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<th>Position and Subjects</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mrs Jo Burgess</td>
<td>Principal</td>
</tr>
<tr>
<td>Ms Sam Hutton</td>
<td>Deputy Principal</td>
</tr>
<tr>
<td>Mrs Susan Dolby</td>
<td>Head Teacher - English, HSIE, Drama, Work</td>
</tr>
<tr>
<td></td>
<td>Education and Careers</td>
</tr>
<tr>
<td>Mr Robert Valler</td>
<td>Head Teacher – Teaching and Learning, PD/H/PE,</td>
</tr>
<tr>
<td></td>
<td>Music, Art, LOTE, TAS and Distance Education</td>
</tr>
<tr>
<td>Mr Dale Smith</td>
<td>Head Teacher – Mathematics, Science, Computing</td>
</tr>
<tr>
<td></td>
<td>Studies and Agriculture</td>
</tr>
<tr>
<td>Mrs Kylie Adams</td>
<td>Careers</td>
</tr>
<tr>
<td>Mr Ian Buchanan</td>
<td>Retail, English, Drama, HSIE</td>
</tr>
<tr>
<td>Mrs Bernadette Birmingham</td>
<td>Food Technology, Technology Mandatory, LOTE,</td>
</tr>
<tr>
<td></td>
<td>Sport Lifestyle and Recreation, PDHPE &amp; STLA</td>
</tr>
<tr>
<td>Miss Eunice Blair</td>
<td>Aboriginal Education Officer</td>
</tr>
<tr>
<td>Mrs Leanne Chandler</td>
<td>English and HSIE</td>
</tr>
<tr>
<td>Mr Hans Hietbrink</td>
<td>Technology Mandatory and Technics, LOTE, SLR</td>
</tr>
<tr>
<td>Mrs Lynda Hopwood</td>
<td>PD/H/PE</td>
</tr>
<tr>
<td>Mr Ben Tobler</td>
<td>English, HSIE, Ancient History and Elective History</td>
</tr>
<tr>
<td>Mrs Delena Tibbs</td>
<td>Mathematics and History</td>
</tr>
<tr>
<td>Ms Jane Walker</td>
<td>Science, Agriculture and School Farm</td>
</tr>
<tr>
<td>Mr Peter Pearson</td>
<td>Information Software Technology, Science,</td>
</tr>
<tr>
<td></td>
<td>Agriculture</td>
</tr>
<tr>
<td>Mrs Yvette Ballard</td>
<td>Science, Agriculture and Primary Industries</td>
</tr>
<tr>
<td>Miss Clea Townsend</td>
<td>Visual Arts, Visual Design and Photography</td>
</tr>
<tr>
<td>Ms Lara Nielsen</td>
<td>Commerce, Business Studies, HSIE, Senior</td>
</tr>
<tr>
<td>Mrs Wilma Reeves</td>
<td>Senior Administration Manager</td>
</tr>
<tr>
<td>Mrs Nolene Dawson</td>
<td>School Assistant</td>
</tr>
<tr>
<td>Mrs Raelene Doyle</td>
<td>School Assistant</td>
</tr>
<tr>
<td>Mrs Kerrie McFarlane</td>
<td>School Assistant</td>
</tr>
<tr>
<td>Mrs Natalie Cox</td>
<td>School Assistant</td>
</tr>
<tr>
<td>Mrs Jodie Stewart</td>
<td>School Assistant</td>
</tr>
<tr>
<td>Mrs Deborah Merritt</td>
<td>Science Assistant</td>
</tr>
<tr>
<td>Mr Barry Wilson</td>
<td>General Assistant</td>
</tr>
<tr>
<td>Mrs Jean Tierney/ Pauline Wright/Suellen Trattles</td>
<td>Canteen Manager</td>
</tr>
</tbody>
</table>
Dear Parents

Guyra Central School is a progressive school with responsive leadership and highly motivated staff providing exceptional learning opportunities for all students from Kindergarten to Year 12. We aim to ensure that our students are provided with a wealth of opportunities in order that each student experiences success in academic, sporting, cultural and vocational pursuits.

As a central school, teaching expertise and skills are shared across primary and secondary contexts enriching the learning of our students. An extensive and challenging curriculum is offered, with a strong middle school program to foster continuity of learning from primary to the secondary school.

Guyra Central School considers learning and opportunity to be paramount. We take pride in our capacity to provide rich and innovative educational experiences for all students through the Gifted and Talented initiatives, Quicksmart numeracy, a range of state and regional literacy projects, excellent music and drama programs, as well as a whole school approach to the Positive Behaviour for Learning program. The school has initiated an Intensive Learning Centre to equip students with learning and study skills, as well as being a supervised homework hub.

Our ultimate goal is to empower our students with values, skills, and knowledge to become valuable members of their local community and adequately prepare them for life beyond school.

