



Cecil Hills High School

2024 Student Information Handbook








Year 12 Leadership Team

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School Information

Principal	 Mr Andrew King	
Deputy Principals	 Mrs Julia Cremin Year 10 and Special Education	 Mr Joel Howard Year 9
	 Miss Adia Sahid Year 7 and Year 11	 Mrs Christine Lord Year 8 and Year 12
Address	50 Spencer Road, Cecil Hills	
Postcode	2171	
Telephone number	9822 1430	
Email	cecilhills-h.school@det.nsw.edu.au	
Website	www.cecilhillshigh.nsw.edu.au	
School Administration Office Hours:	8:00am – 3:15pm	
School Administration Office cash register hours for payments and purchases	8:00am – 1:45pm	
Regular Uniform Shop Hours	Monday: 2:00pm – 5:00pm Wednesday: 8:00am – 11:00am Thursday: 11:30am – 2:30pm Friday: 8:00am – 11:00am	
Director, Education Leadership Cowpasture Principal Network	Ms Marianne Siokos	
Minister for Education, NSW	The Hon. Prue Car (MP)	
State Electoral Area	Mulgoa	
State Member for Mulgoa	Ms Tanya Davies	
Federal Member for Werriwa	Ms Anne Stanley	
Bus Services	Transit Systems: 8778 5860 Interline Bus Services: 9605 1811	

School Message

Welcome to Cecil Hills High School

Our school enjoys an unsurpassed reputation in the community and is the local school of choice. Our comprehensive curriculum and wide variety of subject choices enhance student engagement and attainment. Our students are respectful, responsible and successful and we explicitly teach these values through our FOCUS program, which is based on the principles of Positive Behaviour for Learning.

Our dedicated teachers work tirelessly in partnership with students to maximise their learning potential. Our school creates opportunities for students in areas including technology, creative and performing arts, sport, debating and student leadership.

Our welfare programs support all students and help them develop both as individuals and as students. We ensure that their potential is realised. Our highly developed house system means that school spirit and growth are always at the forefront of learning. The school focuses on quality teaching and learning as its number one priority.

At Cecil Hills High School we:

- encourage students to excel in academic, sporting and creative endeavours
- encourage students to develop self-confidence, independence and a healthy self-esteem
- provide students with opportunities to expand leadership qualities and enhance social skills through a wide variety of activities
- foster responsible conduct and pride in personal appearance
- provide opportunities for parents, caregivers and community members to participate in the development of the school
- create equal opportunities for all students in all aspects of school life
- provide a curriculum with depth and variety which caters for a wide range of student abilities, interests and needs
- maintain an effective support structure to identify and cater for student needs
- foster staff morale and cohesion by acknowledging and valuing staff contributions, commitment and achievements
- provide professional development programs which enhance the staff's capacity to improve student learning outcomes

We believe that all students can learn, have a right to learn and, most importantly, have a responsibility to learn. Our school develops this responsibility through explicit teaching and learning programs and a comprehensive student wellbeing policy. By choosing Cecil Hills High School, you have chosen an inclusive, forward-thinking and dynamic school and we trust that you find the information contained in this booklet useful. As always, please do not hesitate to contact the school if you have any questions.

An Introduction to Cecil Hills High School

Cecil Hills High School is the leading comprehensive high school in the Liverpool area. It is strongly supported by the local community and is considered the school of choice with significant demand for enrolments. The Cecil Hills High School motto is "we believe in success" and this phrase underpins our approach to every aspect of teaching, learning and leading. Our belief in success is the cornerstone of what the school offers to all students who strive to do their best. Our staff are highly energetic and motivated and work as one to make our school a credit to public education.

Cecil Hills High School has facilities that surpass any other school in the local area and exceed the expectations of parents with up-to-date classrooms and technology. The school has dedicated science laboratories, computer rooms, a library and gymnasium. The school is fully-equipped to take advantage of wireless technology under our Bring Your Own Device policy. Our school has advanced facilities for technology, art, music and drama and thus caters for all students whatever their talents, passions and interests.

Cecil Hills High School has a strong emphasis on extracurricular and sporting activities. As a large school, we are able to offer the full range of additional activities to students. Our students successfully participate in sporting gala days, public speaking, debating, musical ensembles, leadership opportunities and much more.

Founded in 1996, the school is very modern and is still one of the more recent schools to be built by the NSW Department of Education. The school is set on attractive grounds and almost all visitors to the school comment on the excellent tone and atmosphere provided by the physical outdoor spaces and positive student interactions. Our school features a unique design in that a kangaroo and stars of the Southern Cross are both built into the main quadrangle. This is a constant reminder of our unity with many varied cultural groups which work harmoniously and cooperatively. This is also reflected in our school logo which also features the kangaroo. The kangaroo was chosen for the Australian Coat of Arms, along with the emu, as both animals move forward and rarely backwards. In terms of Cecil Hills High School, the same is always true as we strive to move forward and step in the right direction.

Our school has a strict uniform code to encourage a sense of responsibility in students. Students show they are ready for learning when they wear their school uniform and our school community often comment on our uniform code as being an important factor that sets a positive tone each and every day.

We are fortunate to host a support unit at Cecil Hills High School which caters for students with intellectual and physical disabilities. Our mainstream students and special education students all benefit from the unit, as it provides opportunities for all students to learn from one another.

Cecil Hills High School is a school where the unofficial school motto of "working with your teachers" is witnessed every day. Students and staff enjoy strong professional working relationships and we all work together to ensure everyone reaches their potential.



Executive Staff

Principal



Mr Andrew King

Deputy Principal



Julia Cremin

Deputy Principal



Joel Howard

Deputy Principal



Adia Sahid

Deputy Principal



Christine Lord

HEAD TEACHER

English



Felicity Wicks

Mathematics



Thomas Cordin

Science



Jason Brame

History & Languages



Sean Griffiths

Social Sciences



Belinda Truong

PD/H/PE



Daniel Carrozza

Creative & Performing Arts	 Andrew Faga	Technology & Applied Studies	 Lee Miller
Support Unit	 Kelly Ford	Literacy	 Morgan Howard
Wellbeing	 Josh Dunn	Wellbeing	 Julian Floriano
Mentor & Administration	 Marija Miletic	Mentor & Administration	 Matthew Evans
Mentor & Administration	 Nathan Collins	Professional Practice	 Jane Carter
Professional Practice	 Nikolina Cupac		

School Term Dates 2024 for Students

Term	Start Date	Finish Date
Term 1 (11 weeks)	Thursday, 1 February 2024 (Years 7, 11 & 12) Friday, 2 February 2024 (Years 8, 9 & 10)	Friday, 12 April 2024
Term 2 (10 weeks)	Tuesday, 30 April 2024	Friday, 5 July 2024
Term 3 (10 weeks)	Tuesday, 23 July 2024	Friday, 27 September 2024
Term 4 (10 Weeks)	Monday, 14 October 2024	Friday, 20 December 2024

First Day Arrangements

Years 7, 11 and 12
Years 8, 9 and 10

Thursday, 1 February 2024
Friday, 2 February 2024

School commences at 8.30am and finishes at 2.55pm. All students are required to bring books for the first day. **Year 7** students are to assemble in the **McGregor Centre**. Students will be issued with their timetable and diary on the first day.

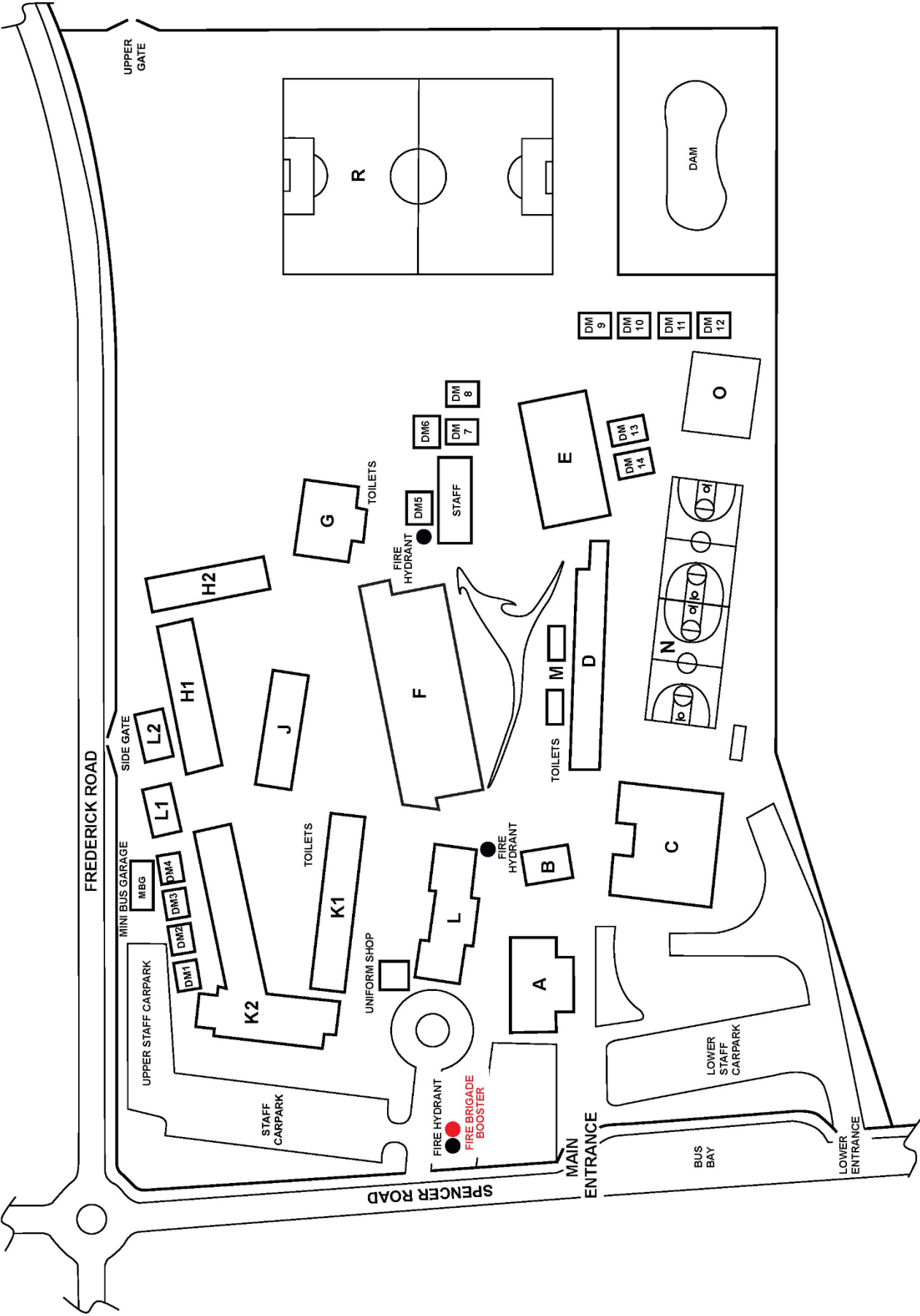
The canteen will be open for purchases at recess and lunch.

School Map

KEY		
A		Administration
B		Canteen
C		Gymnasium
D	Downstairs	D1 to D5 / Learning Support Team
	Upstairs	D6 to D12, D14, D15
D10	Staff Room	Social Sciences Faculty
DM1 to DM4		Demountable 1-4
DM5 to DM8		Demountable 5-8
DM9		Textiles
DM10 to DM14		Demountable 10-14
E	Downstairs	E1 to E8
	Upstairs	E9 to E12 / E Flex 1, E Flex 2
E7	Staff Room	Maths Faculty
E13	Staff Room	English Faculty
F	Upstairs	F1 to F5, Library, Head Teacher Welfare & Careers Adviser / HT Literacy, Tech Support Office
	Downstairs	Science Labs 1-6 / Common Room / FComp / Counsellor
F6	Staff Room	History Faculty
G		McGregor Centre
H1		Art 1 to Art 3
H2		Art 4 / Music / Practice Rooms 1 & 2
J		J Block Staff Room (CAPA, PE, TAS)
K1		Food Tech 1, Food Tech 2 & Food Tech 3
K2		Industrial Arts Workshops / DT1 to DT4
L, L1 & L2		Support Unit
M	Downstairs	LAST Staff Room / Wellbeing Hub
	Upstairs	Yarn Room, QuickSmart Room
N		Basketball Courts
O		Volleyball Courts
R		Soccer Field
MBG		Mini Bus Garage
Staff		Science Faculty

School Map

CECIL HILLS HIGH SCHOOL



Evacuation Procedures

LOCKDOWN

Alarm Signal 10 Pulses of Bell

1. Keep all students in room
2. Lock door Close windows Pull down blinds
3. Wait silently for ALL CLEAR 3 Pulses of Bell

EVACUATION

Alarm Signal Continuous Ringing of Bell

1. Staff on class accompany students to assembly point on the oval. Close doors.
2. Students assemble in houses in Connect class order.
3. Teacher to mark the roll they marked that morning.

