Monaro High School prides itself on catering for the academic and welfare needs of each individual student. We have a team of dedicated teachers and support staff who are focused on preparing our students for the rapidly changing world outside of school.

If there is further information you would like about Monaro High School please contact us on:

Telephone     6452 4611
Fax        6452 3629
Email    Monaro-h.school@det.nsw.edu.au
Website  www.monaro-h.schools.nsw.edu.au
## MONARO HIGH SCHOOL

### STAFF LIST – BY FACULTY

#### English/Drama
- Ms Robyn Wall (Head Teacher)
- Ms Renae Crawford (Head Teacher)
- Mrs Holly Preston
- Mrs Jess Robert
- Miss Anna Steel

#### Mathematics
- Ms Janet Johnston (Head Teacher)
- Mrs Viv Chelin
- Mr Scott Grose
- Ms Donna Needham

#### Science
- Mr Chris Tame (Head Teacher)
- Mrs Kasey Marks
- Ms Jena Shaw
- Mr Keith Smith
- Mrs Trish Thompson
- Mrs Leah Baker

#### HSIE
- Mr Denis Bruce (Head Teacher)
- Mr Col Johnston
- Mr Kevin Kirton (Lote)
- Mrs Jan Sandercoe
- Mrs Krys Schouten
- Mr Andrew Wilson

#### PD/H/PE
- Ms Michelle Pollard (Head Teacher)
- Ms Alisha Clark
- Mr Adam Scillery
- Mrs Sheila Scillery
- Mr Kevin Regan

#### CAPA
- Mrs Alenka Macnab (Head Teacher)
- Mr Stan Menshic
- Mrs Andrea Montague-Brown
- Mrs Sarah Wall

#### TAS
- Mr Neil Gillespie (Head Teacher)
- Mr Steve Aldous
- Mr David Innes
- Ms Donnalene Jones
- Mr Richard Moser
- Mrs Karen Morris
- Mrs Michelle McKinnon

#### Special Education
- Mr Troy Macnab
- Mrs Caroline McAuley
- Mrs Michelle Hunt
- Mrs Jenny Jordan
- Mrs Trish Williams
- Mr Kevin Regan

#### Support Staff
- Ms Kate Bender (Librarian)
- Mrs Cathy Dawes
- Mrs Toni de Rooy
- Mr Brad McElroy - Careers Adviser
- Mrs Melissa Phillips - Counsellor
- Mr Chris Simpson - Counsellor
- Mr Peadar Ua Niall - Student Learning Support Teacher
- Mrs Tammy Underwood

#### Administration
- Mrs Jenny Crowe (Manager – Finance)
- Mrs Jill Darley
- Mr Chris Jux - General Assistant
- Miss Caroline McFarlane
- Mrs Ann Miners
- Mrs Sandra Phillips
- Mr Keith Russell - Farm Assistant
- Mrs Trish Williams
- Mr Craig Wheatley - TSO
CURRICULUM

The NSW Board of Studies sets minimum requirements for the award of the School Certificate at the end of Year 10 and the Higher School Certificate. Schools are required to offer a curriculum pattern that meets these requirements. At Monaro High School the curriculum is organised around the three stages

**Stage 4** Years 7 and 8  **Stage 5** Years 9 and 10  **Stage 6** Years 11 and 12

In **Years 7** all students complete a common curriculum that gives them experiences in the eight key learning areas - English, Mathematics, Science, Personal Development, Health and PE, Creative and Performing Arts, Technological and Applied Studies, Human Society and its Environment and Languages other than English.

In **Years 8, 9 and 10** students are required to study a number of compulsory courses - English, Mathematics, Science, Personal Development, Health and PE, Geography and History. They also study electives from the following options:

- Agriculture
- Commerce
- Dance
- Design and Technology
- Drama
- Food Technology
- Graphics Technology
- Industrial Technology
- Information and Software Technology
- Japanese
- Music/Voice Works
- (PASS) Physical Activities & Sports Studies
- Textiles And Design
- Visual Arts
- Photography and Digital Media

Changes to the law in 2010 mean that all students must complete Year 10 as a minimum requirement.

