Handbook
FOR NEW STUDENTS
2015

KEIRA HIGH SCHOOL
Great traditions, a confident future.
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Last Revised – October 2015
KEIRA HIGH SCHOOL

Address: 3 Lysaght Street, Fairy Meadow
Postal Address: PO Box 19 Fairy Meadow NSW 2519
Phone: (02) 4229 4644 Fax: (02) 4226 9983
Email: keira-h.school@det.nsw.edu.au www.keira-h.schools.nsw.edu.au

KEY PERSONNEL

SENIOR EXECUTIVE

Mr D J Robson
Principal

Mr BEllevensen
Deputy Principal

Mr D Sharpe
Deputy Principal

HEAD TEACHERS

Ms S Blackstock
English

Ms C Pemberton
Mathematics

Mr M Robson
Science

Mr M Evans
HSIE

Mr G McPherson
Technology and Applied Studies

Mr S Bird
Physical Development, Health & Physical Education

Ms A Lawrence
Creative and Performing Arts

Ms J Peterson
Special Education

Ms O Thompson
Administration

Mrs V Kalatzis-Vlahakis
Welfare

Ms P Havilah
Acting Teaching & Learning
YEAR ADVISERS

Mrs D O’Keefe Year 7
Mrs E Matts Year 8
Ms L Hicks Year 9
Ms E Cusack Year 10
Ms T Power Year 11

ASSISTANT YEAR ADVISERS

Mr D Mace Year 7
Mr M Kahabka Year 8
Mr G Guevara Year 9
Mr G Holmes Year 10

OTHER KEY PERSONNEL

Ms M Green English as a Second Language
Ms L Varga English as a Second Language
Ms K Davies Learning and Support Teacher
Ms L Aynsley Learning and Support Teacher
Mrs A Ahmed School Counsellor
Ms S Carruthers-Green Supervisor of Female Students
Ms S Wilcock Career Adviser
Ms K Vecanski Sports Organiser
Mrs T Tzanopoulos School Administrative Manager
KEIRA HIGH SCHOOL STAFF 2015

PRINCIPAL  Mr D J Robson

DEPUTY PRINCIPALS  Mr B Ellevsen and Mr D Sharpe

English
Ms S Blackstock  Head Teacher
Mrs S Arvela
Mrs K Beale
Ms S Carruthers-Green
Mrs E Cusack
Ms C Fathers
Ms M Holliday
Ms L Knox
Ms H McMahon
Mr R Steffen

Mathematics
Mr C Pemberton  Head Teacher
Ms E Alexander
Ms S Campbell
Mr C English
Mrs A Fusco
Mrs S Gatwood
Mr C Law
Mr L Thomas
Ms C Ward

Science
Mr M Robson  Head Teacher
Ms M Ebsworth
Mr G Holmes
Mrs C Hughes
Mr P Maruca
Ms D O’Keefe
Ms L Perretta
Mr M Schmidt
Mr P Slattery

HSIE
Mr M Evans  Head Teacher
Mr A Bridger
Ms N Douglas
Ms P Havilah
Mr M Kahabka
Ms V Kalatzis-Vlahakis
Ms S Saunders
Mrs H Sobol
Ms O Thompson

Language Other Than English
Mrs E Cusack
Mr M Kahabka

Information Technology

Technology and Applied Studies
Mr G McPherson  Head Teacher
Mrs K Berry
Mr T Loades
Mrs T McPherson
Mr D Mace
Ms T Power
Mrs M Ryan
Mr B Wright

Physical Development, Health & Physical Education
Mr S Bird  Head Teacher
Ms L Hicks
Ms E Matts
Mr T Mortimer
Ms S Russell
Mr D Sharpe
Mr P Slattery
Mrs N Tweddle

Creative and Performing Arts
Ms A Lawrence  Head Teacher
Mr B Ellevsen
Ms C Fathers
Ms K Kundicevic
Ms K Mors
Mrs T O’Leary
Ms S Saunders

Special Education
Mrs J Peterson  Head Teacher
Mr M Bevan
Mr G Guevara
Ms L Shearer
Ms T Stewart
Ms K Vecanski

English as an Additional Language or Dialect
Mrs L Varga

Year Advisers
Ms D O’Keefe/ Mr D Mace  Year 7
Ms E Matts/Mr M Kahabka  Year 8
Ms L Hicks/Mr G Guevara  Year 9
Ms E Cusack/Mr G Holmes  Year 10
Ms T Power  Year 11
Mr C English  Year 12

Head Teacher Administration
Ms O Thompson

Head Teacher Teaching & Learning

Head Teacher Welfare
Ms V Kalatzis-Vlahakis

Careers
Mrs S Wilcock

Counsellors
Mrs A Ahmed
Mrs R Meredith

Learning Centre
Ms J Kay

Learning and Support Teacher
Ms K Davies
Ms K Arntzen
Mrs L Aynsley

Supervisor of Female Students
Ms S Carruthers-Green

Sports Organiser
Ms K Vecanski

Computing Coordinator
Mr T Mortimer

School Administrative and Support Staff
Mrs T Tzanopoulos
School Administrative Manager
Mrs E Brinton  Office
Mrs M Ciufo  Office
Mrs T Feld  Office
Mrs C Grimshaw  Office
Mrs R Morgan  Office
Mrs E Thompson  Office
Mrs K Moore  Office
Mrs S Barker  Science
Mrs W Vicary  Home Economics
Mrs D Wells Learning Centre
Mr S Anger  Special Education
Ms N Blundell  Special Education
Mrs L Clarke  Special Education
Ms A Jorgenson  Special Education

General Assistant
Mr S French

Canteen
Ms K Mackey  Manager
Ms J Mitchell
A BRIEF HISTORY OF KEIRA

Keira High School is a comprehensive, co-educational school that has a long tradition of delivering quality education to the community of Wollongong. The school was established in 1917 as Wollongong Junior Secondary Technical School. In 1939 land was purchased near the Princes Highway, Fairy Meadow on which new school buildings were later built. In 1954 the school moved onto this site in Lysaght Street. Some years later, the school was renamed Keira Boys’ High School. In the early 1980s, the State Government determined that the school would become co-educational with the first female students enrolling in 1984. The school was renamed Keira High School. In 1990, the school became a technology high school. Today, Keira High School is proud of its rich history and traditions but looks to the future as a confident innovative and dynamic school.

THE SCHOOL CREST EXPLAINED

The school’s crest is a traditional shield designed and adopted in 1984 when the school became co-educational. It represents both strength and protection. The school’s motto since 1917, Excelsior, is the comparative form of Excelsus, Latin for high or lofty, Excelsior then means ‘ever higher’. Longfellow, the American poet, provided Keira’s first teaching staff with the inspiration to adopt the word Excelsior as our motto. Longfellow wrote a poem on the incessant aspiration for youth to achieve, ending with the line, “A voice replied, ‘For up the height, Excelsior’.

A MESSAGE FROM THE PRINCIPAL

Keira’s central purpose is to prepare young people to take up their role as intelligent, caring and committed citizens within Australian society. To this end, we emphasise academic achievement but also encourage students to engage in extra-curricular activities. This ranges from representative sporting teams, performing arts experiences, peer support programs, student leadership opportunities and much more. The school has a strong student welfare ethos and endeavours to instill in all students the values of excellence, cooperation, acceptance and integrity.

TERM DATES 2015

TERM ONE: Commences: Tuesday 27 January* Concludes: Thursday 02 April
TERM TWO: Commences: Monday 20 April* Concludes: Friday 26 June
TERM THREE: Commences: Monday 13 July* Concludes: Friday 18 September
TERM FOUR: Commences: Tuesday 06 October Concludes: Friday 18 December**

* The first days of Terms 1 to 3 and the last two days of Term 4 are School Development Days.

