

AN INFORMATION GUIDE FOR STUDENTS IN YEAR 11



This guide addresses some of the issues that directly affect students in Year 11 at Glenmore Park High School.

Students must read this document carefully.

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SCHOOL EXPECTATIONS AND STUDENT PRIVILEGES

What aspects of the school curriculum are compulsory?

The formal curriculum of the school engages students in learning new skills and knowledge through a variety of subjects (English, Mathematics, Science, elective subjects etc.). As well, students are involved in developing an understanding of the relationship between our behaviour and our capacity to become better learners through PBL classes (**P**ositive **B**ehaviour for **L**earning). At assemblies, we share in the celebration of our achievements. These activities, plus development days for year groups, the Year 11 PDHPE Cross-Roads activities, swimming carnivals and athletics carnivals are all a compulsory part of the total school curriculum.

What aspects of the school curriculum are privileges?

As well, students are offered a variety of other opportunities to learn new skills and knowledge that are additional to the formal curriculum. These are referred to as the extra-curricular or co-curricular activities. These include dance groups, band, choir, debating teams, competitive or representative sport, leadership groups, clubs, camps and excursions etc. *These are not compulsory and participation in these is a privilege, not a right.*

The school offers other activities that enable students to celebrate milestones eg. Year 12 formals, graduation ceremonies, presentation evenings or assemblies and recreational excursions. These too are not compulsory and participation in these is a privilege, not a right.

What does my school expect from me?

The values of the school are expressed through its motto (“Learning for Life”), rewards systems, code of conduct (“Safe, Respectful Learners”) and uniform code.

The school expects that students will:

- Wear full school uniform in an acceptable manner
- Attend all lessons, PBL classes and assemblies
- Remain at school and not leave the school without the clearly expressed and written authority of the school
- Remain in class and not leave class without the clearly expressed authority of the classroom teacher
- Remain in the near vicinity of staff who have been designated the supervisory role of students eg. waiting for buses, on excursions, at sporting events etc.
- Be punctual to school and all classes, assemblies or school functions
- Complete classroom tasks, homework and assignments
- Meet deadlines for homework and assignments
- Respect the rights of students to learn and teachers to teach and not behave in a way that is disruptive to learning
- Comply with the directions of school staff in and beyond the school grounds regardless of the day of the week or the time of the day
- Show respect to all members of the school (students and staff) and wider community (visitors and general public)
- Act in a manner that will not cause or encourage harm or injury (physical or emotional) to other members of the school and wider community
- Act in a manner that will not cause or encourage harm or injury to oneself (possession and use of tobacco or tobacco products, possession and use of alcohol or illegal drugs)
- Act in a manner that will not bring the reputation of the school into disrepute

The above list is just a sample of what the school expects of students.

What can be the consequences of not doing what is expected of me?

When students persistently do not meet the school’s expectations, the privileges described earlier can be withdrawn.

When a student is suspended from school, the privilege to attend the Year 12 Formal is immediately withdrawn. The reason for withdrawal of this privilege is not limited to an act resulting in suspension from school.

If a privilege is withdrawn, can it be regained at a later time?

Yes. Students would need to:

- Demonstrate over time that they have learnt from the mistake that was made causing the loss of the privilege
- Apply in writing to the Principal or the Principal’s delegated officer (usually the Deputy Principal) for the reinstatement of that privilege
- Continue to meet the expectations of the school

What is the school code of conduct?

The core expectations for Glenmore Park High School are expressed through the simple phrase – “Safe, Respectful Learners”:

SAFE	Be safe in the playground, classrooms, specialist areas, when representing the school and travelling to and from the school.
RESPECTFUL	To yourself, peers, teachers, visitors and community members, by treating others the way we would like to be treated
LEARNERS	Taking responsibility for your learning, by completing set tasks, allowing learning to take place in the classroom and learning environment and always doing your best

PRELIMINARY and HIGHER SCHOOL CERTIFICATE

What must I do to be eligible for an award in a Preliminary HSC or HSC course?

A student will be considered to have satisfactorily completed a course if, in the Principal's view, there is sufficient evidence that the student has:

- (a) **followed** the course developed or endorsed by the Board; and
- (b) **applied** themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school; and
- (c) **achieved** some or all of the course outcomes.

In addition to any other set tasks and experiences in any Preliminary or HSC course, students must complete Preliminary or HSC assessment tasks that contribute in excess of 50 percent of available marks.

How many courses must I study?

The first three terms of the HSC are the Preliminary Course. To achieve this, students must satisfactorily complete at least 12 units (6 X 2 unit subjects).

To be eligible for the HSC, students must study at least 10 units (5 X 2 unit subjects).

After the satisfactory completion of the Preliminary course, students may study one subject less. This can only be done by negotiation with the school after careful consideration of results and requirements.