Guyra Central is well resourced by way of a new Science centre, Agricultural facility, refurbished library, canteen and administration centre. It is a forward focussed school in terms of technology provision and implementation into classroom practice. The school boasts two Connected Classrooms as well as interactive whiteboards in all learning spaces.

The school believes that strong and genuine links with the home and the school has a significant and positive impact on student learning. Parents are encouraged to actively participate in and contribute to the learning of their child.

Guyra Central School students have achieved success at local, regional and state sporting competitions, and acclaim in academic performance in the Higher School Certificate.

Guyra Central School promotes the core values of Respect, Pride and Responsibility within the whole school and broader community contexts.
TEACHING AND LEARNING

To provide a learning environment which is relevant to student’s individual needs, interests and abilities through stimulating and challenging teaching by dedicated and professional staff.

CURRICULUM

To provide a flexible curriculum structure which is relevant to all stages of the student’s development and caters for individual needs, interests, abilities, and provides the basis for a positive contribution to society.

SCHOOL AND COMMUNITY

To develop the partnership between our school and its community for the good of our students and their families.

STUDENT SUPPORT

To encourage students to set goals so that they can achieve their full potential academically, physically and socially as a member of a safe and caring school.
A BRIEF HISTORY OF OUR SCHOOL

For more than a century our school has provided a high quality educational service to the people of Guyra and surrounding districts.

The first school began as a result of an application, in August 1881, to the District Inspector of Armidale from families living around the Mother of Ducks Lagoon. As a result Loch End Public School was opened on 30th July, 1883 with approximately 32 pupils and Mr. Anthony O’Hare as the teacher.

The arrival of the railway in Guyra in 1884 saw the Railway Station become the hub of the community, causing a population shift. Because of this, the increased enrolments and many representations by the community, the Department of Education, on 2nd June 1893, relocated the school to a site in Bradley Street where the Council Chambers now stands, changing the school’s name to Guyra Public School.

With enrolments reaching 200 and the buildings in a poor state of repair the Department of Education, in 1919, carried out extensive remodelling, constructing part of the U-shaped brick building remembered by many parents of our present day students.

The establishment of the secondary department in 1930 was the next stage in the school’s development, with enrolments being 14 in the First Year (now Year 7) and 8 in Second Year (now Year 8). In 1931 a third year was added with those students studying for the Intermediate Certificate (an external examination). As secondary enrolments steadily increased, the school was reclassified as Guyra Central School in 1944.

The next major landmark for our school was the establishment of Years 11 and 12. After much hard work by the Parents & Citizens, the first senior school began in 1969.

The relocation of the school to its Marne Street site began in June 1970, when the secondary department began lessons in their present buildings. Seven years later, the primary pupils joined their secondary counterparts. At the same time, additional secondary accommodation was built, including two science laboratories, two classrooms and a music room.

Today, because of the interest, support and determination of our local community, Guyra Central School has facilities and resources the envy of many New South Wales students and teachers. In 2010 the school opened a new Science Block, Agriculture facilities and new Video Conference facilities.
Dear Parents

The school’s community has agreed that the school should have a General School Contribution from students. Funds raised through this Contribution will be used to provide educational resources and programs in our school.

Payment of the General School Contribution is voluntary. However without the support from the payment of School Contributions we cannot provide to our students all that we would like. Our school would welcome your contribution, as this will significantly enhance the resources made available to students.

The funds generated by the General School Contribution are for this school only and may be added to by other school activities and funds raised by parent organisations for the benefit of students.

Finally, while I take the opportunity to stress the importance of your contribution I assure all parents that no embarrassment or discrimination will occur in our school as a result of non-payment of the contribution. Should you wish, I will be pleased to discuss difficulties with you including exemptions, support and options for payment by instalments.

Parents are also advised that a Special Assistance Scheme provides limited funds to assist with subject fees. Further information is available from the Principal.

Mrs Joanne Burgess
Principal
GUYRA CENTRAL SCHOOL
CODE OF CONDUCT

Our code of conduct is based on three core values of;

**PRIDE**
The desire to always perform to our ability

**RESPECT**
For others and self

**RESPONSIBILITY**
To do the right thing at all times

**Students are expected to:** Be in the right place, at the right time, doing the right thing.

- Wear full school uniform, including the sports uniform with pride
- Actively participate in learning as a member of the school community
- Strive to achieve their personal best in all school activities
- Display positive behaviour at all times
- Display pride when representing the school
- Respect other people’s belongings
- Take care of the school and its properties
- Respect all people and not bully, harass, victimise or discriminate against anyone on the grounds of gender, race, religion, sexuality, ethnicity, socio-economic status, age, education or disability
- Interact with staff members and peers in a respectful and positive manner
- Be prepared with the correct school equipment for all activities
- Be punctual to class and all school events
- Act safely while at school and on the way to and from school
- Be responsible for their own actions
- Access the canteen at appropriate times
- Discuss any concerns with teachers to do with their well-being and/ or that of their peers
- Follow all rules and procedures of the school

Name ___________________________ Signed_____________________


GENERAL SCHOOL CONTRIBUTIONS
(Formerly known as School Fees)

SCHOOL CONTRIBUTIONS

Contributions for 2012 are as follows with a possibility of change for 2013.