BELL TIMES

<table>
<thead>
<tr>
<th>MONDAY &amp; WEDNESDAY</th>
<th>TUESDAY, THURSDAY &amp; FRIDAY</th>
<th>ASSEMBLY AND/OR EXTENDED ROLL CALL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roll Call 8.50 - 9.00</td>
<td>Roll Call 8.50 - 9.00</td>
<td>Roll Call 8.50 - 9.10</td>
</tr>
<tr>
<td>Period 2 9.40 - 10.20</td>
<td>Period 2 9.40 - 10.20</td>
<td>Period 3 10.20 - 11.00</td>
</tr>
<tr>
<td>Period 3 10.20 - 11.00</td>
<td>Period 4 11.00 - 11.20</td>
<td>Period 4 11.00 - 11.35</td>
</tr>
<tr>
<td>RECESS 11.00 - 11.20</td>
<td>RECESS 11.35 - 11.55</td>
<td>Period 4 11.05 - 11.40</td>
</tr>
<tr>
<td>Period 4 11.20 - 12.00</td>
<td>Period 5 12.00 - 12.35</td>
<td>Period 5 11.55 - 12.35</td>
</tr>
<tr>
<td>Period 5 12.00 - 12.35</td>
<td>Period 6 12.35 - 12.55</td>
<td>Period 5 11.55 - 12.35</td>
</tr>
<tr>
<td>LUNCH 1 12.35 - 12.55</td>
<td>LUNCH 1 1.15 - 1.35</td>
<td>Period 6 12.40 - 1.15</td>
</tr>
<tr>
<td>LUNCH 2 12.55 - 1.15</td>
<td>LUNCH 2 1.35 - 1.55</td>
<td>Normal bell times after Period 6</td>
</tr>
<tr>
<td>Period 6 1.15 - 1.55</td>
<td>Period 7 1.55 - 2.35</td>
<td>Period 7 1.55 - 2.35</td>
</tr>
<tr>
<td>Period 7 1.55 - 2.35</td>
<td>Period 8 2.35 - 3.10</td>
<td>Period 8 2.35 - 3.10</td>
</tr>
<tr>
<td>Period 8 Staff Meetings</td>
<td></td>
<td>*11.30 (Tuesdays)</td>
</tr>
</tbody>
</table>
ADMINISTRATION RESPONSIBILITIES

**Principal**
Responsible for the organisation, management, supervision and administration of the school.

**Deputy Principals**
Responsible for the efficient operation of the school from day to day. They are concerned with the planning of the organisation of the school and the general supervision of staff and students. They supervise the school's Welfare and Discipline Policy.

The Deputy Principals are responsible for the co-ordination of school in-services and the professional development of teachers, the improvement of classroom teaching techniques for all staff, the provision of assistance and advice on matters related to the total school curriculum, as well as the co-ordination of assessment and examination programs.

**Head Teacher Administration**
Assists the Principal and Deputy Principals in the general organisation of the school and student attendance. Responsibilities also include the daily organisation of casual teachers.

**Head Teacher Welfare**
The role of the Head Teacher Welfare is to support the physical and mental wellbeing of the students through the management of the Welfare Team. This team consists of the Year Adviser's, Counsellor's and the Supervisor of Female Student's. The Head Teacher Welfare also co-ordinates the Learning Support Team ensuring that all students learning needs are being met.

**Faculty Head Teachers**
Responsible for the planning and teaching of the course of study provided in each of their respective subjects. They place students in their classes and are responsible for determining their progress and assessment. They are available by appointment for discussions with parents and students.

**Year Advisers**
Responsible for the personal welfare of the students in their Year. They check progress, attendance, behaviour, and if necessary, contact parents. Students should always feel free to approach their Adviser. Parents, by appointment, may obtain a full report on the progress in all subjects, conduct and adjustment of their child, from the Year Adviser.

**Sports Organiser**
Responsible for the organisation of all grade (inter-school) sport, house sport, knockout teams, swimming, athletics and cross-country carnivals. *Sport is compulsory for all Years 7 – 11 students.*

**School Counsellors**
Experienced teachers and psychologists with an understanding of child development and experience in recognising and understanding problems of learning and behaviour, and recommending ways of dealing with them. Appointments may be made with the Counsellor by staff, students or parents by contacting the School Administrative staff in the front office. Students can also come to the School Counsellors office to make an appointment.

**Careers Adviser**
Provides guidance and advice to students with regard to their selection of careers. Parents and students may arrange interviews with the Careers Adviser by appointment.

**School Administrative Officers**
Provide information on school activities. Appointments to see the Principal or any members of staff should be made through these staff members.
KEIRA HIGH SCHOOL CURRICULUM PATTERN

COURSES IN YEAR 7

<table>
<thead>
<tr>
<th>English</th>
<th>History</th>
<th>Design &amp; Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>Music</td>
<td>P.D. / Health / P.E</td>
</tr>
<tr>
<td>Science</td>
<td>Visual Arts</td>
<td>Sport</td>
</tr>
</tbody>
</table>

COURSES IN YEAR 8

<table>
<thead>
<tr>
<th>English</th>
<th>Geography</th>
<th>Design &amp; Technology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mathematics</td>
<td>Music</td>
<td>P.D. / Health / P.E</td>
</tr>
<tr>
<td>Science</td>
<td>Visual Arts</td>
<td>Japanese (Languages other than English)</td>
</tr>
</tbody>
</table>

COURSES IN YEARS 9 and 10


*For details, refer to [KHS Stage 5 Handbook] available from the school.*

COURSES IN YEARS 11 and 12

Year 11 students must complete 12 units of courses including 2 units of English. Year 12 must complete a minimum of 10 units including at least 2 units of English.

*For details, refer to [KHS Stage 6 Handbook] available from the school.*

SPORT

Students in Years 7 – 11 can choose either recreational or grade team sport, the latter involving interschool competition as part of the Northern Illawarra State High Schools Sports Zone. This takes place each Wednesday afternoon. Sport is compulsory for all students, Years 7 - 11.

LEARNING CENTRE FACILITIES

**Hours:**
- Each morning 8.20 am - 8.50 am
- Each lunchtime except sports day
- Recess (except Tuesdays) – borrowing, returning & photocopying

**Borrowing:**
- Books may be borrowed for two weeks and then must be renewed or returned
- Photocopying - 20 cents each page(Black and White) 50 cents (colour)

Internet research facilities are available in the Learning Centre.
FEES

In order to resource all curriculum programs in their current form, it is vital for parents to provide some essential learning resources and materials. This takes the form of a school fee that is to be collected from all students from Year 7 to 12. All fees collected from parents are spent on classroom resources for students.

The money collected allows the school to supplement a range of learning support programs including additional texts, photocopying, technology facilities, maintenance of student computer folders, sporting equipment, student welfare initiatives and extra-curricular activities. This makes for a more interesting, dynamic and diverse school. The learning outcomes of all students are therefore improved with the use of the resources.

For 2015, the school has set the fees at (unchanged since 2001):

| Years 7 – 10 | $50.00 |
| Years 11 – 12 | $65.00 |

As well, those elective subjects that involve the consumption of additional expensive resources attract a Subject Elective Fee on a cost-recovery basis.

STUDENT REQUIREMENTS 2015

To enable students to be prepared for 2015 we have included a list of requirements needed for each subject.

ALL STUDENTS
- $10.00 School Diary (compulsory, issued Term1)
- A USB Thumbdrive
- Scientific Calculator
- Pencil case with pens (blue, black & red), coloured highlighters, ruler, scissors, glue stick, pencils, eraser, sharpener and coloured pencils.

