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NORTHLAKES HIGH SCHOOL

Information
Booklet
2024

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Opportunities for Future
Success

#teamNorthlakes

Contents

A message from our Principal.....	4
Deputy Principals	5
Year Advisors	6
A message from our Leadership Team	7
Student Representative Council - SRC.....	7
Bell Times	8
Student Arrival	8
Timetable	8
Positive Behaviour for Learning (PBL)	9
House Structure & Rewards System	10
1. Gotchas:	10
2. Commendations:	10
3. Principal's Awards:	10
4. Positive Postcards:.....	11
2024 School Uniform #teamNorthlakes Spirit Wear	13
Footwear Requirements	14
Canteen.....	15
How do I register for a Flexischools account?	15
Prepaid cards for kids- What is FLX	15
Parents' And Citizens' Association	16
Ways to stay informed	17
Useful Information	17
Administration Office	17
Lost Property	17
Mobile Phones and Valuables.....	18
Opal Cards	20
.....	20
Attendance	21
SMS Notifications	21
Lateness To School.....	21
Early Leaver.....	21
Absences	22
Approved Absences	22
Attendance Protocols	22
Agreement for year 11/12 students.....	22
Health.....	23
Sick Bay/Clinic	23
Medication Requirements.....	23
Health Concerns	23
Asthma	23
Vaccinations.....	23
Infection Control	25
Prohibited Items.....	25
Course Contributions 2024	26
Resources.....	26

Focus Note Making: Cornell Notes	27
Student Well-being.....	28
Student Support Officer	29
Programs at Northlakes High School	29
Outside Agency Support	29
Responsible Use of Social Media	30
BETTA Boys Program:	31
GRACE Girls Program:.....	31
Pacifika Whanau	32
High Potential and Gifted Education.....	32
Debating/Public Speaking	33
Leo Club.....	33
Learning and Support Teachers (LaST)	34
Adaptive Learning Centre	34
Twinlakes Centre	35
Aboriginal Education.....	36
Personal Development/Health/PE	37
Carnivals.....	37
School Representative Sport	38
Premier's Sporting Challenge.....	38
Run Beyond Project.....	38
English.....	39
Technological and Applied Studies	39
Human Society and its Environment	40
History	40
Geography	41
Languages.....	41
Mathematics	41
Science	42
Agriculture	42
Marine Studies	43
Visual Arts.....	43
Music	43
Drama	43
Dance	44
PBL Expectations in playground	45
Road Safety	46
Drop Off/Pick Up	46
Bus.....	46
Scooters/Bikes.....	46
Student Behaviour.....	47
Card System	48
Anti-Bullying Policy	48
Anti-racism contact officers (ARCO)	50
School Map and Emergency Procedures	51

A message from our Principal

Dear Parents and Carers

Welcome to Northlakes High School. Northlakes High School is an inclusive comprehensive high school that caters for all. We are looking forward to helping you enjoy the big transition, with all its changes and challenges. Hopefully you have been involved in our orientation process and have already met some teachers and Northlakes High classmates.

We are a Positive Behaviour for Learning (PBL) school, with the key values of Respect, Responsibility and Personal Best. You will be part of a House and will be involved in house check ins and a range of activities with others from your house. We have a strong Student Representative Council, led by our seniors and a Junior AECG.

Northlakes High School has excellent, very well maintained facilities. Our Science laboratories, Hospitality kitchens, metal and construction workshops, art rooms, dance studio, music rooms and sports facilities are all modern and fully equipped. The whole school has the latest wi-fi technology, and we have laptop and desktop computer laboratories. Our farm has been expanded and accommodates a range of animals, gardens, fish and chicken hatchlings. All of our faculties meet industry requirements and prepare students for careers in a range of workplaces.

We will communicate with you via assemblies, notes, newsletters, SMS messages, email, electronic signs or our Facebook page. Parents can pay for excursions or fees through our School Website.

All students are supported by our very competent wellbeing team. We have a Student Support Officer, three Counsellors, extensive programs for students of Aboriginal & Torres Strait Islander origin and a wide range of specialised classes and structures. We are confident that the needs of all students, are addressed in a positive, inclusive environment.

We are looking forward to including you and your family into our school community.





Yours Sincerely
Mr W. Welham



Deputy Principals

At Northlakes High School Deputy Principals are recognised and respected by colleagues, parents/carers and the community as exemplary teachers.

- They provide leadership with integrity, courage and compassion to create and sustain the positive conditions in which learning can flourish.
- They promote the school's strategic vision, which is aligned to the department's priorities, and develop a positive school culture in partnership with the Principal, staff and the school community.
- They are leaders of teaching, learning and wellbeing placing every child and young person at the centre of all decisions.
- They lead a culture of inclusion that recognises the richness and diversity of the wider school community.
- They support the Principal in leading the management of the school

 <p>Ms Simone Byrnes</p> <p>Year 7 & 10</p> <p>Proud DP of:</p> <p>Houses: Dilkara & Goolara</p> <p>Supervisor of the following Faculties:</p> <ul style="list-style-type: none"> • Wellbeing and Engagement • PDHPE • HSIE • School Counsellor Team • Mainstream SLSOs 	 <p>Mr Jon Glasson</p> <p>Year 8 & 11</p> <p>Proud DP of:</p> <p>Houses: Banyandah & Bimbimble</p> <p>Supervisor of the following Faculties:</p> <ul style="list-style-type: none"> • English • Mathematics • Secondary Studies • Teaching and Learning • Muru Bulbi LEC
 <p>Mr Tim Pickett</p> <p>Year 9 & 12</p> <p>Proud DP of:</p> <p>Houses: Allunga & Barakee</p> <p>Supervisor of the following Faculties:</p> <ul style="list-style-type: none"> • TAS • School Operations/VET • Science • CAPAL 	 <p>Mrs Lauren Goldie</p> <p>ALC & TLC</p> <p>Proud DP of:</p> <p>Houses: Yindarra & Panamuna</p> <p>Supervisor of the following Faculties:</p> <ul style="list-style-type: none"> • Adaptive Learning Centre • Twinlakes Centre • Special Education SLSOs

Year Advisors



Mr Jacob Griffin

Year 7

House: Goolara

Mr Griffin can be found in the PE staffroom in J Block

Mrs Lynn Donges

Year 8

House: Banyandah

Mrs Donges can be found in the HSIE staffroom on the ground floor of D block



Mrs Sue Fulwood

Year 9

House: Yindarra

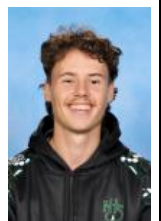
Mrs Fulwood can be found in the Science staffroom in the bottom of E block

Mr Zachary Pfeiffer

Year 10

House: Allunga

Mr Pfeiffer can be found in the PE staffroom in J block

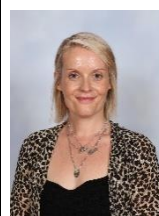


Mr Blake Dawkins

Year 11

House: Barakee

Mr Dawkins can be found in the Science staffroom in the bottom of E block



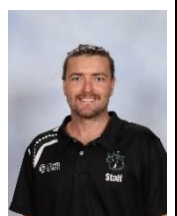
**Ms Paige Watts
&
Mr Jake Summers**

Year 12

**Houses: Ms Watts: Dilkara
Mr Summers: Bimbimbie**

Mr Summers can be found in the PE staffroom in J block

Ms Watts can be found in the Library or Wellbeing office at the bottom of D block



A message from our Leadership Team

Hello, and welcome to Northlakes High School. High School is a fantastic experience to look forward to! Here you are going to meet new faces and have many doors opened for a variety of wonderful opportunities. This is something that we all encourage you to enjoy and become thoroughly involved in, as it is a big stepping stone in life, helping you define who you are.

At Northlakes High School, we have a fantastic, trusted group of senior students who have been carefully selected by their peers and teachers to provide encouragement to you.

We have a student leadership team that includes, School Captains, Vice Captains, Prefects, Year 12 Leaders, House Captains and Vice Captains, Junior AECG and SRC who are excited to meet you and help you settle into your new school. We understand how daunting the transition to high school can be, so we will make it as enjoyable and stress-free as possible.

We are all here to help make your first year of High School at Northlakes High School a memorable and enjoyable experience. While you are here you will get the opportunity to become involved in, and even represent the school in a variety of academic, sporting, vocational and cultural activities such as performing arts, debating teams, dance groups, sporting teams and many more amazing activities. We recommend you get involved wherever you can.

If you would like to be involved in any leadership opportunities, please reach out to your Year Advisor.

Looking forward to meeting you, NHS Student Leadership Team

Student Representative Council - SRC

Student involvement and participation is an important element of the School's Strategic Plan. Northlakes High School has an enthusiastic SRC. The SRC is elected at the beginning of the year; student leaders from each house group are elected by democratic process. They voice the opinions and needs of the student body. The SRC is involved in committee membership, decision making and policy processes, as well as fundraising within the school. The SRC meets on a regular basis and is guided by teachers.



Bell Times

	Start	Finish	Duration
House Check In (HCI)	8:12	8:22	0:10
Period 1	8:22	9:34	1:12
Morning Tea	9:34	10:04	0:30
Period 2	10:04	11:16	1:12
Lunch	11:16	11:46	0:30
Period 3	11:46	12:58	1:12
Afternoon Tea	12:58	13:18	0:20
Period 4	13:18	14:30	1:12

Student Arrival

Students should be at school by 8am before the beginning of HCI each school day. Students who arrive after 8:12am will have to sign in late at the student window as soon as they arrive to school.

We have four 72minute periods each day. At the start of the day we have a 10 minute house check-in. This provides time for students to check-in with their house group teacher or attend a whole school assembly in the quad. Assemblies normally run Tuesday and Thursday dependant on the weather. We have three breaks per day to give students time to eat, use the toilets and socialise with their peers.

Timetable

Students will be provided a copy of their timetable. There will also be timetables posted around the school. Students can request additional copies of their timetable from the library, administration office or Year Advisor. Timetables are also available online via Sentral Parent and Student Portal.