GENERAL CONTRIBUTION  Year 7  2012

Basic Fee  $30.00

Subject Fees

Technology Mandatory  $20.00

STUDENT ASSISTANCE SCHEME

Each year the Government provides a small amount of money to assist students whose parents are facing financial hardship. The funds are available to assist with excursions, subject fees, uniform and school requisites. Unfortunately assistance will only cover a part of the total cost(s). A committee considers each application and application forms are available from the Principal, or Mrs Reeves in the office.

HOMEWORK

Homework is given to allow parents to keep in contact with the work their child is doing, to consolidate classroom learning and to establish useful work habits for later years. Careful thought is put into the type of homework students are requested to complete. Usually it is given to supplement what students are doing in class or to revise a specific skill. Students need to ensure that they write down the homework they are given in their school planners.
ACCIDENTS AND ILLNESS AT SCHOOL

Parents are advised that they should not send children to school when they are sick. It is the school’s policy to send sick students home immediately.

From time to time children have accidents or become ill at school. We have a well organised sick bay to cater for these emergencies. If your child becomes sick or has an accident while at school, we will immediately contact you or if you are unavailable a person you have nominated when you enrolled your child. If it is not possible to reach you then the school will take whatever action is in the best interests of the child.

The school is a member of the ambulance contributions scheme. Should it be necessary for the school to call the ambulance there is no charge to the parents for the trip from school to the hospital.

MEDICATION

There are strict guidelines for schools regarding the administration of medication.

All medication to be taken at school must be labelled with instruction for dosage and times to be taken. This must be accompanied by a signed note also giving clear instructions for dosage and times. The local doctors and the hospital in Guyra have a special form which doctors can complete to furnish these details. In the interests of safety for all students any medication to be taken at school must be given to the main office for distribution by our first aid officer.

STUDENT REPORTS AND PARENT/TEACHER INTERVIEWS

Parents are encouraged to talk to their child’s teacher at any time during the school year. Making an appointment via the office staff is necessary the best as it allows the teacher to set time aside to concentrate on the interview.

Parents will receive a written report on their child(ren)'s progress at the end of first semester (late June) and at the end of second semester (each December). Progress reports can be requested at any time of the year.

Scheduled parent/teacher interviews in Years 7-12 are held each year at the end of the first semester and are a vital part of the educational program provided at our school. All parents are urged to take the opportunity to talk to their child’s teachers about any aspect of their child’s education.

Personal Learning Plan meetings (PLPs) are held each year with each student, their parent/caregiver, Year Advisor and Deputy or Head Teacher. In this way we are able to work together to determine the best possible outcomes for each student, catering to the individual needs and interests.
The school has a canteen that operates daily and is run by the Canteen Committee. Students are allowed to go to the canteen before school, at recess and lunch time to buy small items. Whilst the canteen appreciates the correct change, it is not essential.

A price list is included in this booklet. Changes in pricing will be sent home in the Newsletter.

As the canteen is dependent upon help from parents, the manager would be most grateful to hear from you if you are willing to take your turn on the roster. All canteen profits go to the P & C to be spent on items for the school.

Guyra Central School
Canteen Price List
February 2012

SANDWICHES AND ROLLS

<table>
<thead>
<tr>
<th>Sandwiches/Rolls</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cheese and Salad</td>
<td>2.10/2.90</td>
</tr>
<tr>
<td>Tomatoes</td>
<td>1.90/2.70</td>
</tr>
<tr>
<td>Ham</td>
<td>1.70/2.50</td>
</tr>
<tr>
<td>Ham &amp; Cheese</td>
<td>1.90/2.70</td>
</tr>
<tr>
<td>Ham &amp; Salad</td>
<td>2.30/3.10</td>
</tr>
<tr>
<td>Chicken &amp; Salad</td>
<td>2.50/3.30</td>
</tr>
<tr>
<td>Tomato &amp; Cheese</td>
<td>2.30/3.10</td>
</tr>
<tr>
<td>Cheese</td>
<td>2.10/3.10</td>
</tr>
<tr>
<td>Egg &amp; Lettuce</td>
<td>2.10/3.10</td>
</tr>
<tr>
<td>Plain Buttered Roll</td>
<td>1.20</td>
</tr>
<tr>
<td>Chicken &amp; Salad Wrap ½</td>
<td>1.30</td>
</tr>
<tr>
<td>Full</td>
<td>2.60</td>
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</table>