YEAR 7

<table>
<thead>
<tr>
<th>Year 7 Book Pack ($30.00) This has all the stationery requirements for the year including a USB thumbdrive.</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATHEMATICS</td>
</tr>
</tbody>
</table>

YEAR 8

| ENGLISH | 1 x 196 page A4 stapled exercise book. Scissors, 4 different coloured highlighters, glue stick |
| --- |
| MATHEMATICS | Keira Krunchers - Maths Homework Sheets $5.00 (compulsory, issued Term1), Exercise book (grid optional), Scientific calculator, geometry set |
| SCIENCE | 196 page stapled A4 covered exercise book and a 4GB USB drive |
| HISTORY & LOTE | 196 page stapled A4 exercise book, coloured pencils, scissors, glue, ruler and highlighters |
| GEOGRAPHY | 1 x A4 stapled book with margin 196 pages, compass |
| PDHPE | 1 x A4 - 120 page book |
| VISUAL ARTS | A4 VAPD (120 pages), 2B, 4B pencils, eraser, ruler, sharpener |
| MUSIC | 96 page music exercise book (small size not A4, manuscript in the middle) |
| HOME ECONOMICS, DAT | A4 display folder, blank paper, lined paper |
### YEAR 9

<table>
<thead>
<tr>
<th>Subject</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH</td>
<td>1 x 196 page A4 stapled exercise book. Scissors, 4 different coloured highlighters, gluestick</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>Keira Krunchers - Maths Homework Sheets $5.00 (compulsory, issued Term1), Exercise book (grid optional), Scientific calculator, geometry set</td>
</tr>
<tr>
<td>SCIENCE</td>
<td>196 page stapled A4 covered exercise book and a 4GB USB drive</td>
</tr>
<tr>
<td>HISTORY &amp; LOTE</td>
<td>196 page stapled A4 exercise book, glue and highlighters</td>
</tr>
<tr>
<td>GEOGRAPHY</td>
<td>1 x A4 stapled book with margin 196 pages, compass</td>
</tr>
<tr>
<td>PDHPE</td>
<td>1 x A4 - 120 page book</td>
</tr>
</tbody>
</table>

### YEAR 9 ELECTIVES

<table>
<thead>
<tr>
<th>Subject</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMERCE</td>
<td>A4 folder, plastic sleeves, 1 x A4 stapled book with margins 120 pages</td>
</tr>
<tr>
<td>DRAMA ($10.00)</td>
<td>A4 exercise book 96 pages</td>
</tr>
<tr>
<td>JAPANESE</td>
<td>A4 exercise book 128 pages</td>
</tr>
<tr>
<td>MARINE &amp; AQUACULTURE TECHNOLOGY ($10.00)</td>
<td>120 page A4 covered stapled exercise book and a 4GB USB drive</td>
</tr>
<tr>
<td>PHYSICAL ACTIVITY &amp; SPORTS STUDIES ($40.00)</td>
<td>A4 120 page book</td>
</tr>
<tr>
<td>PHOTOGRAPHY ($80.00)</td>
<td>A4 display folder / A4 VAPD preferably alternate black/white pages</td>
</tr>
<tr>
<td>VISUAL ARTS ($50.00)</td>
<td>A3 VAPD, 2B &amp; 4B pencil, eraser, sharpener, ruler, ballpoint pen</td>
</tr>
<tr>
<td>MUSIC ELECTIVE ($10.00)</td>
<td>Music stave lines &amp; manuscript/writing exercise book or A4 size booklet (no folders), display book</td>
</tr>
<tr>
<td>COMPUTING ($10.00 Year 9 IST)</td>
<td>USB drive, display folder</td>
</tr>
<tr>
<td>GRAPHICS TECHNOLOGY ($10.00)</td>
<td>A4 display folder, blank paper, lined paper</td>
</tr>
<tr>
<td>WOOD TECHNOLOGY ($90.00)</td>
<td>A4 display folder, blank paper, lined paper</td>
</tr>
<tr>
<td>ELECTRONICS TECHNOLOGY ($90.00)</td>
<td>A4 display folder, blank paper, lined paper</td>
</tr>
<tr>
<td>ENGINEERING TECHNOLOGY ($80.00)</td>
<td>A4 display folder, blank paper, lined paper</td>
</tr>
<tr>
<td>FOOD TECHNOLOGY ($120.00)</td>
<td>128 page A4 book, Display folder, Food storage containers, tea towel</td>
</tr>
<tr>
<td>CHILD STUDIES ($25.00)</td>
<td>A4 book – 128 pages</td>
</tr>
<tr>
<td>TEXTILE &amp; DESIGN ($60.00)</td>
<td>Display folder, blank paper, lined paper</td>
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</table>

### YEAR 10

<table>
<thead>
<tr>
<th>Subject</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH</td>
<td>1 x 196 page A4 stapled exercise book. Scissors, 4 different coloured highlighters, gluestick</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>Keira Krunchers - Maths Homework Sheets $5.00 (compulsory, issued Term1), Exercise book (grid optional), Scientific calculator, geometry set</td>
</tr>
<tr>
<td>SCIENCE</td>
<td>196 page stapled A4 covered exercise book and a 4GB USB drive</td>
</tr>
<tr>
<td>HISTORY &amp; LOTE</td>
<td>196 page stapled A4 exercise book, glue and highlighters</td>
</tr>
<tr>
<td>GEOGRAPHY</td>
<td>1 x A4 stapled book with margin 196 pages, protractor, compass</td>
</tr>
<tr>
<td>PDHPE</td>
<td>1 x A4 - 120 page book</td>
</tr>
</tbody>
</table>
## YEAR 10 ELECTIVES

<table>
<thead>
<tr>
<th>Subject</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>DRAMA ($10.00)</td>
<td>A4 exercise book 96 pages</td>
</tr>
<tr>
<td>JAPANESE</td>
<td>A4 exercise book 128 pages</td>
</tr>
<tr>
<td>MARINE &amp; AQUACULTURE TECHNOLOGY ($10.00)</td>
<td>120 page A4 covered stapled exercisebook 4GB USB drive</td>
</tr>
<tr>
<td>PHYSICAL ACTIVITY &amp; SPORTS STUDIES ($40.00)</td>
<td>A4 120 page book</td>
</tr>
<tr>
<td>CHILD STUDIES ($25.00)</td>
<td>A4 book – 128 pages</td>
</tr>
<tr>
<td>PHOTOGRAPHY ($80.00)</td>
<td>A4 display folder / A4 VAPD preferably alternate black/white pages</td>
</tr>
<tr>
<td>VISUAL ARTS ($50.00)</td>
<td>A3 VAPD, 2B &amp; 4B pencil, eraser, sharpener, ruler, ballpoint pen</td>
</tr>
<tr>
<td>MUSIC ELECTIVE ($10.00)</td>
<td>Music stave lines and manuscript/writing exercise book or A4 sizebooklet (no folders), display book</td>
</tr>
<tr>
<td>COMMERCE</td>
<td>A4 folder, plastic sleeves, 1 x A4 stapled book with margins 120 pages</td>
</tr>
<tr>
<td>COMPUTING ($10.00 Year 10 IST)</td>
<td>USB drive, display folder</td>
</tr>
<tr>
<td>GRAPHICS TECHNOLOGY ($10.00)</td>
<td>A4 display folder, blank paper, lined paper</td>
</tr>
<tr>
<td>WOOD TECHNOLOGY ($100.00)</td>
<td>A4 display folder, blank paper, lined paper</td>
</tr>
<tr>
<td>ELECTRONICS TECHNOLOGY ($80.00)</td>
<td>A4 display folder, blank paper, lined paper</td>
</tr>
<tr>
<td>ENGINEERING TECHNOLOGY ($80.00)</td>
<td>A4 display folder, blank paper, lined paper</td>
</tr>
<tr>
<td>FOOD TECHNOLOGY ($120.00)</td>
<td>128 page A4 book, Display folder, Food storage containers, tea towel</td>
</tr>
<tr>
<td>BASIC CATERING ($120.00)</td>
<td>A4 book, display folder, Food storage containers, tea towel</td>
</tr>
<tr>
<td>TRANSITION TO TRADES ($50.00)</td>
<td>Work boots, broad brimmed hat, A4 folder, lined paper</td>
</tr>
<tr>
<td>FILM MAKING ($10.00)</td>
<td>A4 96 page exercise book</td>
</tr>
</tbody>
</table>