See below:

STUDENT PORTAL LOG IN

<https://northlakes-hs.sentral.com.au/portal2/#!/login>

Positive Behaviour for Learning (PBL)

Northlakes High School is a school that supports positive behaviour. Our school expectations are:

- **RESPECT**
- **RESPONSIBILITY**
- **PERSONAL BEST**



Positive Behaviour for Learning (PBL) is a program supported by the Department of Education and is implemented in many NSW schools. Northlakes High School implements this program into our school environment to promote and maximise academic achievement and behavioural competence. It uses school-wide strategies for helping all students achieve important social and learning goals. We know that when good behaviour and good teaching come together, our students will excel in their learning. The PBL award system recognises all students' positive behaviour through our school expectations of Respect, Responsibility and Personal Best.

OUR SCHOOL EXPECTATIONS

Everyone, Everywhere, All the time!



1 RESPECT

We value everyone
We care for each other
We use polite language



2 RESPONSIBILITY

We own our own behaviour
We are on time
We follow instructions
We are safe

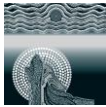








3 PERSONAL BEST

We are organised
We are ready to learn
We deliver quality

House Structure & Rewards System

Your child will be placed into a house group.

Goolara		Moonlight, moon, stars
Panamuna		Ocean, waves
Yindarra		Thunder
Dilkara		Rainbow
Banyandah		Home of the Water
Allunga		Home of the Sun
Barakee		Home of the Stone, Gem stones/Quartz
Bimbimbie		Place of Many Birds

All students are encouraged to attend carnivals dressed in their house colours and throughout the year participate in wellbeing and team building activities. All these activities provide students an opportunity to earn points for their house. Points are collated throughout each term for achievement at carnivals as well as a wide variety of individual rewards. The winning house is announced at the end of every term.

The rewards' structure is as follows:

1. **Gotchas:** Awards which teachers give to students for positive behaviour in class and the playground. Students receive Gotchas, which an electronic draw occurs each week with four names drawn for various vouchers.
2. **Commendations:** Classroom Commendations are given to students for excellence in the classroom, ongoing effort and application across the school. Students who earn 5 Classroom Commendations will then be awarded a Year Advisor's Commendation. When they earn 5 Year Advisor Commendations they will receive a Principal Commendation. These are valuable certificates for student portfolios.
3. **Principal's Awards:** These certificates are awarded by our Principal. Mr Welham, for outstanding achievement, honesty and integrity and citizenship.

4. **Positive Postcards:** These postcards are sent home to Parents when students produce quality work.

***All Positive Awards are recorded on Student Files**



Directory of Staff

PRINCIPAL
DEPUTY PRINCIPAL
DEPUTY PRINCIPAL
DEPUTY PRINCIPAL
DEPUTY PRINCIPAL
SCHOOL ADMIN MANAGER – Finance
BUSINESS MANAGER
CANTEEN SUPERVISER

Mr Warren Welham
Ms Simone Byrnes
Mr Tim Pickett
Mr Jon Glasson
Mrs Lauren Goldie
Ms Sam Barnett
Mrs Petronella Schofield
Mrs Janelle Byrnes

HEAD TEACHERS:

ENGLISH
MATHEMATICS
SCIENCE
HUMAN SOCIETY & IT'S ENVIRONMENT (HSIE)
TECHNOLOGY APPLIED STUDIES (TAS)
CREATIVE AND PERFORMING ARTS (CAPAL)
PD/H/PE
ADAPTIVE LEARNING CENTRE (ALC)
TWINLAKES LEARNING CENTRE (TLC)
SCHOOL OPERATIONS/VET
TEACHING AND LEARNING
STUDENT ENGAGEMENT/
WELLBEING
SECONDARY STUDIES/AVID
MURU BULBI LEC

Mrs Tamaryn Starr
Mr Dean Lappas
Mr Paul Devonshire
Mrs Anna Howard
TBC
Rel. Ms Danielle Evans
Mrs Sarah Dedman
Mrs Louky Parkes
Mrs Kristie Pafumi
Mr James MacKinnon
Mr Jarad Freebody
Mrs Melanie Butlin
Mrs Veronica Daffer/ Ms Paige Watts
Ms Kate Pidgeon
Ms Stacey Ewer

YEAR ADVISORS:

YEAR 7
YEAR 8
YEAR 9
YEAR 10
YEAR 11
YEAR 12

Mr Jacob Griffin
Mrs Lynn Donges
Mrs Sue Fulwood
Mr Zachary Pfeiffer
Mr Blake Dawkins
Mrs Paige Watts

CO-ORDINATORS:

TECHNOLOGY SUPPORT OFFICER	Mr Maison Thomson
CAREERS ADVISOR	Mrs Lois Hewett
TRANSITION ADVISOR	Mr James McKinnon
SCHOOL COUNSELLORS	Mrs Lynda Elsley Mrs Caitlin Menken Mr Lloyd Martin
STUDENT SUPPORT OFFICER	Mrs Ashleigh Cousins
STUDENT WELLBEING CHAPLIN	Ms Felicity Robinson TBC
ANTI-RACISM CONTACT OFFICER (ARCO)	Mr Dean Lappas
DISABILITY PROVISIONS FOR EXAMS	Ms Kate Pidgeon
HOME SCHOOL LIASION OFFICER	TBC
LIBRARIAN	Mr Rocky Zappia
COMMUNITY LIAISON OFFICER	Mrs Michelle Whitehead

TEAM LEADERS:

RED BEHAVIOUR MONITORING
BLUE ATTENDANCE MONITORING

Mr Paul Mason
Mr Rowan Thomas

2024 School Uniform #teamNorthlakes Spirit Wear

(As endorsed by Northlakes High P&C)

Junior School Uniform

Polo shirt – pale green with school logo

Green cotton button up shirt

Green Tartan skirt

Black shorts

Plain Black jacket or jumper – No Branding / School Hoodie

Black pants (including jeans, tracksuit pants, trouser – no rips, no logos)

Black shoes (flat heel)

Sports Uniform

Black PE polo shirt with school logo

Black Shorts

NOTE: Skirts and shorts for all students must be at least mid-thigh length. Tights and activewear are not permitted unless they are under a skirt or shorts (tights must be black). THESE RULES ARE ENFORCED.

The uniform shop is conveniently located adjacent to the canteen.

The uniform shop provides a range of quality products at competitive prices and is open every day. Please avoid visiting in the student break time.

Alternatively, uniform orders can be placed at the canteen by parents via Flexischools for their child to collect.

Northlakes High School is cashless. Payment can be made via EFTPOS onsite or via flexischools.

Northlakes High School spirit wear and representative shirts can be worn as part of selective school groups and clubs.



Pacific Whanau



GRACE Program



Junior AECG



Northlakes Dance Company



BETTA Program



It is expected that all students wear proper school uniform EVERY DAY. Daily checks are made at assembly. This is supported by the whole school community.

If a student is unable to wear uniform on a particular day they require a signed note from a parent/guardian explaining why and an 'out of uniform' pass will be issued.

Footwear Requirements

The Department of Education's Work Health and Safety Policy is committed to providing a safe working and learning environment for all students in accordance with statutory and regulatory obligations and corporate objectives.

Footwear is an important safety item. Good soles provide a sound grip on the floor preventing accidents such as slips, trips and falls from occurring. Footwear can also protect feet from damage caused by accidents such as falling objects or spillages.

Appropriate footwear **MUST** be worn by students to ensure their safety at all times. If students attend a practical class or activity with inappropriate footwear the student will be offered alternative educational activities until they are wearing appropriate footwear. If the student refuses to comply with these WHS requirements, thereby not meeting the course outcomes, removal from courses may follow, and disciplinary action **WILL** take place.



Northlakes High School enforces the Department of Education's Work Health and Safety Policy and appreciates your co-operation in providing the appropriate footwear for your student to wear. This implementation has been made for your student's safety and the safety of others.

MANDATORY – WORKCOVER LEGAL REQUIREMENT - RE: WHS

All students must wear enclosed black leather shoes, black leather boots, or black leather joggers

Canteen

Northlakes High School canteen is open for breakfast from 7.45am each school day. Orders for all breaks can be taken over the counter as well as on our online ordering service, Flexischools. Please note we are a cashless canteen.

How do I register for a Flexischools account?

You can register by following these steps:

- > Download the Flexischools App from the App Store or from Google Play and click "Like to register?" or click on the "Register Now" button below.
- > Submit your email address to create an account.
- > Go to your Inbox and open the registration email from Flexischools.
- > Click on the link provided (or copy and paste the link in a new internet browser window).
- > Follow the registration process, creating a password and completing your personal details.
- > Once your account is set up, log into the Flexischools App or click on "Log in".
- > Add users to your account. This could be your students or yourself if you are a staff member, Alumni or friend of the school.

We sell a variety of foods and have our certification with NSW Healthy Canteens. Over this past year we have continued to update items on our menu whilst staying within the healthy canteen guidelines and will continue to look for new menu items at different times of the year.

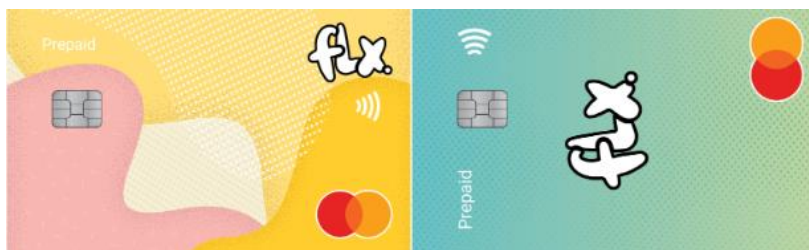
Prepaid cards for kids- What is FLX

How does FLX work?

Prepaid card for kids: The FLX card can be used where prepaid Mastercards are accepted, giving kids freedom to spend their pocket money. But with built-in safety precautions, such as age-inappropriate merchant category blocks and no cash-out, you'll have peace of mind.

Flexischools app for parents: You can instantly top up your child's FLX card and monitor their spending from the Flexischools app.

FLX kids finance app: Kids can receive pocket money, set savings goals, and track their spending in the FLX App.



Please consider volunteering at Northlakes High School

Volunteering at the school canteen is a valuable experience. Here you can become acquainted with your child's school life and meet staff members and other parents, all whilst showing support for Northlakes High School. Volunteering in the canteen is also a pleasant experience, as our students are very polite to those who provide them with food! Unacceptable behaviour from students is never tolerated, and is referred to our Executive team. Lunch will be provided. We encourage parents to consider volunteering, as it is great to have community members involved in school life. I look forward to meeting any parents and guardians who take advantage of this great opportunity to be involved in school life.