Assembly Points for Staff, Students and Visitors

GROUPS	ASSEMBLY POINT
<ul style="list-style-type: none"> • Year 7 • Year 8 • Year 9 • Year 10 • Year 11 • Year 12 <p>(diary program students to go with normal Connect class)</p>	<p>SOCCER FIELD</p> <p>Year 7 on the far left Year 12 on the far right</p> <p>(refer to map – STUDENTS TO FACE THE SCHOOL)</p>
<ul style="list-style-type: none"> • support unit • SASS and visitors • canteen and uniform staff 	<p>VOLLEYBALL COURT – with SASS staff (accessible by wheelchair)</p> <p>SAM to report SASS staff attendance to the Principal</p> <p>canteen/uniform staff to report staff attendance to the Principal</p>
<ul style="list-style-type: none"> • SRC group • house leadership team group • library peer literacy group • YARN • STARS 	<p>ADJACENT TO THE DAM</p>

Lesson Times



Monday, Wednesday, Thursday, Friday		Tuesdays Only	
Warning Bell	8:30am – 8:35am	Warning Bell	8:30am- 8:35am
Connect	8:35am – 8:55am	Connect	8:35am – 9:00am
Period 1	8:55am – 10:10am	Period 1	9:00am – 10:10am
Recess	10:10am – 10:35am	Recess	10:10am – 10:30am
Period 2	10:35am – 11:50am	Period 2	10:30am – 11:40am
5 Minute Transition	11:50am – 11:55am	LUNCH End of day for Year 11 and 12	11:40am – 12:10pm
Period 3	11:55am – 1:10pm		
Lunch	1:10pm – 1:40pm	Period 3 for Year 7-8	12:10pm – 1:20pm
Period 4	1:40pm – 2:55pm	Period 4 for Year 7-8	1:20pm – 2:30pm
		Sport for Year 9-10	12:10pm – 2:10pm

* 5 Minute Transition = use bathroom facilities

* In 2024, Years 7,8 and 9 will finish @ 2.50PM every day except Tuesday in Term 1 and Term 2.

Cecil Hills Student Expectations

When you arrive at school

Move to and remain in the playground. You are not to leave the school or use the football field before school.

If you are late to school

- Students who are late to Connect must proceed to their Connect room where they will be marked late.
- Students who do not have a note signed by a parent will be given a note to attend a recess detention.
- If a student is going to be late to school, parents should contact the office prior to 8:35am.
- Students arriving late to school because their bus is late will be provided with a note to take to Connect.
- Students who arrive at school after 8:55am should report to the Administration Office.

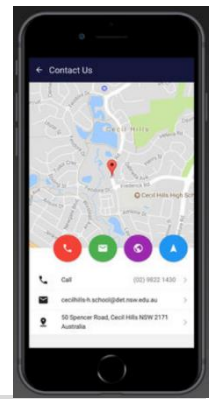


If you are absent from school

All absences need to be explained in **one** of the following ways:

1. Phone the school.
2. Reply to the SMS text message.
3. Provide a note from parents to the Connect teacher stating first and last name, Connect class, days absent and the reason for the absence.

Parents will receive a letter or SMS if absences remain unexplained.



If you need to leave school early



Students must bring a note from a parent to the relevant Deputy Principal explaining the reason. The Administration Office staff will then issue students with an early leave pass. This pass is to be kept by the student and is to be shown to your class teacher before leaving the class. You will then come to the Administration Office to be signed out by your parent/guardian. If parents give permission for their child to walk home this must be specified in the note from home.

If you are out of uniform

See your Deputy Principal before school with a note from your parent with your first and last name, explaining the reason. An out of uniform pass will be given to you, which is to be produced if you are questioned by any teacher. Students must obtain their uniform pass before school as a uniform check is carried out during Connect. Not obtaining a pass or not having a parent note results in a detention being issued. The student must attend detention on this day at recess in D4.

If you are sick or injured at school

You need to notify the nearest teacher. **YOU DO NOT** contact your parents by phone. The teacher will issue you with an out of class pass and you are to report to the Administration Office. The school clinic is for emergency situations only. After first aid has been administered, students will then return to class. Students who are ill will need to be collected and taken home by a parent.



Cecil Hills Student Expectations

If you need to leave class to use the bathroom

Students must have their library card with them when reporting to the office to use the toilet facilities. Student ID cards are swiped as a monitoring process.

If you need to contact your parents

See a Deputy Principal. Mobile phones must be **off and out of sight and kept in the student's bag.**

If you ride your bike to school



These are to be left locked in the bike racks. The bike racks are out of bounds during the day. Students must wheel their bikes to the road before riding. It is dangerous to ride straight out because the road is very busy in the afternoon.

Note: It is compulsory to wear bicycle helmets. Students may be prevented from riding their bicycle home if they do not have a proper helmet.

Opal Card – Travelling to and from school

All students who intend to travel to and from school via bus are required to present an Opal card.

It is each student's responsibility to be carrying their Opal card at all times.

Students are eligible for a school Opal card if they reside outside the minimum distance of 2 kilometres from the school.



Students who require further information should see the administration staff.

Application Process

- Step 1:** Parents need to apply online at www.transportnsw.info/school-students.
- Step 2:** Once submitted online, the school will then confirm the application details and forward them to Transport NSW for processing.
- Step 3:** If approved, Transport NSW sends the Opal card to the student's address provided on the application.

School bus timetables can be found on our school website, under the heading of **Parent Information**.

If you wish to purchase from the canteen before school or during recess and lunch

Stay behind the yellow lines, moving up to the window when it's your turn. Only buy for yourself. Students are not to use the canteen between periods or during lesson time. Lunch orders can be made before school or at recess. Students can order online using the Flexi Schools App.



If you change address or details



It is vital that we have accurate up to date information on all students, particularly in emergency situations. If a change occurs throughout the year, contact the school immediately. Any change of address, phone number, **EMAIL** or other essential information should be supplied to the Administration Office in writing.

Cecil Hills Student Expectations

If you need to take medication at school

- Parents of children who require prescribed medication to be administered at school must complete a written request form, available at the Administration Office.
- The administration of prescribed medication in schools is carried out by staff who are trained.
- **Please note: A student's immediate access to prescribed medication is very important for the effective management of conditions such as asthma and anaphylaxis.**

If you are late between classes

You must have a note from your previous teacher explaining why you are late to the next class.

If your parents need to drop items off for you at school

All visitors are to report to the Administration Office. Parents/guardians/friends are not to go into the school grounds and approach students. Items brought to the office for students must be clearly labelled with the student's name. If you know your parents are dropping off an item for you, please collect the item from the Administration Office during your break times. As high school students, it is important to be organised every day – it is inappropriate to expect parents to drop off food items.

If you are going away on holidays for an extended time during the school term

- If you are going away on holidays you will need to collect, complete and return an "Exemption from School Attendance" form from the Deputy Principal.
- You also need to tell your Year Adviser and teachers and arrange to collect some work to take with you.
- On return to school, check with your teachers what work you have missed and catch up on this work.
- The NSW Department of Education expects students to attend school on school days and family holidays should be arranged for school holidays. Applications for an exemption from school to attend a family holiday are usually declined and recorded as unjustified leave on a student's report, which may be seen by an employer.



If you are leaving/transferring school

You must bring a note from your parents to the Administration Office indicating your new address, new school or occupation if you are leaving. You must return all textbooks, library books, school equipment, Opal Card and pay any outstanding fees.

If you need to make a payment and / or attend extra-curricular activity

Our School has engaged the services of Schoolbytes, who offer a simplified digital system for school payments. Any request for student payment will be sent via email to the parent / carer email address. You will then be able to make an instant online payment via the "Make a Payment" link. Alternatively, payments can be made at the school Front Office.



Attending extra-curricular activity

- Any student causing concern in the school may not be allowed to attend extra-curricular activities. Misbehaviour whilst on an excursion will result in consequences. It may prevent you attending excursions in the future and/or result in the loss of other school privileges.

Cecil Hills Student Expectations

If you have lost personal property

All clothing and equipment should be clearly marked to show the owner's name and Connect class. Money, watches and wallets should not be left in clothing or school bags, at PE or sport. Care for valuables is the responsibility of students.

Personal technology at school

Students are required to bring a BYOD personal learning device to school each day. Mobile phones are not required at school. Students who choose to bring mobile phones to school must ensure they are **off and out of sight in the school bag**. As with all valuables, students are responsible for securing their own property.

Students must not use a mobile phone to make a phone call on school premises. Students are required to make any phone calls through the front office. Mobile phones may be confiscated at the discretion of any staff member at any time.

FOCUS: On Positive Behaviour for Learning

Our school uses the FOCUS program, which is based on the principles of Positive Behaviour for Learning. We have an emphasis on developing **respectful, responsible and successful** students. It is an evidence-based whole school systems approach that:

- addresses the diverse academic and social needs of every student to support them to be successful
- supports students in junior high school years through to the senior years of schooling
- enables us to establish a continuum of supports that are intensified to meet the needs of every student
- is team driven, using a problem solving approach (data, systems and practices) that engages students, parents and all school staff
- establishes positive social expectations for all in the school community
- provides a framework for the school and its community to collectively support the wellbeing of every student.

We have created a matrix of expected behaviour around developing respectful, responsible and successful students. Teachers explicitly teach the behaviour expected and reinforce positively the behaviour that will encourage the pro-social behaviour that we want from our students. There is signage around the school to remind students of these expectations. The FOCUS team collects data and monitors the effectiveness of the program.



FOCUS Framework

	RESPECTFUL	RESPONSIBLE	SUCCESSFUL
ALL SETTINGS	<ul style="list-style-type: none"> Follow the teacher's instructions Hands and feet to ourselves Use respectful language at all times "THINK" when using social media (is it T rue, is it H elpful, is it I nspiring, is it N ecessary, is it K ind?) 	<ul style="list-style-type: none"> Line up when the bell goes Organise your equipment for school Be on time Keep left on walkway Use break time for drinks and toilets Mobile phones are to be off and out of sight in your bag Place rubbish in bins Take responsibility for your actions 	<ul style="list-style-type: none"> Support and celebrate the success of others Wear your uniform with pride Cooperate with school procedures Arrive on time Be prepared
CLASSROOM	<ul style="list-style-type: none"> Listen to your teacher Line up and enter calmly Leave bags in designated areas Follow staff instructions Respect property Use respectful language towards teachers and fellow peers Hands up to speak Follow the class rules Take hats off 	<ul style="list-style-type: none"> Be on time Be an active listener Stay in your seat Use your learning safely 	<ul style="list-style-type: none"> Take pride in all you do Participate in the learning experience Work to the best of your ability at all times Work with your teachers Stay on task Have the correct equipment including devices
SCHOOL GROUNDS (passive spaces)	<ul style="list-style-type: none"> Share playground space and facilities Respect school property and the property of others Place rubbish into bins 	<ul style="list-style-type: none"> Stay in bounds Use wet weather areas when necessary 	<ul style="list-style-type: none"> Enjoy a relaxing and safe break Eat in appropriate areas Proceed to class when the bell rings
CANTEEN	<ul style="list-style-type: none"> Stand in the appropriate line Purchase food for yourself Join the end of queue when lining up 	<ul style="list-style-type: none"> Wait patiently for your turn 	<ul style="list-style-type: none"> Speak politely Be prepared to buy. Know your choice and have money ready Move on quickly after purchase of items
TRANSITION BETWEEN CLASSES	<ul style="list-style-type: none"> Wait patiently and away from exits/entry points Move sensibly and safely Speak respectfully 	<ul style="list-style-type: none"> Use respectful language Keep areas tidy Stay calm 	<ul style="list-style-type: none"> Arrive on time to class Keep corridors and walkways clear
BEFORE AND AFTER SCHOOL	<ul style="list-style-type: none"> Respect personal space Speak politely Treat all property respectfully 	<ul style="list-style-type: none"> Use respectful language Keep areas tidy Stay calm Use your common sense around vehicles and crossing 	<ul style="list-style-type: none"> Arrive at the destination on time
OFFICE	<ul style="list-style-type: none"> Use polite and positive manners Listen to any information given Respond appropriately Earphones and phones off and out of sight in your bag 	<ul style="list-style-type: none"> Following instructions for sick bay and toilets 	<ul style="list-style-type: none"> Have your notes and money ready Line up in two lines, quietly and patiently Use the office at the appropriate time Collect the note back with the time of return to class