OTHER LINES

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
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</thead>
<tbody>
<tr>
<td>Cheese &amp; Bacon Sausage Rolls</td>
<td>1.70</td>
</tr>
<tr>
<td>Sausage Rolls</td>
<td>2.20</td>
</tr>
<tr>
<td>Pies (Spoons 5c extra)</td>
<td>3.80</td>
</tr>
<tr>
<td>UFO’s</td>
<td>0.80</td>
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<tr>
<td>Hot Cheese Bacon Rolls unfilled</td>
<td>1.60</td>
</tr>
<tr>
<td>With filling</td>
<td>2.40</td>
</tr>
<tr>
<td>Fried Rice (Plate)</td>
<td>2.00</td>
</tr>
<tr>
<td>Hash Browns</td>
<td>0.50</td>
</tr>
<tr>
<td>Noodles</td>
<td>0.50</td>
</tr>
<tr>
<td>Chicken Fillet Burgers</td>
<td>3.00(Lunch Only)</td>
</tr>
<tr>
<td>Salad Tubs (summer)</td>
<td>2.50</td>
</tr>
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DRINKS

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Focus Sport Water</td>
<td>2.00</td>
</tr>
<tr>
<td>Pop Top Juice</td>
<td>1.60</td>
</tr>
<tr>
<td>Poppers</td>
<td>1.60</td>
</tr>
<tr>
<td>Deep Spring Water</td>
<td>1.00</td>
</tr>
<tr>
<td>Play Fruitz</td>
<td>1.80</td>
</tr>
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</table>

HEALTHY SNACKS

<table>
<thead>
<tr>
<th>Item</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mini calypo</td>
<td>1.00</td>
</tr>
<tr>
<td>Paddle Pops</td>
<td>1.60</td>
</tr>
<tr>
<td>JJ Snacks</td>
<td>1.20</td>
</tr>
<tr>
<td>Funny Face</td>
<td>0.50</td>
</tr>
<tr>
<td>Mini Cream Bun</td>
<td>1.30(Monday only)</td>
</tr>
<tr>
<td>Fruit Salad</td>
<td>1.80 per cup (Summer only)</td>
</tr>
<tr>
<td>Mousse Choc or Caramel</td>
<td>0.80</td>
</tr>
</tbody>
</table>

Fresh Fruit is always available 80cents

Fresh cooked slice available 80cents
**LIBRARY**

All students are encouraged to borrow regularly from the school library. With a library of over 15,000 books the task of keeping track of all these is difficult and we ask that parents assist by making sure their children return books by the due date. If students haven’t finished with the book by the return date, they are welcome to borrow it again but must take it to the library so the date of the loan can be changed.

If parents could occasionally check the bookshelves at home and return any school library books, the librarian would be grateful, and the cost of replacing lost books reduced. It is the school’s policy to ask parents to pay for any lost books.

**SCHOOL COUNSELLOR**

The school has a specially trained Counsellor who is available to discuss students' progress with parents. Teaching staff will draw upon this expertise for assistance in determining students' needs and for advice on a range of other issues.

Parents may make an appointment with our Counsellor, through the school office. All dealings are in the strictest confidence.

Students may self refer to the Counsellor.

**ABORIGINAL EDUCATION OFFICER**

(Miss Eunice Blair)

The school is fortunate to have the services of an Aboriginal Education Officer. The Aboriginal Education Officer (AEO) is available to assist all students, but has special responsibility for our Aboriginal students. The AEO can be contacted through the school office.

**STUDENT REPRESENTATIVE COUNCIL (SRC)**

Each year students from year 7 to 12 are elected by their peers to represent

1. their year groups and to liaise between staff and students on matters relating to school welfare policies and procedures etc

2. the SRC organises events such as school socials to raise money for charity groups with special need and school resources etc

3. two students from each year (normally a boy and girl) and two aboriginal students (normally a girl and boy) are elected annually

4. SRC meetings are held every second Wednesday at 12.50pm.
SCHOOL HOUSES

For the purpose of sporting and other competitions, students at Guyra Central School are divided into three houses as follows:

Malpas/Red   Nincoola/White   Chandler/Green

Students from Guyra Central Primary remain in their given house for the duration of their schooling.

THE CLIMATE

Due to the nature of the winter climate in Guyra it is often only at lunchtime that the students are able to go outdoors. We therefore try to get the students to go outside whenever possible. It would help if you could make sure that your child comes to school with clothes warm enough to participate in outdoor activities.

It is also advisable for students to have the school jumper or school jacket with them at all times, even in the middle of summer.

NAME TAGS

So we can attempt to return any clothing that is lost by students, we do ask parents to assist by putting a child’s name on every garment they are likely to take off at school, e.g. track suit, jumpers, cardigans, hats, socks, etc.