Janelle Byrne

Canteen Supervisor



Parents' And Citizens' Association

Northlakes High School has an active Parents' & Citizens' Association which meets once a term (week 5 or 6) at 3:00 pm in the R.H.Strike Library. The day will be confirmed. These meetings give parents the opportunity to learn more about what's going on in the school and play an active role in the educational experience of their child.

All parents and carers are welcome. Afternoon tea is provided and meetings usually take about an hour.



Book Week

Ways to stay informed

Webpage - <https://northlake-h.schools.nsw.gov.au>

Be sure to check out our webpage regularly for all the latest information, including newsletters and an up-to-date calendar listing all events occurring at Northlakes High School.

Facebook

If you are on Facebook, you may wish to 'like' the Northlakes High School page.

<https://www.facebook.com/NorthlakesHighSchoolInformation/>



Email

If you have an email address, PLEASE make sure the school has your up-to-date contact information so that we can keep you informed of any upcoming events. This is now the way we distribute most of our communication – statements of account, general advice, newsletters etc.

Parent Portal and App

New enrolments will receive a letter early in the new year with a key to set up their portal and app. **THIS IS VERY USEFUL!** The app is called Sentral for Parents and is available to download from the App store or Google Play.

Here you can:

- Check and print your child's timetable
- Check your child's attendance and submit a notification of absence
- Message your child's teachers and receive a response
- View past reports: results and teacher comments
- View past NAPLAN results
- Book parent/teacher interviews (twice per year)
- Update your contact details – PLEASE make sure this happens!



Online Payments

Payments for fees, excursions and other costs can be made in person at the front office or via SchoolBytes. It is also possible to make a payment directly from the Statement of Account you will be emailed.

Useful Information

Administration Office

The front office is located in the administration block and is open from 7:45am until 3:00pm. The office staff are there to help with enrolments, parent enquiries and payments, late arrivals and much more.

Lost Property

Students and parents/guardians are urged to label all items (clothing, books, bags, pencils, etc) with the student's name. If property is found, it will be handed in at the Library. Students are reminded that they are responsible for their own property and they should not leave items unattended.

Mobile Phones and Valuables

What is the process at school?

a. Students are only to bring their phone or device to school if it is absolutely essential.

Parents are to ensure they are actively monitoring this.

b. If it is necessary for a student to bring their phone to school, they can hand their phone to the administration office upon arrival where the phone will be securely stored for the duration of the school day.

c. During the school day all mobile phones and non-educational electronic devices must be switched off and out of sight. This includes all wired and unwired headphones and speakers, smart watches and all devices that connect to the internet.

i. Can I use my phone during breaks? Mobile phones and electronic devices are not to be used during recess and lunch.

ii. How do I order and pay for recess or lunch at the canteen with no phone? For payments, EFTPOS/ debit cards will be accepted. Families are encouraged to register an account with Flexischools to complete online orders and note any special dietary requirements.

iii. Can I use my phone during sport or sporting events? Mobile phones and digital devices are not to be used during sport or sporting events.

iv. Can I use my phone during school excursions and camps? Mobile phones and digital devices are not to be used during excursions or camps unless guided by staff. Information will be included in the excursion information.

v. Can I use my phone during lessons? You will not be allowed to use mobile phones or electronic devices in class or at school.

d. Are there exemptions?

i. What is an exemption?

1. Use of mobile phones will be permitted at recess, lunch and during class-time if a student requires a digital device or online service for medical reasons or for reasonable adjustments made as part of a student Personalised Learning and Support Plan.

2. Short term exemptions can be considered in other exceptional circumstances and are managed on a case-by-case basis as determined by the Senior Executive and Learning & Support Team.

ii. How do I get an exemption?

1. Parents and carers can request an exemption on behalf of students through the Senior Executive. These will be considered on a case-by-case basis and granted when required by law or at the Senior Executive's discretion. Families will be required to provide medical evidence that a mobile phone is necessary to support a student's wellbeing and/or education from a medical specialist or psychologist. The decision to grant an exemption has to be tabled and supported by the Learning and Support Team.

2. Mobile phone or device exemptions will not be granted if there is an alternative device that has little-to-no computing or internet capacity that achieves the same outcome. For example; music players in preference to mobile phones. Wellbeing apps can be accessed on school chromebooks, laptops or desktop computers.

iii. How do I let teachers know I have an exemption?

1. If you have an exemption, you will have the following:

- a. A flag on your Sentral student profile
- b. A phone pass card that must be shown to staff on request
- c. An understanding that phones must remain off and packed away unless required for reasons outlined as part of the exemption
- d. An awareness that if improper use of a mobile phone occurs, Senior Executive will have the right to cancel the exemption and/or impose further consequences associated with misuse of mobile phones.

4. What would be considered a violation of mobile phone procedures?

a. If the mobile phone is seen or heard by staff while on school grounds or during school organised events.

b. Can I use other digital devices at school?

i. Laptops and tablets (iPads etc) are suitable for classroom use when explicit teacher permission has been given provided the devices do not have internet connectivity or SIM. Devices, such as headphones, air pods and smartwatches, pose similar challenges and opportunities to mobile phones. These devices can be linked to mobile phones or have SIMs and therefore the same protocols apply to these devices - they are not to be used during school time and will be required to be stored out of sight for the duration of the school day.

5. What if I need to make a phone call during the school day?

a. You must approach a Deputy Principal, Year Advisor or Wellbeing staff and ask for permission to use the school's phone. This can only occur during break times.

6. What if I need to call my child/ward during the school day?

a. During school hours, parents/carers can contact the Administration Office on 43900555 and a message will then be sent to the student.

b. Employers have always been directed to make contact with student outside of school hours.



Opal Cards

The school Opal card is issued by Transport NSW and gives eligible students free or discounted travel between home and school using the train, bus, ferry and light rail services you nominate in your application.

Who can apply?

To be eligible for a school Opal card, students may need to live a minimum distance from their school

Year 7-12 (Secondary) Eligibility Criteria

Live more than 2.0km, straight line distance or at least 2.9km walking.



Who needs to apply?

A new application is only required if the student has not had a School Opal card before.

If your student already has a School Opal card and is changing

Schools or going into Year 11, you will need to update their

School Opal Card for the new school year before mid-December

At <https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/school-student-travel>

How to apply

Applications for the next year open at the start of Term 4 each year.

Step 1

Once the new school has confirmed your child's enrolment, complete the application at transportnsw.info/school-students

Step 2

The school endorses your application online

Step 3

Once transport NSW has approved the application, a School Opal card will be sent to the address provided on the application

- It is an expectation that students use their school opal card on all journeys to and from school to ensure accurate number are recorded using the government provided school transport.



Attendance

To gain maximum benefit from schooling, regular attendance is ESSENTIAL. Parents and students must ensure days or partial school days are not missed unnecessarily and that all school activities organised during school hours eg, sports carnivals, excursions, special theme days, are attended. All students should strive to have an excellent attendance record. In the event of an absence, a written, signed explanation from the parent/guardian must accompany the student on their return to school and be handed to their House Check In teacher.

The note must contain:

- Student name in full
- Year and HCl group
- Date/s of absence
- Reasons for absence
- Signature of parent/guardian



Parents have 7 school days to notify the school if a student is absent. This can be done by replying to a text, Parent Portal/App, in writing, via school email or phone. If an absence is not explained it is recorded as 'unexplained' on our system, and on your child's report. The Home School Liaison Officer at the school may be informed if absences remain unexplained.

SMS Notifications

It is a Department of Education requirement that the school notify you of any of your student/s absences. Should your child be marked as absent from school, you will be notified via an SMS, which will be sent to your mobile phone number. A response to this SMS explaining student absence is encouraged and is acceptable in lieu of a note. This is very efficient and useful to the school.

Lateness To School

Lateness to school is a major impediment to student success. All Students should be at school **by 8:00am**. All students who are late to school **MUST** sign in at the front office. A phone call or a note from a parent/guardian explaining the lateness must be handed to the office upon the student's arrival to the school. The student will then be provided with a late pass to hand to their teacher upon arrival in class. **Parents will receive an SMS if their child is late without explanation.** Persistent unexplained lateness is unacceptable, and action will be taken which may include placement on Orange Card, detentions, contact with parents, referral to HSLO, contact with the Department of Education and Family and Community services, or ultimately, court action.

Early Leaver

Students who need to leave school early **MUST** bring a note to the Student Hub from a parent/guardian requesting leave. A contact telephone number **MUST** be included. Students hand these in at the library before roll call and return to the Student Hub at recess to collect their pass out.

Absences

Approved Absences

- Absences covered by a medical certificate
- A student being sent home sick from school
- Attendance at a medical appointment including dentist
- Approved School excursion or sporting event
- Suspension
- Notification by phone or a signed note by the parent/carer explaining the reason for the absence
- Leave related to unavoidable family or religious ceremonies and/or commitments
- PLEASE NOTE - Extended leave for family holidays or commitments must be applied for prior to the commencement of leave - contact the school for support with this

Attendance Protocols

- Students who leave the school for an approved appointment or activity must sign out
- If the student returns, they must sign back in
- Students must not leave the school grounds during free periods. They must actively engage in meaningful school activities in the study areas available
- Teachers are to monitor attendance and advise an Executive staff member of concerns. Executive staff member will then follow up.

When parents/carers know that their son/daughter will be absent from school, they should ring and;

- Identify themselves as the parent/carer of the student
- Advise the name and year of the student
- Advise the reason for the absence and the expected length of the absence. (Follow-up communication may be required, should the leave be extended)

Agreement for year 11/12 students

- All students are expected to attend school daily
- In study periods the student should actively engage in meaningful school activities in the study areas available
- Students are NOT permitted to leave school grounds in study periods
- Students may arrive late (no later than 9.30), only if they do not have a lesson timetabled for Period 1
- Students may leave early at 1pm Thursdays
- Students may leave early (after 1pm, if they do not have a timetabled period 4 lesson.
- Students must sign out via Sentral terminals when arriving late or leaving early due to these circumstances

Health

Sick Bay/Clinic

Students who are unwell or injured at school will be given a note to attend the sick bay. Each child will be assessed and treated accordingly by a first aid officer. Those too ill to attend class will be sent home. The school requires that parents or caregivers provide the school with up to date local emergency contacts who are available to collect unwell students if parents are unavailable. We ask parents to assist the clinic by keeping sick children at home or making other arrangements for their care.