English is a compulsory subject for the Preliminary and HSC courses. Other subjects are selected according to requirements of future study and career choices.

Higher School Certificate Examinations:

The written HSC Examinations begin in mid October 2013 and conclude in mid November. The examination timetable for 2012 will be published in early 2013.

HSC examination results will be available to students by internet, SMS and telephone in mid December 2013.

Information about the HSC Examinations, Courses and requirements can be found on the internet at the NSW Board of Studies website - <http://www.boardofstudies.nsw.edu.au/>

“ALL MY OWN WORK” PROGRAM

The HSC: All My Own Work program is designed to help Higher School Certificate students to follow the principles and practices of good scholarship. This includes understanding and valuing ethical practices when locating and using information as part of their HSC studies.

From 2008, all students who are enrolled in one or more HSC courses with an external examination are required to have satisfactorily completed the “All My Own Work” program.

The five program modules and quizzes will have been completed by Year 11, 2013 students in the last Term of Year 10, 2012. If you have not completed “All My Own Work” you will be ineligible for a Preliminary Certificate.

NON-AWARDS

If a student does not meet the requirements of a course, the Principal will make an 'N' determination ie. a non-award in the course.

How will I know that I am not meeting course requirements?

Students will be advised in writing if they are not meeting course requirements. The written advice takes the form of non-award warning letters which identify:

- the reasons for not meeting course requirements
- the improvement program ie. the course work and/or assessment tasks that must be completed and the due date for completion of the tasks

When is an 'N' determination made?

A minimum of two non-award warning letters will be forwarded to the student and parent before an 'N' determination may be made. Students who have not complied with the requirements for satisfactory completion of a course cannot be regarded as having satisfactorily completed the course and an 'N' determination will be applied by the school Principal.

If a student is absent from school for any reason, it is the student's responsibility to catch up on any work missed during the absence. Failure to do so may result in an 'N' determination based on requirements (b) and (c) above.

Glenmore Park High School considers an attendance rate less than 85% to be unacceptable and students will be required to demonstrate that the absences have not impacted on their eligibility for the award of the Preliminary HSC or HSC.

The Principal can make an 'N' determination at any time but the Board of Studies determines the cut-off dates for Principals to notify these for both the HSC and the Preliminary HSC. Students will also be advised of their rights to an appeal and the processes for making that appeal.

ATTENDANCE

There is a strong connection between good attendance and success at school.

There are five periods in every normal school day but students may not be scheduled for a lesson in every period. Some students may be required to attend school before or after a normal school day eg. students attending VET classes or classes in extension courses such as English, Mathematics and History.

The PBL lesson and the assembly period are considered to be timetabled lessons and attendance at these is compulsory.

Senior students must be on school premises for:

- every timetabled lesson
- periods between timetabled lessons
(remember, PBL classes and the assembly are considered to be a timetabled lessons)

Senior students:

- need not arrive for school until 9.30am if they do not have a timetabled Period 1 class
- may sign out and travel home after 1pm if they do not have a Period 5 class.
(remember, PBL classes and the assembly are timetabled lessons)

What do I do to ensure that I am marked present if my first timetabled lesson is after period 1?

If a student's first timetabled lesson is after period 1, then the student must go to the student services desk to record their arrival at school prior to 9.30am. The student (and no-one else) is to sign-in on the appropriate sheet.

What do I do if I arrive before or during a non-timetabled period?

If a student arrives at school (eg. because they travel by bus or are brought to school by private transport) before or during a study period, then the student must go to the student services desk to record their arrival at school and then report to the school library for study.

The student must not leave the school. Once a student arrives at school, the school must then exercise duty of care and this duty requires the student to stay and to remain in the school library.

What do I do if my last timetabled lesson is before period 5 and I wish to go home?

If a student's last timetabled lesson is before period 5, then the student must go to the student services desk to record their departure (even if they stay on school premises until the end of period 5). If a student leaves school early after recording their departure, they should not return to school. It is expected that the student has departed and is on their journey to home.

A student who travels home by bus must not leave the school grounds at any time after arrival at school. A bus traveller cannot leave the school grounds and later return to school to catch the bus home. If a bus traveller wishes to leave early because there is no timetabled lesson at the end of the day, they must present a note from their caregivers at the student services desk and obtain an early leavers' pass.

What do I do if I have a non-timetabled period between two timetabled lessons?

If a student is not timetabled to a lesson in a period that is between two other timetabled lessons, then the student must report to the school library or the senior area adjacent to H-Block for study – such periods are called “study periods”. Under no circumstances can a student leave the school.

Can I choose to be at school during early or late non-timetabled periods?

Yes, but the student must report to the school library or the senior area adjacent to H-Block for study and ensure that their arrival and/or departure are recorded at the student services desk.

Can I leave school at recess, break or lunch times?

No. Students must remain at school.