JOHN JONES

LOST PROPERTY

Lost property is stored at the main office for items other than clothing. Clothing is stored in the Lost Property Box near the main office. Unclaimed and unnamed clothing is either donated to the clothing pool or to charity.
COMMUNICATION

Postal Address:  Guyra Central School
                27 Marne Street
                GUYRA  NSW  2365

Telephone: 6779 0844
Facsimile: 6779 2035
Canteen: 6779 1689
Email address guyra-c.admin@det.nsw.edu.au

Making an appointment with a member of staff

If you wish to make an appointment either ring the school office or write to the member of staff requesting an appointment. Please list the times at which you will be available and the topic(s) of discussion. Leave a contact number or address and your appointment will be notified promptly.

As teachers are often on class when you arrive for your appointment please go to the Secondary office (unless unattended, then to the main office).

Please contact the school if you are unable to keep your appointment.

School Newsletter

A weekly newsletter is distributed each Thursday. Every effort is made to incorporate all information and permission notes in this document. One copy is given to the youngest member of each family. Spare copies are available at the school office. Families may also request for the weekly newsletter to be emailed directly to them, instead of being given to students. Please provide your email address to the front office if this is your preferred option.
CURRICULUM

Guyra Central School offers a very diverse and flexible curriculum for Years 7.

Years 7

All students study:
   English
   Mathematics
   Science
   Human Society and Its Environment (HSIE)
   Technology - A combination of Technics (Wood & Metal), Food Technology, Textile Technology, Agriculture
   Languages Other Than English (LOTE) - all students experience French.
   Visual Arts - students learn to use a variety of artistic techniques and mediums.
   Music – the study of the concepts of music focusing on performance, composition, aural awareness and the history of music.
   Physical Development, Health and Physical Education (PD/H/PE) - students learn about healthy lifestyles, their own growth and development and social issues as well as experiencing new sporting activities and programs.
STUDENT WELFARE

At Guyra Central School all students are encouraged to pursue excellence academically, culturally, on the sporting field and in community participation. Student success is celebrated and documented as part of a systematic reward system.

Our student discipline system is focused on the rights of the teacher to teach and students to learn yet provides strong welfare support for students with behaviour issues.

P & C ASSOCIATION

The P & C is involved in a number of interesting school community and fundraising activities. Your support and participation at meetings would be most welcome.

The P & C supports all areas of the school. At meetings reports are given by school personnel with particular attention to both parts of the school.

The P & C meets during term on the third Tuesday of the month at 7.00pm.

The meetings are held in the Staff Common Room. Parents are encouraged to be part of the decision making in the school.
SCHOOL SPORT

Students in Year 7 participate in a variety of activities which are organised on and within and between and inter school basis. Students who excel in their sporting endeavours have the opportunity to go on to district, regional, state and even national level. A number of our students have competed at state level over the past few years.

Whilst offerings may vary each year depending upon the availability of facilities and personnel, major sports are offered every year, including: cricket, athletics, cross country, hockey, life-saving, netball, rugby league, soccer, softball, swimming, tennis, and in addition, walking, bicycle riding, aerobics, horse sports, lawn bowls and golf.

Schools offering rugby league and rugby union as a school sport must first seek approval. Students who wish to participate in these sports must also receive the written approval of their parents.

Teachers and coaches who select, coach, manage and/or train school rugby league and rugby union teams are required to make a subjective assessment of the players to determine whether they have the physique to play in the front or second row of a scrum. If there is any doubt the student must be ruled out for his own safety.
SCHOOL EXCURSION PROGRAM

Students in Year 7 may be involved in an overnight excursion early in 2013 to ensure their transition into high school is a successful process. They may also be included in other excursions to reinforce and develop skills, knowledge, values and attitudes learnt in the classroom environment.

Information is forwarded to parents at appropriate times during the year.

SCHOOL TIMES
SCHOOL HOURS:

Years 7 to 12 - 8.55 a.m. until 3.20 p.m.

BELL TIMES:

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>8.55am</td>
<td>Roll Call</td>
</tr>
<tr>
<td>9.00am - 9.50am</td>
<td>Period 1</td>
</tr>
<tr>
<td>9.50am - 10.40am</td>
<td>Period 2</td>
</tr>
<tr>
<td>10.40am - 11.10am</td>
<td>Recess</td>
</tr>
<tr>
<td>11.10am - 12.00pm</td>
<td>Period 3</td>
</tr>
<tr>
<td>12.00pm - 12.50pm</td>
<td>Period 4</td>
</tr>
<tr>
<td>12.50pm - 1.15pm</td>
<td>Lunch 1</td>
</tr>
<tr>
<td>1.15pm - 1.40pm</td>
<td>Lunch 2</td>
</tr>
<tr>
<td>1.40pm - 2.30pm</td>
<td>Assembly</td>
</tr>
<tr>
<td>2.30pm - 3.20pm</td>
<td>Sport</td>
</tr>
</tbody>
</table>

Students should **not** be at school before **8.30 a.m.** as there is no supervision. Students are advised to arrive at school at least ten minutes before lessons commence to attend to tasks such as ordering lunch and still get to class on time.

When students arrive at school they should move to the secondary quadrangle. They should not enter the buildings unless it is raining.