Students who feel unwell at school should go to the library and follow correct procedures. **STUDENTS SHOULD NEVER RING HOME ON THEIR MOBILES**, as this causes confusion in the office regarding who has been contacted, when and by whom. Students are regularly informed of this. The school must follow mandatory procedures relating to students leaving school.

Medication Requirements

Parents/guardians of students requiring medication **MUST** complete the necessary forms available from the front office before medication can be dispensed. The student's name, instructions and times of medication must be clearly marked on the forms. It is the responsibility of the student to attend the library for medication promptly. Parents are encouraged to contact the school to check that medication is being taken on a regular basis.. Students are **NOT** to carry medication around school during the day, including headache and pain relief products. This is a Department of Education mandate.

Health Concerns

It is important that the school is aware of any health issues of any students. An Individual Health Care Plan will be discussed with parents/guardians to manage conditions such as diabetes, epilepsy, heart and respiratory complaints, asthma, hearing or sight difficulties, allergies, etc., and special provisions will be made if required. This information is reviewed annually.

Asthma

Due to the fact we have several students and staff who suffer from asthma it is prohibited that students bring aerosol / spray cans to school. These deodorant cans being sprayed around people with asthma can cause life threatening asthma attacks.

If your student is caught with a spray can / deodorant **IT WILL BE CONFISCATED** and not returned.

Students are advised to bring roll on deodorant in their bags.

Students with Asthma are required to have a updated Health Care Plan and Asthma plan in place. It is a parents/carers responsibility to provide update documentation annually.

Vaccinations

The NSW Adolescent Vaccination Program for all Year 7 students will be offered:








- Diptheria, tetanus, pertussis (whooping cough) vaccines – as a booster dose for all students
- Chicken pox vaccine – as a catch-up for students who have not had chickenpox
- Human papillomavirus vaccine (HPV) – 3 dose course

Students cannot be vaccinated at school unless a completed and signed consent form is returned to the school. Further information packs, consent forms and dates will be sent early in the new year. If your child misses one or more of the vaccinations on the scheduled dates please contact the Department of Health or your local health care professional or visit the Department of Health website at:

<http://www.health.nsw.gov.au/PublicHealth/Immunisation/Schoolprog/index.asp>

A record of vaccination will be given to your child at the time of each vaccination. Please keep these for your records and provide a copy to your local doctor.

I need to stay home if...

I have a temperature	I am vomiting	I have diarrhea	I have a rash	I have head lice	I have an eye infection	I have been to the hospital
						
Temperature of 38.5 or higher	within the past 24 hours	within the past 24 hours	Body rash with itching or fever	Itchy head, active head lice	Redness, itching and or "crusty" drainage from eye	Hospital stay or visit

I am ready to go back to school when...

Temperature free for 24 hours without medicine	Free from vomiting for a least 2 solid meals	Free from diarrhea for at least 24 hours	Free from itching or fever, I have been to the doctor if needed	Treated at home until there are no active lice	Been to the doctor and have clearance note	Clearance from Hospital
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Infection Control

Northlakes High School is being vigilant when implementing infection control, physical distancing and personal hygiene protocols to protect the health and safety of students and staff. We will promote the need to follow good hygiene practices such as:



- sanitizer/ wash hands regularly
- avoiding sharing drinks or food
- coughing or sneezing into your elbow, or a tissue which should be discarded immediately
- filling water bottles from bubblers rather than using the bubbler directly.
- wiping desks, chairs and computers after use.



Prohibited Items

Northlakes High School has a number of prohibited items that students are not to bring or possess on school grounds.

These include-

Items which will immediately be confiscated by staff and destroyed:

- **Aerosol Cans-** such as deodorant. These cause a significant health hazard for students and staff who suffer from Asthma and can cause serious injury if sprayed within the school environment.
- **Energy Drinks-** These cause significant disruption to a student's capacity to focus and concentrate in teaching and learning activities and can contribute to students having health issues related to increased heart rate.
- **Chewing Gum-** This causes significant destruction to school property when not properly disposed of. It also is very unhygienic when not disposed of correctly.
- **Any Item that can be considered a weapon**
- **Tobacco/Tobacco related products (papers/fillers)**
- **Vapes/Cigarette Lighters**
- **Unauthorised Medications-** Such as Panadol
- **Lazer Pointers**
- **Alcohol and Imitation products eg. Zero Alcohol Beer**
- **Illegal Drugs or Drug related items**
- **Knives of any type, such as flick, fishing, salad / fruit pairing**
- In all cases appropriate disciplinary actions will be implemented which could include suspension from school and police contact for serious matters



Course Contributions 2024

- All course contributions and general school contributions are due to be paid by the last day of Term 1. Invoices are sent each term containing outstanding contributions.
- Families may negotiate other instalment options with the school to meet individual needs. This may include monthly or weekly payments. Please contact the front office if you need help.
- Families with financial difficulties may apply for assistance to pay their fees. Forms are available from the office. **Assistance may be available for up to 50% of student fees** (dependent upon demand). All applications are treated as confidential. You can contact the Year Advisor or Head Teacher Wellbeing should you have any questions.
- Families who have not paid any of their course contributions or general school contributions by the due dates, or have not made arrangements for instalment payments or student assistance, may not be able to sign up for non mandatory excursions.
- Families who have not paid outstanding amounts for other excursions already attended as a part of a payment plan will not be able to sign up for a non mandatory excursion until the debt is paid.
- Course Contributions are used to cover the cost of materials or additional resources used by the students during their course work. This includes food, timber and metal for practical TAS subjects, art supplies etc.
- Voluntary school contributions support the purchase of additional library resources, sports equipment, creative and performing arts equipment and extra-curricular programs and activities.

Resources

10 x A4 Binder Books
A4 Visual Arts Diary (Yr 7 + 8)
A4 Music Binder Book (Yr 7 + 8)
Pens (Blue, Black & Red)
2 x A4 Display Folders
Coloured Highlighters
Ruler
Lead Pencils & Eraser
Coloured Pencils
Scissors
Glue Stick

(All available at the Canteen)

Student Well-being

Northlakes High School has a strong student focus underpinned by Positive Behaviour for Learning in our House Structure. We believe that students learn best in a safe, supportive and positive environment. Programs have been developed to increase the social and personal development of students whilst providing a framework for addressing concerns or issues that arise on a day-to-day basis. All staff are aware that student welfare underpins all school endeavours and that everyone has a role to play in providing optimum learning conditions.

The Wellbeing Team at Northlakes High School is a large, collaborative and hardworking team consisting of: The Principal, four Deputy Principals, two Head Teachers, Student Wellbeing, Year Advisors, School Counsellors, Muru Bulbi Team, ARCO, Student Support Officers, School Learning Support Officers and Learning Support teachers. All staff are dedicated to promoting the school's PBL values of respect, responsibility and personal best to all students of Northlakes High School.

Programs aim to help students to develop:

- A sense of enjoyment and satisfaction from learning
- The ability to communicate effectively
- A coherent set of values to guide their behaviour
- A personal sense of dignity and worth
- Self-reliance
- A sense of cultural identity
- A feeling of belonging to the wider community
- A caring attitude toward others
- An ability to form satisfying and stable relationships
- A belief that sexist, racist, homophobic and otherwise offensive language and behaviour is unacceptable. This extends to slogans, photos, pictures or drawings on books and folder covers, clothing or anywhere else.



Student Support Officer

Our Student Support Officer, provides support for our students and our parents when life becomes difficult. They provides counselling, liaising with outside agencies, and support for our community. The Student Support Officer is a very valuable resource in helping students and their families negotiate complex situations.

Programs at Northlakes High School

Seasons for Growth Program	Anti-Smoking Program	Resilience Workshops
Peer Tutoring	GLOW Program	Aboriginal Programs
Actually I Can	Green Room	Exit Pathway Programs
RAGE Program	L2L Program	LAST Support
Social Skills Program	Travel Training Program	Reality Check
Let's Talk Choices	Links to Learning	Men's Shed
GP Clinic & YAT (Youth Adolescent Team)		

Outside Agency Support

San Remo Neighbourhood Centre	RYSS – Regional Youth Support Services	RAPT – Reconnecting Adolescents and Parent Team	
Plan-It Youth Mentoring	The Smith Family	OASIS	Headspace
Ability Links	Youth Connections	Plan It Youth	WY Connect
Newcastle University	Stewart House	Alesco	ET Australia
CYPMH – Children's and Young People's Mental Health	FACS – Family and Community Services	Youth Health	Family referral Service

If you wish to enquire about any of the above programs, please contact your child's year advisor or Head Teacher Wellbeing.



Responsible Use of Social Media

Technology tips for parents of teenagers

- Keep things open. Have an 'open door' policy when devices are used in bedrooms, and check in with them regularly to see what they are viewing.
- Stay engaged. Ask about their online experiences, who they are talking to online and whether they are having any issues.
- Reinforce the importance of protecting their personal information and privacy. Remind them to create screen names or IDs that do not indicate gender, age, name or location and are not sexually suggestive.
- Equip them to use social media responsibly. Terms of use for each service cover the rules for using the site, the type of content that can be posted and any age requirements. Go through these with your child to make sure they understand what is expected of them.
- Explain that linking social media accounts can make it easier for strangers to learn about them, so it is best to keep accounts separate.
- Encourage them to think before they post. They should ask questions like: Who might see this? Could it be misread by others? Am I creating the right image for myself socially and for school and work opportunities?
- Remind them that they could expose themselves to risk by sharing sexually suggestive or intimate images of themselves or others. Check out our advice on not sending nudes and sexting.
- Keep building self-respect, empathy and resilience. In particular, be aware of the impact of social media on self-esteem. See 'Good Habits Start Young'.
<https://www.esafety.gov.au/parents/skills-advice/good-habits-start-young>
- Help them understand online risks and what to do about them by exploring the young people section of this site.
<https://www.esafety.gov.au/young-people>

Tips for Students

- Think before you post information online- once posted it's impossible to remove.
- Never share your passwords and always set your profile to 'private' so your personal information is kept secret.
- Use the privacy settings. Learn how to make your profile private, so only people you accept as friends can see what you're posting.
- Always check with your parents before you give anyone on the internet your personal details.