## YEAR 11 AND YEAR 12

<table>
<thead>
<tr>
<th>Subject</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENGLISH</td>
<td>1 x 196 page A4 stapled exercise book. Scissors, 4 different coloured highlighters, gluestick</td>
</tr>
<tr>
<td>MATHEMATICS</td>
<td>Exercise book, geometry set, Scientific calculator (general mathematics may use Graphics calculators)</td>
</tr>
<tr>
<td>SCIENCE ($10.00 per course)</td>
<td>Biology, Chemistry, Physics and Senior Science</td>
</tr>
<tr>
<td>ANCIENT HISTORY</td>
<td>196 page stapled A4 exercise book (theory), 196 page stapled A4 exercise book (practical) and a 4GB USB drive</td>
</tr>
<tr>
<td>SOCIETY &amp; CULTURE</td>
<td>A4 folder (loose leaf pages), scissors, glue and highlighters</td>
</tr>
<tr>
<td>MODERN HISTORY</td>
<td>196 page stapled A4 exercise book</td>
</tr>
<tr>
<td>JAPANESE</td>
<td>A4 exercise book 128 pages</td>
</tr>
<tr>
<td>LEGAL STUDIES</td>
<td>A4 folder (loose leaf pages)</td>
</tr>
<tr>
<td>WORK STUDIES</td>
<td>A4 folder (loose leaf pages)</td>
</tr>
<tr>
<td>BUSINESS SERVICES</td>
<td>A4 folder (loose leaf pages)</td>
</tr>
<tr>
<td>BUSINESS STUDIES</td>
<td>A4 folder (loose leaf pages)</td>
</tr>
<tr>
<td>PDHPE</td>
<td>A4 folder (loose leaf pages) or 196 page A4 exercise book and glue</td>
</tr>
<tr>
<td>SPORT, LIFESTYLE &amp; RECREATION</td>
<td>1 x A4 book 120 pages</td>
</tr>
<tr>
<td>DRAMA ($10.00)</td>
<td>3 x A4 exercise books 96 pages</td>
</tr>
<tr>
<td>VISUAL ARTS ($65.00)</td>
<td>A3 VAPD (120 pages)A4 lined notebook, 2B, 4B pencil, sharpener, eraser and ruler</td>
</tr>
<tr>
<td>FOOD TECHNOLOGY (Year 11 $80.00, Year 12 $60.00)</td>
<td>4 x 96 page A4 books or folder</td>
</tr>
<tr>
<td>MUSIC ($10.00)</td>
<td>Manuscript/exercise or writing pages. (Folders may be used) Display Folder.</td>
</tr>
<tr>
<td>PHOTOGRAPHY (Year 11 $80.00, Year 12 $90.00)</td>
<td>A3 or A4 VAPD preferably alternate black/white pages</td>
</tr>
<tr>
<td>IPT, IT &amp; SDD ($10.00 per course)</td>
<td>USB drive, A4 folder</td>
</tr>
<tr>
<td>DAT (Year 11 $35.00, Year 12 $10.00, Individual fees for project materials will be charged where appropriate)</td>
<td>A4 display folder, (Year 11 fee includes textbook)</td>
</tr>
<tr>
<td>CONSTRUCTION ($40.00)</td>
<td>Work boots, broad-brimmed hat</td>
</tr>
<tr>
<td>INDUSTRIAL TECHNOLOGY ($80.00)</td>
<td>A4 display folder, blank paper, lined paper</td>
</tr>
<tr>
<td>ENGINEERING STUDIES ($20.00)</td>
<td>Calculator, A4 display booklet</td>
</tr>
<tr>
<td>HOSPITALITY ($100.00)</td>
<td>A4 book, display folder (Extra $25 includes uniform)</td>
</tr>
<tr>
<td>COMMUNITY &amp; FAMILY STUDIES</td>
<td>3 x 96 page A4 books or folder &amp; paper</td>
</tr>
<tr>
<td>(cost to be advised)</td>
<td></td>
</tr>
</tbody>
</table>
CANTEEN

Our award-winning canteen is run by a paid supervisor, with the help of a part-time assistant. The rest of the work comes from voluntary helpers. Funds come to the school by the efforts of parents who give of their time and energy at the school canteen. Their work is of immense value to the school, not only because nutritious food is provided for the students, but also because a profit is made to provide those extras that make teaching/learning so much more effective.

The KHS canteen is a healthy canteen adhering to the guidelines of the “Healthy Kids School Canteen Association”. All food is prepared and cooked fresh daily on the premises.

Any parent/caregiver interested in helping in the canteen should contact the canteen on 4228 7657.

Orders for recess and lunch may be placed before school.

CANTEEN MENU 2015

<table>
<thead>
<tr>
<th>BREAKFAST</th>
<th>HEALTHY CONTAINERS</th>
<th>HOT FOOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kellogg's Corn Flakes</td>
<td>Chicken Breast with Salad</td>
<td>Chicken Breast Roll (not crumbed)</td>
</tr>
<tr>
<td>Sanitarium WeetBix</td>
<td>Light Ham with Salad</td>
<td>with Lettuce and Mayonnaise</td>
</tr>
<tr>
<td>Fresh Fruit Salad</td>
<td>Eggs with Salad</td>
<td>Roast Beef Roll with Gravy</td>
</tr>
<tr>
<td>Yoghurt with Berries</td>
<td>Tuna with Salad</td>
<td>Roast Chicken Roll with Gravy</td>
</tr>
<tr>
<td>Toast (2 slices)</td>
<td>Salmon with Salad</td>
<td>Lean Beef Burger with Tomato, Lettuce, Beetroot &amp; Sauce</td>
</tr>
<tr>
<td>Toasted Sandwiches</td>
<td>Roast Beef with Salad</td>
<td>Toasted Lebanese Wrap - Chicken, Tomato, Cheese &amp; Sweet Chilli Sauce.</td>
</tr>
<tr>
<td>Fresh Healthy Muffins</td>
<td>Fresh Fruit Salad</td>
<td>Lasagne</td>
</tr>
<tr>
<td>Raisin Toast (2 slices)</td>
<td>Lentil Patty with Salad</td>
<td>Ravioli with Fresh Tomato Sauce</td>
</tr>
<tr>
<td>Healthy Banana Smoothie</td>
<td>Garden Salad</td>
<td>Vegetarian Ravioli with Fresh</td>
</tr>
<tr>
<td>Ham and Egg Jaffle</td>
<td>Chicken Caesar Salad</td>
<td>Tomato Sauce</td>
</tr>
</tbody>
</table>

SANDWICHES, ROLLS & WRAPS

Wholemeal, Multigrain & High Fibre White:

