students know they are going to be away, try to organise work with teachers so that class work will not be missed when you return.

Parents will be notified if students are away without an explanation. If students are away without permission or a satisfactory reason then this is truancy. Continuous absences with unsatisfactory reasons are reported to the Home School Liaison Officer.

LATE TO SCHOOL

If students are late to school for any reason a note is required explaining why you are late. The office will issue a late slip and ensure that the student is marked as being present.

Parents will be contacted if you are late without a note on a number of occasions.

LATE TO CLASS

When the bell goes, students are to move immediately to class. Being on time is really important.

It is student’s responsibility to be in the classes set down on their timetable. Students should not be anywhere else without the permission of their teacher. If students miss any lesson without a reason it is called fractional truancy. This is a serious matter.

Students must attend all classes. If a class is missed parents will be notified and students may have a detention.

If a class teacher is away, another teacher will usually take the class. Students must wait at the classroom until a relief teacher instructs them. Students do not wander into the playground. All students that are out of class for any reason will be recorded on the School’s attendance program.

TOILET BREAKS

It is recommended that students go to the toilet before school, at recess or at lunch. A teacher may give students a toilet pass if required in class time.

IF YOU ARE OUT OF CLASS FOR ANY REASON, YOU MUST HAVE A NOTE FROM YOUR TEACHER.

LEAVING SCHOOL DURING THE DAY

If students need to leave school during the day, a signed note from the parent/carer must be brought in, clearly stating the reason. This note must be taken to the Front office **BEFORE** school.

If the note and reason is accepted then a leave note will be issued. Students will need to show that note to the teacher if in class when they leave and return.

FEELING SICK AT SCHOOL

If students feel sick at school they should:

- Students can tell the class teacher who give permission to leave class to go to the front office.
- Alternatively students can see the Girls' Supervisor, or Deputy Principal.
- If students are seriously ill, parents will be contacted and an ambulance may be called.
- If the illness is not serious parents will be contacted to take you home.
- **Students should not ring or text parents** without coming to the front office. Office staff will ring the parents/carers if students are ill.

ACCIDENTS AT SCHOOL

If students witness an accident or someone ill, or know about an accident or illness, they should tell the nearest teacher immediately or report to the office. A student should remain with the sick or injured person until help arrives. Those assisting might be asked for details that could be of help. If there is an accident, witnesses will be asked to write statements.

LEAVING MURRUMBIDGEE REGIONAL HIGH SCHOOL

Students must stay at school until they reach the age of 17. Students who are under 17 can only leave school with the following options;

- Undertake a full-time training course at TAFE
- Undertake an apprenticeship or traineeship
- Be in full-time paid employment for 25 hours or more a week.
- Enroll in a training course with a private provider.
- Some combination of the above.

Students should make use of the expertise of the staff at school before making the final decision to leave.

The Year Adviser, Careers Adviser, Principal and the Deputy Principals can all give valuable advice and support. If students decide to leave school (or transfer to another school) the following procedures need to be followed:

- Notify the Year Adviser and the office of the intention to leave.
- A letter is required from parent/caregiver notifying where the student is moving to.
- If the student has gained employment a letter from the employer is required stating the hours of employment.
- If a student is continuing in TAFE or training through a private provider, we require a copy of the enrolment form stating the course details.
- Notify the Year Adviser if a School Reference is needed.
- Collect a Leavers Form
- Take all text books to subject teachers
- Have the Leavers Form signed by all teachers listed on the form.
- All outstanding fees must be paid prior to signing out.

FLEXIBLE STUDY TIMES (Year 11 and 12)

Year 11 and 12 students are expected to be at school during their study periods unless their periods are at the beginning or end of the day. Year 11 and 12 students may arrive later or leave early if these study periods fall at these times.

It is compulsory for all senior students to attend tutorials when organised by the school.

SUPERVISION AT SCHOOL

When students arrive at school in the morning, they are required to go straight to the playground area. If assistance is required in any way the Principal or the Deputy Principals can assist.

If students need help at any time ask the Class Teacher, Year Advisor, Head Teachers or Deputy Principals or any other member of staff. We are all here to help.

At recess and lunch times, teachers are always on duty.

After school students are to move straight to their bus stop area or go home.

ACCESS TO SCHOOL GROUNDS AFTER SCHOOL OR ON WEEKENDS

The In-closed Lands Act states that no-one should be on school premises before or after school hours unless he/she has permission from the school. The Principal may give permission to use school grounds.