	RESPECTFUL	RESPONSIBLE	SUCCESSFUL
LIBRARY	<ul style="list-style-type: none"> ▪ Treat all people and property with respect ▪ Use respectful language ▪ Leave the library clean and tidy 	<ul style="list-style-type: none"> ▪ Be prepared with your library card and printing credit ▪ Use technology appropriately ▪ Leave bags in the designated areas ▪ Arrive with a note from your teacher 	<ul style="list-style-type: none"> ▪ Use your time wisely to complete your work
CAREERS/TECHNOLOGY SUPPORT	<ul style="list-style-type: none"> ▪ Make an appointment to see Careers Adviser 	<ul style="list-style-type: none"> ▪ Use appropriate times to see Careers Adviser and Technical Support ▪ Follow up with appointments 	
STAFFROOMS	<ul style="list-style-type: none"> ▪ Knock on the door and wait to be addressed 	<ul style="list-style-type: none"> ▪ Wait patiently and calmly ▪ Stand to the side of the door to avoid blocking others 	<ul style="list-style-type: none"> ▪ Use 'please' and 'thank you' when asking for help
BUS BAYS	<ul style="list-style-type: none"> ▪ Listen to the driver ▪ Line up 	<ul style="list-style-type: none"> ▪ Enter grounds on arrival ▪ Opal cards ready for swiping ▪ Remain behind the gates until the arrival of your bus ▪ Cross the road at the crossing immediately and safely 	<ul style="list-style-type: none"> ▪ Board the bus in an orderly fashion ▪ Arrive at destination safely
TOILETS	<ul style="list-style-type: none"> ▪ Avoid loitering ▪ Respect the privacy of others 	<ul style="list-style-type: none"> ▪ Keep the toilets clean ▪ Report any issues to a staff member ▪ Wash and dry your hands 	<ul style="list-style-type: none"> ▪ Use at the appropriate break times
ASSEMBLIES AND SPECIAL EVENTS	<ul style="list-style-type: none"> ▪ Stand and remain silent during the national anthem ▪ Be a polite and responsive audience member 	<ul style="list-style-type: none"> ▪ Go to your room, get your name marked off at the classroom ▪ Enter, sit and exit the gym with your class ▪ Phone is off and out of sight in your bag 	<ul style="list-style-type: none"> ▪ Line up outside in a single line and in an orderly fashion ▪ Wait patiently for your turn to enter
SPORTS FIELDS AND SPORTS COURTS (active spaces)	<ul style="list-style-type: none"> ▪ Share the sports field and sports courts ▪ Communicate politely to others 	<ul style="list-style-type: none"> ▪ Stay in bounds 	<ul style="list-style-type: none"> ▪ Active play
EXCURSIONS AND EXTRACURRICULAR ACTIVITIES	<ul style="list-style-type: none"> ▪ Demonstrate pride in our school and represent it in a positive way ▪ Show respect and manners to the wider community 	<ul style="list-style-type: none"> ▪ Follow teacher instructions at all times ▪ Always wear correct school uniform ▪ Follow the safety rules and instructions from activity facilitators 	<ul style="list-style-type: none"> ▪ Participate in all activities ▪ Complete all required tasks
VIRTUAL CLASSROOMS	<ul style="list-style-type: none"> ▪ Follow your teacher's instructions ▪ Use respectful language ▪ Show respect online and in emails 	<ul style="list-style-type: none"> ▪ Be online on time ▪ Submit work on time 	<ul style="list-style-type: none"> ▪ Wear your uniform ▪ Do your best work

Behaviour Code for Students in NSW Schools



Education

Behaviour code for students

Information for parents/carers and students

NSW public schools are committed to providing safe, supportive, and responsive learning environments for everyone across a range of settings. We teach and model the inclusive and safe behaviours we value in our students.

In NSW public schools students are expected, to the best of their ability, to:

- show respect to other students, their teachers and school staff and community members
- follow school and class rules and follow the directions of their teachers
- strive for the highest standards in learning
- act in a courteous and respectful way that makes all members of the school community feel valued, included and supported
- resolve conflict respectfully, calmly and fairly
- meet the school's agreed uniform policy or dress code
- attend school every day (unless legally excused)
- respect all property
- be safe and not be violent or bring weapons, illegal drugs, alcohol, vapes, e-cigarettes or tobacco into our schools
- not bully, harass, intimidate, or discriminate against anyone in our schools

Schools take action in response to behaviour that is detrimental to self or others or to the achievement of high-quality teaching and learning.

All students have a right to:

- safety at school.
- access and full participate in their learning
- be treated with respect by other students, teachers and school staff
- express their views, set goals and self-advocate.

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments and apply an appropriate action when students are not meeting these expectations. The department is responsible for the provision of a policy framework and resources such as legal issues bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgement. In this context, the NSW Government and the Department of Education will back the authority and judgement of principals and school staff at the local level.

Behaviour code for students: Student actions

Promoting the inclusion, learning, wellbeing, and safety of all students in NSW public schools is a high priority for the Department of Education.

We implement teaching and learning approaches across a range of settings to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

To meet the expectations set out above, students in NSW public schools, to the best of their ability, should adhere to the following principles.

Respect

- Treat one another with dignity.
- Communicate and behave courteously.
- Act and work cooperatively with other students, teachers, and school staff.
- Develop positive and respectful relationships.
- Value the interests, ability and culture of others.
- Respect the learning needs of other students.
- Dress appropriately by wearing the agreed school uniform or dress code.
- Take care with school property and the property of staff and other students.

Safety

- Model and follow school and class rules and expectations around behaviour and conduct.
- Negotiate and resolve conflict.
- Be aware of and take responsibility for how their behaviour and actions impact others.
- Care for self and others.
- Be safe and help others to make safe choices that do not hurt themselves or others.

Engagement

- Arrive at school and class on time.
- Be prepared for every lesson.
- Actively participate in learning.
- Aspire and strive to achieve the highest standards of learning.









Telephone interpreter service

If you would like to discuss this document with the Principal and need assistance with English please call the telephone interpreter service on 131 450, tell them what language you need and ask the operator to phone the school. The operator will get an interpreter on the line to assist you with your conversation. You will not be charged for this service.

House System

In 2009, the school restructured its house system to reflect *all the activities* offered across *all areas* of the school and the fostering of *school spirit*.

Our house system is today known as the Cecil Hills House Challenge.

House	Colour	Named after
Chisholm Crocs Surnames A B C N Q 	Green	<i>Caroline Chisholm</i> , the philanthropist and humanitarian who assisted many migrant women to settle in Australia in the 1800s 
Goolagong Goannas Surnames D K S V X Z 	Yellow	<i>Evonne Goolagong</i> , the tennis champion who won fourteen grand slams, was the highest ranked tennis player in the world and is a strong Aboriginal advocate 
Hollows Hawks Surnames H I L M P U Y 	Red	<i>Fred Hollows</i> , the remarkable eye surgeon who restored eyesight to thousands of people including those in third world countries 
Whitlam Sharks Surnames E F G J O R T W 	Blue	<i>Gough Whitlam</i> , our former local member of the Federal Parliament and former Prime Minister of Australia 

Traditionally the house system in many schools has been for sporting carnivals only. At Cecil Hills High School, we have achieved a unique system that encompasses **all activities** the school offers across three areas of schooling: Academic, Sporting and Extra-Curricula. Rewards or participation in each area gains points for your house. Each school activity is given a point value between 1 and 4 to reflect the level of the award or event.

To spread leadership opportunities, students are elected as House Captains and House Vice Captains, with male and female representatives in each. These students are known as the House Leadership Team and meet during Connect every morning. They support teachers who are organising events to engage the student body. They provide regular house challenge updates during Connect, house meetings, CHAMP assemblies and at our annual school presentation assembly. They also organise events such as lunchtime sports competitions and support fundraising events. Elections are held annually with students self-nominating, delivering a short speech to staff and students in their house, followed by voting to elect house leaders.

Each house also has four House Patrons (two teachers and two head teachers) who assist and provide support to each house. Their role is to encourage students to participate in all school activities.

Through the generosity of Year 12 2009 and the school SRC, we have a House Challenge scoreboard located outside the gym. This has become a focal point for our competition and provides information about the House Challenge.

All students are part of the House Challenge and involvement in all the school offers is the way to support your house group.

Encouraging participation in Academic, Sporting and Extra-Curricula activities

CHAMP Award System

The CHAMP award system at Cecil Hills High School is designed to acknowledge the many achievements of students in the various areas of school life and the commitment they demonstrate in curricular and extra-curricular activities.

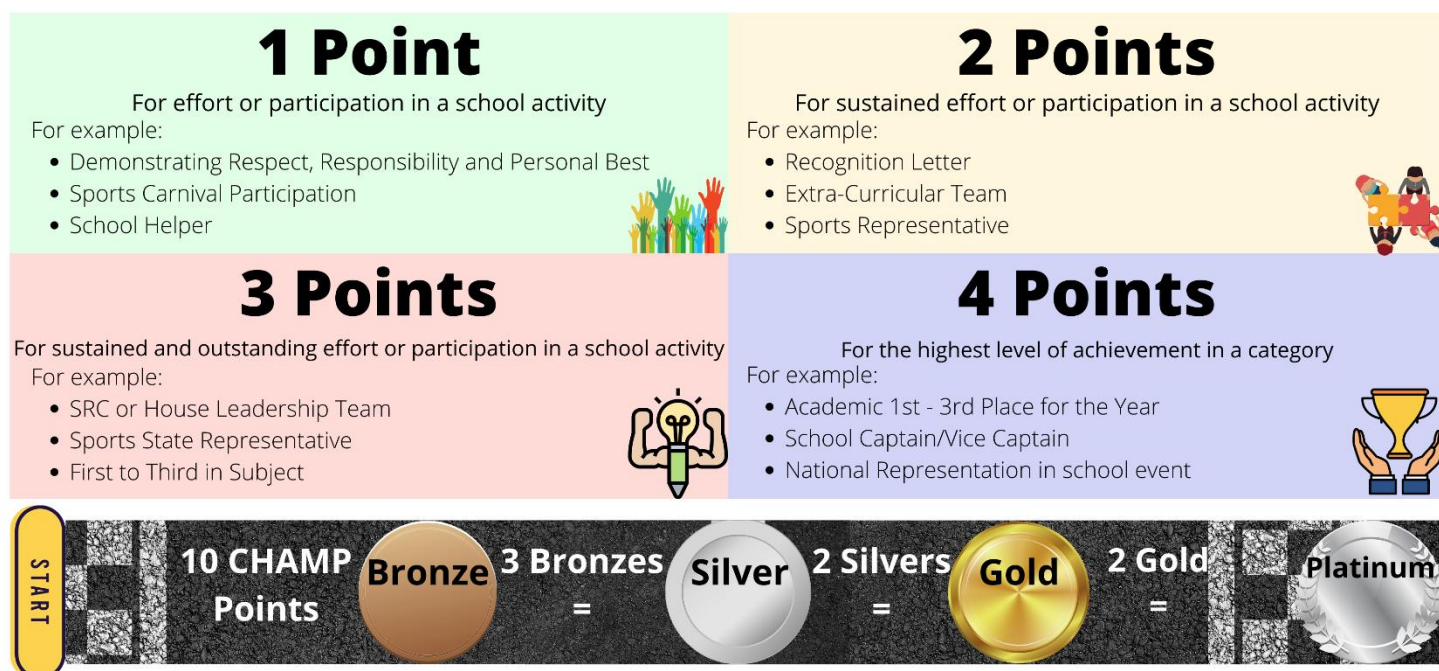
Students will receive 1, 2, 3 or 4 CHAMP points for effort and participating in school activities. The most common way for students to receive a CHAMP point is to demonstrate our core values in the classroom:

- **Respect** – for example ‘working with the teacher’
- **Responsibility** – for example ‘uses diary correctly’
- **Personal Best** – for example ‘completes quality classwork’

When students receive 10 CHAMP points, they will receive a Bronze Award at their Year group’s CHAMP assembly, held once a Term.

Students can view their current points tally online via the Cecil Hills High School, Student and Staff Portal: <https://cecilhills-h.sentral.com.au/portal/login>.

Student points will automatically be allocated to their House and contribute to the awarding of the Annual House Champion.



Student Welfare

Head Teacher Welfare: Mr Julian Floriano and Mr Josh Dunn



The Head Teachers Welfare work collaboratively with the executive team, welfare team and learning support team to lead and manage whole school initiatives.

Year Adviser

Provides guidance for and promotes welfare of students in the grade.

- ☐ To support individual students throughout their school life.
- ☐ To assist teachers understand the practical needs of individual students every year.
- ☐ To monitor trends in individual students relating to – academic progress, classroom behaviour, attendance, social behaviour, adjustment etc and to refer, where necessary to counsellor, Principal, Deputy Principal, Head Teachers Welfare etc.
- ☐ To initiate/develop/enhance programs that develop and promote group cohesion and identification.

Year 7



Mr Lee
Maths Staff Room



Miss Sentic
J Block Staff Room



Ms Kumar
English Staff Room

Year 8



Mrs Shannon
J Block Staff Room



Mr Banks
History Staff Room

Year 9



Ms Zaidan
English Staff Room

Year 10



Miss Fox
J Block Staff Room



Miss Preston
J Block Staff Room



Miss Cupac
English Staff Room

Year 11



Mr Wilcox
J Block Staff Room



Mr Faga
J Block Staff Room

Year 12



Miss Li Donni
English Staff Room

School Counsellor

The School Counsellor's Office is in F Block, near Lab 6. The School Counsellors are employed by the NSW Department of Education to assist students with a variety of educational, social and emotional issues. The Counsellors can provide a number of services including individual psychological assessments, counselling, educational assessments and assistance for students with special needs. School Counsellors work closely with the School Executive, Year Advisers, Careers Advisers, Learning & Support Teachers and other staff to help individual students achieve their goals. They also provide a link between feeder primary schools and Cecil Hills High School, enabling a smoother transition into high school for many Year 7 students.