In **Years 11 and 12** students are all required to study English. They are required to choose a combination of courses that will allow them to meet the requirements for the award of a Higher School Certificate.

**BELL TIMES**

*Monaro High School* operates on a 10-day cycle with five periods each day. The cycle operates as **WEEK A AND WEEK B**.

<table>
<thead>
<tr>
<th></th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roll</td>
<td>9.00am</td>
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<td>1</td>
<td>9.15am</td>
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<td>2</td>
<td>10.12am</td>
<td>10.12am</td>
<td>10.12am</td>
<td>10.07am</td>
<td>10.12am</td>
</tr>
<tr>
<td>Break 1 Assembly</td>
<td>11.09am</td>
<td>11.09am</td>
<td>10.59am</td>
<td>11.09am</td>
<td>11.09am</td>
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<tr>
<td>DEAR</td>
<td>11.29am</td>
<td>11.29am</td>
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<tr>
<td>3</td>
<td>12.04pm</td>
<td>11.44am</td>
<td>12.04pm</td>
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<td>11.44pm</td>
</tr>
<tr>
<td>4</td>
<td>1.01pm</td>
<td>12.41pm</td>
<td>12.41pm</td>
<td>12.26pm</td>
<td>12.41pm</td>
</tr>
<tr>
<td>Break 2</td>
<td>1.58pm</td>
<td>1.38pm</td>
<td>P4 1.36pm</td>
<td>1.18pm</td>
<td>1.38pm</td>
</tr>
<tr>
<td>DEAR</td>
<td>2.13pm</td>
<td>2.13pm</td>
<td>1.53pm</td>
<td>2.13pm</td>
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<tr>
<td>5</td>
<td>2.33pm</td>
<td>2.33pm</td>
<td>2.31pm</td>
<td>2.13pm</td>
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<tr>
<td>Home</td>
<td>3.25pm</td>
<td>3.25pm</td>
<td>3.25pm</td>
<td>3.05pm</td>
<td>3.25pm</td>
</tr>
</tbody>
</table>
The Learning Support Team

At Monaro High School we have a comprehensive learning support system designed to help and support students if they feel the need. There is a team of teachers who have a specific role to assist students with their welfare needs. They are:

<table>
<thead>
<tr>
<th>WHO</th>
<th>NAME</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deputy Principal</td>
<td>Mr James Armitage</td>
<td>F Block</td>
</tr>
<tr>
<td>School Counsellors</td>
<td>Mr Chris Simpson</td>
<td>Front Office</td>
</tr>
<tr>
<td></td>
<td>Mrs Melissa Phillips</td>
<td></td>
</tr>
<tr>
<td>Learning Support Teacher</td>
<td>Mr Peadar Ua Niall</td>
<td>Library</td>
</tr>
<tr>
<td>Learning Advisers:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Year 7</td>
<td>Mr Denis Bruce (Head Teacher)</td>
<td>HSIE Staffroom</td>
</tr>
<tr>
<td></td>
<td>Mrs Holly Preston</td>
<td>English Staffroom</td>
</tr>
<tr>
<td></td>
<td>Mr Kevin Regan</td>
<td>PDHPE Staffroom</td>
</tr>
<tr>
<td>Year 8</td>
<td>Mrs Alenka Macnab (Head Teacher)</td>
<td>CAPA Staffroom</td>
</tr>
<tr>
<td></td>
<td>Mrs Jan Sandercoe</td>
<td>HSIE Staffroom</td>
</tr>
<tr>
<td></td>
<td>Mr Kevin Kirton</td>
<td>HSIE Staffroom</td>
</tr>
<tr>
<td>Year 9</td>
<td>Ms Robyn Wall (Head Teacher)</td>
<td>English Staffroom</td>
</tr>
<tr>
<td></td>
<td>Mr Steve Aldous</td>
<td>TAS Staffroom</td>
</tr>
<tr>
<td></td>
<td>Miss Anna Steel</td>
<td>English Staffroom</td>
</tr>
<tr>
<td>Year 10</td>
<td>Mr Chris Tame (Head Teacher)</td>
<td>Science Staffroom</td>
</tr>
<tr>
<td></td>
<td>Mrs Viv Chelin</td>
<td>Maths Staffroom</td>
</tr>
<tr>
<td></td>
<td>Ms Jena Shaw</td>
<td>Science Staffroom</td>
</tr>
<tr>
<td>Year 11</td>
<td>Ms Janet Johnston (Head Teacher)</td>
<td>Maths Staffroom</td>
</tr>
<tr>
<td></td>
<td>Mrs Trish Thompson</td>
<td>Science Staffroom</td>
</tr>
<tr>
<td></td>
<td>Mr Brad McElroy</td>
<td>Library (Careers)</td>
</tr>
<tr>
<td>Year 12</td>
<td>Mr Neil Gillespie (Head Teacher)</td>
<td>TAS Staffroom</td>
</tr>
<tr>
<td></td>
<td>Mrs Kasey Marks</td>
<td>Science Staffroom</td>
</tr>
<tr>
<td></td>
<td>Mr Brad McElroy</td>
<td>Library (Careers)</td>
</tr>
</tbody>
</table>