Report content that you think may be prohibited via the eSafety Commissioner:

<https://www.esafety.gov.au/report/illegal-harmful-content>

Northlakes High School strongly support students and parents being empowered in their use of social media and encourage the use of the Australian Government's eSafety Commissioner Website

<https://www.esafety.gov.au/>

This website allows social media users to:

- Report cyberbullying
- Report illegal content



The site also has resources to use to learn about responsible use of social media and information for parents in supervising their child's use of social media.

BETTA Boys Program:

The Boys' Education Transition To Adults has been created to fill an identified need in male education here at Northlakes High to combat disengagement and build a sense of pride, aspiration and confidence in what their future holds. It is through this program that we hope to make a real difference in the lives of the boys who are selected to be part of the BETTA program.

It is our belief that the key values of the BETTA Program reflect the characteristics of honourable men in society and that boys need to be taught the responsibilities and expectations of what it means to be a man in today's world.

To foster these concepts, the program will consist of physical activity and community involvement as a medium to deliver these lessons as well as a mentor program on a fortnightly basis.

BETTA is about working hard, physically and mentally and acting as positive role models for our school. Effort, approach and attitude lead to success in life.

The BETTA program is available to students in years 9 to 12 via a self or staff nomination process.



GRACE Girls Program:

The Girls Responsibility Actively Creating Empowerment is a development program at Northlakes High School. It is through this program that we hope to make a real difference in the lives of the girls who are selected to be part of the GRACE program.

It is our belief that the key values of the GRACE Program reflect the characteristics of strong women in society and that girls need to be given an opportunity to develop and create empowerment. It is also about ensuring that girls learn the socio-emotional and life skills necessary to navigate and adapt to a changing world, make decisions about their own lives and contribute to their communities and the world.

The school-based program covers three areas:

- Respectful Relationships- Developing leadership, community engagement
- Health Body, Healthy Mind - Understanding physical activity, health, nutrition and focusing on wellbeing
- Transition - Exploring future pathways and careers

To foster these concepts, the program will consist of physical activity, self-care exercises/activities and community involvement as a medium to deliver these lessons as well as a mentor program on a fortnightly basis.

GRACE is about improving positive, respectful relationships which promote student wellbeing by working together, physically and mentally and acting as positive role models for our school and community. Effort, approach and attitude lead to success in life.

The GRACE program is available to students in years 10 to 12 via a self or staff nomination process.



Pacifika Whanau

Pacifika Whanau is a group within the school which connects our students to their Polynesian Heritage. We have created a space where students are encouraged to lean into various parts of their cultures through dancing, language, food and connection. Our group is one which prides itself on respect responsibility and personal best.



High Potential and Gifted Education

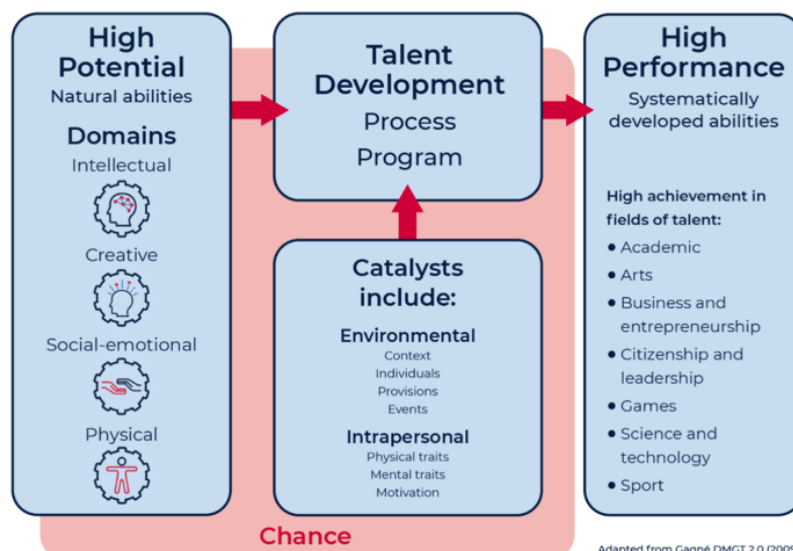
Northlakes High School provides a variety of opportunities and activities to support students that are identified as the following:

- High Potential students whose potential exceeds that of students of the same age. High potential benefit from enriched or extended curriculum and learning opportunities.
- Gifted students are those who whose potential significantly exceeds that of students of the same age. They typically develop talents and achieve mastery faster than their peers.

Northlakes High School provides these opportunities across the four domains of

- Intellectual
- Creative
- Social- emotional
- Physical

Please contact your Year Advisor for information and support about our HPGE initiatives.



Debating/Public Speaking

At Northlakes High School we have a proud culture and tradition of debating and public speaking, with teams across stages 4, 5 and 6. Our debating teams consistently perform well in the Premiers Debating Challenge and our public speakers develop their speech writing and presentation skills in the Plain English Speaking Award. Both annual competitions provide our students with invaluable opportunities to advance their critical thinking and communication skills that assist them in becoming active and informed citizens in the 21st century.



Leo Club

A Leo Club was started in late 2019 at Northlakes High School. The Leo Club is like a “young Lions club” and is sponsored by Gorokan-Kanwal Lions Club. Membership in Northlakes Leo Club is available to all students 12-18 years. The Northlakes High School Leo Club is the only Leo Club on the Central Coast.

Leos volunteer as a team in the community, fund-raise for charities and have fun and develop friendships whilst helping others. Leos also help Lions with some of their projects and activities. Leos provide young people with opportunities for self-development through contributing to their local, national and world-wide communities. Leos help students make friends and work as a team whilst having fun and helping others.

Participation in the Leo Club Program enhances the lives of young people. As active community members, Leos learn the true meaning of the Leo club motto – leadership, experience and opportunity.

Leadership – Leos develop skills as organisers, time managers, leaders and motivators of their peers.

Experience – Leos learn the importance of cooperation through the performance of community service.

Opportunity – Membership in a Leo club provides young people with a chance to excel, to develop character traits, and to receive recognition for their contributions to the community.



Learning and Support Teachers (LaST)

Northlakes High School has extensive programs for students requiring extra support, and extension learning activities. The focus of our programs is to improve and to enhance student literacy and numeracy levels. Students are identified as requiring learning assistance through primary school links, the results of their NAPLAN tests, LaST testing and recommendation from class teachers.

Students receiving LaST assistance may be provided with in-class support or be placed in withdrawal groups to work on individualised programs. Individual literacy programs include oral reading, written activities and the use of computer programs which are designed to improve student's reading, spelling and comprehension skills.

If you would like to obtain more information about these programs or if you have concerns about the basic skills of your child, please contact our LaST Team on 02 4390 0555.



Adaptive Learning Centre

The Adaptive Learning Centre comprises of six specialised classes catering for students with diagnosed disabilities and supports these students to access an appropriate curriculum. Each class has specially trained teaching staff, many of whom have completed their Masters of Education in Special Education. Each class is also supported with a fulltime Learning Support Officer and reduced class size to assist with ensuring individual needs of students are met.

Northlakes Adaptive Learning Centre prides itself on providing a wide range of educational and life skills based opportunities for students and works closely with staff across the school to ensure access to a full range of interesting and varied activities.

All students enrolled in the ALC follow individualised education programs (IEP) designed around each student's individual needs and interests. These plans are developed and regularly reviewed and adjusted in consultation with all stakeholders, including class teachers, parents, carers, students and external support agencies. The IEP's include discussions on appropriate curriculum needs, options for integration, supports required and access to programs such as travel training, community access and transition to work activities.



Twinlakes Centre

The Twinlakes Centre (TLC) provides specialised support to students with a diagnosis of emotional and behavioural difficulties. The TLC supports students across five classes. Each class has specialised teachers and SLSO's offering a range of programs to engage students' academically, build on their social /emotional skills and providing opportunities to assist them in their transition to employment.

All students have an Individualised Education Plan (IEP) which is designed in consultation with the student, parents/carers, external stakeholders and teacher. These are reviewed regularly to ensure that the student is meeting their social, emotional and educational needs, their interests and goals as well as any adjustments to the learning environment.

Curriculum

Many of the students enrolled with ALC + TLC receive a life skills based Record of Student Achievement (RoSA) at the conclusion of Year 10, whilst some students follow regular courses and meet the requirements of courses for A-E grading on their RoSA. Senior students can choose a combination of courses that best meet their needs both within the Centre and across the school including various vocational pathways such as Hospitality, Entertainment, Retail and Construction.

Throughout their time as part of these specialised programs, students are prepared for independence post school, with a combination of academic education, vocational opportunities and social skills development by experienced, specialised caring staff.



Aboriginal Education

Northlakes High School prides itself on its strong Aboriginal culture. This is represented through the Muru Bulbi Learning and Engagement Centre, focusing on attendance retention and HSC attainment, along with our Aboriginal office and the community room which sits in C block, offering a calm and positive atmosphere where the students are supported and nurtured through their schooling journey from 7-12.



Our Aboriginal Education team and Aboriginal Education Officers ensure that all students have the opportunity to connect to culture and build meaningful relationships with our community. When attending Northlakes High School students will have the opportunity to be involved with Aboriginal Art, Dance, Didge and garden. Additionally we support their connection to culture through a variety of excursions including boys and girls cultural camps, surf camps and sport camps. We continue to excel in bridging the gap of education by delivering tutoring programs, in-class assistance, and supporting the transition beyond school into further education or the workplace.

The staff at Northlakes High School have a broad range of expertise available to support our students and their families in all aspects of school life, are as follows:

Stacey Ewer- Head Teacher of the Aboriginal Learning and Engagement Centre

Jake Summer- Teacher appointed to the Aboriginal Learning and Engagement Centre

Jo Spain- Aboriginal Education Officer

Josh Dargan- Identified SLSO - Aboriginal Learning and Engagement Centre

Rachel Powell- Identified SLSO- Aboriginal Learning and Engagement Centre

April Hemopo- Identified SLSO- Aboriginal Learning and Engagement Centre

Jack Smith- Identified SLSO- Aboriginal Learning and Engagement Centre



Personal Development/Health/PE

The PDHPE department offers a wide range of sporting opportunities for students within their classes, as well as through many carnivals and inter-school sports. It is our expectation that all students participate to the best of their ability and try the various experiences offered within their class.

Due to the practical nature of this subject we have some additional requirements for our lessons. The sports and activities we teach throughout the year are varied and in order to enable students to participate successfully in practical classes they are expected to wear a full sports uniform.

