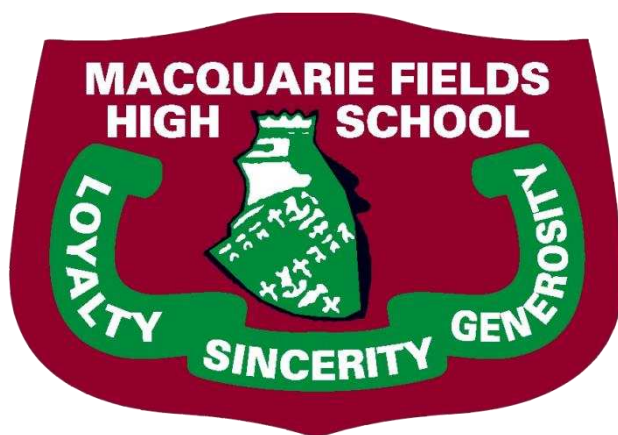


Macquarie Fields High School



A Selective and Comprehensive High School

2015

Information Booklet for New Students and Parents

Working together for excellence in teaching and learning

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Special Welcome

A special welcome to you as a new member of the student body at our school.

Our school is very friendly and you will develop a strong sense of belonging in a short period of time.

The school offers academic excellence within a supportive environment. A wide range of co-curricular activities is available to support learning and to enrich your school experience.

Our Vision:

WORKING TOGETHER FOR EXCELLENCE IN TEACHING AND LEARNING



Mrs J Dolstra
PRINCIPAL

Mr M Tishler
**DEPUTY PRINCIPAL
WELFARE**

Mr J Perrett
**DEPUTY PRINCIPAL
CURRICULUM**

Website: www.mfhs.nsw.edu.au or www.macfields-h.schools.nsw.edu.au

MACQUARIE FIELDS HIGH SCHOOL

TO THE STUDENT

Welcome to Macquarie Fields High School! We hope that you enjoy your time here and that you achieve the goals that you set for yourself. We are a caring school and trust that you will find opportunities to follow your interests. We have high expectations of you as a member of our school community and your ability to achieve personal excellence.

TO THE PARENT(S)/GUARDIAN(S)

It is our intention to involve families and community members in the life of the school as much as possible as we believe you have a valuable contribution to make. Therefore, we look forward to your active support and involvement in whatever capacity you feel able to help us in the advancement of our school, in the achieving of our school goals which are outlined on the next page and for the educational future of your child in this school.

THE HISTORY OF MACQUARIE FIELDS HIGH SCHOOL

Our school began on this site in 1981. It was originally set up as a temporary school in demountable accommodation. Macquarie Fields High School was established to provide for the local population explosion which was likely to cause overcrowding at James Meehan High School and Ingleburn High School during the 1980's. The parents fought hard to establish a permanent school on the site and eventually were successful in achieving their goal.

Our first Year 12 group was educated in the demountables. The permanent school was never more than a construction site to them. The school was completed in 1987 and the new buildings were fully occupied for one term before the end of that year. The hall is the oldest building on our present site.

The first Principal was Mr Don Harwin and his Deputy was Mr Mike Wilson. Mr Harwin began in 1981 with about fourteen staff members and was appointed to Menai High School in 1988. During the seven years of his leadership, very strong community links were forged and it is to his credit and that of the early staff members that the school developed into one of the most outstanding schools in our region. In its relatively short history, our school has helped many students achieve to their full potential and we have had many successes in the sporting, cultural and educational fields.

During most of its early history, the school catered for students with a wide range of abilities and socio-economic backgrounds. The school was funded by the Disadvantaged Schools Program till the end of 1989. During 1988, our school was targeted to become one of a number of new Selective High Schools that were to be established the following year. Our school was chosen because of its strategic location in relation to transport and also because the two other high schools were in such close proximity. It was felt that the population explosion had largely passed and that the two neighbouring schools would be able to cope with slightly increased enrolments resulting from our school being made a Selective High School.

Since 1989, the school has had a "mixed mode" intake of selective and community students. In 1994, in response to parents' concerns about an imbalance between the number of selective and community students in Year 7 intakes, the Department of School Education established a special committee of review to determine the future composition of the student body. The recommendation of the review committee was that the school would continue in the mixed mode for the foreseeable future. Each Year 7 intake is to have a maximum of 90 selective and 90 community students.

In 2012, the school established a Special Education unit to cater for the educational and social needs of students with autism. This faculty has been a welcome addition to the school, enriching the educational experience of all our students and staff.

SCHOOL PERSONNEL

PRINCIPAL: Mrs J Dolstra

DEPUTY PRINCIPAL: Mr M Tishler

DEPUTY PRINCIPAL: Mr J Perrett

ADDRESS: 2 Harold Street
MACQUARIE FIELDS NSW 2564

E-MAIL: macfields-h.school@det.nsw.edu.au

POSTAL ADDRESS: PO Box 269
INGLEBURN NSW 1890

TELEPHONE: 9605 3111 **FAX:** 9605 3044

SCHOOL COUNSELLORS: Ms J Franke
Ms L Asfoura
Mr C Shaw

STUDENT ADVISERS 2015

Year 7 Student Advisor
Year 8 Student Advisor
Year 9 Student Advisor
Year 10 Student Advisor
Year 11 Student Advisor
Year 12 Student Advisor

Ms S Sullivan
Ms M Barnes
Mr P Hollis
Mrs L McDermott
Mr M Moller
Mrs R Ferris

HEAD TEACHERS:

Administration
Creative & Performing Arts/Administration
English
History/Languages
Mathematics
PDHPE/ Home Economics
Science/Agriculture
Social Sciences
Special Education
Teaching and Learning
Technological & Applied Studies
Welfare

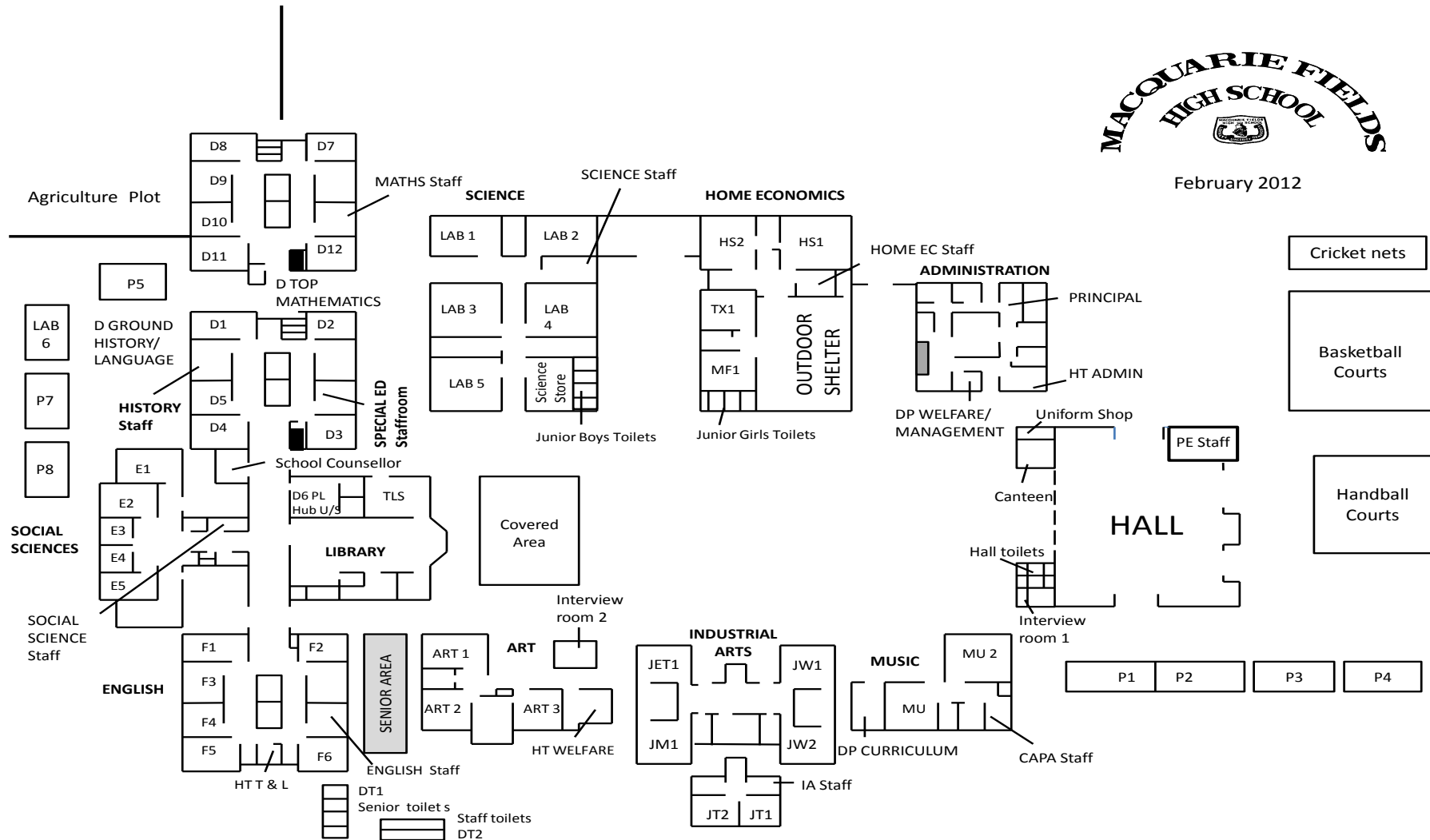
Mrs J Buckler
Mrs H Costa
Mr J Wilkie
Mr T Neale
Mr G Plowes
TBA
Mr W Matchett
Mr P Celestino (Relieving)
Mrs V Mafi
Mrs L Trieu
Mr D Ralston
Mrs I Judge

Aboriginal Liaison Officer
Careers Adviser / VET Co-ordinator
International Students Co-ordinator
Learning and Support Teacher
Administrative Manager

Mrs L Trieu
Mrs J Buckler
Ms V Stojceva
Mr N Antony
Mrs K Williams



February 2012



Macquarie Fields High School – Working Together for Excellence in Teaching and Learning

GOALS FOR MACQUARIE FIELDS HIGH SCHOOL

Macquarie Fields High School aims to:

- further develop its culture of excellence through high expectations, positive relationships and quality teaching and learning.
- share curriculum objectives so that teaching and learning is unified and purposeful from the perspectives of students, teachers and the community.
- ensure all students develop skills and values that allow them to become responsible, empowered, creative and adaptable individuals committed to life-long learning for the betterment of themselves, others and the environment.
- focus specifically on designing relevant, engaging curriculum and co-curricular experiences and opportunities through deepening teacher knowledge, skills and practice so that students are connected and learning outcomes are enhanced.