If students have a concern they should see their Learning Adviser, any other teacher or the Deputy Principal.
| Safe                        | • Act in a manner appropriate to setting/environment  
|                            | • Have permission to be out of class during class time  
|                            | • Gain approval if you need to leave the school at any time  
|                            | • Behave in a safe, considerate and responsible way  
|                            | • Cooperate with all instructions given by staff  
|                            | • Report damage and graffiti  
|                            | • Behave in a safe, considerate and responsible way on excursions and while travelling to and from school  
|                            | • Wear safe shoes  
| Respect Staff and Fellow Students | • Co-operate with others  
|                             | • Value your work and the work of others  
|                             | • Treat one another with dignity and respect at all times  
|                             | • Speak courteously to staff and other students  
|                             | • Follow classroom rules  
|                             | • Care for property belonging to the school and other students  
|                             | • Maintain a neat appearance and wear the school’s uniform with pride  
|                             | • Represent your school with pride  
|                             | • Keep the school clean and tidy  
| Use the School as a Place to Learn and to Achieve Your Goals | • Attend school every day  
|                             | • Attend all lessons and be on time  
|                             | • Be prepared and organised to learn  
|                             | • Take part in school activities  
|                             | • Do your best at all times  
|                             | • Manage your time  
|                             | • Be on task  

Behaviour that infringes on the safety of others, such as harassment, bullying and illegal or anti-social behaviour of any kind, will not be tolerated.
Incorporating The Core Rules of NSW Government Schools (2006)
CLASSROOM BEHAVIOUR

Every classroom requires the same common keys to co-operation. Each teacher may have additional rules and many subjects require specific safety rules.

EVERY STUDENT HAS THE RIGHT TO LEARN
AND THE RESPONSIBILITY TO ALLOW
OTHERS TO LEARN
IN A POSITIVE AND SUPPORTIVE ENVIRONMENT

CONSEQUENCES FOR BREAKING SCHOOL RULES

Lateness/Truancy Problems

When students are habitually late, or truant, their parents are informed and the time lost from school is made up in detention time doing schoolwork.

Verbal Abuse

Students who verbally abuse any other member of the school community will be expected to work out a suitable method of apology and a strategy to prevent other recurrences of the behaviour. Serious abuse of a teacher or other students will involve suspension from school.

Physical Abuse

Students who physically abuse other members of the school community will be suspended in line with our zero tolerance towards violence. Their parents will be contacted immediately. The student will be required to make a commitment to change this behaviour before returning to school. If there is a subsequent offence there will be a longer suspension period and a written behavioural commitment will be made between the student and the Principal as a condition for return to school.

Stealing or Vandalism

Students who steal or vandalise school property or the property of others, will be required to make restitution. When appropriate, parents and/or legal authorities are contacted. In these cases, the student may also be suspended.