Student Support Officer



As the Student Support Officers we work closely with the welfare team to provide an extra set of ears and an outlet for students to go to when facing anxiety, stress, feeling down, have any type of concerns or would just like to have a chat. We help students set and achieve goals whilst implementing a growth mindset. We are not counsellors or teachers, but youth workers helping with the overall wellbeing of students. As part of our role we can also refer students and families to external organisations for additional support.



Community Participation

Cecil Hills High School welcomes community participation in the school. The Community Participation Program allows the school community to be involved and informed in decision-making processes and to participate in everyday school life. The community includes students, teaching staff, the executive, support staff, parents, interested community members, local industry and teachers of support programs.



The school community is invited to participate through numerous meetings and school events, such as outlined below:

Parents and Citizens Association



This group encourages all parents to be involved and informed in the decision making of the school.

Reports

The school issues two reports to parents/caregivers each year, the first in June and the second in December. Parents make appointments to see their child's teachers with an online booking service at Parent/Teacher evenings held in Term 2 and Term 3. Login details are provided to parents closer to Parent/Teacher evening dates.



Parent Questionnaires & Evaluation Programs

From time to time these will be distributed to parents and this input is greatly appreciated, as with parent involvement. The school relies on feedback from parents in its evaluation of programs, such as student welfare.

School A to Z Practical Help for Parents

School A to Z has been produced by the [NSW Department of Education](http://www.schoolatoz.com.au).

The aim is to create an online community with comprehensive homework and 'school life' support for parents that is easy to use, relevant and engaging.
www.schoolatoz.com.au



Parent Meetings and Forums

Our School Newsletter provides valuable information for both parents and students. We issue two e-newsletters per school term which are available online. Parents and students will receive an email notification with a link to the newsletter. You have the ability to read it on any device. Parents can also select to read the newsletter in a language other than English.



Cecil Hills High School
Newsletter

ISSUE ELEVEN



Parent meetings and online forums are held periodically and at key stages, such as transition points and subject selection. Details of these events are emailed and posted on the school website and social media platforms.

Sentral and Intranet Access for Parents and Students

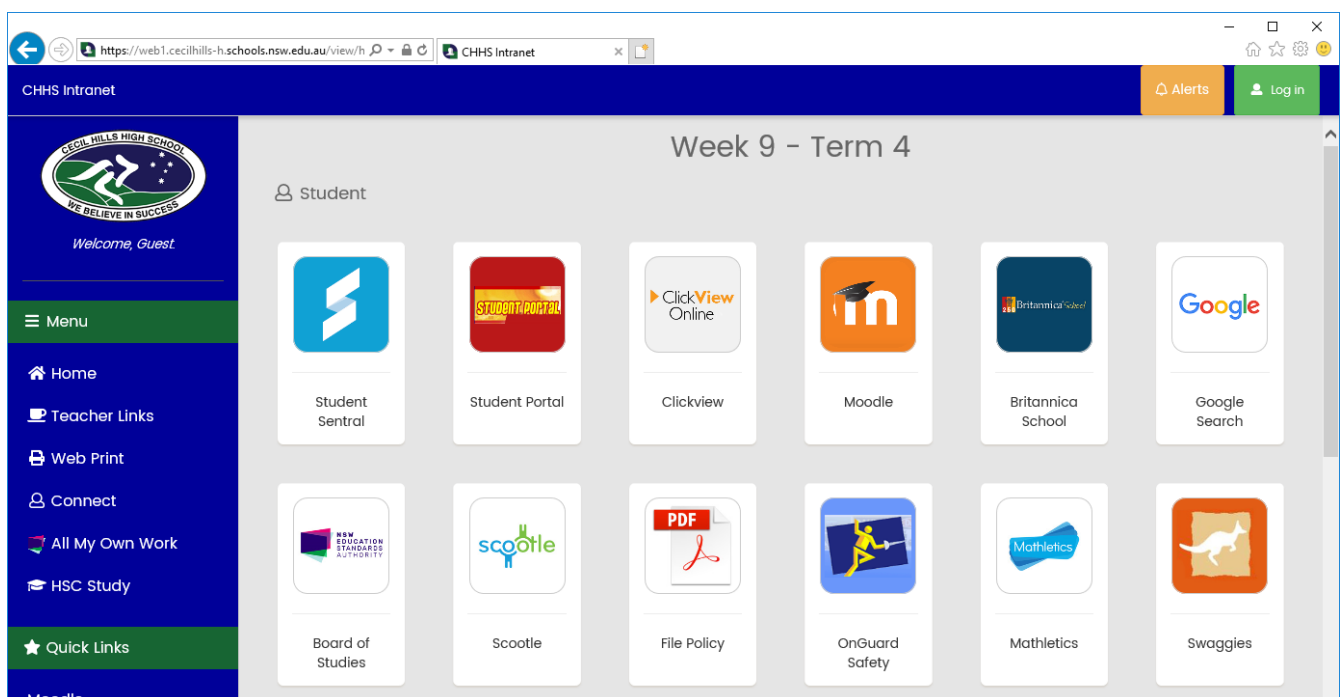
Our school uses Sentral to:

- book parent-teacher interviews
- allow parents to view their child's attendance data
- allow parents to access reports electronically

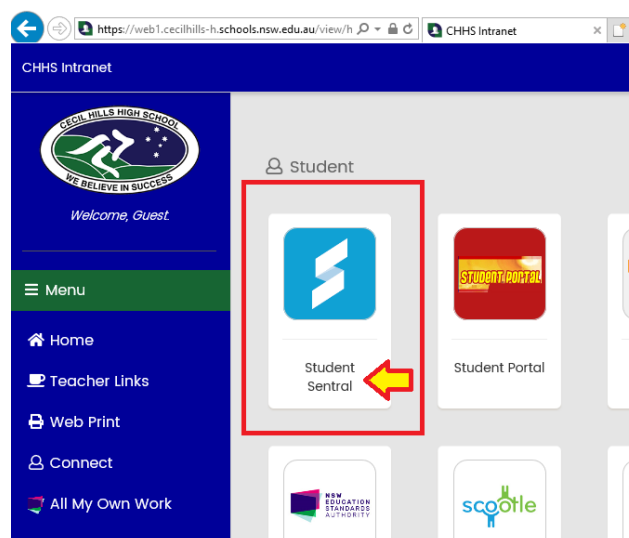
To access Sentral, there is an external link you can visit via our school **intranet** page to make it easy for you to remember in the future. We also encourage students to set our school intranet as their home page on their BYOD device as there are many useful links used for Years 7 to Year 12.

How to access the Student/Parent Sentral Portal

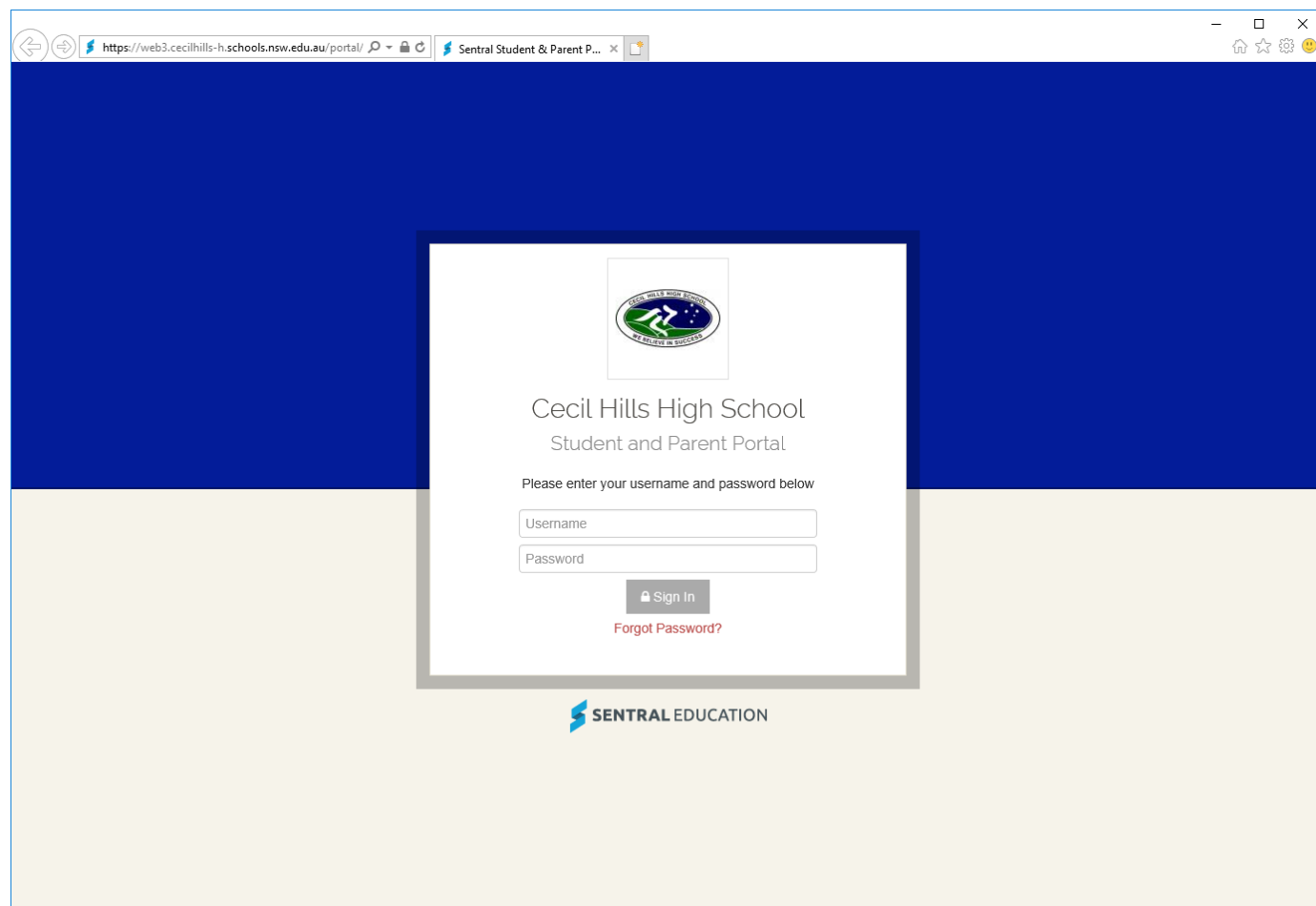
1. Access our school intranet by entering the URL <https://web1.cecilhills-h.schools.nsw.edu.au>
 - a. We recommend students set this URL as their BYOD **home page**. Setting the default home page of your preferred browser is found in the browser's settings.



2. Click on the **Student Sentral** link. This link is also for parent Sentral access.



3. Students can log in using their DoE username and password (which they refer to as their internet login) and parents can log in using their registered Sentral account.
 - a. Parents will have to use their provided **family key** to connect their account to their child's Sentral profile. Parents who are new to our school will receive their unique family key by mail during Term 1 of their first year with instructions on how to register. Please call the school if you have not received your letter by the end of Term 1.



The screenshot shows a web browser window with the URL <https://web3.cecilhills-h.schools.nsw.edu.au/portal/>. The page has a blue header and a light beige body. In the center, there is a white login box with the Cecil Hills High School logo at the top. Below the logo, the text reads "Cecil Hills High School" and "Student and Parent Portal". A prompt says "Please enter your username and password below". There are two input fields: "Username" and "Password". Below these fields is a "Sign In" button with a lock icon. A red link "Forgot Password?" is located below the "Sign In" button. At the bottom of the page, the "SENTRAL EDUCATION" logo is visible.

School Bytes

Moving into the digital age (school payments, event management & forms)



School Bytes

In the very fast paced world we live in, we understand the need for you, our parents/carers, to have the flexibility to make payments outside of school hours and furthermore, the ability to receive and respond to communication at a time that best suits your needs.

Cecil Hills High School has engaged in the services of School Bytes who offers a simplified digital system for school payments and parent/carer communication.

What you can expect

- The students **Statement of Account** and **payment reminders** will be sent directly to parents/caregivers via email.
- Emails will be sent to you from noreply@mail.schoolbytes.education.
- The student's **Statement of Account** email will include the **make a payment** button that will take you to the school's online payment portal.
- If the activity involves a cost, the **make a payment** button will allow you to pay securely, quickly and easily via credit or debit card after granting permission (Visa and Mastercard only).
- Online forms including permission notes, will be sent to you directly via School Bytes with a link enclosed. Select the link to open the secure online form.
- Online forms including permission notes, will be sent to you directly via School Bytes with a link enclosed. Select the link to open the secure online form.
- The online form will have information about the activity with a section for a digital signature (either with a mouse or your finger) prior to submitting.