The school requires that students do not leave the school grounds at lunch time.

**Partial Absences**

A student who needs to be absent during the day because of an unavoidable reason must bring a note from home to the Secondary Office before the commencement of lessons and they will be issued with a leave pass.
TRANSPORTATION OF STUDENTS TO AND FROM SCHOOL

**BUSES**
Students in Year 7 must live in excess of 2.0 kms from school for free transport. Application forms are available from the main school office.

Government policy provides for free travel, subject to the above conditions, between the student’s normal place of residence and the school. There is no provision for free travel to and from other location.

**Students using Charter (out of town) Buses**

All students are transported free. Parents of students who are required to travel in excess of 1.6 kms from home to the bus pick-up point are entitled to a subsidy provided that a special trip is made for this purpose alone. Application forms for this subsidy are available from the main school office.

The School asks for parental support in teaching proper bus behaviour.

**OUR BUS RULES ARE:**

* Remain seated while the bus is moving.
* Do not distract the driver.
* Respect others and their property.
* Do not put anything out of the windows.
* Wait quietly at the bus stop.
* Do not cross the road until the bus has gone.

PARENTS WHO HAVE ANY CONCERNS ABOUT BUSES SHOULD CONTACT THE BUS DRIVER WHO IS RESPONSIBLE FOR THE OPERATION OR THE BUS AND STUDENT BEHAVIOUR WHILE ON THE VEHICLE.

**TRANSPORT BY CAR**

Parents are requested to ensure that they observe the signs at the front of the school and let students off at the appropriate place.

As part of the school’s road safety program, we are trying to teach the students the importance of using the road safely. To help us, parents are asked to ensure their children use the Marne Street flagged crossing. It is important that both parents and teachers set a good example.
UNIFORM

Our school uniform is compulsory. We seek parents’ cooperation in ensuring that students present for school well groomed and in full uniform. If a student cannot wear uniform - or any part of it - please send a note to your child’s teacher in the secondary department. Uniform checks are held randomly. If a student is out of uniform without a parental note the student is generally placed on a lunch detention. If a student is persistently out of uniform without a note then parents are contacted. N.B. Students will NOT be permitted to attend excursions or any activity representing the school if they are NOT in full school uniform, unless otherwise specified.

YEAR 7 GIRLS:
- Plain white or sky blue button up shirt or sky blue polo shirt with crest
- Blue checked skirt or plain navy blue slacks.
- Royal blue school jumper or school jacket.
- Black leather shoes or black plain sneakers and long or short navy or white socks.

YEAR 7 BOYS:
- Sky blue polo shirt with crest
- School tie (optional but encouraged)
- Plain grey trousers or shorts (no coloured stripe or logo).
- Royal blue school jumper or school jacket.
- Black leather shoes or black plain sneakers and long or short grey socks.

WINTER:
- The school jacket may also be worn in winter over your school jumper.
SPORTS UNIFORM
For both boys and girls the sports uniform including a plain dark blue or plain black tracksuit may be worn all day on Sports days.

**GIRLS:**
- Plain dark blue sports skirt or plain black shorts and sport polo shirt.
- Sports shoes and white socks.

**BOYS:**
- Plain black shorts and sport polo shirt.
- Sports shoes and white socks.

**ADDITIONAL**
- The P&C determine the uniform. If there are queries about the uniform please contact the P&C president. If you have difficulty finding affordable items of uniform please contact the P&C president.
- The school’s clothing pool is made up of unclaimed lost property and may be able to assist with items of uniform. Please contact the school for assistance.
- If you are having difficulty purchasing uniform because of financial constraints please contact the school principal.

For safety reasons Food Technology Textile Technology, Science, Industrial Technology (Wood & Metal), Technology Mandatory and Agriculture students must wear covered leather shoes for all practical classes.
STUDENT WELFARE

Introduction:

**Student Code of Conduct:**
The Code of Conduct defines the rights that students have in our school together with the associated responsibilities that they share.

**Support for Students:**
This section outlines the supports that are available for students.

**Recognising Student Success:**
The aim of the award system is to systematically acknowledge and provide rewards for the good things that students do.

**Inappropriate behaviour by students:**
This section outlines the steps teachers take in responding to generally inappropriate behaviour at school. This is not detailed or exhaustive but intended to be a guide. The procedures are designed to preserve the right of the teacher to teach and the right of students to learn without disruption from students. The procedures are, however, positive in that substantial effort is made to assist disruptive students adopt more positive behaviours. The participation of parents in this process is also encouraged.

Some behaviour, for example, smoking, harassment etc. are addressed using specific procedures in addition to those described above. These are outlined in this section.