- Egg
- Egg and Lettuce
- Curried Egg
- Tasty Cheese
- Tasty Cheese & Tomato
- Light Ham
- Light Ham & Cheese
- Light Ham, Cheese & Tomato
- Salad
- Chicken Breast
- Chicken Breast and Salad
- Light ham and Salad
- Roast Beef & Salad
- Salmon & Salad
- Tuna & Salad
- Vegemite
- Baked Beans or Spaghetti
- Chicken, Lettuce and Mayonnaise
- Cheese Salad
- Corned Silverside, Pickles, Tomato and Lettuce
- Salami, Relish, Tomato, Cheese and Lettuce
- Roast Beef, Mustard, Tomato and Lettuce
- Roast Turkey, Cranberry, Cheese, Lettuce and Avocado

DRINKS

- Moove - 300ml
- Iced Coffee, Strawberry, Banana, Chocolate
- Up & Go Bottle - 250 ml
- Banana, Strawberry, Chocolate, Vanilla, Caramel
- Berri Fruit Juice - 300ml
- Just Juice Poppers - 200ml
- Water – Large and small

HEALTHY SNACKS

- Banana Bread
- Fresh Fruit (Seasonal)
- Healthy muffins
- Mini Muffins
- Low Fat Fruit Yogurt
- Dried Fruit Mix Pack
- Frozen Yogurt
- Olive & Cheese Flatbread
- Tomato & Cheese Flatbread
- Fruit Salad Cup
- Scrolls
- Finger Buns
- Garlic Bread

HEALTHY CONTAINERS

<table>
<thead>
<tr>
<th>HEALTHY CONTAINERS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chicken Breast with Salad</td>
</tr>
<tr>
<td>Light Ham with Salad</td>
</tr>
<tr>
<td>Eggs with Salad</td>
</tr>
<tr>
<td>Tuna with Salad</td>
</tr>
<tr>
<td>Salmon with Salad</td>
</tr>
<tr>
<td>Roast Beef with Salad</td>
</tr>
<tr>
<td>Fresh Fruit Salad</td>
</tr>
<tr>
<td>Tasty Cheese with Salad</td>
</tr>
<tr>
<td>Lentil Patty with Salad</td>
</tr>
<tr>
<td>Garden Salad</td>
</tr>
<tr>
<td>Chicken Caesar Salad</td>
</tr>
<tr>
<td>Greek Salad</td>
</tr>
<tr>
<td>Corned Silverside with Salad</td>
</tr>
</tbody>
</table>

DRINKS

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- Dried Fruit Mix Pack
- Frozen Yogurt
- Olive & Cheese Flatbread
- Tomato & Cheese Flatbread
- Fruit Salad Cup
- Scrolls
- Finger Buns
- Garlic Bread

HOT FOOD

- Chicken Breast Roll (not crumbed) with Lettuce and Mayonnaise
- Roast Beef Roll with Gravy
- Roast Chicken Roll with Gravy
- Lean Beef Burger with Tomato, Lettuce, Beetroot & Sauce
- Toasted Lebanese Wrap - Chicken, Tomato, Cheese & Sweet Chilli Sauce.
- Lasagne
- Ravioli with Fresh Tomato Sauce
- Vegetarian Ravioli with Fresh Tomato Sauce
- Lentil Patty with Salad, Hommos & Sweet Chilli Sauce
- Soup (Home Made)
- Small Pizza with Light Cheese, Sun-Dried Tomato, Capsicum, Onion, Sliced Olives
- Small Pizza with Chicken Breast, Balsamic Tomatoes, Light Cheese and Rocket
- Roast Vegetable Cannelloni
- Hot Chicken Dish (varies)
- Homemade Fried Rice
- Chicken Stir Fry
- Pies
- Sausage Rolls
- Lamb Curry and Rice
- Steak Sandwiches with Salad
TRAVEL PASSES

Students living two kilometres or more from school are entitled to a travel pass. If your place of residence is not on a direct route to this school it may be necessary for you to apply for two travel passes - two bus passes or one bus pass and one train pass for each section of the route. A separate form is required for each application. Application Forms are available from your primary school or this school.

P&C ASSOCIATION

The Keira High School P&C meets on the first Wednesday evening of each month during school term. The meetings start at 7.30pm and are held in the staff Common Room. All parents are welcome. A Newsletter is posted home prior to each meeting with news and information regarding the school.

SCHOOL UNIFORM

The tone and prestige of a school is important for the future of students as they leave and join the wider community. You can assist your child and the school by providing the correct uniform and ensuring the co-operation of your child with dress and deportment. The correct school uniform helps in creating a sense of belonging and assists in developing the correct mental set in the student about the purpose of school for the day. The wearing of the school uniform is also required on most school excursions. On some field excursions clothes are more appropriate. The teacher will advise the students if casual clothes are required.

Note on shoes: Due to Health and Safety requirements, black shoes with a firm leather/leatherette or suede upper must be worn. Shoes must be black.

Our school uniform is available at Lowes - Crown Street Mall, Wollongong. The school will no longer stock new uniform items for sale. We will continue to have on offer second-hand items. If you need to discuss any uniform needs please contact your child’s Year Adviser or the Deputy Principal responsible for their cohort.

All items of clothing must be free of advertising and brand logos.

Jewellery must be kept to a minimum and deemed safe and suitable by the school. The following is a guide: one light neck chain, one pair of small earrings (i.e. sleepers or studs), one small light bracelet or bangle, one small ring without stones. No other facial jewellery is permitted. Makeup must be kept to a minimum.