Further assistance

If you have any questions about this process or do not have regular access to email, please contact the school office on 9822 1430.

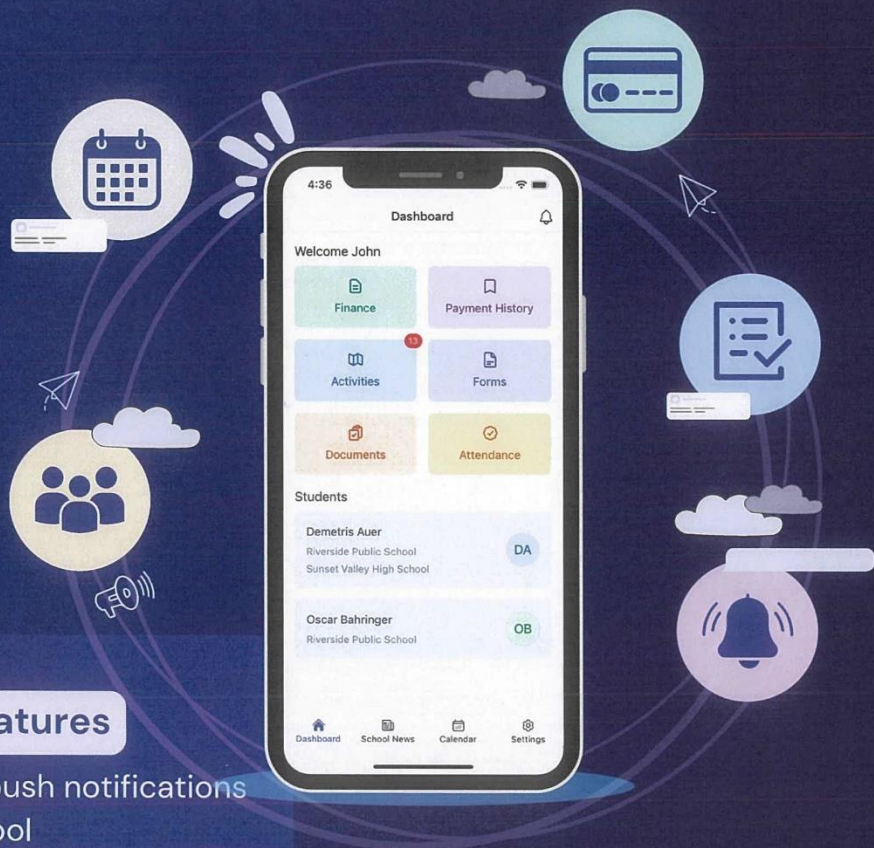


School Bytes

Parent App

Available now!

Download on the App Store or Google Play by clicking the image below.



Key Features

- Get real time push notifications from your school
- Stay signed in and save your card for secure payments for fees and excursions
- Give consent, sign forms and respond to attendance alerts
- View the school calendar and news



Download on the
App Store



GET IT ON
Google Play


Years 7 – 10 Uniform Requirements

Cecil Hills High School uniform is **only** available at the uniform shop located within the school grounds via carpark A.


Item	Description	Uniform Standards
Skirt	Navy/green tartan with four pleats (polyester viscose heavy weight)	<ul style="list-style-type: none"> Not to be rolled over the top Worn just above the knee
Blouse	White tailored blouse with school crest and navy piping on the collar and sleeves (white polyester/cotton) (plain white short sleeve T-shirt/singlet may be worn underneath)	<ul style="list-style-type: none"> Top button only undone Sleeves not rolled up Collars kept down Blouse is worn outside of skirt
Slacks	Navy with CHHS embroidery (stretch polyester slacks)	<ul style="list-style-type: none"> No alterations of school slacks permitted
V neck fleecy top	Navy with school crest (super fleece)	
Jumper	Navy with school crest (80% wool 20% nylon, allergy free)	
Jacket	Navy, white and bottle green with school crest and piping (Lined waterproof micro fibre)	<ul style="list-style-type: none"> Sports jacket also acceptable
Socks or Stockings	Plain white socks visible above the shoe Black or navy stockings	<ul style="list-style-type: none"> No motifs No anklets or footlets No tights
Shoes	Traditional black hard leather lace-ups as shown in the picture	<ul style="list-style-type: none"> Foot must be fully enclosed by the shoe.
Shirt	White tailored button up with school crest (poly cotton) (plain white short sleeve T-shirt/singlet may be worn underneath)	<ul style="list-style-type: none"> Top button only undone Shirt is worn outside of trousers Sleeves not rolled up Collars kept down
Trousers	Navy (gaberdine – belt loop design)	<ul style="list-style-type: none"> No alterations of school trousers permitted
Shorts	Navy (gaberdine)	
V neck fleecy top	Navy with school crest (super fleece)	
Jumper	Navy with school crest (80% wool 20% nylon, allergy free)	
Jacket	Navy, white and bottle green with school crest and piping (lined waterproof micro fibre)	<ul style="list-style-type: none"> Sports jacket also acceptable
Polo Top	White, navy and bottle green with school crest (stretch micro fibre with moisture management and antimicrobial treatment)	
Shorts	Navy, bottle green and white with piping and CHHS embroidery (mesh)	<ul style="list-style-type: none"> Standard and super size available
Track pants	Navy, bottle green and white, zippered with piping and CHHS embroidery (lined micro fibre)	<ul style="list-style-type: none"> No other track pants acceptable
Jacket	Navy, white and bottle green with school crest and piping (lined micro fibre)	<ul style="list-style-type: none"> School jacket also acceptable
Scarf	Navy with school crest	
Cap	Navy with school crest (wool acrylic)	
Football socks	Navy and bottle green (acrylic)	
Socks	Pack of 5 ankle or regular length	

Year 11-12 Senior Uniform Requirements

Cecil Hills High School uniform is **only** available at the uniform shop located within the school grounds via Carpark A.

Item	Description	Uniform Standards
Skirt	Navy with four pleats (polyester viscose medium weight)	<ul style="list-style-type: none"> Not to be rolled over the top Worn just above the knee
Blouse	Ice blue tailored blouse with school crest (polyester/cotton) (plain white short sleeve T-shirt/singlet may be worn underneath)	<ul style="list-style-type: none"> Top button only undone Sleeves not rolled up Collars kept down Blouse is worn outside of skirt
Slacks	Navy with CHHS embroidery (stretch polyester slacks)	<ul style="list-style-type: none"> No alterations of school slacks permitted
Jumper	Navy with school crest (80% wool 20% nylon, allergy free)	
Jacket	Navy, white and bottle green with school crest and piping (lined waterproof micro fibre)	<ul style="list-style-type: none"> Sports jacket also acceptable
Socks or Stockings	Plain white socks visible above the shoe Black or navy stockings	<ul style="list-style-type: none"> No motifs No anklets or footlets No tights
Shoes	Traditional black hard leather lace-ups as shown in the picture 	<ul style="list-style-type: none"> Foot must be fully enclosed by the shoe.
Shirt	Ice blue tailored button up with school crest (Poly cotton) (plain white short sleeve T-shirt/singlet may be worn underneath)	<ul style="list-style-type: none"> Top button only undone Shirt is worn outside of trousers Sleeves not rolled up Collars kept down
Trousers	Navy (gaberdine – belt loop design)	<ul style="list-style-type: none"> No alterations of school trousers permitted
Shorts	Navy (gaberdine)	
Jumper	Navy with school crest (80% wool 20% nylon, allergy free)	
Jacket	Navy, white and bottle green with school crest and piping (lined waterproof micro fibre)	<ul style="list-style-type: none"> Sports jacket also acceptable
Polo Top	White, navy and bottle green with school crest (stretch micro fibre with moisture management and antimicrobial treatment)	
Shorts	Navy, bottle green and white with piping and CHHS embroidery (mesh)	<ul style="list-style-type: none"> Standard and super size available
Track pants	Navy, bottle green and white, zippered with piping and CHHS embroidery (lined micro fibre)	<ul style="list-style-type: none"> No other track pants acceptable
Jacket	Navy, white and bottle green with school crest and piping (lined micro fibre)	<ul style="list-style-type: none"> School jacket also acceptable
Blazer	Special order only	
Tie	Navy with school crest (polyester)	<ul style="list-style-type: none"> To be worn at the collar
Tie	Easy tie	<ul style="list-style-type: none"> To be worn at the collar
Scarf	Navy with school crest	
Cap	Navy with school crest (wool acrylic)	
Football socks	Navy and bottle green (acrylic)	

Other Important Uniform Requirements

Item	Requirements
Shoes	<ul style="list-style-type: none"> Traditional black hard leather lace-ups as shown in the diagram. Foot must be fully enclosed by the shoe. <p>Not available at school uniform shop</p> 
Belts	<ul style="list-style-type: none"> Plain black/navy belt. No studs, no large buckle.
Jewellery	<ul style="list-style-type: none"> Watch and simple flat ring, like a signet ring. No large obtrusive/dangerous rings. Not a ring on every finger. Simple chain (not leather or elastic). No heavy chains, no necklaces, no large dangerous pendants. Bracelets – one simple. No heavy metal ones. No leather/elastic. Earrings – stud or sleepers only. No earrings in eyebrow or any part of body that may cause harm to students or others – clarify with Deputy Principal if unsure. Anklets – not to be seen.
Nails	<ul style="list-style-type: none"> Clear or pale colour only. Acrylic nails are not permitted. If in doubt, clarify with Deputy Principal.
Make Up	<ul style="list-style-type: none"> Not to be worn in excessive amounts. No eye shadow or coloured lipstick. No mascara. No eyeliner. No false eyelashes
Hats	<ul style="list-style-type: none"> To be worn for protection from the sun. Only to be worn outside. No logos referring to drugs/alcohol. Caps - peak at front allowed. Hats are not to be worn reversed. No beanies.
School Bags	<ul style="list-style-type: none"> All students require an appropriate school bag or back pack to carry textbooks and school books/folders. Handbags/Bum bags are not suitable as a school bag. Carrying folders without a bag is also not suitable. Additional bags may be used to carry sports uniform and joggers.
Mobile phones and other devices	<ul style="list-style-type: none"> Mobile phones are not required and should be <u>off and out of sight in the school bag. Phones must be turned off when entering the school site and for the duration of the day,</u> No responsibility is taken for lost or damaged mobile phones and other devices.

Uniform Shop Opening Hours

Cecil Hills High School

Uniform Shop Special Opening Hours

2024



The Uniform Shop is located within our school

Ways to Order:

Simply come in and visit our Uniform Shop

or

Online Ordering <https://daylightsportswear.com/cecilhills>

Ready for click and collect from the uniform Shop

January 2024 School Holidays Trading Hours

By Appointment only

Please check the available times via link below

<https://daylightschoolwear.au/cecilhills/booking>

**Orders placed online can be collected once notified
via text message or email**

Uniform Shop Price List



Cecil Hills High School UNIFORM SHOP

Price List

NAME: _____ YEAR: _____ DATE: _____ REC# _____

	ITEM	PRICE	SIZE	QTY	TOTAL INCL GST
GIRLS	Junior Blouse	38.00			
	Senior Blouse	38.00			
	Junior Skirt	55.00			
	Senior Skirt	40.00			
	Girls Slacks	45.00			
BOYS	Senior Shirt	38.00			
	Junior Shirt	38.00			
	Boy Shorts	40.00			
	Tailored Trousers	48.00			
UNISEX	School Jacket	72.00			
	Senior Shorts (Support Unit)	37.00			
	Fleecy Top V-Neck	36.00			
	White Polo (Support Unit)	29.00			
JUMPERS	Wool Jumper	72.00			
SPORTS	Sports Jacket	70.00			
	Sport Short	35.00			
	Sport Short Long	35.00			
	Trackpants	48.00			
	Sports Shirt	38.00			
ACCESSORIES	School Backpack	70.00			
	School Cap	15.00			
	School Scarf	12.00			
	Football Socks	08.50			
	Socks Ankle 5pk	20.00			
	Socks Regular 5pk	20.00			
	School Tie	20.00			
	Reusable Tote Bag	01.00			

Monday 2:00-5:00pm Wednesday 8:00-11:00am Thursday 11:30am-2:30pm Friday 8:00-11:00am Closed school holidays

Shop phone number: 0468 354 648 (only switched on during open hours)

Purchase online: <https://daylightsportswear.com/cecilhills> - pick up from uniform shop

WE ACCEPT MASTERCARD, VISA AND EFTPOS

NO CHEQUE PAYMENTS

* Prices are subject to change without notice|

Curriculum

Year 7 and Year 8

Innovation Electives	2 periods in Year 8
English	3 periods
Mathematics	3 periods
Science	3 periods
Geography	2 periods in Year 8
History	2 periods in Year 7
Technology (Mandatory)	4 periods in Year 8
Language	2 periods in Year 7
PD/H/PE	2 periods
Visual Arts	4 periods in Year 7 (semesterised with Music)
Music	4 periods in Year 7 (semesterised with Visual Arts)
Sport	1 period