CURRICULUM GOALS AT MACQUARIE FIELDS HIGH

The curriculum pattern offered at our school is based on the broad principles of learning as set down by our teaching and learning policy. All our courses aim to:

- engage and challenge all students to maximise their individual talents and capabilities for lifelong learning
- allow all students to develop a positive self-concept and the capacity to establish and maintain safe, healthy and rewarding lives
- prepare all students to participate effectively and responsibly in the society in which they will live
- encourage and enable all students to enjoy learning and to be self-motivated, reflective and competent learners who can take part actively in further study, work or training.

The curriculum in Years 7-10 is made up of courses in several key learning areas. These areas offer both mandatory and elective courses. These have all been carefully planned to meet the Board of Studies requirements towards the award of a ROSA (Record of School Achievement) .



RESPONSIBILITIES OF MEMBERS OF THE SCHOOL COMMUNITY

Members of the school community of Macquarie Fields High School are expected to:

represent the school with pride by:

- upholding the school motto: ***Loyalty, Sincerity & Generosity***
- behaving appropriately in the classroom, in the playground, when travelling to and from the school and when attending school activities
- dressing in accordance with the school uniform code and standards of appropriate dress
- be responsible for their actions by being thoughtful, courteous and respectful of the rights and property of all members of the school community (peers, teaching staff and others)
- support a safe and happy environment which is
 - free of racism, sexism and other forms of prejudice

- free of weapons, illegal drugs, alcohol and tobacco
- maintain and promote a clean and healthy environment
- respect the right of individuals to voice an opinion or answer questions without fear of being ridiculed or “put down” and to be valued as individuals
- encourage and support achievement in all aspects of school life and the wider community and strive for personal improvement and excellence
- be punctual and attend timetabled lessons, be properly prepared for each day’s work and complete all homework
- behave in a manner that will
 - not endanger the safety of others or themselves
 - not offend others
 - not involve physical violence or verbal abuse
- accept the direction of people in authority.

The following procedures have been developed with the help of staff, parents, the Student Representative Council and the Captaincy Team in an effort to improve tone, consistency and fairness throughout the school. All students and staff are to ensure that these standards are complied with at all times.

CLASSROOM PROCEDURES

BEFORE THE LESSON STARTS

- All junior classes (7-10) must line up outside the classroom and wait for their teacher. No junior student is allowed to enter a classroom until directed by a teacher and only with a teacher present. Classes are to be **settled and quiet** before entering classrooms. If the teacher is absent, the Head Teacher (or relieving Head Teacher) will advise the class of what to do.
- Senior classes (11-12) are to wait outside the classroom for their teacher or, at the **Head Teacher’s discretion**, they may be allowed to enter the classroom before the teacher has arrived. If the teacher is absent, senior classes are to remain in their timetabled room and the Head Teacher (or relieving Head Teacher) will provide clear direction of what is expected of the students during the period.
- No student is to enter a **specialist room** without a teacher present. Classes using the **library** are to line up outside the main library door and wait for their teacher.
- Hats are not to be worn in classrooms or inside buildings. All hats are to be removed **before** classes are allowed to enter. Beanies and bandanas are not to be worn.
- **All students must be punctual** to class. If a student is late to class without an acceptable reason (and a note to verify this), they must be issued with a playground clean-up duty or another appropriate penalty. If a teacher is responsible for a student being late to another class or activity, the student must ask that teacher for a note to explain the delay.

DURING THE LESSON

- Students must ensure their own **safety** and the safety of others at all times. Do not lean back on chairs or engage in dangerous or unacceptable behaviour.
- Students must not engage in **vandalism or graffiti**. Report such instances to the teacher or Head Teacher immediately.
- In general, **food and drink** are not to be consumed in classrooms (with the exception of senior classes before and after school). On **extremely hot days**, students may drink **plain water** during lessons. No drink is to be consumed near computers.
- Students must use **appropriate language** at all times. Foul, abusive or sexist language will not be tolerated.
- All students must have the correct **equipment** for all classes.

- All students who leave the classroom (to go to the toilet/sick bay/library/SILC room, etc.) **must have a note**. Only **one student** at a time may leave the room
- In general classrooms, mobile phones, ipods, electronic games and other digital devices must be **turned off** and **kept in student's school bags**. In practical classrooms, phones (only) may be taken into class but must remain turned off. Any student disobeying this school rule **must** be reported by the teacher to one of the senior executive for persistent disobedience. For the protection of your personal items, valuables such as those mentioned **should not** be brought to school and the school can accept no liability for any loss or damage.

AT THE END OF THE LESSON

- The classroom is to be **clean and properly arranged** before any student is allowed to leave at the end of the lesson. All rubbish is to be placed in the bins provided.
- Students are to remain **seated** (or at their work areas) until the bell rings. They are **not to begin to leave** the room until directed to by the teacher.

OTHER

Students are not to:

- enter **staff rooms** at any time.
- enter the **staff common room** at any time.
- use **staff computers**.
- use **staff photocopiers**.
- enter **store rooms** without **direct teacher supervision**.

1. SCHOOL FEES AND COURSE COSTS

1.1 ANNUAL SCHOOL FEES

Years 7 - 10	-	\$90
Years 11 and 12	-	\$90

The general school fee helps provide funds for resources such as paper for photocopying, whole school mailings and the purchase and maintenance of school equipment, including sport equipment and material needs for Performing Arts. This fee also helps to offset costs associated with improving the school environment.

1.2 COURSE COSTS

In addition to general school fees there are course costs associated with various units of study. Details of these costs will be communicated to students and parents when the units are offered to students. Parents who have difficulty in affording these costs should apply to the Principal for funds from the "Student Assistance Scheme". Course costs are compulsory. Additional resources are provided for each student through these fees.

1.3 PAYMENT OF FEES, COURSE COSTS, EXCURSION MONEY

The school office staff handles the collection of all money. It is best if money is paid at the office before school between 8.30 am and 8.55 am, during recess or during lunchtime. A receipt is always issued for all money collected.

1.4 STUDENT I.D. CARD - \$6.00

All students must purchase an ID card at a cost of \$6.00. This enables them to:

- priority sign-in when late due to bus/train delays
- borrow resources from the library
- provide proof of identity at school events
- apply for a mobile phone pass
- purchase Disco tickets
- apply for an early leave and late start pass, or a parking permit in the senior school

1.5 TECHNOLOGY FEE - YEARS 7-12 \$50.00

The technology fee is used to provide computer software, internet access to all school buildings and the networking and cabling costs involved. The government has supplied the school with a large number of computers that will be upgraded every three years. However the funding provided does not cover the very substantial costs of setting up the networks and cabling to all areas in the school.

1.6 TEXTBOOK FEE - YEARS 7-10 \$20.00 YEARS 11-12 \$40.00

The textbook fee is used to purchase new textbooks as the need arises. For example, the senior textbook fee contributes to the purchase of textbooks for the new HSC for Preliminary and HSC Courses. The junior textbook fee contributes to the purchase of textbooks for new syllabi and additional resources to meet the special needs of students.

2. GENERAL SCHOOL ORGANISATION

INTRODUCTION

The school day starts at 8.52 a.m. and ends at 3.20 p.m. and is divided into four teaching periods. Each Thursday the students' day finishes at 2.40 p.m. Most students who travel by train make their own way to the station on Thursdays as the buses don't come until 3.20 as on other days. Students can wait in the school quad area for the buses on Thursday if they prefer. The school does provide supervision to ensure student safety.

A whole school assembly runs each Wednesday morning (weather permitting) in the quadrangle. These assemblies are run by students in the Leadership Team.

Wednesday afternoon is sports afternoon for the entire school. Travel arrangements, limited access to venues and bus timetable restrictions often mean that students need to be returned to the school early. As a consequence students will be dismissed at 3.00 p.m. on sports days but normal afternoon school bus arrangements and times still apply. Year 7 and Year 8 participate in a special sports program. This means they do not do "inter school" sport, playing against other schools. They experience a variety of sporting activities that they may not have done before aimed at developing skills and giving them a chance to decide what sport they would like in later years.

Class Rolls are marked electronically during Roll Call and a daily absentee list is published during period 2. Teachers check class rolls each teaching period, so absences from class are noticed immediately, reducing the incidence of fractional truancy significantly. Suspected truancy is later followed up by Head Teachers or the Deputy Principal.

ABSENCES - STUDENTS

A special booklet of proforma notes has been developed for use by parents.

- ◆ The booklet is provided to parents or guardians to assist them in keeping a record of their children's absences and to inform the school in writing of the reason for any whole day absences.
- ◆ All notes must be handed in the day the student returns to school following any absence(s).
- ◆ Only notes from this booklet will be accepted by roll teachers to help ensure the legitimacy of students' notes as well as ensuring that all the necessary

information is provided for our records. This should also improve the accuracy of the absence data on School Reports.

- ◆ The “tear-off” butt in this booklet will assist parents/guardians to keep an accurate record of their children’s absences.
- ◆ Extra books will be available from the administration office upon request. A reminder is included towards the end of each booklet.
- ◆ Parents can notify the school of a student’s absence by phone also. From 2015 parents will be emailed or sent an SMS text message, notifying them of a student absence. Responding to these messages will be acceptable in lieu of a note.

Please note:

- ◆ Parents are always welcome to make an appointment to peruse any notes that have been presented by their child. You may also wish to review attendance records, especially partial absences for lateness and early departure during the day.
- ◆ Students who will be absent from school for 5 days or longer, for reasons other than sickness, **MUST** apply to the Principal for an exemption from attendance at school. At least 2 weeks’ notice is required and approval is not automatic. Application forms are available from the front office.

Students needing to leave school early-

- ◆ If a student needs to leave school before the end of the school day, they must bring a note to the FRONT OFFICE prior to the 8:52 warning bell.
- ◆ The student will then be given a slip which must be signed by the Head Teacher Administration
- ◆ At the time of departure, the student must report to the front office to collect their School Leave Pass before leaving the school grounds.

ASSEMBLIES

- Semester Award assemblies are held twice a year in the school hall chaired by the School Captains. Here class awards for the semester are distributed as well as any special awards associated with competitions or achievements
- Every Wednesday morning after Roll Call a whole school assembly is held. The Principal and Deputy Principals address the student body, important school events are promoted, PBL ticket draws are carried out and sport notices are disseminated. Students go to Roll Call in their rooms then move to the Quad for their Assembly.
- Year assemblies are held Week 6 of the term. During these meetings Year Advisors address various issues significant to the age level of the year cohort and design activities to help build emotional resilience.