Damage to Property

Students who demonstrate a lack of care for the school environment or act in a thoughtless or irresponsible manner which causes damage, will be expected to rectify any damages, e.g. removal of graffiti, replacement or repair of property, assist in removing litter, etc. In serious cases of vandalism or damage a suspension may be warranted.

Inappropriate behaviour outside the Classroom

Students who bring discredit to our school through disregard of rules set for assemblies, excursions, sporting events, socials, camps and extra-curricular activities may be banned from such future events. Acts of behaviour which bring discredit to our school may result in suspension for a specified period and a suitable contract requiring specific behaviour changes will be required by the Principal before the student returns to school.

Using tobacco, drugs or alcohol at school or while travelling to and from school

1. Tobacco
   - the tobacco products will be confiscated;
   - the parents informed;
   - the student given detention anti-smoking activities;
   - counselling will be offered.

2. Alcohol
   - the student will be suspended and the parents contacted to collect the student immediately.
   - the student is banned from future school functions.
   - the student will be required to make a commitment that they will not repeat this behaviour before returning to school.
   - counselling will be offered.

3. Prohibited Drugs
   - the student will be suspended and the parents contacted to collect the student immediately.
   - the legal authorities will be contacted.
   - the student will be suspended during which time the student’s continued enrolment at the school would be discussed with the parents.

Parents and students must also be aware that it is against the law to provide a minor with alcohol, tobacco products or illegal drugs.
ATTENDANCE

All students aged 6 to 17 are legally required to attend school. We have a legal obligation to put in place policies to monitor student attendance and make referrals to the Department of Education and Communities if we have concerns about student attendance.

Roll call takes place at 9.00am. An absentee sheet is circulated so that staff can check rolls during each lesson and report fractional truancy.

Attendance requirements are:

- Department of Education rules require you to attend every school day, unless your leave is approved by the Principal or their representative.
- If, for any reason students are absent from school for part of a day or days, then parents/carers are legally bound to provide a reason acceptable to the Principal for the absence in writing on the student’s return to school. This note is to be handed to the student’s Roll Call teacher.
- A note will be sent home for students who have unexplained absences.
- If you are late you must bring a note of explanation to the Student Services office in F Block.
- Students who arrive late or leave early must sign the book kept in the Student Services/Administration Office.
- Leave passes are required for any student leaving the school. These are issued from the Student Services Office upon the provision of a note from your parents with a legitimate reason.
- Students whose attendance is causing concern will be interviewed and where appropriate, parents will be contacted.
- Disciplinary action may be necessary in situations where students do not meet with attendance requirements.

Notes
All notes concerning attendance matters (e.g. absence from school, lateness, early departure) should be written entirely by the parent or carer and be signed by the same person. Notes must clearly show the following information:-
* the date
* the student’s name and roll class
* the exact dates/times for which leave is requested
* the reason for leave

Supervision of Grounds

- School opens at 8.30am. No responsibility is accepted before this time.
- From 8.30 am to 9.00am teachers are available to assist students.
- From 9.00 am to 3.25pm students are actively supervised.
- School closes at 3.25pm. Teachers are rostered on bus duty. Students should wait at the end of A Block until their bus is stationery before proceeding to the front of the school. Students who do not catch buses should leave the grounds at that time.
Personal Electronic Technology

These guidelines relate to any personal electronic device (PED) that could be used for communications or data storage and retrieval. This includes but is not exclusive of mobile phones, USB drives, MP3 players, PDAs, laptop computers, tablet computers, PS2s or other portable game consoles, DVD players, and calculators.

Monaro High School embraces emerging digital technologies and encourages its teachers and students to look for ways of using them to enhance teaching and learning.

It is a matter for each teacher to indicate to students which PEDs may or may not be used at specific times and places, and in which ways they may or may not be used. Students should not presume the right to use a particular PED in any circumstance.

Monaro High School acknowledges that students may need to be in possession of a mobile telephone at school for reasons relating to their safety in travelling to and from school.