The required uniform for practical PDHPE lesson consists of:

- | | |
|-------------------------------------|--|
| Northlakes High School sports shirt | Appropriate joggers/footwear for running |
| Black shorts | An appropriate hat |
| Northlakes High School Diary | |

To prevent wasted time and students carrying too much in their bags, students are encouraged to wear their sports uniform to and from school on days when they have either a practical PDHPE or Sports lesson.

In the interest of hygiene students may wish to bring their regular sports uniform and roll-on deodorant. We would like to remind you that spray can deodorants are banned at Northlakes High School due to the health risks they can create for students with asthma.

If there is any reason your son/daughter is unable to participate or bring their uniform, they MUST provide a note to their teacher explaining the situation.

If you have any difficulties or issues, please feel free to contact the school's PDHPE or Wellbeing staff.

Carnivals

Northlakes High School has three sport carnivals each year. Students are expected to attend even if they aren't competing. The carnivals are:

- Swimming
- Cross-country
- Athletics



Students who do well in these carnivals will have the opportunity to represent the school at zone, regional and state carnivals. Due to excellent student participation, Northlakes High School is well-represented at these carnivals.

School Representative Sport

Northlakes High School enters many representative competitions. All interested students are welcome to trial for teams.



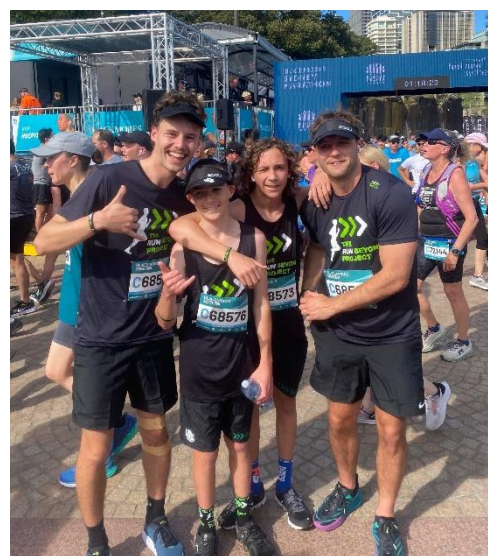
Premier's Sporting Challenge

Northlakes High School is continuing its involvement in the Premier's Sporting Challenge throughout 2020. Students in Year 7 are encouraged to participate in this annual program as it gives them experience in a variety of sporting activities. Northlakes students who have participated in the past are now training to become coaches at this annual event.

NSW PREMIER'S SPORTING CHALLENGE

Run Beyond Project

The Run Beyond Project is an experiential program that supports young people as they work towards the accomplishment of a challenging but achievable Goal Event, which ranges from a 10km fun run, to a half-marathon in distance. As students prepare for this event, they acquire goal-setting, commitment and resilience skills and the confidence to apply these skills, beyond the context of running, to all aspects of their lives. Northlakes High School are proud to be apart of the Run Beyond Project.



English

The English faculty meets student learning needs through class placement and differentiation of content and assessments as required.

The aim of English in Years K-10 is to enable students to understand and use language effectively. Students learn to appreciate, reflect on and enjoy language, and make meaning in ways that are imaginative, creative, interpretive, critical and powerful.

The English Curriculum covers the areas of:

Aural and spoken texts	Visual texts
Written texts	Multimedia and digital texts

In English, students will explore:

Literary texts including poetry, drama, prose, visual texts, non-fiction, film, spoken, multimedia +digital text	A range of cultural, social and gender perspectives as well as popular and youth cultures
Australian literature and multicultural texts as well as a range of texts by Aboriginal & Torres Strait Islander authors	Texts that explore environmental and social sustainability
Texts chosen by students for personal enjoyment	

Students will be assessed through their ability to demonstrate proficiency in:

Reading, viewing and listening to texts	Understanding + responding
Expressing ideas + composing texts	

This will include the analysis and evaluation of texts through written, spoken or digital/multimodal assignments and course work.

Technological and Applied Studies

Technology gives an understanding of design processes, enabling students to manage, interpret, shape and alter their environment to improve skills which are relevant to the home, school, workplace and in the broader community.

Students learn about technologies and use a range of materials, tools and techniques relevant to personal, commercial and global areas of human activity. They will study 8 different types of technologies over Year 7 and 8:

Digital Technologies	Agriculture and Food Technologies	Engineering Systems	Materials Technologies
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In Year 7 the students are placed into smaller classes which allows students to engage with their teachers and other students more effectively. The year is divided into semesters, with students rotating between the 2 different technologies. Students will be able to design and construct a range of projects that will enable them to develop skills that will assist them throughout life.

In all TAS rooms and workshops it is mandatory that students wear the correct footwear (enclosed leather shoes) to meet WHS regulations. Please ensure that your student is

suitably equipped for class. Students are required to wear a fabric apron and hairnet during practical Food Technology lessons. Hairnets will be supplied in the first lesson.

It is an expectation that fees be paid to complete these activities

Through the study of technology courses in stage 5 and 6, students engage in a diverse range of practical experiences and develop knowledge and understanding of contemporary and advancing technologies. They develop solutions to identified problems and situations, and explore the impact of technologies on the individual, society and the environment.

Human Society and its Environment

Students at Northlakes High School have the same teacher for Geography and History. In Semester One (Terms 1 and 2) Stage Four students study History and in Semester 2 (Terms 3 and 4) they study Geography. In Semester One, Stage 5 students study Geography and in Semester 2 they study History.

Students are expected to be prepared for all lessons with their work book and writing materials. They will be required to complete some work at home.

Each semester, the students must complete a research assignment which is worth 40%. Students will be given at least one period of library time to work on this assessment. However, they are expected to complete the project in their own time. Computers are available for use in the library during school breaks.

HSIE faculty teachers encourage parents and guardians to make contact with their student's teacher with any questions or concerns. This can be done at the school's parent teacher evenings, by phone or an appointment can be made for a meeting at the school. Assessment task notifications and information regarding excursions and activities are posted in Google classrooms.

History

History is the study of people, communities and events in the past. It enables students to appreciate and enjoy the human endeavours and achievements of the past, both for their own interest and to carry on these legacies for future generations.

In Term 1 there will be an emphasis on source analysis and Australian History. In Term 2 there will be an emphasis on writing paragraphs and extended responses using the TEEL structure.

Topics studied include:

	Year 7	Year 8	Year 9	Year 10
Term 1	Investigating the Ancient Past Ancient Australia	Aboriginal Colonisation and Contact History	Making a Nation	Rights and Freedoms
Term 2	Ancient Egypt Ancient China	The Vikings Polynesia	Australia at War	The Holocaust Popular Culture

Geography

The study of Geography prepares students for adult life as they develop an informed perspective on local and global issues. This forms the basis for active participation in community life and a commitment towards ensuring that the environment is appreciated, enhanced and protected. In Geography there will be an emphasis on Geography tools and skills, citizenship and enhancing student engagement.

Topics studied include:

	Year 7	Year 8	Year 9	Year 10
Term 1	Geography tools and skills	Geography tools and skills	Geography tools and skills	Geography tools and skills
Term 2	Landscapes and Landforms Place and Liveability	Water in the World Interconnections	Sustainable Biomes Changing Places	Environmental change and Management Human Wellbeing

Languages

In Year 7 students will have the opportunity to learn Japanese, depending on their allocated class. The 100 hour course that students undertake will fulfil the compulsory Languages component for their RoSA in Year 10. As performance in this language course will be recorded in Year 10 RoSAs, it is vital that students achieve the best outcomes possible. Students have the option to continue their studies in Languages through elective subjects in Years 9-12.

Mathematics

Mathematics is a reasoning and creative activity employing abstraction and generalisation to identify, describe and apply patterns and relationships. The symbolic nature of mathematics provides a powerful, precise and concise means of communication.

Mathematics in K-10 provides students with knowledge, skills and understanding in Number and Algebra, Measurement and Geometry, and Statistics and Probability. It focuses on developing increasingly sophisticated and refined mathematical understanding, fluency, communication, logical reasoning, analytical thought and problem-solving skills. These capabilities enable students to respond to familiar and unfamiliar situations by employing strategies to make informed decisions and solve problems relevant to their further education and everyday lives. All teachers are using A.V.I.D techniques, to engage learners.

Homework is an essential part of high school Mathematics. It may take the form of a worksheet, exercises from Mathsonline, or a research task. At the conclusion of each lesson your teacher will tell you to write down exactly what you will need to do for homework in your homework organiser. Make sure you copy down the homework information and devote enough time at home to complete it thoroughly. If any parents have any questions about Mathsonline please contact the Head Teacher Mathematics.

Calculators

It is recommended that students purchase a Casio FX calculator. Calculators are available throughout the year at a cost of \$35, from the Canteen. (free engraving)

Setting out of bookwork

Each page of your exercise book should have a margin in red or be ruled into two equal columns using a red pen,

All work should be dated,
All headings should be underlined in red pen,
Only use blue/black pen to write, pencil for drawing diagrams and graphs,
Liquid paper should not be used.
AVID strategies required

Absence from school or class

Occasionally a student may miss a lesson through absence. It is imperative that students catch up on any missed work within one or two days of returning to school. Students may inquire about missed work:

By using a “buddy” system where they might ask a classmate to show them any work that needs to be completed, or, by approaching their class teacher, in his own time, to ask what additional work needs to be covered. All students have access to Google Classroom to complete schoolwork when a class is missed.

Revision for tests and exams

Throughout the year students will be expected to complete various class tests and examinations. To perform at your best in these tasks you will need to spend substantial time revising topics and practising questions. Most of your time should be spent working through revision sections at the back of each chapter in your textbook or practising questions from other sources as appropriate.

Science

Science develops students' skills, knowledge and understanding in explaining and making sense of the biological, physical and technological world. Through applying the processes of Working Scientifically students develop understanding of the importance of scientific evidence in enabling them as individuals and as part of the community to make informed, responsible decisions about the use and influence of Science and Technology on their lives.

Through their study of Science, students develop knowledge of scientific concepts and ideas about the living and non-living world. They gain increased understanding about the unique nature and development of scientific knowledge, the use of Science and its influence on society, and the relationship between Science and Technology.

Students actively engage individually and in teams in scientific inquiry. They use the processes of Working Scientifically to plan and conduct investigations. By identifying questions, making predictions based on scientific knowledge and drawing evidence-based conclusions from their investigations, students develop their understanding of scientific ideas and concepts, and their skills in critical thinking and problem-solving. They gain experience in making evidence-based decisions and in communicating their understanding and viewpoints.