Year 9 and Year 10

English	3 periods
Mathematics	3 periods
Science	3 periods
History	3 periods (semesterised with Geography)
Geography	3 periods (semesterised with History)
PD/H/PE	2 periods
Sport	2 periods

Year 9 and Year 10 Electives (2 Electives x 2 Periods in Year 9 and Year 10)

Accelerated Mathematics	Industrial Technology – Timber
Child Studies	Information & Software Technology
Commerce	Italian
Dance	Marine Studies
Design & Technology	Music
Drama	Photographic and Digital Media
Food Technology	Physical Activity and Sports Studies
History Elective	Textiles Technology
Industrial Technology - Electronics	Visual Arts

Year 11 and Year 12: English (Advanced/Standard/Studies) is mandatory

Board Developed Courses

Ancient History	Industrial Technology – Multimedia Technologies
Biology	Industrial Technology – Timber Products & Furniture Industries
Business Studies	Information Processes and Technology
Chemistry	Legal Studies
Community and Family Studies	Mathematics Advanced
Design & Technology	Modern History
Drama	Music
Economics	PD/H/PE
Engineering Studies	Physics
Earth & Environmental Science	Society and Culture
Mathematics Standard	Visual Arts
Geography	

Board Endorsed Courses

Photography & Digital Imaging	Exploring Early Childhood
English Studies	Sport Lifestyle and Recreation
Marine Studies	VET Skills for Work



































Extension Courses

English (Extension 1 and 2)	Mathematics (Extension 1 and 2)
History Extension	

Vocational Education Courses

Construction	Business Services
Hospitality	Entertainment Industry
Range of TAFE options	

Subject Equipment Requirements

Year 7/8	
Subject	Equipment Required
 English	A4 240 page exercise book
 Mathematics	A4 240 page grid book
 Science	A4 256 page exercise book
 Geography (Year 8 only)	A4 240 page exercise book
 History (Year 7 only)	A4 240 page exercise book
 Technology (Mandatory) (Year 8 only)	A4 display folder
 Languages (Year 7 only)	A4 192 page exercise book
 PD/H/PE	Workbook supplied
 Visual Arts (Year 7 only)	11" x 14" or A3 size Visual Display Book (Portrait) 2B & 4B pencils, scissors, eraser
 Music (Year 7 only)	Headphones with jack input, display folder, 96 page music manuscript book
Years 9/10	
Subject	Equipment Required
 English	A4 240 page exercise book
 Mathematics	A4 240 page grid book
 Science	A4 256 page exercise book
 History	A4 240 page exercise book
 Geography	A4 240 page exercise book
 PD/H/PE	Workbook supplied
Year 9/10	
Elective Subjects	Equipment Required
 Accelerated Mathematics	A4 240 page grid book
 Child Studies	Workbook Supplied
 Commerce	A4 192 page exercise book
 Dance	A4 Visual Diary
 Drama	A4 64 page exercise book
 Food Technology	A4 192 page exercise book, apron
 History Elective	A4 240 page exercise book
 Hospitality - VET	A4 192 page exercise book
 Industrial Technology - Electronics	A4 display folder
 Industrial Technology - Timber	A4 display folder
 Information & Software Technology	A4 display folder
 International Studies	A4 192 page exercise book
 Italian	A4 192 page exercise book
 Music	Headphones with jack input, display folder, 96 page music manuscript book, 8GB USB
 Photographic and Digital Media	8GB USB, A4 Visual Diary
 Physical Activity and Sports Studies	A4 240 page exercise book
 Textiles Technology	A4 192 page exercise book
 Visual Arts	11" x 14" or A3 size Visual Display Book (Portrait) 2B & 4B pencils, scissors, eraser

In relation to exercise books, parents and children may choose to have some smaller exercise books if they wish to make more space in their school bag. For example, it would be acceptable for a Year 7 English student to have 2 x 120 page exercise books for the year rather than 1 x 240 page exercise book.

Year 7 – 8 School Fees

School Diary

In support of our **Connect Program** where students undertake courses in study, homework and examination skills, we require all students to have a diary.

Year 7	Cost
Administrative Costs – includes Diary	\$70.00
Education Perfect (Science)	\$19.50
Mathletics	\$15.00
Music	\$25.00
SmartLab (English)	\$10.00
Technology Programs	\$50.00
Visual Arts (Includes Visual Arts Process Diary)	\$95.00
Welfare Initiatives	\$25.00
Total cost for Year 7 school fees	\$309.50
Year 8	Cost
Administrative Costs – includes Diary	\$70.00
Education Perfect (Science)	\$19.50
Home Economics (combine with Ind Arts to make one TAS charge)	\$80.00
Industrial Arts	\$80.00
Mathletics	\$15.00
SmartLab (English)	\$10.00
Technology Programs	\$50.00
Welfare Initiatives	\$25.00
Sub Total – School Costs	\$349.50
Elective Costs: Select and Pay for Two (2) only	
Crime Scene Investigation	\$10.00
Just Desserts	\$40.00
Food Lovers	\$40.00
Football 101	\$0.00
Lego Robotics	\$30.00
MYOB	\$10.00
Psychology	\$0.00
School of Rock	\$20.00
STEM	\$20.00
Survivor	\$10.00
Street Art (includes excursions)	\$50.00
Xhibit It	\$45.00
Total cost for Year 8 school fees (excluding electives)	\$349.50

Years 9 – 10 School Fees

Year 9	Cost
Administrative Costs – Includes Diary	\$70.00
Education Perfect (Science)	\$19.50
Mathletics	\$15.00
SmartLab (English)	\$10.00
Technology Programs	\$50.00
Welfare Initiatives	\$25.00
Sub Total – School Costs	\$189.50
Elective Material Costs: Select and Pay for Two (2) only	
Child Studies	\$15.00
Commerce	\$10.00
Design & Technology	\$120.00
Electronics	\$120.00
Engineering	\$100.00
Food Technology	\$230.00
Information & Software Technology	\$55.00
Multimedia	\$75.00
Music	\$40.00
PASS	\$0.00
Photography & Digital Media	\$70.00
Textiles	\$60.00
Timber	\$150.00
Visual Arts	\$110.00
Total cost for Year 9 school fees (excluding elective costs)	\$189.50
Year 10	Cost
Administrative Costs – Includes Diary	\$70.00
Careers	\$15.00
Education Perfect (Science)	\$19.50
Mathletics	\$15.00
SmartLab (English)	\$10.00
Technology Programs	\$50.00
Welfare Initiatives	\$25.00
Sub Total - School Costs	\$204.50
Elective Material Costs: Select and Pay for Two (2) only	
Child Studies	\$15.00
Commerce	\$15.00
Dance	\$25.00
Design & Technology	\$120.00
Electronics	\$120.00
Engineering	\$100.00
Food Technology	\$230.00
Information & Software Technology	\$55.00
Multimedia	\$75.00
Music	\$40.00
PASS	\$0.00
Photography & Digital Media	\$70.00
Textiles	\$60.00
Timber	\$150.00
Visual Arts	\$110.00
Total cost for Year 10 school fees (excluding elective costs)	\$204.50

Years 11 – 12 School Fees

Year 11	Cost
Administrative Costs – includes Diary	\$70.00
Careers	\$15.00
Technology Programs	\$50.00
Welfare Initiatives	\$25.00
Sub Total – School Costs	\$160.00
Year 11 Electives	Cost
Elective Material Costs:	
VET Business Services	\$20.00
VET Construction (includes White Card)	\$160.00
Design & Technology	\$85.00
Education Perfect (Science subjects only)	\$26.50
Engineering	\$35.00
Food Technology	\$220.00
Graphics	\$50.00
VET Hospitality – Food and Beverages (Uniform \$10)	\$230.00
VET Hospitality – Kitchen Cookery	\$220.00
VET Hospitality – Kitchen Cookery Toolkit Hire	\$25.00
VET Hospitality – Kitchen Cookery Uniform	\$85.00
Information Processes & Technology	\$30.00
Multimedia	\$40.00
Music	\$65.00
Photography & Digital Media	\$60.00
Timber	\$120.00
Visual Arts (Includes Visual Arts Process Diary)	\$150.00
Total cost for Year 11 school fees (excluding elective costs)	\$160.00
Edrolo Access Preliminary Subjects:	Per Subject
Legal Studies, Biology, Chemistry, Investigating Science, Physics, PDHPE, Mathematics Standard, Mathematics Advanced	\$30.00
Maths Extension 1	\$15.00
Year 12	Cost
Administrative Costs - includes Diary	\$70.00
Careers	\$15.00
Technology Programs	\$50.00
Welfare Initiatives	\$25.00
Sub Total – School Costs	\$160.00
Year 12 Electives	Cost
Elective Material Costs:	
VET Business Services	\$20.00
VET Construction	\$60.00
Design & Technology (includes \$20 portfolio)	\$85.00
Drama	\$50.00
Education Perfect (Science subjects only)	\$26.50
Engineering	\$35.00
Food Technology	\$220.00
VET Entertainment	\$60.00
VET Hospitality – Food and Beverages	\$220.00
VET Hospitality – Kitchen Cookery	\$220.00
Information Processes & Technology	\$40.00
Multimedia	\$60.00
Music	\$60.00
Photography & Digital Media	\$80.00
Timber	\$75.00
Visual Arts (Includes Visual Arts Process Diary)	\$140.00
Edrolo Access HSC Subjects:	Per Subject
Business Studies, Legal Studies, Biology, Chemistry, Physics, PDHPE, Mathematics Standard, Mathematics Advanced, CAFS, Economics, Geography	\$30.00
Mathematics Extension 1, Ancient History	\$15.00
English Standard, English Advanced, Modern History	\$19.50
Total cost for Year 12 school fees (excluding elective costs)	\$160.00

Support Unit Staff



Mrs Kelly Ford, Head Teacher

Teaching



Mr Brookfield



Mr Floresca



Mr Jacob



Mr Le



Mr McSwiggan



Mrs Sharma



Mrs Almeida



Mrs Billingsley



Mr Ford



Mrs Hassan



Mrs Le



Mr Shito



Mrs Ngo

Support Unit Fees

The total of the Special Education fee for 2024 is \$213.

Support Unit	Cost
Administrative Costs – includes Diary	\$70.00
Mathletics	\$15.00
Technology Programs	\$20.00
Visual Arts	\$45.00
Food Technology	\$45.00
Student Initiatives	\$18.00
Total cost for school fees	\$213.00

Through the year there may be additional activities that will incur an extra cost, such as camp.

Digital Technology

Digital technology plays a crucial role in our modern world, impacting various aspects of our daily lives, including education. At Cecil Hills High School, we recognise the significance of digital technology in enhancing learning opportunities, promoting responsible use, and fostering a safe and secure online environment. A school-based intranet is available at every computer, providing staff and students access to various systems and resources, such as the library catalogue. The internet is filtered through the Department of Education's server to prevent inappropriate material from being downloaded. Our policy outlines the guidelines, expectations, and responsibilities for students regarding the use of digital technology within our school community.

Digital technology is an integral part of our educational approach and Strategic Improvement Plan. It offers new opportunities and challenges for students, teachers, and the entire school community.

Bring Your Own Device (BYOD)

Bring Your Own Device (BYOD) refers to the practice of students bringing their approved and supported technological devices to school to support their learning. Prior to bringing a device to school, students and parents must sign the BYOD Parent & Student Agreement.

Mobile Phones and Smart Devices

Mobile phones are allowed to be carried to and from school. In accordance with the NSW Government restrictions, mobile phones are to be **turned off and kept out of sight in their bags** and should **NOT** be used during the school day. This includes break times, exam periods, carnivals, and excursions. Smart devices, such as smart watches and AirPods, are not permitted if paired to a mobile phone.

Use of Artificial Intelligence (AI)

Students are encouraged to use technology as a tool for learning and research but are not to use it to gain an unfair advantage. Students are prohibited from using AI programs or any other automated means to complete or perform academic tasks unless otherwise directed by their teacher. The use of AI or other technology to assist in the completion of assignments must be disclosed and approved before submission.

Cecil Hills High School reserves the right to monitor and detect the use of AI and other automated means for academic tasks, and to take appropriate action in response to violations of this policy. In the case of suspected plagiarism, students will be required to provide evidence that all unacknowledged work is entirely their own.

Digital Technology Student Agreement



DIGITAL TECHNOLOGY STUDENT ACCEPTABLE USE AGREEMENT

I acknowledge and agree to be a responsible and ethical user of digital technology, the internet, and related electronic devices. I will adhere to the expectations outlined below:

I have the right to:

1. Use devices at home and install additional printers and peripheral devices.
2. Install legally acquired applications and content.
3. Access the internet from any location.
4. Ensure personal safety when using digital technology (e.g. password protection).