Emergency Contact

- If a parent or caregiver needs to contact a student at school as a result of an emergency, they are required to call the school’s main office and a message will be sent to the student.
- If a student needs to make emergency contact with any one they can do so through the school’s main office.

Students must take full responsibility of their PEDs. The school or staff will not be responsible for their loss, theft or damage. Students who bring them to school do so at their own risk.

Students will use their PEDs in a way which reflects the core values of Monaro High School – Safe, Respectful, Learner. They may not be used to disrupt the learning environment or interfere with the operation of the school. Such activities may incur disciplinary action including suspension.

PEDs must not be used to threaten, bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system or for any illegal activity. Such activities may incur disciplinary action including suspension.

Under no circumstances will inappropriate use of mobile telephones with cameras be tolerated. Students found using any camera contrary to this policy will be dealt with under the school discipline policy.

Any PED brought onto the school grounds by a student may be inspected by a staff member who has reasonable grounds to suspect it may be being used inappropriately.
THE POLICY OF THIS SCHOOL, AS DETERMINED BY THE SCHOOL P & C, IS THAT A SCHOOL UNIFORM BE WORN BY ALL STUDENTS

The School Policy is supplemented by the Department of Education regulations which:

- Make the wearing of shoes with leather uppers compulsory for practical subjects,
- Require collars and hats as part of their Sun Safe Policy

**Boys 7-10**

- Navy blue polo shirt (short or long sleeved) with school emblem.
- Navy jumper or “Hoodie” top with school emblem.
- Solid grey trousers or shorts.
- Covered in black shoes preferably leather.

**Cold Weather Options**

- A navy blue parka/jacket may be worn over the correct full school uniform.

**Girls 7-10**

- White cotton shirt or polo shirt (short or long sleeved) with school emblem.
- Navy jumper or “Hoodie” top with school emblem.
- Solid navy trousers, shorts or skirt (A line or box pleat).
- Covered in black shoes preferably leather.

**Cold Weather Options**

- A navy blue parka/jacket may be worn over the correct full school uniform.

All uniforms should be neat, clean and worn with pride. Students unable to wear uniform are to bring a note from their parents and must obtain a Uniform Pass from the Deputy Principal.

Uniforms are available from South East Embroidery or uniforms can be taken in to have the school emblem embroidered on to them.

**PDHPE / Sports Uniform**

There is a strict PDHPE / Sports uniform –

- Yellow Polo Shirt with School Emblem.
- Blue or black shorts or trackpants.
- Sports shoes.
- A hat is an essential part of the sports uniform as part of our Sun safe policy.
SCHOOL SPORT

Sports Program
All students in Years 7 to 11 are required by Department of Education policy to participate in school sport. Students in Year 7 follow an integrated sports program that includes swimming and ball sports. Students in Years 8 to 10 get to choose each term from a wide range of sporting activities. This includes traditional team sports to individual sports to recreational sports to personal fitness programs. The Year 8 to 10 program is run on Wednesdays.

Interschool Competitions
Each year Monaro High School enters in a large number of state wide sporting competitions that give the students the opportunity to compete against other schools. We tend to concentrate on traditional sports that are popular in the local area. Competition skiing is a particular focus. Many of these sporting events are for the more senior students but there are increasing opportunities for the younger students to participate in age appropriate competitions.

School Sports Carnivals
We conduct swimming and athletics carnivals which the students are expected to attend. These offer our elite athletes the opportunity to set personal bests, break records and to compete for their age championship. For those students who are not in this class, there are lots of events for them to set a personal best or just be involved. House Championships are also part of these carnivals. Students are encouraged to don their house colours, sunscreen and grab streamers and banners and join in the fun. Every event student enters gains a house point. The house colours and symbols are:

<table>
<thead>
<tr>
<th>GORDON</th>
<th>KENDALL</th>
<th>LAWSON</th>
<th>PATERTON</th>
</tr>
</thead>
<tbody>
<tr>
<td>Black &amp; White</td>
<td>Pale Blue</td>
<td>Gold</td>
<td>Red</td>
</tr>
<tr>
<td>Panther</td>
<td>Eagle</td>
<td>Lion</td>
<td>Dragon</td>
</tr>
</tbody>
</table>