The study of Science builds in students the future focused skills required for success beyond school, that is, creativity, critical thinking, collaboration and communication.

Agriculture

Students study of the interactions between the components of agricultural production, marketing and management, while giving consideration to the issue of sustainability of the farming system. This is an 'on-farm', environment-oriented course where students interact

with animals and crops plants. Agriculture in Stage 5 proceeds into two pathways in Stage 6, one is VET based hands on course, the other is a HSC academic course

Marine Studies

Marine Studies provides an educational context, linked to the needs of a significantly coastal and waterways-based population, fostering links to tertiary study and vocational pathways. Further, this syllabus brings a wide range of marine-based leisure experiences to students in a safe setting. Marine Studies provides for both practical and theoretical learning and students' acquire skills to solve real life problems.

Visual Arts

Visual Arts is offered to both Year 7 and Year 8 students for three periods a cycle. Students can then elect either 200- or 100- hour Visual Arts in Stage 5. To qualify for a RoSA Certificate, 100 hours of Visual Arts is required. Visual Arts is offered as an ATAR subject for Stage 6 students.

At all stages, students will be introduced to a variety of Expressive Forms such as ceramics, graphics, digital work, painting, drawing, photography, printmaking, sculpture and more. The studying of Artists and their Artworks is a key component of Visual Arts studies to further student knowledge and understanding of the Artworld.

Students will be encouraged to develop their existing skills or start from scratch in their Artmaking journey. Students will visit Art Galleries and Museums as part of their Stage 5 and Stage 6 Visual Arts studies. Students Artworks are often submitted for exhibition panels and Visual Arts competitions.

Music

Music is offered to students for two periods a cycle in Year 7 and three periods a cycle in Year 8. Students can then elect either 200- or 100-hour Music in Stage 5. To qualify for a RoSA Certificate, 100 hours of Music is required. Music 1 is offered as an ATAR subject for Stage 6 students.

Listening, performing and composing are the key components in all stages of Music. Students have access to keyboards, guitar, bass guitar and drum kit to rehearse and perform on whilst at school. Students will have the opportunity to perform at school based events and audition for community and extracurricular events.

The Northlakes High School Choir is open for auditions for students in all Stages. The School Choir perform and rehearse at school and state wide choir events.

Drama

Drama is offered as both a 200- and 100- hour elective for Stage 5 students. To qualify for a RoSA Certificate, 100 hours of Drama is required. Drama is offered as an ATAR subject for Stage 6 students.

Group and individual performances and appreciation are components of both Stage 5 and 6 Drama studies. Students will have the opportunity to audition for school based and state wide performance opportunities. Drama students will also experience workshops and see performances and productions as part of their Drama studies.

Dance

Dance is offered as both a 200- and 100- hour elective for Stage 5 students. To qualify for a RoSA Certificate, 100 hours of Dance is required. Dance is offered as an ATAR subject for Stage 6 students.

The Northlakes High School Dance Company is open for students in all Stages including Stage 4 to audition to be a part of this exciting Dance Company. Students rehearse each week in preparation for audition for Dance Festivals, Eisteddfods and other key state-wide performance opportunities such as Star Struck and School Spectacular. Stage 5 and 6 Elective Dance classes also work towards these exciting events.

Performance, Choreography and Appreciation are all core components of the Stage 5 and 6 Dance course. Dancers will also experience workshops and see performances and productions as part of their Dance studies.

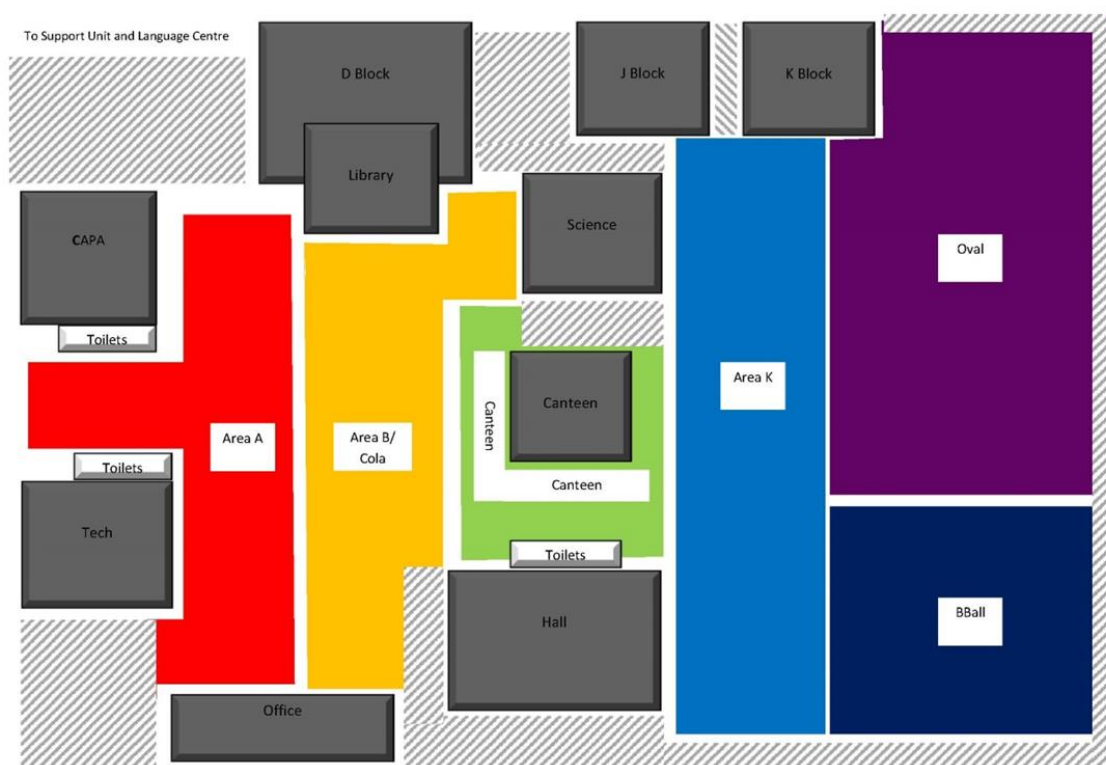


PBL Expectations in playground

Our PBL process is based on a school-wide set of expectations which apply in every circumstance and setting in which students are learning our core values – Respect, Responsibility and Personal best. From these a set of guidelines has been developed for each school setting including the classroom, playground, between classes, toilet area, canteen, bus lines and hall/assembly areas. PBL aims to ensure that all students and staff share the same language to discuss behaviour and have the same expectations for behaviour. Our expectations are taught and reinforced by explicit teaching of our school-wide expectations and core values during roll call, targeted lessons, and year group meetings.

The behaviour expectations are presented in the form of a student expectations matrix. Below is an example, showing the matrix for playground expectations.

	Area A, B and K	Oval Active	Basketball Courts	Canteen	Library/Green Room
Rules/Student Responsibility	<ul style="list-style-type: none"> Passive area Walk/stand/sitting only Passive play only (handballs OK – footballs not) Keep hands to self Keep area free of rubbish/graffiti 	<ul style="list-style-type: none"> Active area Play must be active Keep hands to self Keep all areas free of rubbish/graffiti Play safely 	<ul style="list-style-type: none"> Active/Passive area Play must be active on courts Off court areas are passive Keep hands to self Keep all areas free of rubbish/graffiti Play safely 	<ul style="list-style-type: none"> Walk-through area only (use canteen/toilets then leave) Line up to the left, allowing students leaving to pass Be polite to canteen staff Purchase items prior to the first bell Keep hands to self Keep noise to a minimum Keep all areas free of rubbish/graffiti 	<ul style="list-style-type: none"> Passive area Walk/stand/sitting only Use quiet voices Follow non-negotiables Use computers responsibly e.g. games contain no violence Keep area free of rubbish/graffiti



Road Safety

Drop Off/Pick Up

The Drop Off/Pick Up zone is located at the No Parking area. Teachers, parents and other volunteers can assist children in and out of cars to reduce the amount of time cars are stopped in the No Parking zone. This initiative will allow more vehicles to move through the area. The governing road rule for No Parking zones states:

Vehicle operators must not leave the vehicle by more than three metres and can only stay in the Drop Off/Pick Up zone for a maximum of two minutes. They cannot sit and wait for their child to come out of school, but must move on and come back when space is available again and their child is ready to enter the vehicle.

This zone is designed to allow as many parents/caregivers as possible to transport their child to and from school at the area close to the school gate. It is not for leaving vehicles parked. It allows parents/caregivers to let their child out of the vehicle near the school in the morning. In the afternoon, children wait in a designated area until their parent/caregiver arrives to collect them.

Central Coast Council's Road Safety Education program has supplied the above corflute signage for display near the No Parking zone to identify it as the Drop Off/Pick Up zone. If your school's signage is damaged or you require more signs, please contact your Council Road Safety Education Officer.

THESE SIGNS MEAN YOU MAY STOP HERE TO DROP OFF / PICK UP



BUT YOU MUST

- stop for up to 2 minutes only
- stay within 3 metres of vehicle

Kids look to you to keep them safe please park legally in school zones
HEAVY FINES and DEMERIT POINTS APPLY



Bus

Families are responsible for getting their child to and from the bus stop safely.

Driving near buses

Bus lights flash on the front and back of a bus when the bus is picking up or setting down school children. A 40km/h speed limit applies when bus lights flash. The speed limit is for all traffic travelling in the same direction as the bus, whether the bus is stationary or moving.

Scooters/Bikes

Riding to school reduces traffic, reduces our carbon footprint and promotes physical activity. We encourage students to ride to school when it is safe to do so. Northlakes High School has a partly covered, caged bike, skateboard and scooter storage area for students to leave the bikes, skateboards or scooters during the school day. This area is padlocked at the beginning of the school day and unlocked again just before the end of period 4. Students are expected to leave their bikes, skateboards or scooters in the caged storage area for the entire school day. For added security it is recommended students also use a Bike Lock. Students are responsible for their own property and it is not recommended that expensive or valuable belongings be brought to school. More information about riding to school can be found on the DoE website

<https://education.nsw.gov.au/teaching-and-learning/curriculum/learning-across-the-curriculum/road-safety-education/safe-travel/riding>

E-scooters + E-bikes are not permitted on the school site as they are illegal on public footpaths and roadways.