ATTENDANCE REQUIREMENTS

All children under the age of 17 are required by law to attend school regularly. The Department of Education and Communities requires that students must attend every school day unless ill. Our school believes that it is important for young people to develop the self-discipline necessary for punctuality and regular attendance. **Research has shown a strong correlation between high attendance rates and higher academic achievement.** Students are required to bring a note from home to explain an absence from school. The front office has booklets that can be used for this purpose. The note needs to be returned with the student on their first day at school after an absence.

See also **Leave during School Terms / Absences-Students**

BELL TIMES

There are six periods each day. Students in Years 7 to 10 have lessons scheduled from period 2 (8.55) to period 5 (ending at 3.20). Some senior students have lessons scheduled outside of these times during periods 1 and 6.

MONDAY	BELL TIMES	TUESDAY FRIDAY	BELL TIMES	WEDNESDAY	BELL TIMES	THURSDAY	BELL TIMES
Period 1 (for some Seniors)	7.55-8.52	Period 1 (for some Seniors)	7.55-8.52	Period 1 (for some Seniors)	7.55-8.52	Period 1 (for some Seniors)	7.55-8.52
Punctuality Reminder bell	8.52	Punctuality Reminder bell	8.52	Punctuality Reminder bell	8.52	Punctuality Reminder bell	8.52
				Roll / PCG	8:55-9:05		
Roll / PCG	8.55-9.15	Roll / PCG	8.55-9.05	Morning Assembly	9:05 -9.20	Roll / PCG	8.55-9.05
Period 2	9.15-10.30	Period 2	9.05-10.25	Period 2	9.20-10.30	Period 2	9.05-10.25
Recess	10.30-10.50	Recess	10.25-10.45	Recess	10.30-10.50	Recess	10.25-10.45
Period 3	10.50- 12.05	Period 3	10.45-12.03	Period 3	10.50-11.30	Period 3	10.45-12.03
Period 4	12.05-1.20	Period 4	12.03-1.18	Period 4	11.30-12.45	Period 4	12.03-1.18
Lunch 1	1.20-1.42	Lunch 1	1.18-1.40	Lunch 1	12.45-1.05	Lunch 1	1.18-1.40
Lunch 2	1.42-2.05	Lunch 2	1.40-2.03	Lunch 2	1.05-1.25	Lunch 2	1.40-2.03
Period 5	2.05-3.20	Period 5	2.03-3.20	Sport	1.25-3.05	Period 5	2.03-2.40
				Period 5 (for some Seniors)	1.25-3.35	Faculty Meetings	2.40-3.20
Period 6 (for some Seniors)	3.20-5.30	Period 6 (for some Seniors)	3.20-5.30			Period 6 (for some Seniors)	3.20-5.30

BICYCLES

For safety reasons, bicycles are not to be ridden while students are on school property. If a student rides a bike to school, it must always be ridden in a careful manner. Any student found doubling on a bicycle will be banned from riding to school. Students are to leave their bikes in the bicycle area which is located adjacent to the Agricultural plot at the rear of the school oval. All bikes should be locked up using a very thick chain and secured with a heavy padlock. The school accepts no responsibility for the security or supervision of bicycles. It is compulsory, by law, that students wear a bike helmet to and from school and while riding a bike. It is the responsibility of parents to ensure that their child observes the law in regard to the riding of pushbikes. Students will also be banned from riding bikes if they persistently refuse to wear a helmet.

CAR PARKING

Parents – Parents are not permitted to park in the area reserved for staff or in the bus bay. Please use the visitor's car park.

Students - Students who are licensed may apply to park on school grounds by submitting an application for a car parking permit. Strict conditions apply. No permit means absolutely no parking on school grounds.

CELEBRATION DAY

The last Thursday of Term 3 is set aside as the school's Celebration Day. This day celebrates the multi-cultural nature of our school and the camaraderie between all students. It also showcases the talents of our students.

COMMUNICATION HOME

Our Community Newsletter is published twice per term online on our website to keep parents informed about school activities and news. A copy is also sent home via the eldest child in the family. The newsletter includes an updated calendar of school events.

DEODORANT

1. Roll on deodorant is allowed at school.
2. Spray deodorant is not permitted at school. Some of our students have had severe reactions to these sprays at school, requiring hospitalisation.

EQUIPMENT

All students are required to provide themselves with basic equipment, pens, pencils, an eraser, a ruler, a pair of compasses, a protractor, scissors and glue. Liquid Paper and felt or texta pens are **not** to be brought to school. Each student will be required also to purchase an exercise book(s) for each subject. These should not be bought until teachers instruct the students what books are needed. Text books are loaned to students as required. Any lost, damaged or defaced books must be paid for.

EXEMPTION FROM ATTENDANCE AT SCHOOL – see Absences

FIRST AID

Available for minor injuries in an emergency situation only.

All staff are trained in Emergency Care. It is essential that parents contact details are kept up to date in case of emergency.

ILLNESS

Students who do not feel well **must** report to the office after seeking permission from their class teacher in the first instance. A designated first aid officer will, where appropriate, deal with sickness or accidents. The school does not have trained personnel to cope with anything other than minor medical matters. In general, parents will be contacted and asked to pick up sick children so it is important for the school to have **up-to-date contact** information and that students know where and how to contact a parent. In emergency cases, an ambulance will be called. Parents must inform the school about students on any medication that has to be taken at school. Because of the dangerous nature of some medications students are generally not permitted to carry medication with them at school. Any variation to this needs to be confirmed with the Deputy Principal. (See also MEDICATION AT SCHOOL).

LATE NOTES AND PUNCTUALITY

Students are expected to arrive on time for school every day. Frequent lateness may result in playground clean-up duty or Deputy Principal's detention. A student arriving late must report to the office and use their Student Identity Card to log on through the computerised attendance system. Students will be issued with a late pass which must be signed by parents and returned the following day to the student's PCG teacher. If you provide your child with a note on the day of lateness, it will not be necessary for the school's "late note" to be taken home and signed. A doctor's certificate or dental appointment card will be accepted as a "note". Students who are late to school without a satisfactory reason will face appropriate disciplinary action, the details of their lateness having been recorded and communicated to the Deputy Principal and HT Administration who will track patterns of lateness to school.

LEAVE DURING SCHOOL TERMS

Reasons for Granting Full Day Exemptions from Attendance at School

Principals, Directors, Public Schools NSW and Executive Directors may grant exemptions due to:

- exceptional domestic circumstances, including but not limited to participation in family holidays during school term subject to being satisfied that this is in the best educational interests of the child
- other exceptional circumstances such as health of the student where sick leave or alternative enrolment is not appropriate

- the child being prevented from attending school because of a direction under section 42D of the *Public Health Act 1991*
- employment in the entertainment industry or participation in elite sporting events for short periods of time i.e. for one or two days, and at short notice.

Application forms are available from the school office and must be submitted 2 weeks prior to the event.

LOCKERS

A limited number of lockers are available within the school. Strict hiring rules apply and a hire fee is charged. Enquiries and payments for lockers should be directed to the main office. Lockers are allocated on a first come, first served basis. A parent signature is required on the locker hire agreement form. Lockers may only be hired for the remainder of any given school year. A valid student ID card is required in order to hire a locker.

LOST ITEMS

If students lose a book, bag or some other item, then they are advised to check at the Main Office. It will help if all personal items are clearly labelled including clothes, calculators and other important or valuable items which may be brought to school. If they find valuables or other items lying about, they should take them to the main office. To avoid theft, students should **never leave valuable items in a bag**, especially money, mobile phones and/or computer equipment. Students should always keep their bags with them or in the case of specialist rooms where bags are not allowed, they should take their valuables with them. The school can take no responsibility for valuables stolen or lost at school. It is the responsibility of students to protect their possessions. The theft of mobile phones cannot be investigated and students are urged not to bring these to school. (See also Mobile Phones)

MEDICAL AND OTHER KNOWN DISABILITIES

Parents are asked to keep the school fully informed of any known medical, psychological or physical disabilities as they affect their child. The school assumes responsibility for the well-being of all children. Please be sure that all such disabilities are discussed with the Year Advisor or School Counsellor. **This is especially important if your child is ANAPHYLACTIC.** All staff have been trained in Asthma and Anaphylaxis Awareness. Students will be required to have updated Health Plans, signed off by their doctors, submitted to the school. Separate advice will be given to parents of students with Anaphylaxis and asthma.

MEDICATION AT SCHOOL

The school (year advisors and/or office staff) must be informed if students on medication need to take the medication during school hours. An indemnity form, available from the office, must be completed by a parent or guardian and the medication left with office staff where it will be kept in a secure place. Students are then required to go to the office to have their medication. The dose is given according to instructions and the student is required to sign that the medicine has been taken. Students in the possession of or under the influence of illegal substances at school will be suspended from school. Parents and police will be informed.

MOBILE PHONES

Students must apply for a **Mobile Phone Permit** if they wish to bring a mobile phone to school. Strict conditions govern the issuing of this permit. Students who violate the Mobile Phone Policy will be suspended from school. Mobile Phone Applications are available from the front office from Day 1, Term 1.

MUFTI DAYS

From time to time, as announced, the school holds mufti days where students may come to school out of uniform. On such days, students pay a gold coin donation which is forwarded to a designated charity or cause. Such days promote community awareness and responsible citizenship.

Students are not allowed to wear thongs or sandals on such days. Clothing and footwear should be sensible and appropriate for wearing to school. Inappropriate T-shirts, revealing tops, etc are not permitted. Where a student is inappropriately dressed, parents will be called and asked to pick up their child and have them dress appropriately for the school day.

OUT OF BOUNDS

Certain areas in the school are declared out-of-bounds to students for various reasons. These include:

- **Staffrooms**, students must not enter staffrooms at any time (see Classroom Code).
- **Office Areas**, unless the student has official business there and a staff member is present.
- **Some Playground Areas** which are not supervised during recess breaks.
- **Inside Buildings** during various breaks, unless instruction has been given to visit a teacher or the student is moving directly to the Library.
- **Local Shops**. A student must not leave the school grounds without permission at any time.

Relevant outdoor areas are sign-posted, 'Out of Bounds', in most cases.