What is the consequence for not complying with these requirements?

Students who persistently do not comply with these requirements may be suspended from school or all privileges can be withdrawn or both.

Must I attend all VET classes?

It is essential that all students studying VET courses attend every lesson in order to meet the competencies of that course. It is not possible to make up the time for missed classes, as your class teacher needs to witness you achieve the required performance criteria.

SCHOOL UNIFORM

Glenmore Park High School is a uniform school and the school expects students to proudly wear full school uniform every day. Our junior and senior uniforms are functional and distinctive.

A school uniform:

- Helps us to identify with the goals of the school
- helps us to adopt good dress habits
- teaches us that different situations call for different dress requirements
- ensures that we are all seen as equal
- removes competition in dress
- identifies us as a member of the school community and part of the school team
- provides safety as we are easily identified
- sets a positive tone for learning.

Families are asked to support the school uniform code and to ensure that correct school uniform is proudly worn every day. There are no variations to the uniform.

What is the uniform for students at Glenmore Park High School?

General Uniform			
Junior Girls	Senior Girls	Junior Boys	Senior Boys
Lemon cotton blouse with school logo	White cotton blouse with school logo	Navy polo shirt with navy and lemon collar and school logo	Light blue cotton shirt with school logo
Navy and blue tartan skirt		Navy shorts	
Navy slacks		Navy long pants (Deluxe College Baggies)	
School jacket with school logo		School jacket with school logo	
Navy sloppy joe with school logo		Navy jumper with school logo	
All black leather shoes or all black leather joggers		All black leather shoes or all black leather joggers	
White socks (worn above the shoe)		Navy socks with lemon bands (worn above the shoe)	
School track pants		School track pants	

Physical Education Uniform

Navy, lemon and white PE top with school logo

Navy, lemon and white PE shorts

All black or white leather jogger

As a health measure, all students must change into PE and sport uniform for PE and Sport activities and then change back into the general uniform after these activities. Students will not be permitted to actively participate if they do not have a PE and Sport uniform.

What type of shoes must be worn by students?

Students must wear fully closed black leather shoes (not shoes made from canvas or other soft material fabrics) as they are a safety requirement in specialist rooms such as science laboratories, kitchens and technology workshops.

Shoes must be an all black shoe. There are two options:

1. a black dress shoe for normal lessons and a black or white jogger for physical education classes and sport

2. a black jogger for all situations

Whatever is the choice, **the shoes must be all black** – no white or coloured parts and no coloured shoe laces.

Where students wear a white jogger for sport and physical education lessons, that jogger must only be worn for the sport or physical education lesson. This requires a change of shoes during the day.

At no time may a student wear thongs to school. There may be exceptions such as swimming carnivals and year 7 swim school, but a note will be sent home with students describing the function, whether or not uniform is required and whether or not thongs may be worn.

What should I do if it is not possible to wear some part of uniform?

In emergencies, the school accepts students out of uniform.

However, the student must provide a note and the school will issue a uniform pass for that day.

The note must:

- be written and signed by the caregiver (not the student)
- show the student name and year group
- be dated
- describe the item of uniform that could not be worn
- offer an explanation for that item of uniform not being worn
- show a contact phone number

The note should be taken to the Head Teacher Welfare (Ms. Quiney) or a Deputy Principal (Ms. Gorick (Years 8, 10, 12), Mr. Harvie (Years 7, 9, 11)).

To not have one item of uniform does not mean that other uniform items should not be worn.

The item of clothing being worn should blend in with the colours of the school and should not be offensive (eg. offensive text and graphics) or advertise a business or product.

Are there days when I do not have to wear uniform?

If there is a school function that does not require uniform, then a note will be sent home with students describing the function, whether or not uniform is required or which items of uniform are required. **The last day of a school term or the school year is a full school uniform day.**

If a student arrives at school out of uniform without a note from the caregivers, the student's caregivers may be contacted to seek permission for the student to travel home to change or to request the caregiver to bring the uniform to school for change.

Can I wear accessories?

Extremes of jewellery and make-up should not be worn while students are at school. Decorative belts must not be worn.

Caps, hats and sunglasses must be removed when inside a building where they cease to be practical and become only decorative. It is considered courteous for a person's eyes and face to be seen in an indoor working environment such as a classroom.

Are there any aspects of clothing that should not be worn?

Yes. Some of these have already been mentioned eg. thongs, decorative belts, extremes of accessories, shoes that are not all black. Items such as patterned jackets, coloured sloppy joes, coloured joggers, coloured jackets, denim jeans, jackets and skirts, track pants, any items with visible brand names or offensive text or graphics are not permitted. If you are not sure, contact the Principal for clarification before allowing that item to be worn to school.

Are there any expected standards in the way that I dress?