Student Behaviour

Most students at Northlakes High School are able to behave in safe, respectful and inclusive ways. Students are most likely to behave in a positive, inclusive and respectful manner when they are supported by a caring adult who models this behaviour, and who teaches, guides and supports them to do the same. The relationship between a student and a caring adult is the fundamental basis of all behaviour support.

Northlakes High School endorses a positive behaviour support approach to student's behaviour via our PBL core values of Respect, Responsibility and Personal Best and our House System that ensures all students are known, valued and cared for.

A small number of students engage in behaviours of concern. All of these behaviours will receive a response that will be equitable and reflect the student's needs and what is required to support positive, inclusive and respectful behaviour in the future.

Parents, caregivers, family members, community members, peers and professionals influence children's behaviour development. They are key partners in supporting positive behavioural changes.

- All behaviour has a purpose. Interventions will build on a student's strengths to support them to meet that purpose in a safe respectful way.
- Behaviour arises within the context of a student's development, their environment, their family experiences and social settings. Interventions will recognise and seek to influence the social, family and environmental factors around the student.
- Behaviour is learnt over time, as such students will be supported to learn and practice new positive behaviours over time.

Northlakes High School endeavours to provide a quality learning environment that is:

- Inclusive
 - Safe and secure
 - Free from disruption, bullying, harassment, discrimination, intimidation and victimisation.
- All students and staff have the right to positive relationships based on valuing the interests, abilities and diversity of others.

When parents enrol their child at Northlakes High School they enter into a partnership with the school. This partnership is based on a shared commitment to provide opportunities for students to take responsibility for their actions and for students, parents and school staff to collaborate positively in regards to behaviour management.

Card System

Northlakes High School has these Card Systems in place for supporting students:

Yellow Cards: Used by classroom teachers to monitor student behaviour at the classroom level within individual subjects. Head teachers may become involved in student behaviours at faculty level.

Orange Card: Used whole school. Head Teacher card to monitor students with persistent classroom behaviours.

Red Card: Used whole school. When a student requires close supervision and monitoring due to previous behaviour concerns. Red Card is supervised by a team of experienced teachers who have demonstrated skills in modifying student behaviour. Students complete a daily check-in with their supervisor during lunch whilst on Red Card.

Red Card Team Co-ordinator- Mr Paul Mason

Year 11/12- Mr Esteban Gordin

Year 10- Mr Paul Mason

Year 9- Mr Jordan Vanderkroff

Year 8- Mr Brendan Hodges

Year 7- Mr Jake Dalli

Blue Card: Used whole school to supervise and monitor students who have previously displayed partial or whole day truancy. This card is supervised by experienced staff who have skills in re-engaging and provide support to students, enjoy school and participate in lessons. Students on Orange Card complete a daily check-in with the supervisor at lunch whilst on Orange Card.

Blue Card Team Co-ordinator- Mr Rowan Thomas

Year 11/12- Mr Rowan Thomas

Year 10- Mrs Meera Mary Martin

Year 9- Mrs Erin Malloy

Year 8- Mr Hayden Sills

Year 7- Ms Gemma Newcombe

Anti-Bullying Policy

Bullying behaviour has three key features. It involves the intentional misuse of power in a relationship. It is ongoing and repeated, and it involves behaviours that can cause harm. The NSW Department of Education requires all NSW public schools to have an Anti-bullying Plan which details the strategies implemented to reduce student bullying behaviours.

Resources

The NSW anti-bullying website (see: <https://antibullying.nsw.gov.au/>) provides evidence-based resources and information for schools, parents and carers, and students. Schools are encouraged to visit the website to support whole-school prevention, early intervention and response approaches and strategies for student bullying behaviour.

Northlakes High School's commitment

Our school rejects all forms of bullying behaviours, including online (or cyber) bullying by maintaining a commitment to providing a safe, inclusive and respectful learning community that promotes student wellbeing.

Executive staff are committed to establishing evidence-based approaches and strategies that promote a positive climate where bullying is less likely to occur. It is important that students report all incidences of concern to the school staff so that timely and appropriate interventions can occur.

NHS Anti Bullying Plan

https://northlake-h.schools.nsw.gov.au/content/dam/doe/sws/schools/n/northlake-h/policies-and-procedures/2023/Antibullying_Plan_2023_UPDATED1.pdf

1.School culture and inclusion

All members of the school community are active participants in building a welcoming school culture that values diversity and fosters positive relationships. A key component of a supportive school culture is building respectful relationships and an ethos that bullying is not accepted, in both online and offline environments. School staff will actively respond to student bullying behaviour. Our school engages in the following practices to promote a positive school culture.

3.2 Student assemblies

Student bullying and expectations about student behaviour will be discussed and information presented to promote a positive school culture where bullying is not accepted.

1.2 Staff communication and professional learning

Staff will be supported with professional learning that provides evidence-based ways to encourage and teach positive social and emotional wellbeing and discourage, prevent, identify, and respond effectively to student bullying behaviour.

1.3. New and casual staff

New and casual staff will be informed about our school's approaches and strategies to prevent and respond to student bullying behaviour.

2. Partnerships with families and community

Effective schools have high levels of parental and community involvement. This involvement is strongly related to improved student learning, attendance and behaviour. Our school proactively builds collaborative relationships with families and communities to create a shared understanding of how to support student learning, safety and wellbeing.

2.1. Website

Our school website has information to support families help their children to regulate their emotions and behaviour and develop socially. Information is provided to assist if children have been involved in bullying behaviour (as the person engaging in bullying behaviour, as the person being bullied or as the person witnessing the bullying behaviour).

The 'School Anti-bullying Plan NSW' and 'Anti-bullying website Behaviour Code for Students' are published on our school website.

2.2. Communication with parents

Our school will provide information to parents to help promote a positive school culture where bullying is not acceptable and to increase parent's understanding of how our school addresses all forms of bullying behaviour

3. Support for wellbeing and positive behaviours

Our school's practices support student wellbeing and positive behaviour approaches that align with our school community's needs.

Social and emotional skills related to personal safety, resilience, help-seeking and protective behaviours are explicitly taught across the curriculum in Personal Development, Health and Physical Education (PDHPE).

Anti-racism contact officers (ARCO)

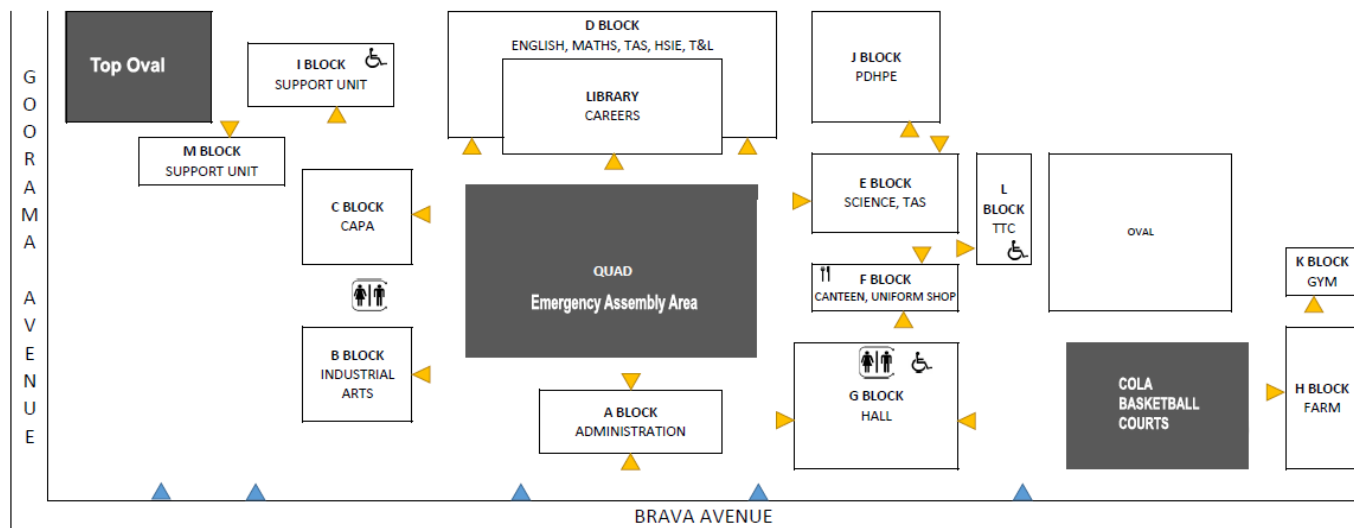
Northlakes High School has a trained Anti-Racism Contact Officer (ARCO) to facilitate the complaints handling process and promote anti-racism education in the school. This person is Mr Costadean Lappas – Head Teacher Mathematics.







The ARCO is the central point of contact for complaints of racism. They record complaints and resolution methods, and maintain all data in line with the policy guidelines.

- The ARCO liaises with the complainant to ascertain the most appropriate complaints resolution procedure. This depends on the seriousness of the complaint or if the complainant is fearful of, or intimidated by the respondent.
- If an informal resolution isn't possible, the ARCO advises the complainant of their rights and refers the matter to the complaint's manager. The complaints manager is nominated by the principal and is often an executive member of staff or the principal themselves. In line with the guidelines, they can request the ARCO's assistance.
- The complaints manager is responsible for complaints requiring a formal resolution and they lead any investigation or negotiation.
- The complaints manager makes the final decision on whether a negotiated settlement is possible. The complaints manager informs the complainant, the respondent, the ARCO and the school principal of each outcome.



School Map and Emergency Procedures



-  Grounds Access
-  Building Access
-  Evacuation Area
-  Canteen
-  Amenities
- 
- A Administration
- B Industrial Arts
- C Music & Visual Arts
- D HSIE, English, Maths, T&L, TAS, Common Room
- E Science, Kitchens
- F Canteen, Uniform Shop
- G Hall, Salon
- H Farm
- I Support Unit
- J PDHPE
- K Gym
- L Trade Training Centre
- M Support Unit

Evacuation Alarms

Evacuation Procedures

Alarm and announcement	Upper Evacuation Area
Alarm and announcement	Lower Evacuation Area
Alarm and announcement	Quad Evacuation Area
Alarm and announcement	Lockdown

When the evacuation alarm sounds:

- Evacuate the building and proceed to the assembly area identified on the map.
- Do not re-enter until advised to do so.