Snowsports Program
The Monaro High School Snowsports Program commences in Term 2 with ski fitness training, on-snow and first aid training, ski tuning and maintenance, and employment opportunities for the future in the alpine industry. Ski and board training occurs throughout Term 3 every Wednesday at Perisher with full day activities across four disciplines, alpine, freestyle, cross-country and snowboard, and includes skills development such as race, gates and moguls training. This program is aimed at facilitating the development and involvement of students at intermediate level and above, however students of lesser ability may be accepted into the program after consultation with the Snowsports Program Co-ordinator.
HOMEWORK POLICY

The Purpose of Homework is to:

- Develop independent and interdependent learning skills
- Provide parents with a window on the learning process.
- Foster the partnership between the school and parents in the education of students
- Develop patterns of home study
- Link learning in the classroom with learning in the real world
- Provide continuity when there is a break of a few days between lessons in a subject.

Homework Procedures
These vary from subject to subject and will include:

- Major and Minor assignments.
- Students are encouraged to read every day.
- 10 - 20 minutes of Maths per school day.
- Assignments requiring students to revise and consolidate.
- Summaries, diagrams, projects or non written exercises eg viewing a documentary on TV.
- Updating their Process Diaries and Portfolios each week.
- Projects, exercises and activities.
- Research, drafting and editing written material, preparation of oral presentations.

Homework is also an opportunity for students to catch up on work after an absence or excursion.

Study Timetables

Study Timetables should be flexible and achievable. It is perhaps best to set goals as to what has to be achieved, e.g., nightly revision, exercises to be completed, current projects, weekly course summaries. This can be done with a fixed weekly timetable where times and subjects are allocated to a night or flexible weekly program with goals which must be completed but flexibility as to when it is completed. The latter enables students to manage their time to work at their best and develops their time management skills.

Reinforcing Learning Through Revision

Learning is greatly reinforced if material is reviewed one hour, twenty-four hours and one week after the initial learning experience. This can be achieved through a few simple activities at home such as re-reading notes and highlight the key points each night. After one week take the highlighted notes and make a summary or mind map (visual images and diagrams) of the week’s work.

‘I don’t have any homework’

If this is the repeated response from your son or daughter each evening, we strongly encourage you to contact the school, either through the Learning Adviser or the relevant teacher. This will enhance communication and ensure that parents know what is expected of students.
Communication

Communication with parents is an important aspect of our school. Students play a key role in this process. **Students are the essential link in the chain.** The school needs them to be an active part of the communication process by taking notes home.

**P & C Meetings**

These important meetings are held every third Tuesday of the month. This is where parents are kept up-to-date with what is happening at the school, have input into school policy and can become involved in our school.

**Newsletter**

This is a key element of our communication with parents and community. It is compiled with contributions by students, teachers and the P & C. It is distributed via e-mail.

**Interviews**

Parents are encouraged to make interview appointments with staff whenever they see a need. There are two main avenues.

1. **Parent teacher nights** are conducted annually. Students can book appointments with their teachers. This enables you to plan your evening more effectively.
   
   **We urge you to take the opportunity to speak to all teachers.**

2. Parents should **contact the Learning Advisers, Head Teachers or Deputy Principal** if they would like to speak to a member of staff at other times. Feel free to ring the school on 6452 4611. Appointments are necessary given the varied nature of teacher timetables and to give teachers time to gather any material you may wish to see.

   **The Learning Adviser is the best person to contact if you have a concern and they can arrange interviews with other teachers.**

**School Website**

Information and a calendar of events can be found on the school’s website. Parents can also register to receive the school newsletter electronically through the website as well.

The website address is

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http://www.monaro-h.schools.nsw.edu.au
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SICKNESS AND INJURY

Students should not be sent to school if they are sick or in pain.