SPORT UNIFORM

<table>
<thead>
<tr>
<th>GIRLS</th>
<th>PE / SPORT UNIFORM ONLY</th>
<th>BOYS</th>
<th>PE / SPORT UNIFORM ONLY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Can be worn on Wednesdays</td>
<td></td>
<td>Can be worn on Wednesdays</td>
<td></td>
</tr>
<tr>
<td>PE SHIRT</td>
<td>White polo, blue trim, Keira crest</td>
<td>PE SHIRT</td>
<td>White polo, blue trim, Keira crest</td>
</tr>
<tr>
<td>PE SHORTS</td>
<td>Navy, Keira crest</td>
<td>PE SHORTS</td>
<td>Navy, Keira crest</td>
</tr>
<tr>
<td>PE SKIRT</td>
<td>Navy, Keira crest</td>
<td>PANTS</td>
<td>Navy, white piping, Keira crest</td>
</tr>
<tr>
<td>PANTS</td>
<td>Navy, white piping, Keira crest</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>GIRLS</strong></td>
<td><strong>Years 7 to 10</strong></td>
<td><strong>BOYS</strong></td>
<td><strong>Years 7 to 10</strong></td>
</tr>
<tr>
<td>-----------</td>
<td>------------------</td>
<td>----------</td>
<td>------------------</td>
</tr>
<tr>
<td>SKIRT</td>
<td>Dark blue pleated check Length – mid thigh</td>
<td>SHIRTS</td>
<td>School blue with Keira crest</td>
</tr>
<tr>
<td>SHORTS</td>
<td>Navy – drill cotton Length – mid thigh</td>
<td>SHORTS</td>
<td>Navy – drill cotton (maximum length to knees)</td>
</tr>
<tr>
<td>BLOUSE</td>
<td>Sky blue with ‘Peter Pan’ collar and Keira crest</td>
<td>TROUSERS</td>
<td>Mid grey</td>
</tr>
<tr>
<td>POLAR FLEECE</td>
<td>Polar fleece with embroidered Keira crest</td>
<td>POLAR FLEECE</td>
<td>Polar fleece with embroidered Keira crest</td>
</tr>
<tr>
<td>WOOL JUMPER</td>
<td>Navy blue with embroidered Keira crest. *Wool Cardigan also available</td>
<td>WOOL JUMPER</td>
<td>Navy blue with embroidered Keira crest (optional)</td>
</tr>
<tr>
<td>BLAZER (optional)</td>
<td>Navy blue with Keira crest</td>
<td>BLAZER</td>
<td>(optional) Navy blue with Keira crest</td>
</tr>
<tr>
<td>JACKET</td>
<td>School designed with Keira crest</td>
<td>JACKET</td>
<td>School designed with Keira crest</td>
</tr>
<tr>
<td>SLACKS</td>
<td>Navy Blue</td>
<td>SHOES</td>
<td>Full black leather/leatherette or suede including black shoe laces</td>
</tr>
<tr>
<td>SHOES</td>
<td>Full black leather/leatherette or suede including black shoe laces</td>
<td>SOCKS</td>
<td>White and visible above shoe line</td>
</tr>
<tr>
<td>TIE</td>
<td>White and visible above shoe line</td>
<td>TIE</td>
<td>Junior KHS (optional)</td>
</tr>
<tr>
<td>HAT</td>
<td>Plain navy baseball cap or hat with or without KHS crest, no other logo accepted (optional)</td>
<td>HAT</td>
<td>Plain navy baseball cap or hat with or without KHS crest, no other logo accepted (optional)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>GIRLS</strong></th>
<th><strong>Years 11 to 12</strong></th>
<th><strong>BOYS</strong></th>
<th><strong>Years 11 to 12</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>SKIRT</td>
<td>Grey and blue pleated check serge Length – mid thigh</td>
<td>SHIRTS</td>
<td>S/S White with Keira crest. L/S White with Keira crest</td>
</tr>
<tr>
<td>SHORTS</td>
<td>Navy – drill cotton, length – mid thigh</td>
<td>SHORTS</td>
<td>Navy – drill cotton (maximum length to knees)</td>
</tr>
<tr>
<td>BLOUSE</td>
<td>White with Keira crest</td>
<td>TROUSERS</td>
<td>*Mid grey</td>
</tr>
<tr>
<td>POLAR FLEECE</td>
<td>Polar fleece with embroidered Keira crest</td>
<td>POLAR FLEECE</td>
<td>Polar fleece with embroidered Keira crest</td>
</tr>
<tr>
<td>WOOL JUMPER</td>
<td>Navy blue with embroidered Keira crest. Wool Cardigan also available</td>
<td>WOOL JUMPER</td>
<td>Navy blue with embroidered Keira crest (optional)</td>
</tr>
<tr>
<td>BLAZER</td>
<td>Navy blue with Keira crest (optional)</td>
<td>BLAZER</td>
<td>Navy blue with Keira crest (optional)</td>
</tr>
<tr>
<td>JACKET</td>
<td>School designed with Keira crest</td>
<td>JACKET</td>
<td>School designed with Keira crest</td>
</tr>
<tr>
<td>SLACKS</td>
<td>Navy Blue</td>
<td>SHOES</td>
<td>Full black leather/leatherette or suede including black shoe laces</td>
</tr>
<tr>
<td>SHOES</td>
<td>Full black leather/leatherette or suede including black shoe laces</td>
<td>SOCKS</td>
<td>White and visible above shoe line</td>
</tr>
<tr>
<td>STOCKINGS</td>
<td>Beige or Navy (Beige for official occasions and photographs)</td>
<td>TIE</td>
<td>Senior KHS (optional)</td>
</tr>
<tr>
<td>SOCKS</td>
<td>White and visible above shoe line</td>
<td>HAT</td>
<td>Plain navy baseball cap or hat with or without KHS crest, no other logo accepted (optional)</td>
</tr>
<tr>
<td>TIE</td>
<td>Senior KHS (optional)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>HAT</td>
<td>Plain navy baseball cap or hat with or without KHS crest, no other logo accepted (optional)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**NOTE:** Boys will be required to wear long sleeved white school shirt and long grey trousers for official occasions and photographs.
ANTI-HARASSMENT STRATEGIES

All members of the school community have a right to teach and learn in a safe and happy environment. Harassment, bullying, anti-social and aggressive behaviour will not be tolerated at Keira High School.

If you are having any concerns in this area, please contact your Year Adviser or a member of the teaching staff as soon as possible.

**What do you do if you are being bullied or harassed?**

1. If you are being bullied or harassed, DO NOT retaliate. It will only make things worse.

2. Try very hard to ignore the intimidating behaviour, gossip, rumours, as bullies like to see you react. So if you don’t react, the bully may get bored or give up.

3. If it continues, let your class teacher/s know about class matters or your Year Adviser for non class or more general issues. You should also tell someone at home.

4. When you report it to your class teacher/s or Year Adviser you will be asked to complete an Incident Report.

5. The Executive (Principal, Deputy Principals or Head Teachers) may need to investigate your complaint.

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**KEIRA HIGH SCHOOL**

Address: Lysaght Street, Fairy Meadow, NSW, 2519
Postal: PO Box 10, Fairy Meadow, NSW, 2519
Telephone: 4229 4644 Fax: 4226 0683 Email: keira-h.school@det.nsw.edu.au

**INCIDENT REPORT**

*USE BLACK PEN*

Report about: 
Type of incident: Harassment [ ] Other [ ]
Time of incident: [ ] Call: [ ] Recass: [ ] Lunch: [ ]
Other time: 
Number of incident: [ ]
Report written by: [ ] Year: [ ]

Please provide a report

Signature: [ ] Date: [ ]

*If necessary, an Accident/Incident to School Student form MUST also be completed.*
WHAT TO DO IF:

1. **I am absent from school**
   Submit a note (signed by a parent or caregiver) to your home group teacher on your return to school. The note must clearly state your full name, class/year and home group number. If an absence is likely to exceed three days, a telephone message to the office would be appreciated.

2. **I will be absent from school for five days or more**
   Collect an extended leave form from the front office and follow its directions. This form will require you to complete a series of steps before your leave is approved.

3. **I am late to school**
   You must bring a note with you from home explaining your lateness. If you do not have a note or a reasonable explanation you will be placed on detention at lunchtime on the day that you are late. You must also sign the Late Arrivals book outside the Deputy 2 office, fill out the blue *Late Student Attendance Record* slip and then have this signed by each class teacher. Keep this note and present it to your roll call teacher the next day signed by your parent or a caregiver. Frequent lateness will be investigated.

4. **I need to leave school early**
   Report to the Head Teacher Administration’s office before roll call with a note from your parent or caregiver giving reasons for your early departure for authorisation. Students will need to collect their pass from the Front Office at recess, or earlier if required. Present this pass to your class teacher before you ask permission to leave. Present this pass to the Front Office before you leave the school.

5. **I need to be out of class for any reason**
   You must have an Out Of Class Authority note (O.C.A.) from the teacher.

6. **I feel unwell in class**
   Ask your teacher for an O.C.A. to go to sick bay. This note must be presented to the front office. If a parent or caregiver is to be telephoned it will be done by the front office not by you.

7. **I am out of uniform**
   You should have a note of explanation written and signed by a parent or caregiver. The note must indicate when you will be back in uniform. Your note must be counter-signed by the Deputy Principal assigned to your year.

8. **I have a problem and I need advice**
   Contact your Year Adviser or approach any staff member.

9. **I have lost something**
   Check at the front office.

10. **I am being harassed or I am being bullied**
    Tell one of your teachers or your Year Adviser. Something can and will be done about it.