PARENTS AND CITIZENS ASSOCIATION

The Parents and Citizens Association meets on the third Monday of each month at 7.30pm in the Principal's Meeting Room. New parents are especially welcome. We would welcome your support and contribution to the life of the school. The Parents and Citizens Association supports the school in many ways and receives feedback on what is happening at school. Parents who are suitably trained can play a significant role in the merit selection process for new staff appointments should they wish to participate.

REQUEST TO LEAVE SCHOOL DURING THE DAY

All requests to leave school during the day must be made **in writing**. Requests should only be made for urgent or very important reasons. Parents are reminded that medical and dental appointments should be made **outside** of school hours as full and half-day absences or leave contribute to a child's attendance being unsatisfactory with regards to the award of a ROSA (Record of School Achievement) or Higher School Certificate, where students fail to achieve educational outcomes.

Students must present a note from a parent, requesting that they leave school early, to the front office **BEFORE SCHOOL**. They will need their student identity card to access the computerised system for recording early departure. They will be issued with a **permission to leave school** slip which must be signed by the Deputy Principal or Head Teacher Administration and which they are required to carry on them after they leave the school grounds. The parent's signature will be checked and the partial absence entered on the child's computer record. Details will also appear on the daily absence sheet.

SCHOOL UNIFORM - POLICY ON MONITORING

All students at Macquarie Fields High School must wear the school uniform. The school's Uniform Committee, which includes representatives of parents, staff and students, has formulated a school uniform code that is accepted and supported by all concerned. We believe that it is important for all students to wear uniform to enhance a sense of community and belonging, to show students' pride in the school and for safety reasons, so that our students are easily identifiable.

A student who is out of uniform for a legitimate reason must bring a note from a parent or guardian, clearly explaining the reason for this, and obtain an out-of-uniform pass from the Deputy Principal or the Head Teacher Industrial Arts. This should be done before school commences.

Students' uniform will be monitored on a daily basis through their PCG's and students who fail to comply with uniform requirements will be placed on a lunchtime detention on that day. Consistent failure to wear uniform without appropriate documentation will result in a Head Teacher detention and a formal interview involving parents. Details about school uniform availability and price lists are at the end of this document.

SENIOR EARLY LEAVE & LATE START

Year 11 and 12 students may be eligible to apply for a senior early leave and late start pass. This allows senior students to sign-in and out at irregular times throughout the day. Applications stating the terms and conditions of this privilege are available from the Head Teacher Administration. This privilege can be withdrawn at any time where students fail to act responsibly.

SPECIAL EDUCATION CLASSES

The Special Education Faculty aims to inspire and support all students in striving for success both within the school and in the wider community. There are three Special Education classes working with students who have autism.

The faculty supports students in these classes to complete regular curriculum and life skills courses, across the Key Learning Areas. Students in Special Education classes are involved in curricular and co-curricular activities in the mainstream. Student contributions to the Student Representative Council (SRC) are valued.

The faculty values parent and student involvement in planning and review processes. Individual education programs (IEPs) are developed in collaboration with students, parents, staff and community support agencies, where appropriate, at the commencement of each year. These programs, which are reviewed annually, address the learning needs of individual students, both academic and social. Parents are also actively involved in our transition to work meetings, open days, parents and grandparent BBQs, further education information meetings and Community Connections Program.

Additional information booklets are issued to the students in these classes.

SPORT (WEDNESDAYS)

Sport is held each Wednesday afternoon and is a compulsory part of the school curriculum.

Year 7 have an integrated program at school which includes a variety of sports such as soccer, cricket, t-ball, touch football, racquet sports, rugby league and gymnastics. Year 7 students also participate in a special unit that focuses on developing AFL skills.

Years 8 have an integrated program at school which includes a variety of sports such as t-ball, cricket, soccer, touch football, basketball, netball, swim school and macfit.

Students in Year 9 – 10 have the opportunity to select a school, recreational or inter-school sport competition. Students will get 4 choices throughout the year. In order to participate in sport students are required to bring in a signed permission not from a parent or guardian.

Year 11 students are required to participate in sport from Terms 1 – 3. Year 11 students do not participate in sport in Term 4 as they are technically in Year 12.

Sport concludes at 3:00pm on Wednesday afternoons. Students may wait at school until their usual bus arrives. Students wishing to leave directly from a venue outside of the school must complete the 'leave directly from sports venue' part of the permission note. This note allows students to make their own way home when they are dismissed from the venue at 2:45pm.

The school has three major sporting carnivals throughout the year. These are the swimming, cross country and athletics carnivals. These carnivals are held on a regular school day and all students are expected to attend. A permission note is handed out for each carnival and must be signed by a parent or guardian in order for students to attend these carnivals.

Students who are unable to do sport due to injury or illness are required to bring a note to school detailing the nature of their injury or illness. Students who are unfit to do sport engage in school service activities/or appropriately modified physical activities for the duration of the sports afternoon.

Students are required to wear sports uniform on Wednesdays which they are able to wear all day. If they are unable to wear their sports uniform on a Wednesday they are required to submit a signed note to the Sports Organisers, Wednesday morning before assembly from the parent/guardian.



STUDENTS' PERSONAL DETAILS

Students' details (including telephone numbers and emergency contact details) are collected from all students at the time of enrolment. When these details change, it is important that a ***Family and Student Information*** form is collected by the student from the front office and returned so details are current at all times.

SUPERVISION

Every effort is made to supervise students throughout the school day. No student should attempt to leave the school without permission before 3.20 pm. The Principal and other executive staff may be found in the main office from 8.25 am each day. Students in need of assistance should seek help there. Students are supervised from 8.55 am to 3.20 pm. Students should avoid arriving too early and should leave the school grounds promptly when lessons or after-school activities end. No student is permitted to leave the school grounds at lunch or recess to access shops or go home for any unauthorised reason.

TELEPHONE / MOBILE TELEPHONES

The school has a *blue telephone* located at the office. This telephone is available for student use during recess and lunch. **Emergency contact during the day may be made by ringing the school switchboard on 9605 3111.** No student can use a mobile phone on school grounds **for any reason**. Students caught using a mobile phone inappropriately will be suspended from school. (See also Mobile Phones)

TRAVEL PASSES

Students should enquire at the office for application forms for bus or train passes. The school administrative officers are able to determine whether a student is eligible for these passes.

3. COURSES OF STUDY AND THE CURRICULUM

At Macquarie Fields High School, students can study a broad range of courses. Subjects studied in the junior school in addition to English, Mathematics, Science, History, Geography and PDHPE, can include; Commerce, Music, Agriculture, Drama, Visual Art, Technics, Sport Studies, Computing Studies, Food Technology and Design & Technology, as well as other courses developed within the school and approved by the Board of Studies. Enrichment elective courses are offered to students in Year 8. The senior school curriculum offers a variety of interesting courses at most levels of study. A booklet outlining senior school courses is issued separately.

Note Civics & Citizenship is studied within the History and Geography courses on offer.

CREATIVE AND PERFORMING ARTS

Macquarie Fields High School has a strong tradition of success in Creative and Performing Arts. Throughout the year there are many opportunities for students to become involved in extra curricular activities such as Dance, Drama, Music and Visual Arts. Students can become involved in the many productions that take place or in the tutoring programs that we offer.

Opportunities include:

- ◆ **Musical and Dramatic Productions**
- ◆ **Schools Spectacular** - annual concert that brings together students from schools across the state
- ◆ **Variety Night** - opportunity for students to share their talents and enthusiasm for singing, dancing, playing and acting
- ◆ **Vocal Ensemble Choir & Band program**
- ◆ **Artist of the Week program**
- ◆ **Regional Art program**
- ◆ **Dance Ensemble**
- ◆ **Drama Fest**
- ◆ **Drama Challenge** - Theatresports Competition
- ◆ **String Ensemble**

CO CURRICULAR ACTIVITIES

A student's experiences at school should not be restricted to classroom activities. A good "all-round" student will participate in a number of activities across sporting and cultural areas. Students should aim to maintain a healthy balance between their academic pursuits and other activities and not allow their academic performance to slip. Often some of the events that help develop "team players" are extra curricula. Ex-students look back upon and often remember with fondness those activities that reached beyond the classroom. Students also develop a special rapport with the staff who promote and supervise these activities.

At Macquarie Fields High School, we encourage students to participate in all aspects of school life, and indeed, we reward such students through our merit system.

OTHER

There are also a variety of other extra-curricular activities for students to work in groups or to represent the school. These activities include:

- | | |
|--|--------------------------------|
| ◆ Chess Competitions and Tournaments | ◆ Mathematics Competition |
| ◆ Australian Schools Computing Competition | ◆ Mock Trial Competition |
| ◆ Business Competition | ◆ Public Speaking Competitions |
| ◆ Camps | ◆ Social Justice Group |
| ◆ Chemistry Competition | ◆ Science Competition |
| ◆ Debating Competitions | ◆ Agriculture Club |
| ◆ History Public Speaking | ◆ Artify Club |
| | ◆ Future Teachers Club |

HOMEWORK

▪ What is meant by Homework?

Homework is an extension, consolidation or review of work initiated in the classroom. It may be initiated by the classroom teacher to achieve some specific purpose or it may be initiated by the student for purposes such as revision of work or private research. In this case, homework might more appropriately be referred to as study.

▪ Purpose of Homework

Homework is intended to:

- consolidate, extend and enrich the student's school experience
- aid in the development of regular study habits
- provide opportunity to practice, and thus develop, particular skills.

In the sporting world, people become good at a particular sport through regularly devoting time and effort to the consolidation and improvement of their sporting ability. In education, the same is true. The successful student generally needs to devote a good deal of time and effort to homework and study.

▪ Types of Homework

Homework may take various forms. Some of these may include:

- Preparation for future lessons (eg reading, research assignments)
- Preparation for tests and examinations.
- Review of work covered in class.
- Short assignments set on a frequent basis.
- Longer assignments set on a less frequent basis.
- Completion of some aspect of work commenced in class.

- **How much Homework is necessary?**

The amount of set homework may vary from time to time and will depend on the age and ability of the students. It is generally believed that an average student, with good personal organisation of time and resources, should spend:

In Year 7	1 hour per night	In Year 10	2½ hours per night
In Year 8	1½ hours per night	In Year 11	3 hours per night
In Year 9	2 hours per night	In Year 12	3+ hours per night

These times are intended as a rough guide as there are so many variables which can affect a student.

- **The Importance of a Study Program**

Students should formulate a weekly homework/study program which allows for

- **parity of subjects** - students are encouraged to think of each subject as having equal value and should therefore devote equal time and effort to each subject.
- **planned time allocation** - The time given to short homework assignments, set on a regular basis needs consideration and must be balanced against work on larger, less-regular assignments and student-initiated study.