PROHIBITED ITEMS

Students should not bring the following items to school or to school activities:

- Chewing gum
- Aerosols of any kind, including deodorant
- Tobacco, matches, cigarettes, lighters etc.
- Alcoholic drinks
- Drugs or medication. If a student has to take any medication, this must be left at the school office until needed. A note is required from parent/guardian.
- Firearms or ammunition (includes pea shooters), fire crackers, weapons of any kind (and replicas), laser lights.
- Knives or other cutting instruments, metal rulers.
- Liquid paper, permanent markers

Note: Smoking is prohibited on all school premises, while going to and from school (including lunch leave) or while taking part in any school activity or excursion. **(No smoking is permitted on State Government premises at any time).**

VALUABLES AT SCHOOL

The school takes NO RESPONSIBILITY for any of these items left unattended;

- MOBILE PHONES,
- MUSIC PLAYERS
- MONEY
- EQUIPMENT (including personal Laptops - BYOD)

Lockers are available to hire at the Wade site. Terms of Hire are available at the front office.

DELIVERIES OF FLOWERS AND GIFTS TO THE SCHOOL

The school cannot accept deliveries of flowers, balloons or gifts for students. These types of items should more appropriately be delivered to the student's home.

This policy was introduced a number of years ago to eliminate the risk of these items being lost or damaged and the school and/ or other students being liable for the damage or replacement cost. It was also felt that the presence of these items in class created an unnecessary distraction.

PERMISSION TO PUBLISH

Parents and Carers are asked for permission to publish information about their child for the purposes of sharing his/her experiences with other students, informing the school and broader community about school and student activities and recording student participation in noteworthy projects or community service. Parents and Carers also have the option of withholding permission or only giving permission for some media e.g. School Newsletter.

The option to approve is available on "Application to Enrol in a NSW Government School" form on page 13.

This information may include your name, age, class and information collected at school such as photographs, sound and visual recordings of you, your work and expressions of opinion such as in interactive media.

Murrumbidgee Regional High School has a web page and Facebook page. Photos and videos are regularly posted on these pages, in addition to the School Newsletter.

Unless you have requested otherwise, Murrumbidgee Regional High School assumes that you have given permission to publish your child's name and image publicly. If you wish to withhold permission please contact the school. You may change your mind at any time.

SCRIPTURE

A group of people organised by the Ministers Fraternal and the Catholic Church visit the school each Friday. Each year group has Religious Instruction session in rotation. If students have a special reason not to attend this period, please bring a note to school from parents/carers explaining this reason. Alternative arrangements will be made.

BEHAVIOUR SYSTEM

Suspensions

If students are suspended from Murrumbidgee Regional High it means that they have chosen not to work within the Code of Conduct. The Department of Education's **Suspension and Expulsion Policy** is followed in all cases. Suspension results from:

- ♦ Persistent misbehavior
- ♦ Violence or threatened violence
- ♦ Possession of weapons or drugs
- ♦ Direct verbal abuse of staff members
- ♦ Refusing a Red Card
- ♦ Refusal to follow the directions of staff

Students returning from suspension will be on a "Return To School Plan". This will involve daily monitoring of the goals generated at the suspension resolution meeting.

EXAMINATION RULES

All students at Murrumbidgee Regional High School will be undertaking formal examinations as part of their assessment program.

Formal examinations are only one part of the school's assessment program and are used to test student knowledge in their subject area.

It is important to point out that during the examination and in class assessments, the school expects all students to follow our examination procedures. These procedures have already been pointed out to all students and include:

- All students are required to have the correct equipment to complete the exam. The class teacher will instruct the class as to what equipment is needed. There will be no borrowing of equipment during the exam.
- There is to be no communication during the examination. If students talk, exchange messages or attempt to communicate with other students, they will receive a mark of zero.
- If a mark of zero is awarded, parents will be notified by the Head Teacher of that subject by letter.
- Students are to follow all instructions by supervising teachers without question. If the student fails to follow staff instructions, they will also receive a mark of zero.

DATES AND TERMS FOR 2020

School Terms 2020:

Term 1	Tuesday 28 January – Thursday 9 April
Term 2	Monday 27 April – Friday 3 July
Term 3	Monday 20 July – Friday 25 September
Term 4	Monday 12 October – Friday 18 December