11. **I hear bells**
    - **3 bells**: move to roll call lines in the quadrangle. Line up in alphabetical order.
    - **6 bells**: follow the evacuation procedure as instructed by your teacher.
    - **2 minute continuous bell**: follow the lock-down procedure as instructed by your teacher.
INTERNET ACCESS

Accessing inappropriate sites, attempting to access or being party to the transmission of receiving of any offensive material and interfering with the work of another student will be treated as serious offences. All students must complete an agreement regarding responsible use of the internet and the school computer facilities. Non-compliance with this agreement will result in the student not having access to the school network facilities.

MOBILE PHONE

Mobile telephones with video/photographic capabilities are banned from the school. **Mobiles should be left at home for security reasons.** The school accepts no responsibility for the loss, damage or theft of mobile telephones. If brought to school, mobile phones must be switched completely off between 8.50am and 3.10pm and must be kept out of sight in a student’s bag. Mobile phones cannot be kept on the student’s person. They must not be used **for any purpose** during school hours.

Students may ask to use the Front Office telephone if they need to contact parents during school hours. Parents may also contact the school switch to pass on urgent messages or to speak to their child in an emergency. **Mobiles are not to be used for contact during school hours.**

BRING YOUR OWN DEVICE (BYOD)

All students in Years 9 to 12 will be expected to BYOD in 2015. Students in Years 11 and 12 will already have their DER Laptops. Students in Year 7 and 8 are encouraged to BYOD to be used in conjunction with learning strategies in the classroom. Students in Year 9 and 10 will be required to either purchase privately or bring your own device from home. Students will need parental permission to BYOD and will be required to agree to both terms and conditions of the school BYOD Policy.

SCHOOL NEWSLETTER

The school newsletter is published monthly and is either emailed or posted to each student’s postal address. You can view our newsletter online or subscribe to receive emails via the school website at [www.keira-h.schools.nsw.edu.au](http://www.keira-h.schools.nsw.edu.au)

The newsletter contains interesting and important information that students, parents and caregivers need to know. Please notify the school if contact details are changed.
KEIRA HIGH SCHOOL STUDENT WELFARE & DISCIPLINE POLICY

Principles
When parents/caregivers enrol their children at Keira High School they enter into a partnership with the school staff to provide a secure environment in which each member of the school community is able to work effectively and achieve personal success.

This partnership is based on shared responsibility and mutual respect. It should aim at achieving effective learning and good discipline so that the school environment is both productive and harmonious. The partnership must strive to create in children an understanding of appropriate behaviour.

Such understanding should lead the student to develop a responsibility for his or her own behaviour.

The precise character of this partnership will be unique to each student. There are, however, certain expectations in common to all such partnerships.

Parents/caregivers are responsible for ensuring their children attend school. They share in the responsibility of shaping their children’s understandings and attitudes about acceptable behaviour. They assume greater responsibility for their children’s behaviour as their children travel to and from school.

Teachers are responsible for the education and care of their students when at school. Their task is to provide the best possible program to meet the needs, capabilities and aspirations of each student. They are also responsible for appropriately communicating with parents/caregivers about the educational progress and behaviour of each student.

When the partnership is based on mutual respect, each partner will support the decisions and responsibilities exercised by the others.

Aims and Objectives
Through its structure, practices and courses and the relationships within it, the school will contribute to the general personal development of students by providing opportunities for them to:

• gain the satisfaction associated with challenge and achievement;
• develop understanding and skills in communication and inter-personal relationships;
• develop a realistic and comprehensive self-concept;
• enhance their self-esteem;
• develop their interests and abilities;
• develop their personal values within a framework of broadly accepted community values;
• develop their skills in decision making;
• understand their own feelings and their behaviour and those of others;
• positively value cultural differences;
• be caring and supportive of others;
• contribute to the life of the school and local community;
• assist students towards full participation in the school’s educational programs;
• establish clear, fair and consistent ways of dealing with behaviour problems;
• develop respect for property and possessions;
• develop respect for all living things, including animals and the environment.
The Core Rules for NSW Government School Students

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 School Code

The School Code is part of the evidence of the partnership between the members of the school community. Both students and teachers have responsibilities and rights in relation to:

▪ maintaining a high standard of diligence and a work ethic;

▪ establishing an expectation of high standards of behaviour in the classroom, in the playground and while travelling to and from school;

▪ ensuring a safe environment in and around the school and at all school activities;

▪ ensuring acceptable standards of behaviour while on excursions and participating in or attending sporting and other activities;

▪ obedience to requests from staff and others in positions of authority;

▪ implementing the school’s homework policy;

▪ adhering to the standards of student dress and uniform as determined by the school’s community;

▪ attending all scheduled classes and activities;

▪ being punctual to all activities and classes;

▪ establishing the school and its related venues as areas free from prohibited drugs, alcohol, tobacco and weapons;

▪ developing positive and respectful relationships among all members of the school community;

▪ ensuring that animals are treated in a responsible and humane manner either at school or during school-based activities.
### Strategies for Promoting Good Behaviour

Student achievement is also recognised by commendations and presentations at special assemblies, Year meetings, presentation days and sports award functions. The community is welcome to attend these functions.

This section will describe the things the school is doing to encourage appropriate behaviour and work ethic, for example:

<table>
<thead>
<tr>
<th>EXAMPLES</th>
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<tbody>
<tr>
<td>Providing appropriate curriculum to meet the needs of each student</td>
</tr>
<tr>
<td>- Life Skills</td>
</tr>
<tr>
<td>- Vocational Education</td>
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<tr>
<td>- Diverse Stage 5 Elective Curriculum</td>
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<tr>
<td>- Diverse Stage 6 Curriculum</td>
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<tr>
<td>- Academic and Vocational Pathways</td>
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<tr>
<td>- Board Endorsed Courses</td>
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<tr>
<td>- Board Determined Courses</td>
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<tr>
<td>- Extension Courses</td>
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<tr>
<td>- Extra curricula activities</td>
</tr>
<tr>
<td>Supporting children in achieving success in learning</td>
</tr>
<tr>
<td>- Gifted and Talented programs</td>
</tr>
<tr>
<td>- Remedial program</td>
</tr>
<tr>
<td>- Study Period Monitoring</td>
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<tr>
<td>- Monitoring of Academic Progress</td>
</tr>
<tr>
<td>- Enhancing school environment</td>
</tr>
<tr>
<td>- Merit system</td>
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<tr>
<td>- Field work</td>
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<tr>
<td>- Homework Centre</td>
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<tr>
<td>- Technology Enhanced Learning Programs</td>
</tr>
<tr>
<td>- Literacy/Numeracy programs</td>
</tr>
<tr>
<td>- Integrated Learning</td>
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<tr>
<td>- Learning Teams</td>
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<tr>
<td>Developing a small number of easily understood rules which are fair, clear and consistently applied</td>
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<tr>
<td>- School code</td>
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<tr>
<td>- Individual classroom rules</td>
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<tr>
<td>Discussing with parents/caregivers their role in promoting acceptable student behaviour</td>
</tr>
<tr>
<td>- Welfare system</td>
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<tr>
<td>- Parent/Teacher evenings</td>
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<tr>
<td>- Parental contact - unsatisfactory completion of courses</td>
</tr>
<tr>
<td>- Progress reports</td>
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<tr>
<td>- Monitoring cards</td>
</tr>
<tr>
<td>Attending appropriate training and development programs</td>
</tr>
<tr>
<td>- School development days</td>
</tr>
<tr>
<td>- Staff meetings</td>
</tr>
<tr>
<td>- Welfare meetings</td>
</tr>
<tr>
<td>- Child Protection Courses</td>
</tr>
<tr>
<td>- Curriculum based training and development</td>
</tr>
<tr>
<td>- Welfare based training and development</td>
</tr>
<tr>
<td>- Beginning teachers program</td>
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<tr>
<td>Providing programs that develop self-discipline, self evaluation, communication and conflict resolution skills</td>
</tr>
<tr>
<td>- Peer support</td>
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<tr>
<td>- Welfare days</td>
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<tr>
<td>- PD/Health programs</td>
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<tr>
<td>- Anti-Violence</td>
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<tr>
<td>- Drug Education</td>
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<tr>
<td>- SRC</td>
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</tbody>
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Merit Category System

CATEGORY COPPER
The Classroom Teacher Merit Award Category
This merit is awarded by classroom teachers only. It could be used for a wide range of positive behaviours and successes from the classroom, sporting field or in the playground.