When students become sick or sustain an injury at school, they should report to the sick bay in the school’s administration building with a note from their teacher. The school will take the necessary action for the student’s safety and comfort. This often involves contacting parents and sending the student home.

In some cases, the Ambulance Service may be called to treat students or transport them to hospital. EVERY EFFORT IS MADE TO CONTACT THE PARENTS, but if contact cannot be made, the school will proceed with hospital medical attention if advised by Ambulance Officers. Families are sent a bill for the ambulance service. Payment depends on your circumstances.

Under no circumstances should a student use their mobile to phone or text their parents to pick them up.

EXCURSIONS

Excursions, fieldwork, camps and welfare are an essential part of the school curriculum. They:

- enrich courses through the practical application of class-based study
- provide important opportunities for students to develop a range of skills such as communication, problem solving, decision making and conflict resolution
- build on the PD, Health and PE programs which deal with important issues such as drug education, sexuality and relations
- develop student’s study and learning skills

These activities are not regarded as optional. All students should attend. They are an important part of each student’s development as a learner, an individual and a responsible community member.

Parents are urged to ensure their children participate in all these activities. Where there are financial difficulties the school can help through the Student Assistance Scheme.
What Are My Goals?

It is **responsible** to think realistically about your future. There will be things that you want to **achieve** in your Personal Life, Career and Education, Sport and Leisure, Other Interests. These aims that you have are called **your goals**. They give you a reason to do the hard things that will help you to succeed the answers to “why am I at school”

**“Why will I get where I want to go”**

**“Because I want to”**

With goals to strive for you just drift along. Be positive and think honestly about your life. Be sure that the goals you set for yourself are your own not those of friends or family. Their advice is very helpful but in the end these must be your decisions.

My **goals** will cover different periods of time

- Weekly
- For the Term
- Yearly
- In three years’ time.

Being able to set goals puts you in control of your life. You feel good about yourself

Some people find it useful to

- Write them down
- Record them on a cassette tape
- Put them on a poster in their bedroom.

Set your goals at the beginning of each term things change

It keeps you on the ball.

On page 5 there are goal setting sections for each term.

The Right Balance

When you have a good diet are fit and alert are relaxed and well rested.

Your mind is sharp and you are able to give your best in all activities you do.

The key is to care for both the body and mind together.

**Exercise** improves the way your body operates it must be regular; at least 3 times per week for 20 minutes.

**Diet** is the fuel that your body requires to function it supplies energy, brain food and the most important meal is breakfast; drink at least 2 litres of water daily.

**Relaxation** allows both your body and mind “time out”. It encourages positive attitudes and is a real reward for good efforts.

**Sleep** is quality time for both your mind and body to tune up for the next day.

A minimum of 9 to 10 hours sleep allows growth hormones to be released from your brain; a must for your development physically.

**Eyes** need to be cared for properly because they do a lot of work and good sight is a must wear sunglasses, avoid glary light and close them for short periods of time.

A well **balanced** lifestyle will help you progress and achieve success.
HELP!!!!
I am at SCHOOL!

I am fighting with everyone…
→ seek a Peer Mediator.

I am out of uniform...
→ See DP BEFORE school for a uniform exemption

I am being bullied…
→ Tell a teacher, HT, Learning Adviser or DP

I can’t afford an excursion…
→ see your Learning Adviser.

I can’t afford an excursion…
→ see your Learning Adviser.

I am struggling to learn in class…
→ Tell your teacher, your LLS teacher or your Learning Adviser.

I can’t pay for sport…
→ See Sport Organiser BEFORE Lunch.

My friends have done something silly…
→ Tell your Learning Adviser or Counsellor.

I am sick…
→ Ask class teacher for a note to go to Sick Bay

I have to leave early…
→ Go to Student Services and get a pass out (with your note from home)

I have to pay for something…
→ Go to Student Services

I have been away from school…
→ bring a note from home to your roll call teacher and ask teachers for missed work.

I am having problems at home…
→ See your Learning Adviser, Counsellor, DP or Principal.

I am having trouble with a teacher…
→ See the HT, Learning Adviser or DP.