I have the responsibility to:




1. Keep device and online environment passwords secure.
2. Maintain devices in good condition and free from graffiti.
3. Replace lost, damaged, or stolen school-supplied devices and accessories.
4. Use appropriate and respectful file and folder names.
5. Bring laptops fully charged to school daily.
6. Use laptops at school exclusively for educational purposes.
7. Keep mobile phones turned off and out of sight during the school day.
8. Use the DoE and Cecil Hills High School's communication tools (e.g. email) for educational purposes.
9. Respect and follow the NSW Department of Education and school policy and regulations.
10. Refrain from posting any comments or materials that could harm the school's reputation.
11. Regularly backup data from devices.
12. Observe all copyright, intellectual property, and piracy laws.
13. Report any personal discomfort or online safety concerns to a teacher or trusted adult.
14. Report any unsafe, inappropriate, or hurtful online behaviour observed in others to a teacher or trusted adult.
15. Communicate in a legally and socially appropriate manner, avoiding actions that may offend, insult, humiliate, or intimidate others.
16. Respect the privacy of others, only taking photos, recording audio or video with informed consent, and for legitimate and agreed purposes.

Homework Policy

Homework is used to support the teaching and learning activities within the classroom. In this sense, homework can be initiated by teachers, parents or students themselves. Homework is set to allow for different work rates and abilities of students.



1. Each faculty develops its own homework policy consistent with the guidelines from the NSW Department of Education and Cecil Hills High School. Each faculty will make clear what it perceives as the needs of students and how the faculty homework policy will assist in meeting these needs.
2. Homework is planned as an integral part of the lesson or unit of work. In all homework activities the objectives and/or tasks the student is expected to complete should be clear to students and parents.
3. Homework should have a time limit. For example:

 Years 7 & 8	1½ hours per day
 Year 9 & 10	2 hours per day
 Year 11 & 12	3 hours homework and study

When homework cannot be completed a note of explanation from parents/guardians is required.

4. Immediate follow up of homework is of great importance in ensuring successful completion of set work and reward of student effort. The checking of homework is essential in motivating students by giving feedback and indicating teacher concern. Follow up at this level could include assessment, diagnosis, discussion or other appropriate actions. A record of homework set and homework completed will be recorded in the teacher's mark book.
5. Under NO circumstances will homework be given as a punishment.
6. **Diary use.** This is a school initiative which aims to encourage the use of a school diary to organise the home study program for students in Years 7 – 12. All students need a homework diary and it should be brought to school each day. Teachers direct students to record homework details in their diary for their reference. Parents are requested to sign their child's diary each week.

Homework

At Cecil Hills High School, students are expected to complete homework. This includes revision, studying, assessment tasks, work set by the teacher and any other task that supports teaching and learning within the classroom. Research shows that good homework habits can improve student progress by an additional five months over a calendar year.

Students are required to use their diary to record homework. Parents are requested to sign their child's diary each week. Connect teachers work with students to promote positive homework habits and check student use of the diary. Parents should note that students will always have something to do at home to support their learning. If your child reports they have completed all of their work, you can work with your child to undertake the following:

- **Study notes:** It is important for students to revise by summarising what they have learned. This can be as simple as writing three summary sentences for each lesson to create study notes.
- **Reading a novel:** One of the best ways to improve literacy is to read a novel. Our school library has many novels and Liverpool City Council libraries at Carnes Hill, Green Valley and Liverpool also have a wealth of reading material: <https://mylibrary.liverpool.nsw.gov.au/>
- **Mathletics:** Year 7 to Year 10 students have a Mathletics account. The website has numeracy activities for students to complete. You can access the website here: <http://au.mathletics.com/>
- **Assessment tasks:** Every course from Year 7 to Year 12 has regular assessment tasks. Our school website has a copy of our assessment booklets for each grade. Each assessment booklet contains a summary page which outlines when assessment tasks are due throughout the year. You can access your child's assessment booklet here: <https://www.cecilhillshigh.nsw.edu.au/assessment-booklets>
- **Edrolo:** Our school subscribes to this online service for selected Year 11 and Year 12 courses. The website contains video explanations of key content and quizzes for students to complete: You can access the Edrolo website here: <https://edrolo.com.au/>
- **Past HSC exams:** The NESA website has past HSC exams. Year 11 and Year 12 students can complete questions from past HSC exams for practise. You can access the NESA website here: <https://educationstandards.nsw.edu.au/wps/portal/nesa/11-12/resources/hsc-exam-papers>
- **Connect After The Bell:** This program operates in the Library from 3.00pm to 4.30pm on a Thursday afternoon. Year 7 and Year 8 students are able to access free support from teachers to help with homework and assessment tasks.
- **HSC Test Yourself App:** This app contains self-correcting multiple choice questions from past HSC exams. [You can find information on the app here:](http://shop.nesa.nsw.edu.au/en/bostes/hsc-test-yourself-%28app%29) <http://shop.nesa.nsw.edu.au/en/bostes/hsc-test-yourself-%28app%29>
- **NESA Online Multiple Choice:** This online website from NESA contains self-correcting multiple choice questions from past HSC exams: <https://quiz.nesa.nsw.edu.au/home>

Learning Support Program

To provide additional support to students, peer tutoring is provided during Connect to help students who may be having difficulty in reading and comprehension and mathematics. The Learning Support team and the Welfare team select and train students in Years 9 and 10 to become Peer Tutors.

Peer Tutoring

WE ARE
STUDENTS
HELPING
STUDENTS

They provide one-on-one tuition to help students who are experiencing difficulty in some Key Learning Areas. These programs enhance the learning of students and, at the same time, develop the leadership skills of the tutors. Selected Year 10 students are trained to become Peer Literacy Tutors and throughout the year they work with Year 7 students.

School Library

The purpose of the school Library is to support and enhance classroom learning. Our aim is to be the 'learning centre' of the school, providing a welcoming learning environment which offers our students opportunities to develop information skills that are confidently and competently applied for lifelong learning. We also aim to encourage a love of reading.

Students who use Library facilities in class or small groups, or individually in their free time, are offered assistance by Library staff members Mrs Baldachhino, Mrs Green and School Administrative Officers.

Activities the students engage in include:

- Researching a set task through print media and/or the internet. There are 30 computers available in the Computer Lab which students can access during recess and lunch or class time
- Presenting work using a variety of software programs and web2 technologies
- Participating in theme days run by faculties or reading promotions such as Book Week
- Studying for a test or examination
- Reading for pleasure
- Printing, scanning, photocopying (colour printing available)
- Playing board games
- Viewing a DVD or Clickview program
- Preparing or participating in a debate
- Borrowing resources for periods of up to two weeks with an option to renew for a further two weeks
- Participating in Management of Learning lessons where the importance of consistency in the completion of assessable tasks, homework and the development of self-regulation and positive life skills are promoted.

All students have access to the Library and its resources through the use of their Library Card. Students are issued with an individually barcoded Library Card which can act as an identification card. The Library Card will be issued soon after school photographs are taken. There is a small cost to update or replace lost or damaged cards.

Library staff look forward to all students visiting the Library. We believe we can make a positive difference to student achievement at Cecil Hills High School and welcome the opportunity to build learning partnerships in our school community.



Learning and Support Team

The Learning and Support Team provide extra support in teaching and learning to students and staff across the curriculum, with a particular emphasis on literacy and numeracy. The team works collaboratively with classroom teachers and parents to plan and implement appropriate learning programs.

The Learning and Support Team works individually with students, assists, monitors and liaises with outside agencies.



Diane Kalinski
Learning & Support Teacher



Josie Carzo
Learning & Support Teacher

Careers Adviser & Transition Team

Career Education is not about expecting students to make lifelong career decisions at a young age. It is about providing them with the context of their school learning and the skills, knowledge and attitudes to make future career decisions.

The Cecil Hills High School Careers and Transition team provide a rich and passionate careers practice with a holistic approach to career information. It involves a team of dedicated professionals that are both experts as Senior/Junior Coordinators and trained as Careers and Transition Advisers. We are future focused and innovative in engaging with the wider community, in supporting the career and transition needs of all our students.

The Careers and Transition team:

Inspire - working in the students' best interest and aim to provide meaningful opportunities to increase their capacity to focus on who they are, what they have to offer and what is important to them. Providing comprehensive and current information regarding learning and work opportunities. Encouraging students to value and actively engage in their learning and develop individual pathways.

Support - building rapport and relationships with our students and help them gain direction by knowing their options, what appeals to them, encourage them to ask questions and take risks to enhance their knowledge and awareness of the world of work. Presenting general career guidance and support at key transition points during secondary schooling.

Empower - Providing students with a range of opportunities to develop appropriate skills and knowledge to effectively manage their own career development. Developing students' capacity to qualify for suitable learning and work opportunities and select appropriate strategies and interventions. Working effectively with a range of stakeholders including parents, staff, employers, educational training organisations and advocacy to provide transition support. Encouraging students to test out options and take on opportunities presented to them and emphasise adaptable behaviour.

These support services help students to define their career aspirations, develop career goals, explore career options, and create informative and effective career and transition strategies.

Careers Corner Learning Centre

Visit www.chhscareers.com.au, our very own one stop shop Cecil Hills High School Careers website. Users will need to register and sign in. The registration process involves using your email as your username and a self-created password. Staff, parents, and students can use this website to identify the latest career information and upcoming events, access to further education and training, available scholarships and early entry schemes, access a resume builder and career investigator, information about the HSC, search for job vacancies and much more.

Like our **Cecil Hills High School Careers Facebook** page and make sure you don't miss out on late breaking careers information and upcoming events and opportunities. You can also access the various career development experiences that our students are involved in.

Our Careers Corner Learning Centre is situated in the library and is designed to assist students to identify their individual abilities, skills, interests, learn to plan their pathway options, engage in learning experiences, and research course information through a range of careers resources. **The Careers and Transition team supports parents and caregivers** with information, tools and strategies that guide students' search for a satisfying career path.

A **"Vacancies" Job board** is situated in our Careers Centre. It features updated posts providing students with both full and part-time job vacancies.

The **"Skills for Work" - Linking Cecil Hills High School students to.....noticeboard** is located just outside our school library and offers staff and students' current careers knowledge, events, valuable websites, and career development.

Careers Corner Learning Centre – What to Expect

Meeting with the Careers and Transition team can be helpful in organising and planning your future. Our staff team can stimulate your thinking, asking important career planning questions that will help you clarify your goals and assist you in developing your own personal career plans.

When meeting with the Careers and Transition team, you may want to be prepared to discuss any of the following issues:

- Identifying your interests, skills, and values through discussion, assessments and related activities.
- Learning about printed and internet resources, as well as personal contacts, essential in gaining information about careers.
- Discussing different opportunities, projects, activities, and ideas that can assist you in making your post school education satisfying, fun and marketable.
- Engaging in exercises that identify the career skills that you have developed from academic, extra-curricular, VET course and part-time job experiences.
- Talking about making informed decisions about university courses, careers, job offers and other pathway options.
- Recognising personal strengths and limitations and how they affect your career planning and developing ways in which to use and/or improve them.
- Researching employer leads, job vacancies and other ways to communicate with employers.
- Creating and implementing a strategic personal career development plan.
- Preparing a personal profile and portfolio
- Preparing your resume, cover letter, and interview skills.
- The Careers and Transition team will support your parents and carers with information, tools and strategies that can guide you in your search for a satisfying career path.

'We can serve as a bridge between you, Cecil Hills High, and the career world. We will help to provide support as well as help you in understanding the decision-making process. We can help you learn more about yourself and how to begin to gather information regarding the workforce or post school study.'

We will provide you with access to a range of career development services that will support you to define your career aspirations develop career goals; explore options and create your own transition plan. We will offer some insight concerning the nature of your various options and their related pathways. We will increase your knowledge about career pathways and the world of work in general.

However, the decision regarding what career path you choose will be yours. It is up to you, to engage in further research and assume responsibility for making your career choices. We are here to help you to learn about the process of career planning and direct you to the necessary resources.'

Enjoy your career journey,

The Careers and Transition team



Mrs Reid



Mr Evans



Mr Wilcox



Mr Slobodzian














Mrs Naim

Student Leadership at Cecil Hills High School

Student Representative Council

Students are elected from each year to represent the ideas of their fellow students and make suggestions to improve the school community. SRC members report to the student body at each assembly. This improves the status and relevance of the Student Representative Council.

Our SRC members for this year have been elected because they are excellent members of our school community. They are specially trained to work as a cohesive team. Above all else they are excellent people to talk to if you need some help around the school.

School Captains		Vice Captains	
			
Setare Nafisinia	Dominic Nguyen	Cavaldi Chuna	Susan Merza
Student Representative Council			
			
Abdul Barghachoun	Amy Chon	Eesha Gounder	Dylan Luu
			
Zeljko Medic	Allegra Ng	Ali Wehbe	

The Council has the following roles:

- ❖ Devise procedures concerning the activities of the students within the school
- ❖ Chair school assemblies
- ❖ Raise and allocate money according to the needs and wants of students in the school
- ❖ Canvas student opinion on changes to school policy implemented by the staff of the school, and liaise with the Principal. *(All decisions made by the Council are recommendations to be approved by the Principal.)*
- ❖ To be an active member of the wider community

As a member of the SRC, a student will be given the opportunity to develop a confident manner, improve their ability to speak in public and make responsible decisions. It gives students the opportunity to have their say.