- **The Role of the Homework Diary**

A homework diary is a necessary part of a student's school requirements and **must** be brought to school each day. Students are encouraged to record homework information and due dates on a daily basis. Effective time management is an important aspect of student learning and a homework diary will be an essential part of meeting deadlines, and developing good organizational skills. In 2015, all students will be issued with a **Macquarie Fields High School diary**.

- **The Role of Parents in Homework**

Parents are encouraged to take an active interest in the type and amount of homework set and when it is due. They are also urged to support and assist but not to complete homework to be done by their children. From time to time a homework activity might be set which involves a parent in partnership with the student to complete a task.

- **All My Own Work**

Students need to create their own texts. Sometimes it is tempting, when undertaking project or essay work, to copy slabs of information from books or the internet without recognising the source. This is called plagiarism. In Years 10/11 students undertake a formal **All My Own Work** program in preparation for the Higher School Certificate.

INFORMATION RESOURCE CENTRE

(SCHOOL LIBRARY, INDEPENDENT LEARNING CENTRE)

The **Information Resource Centre** consists of the Library and the Independent Learning Centre. Each section has its own unique purpose, and both serve the school in developing students' information literacy skills.

The following services and facilities are available (some charges may apply) through the Information Resource Centre in addition to full library/reference facilities:

- Internet access
- CD ROMs
- Scanner
- Comb book binder
- Printing



IRC personnel include

- 1 teaching staff, member, who is a trained teacher/ librarian. The teacher/librarian manages and develops resources in the information Resource Centre
- 2 library assistants (SAS staff).

The **Library** has a large stock of books, magazines, newspapers and journals. The librarian and library assistants are available to help students make good use of the facilities in the library which is open at lunch-time, recess and before and after school. Seniors in Years 10, 11 and 12 have early access to the library on Tuesday and Thursday from 8.00 am. Classes are frequently taken to the library to work in particular subject areas and senior students may work there in their study periods. A photocopier for student use is located in the library (a small charge applies). There are more than 20 networked computers which also allow printing from the network. Students may arrange to make use of these facilities before, during and after school time.

An **independent learning centre** is part of the library. Following the recommendations of Head Teachers, students can work independently on units of study or special programs. Students studying courses via the Open High School (i.e. by correspondence) also work in this area. The centre is well resourced with computers which are networked and connected to the Internet. It also has audio-visual equipment and facilities for the study of music and languages.

The *independent learning centre* is an integral part of the school's gifted and talented program, allowing students to develop higher order thinking skills and knowledge through independent research with the guidance of staff and the Independent Learning Centre Coordinator. This is one strategy used to differentiate the curriculum to meet the needs of our gifted and talented students.

SPORT (extra-curricular)

Macquarie Fields High School has a traditional sports program. Besides the Wednesday afternoon sports program there is a wide variety of activities in which students may choose to become involved in. Students who excel at a particular sport are given the opportunity to participate in that sport at a variety of levels from school through to state level. Opportunities include:

- ♦ **Hume Zone Grade Sport** - inter-school competition
- ♦ **Combined High Schools (CHS) Knockouts** - the school enters teams in a wide variety of sports into these state wide competitions
- ♦ **Hume Zone Teams** - trials and trainings are held after-school in most sports. Successful students then participate in the area carnival
- ♦ **Sydney South West Area teams** - these are selected from zone teams at the area carnival
- ♦ **CHS Teams** - these are selected at the area carnival
- ♦ **Zone Athletics, Cross-Country and Swimming Teams** - these are selected at the zone carnival
- ♦ **Area Athletics, Cross-Country and Swimming Teams** - these are selected at the zone carnival

TECHNOLOGY

Technology is a vital part of teaching and learning at Macquarie Fields High School. The school is committed to the use of appropriate classroom technology to create a dynamic and relevant learning environment in all curriculum areas. We believe that by providing students with access to a wide range of appropriate technologies we will establish a learning climate that values technological literacy, encourages the appropriate use of technology related skills and maximises educational opportunities.

Our school believes that technology is an effective and necessary tool to enhance problem-solving skills, strengthen research skills, and improve communication and presentation skills and to provide cooperative learning experiences for our students. Technology is integrated into all curriculum areas. Some subject areas, such as Science, Industrial Arts and Home Economics, provide opportunities for students to experience and develop specialist technological skills in research, design and manufacturing. All faculties use computer-based information and communication technologies to enhance teaching and learning.

The computer network at Macquarie Fields High School is used for curriculum material, administration, internet access, email and limited communication throughout the school. Currently all staffrooms, four computer labs, three mobile laptop classrooms, several faculty mini labs, the library, the independent learning centre and the school's administrative system are all networked and have internet access. Students have access to more than 100 computers and some of the latest technology, including scanners, digital cameras, midi keyboards and recording software, presentation software and hardware, laptop computers, a digital projector, Smartboard and a graphics tablet. The school has both a computer and an internet use policy that all staff and students are required to follow.

Our school is always striving to improve and upgrade our resources so as to provide students with the most diverse and up-to-date technological resources available to schools.

4. STUDENT WELFARE AND THE PASTORAL CARE SYSTEM

The underlying philosophy of the welfare structures of Macquarie Fields High School is contained in the following set of principles and beliefs.

All members of the school:

- deserve to be treated respectfully.
- value and accept cultural, academic, social and individual differences.
- support and encourage effective learning.
- take pride in personal and school achievements.
- strive for personal excellence.
- are responsible for student welfare.
- have the right to feel safe.

On the basis of these principles student welfare at Macquarie Fields High School:

- encompasses everything the school community does to meet the personal, social and learning needs of students.
- creates a safe, caring school environment in which students are nurtured as they learn.
- incorporates effective discipline.
- incorporates preventative health and social skills programs.
- stresses the value of collaborative early intervention when problems are identified.
- provides ongoing educational services to support students.
- recognises the diversity within the school community and provides programs and support that acknowledge difference and promote harmony.
- recognises the role that the school plays as a resource to link families with community support services.
- provides opportunities for students to:
 - ~ Enjoy success and recognition
 - ~ Make a useful contribution to the life of the school
 - ~ Derive enjoyment from their learning

- recognises the relationship between students and staff welfare and ensures that staff welfare is also a priority.

To achieve the above, Macquarie Fields High School has strong welfare structures, which include:

- support from classroom and PCG teachers. While each of the people below has a specific role, individual teachers play a major role in Student Welfare. Often trust and rapport are established with a particular teacher. Therefore individual classroom teachers may provide social and academic support, resolve matters of inappropriate behaviour and refer pupils in need to another member of the school welfare network.
- Roll classes that are arranged in *vertical groupings*. These have students from Years 7-12 in each class. These roll groups are known as Pastoral Care Groups (PCG's). The PCG teacher generally stays with the same students from Year 7 through to Year 12, which creates strong rapport and support. Students also get to know others from different years creating a positive whole school environment.
- Each year has a Year Adviser and assistant assigned to support the students in that year. Year Advisers play a central role in the school's welfare structure. They counsel and support students, monitor student progress and often act as the link between parents and the school.
- The Head Teacher Welfare deals with welfare needs that have progressed beyond the level of the Year Adviser and deal with large group or whole school welfare issues.
- There is a Deputy Principal who deals with welfare needs that have progressed beyond the level of the Head Teachers of Welfare.
- School Counsellors respond to referrals of individual students from teachers or parents or to pupils who refer themselves directly.

What to do if you have a concern?

Students

If something is concerning you talk with someone you feel comfortable with as soon as possible, either personally or because of something happening in the school, talk it over with someone you feel comfortable talking to. The best place to start is your Year Adviser, although you may want to speak to one of your class teachers or the Head Teacher of Welfare. You may also refer yourself to the school counsellor. You might talk to your Peer Support Leader or a member of the Yellow Ribbon team. There are lots of people to help with all kinds of problems, so most importantly, don't hesitate to talk to someone.

Parents

If your concern is subject based (eg about an assignment in a particular subject) it is best to make contact with the classroom teacher or the Head Teacher of that faculty. If your concern is broader it is best to contact the Year Adviser or Head Teacher Welfare. As teachers are unable to leave classes unattended please either make contact by phone, or if you require an interview, organise an appointment time. You might also contact the Deputy Principals or the Principal if you feel your needs have not been met.

ABORIGINAL EDUCATION AND SUPPORT

Aboriginal and Torres Strait are identified through enrolment processes and can also identify with teachers at the school for inclusion in the school Aboriginal programs. Students from an Aboriginal and Torres Strait Islander background populate 7% of our school through community and selective streams and across years 7 to 12. Our school has developed strong ties with AFL Indigenous Academy, the AECG and KARI over the last four years. These institutions and the DEC assist in the development of programs tailored specifically to the needs of our Aboriginal students.

Students are encouraged to be an active part of the school community by extending Indigenous 'Welcome to Country' at all larger school functions and by representing the Aboriginal community in our School Representative Council. Indigenous meetings are held

every week in the school library during lunchtime and these details are advertised to all students through the daily notices. To develop school awareness and knowledge of Aboriginal culture Indigenous students are encouraged to invite a friend to these meetings. Aboriginal students engage in a variety of artistic, athletic and academic projects within the school and they are also encouraged to engage in programs outside of school so as to develop connections with other schools and the Aboriginal community.

All teachers have had extensive training in the '8 Ways of Learning' model to ensure they differentiate programs to meet the needs and learning styles of our Indigenous students. Teachers have access and are encouraged to make contributions to students personalised learning plans throughout the year. This ensures students are supported in meeting their personal goals and their achievements are acknowledged. Parents and the AECG are consulted throughout the process of PLP reviews through phone or school interviews. Many parents will also book an interview with Mrs Trieu during parent teacher nights to discuss their child's progress.

Any students who are interested in engaging in any programs or wish to be kept informed of school projects should make contact with Mrs Trieu, HT Teaching & Learning. Likewise parents are invited to contact Mrs Trieu for any further information or to discuss their child's learning.

ANTI-BULLYING PLAN

Our school will not tolerate the bullying of students. We cannot eliminate bullying but we can reduce incidents of bullying and work towards harm minimisation.

The Anti-Bullying Plan was reviewed thoroughly in 2011 in consultation with staff, parents and students. All students were issued with a copy of this plan at the beginning of 2012. Additionally, the School Representative Council (SRC) has issued their own Anti-Bullying Statement which aligns to the focus part of our plan.