**Rules relating to safety and the smooth running of the school:**
Schools are complex organisations and rules relating to safety, supervision etc is needed to maintain the safe and smooth operation of the school.
Support for Students

Growing up is not necessarily the easiest thing to do. Students need families that support them in the development of self-discipline, resilience, responsibility and the ability and willingness to care for others. The school seeks to work with parents in providing supports for students. Support can range from having a friendly talk to more structured forms and includes:

- General assistance provided by staff. All teachers in the school see themselves as available to assist students.
- Each year cohort has a year adviser who has volunteered to be available for the students in that year. The year adviser can be an advocate for students.
- The school has a supervisor of girls whose particular role is to assist girls.
- The school counsellor is a person especially trained to assist students. Counsellors are good listeners and have handy hits for making growing up easier. Students can self-refer to the counsellor or may be referred to the counsellor with parental permission.
- All senior students have a mentor. A mentor is a teacher who works with his/her mentee and the mentee’s parents to assist students through the senior years of schooling.
- The Aboriginal Education Officer (AEO) is available to assist all students but has a particular focus on Aboriginal students.
- The school has links with providers of other services such as the Home School Liaison Officers, Behaviour Support, Youth Liaison Officer etc.
- A period check is sometimes given to students to assist them in improving their behaviour. The duration of the program is variable and depends on the student. It provides students with the opportunity to receive feedback on classroom behaviour and performance every period of the day. As parents are asked to sign each day’s period check, they too have access to the information and have the opportunity to support the student’s efforts to improve.
- The use of time-out, and or in the silent room may seen by many students as a negative consequence, is intended to provide students with a break from their normal routine so they can, independently of their peers, take stock of their current learning performance, relationships, behaviour etc. It is a time when issues can be discussed on a one to one basis, when the student can reflect on his/her goals and priorities and when the future can be contemplated.
- STLA

Recognising Student Success:

Head Teacher/Participation Certificates
Awarded by Head Teachers for some action, which is particularly outstanding. Participation Certificates are issued by Head Teachers to recognise achievements in school service and other areas not covered by Key Learning Areas. Sporting ribbons, age championships, senior attendance, special performances, competitions are linked into these awards.
Inappropriate behaviour by students:

- Inappropriate behaviour can range from minor infringements of school rules to serious offences. Teachers respond to these behaviours according to the level of seriousness of the behaviour. Most students respond positively to minor correction by teachers but some, despite warnings, choose to continue to misbehave. These students and those who are seriously insolent or violent are removed from class and sent to the head teacher. In more serious cases the student may be sent directly to the deputy principal or principal.

- If a student is exited from class to a head teacher, the head teacher will typically communicate this fact to the student’s parents, interview the student and arrange a meeting between the student and the teacher. Appropriate consequences will be imposed.

- In all dealings with students teachers are expected to be procedurally fair. The student has the right to tell his/her version of events and the student has the right to have an advocate present if desired. The advocate is normally the student’s year adviser but it may another person chosen by the student.

- If the level of disruption, disobedience or insolence is more serious or is repeated, the head teacher will refer the student to the deputy principal. If, after discussing the matter with the student and if necessary other students and staff members, the deputy principal feels the behaviour was serious then the student will normally be sent to time-out or silent room. During time-out and silent room the offending behaviour will be discussed with the student. The student will normally have contact with the year adviser, will normally complete school work and will normally construct a behaviour plan aimed at addressing the issue which resulted in the student being placed in the time-out. If the student is unco-operative or insolent while in time-out he/she will be referred to the principal who may suspend the student from school. If suspension occurs for this reason, re-entry to the school will be via silent room.

- If the student has been co-operative, and an appropriate period of time-out or silent room has elapsed the student returns to class on a period check.

- The period check is supervised by the deputy principal or a head teacher and provides for daily feedback on the student’s behaviour to the student, the student’s parents and the deputy principal of head teacher. The period check will last for an appropriate period. If the arrangements regarding the period check are not followed or the behaviour plan is not followed the student returns to reflect further on the behaviour.

- Suspension from school is one of the most serious consequences a school can apply. The Department of Education and Training mandates that the principal must suspend for use of illicit drugs, possession of a weapon or violence. In cases of suspension for these reasons the school may not have communicated with parents prior to the suspension.

- Under the Department’s suspension policy the principal may suspend for a range of other behaviours including repeated disobedience which includes repeatedly breaking school rules. In these cases the school normally seeks the assistance of parents in working with the student so that suspension can be avoided.

- Suspension may be short (four days or less) or long (up to twenty days). Repeated suspensions may lead to expulsion from the school.
In some circumstances a student may be referred to the Youth Liaison Officer. The Youth Liaison Officer is a policeman/woman attached to the local police command who is trained in the juvenile justice system. Any teacher, student or parent can contact the Youth Liaison Officer and seek his/her assistance in dealing with harassment, intimidation or violence in or out of school. The Youth Liaison has enforcement powers that the school does not have.
Procedures for dealing with breaches of the Discipline Policy: Overview

In classroom, student breaches and defies teacher direction. Students are given three warnings which are listed on the board. Sent to Head teacher with slip explaining why.