Features: An immediate response to positive behaviour or successful learning. A stamp is recorded in the diary. Five Copper Merits result in a $4 healthy canteen voucher issued by the Deputy Principal.

CATEGORY BRONZE
The Head Teacher Merit Award Category
This merit is awarded by Head Teachers only. To receive this award a student must secure 10 Copper Merits from the particular subject. Head Teachers may also award a Bronze for significant classroom, cultural, sport or playground behaviour/success.

Features: A recognition of consistent or significant positive behaviour/success. A stamp is recorded on the Merit Record sheet in the diary. A subject certificate is awarded and a letter of congratulations sent home.

CATEGORY SILVER
The Deputy Principal Merit Award Category
This merit is awarded by the Deputy Principal only. To receive this award a student must secure 5 Bronze Merits from a variety of subjects. The Deputy Principal may also award a Silver for exceptional success in any area of school activities.

Features: A recognition of consistent or exceptional success in a number of subject settings. A stamp is recorded on the Merit Record sheet in the diary. A certificate is awarded by the Deputy Principal.

CATEGORY GOLD
The Principal Merit Award Category
This merit is awarded by the Principal only. To receive this award a student must secure 3 Silver Merits. The Principal may also award a Gold for exceptional success in any area of school life.

Features: A recognition of consistent or exceptional success in a number of subject settings. A stamp is recorded on the Merit Record sheet kept in the diary. A certificate is awarded by the Principal, an invitation to the Category Gold ceremony is issued and a letter of congratulations sent home.
Strategies for Dealing with Unacceptable Behaviour

Students whose behaviour is unacceptable may be dealt with using the following Colour Category system. It is based on the premise that certain categories of behaviour are best managed by different personnel within the school.

**Colour Category System Summary**

<table>
<thead>
<tr>
<th>Colour Category</th>
<th>Description</th>
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</table>
| **CATEGORY GREEN** | The Classroom Teacher category  
This is the category that is initiated and managed by classroom teachers. It could be used for a wide range of negative behaviour from classroom, sport and playground misbehaviour, disobedience, fractional truancy, a lack of appropriate equipment, the non-completion of homework and so on. It is intended to indicate an immediate response to negative behaviour. |
| **Features:** | Intended as an early intervention. Letter sent home. |
| **CATEGORY YELLOW** | The Head Teacher category  
This is the category that is initiated and managed by Head Teachers only. It could be used for a wide range of more serious negative behaviour from classroom, sport and playground misbehaviour, persistent disobedience, fractional and whole school truancy, persistent non-wearing of uniform and so on. It may also be used when intervention by the classroom teacher has not been able to modify behaviour. |
| **Features:** | Category Yellow monitoring card issued. Mentor chosen by student. Letter sent home. |
| **CATEGORY RED** | The Deputy Principal category  
This is the category that is initiated and managed by Deputy Principals only. (In some cases, it will be used by the Principal on behalf of a Deputy). It could be used for a wide range of very serious negative behaviour that has been brought to the attention of the Deputy Principals by a Head Teacher. |
| **Features:** | Category Red monitoring card issued. Mentor chosen by student. Letter sent home. |
| **CATEGORY GREY** | The Principal/Deputy Principal category  
This is the category that is initiated and managed by the Senior Executive only. It is an automatic consequence for all students returning from either a short or long suspension. |
| **Features:** | Automatic for a return from Suspension. More intense Category Grey monitoring booklet issued. Mentor chosen by student. Letter sent home. |

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The staff of Keira High School supports this system by:

- treating and respecting students as individuals
- promoting practices of fairness and equity
- modelling appropriate and acceptable behaviour
- encouraging students to have positive expectations of themselves.

Category Green consequences could include reprimand, short detention, loss of privilege and in-class isolation.

For Categories Yellow, Red and Grey, formal after-school detention, restitution, compensation or in-school suspensions can be used.

Restitution should be a collaborative problem solving process in which the student concerned faces the consequences of his or her action and focuses on “making things right” or redressing damage. One of the consequences of restitution may be that students are required to carry out works or services to repair or compensate for damage they have caused.

Parents/caregivers will be formally notified, in writing, of placement on all categories and informed of the penalty that is being applied and of the consequences of any further breaches. They must be informed of the availability of counselling to students and parents/caregivers. They should also be invited to negotiate an effective process to improve the situation. Should a further breach occur, the foreshadowed consequences will be applied.

If parents/caregivers or students have any questions or enquiries regarding a category on which they have been placed, they should contact the Head Teacher in charge of the relevant faculty or in the case of Category Red or Grey the Deputy Principal responsible for the placement.

**Suspension and Expulsion**

For very serious offences, penalties of suspension or expulsion will be carried out according to Department of Education and Communities (DEC) policy.

Suspension allows students time to reflect on their behaviour, to acknowledge and accept responsibility for behaviours which led to the suspension and accept responsibility for changing their behaviour to meet the school’s expectations in the future.

Keira High School and the Department of Education and Communities will work in partnership with parents/caregivers in assisting the student to rejoin the school community. This will include the provision of counselling and access to special behaviour programs. As long as the behaviour is unacceptable, the student’s continued enrolment will be in jeopardy.

A short suspension of up to and including four school days may be imposed on students, consistent with the procedures, for the following reasons:

- Continued Disobedience
- Aggressive Behaviour

A long suspension of up to and including 20 school days, consistent with procedures, will be imposed for the following reasons:

- Physical violence
- Use or possession of prohibited weapon, firearm or knife
- Possession or use of suspected illegal substance
- Use of an implement as weapon or threatening to use a weapon
- Serious criminal behaviour related to the school
- Persistent misbehaviour
The Principal will report to the Police behaviour that is criminal or incidents where there is evidence of a suspected crime.

If parents/caregivers or students have any questions or enquiries regarding suspension or expulsion they should contact the Principal.

**The Authority of the Principal**

The Principal is accountable to the Director-General of Education and Communities for the educational leadership and effective management of schools. Part of that management responsibility involves ensuring the provision of a safe and harmonious work environment for students and staff and, in particular, an effective learning environment. In this context, and consistent with policy, the Principal has the authority to suspend for short or long periods or expel from the school.

A decision to expel from the government school system may be made by the Minister on a recommendation from the Director-General.

Consistent with legislation and government policy, the Principal also has the authority to determine the conditions for a student’s continued enrolment.

The exercise of this authority will have regard to the Principal’s responsibilities to the entire school community and the principles of procedural fairness and natural justice.

**The Responsibilities of Parents/Caregivers**

The school is not by itself responsible for, or equipped to develop, socially acceptable behaviour by students. That is a shared responsibility of parents and students in partnership with teachers. There must be a partnership between parents, teachers and students to teach and promote socially responsible behaviour.

Parents/caregivers have the responsibility of ensuring that their child meets Department of Education and Communities attendance requirements.

**Evaluation**

In order to ensure this policy remains relevant to the school’s needs, and so as to ensure new parents/caregivers entering the school community have the opportunity to participate in forming the policy, it will be evaluated by the school community on a regular basis.

Any changes to DEC policy and procedures will be reflected in revisions to this policy.