Bullying involves the use of electronic means (cyber-bullying) which can impact on a student's well-being inside and outside of school. Report all bullying.

It is an expectation that parents work closely with appropriate staff to resolve issues to do with bullying and / or cyber-bullying.

Our plan will be reviewed during 2015

Macquarie Fields High School and Positive Behaviour for Learning (PBL)

Macquarie Fields High School is a diverse learning environment that aims to equip students for their role in society beyond the school years.

Positive Behaviour for Learning (PBL) is a whole school system that focuses on teaching students the behaviours that the community encourages them to display through modelling, lessons and positive rewards. The PBL system encourages students to participate actively in the school community by recognising examples of student learning in a safe and respectful way.

The aim of the PBL system at Macquarie Fields High School is to apply behaviours, rewards and consequences consistently across the whole school and allow for students to learn the behaviours that they are expected to display

The Behaviour Matrix

The Behaviour matrix outlines the behaviours expected of students, not just in terms of whole school, but also for individual areas. These behaviours are displayed around the school in relation to the areas they represent and form the basis for the lessons that are be carried out during PBL roll call on Monday. This allows the school to show a consistent approach to the types of behaviours that are expected.

	Whole School	Learning Space	Canteen	Playground	Toilet	Outside School	Transition	Formal Occasions
S A F E	I am calm and I think before I act.	Use equipment/resources appropriately.	Line up in the correct queue	Play safely without tackling.	Use toilets correctly.	Follow instructions.	Walk sensibly and keep left.	Follow teacher's directions.
	I am in the right place at the right time.	Listen to teacher's instructions.		Remain inbounds.	Wash hands after using the toilet.	Be aware of surroundings.	Hold onto sporting equipment.	Enter and exit appropriately.
	I am cyber smart.	Keep hands and feet to myself.		Report strangers to the front office.		Move directly into school grounds.		
	I am dressed and equipped for any given activity	Place bags in appropriate areas. Think before you act.						
R E S P E C T F U L	I use appropriate language and manners.	Promote fairness.	Buy for yourself.	Share space with others.	Keep the toilets clean.	Be an ambassador.	Respect others space.	Wear full school uniform.
	I value my peers, teachers, and my community.	Take pride in yourself and your school.	Use your own money.	Speak politely, use manners.	Report damage immediately.	Show consideration for members of the public.	Keep hallways and walkways clean.	Use appropriate language.
	I care for my school environment.	Value opinions of others.	Speak politely.	Place rubbish in the bin.	Respect privacy of others and their property.	Respect, privacy of others.		Politely acknowledge the achievement of others
	I treat others fairly.	Use appropriate language and tone.		Care for the environment and wildlife.				
L E A R N E R S	I take responsibility for my own learning.	Be an enthusiastic learner.	Use the canteen at appropriate times.	Eat in designated areas.	Use your designated toilets.	Allow others to learn and participate fully in the activity.	Move directly to class.	Respond appropriately to the program.
	I strive for my personal best.	Strive to constantly better yourself.	Make healthy choices.	Go to class when the bell goes.	Use the toilets at recess and lunch.		Line up quietly and sensibly.	Understand the values of participation and cooperation.
	I am ready to learn.	Be organised and ready for all tasks.	Order your lunch.	Protect your personal property.	Get a pass during class.			
	I am a productive team member.	Recognise personal and peer's success		Be weatherwise.				
	I set personal goals and aim for success.							

Strategies for dealing with unacceptable behaviour

The school has developed a well-structured sequence of steps designed to assist students to modify their behaviour by:

- requiring students to reach agreement with staff on specific aspects of their behaviour that are to improve.
- informing parents when behaviour is unsatisfactory and the nature of such behaviour
- involving parents and staff in jointly monitoring future behaviour over negotiated periods of time.
- providing support through welfare personnel and school counsellors.

Schools generally function best when there is trust, a positive atmosphere, cooperation and general observance of school rules. We aim to build a good environment where there is a healthy attitude to work, friendliness, fair competition and recognition of effort and achievement.

• The Consequences

- In terms of behavioural difficulties, our key focus is prevention and teaching students the skills to manage their own behaviours. Students not behaving in a positive manner will be placed through the following procedures.

• Major and Minor Behaviours

- Behaviours have been classified in the diagram overleaf as minor or major behaviours to indicate level and frequency. It indicates the types of behaviours that are not acceptable and who deals with the behaviours at each level

Please note that Principals of government schools **must** suspend immediately any student who is;

- In the possession of a suspected illegal drug;
- Violent or threatens serious physical violence;
- In the possession of a prohibited weapon.

Such suspension will usually be for a period of up to 20 school days.

The final stage of behaviour management will include some, or all of the following;

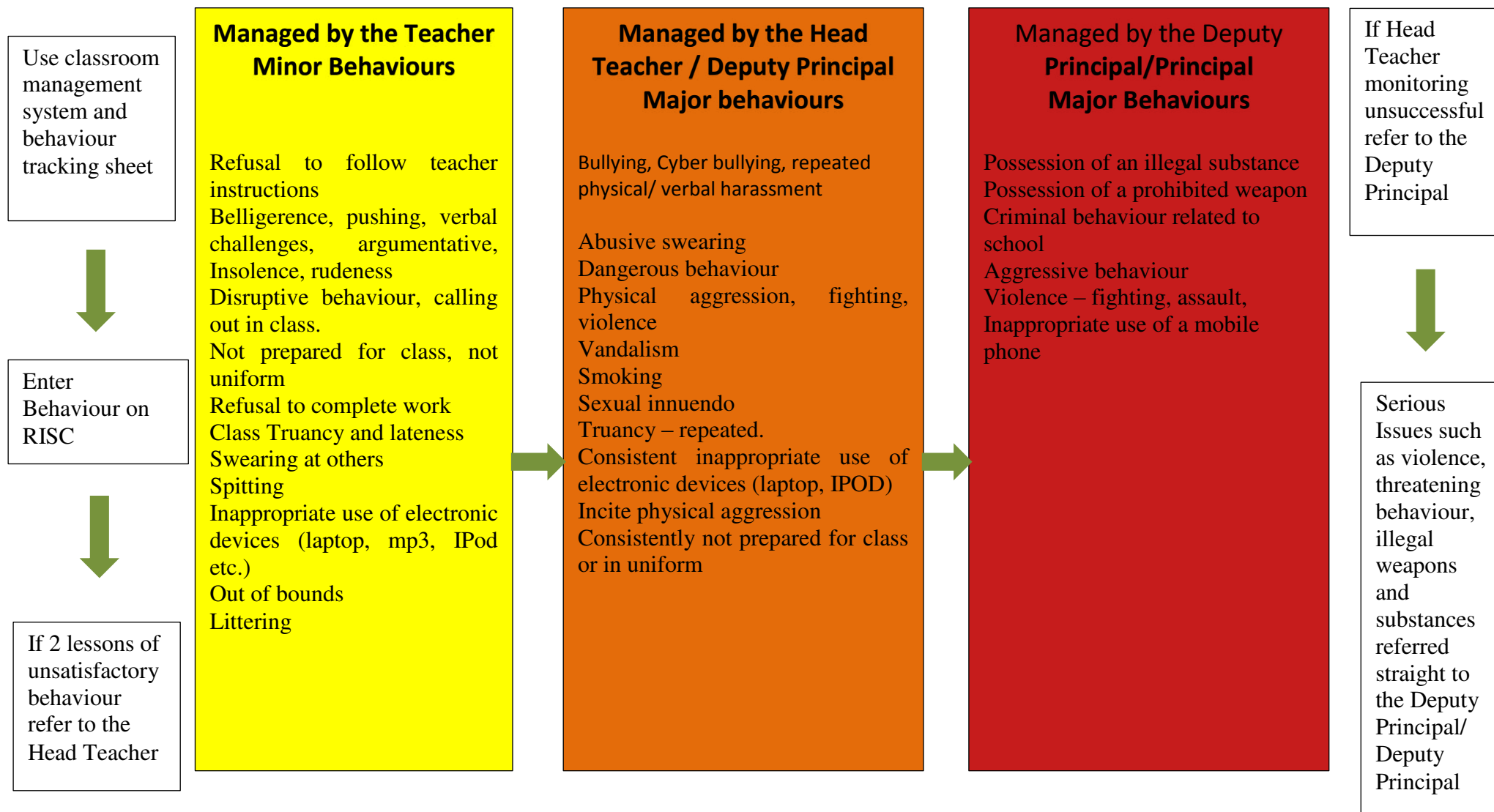
- Principal may impose a long suspension or expulsion
- Full report to the Director, Public Schools NSW
- Principal may recommend to the Director that the child either be:
Transferred to another school, or
- Expelled from Macquarie Fields High School or all NSW Government schools.



Macquarie Fields High School

Positive Behaviour for Learning

Flowchart of Major and Minor Behaviours



CAREERS ADVISER

The Careers Adviser is available to discuss alternative and/or further educational pathways/options with students, as well as give students direction and advice in regard to job opportunities, work experience, career information and vocational education and training. The Careers Adviser is an important and integral member of our Learning Support programs in the school.

ENGLISH AS A SECOND LANGUAGE (ESL) TEACHER

The E.S.L. teacher is available to help students where English is not their native language or the language spoken at home. The role of the ESL teacher is to provide support and assistance to such students and their teachers. **ESL staff are located in the English Staffroom.**

HEAD TEACHERS

The role of the Head Teacher is complex but relates more specifically to matters relating to courses within their Key Learning Area. Their role is to ensure that pupils studying their subject/s are doing as well as possible. This involves the monitoring of students' results, behaviour and attitudes within that faculty. They also consult with all other welfare members regarding student progress in their courses. Concerns relating to a subject area should be directed to the Head Teacher.

Please note that within that K.L.A. Head Teachers are responsible for:

- assessing students needs
- designing, co-ordinating and evaluating programs to meet these needs based on relevant BOS syllabuses and whole school initiatives
- providing for extension/remediation
- supervising classroom teachers
- encouraging the highest academic success possible in that subject
- dealing with inappropriate student behaviour in that subject
- fostering good attitudes, safe practices and co-operation.

The school executive staff also consists of a Head Teacher Teaching and Learning and the Senior Executive Staff - the Principal, the Deputy Principals.

LEARNING AND SUPPORT TEAM

The Learning and Support Team is a group of teachers and assistants who help identify, work with and support students experiencing significant difficulties in the classroom. These difficulties may be because of: an intellectual disability; a language disorder; other disabilities; literacy or numeracy difficulties; behavioural or emotional issues.