Head Teacher:
- Student interview (student advocate if requested).
- Meeting with teacher & student.
- Appropriate consequences applied may be placed on Time out.
- Contact parents

Deputy Principal:
- Student interview (student advocate if requested).
- Appropriate consequences applied which may include time-out or silent room.
- Contact parents

Principal:
- Student interview (student advocate if requested).
- Appropriate consequences that may include suspension.
- Contact parents.

Repeated or more serious breach:

Short period check

Long period check
Harassment/Bullying

Harassment indicates the desire of one person to make another person unhappy which is, in a fundamental way, against our school ethos. Harassment by definition is repeated hurtful behaviour and is therefore willful and never accidental. Harassment is designed to hurt and is therefore serious.

Under this policy harassment is seen as an unacceptable behaviour irrespective of whom it is hurting. Thus the consequences of harassing students applies to repeated incidents of the behaviour itself not to repeated incidents of harassment of one particular person.

Guyra Central School has a specific Anti-bullying Policy which has ben endorsed by both the P & C and SRC.

Arrangements regarding School Socials:

- School socials are valuable and enjoyable experiences for students however they are not part of school’s formal curriculum. The supervising teachers give up their evening to enjoy the company of well behaved students.
- Students who do not behave appropriately at a school social or enter the school grounds without permission will not be welcome at future socials.
- The doors to the social are closed fifteen minutes after the start time and students are not permitted to enter unless with a parent. This arrangement is in place so that parents know that children will not be able to wander the streets for some time then enter the social.
- For the same reason students are not permitted to leave the social before the end of the social unless with a parent.
- Normal school rules regarding obedience, smoking etc apply.
- The school may exclude students from attending socials based on their behaviour at school prior to the social. If a student is on a contract they are not allowed to attend.
# SUBJECT REQUIREMENTS

## YEAR 7

### GENERAL REQUIREMENTS FOR ALL SUBJECTS

A School Planner will be supplied to all students Day 1, Term 1 2012

- HB Pencil
- Blue or Black Pens
- Red Pen
- Glue
- Scissors
- Coloured Pencils
- Eraser
- Pencil Sharpener
- Ruler
- Highlighters
- Pocket Dictionary
- USB

### Individual Subject Requirements

<table>
<thead>
<tr>
<th>Subject</th>
<th>Requirements</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>English</strong></td>
<td>1 Display folder (A4) Yellow</td>
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<tr>
<td></td>
<td>1 48 page exercise book</td>
</tr>
<tr>
<td></td>
<td>Dictionary</td>
</tr>
<tr>
<td></td>
<td>1 160 page exercise book (Not A4) covered in something yellow</td>
</tr>
<tr>
<td><strong>Languages Other Than English (LOTE)</strong></td>
<td>1 A4 exercise book</td>
</tr>
<tr>
<td><strong>Human Society And Its Environment</strong></td>
<td>1 96 page A4 exercise book</td>
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<tr>
<td></td>
<td>1 A4 Display folder</td>
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<tr>
<td><strong>Mathematics</strong></td>
<td>1 240 page grid style (preferably A4) exercise book</td>
</tr>
<tr>
<td></td>
<td>1 Geometry Set including compass &amp; protractor</td>
</tr>
<tr>
<td></td>
<td>1 Scientific Calculator SHARPE EL-531WH (available from the School) Approx. $18.00</td>
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<tr>
<td><strong>Science</strong></td>
<td>1 A4 Spiral bound book</td>
</tr>
<tr>
<td><strong>PE/Health/PD</strong></td>
<td>1 160 page A4 exercise book</td>
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<tr>
<td></td>
<td>PE uniform, joggers, sun protection, water bottle</td>
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<tr>
<td><strong>Design and Technology</strong></td>
<td>1 240 page A4 Book exercise book</td>
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<tr>
<td></td>
<td>1 A4 Plastic Display Folder</td>
</tr>
<tr>
<td></td>
<td>1 96 page A4 exercise book</td>
</tr>
<tr>
<td><strong>Music</strong></td>
<td>1 A4 Plastic Display Folder</td>
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<tr>
<td></td>
<td>1 Exercise book</td>
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<tr>
<td><strong>Visual Art</strong></td>
<td>1 A4 Visual Arts Process Diary – (spiral bound, black cover)</td>
</tr>
<tr>
<td></td>
<td>Pencils – HB, 2B, 4B, 6B</td>
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<tr>
<td></td>
<td>2 Large pieces of cardboard</td>
</tr>
<tr>
<td><strong>Agriculture</strong></td>
<td>1 A4 48 page exercise book</td>
</tr>
<tr>
<td></td>
<td>1 A4 display folder</td>
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<tr>
<td></td>
<td>Shoes as described below</td>
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</tbody>
</table>

* NB No multi-subject books

**All Students** will need to wear closed in black leather shoes so that they can safely participate in practical lessons, in DT, Science and Agriculture.