Yes! A student must at all times be neat and tidy. T-shirts worn under school shirts must be a plain white or a plain blue and must not be extended down the arm past the sleeve of the shirt. Shirts should be buttoned at all times. Shirt sleeves should not be rolled up and the legs of long pants and the school track pants must extend all the way down to the shoe. Socks should be white only and should appear above the shoe and not be rolled down into the shoe.

When a uniform is worn correctly there will not be any exposed skin between the shoulders and the hips.

Whenever a uniform is torn or buttons are lost from the shirt, then repairs should be made immediately if there is not an alternative item of uniform available.

Can I get help if I cannot afford the school uniform?

The school may be able to provide some support. An application for special assistance may be obtained from the school administrative office or caregivers may contact the school Principal (Ms. Brookton) or a Deputy Principal (Ms Gorick or Mr Harvie) to discuss their needs. These matters will remain confidential.

BELL TIMES

The structure of the school day is outlined below:

	MO			TU			WE			TH			FR		
MC	8:25	8:35	10	8:25	8:35	10	8:25	8:35	10	8:35	8:45	10	8:25	8:35	10
1	8:35	9:37	62	8:35	9:37	62	8:35	9:37	62	8:45	9:40	55	8:35	9:37	62
2	9:37	10:39	62	9:37	10:39	62	9:37	10:39	62	9:40	10:35	55	9:37	10:39	62
R	10.39	10:59	20	10:39	10:59	20	10:39	10:59	20	10:35	10:55	20	10:39	10:59	20
3	10.59	12:01	62	10:59	12:01	62	10:59	12:01	62	10:55	11:50	55	10:59	12:01	62
4	12.01	1:03	62	12:01	1:03	62	12:01	1:03	62	PBL:11:50 ASS: 12:10		50	12:01	1:03	62
L1	1:03	1:23	20	1:03	1:23	20	1:03	1:23	20	12:40	1:00	20	1:03	1:23	20
L2	1:23	1:43	20	1:23	1:43	20	1:23	1:43	20	1:00	1:20	20	1:23	1:43	20
4	1:43	2:45	62	1:43	2:45	62	1:43	2:45	62	1:20	2:15	55	1:43	2:45	62

PARKING ON SCHOOL GROUNDS

If students are able to drive a motor vehicle to school, then permission must be obtained to park the vehicle on school grounds. The conditions for parking on school grounds are as follows:

1. permission must be first granted in writing by the Principal or the Principal's delegated officer (usually the Deputy Principal)
2. the written authority to park a vehicle on school grounds must be carried by the student at all times and presented to any member of the school staff (teaching or administrative staff) on request
3. students must hold a current valid driver's licence and their vehicle must be registered and have comprehensive or third party property motor vehicle insurance
4. vehicles must be driven carefully and such that the safety of staff and students is paramount. Pedestrians have right of way inside school grounds.
5. students will only park in the first car park on the left following entry onto the school grounds from the south-eastern (top) vehicle access (near D-Block)
6. students will comply with all signage related to the movement and parking of vehicles on the school grounds
7. students will not transport other students to or from school without the written consent of the Principal or the Principal's delegated officer (usually a Deputy Principal)
8. students are not to go to the parking area or their vehicle until such time as they are leaving the school for the remainder of the school day. Should it become necessary to go to a vehicle during the school day, the student will obtain a written pass from a member of staff, complete the required task and return to the staff member authorising the task to inform the staff member that the task is completed
9. vehicle's are brought onto the school grounds at the owner's risk. Glenmore Park High School and the NSW Department of Education will not be held liable for any loss or damage to vehicles or materials which are part of the vehicle or stored in or on the vehicle

10. parking on school grounds is deemed a privilege not a right and as such this privilege may be withdrawn at the discretion of the Principal. The length of the suspension of the privilege will be at the discretion of the Principal.

How does a student obtain approval to park a motor vehicle on school grounds?

An application form may be obtained from the student services desk in the administration building or from a Deputy Principal. When the application is returned to the student services desk, it will be processed and an “approval to park private vehicle on school grounds” will be issued to the student to be retained by the student for presentation on request. Then, and only then, may the student park their car on school grounds.

What must a student do if they drive more than one vehicle to school?

If more than one motor vehicle is driven to school, then approval must be obtained and granted for each vehicle.

How long does approval last?

Approval is valid whilst the insurance policy, registration and driver’s licence sighted at the time of the original application are all valid. When an insurance policy, registration or driver’s licence is renewed, the new documentation must be sighted by the Principal or the Principal’s delegated officer (a Deputy Principal) for approval to remain current or valid.

Where can a student park their car on school grounds?

Students must park in the carpark at the eastern end of the school in the area closest to D-Block.

IF APPROVAL IS NOT CURRENT, THEN A STUDENT MUST NOT PARK A MOTOR VEHICLE ON SCHOOL GROUNDS.