Members of the team include:

- Head Teacher – Welfare
- Head Teacher – Teaching and Learning
- Learning and Support teacher who works in the classroom with students who have a learning disability or difficulty
- School Learning Support Officer who works with students who have a disability to assist them in and out of the classroom
- School Counsellors who help diagnose or identify specific or specialised factors that significantly impact upon a student's learning
- Deputy Principals
- ESL coordinator, who works with students whose first language is not English
- Careers Adviser

Parents or carers of students who are concerned about significant learning or behavioural difficulties experienced by their child can contact Mr Tishler (Deputy Principal Welfare), to discuss their concerns.

Also, students who wish to ask for extra support are encouraged to speak to their Year Adviser and, from here, a referral can be made to the Learning Support Team should the problem need more specialised support.

SCHOOL COUNSELLORS

The school has two School Counsellors available at different times during the week. The Counsellors work closely to support students, supervising a range of personal and educational problems.

Appointments can be made with Counsellors by students experiencing problems. Parents too, can make appointments with the Counsellor if they feel their child is in special need of counselling.

STUDENT AWARD SCHEME

The positive reward system has been designed to both reward students immediately for good behaviour as well as ensure the merit system is accessible to all. The aim of the rewards system is to ensure that all students can access the schemes and that it is not just used as a tool for rewarding students that may have behavioural issues in class.

Daily Rewards – The PBL ticket

Students

- Students will be rewarded instantaneously by teachers for positive behaviour through a system of tickets handed out by teachers.
- Students are to keep the tickets they receive through the week and hand them to their roll call teacher the following Monday to record the number. Students then ensure their names are on the tickets and place them in a box located in the library to be a part of a weekly prize draw at Wednesday assembly. This is the **students' responsibility not the teachers' to hand them in on time before the draw**. Prizes will include a variety of high and low value items such as iTunes vouchers and canteen vouchers.
- At the end of each term the top 10 in each year group will be invited to a BBQ/Pizza lunch as a reward for their efforts, run by the PBL team.
- A Postcard will be sent to parents to notify them of the student's success.
- At the end of the year the top 6 students from all year groups will be rewarded with an excursion.
- For every 10 tickets received throughout the year a student can receive a merit award from the roll call teacher.

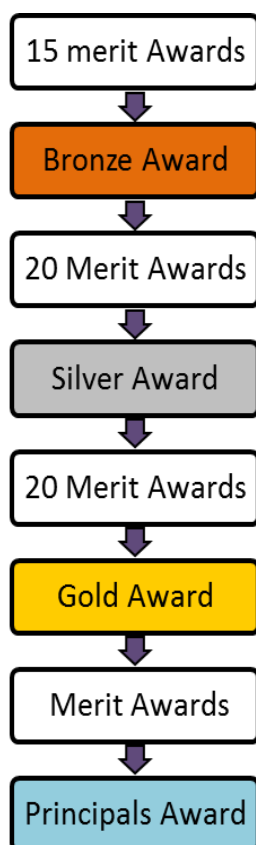
PBL Ticket Name _____ _____ PCG ____ Year ____ Teacher _____			Safe	Respectful	Learner
		Whole School			
		Learning space			
		Canteen			
		Playground			
		Toilet			
		Public Areas			
		Transition			
		Formal Occasions			

Show to your roll call teacher on Monday to record and then place in the box in the library for the weekly Wednesday draw.

Whole School Rewards – The Merit System

In line with PBL the merit and award system has been reviewed and modified and will be reset annually.

- Teachers will hand out awards (see sample overleaf) for excellent work in class, on the sporting field, social/cultural activities and school community service. These awards are not based on their behaviours like the tickets but are to acknowledge work and achievement of students
- The awards will be in increments of 15-20. Students can hand them in 5 at a time.
- When a student receives 10 tickets throughout the year their PCG teacher give them a merit award.
- Students will hand in awards to their year advisor who will pass these on to the SASS staff looking after the database in the library.
- Teachers will tick the appropriate category that the award falls into for data purposes.
- At the bronze level students will be given an award and badge on Wednesday morning assembly.
- At the silver level students will be given an award and badge at the Semester Awards.
- At the gold level students will be given an award and badge at Presentation Night. They will be able to wear the badge the following year.
- Once reaching gold, students awards will still be collated and used to determine the Principal's award and other awards on Presentation night.
- Students at the silver level will be invited to the end of year excursion with the students that have high ticket rewards.
- A data base will be kept in the library with the number of awards and the categories noted.





Certificate of Merit

☐ Academic ☐ School Community Services ☐ Social/Cultural ☐ Sport

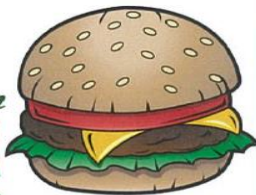
Awarded to _____

For _____

Teacher

Date

THE *Build your own* BURGER BAR



AVAILABLE EVERY DAY

Chicken Burger	100% Breast Schnitzel, Lettuce, mayo	\$ 4.20 H
Beef Burger	Lettuce, Tomato, Beetroot, BBQ Sauce	\$ 4.20 H
Cheeseburger	Cheese & Tomato Sauce	\$ 4.20 H

AVAILABLE TUESDAY

CCB Deluxe	100% Breast Schnitzel, Cheese, Bacon	\$ 5.00
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AVAILABLE FRIDAY

Fish Fillet Burger	Lettuce, mayonnaise	\$ 4.50 H
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ADD ANY OF THESE EXTRAS

Chicken Schnitzel	\$ 1.80 H
Beef Pattie	\$ 1.80 H
Fish Fillet	\$ 1.80 H
Bacon	\$ 0.80
Cheese or Pineapple	\$ 0.50
Tomato, or Beetroot	\$ 0.30

SELECT ANY SAUCE

Tomato	Mayonnaise	Sweet Chilli
BBQ	Caesar	Mustard

EVERY DAY

BREAKFAST

HASH BROWN	\$ 1.00 H
BACON & EGG ROLL	\$ 3.30
TOASTED SANDWICHES	Daily Specials From \$ 2.80
MUFFINS	Blueberry, Apple Crumble + More \$ 2.80
BROWNIE	Our Famous Homemade \$ 1.00
FRUIT SALAD	Seasonal Fruit Yoghurt Add 50c \$ 3.50
YOGHURT	With Berries or Muesli \$ 3.50
HOT CHOCOLATE / COFFEE	\$ 2.00 H

WRAPS SANDWICHES \$1 LESS

SALAD	Lett, Tom, Beet, Carrot, Cucumber \$ 4.00 H
CHICKEN CAESAR	Lett, Bacon, Croutons \$ 5.30
PREMIUM MEATS & SALAD	\$ 4.50 H

*SEE COUNTER FOR DAILY WRAPS SELECTION

SALADS

GARDEN	Lett, Tom, Cuc, Carrot, Caps, Beet \$ 4.00 H
CHICKEN CAESAR	Lett, Bacon, Croutons \$ 5.00
CREAMY PASTA OR POTATO SALAD	T 1 & 4 \$ 3.50 H

DRINKS

OAK FLAVOURED MILK	300ml \$ 2.40
OAK FLAVOURED MILK	600ml \$ 3.60
OAK ICED COFFEE	500ml \$ 3.80
UP 'N' GO	250ml \$ 2.50
JUICE	350ml 100% Fresh Selection \$ 2.60
JUICE	500ml 100% Fresh Selection \$ 3.60
WATER	600ml \$ 2.00
PUMP SPORTS WATER	750ml \$ 3.80
POWERADE	600ml \$ 4.00
ICED TEA	500ml \$ 3.80
SOFT DRINK	375ml Various Diet \$ 2.20
SOFT DRINK	600ml Various Diet \$ 3.80
SLUSHIE	Small Regular \$ 2.50 \$ 2.00

HOT FOOD SNACKS

GARLIC BREAD	\$ 2.00 H
CHICKEN KEBAB	\$ 2.50 H
HOT DOG (100% Chicken)	Add Cheese 20c \$ 2.80 H
POTATO WEDGES BOX	S/Cream & S/Chilli \$ 4.00 H
SPICY WINGS (2) & WEDGES	Combo \$ 4.80 H
CUP OF NOODLES	Chicken, Beef, Tom Yum \$ 3.00 H

SUPER SUBS

CHICKEN SCHNITZEL	Cheese & BBQ Sauce \$ 4.50 H
HOT ROAST BEEF & GRAVY	Terms 2 & 3 Only \$ 4.50 H

PASTA OF THE DAY

FETTUCCINE CARBONARA	CHICKEN H OR BACON \$ 4.50
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PIES & PASTRIES

MEAT PIE	Roadie \$ 3.50 H
POTATO PIE	\$ 4.00 H

TURKISH GOZLEME

CHEESE & SPINACH	\$ 3.80 H
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CHINESE TAKEAWAY

CHINESE CHICKEN

HONEY CHICKEN	\$ 5.00 H
WITH STEAMED RICE	
SWEET & SOUR CHICKEN	\$ 5.00 H
WITH STEAMED RICE	



THURSDAY

HOT FOOD SNACKS

GARLIC BREAD	\$ 2.00 H
POTATO WEDGES CUP	Sour Cream & Sweet Chilli \$ 2.50 H
POTATO WEDGES BOX	Sour Cream & Sweet Chilli \$ 4.00 H
HOT DOG (Chicken)	Add Cheese 20c \$ 2.80 H
NACHO DOG	Hot Dog & Nacho Sauce \$ 3.50 H
CUP OF NOODLES	Chicken, Beef, Tom Yum \$ 3.00 H
SPICY WINGS (2) & WEDGES	Combo \$ 4.80 H

PASTA OF THE DAY

SPAGHETTI BOLOGNESE	Spirals \$ 4.50 H
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ASIAN DISHES WITH RICE

HONEY CHICKEN	Crispy Chicken \$ 4.80 H
SWEET & SOUR CHICKEN	Crispy Chicken \$ 4.80 H

TURKISH GOZLEME

CHEESE & SPINACH	\$ 3.80 H
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SUSHI TERMS 1 & 4 ONLY

TERIYAKI CHICKEN	Schnitzel, Cucumber \$ 3.00 H
TUNA	Avocado, Mayonnaise \$ 3.00 H

PIZZA SLABS

HANDMADE IN THE CANTEN

MARGARITA	Cheese & Sauce \$ 3.50 H
PEPPERONI & CHEESE	\$ 3.80
	Loaded with Pepperoni Slices