Year 9 and Year 10 “Unsatisfactory participation in learning”

Rationale:

A student in Years 9 and 10 at Cecil Hills High School is expected to apply sustained effort and diligence in all experiences offered by the school at all times so that course outcomes are met.

In order to accomplish this, students are expected to complete set tasks and assessments to a satisfactory standard.

It is encouraged that students seek assistance from their teacher to complete all tasks and should difficulties arise seek clarification prior to the work's due date.

Any work submitted must be your own.

Procedure:

If at any time it appears that a student is at risk of receiving an 'N' determination (non-completion of course requirements, often referred to as N Award) in any course, the principal must:

- advise the student of the tasks or actions to be undertaken in time for the problem to be corrected and alert the student to the possible consequences of an 'N' determination;
- advise the parent or guardian in writing (if the student is under the age of 18);
- request from the student/parent/guardian a written acknowledgement of the warning;
- issue at least one follow-up warning letter if the first letter is not effective; and
- retain copies of all relevant documents.

If an N Award warning letter is issued, the student must:

1. Work with their teacher to ensure they understand how to complete the work
2. Consult the Head Teacher of the subject and/or a teacher in the Learning Support faculty if unsure of how to complete the work
3. Complete the task as directed by their teacher and the Head Teacher of the subject by the revised due date indicated on the letter
4. Attend the Junior Improvement Program (JIP) afternoon each week and work with the JIP coordinators

If the work is not submitted by the revised due date, a second follow-up N Award warning letter will be issued. A student who has not satisfactorily completed the course requirements is at risk of being N Determined and unable to achieve the Record of School Achievement (RoSA) and continue to Year 11 and 12.

Senior Students “Unsatisfactory participation in learning”

Rationale:

A Senior Student at Cecil Hills High School is expected to apply sustained effort and diligence in all experiences offered by the school at all times so that course outcomes are met.

In order to accomplish this, students are expected to complete set tasks and assessments to a satisfactory standard.

It is encouraged that students seek assistance from their teacher to complete all tasks and should difficulties arise seek clarification prior to the work's due date.

Any work submitted must be your own unless the task requires a group effort.

Procedure:

When a student is not meeting course requirements due to class work and/or assessment tasks, the following **6 step process** will follow:

1. Student's **class work/Assessment Task** is deemed **unsatisfactory** by the *classroom teacher*.

Eg. Incomplete, not submitted, plagiarised, non serious attempt, etc



2. Misadventure form – Declined or not submitted



3. Teacher *writes* and *sends* home Preliminary (Yr11) or HSC (Yr12) **N Warning Letter**

This letter states the work the student needs to complete to satisfy course requirements.

Teacher and Head Teacher support to complete task.

Note: At least TWO warning letters in a subject may result in an N-Determination for that course.

In Year 12 this may mean not receiving a HSC.



4. The student is placed on a **Senior Improvement Program (SIP)** by the **Deputy Principal**.

When: EVERY Tuesday (until work is complete)

Where: Senior Improvement Program - Library

Time: 12.10pm to 2.10pm

Supervising Teacher: Senior Coordinator

Senior Students “Unsatisfactory participation in learning”

5i) A copy of the Warning Letter is emailed to student and parent.

ii) The original Warning Letter will be sent home via mail (NESA requirement).

The student is required to:

- Let parents know about the SIP, which includes having the SIP notice signed and given to Senior Coordinator at the time of the SIP.
- Come to SIP prepared to complete the set work on the following Tuesday, or as indicated on the SIP notice.
- Continue attending every Tuesday until the work is complete and deemed satisfactory by the Classroom Teacher and/or Head Teacher.



6. What if...?

1. Student completes the set work before the SIP?
 - Student needs to submit work to teacher and provide sufficient time to check and notify Deputy Principal or Senior Coordinator if satisfactory (Friday at the latest).
2. Student fails to attend SIP?
 - Senior Coordinator rings home that afternoon to notify parent, or
 - Student is placed on an alternative after school detention, or
 - Failure to complete alternative detention may result in a Formal Caution.
3. Student absent from school?
 - As per (2)
4. Student continually re-offends / doesn't complete Warning Letter requirements?
 1. Deputy Principal interviews student and notifies parent (phone).
 - Strategies offered & expulsion process discussed.
 - Formal Warning of Expulsion given (Letter 1).
 2. Deputy Principal interviews student and parent.
 - Alternatives to school discussed.
 - 7 day letter of Expulsion given (Letter 2).
 3. Principal interviews student and parent
 - Student given alternatives / contract / Expelled (Letter 3).

Senior Students Support

The school provides support, advice and strategies for our senior students. This is to assist all students to successfully complete both the Preliminary and HSC courses by:

- Establishing a Senior school culture based on academic success
- Providing Senior students with a smooth transition to post-school world
- Recognising and respecting Senior students as young adults and leaders of the school
- Providing ongoing *progress monitoring* to students and parents
- Recognising and celebrating achievement in a structured adult way
- Creating a welfare and discipline system for Seniors that is distinct from the junior school
- Identifying students experiencing difficulties with Senior school and assisting them in seeking solutions.

The Senior Rights and Responsibilities (R & R) are a code of conduct outlining the student's rights and his/her responsibilities to ensure a learning environment that supports diligence and sustained effort.

Students may be required to attend an interview with the Deputy Principal if they display:

- a documented pattern of non-satisfactory completion,
- non-serious attempts to meet course objectives, or
- non-compliance with NSW Education Standards Authority (NESA) requirements for the award of a Higher School Certificate.

This may result in:

- loss of senior privileges and/or
- referral to support services (Careers, Counsellors, etc)
- suspension/expulsion from school (serious breaches).

Senior Students Rights and Responsibilities Agreement

All senior students are expected to sign their rights and responsibility agreement as shown below:

I, _____ a **Senior Student** enrolled at Cecil Hills High School understand that my purpose for being at school is to achieve personal success.

Being a senior means enjoying the following **RIGHTS** while accepting the following **RESPONSIBILITIES**.

RIGHTS	RESPONSIBILITIES
To learn in a safe environment	<ul style="list-style-type: none"> To act safely and encourage other to do so To respect the property of others and of the school
To be treated fairly	<ul style="list-style-type: none"> To treat others fairly and with respect
To be recognised and valued as an individual	<ul style="list-style-type: none"> To value and respect each others differences
To learn in an enjoyable environment	<ul style="list-style-type: none"> To come to school prepared and ready to learn To help others to learn To approach work in a positive way
To learn in a clean and healthy environment	<ul style="list-style-type: none"> To keep our school clean and help others to keep it clean To keep our school a smoke free zone
To have privileges which are not extended to junior students	<ul style="list-style-type: none"> To use senior privileges maturely and in keeping with the school's rules To act as a positive role model for younger students
To be treated as a mature young adult	<ul style="list-style-type: none"> To conduct myself as a mature young adult
To achieve success and fulfil my academic potential	<ul style="list-style-type: none"> To complete all classwork, homework and assessment tasks to the best of my ability To make a sustained and genuine effort in all set tasks and experience in each course, provided by the school
To expect that our school has an excellent reputation in our community	<ul style="list-style-type: none"> To speak positively about our school and be proud of it To wear the senior uniform everyday To follow the school's rules To behave in a way that enhances our school's excellent reputation To contribute and maintain a positive sense of school spirit

Senior Students Privileges and Procedures Agreement

Cecil Hills High School will treat its **Senior Students** as mature and responsible individuals. This means that attitudes which reflect this status will be adopted by staff. At the discretion of the school, senior students will enjoy the following **privileges** providing the **procedures** are followed.

Year	Privilege	Procedure
11 & 12	1. A distinctive Senior uniform	<ul style="list-style-type: none"> As per school rules
	2. Teacher supported study periods	Report to the <u>Library</u> : <ul style="list-style-type: none"> Yr12 – during periods 1,2 or 3 if the student “drops” a subject / does TAFE Yr11 - TAFE students ONLY Students may see other teachers during this time after making arrangements (signed teacher note) and then reporting to their study teacher during their study period with this note. Eg Art, Wood
	3. Library <ul style="list-style-type: none"> Senior research space Access to computers & resources during study periods 	<ul style="list-style-type: none"> As per library rules
	4. Early finish on Tuesday, exceptions may apply	<ul style="list-style-type: none"> Students may leave the school and go home
	5. Senior Connect	<ul style="list-style-type: none"> Students to engage in private study
<u>12 Only</u> & <u>Yr11</u> <u>TAFE</u>	7. The ability to sign out when <u>no</u> timetabled lesson for period 4.	<ul style="list-style-type: none"> A <u>parent letter</u> confirming days <i>leaving early</i> will be issued, signed & returned via the Deputy Principal. Students with NO timetabled period 4 may sign 0out and go home or indicate where they are in the school (eg library, art room 1, etc), at the front office

The school will provide every support to assist its senior students in reaching their potential. Our aim is to make their time at Cecil Hills High School a positive, enjoyable and beneficial experience while helping them to achieve personal success.

Referencing Policy - Bibliographies

Assignments which require a bibliography MUST include a list of all resources you have used in your research. Bibliographies could include: books, websites, magazines, TV shows, YouTube videos or podcasts. Details of these resources are listed **alphabetically** in your bibliography according to the **author's last name**. At Cecil Hills High School the format that is required is the **Harvard Style** (otherwise known as the Author, date system).

Need help? Type (sydneytafe.libguides.com/biblio) into your browser. This will take you straight to Sydney Tafe Library Online (Figure 1). Make a bibliography by clicking on your resource type from the list provided on this page (Figure 2). A citation is then produced which you can copy and paste into your bibliography document. Remember you can always ask the school Library staff for assistance. The Library Moodle page also has referencing help as well.

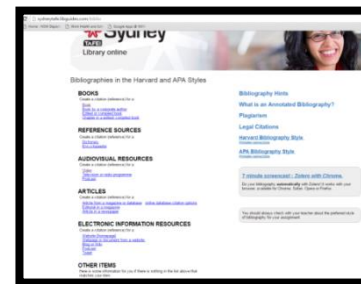


Figure 1

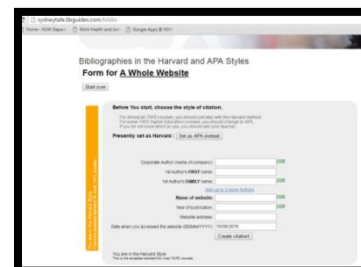


Figure 2

Examples of Bibliography Types:

For Books

Authors surname, initial	Year of Publication	Title of Book (in italics)	Publisher	Place of Publication
Riley, T.	2009	<i>Year 11 Economics 2010</i>	Tim Riley Publications	Dee Why

Riley, T 2009, *Year 11 Economics 2010*, Tim Riley Publications, Dee Why.

Webpage – Owner or Writer of Site, Title of Page, Year Published, Date Viewed, URL

Owner or Writer of Site	Year of Publication	Title of Page (in italics)	Date viewed	URL
The World Bank	2015	<i>Country at a Glance- China</i>	20 February, 2015	http://www.worldbank.org/en/country/china

The World Bank 2015, *Country at a Glance- China*, viewed 20 February, 2015, <http://www.worldbank.org/en/country/china>

Newspaper article

Author surname, initial	Year of Publication	Title of Article	Newspaper name (italics)	Date Published	Page Number
Pascoe, M.	2015	Australians ...	<i>The Sydney Morning Herald</i>	February 20, 2015,	p.20

Pascoe, M 2015, 'Australians looking cheap as offshore bargain hunters move in' *The Sydney Morning Herald*, February 20, 2015, p.20.

YouTube Video

- title (if part of an ongoing series, list the episode title first, then the series name)
- year of recording
- format
- publisher/distributor
- place of recording
- date of recording (if applicable)

Fashion tales – Melbourne 2009, video, Channel 9 News Melbourne, 12 March, viewed 3 September 2011, <http://www.youtube.com/watch?v=sLWfRzgo__4&NR=1>.

Bibliography example:

Bibliography

Fashion tales – Melbourne 2009, video, Channel 9 News Melbourne, 12 March, viewed 3 September 2011, <http://www.youtube.com/watch?v=sLWfRzgo__4&NR=1>.

Pascoe, M 2015, 'Australians looking cheap as offshore bargain hunters move in' *The Sydney Morning Herald*, February 20, 2015, p.20.

Riley, T 2009, *Year 11 Economics 2010*, Tim Riley Publications, Dee Why.

The World Bank 2015, *Country at a Glance- China*, viewed 20 February, 2015, <http://www.worldbank.org/en/country/china>

TIPS:

- ☐ A bibliography should appear on a separate page at the end of your work
- ☐ List in alphabetical order