EVERYDAY MEAL DEAL



**SPEND \$2 OR MORE
ON ANY ONE MENU ITEM
AND PAY ONLY**

\$1 ♦ PURE SPRINGS BOTTLED WATER 600ML	\$1.50 ♦ ANY 375ML CAN ♦ ANY 300ML MILK ♦ SLUSHIE (REGULAR)
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DOES NOT INCLUDE ANY DRINKS OR ITEMS NOT LISTED ON THE MENU OR SPECIALS BOARDS

MONDAY

HOT FOOD SNACKS

PASTIZZI	Cheese & Spinach \$ 1.50 H
GARLIC BREAD	\$ 2.00 H
POTATO WEDGES CUP	Sour Cream & Sweet Chilli \$ 2.50 H
POTATO WEDGES BOX	Sour Cream & Sweet Chilli \$ 4.00 H
HOT DOG (Chicken)	Add Cheese 20c \$ 2.80 H
NACHO DOG	Hot Dog & Nacho Sauce \$ 3.50 H
CUP OF NOODLES	Chicken, Beef, Tom Yum \$ 3.00 H

SUPER SUBS

CHICKEN SCHNITZEL	Cheese & BBQ Sauce \$ 4.50 H
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PASTA OF THE DAY

LASAGNE BEEF	Regular \$ 3.50 H
LASAGNE BEEF	Large \$ 5.50 H

ASIAN DISHES WITH RICE

Butter Chicken	Fresh Chicken, Authentic Sauce \$ 4.80 H
SPECIAL FRIED RICE	Vegetarian \$ 4.00 H

PIES & PASTRIES

SAUSAGE ROLL	\$ 3.50 H
CHEESE & SPINACH ROLL	\$ 3.80 H
ANGUS BEEF PIE	\$ 4.00

It's NACHO DAY

EVERYONES FAVOURITE

NACHOS BOX	\$ 4.50 H
BOLOGNESE & SOUR CREAM	
NACHOS VEGETARIAN	\$ 4.50 H
TOMATO SALSA & SOUR CREAM	



WEDNESDAY

HOT FOOD SNACKS

POTATO WEDGES BOX	S/Cream & S/Chilli \$ 4.00 H
NACHO DOG	Hot Dog & Nacho Sauce \$ 3.50 H
NACHOS BOX	Beef Sauce, S/Cream, Cheese \$ 4.50 H
CUP OF NOODLES	Chicken, Beef, Tom Yum \$ 3.00 H

SUPER SUBS

CHICKEN SCHNITZEL	Cheese & BBQ Sauce \$ 4.50 H
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PASTA OF THE DAY

LASAGNE BEEF	Regular \$ 3.50 H
LASAGNE BEEF	Large \$ 5.50 H

ASIAN DISHES WITH RICE

Butter Chicken	Authentic Sauce \$ 4.80 H
HOKKIEN NOODLES	STIRFRY Fresh Chicken \$ 4.50 H

PIES & PASTRIES

SAUSAGE ROLL	\$ 3.50 H
CHEESE & SPINACH ROLL	\$ 3.80 H
ANGUS BEEF PIE	\$ 4.00

TASTY SNACKS

SOMETHING FOR EVERYONE

PASTIZZI	\$ 1.50 H
CHEESE & SPINACH	
POTATO WEDGES	FROM \$ 2.50 H
HOT DOG	\$ 2.80 H



FRIDAY

HOT FOOD SNACKS

HOT CHIPS	\$ 2.50 H
PASTIZZI	Cheese & Spinach \$ 1.50 H
GARLIC BREAD	\$ 2.00 H
HOT DOG (Chicken)	Add Cheese 20c \$ 2.80 H
NACHO DOG	Hot Dog & Nacho Sauce \$ 3.50 H
NACHOS BOX	Nacho Sauce, S/Cream, Cheese \$ 4.50 H

SUPER SUBS

SWEET CHILLI	Chicken Tenders, Cheese \$ 4.50 H
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PASTA OF THE DAY

SOUP OF THE DAY	Bread Roll + \$1 T 2 & 3 \$ 3.50 H
LASAGNE VEGETARIAN	Large \$ 5.50 H
LASAGNE BEEF	Large \$ 5.50 H

ASIAN DISHES WITH RICE

Butter Chicken	Authentic Sauce \$ 4.80 H
TURKISH BREADS	BY PRE ORDER ONLY
CHICKEN SCHNITZEL	Avocado, SunTomato, Cheese \$ 5.00 H
VEGETARIAN	Roasted Veges, Cheese \$ 5.00 H
TURKEY	Cranberry Sauce, Cheese \$ 5.00 H

PIES & PASTRIES

CHEESE & SPINACH ROLL	\$ 3.80 H
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SOMETHING FISHY

REAL FISH FILLETS

FISH FILLET BURGER	\$ 4.50 H
LETTUCE & MAYONNAISE	
FISH FILLET & CHIPS	\$ 5.00 H
CRISPY FILLET & CHIPS	



HEALTHY CANTEENS AUSTRALIA

PRODUCTS MARKED "H" ARE HALAL

HEALTHY CANTEENS AUSTRALIA

MACQUARIE FIELDS HIGH SCHOOL

Uniform Shop Special Opening Hours 2014 - 2015

December 2014

Wednesday	3 December (Orientation Day)	7:30 – 4:30pm
Thursday	4 December	12 noon – 4:00pm
Tuesday	9 December	8:00 – 12 noon
Thursday	11 December	12 noon – 4:00pm
Tuesday	16 December	8:00 – 12 noon
Thursday	18 December	12 noon – 4:00pm

January 2015

Tuesday	6 January	9:00 – 2:00pm
Thursday	8 January	9:00 – 2:00pm
Tuesday	13 January	9:00 – 2:00pm
Thursday	15 January	9:00 – 2:00pm
Tuesday	20 January	9:00 – 2:00pm
Thursday	22 January	9:00 – 2:00pm

**Then every Tuesday 8am – 12 noon
& Thursday 12 noon – 4 pm**



*** PLEASE MAKE CHEQUES PAYABLE TO FYTEX PTY LIMITED**

MACQUARIE FIELDS HIGH SCHOOL UNIFORM SHOP

ORDER FORM

NAME: _____

YEAR: _____

DATE: _____

REC#: _____

<i>ITEM</i>	<i>PRICE</i> \$\$\$	<i>SIZE</i>	<i>QTY</i>	<i>TOTAL</i> (INCL: GST)
GIRLS				
GREY SNR SKIRT	32.00			
CHECK JNR SKIRT	32.00			
GREY SNR SLACKS	36.00			
MAROON JUN SLACKS	36.00			
S/S CHECK SNR BLOUSE	28.00			
L/S CHECK SNR BLOUSE	30.50			
S/S WHITE JNR BLOUSE	20.00			
L/S WHITE JNR BLOUSE	23.00			
BOYS				
BELTLOOP TROUSERS	38.00			
ELASTIC WAIST TROUSERS	33.00			
ELASTIC WAIST SHORTS	28.50			
S/S WHITE SNR SHIRT	20.00			
L/S WHITE SNR SHIRT	23.00			
CUSTOM JNR POLO SHIRT	21.50			
UNISEX/SPORT				
WOOL JUMPER	65.00			
SLOPPY JOE	24.00			
WINTER JKT	57.00			
SCHOOL TIE	10.00			
MICROFIBRE JACKET	55.00			
MICROFIBRE TRACKPANTS	30.00			
SPORT POLO	22.50			
MICROFIBRE SPORT SHORTS STD	20.00			
MICROFIBRE SPORT SHORTS SUPER	20.00			
BASKETBALL SPORT SHORTS STD	23.00			
BASKETBALL SPORT SHORTS SUPER	23.00			
SCARF	9.50			
BEANIE	9.50			

TO PAY:\$

CASH
CHEQUE
CREDIT CARD
EFTPOS

PER _____

MACQUARIE FIELDS HIGH SCHOOL UNIFORM

ITEM	DESCRIPTION	AVAILABLE
SENIOR GIRLS		
Grey Skirt	Medium Length, Single back pleat	Summer stock
Grey Slacks	Polyester viscose, standard / bootleg fit	Winter stock
Blouse * s/s or l/s	Checked design, fitted style	Summer & winter stock
Maroon jumper *	Double knit superfine wool	Winter stock
Maroon Blazer – may be ordered		
SENIOR BOYS		
Grey trousers	Polyester viscose, belt loop design	Summer & winter stock
Grey shorts	Polyester viscose, knee length, fly, cargo pocket	Summer stock
White shirt *	Short sleeve, button up	Summer stock
White shirt *	Long sleeve, button up	Summer & winter stock
Maroon Jumper *	Long sleeve	Winter stock
Maroon Blazer – may be ordered		
Tie – must be worn with long sleeve shirt which is tucked in.		
JUNIOR GIRLS		
Check skirt	Medium length, single front pleat	Summer stock
Maroon slacks	Polyester viscose standard / bootleg fit	Winter stock
Blouse *	Short sleeve, white, fitted style	Summer stock
Maroon Jumper *	Double knit, superfine wool	Winter stock
Sloppy Joe *	Maroon superfleece, V-neck	Winter stock
Blouse*	Long sleeved, white fitted style	Summer & Winter stock
JUNIOR BOYS		
Grey trousers	Polyester viscose, elastic waist, fly	Summer & winter stock
Grey shorts	Polyester viscose knee length, fly	Summer stock
Polo shirt *	Lacoste, custom design	Summer & winter stock
Maroon jumper *	Double knit, superfine wool	Winter stock
Sloppy Joe *	Maroon superfleece, V-neck	Winter stock
SPORT & UNISEX		
Winter Jacket *	Waterproof, fleecy lined	Winter stock
Sport Jacket *	Lined microfibre, zip front/pockets	Summer & winter stock
Sport Trackpants	Lined microfibre, leg zips	Summer & winter stock
Sport Polo*	3 colour design in lacoste	Summer & winter stock
Microfibre Shorts *	Knee length and longer length	Summer & winter stock
Basketball shorts	Lined eyelet mesh, knee length and longer length	Summer & winter stock
School Tie	Maroon, monogrammed	Summer & winter stock
Beanie*		Winter stock
Scarf		Winter stock

- All items of uniform must be purchased through Fytex Pty Ltd – (school shop site).
- Denotes embroidered item. All shirts, jumpers, blazers, ties and sweatshirts must have embroidered school emblem on it.
- Students must not wear: coloured clothing under shirts/polo shirts; excessive jewellery or hair decorations or black knee-high stockings or socks. **JEANS ARE NOT UNIFORM.**
- **Students must wear black leather shoes, with full school uniform.**