

# Hunters Hill High School



**Hunters Hill**  
High School

## Student Handbook Year 7

# 2019

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## **Welcome to Hunters Hill High School by the Principal**

Hunters Hill High School is a unique school situated in what must be the most scenic site of any government school in Sydney.

It is unique not just for its geographic location, but for its connection with the natural landscapes of bushland and waterways. The school, which has a population of just under 700 students, is the perfect size in maintaining a sense of the individual while ensuring we are able to all make strong and positive connections as part of a community. This is reflected in the strong welfare ethos that runs through the school's policy and programs. Moreover, our size ensures that there are many leadership and extra-curricular opportunities catering for students with interests in the fields of both the sport and the creative arts.

Hunters Hill High School is staffed by a dedicated group of teachers who not only have passion for their subject, but an expertise that offers an innovative and exciting approach to their classrooms. Students develop creative and critical thinking skills that put them in good stead for the world. The school aims to nurture self-reliant, resilient and responsible young citizens. A fact that is reflected in the success of Hunters Hill High School alumni who have transitioned into a variety of professional fields and exciting endeavours.

Above all, Hunters Hill High School is a happy school. Students are happy to attend, learn and strive for their best whilst their teachers are happy to commit and make those efforts necessary to guide and mentor their students on their way to being quality young adults.

Mr Greg Lill,  
Hunters High School Principal



## Welcome from the Year 7 Adviser

As you have looked forward to coming to High School, we have looked forward to and planned thoughtfully for your arrival. This booklet sets out the information you need to get to know the school and feel that you belong here.

As you make new friends and get to know your subject teachers, you will find that hard work and politeness will bring its rewards. Join in as many activities as you can so you get the best from what the school has to offer you.

If you have any problems and need help, you should see me - your Year Adviser. I am here to help you adjust to High School and to look after you individually and as a group over the next twelve months. My role is to help you settle into high school and enjoy your learning experience with the support of your teachers and parents. You are welcome to seek my assistance whenever you need it.



Your Year Adviser  
Mr Daniel Habbouchi  
PDHPE Faculty

## PATTERN OF STUDY IN YEAR 7

In Year 7, students will be required to study:

### Mandatory units

- ◆ English
- ◆ Mathematics
- ◆ Science
- ◆ History
- ◆ Geography
- ◆ Visual Arts
- ◆ Music
- ◆ PD/H/PE
- ◆ Technology

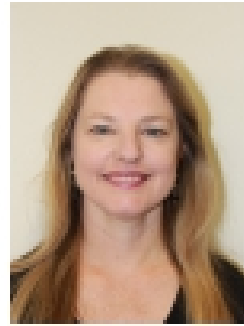
## Who's Who?



**Mr Lill**  
**Principal**



**Ms Chiew-Meldrum**  
**Deputy Principal**  
**(Years 7, 9, 11)**



**Ms Turnbull**  
**Deputy Principal**  
**(Years 8, 10, 12)**

## Year 7 - 12 Adviser



**Year7**  
**Mr Habbouchi**



**Year8**  
**Ms Wild**



**Year9**  
**Ms Lenard**



**Year10**  
**Mr Cartwright**



**Year11**  
**Mr McAlpine**



**Year12**  
**Mr Skinner**

Apart from your class teachers and head teachers, there are other members of staff with whom you will be in contact. These are people who are willing to assist you in any way they are able.

## Other People You Need to Know

### SENIOR TEACHERS AND HEAD TEACHERS (HT)

<b>Creative &amp; Performing Arts</b>	Ms J Sibley	(HT)
<b>English</b>	Ms A O'Donnell	(HT)
<b>HSIE (History &amp; S. Sciences)</b>	Mr D Sherwin	(HT)
<b>TAS</b>	Mr W Pickles	(HT)
<b>PDHPE</b>	Mr L Smith	(HT)
<b>Mathematics</b>	Mr B Neilsen	(R/HT)
<b>Science</b>	Ms D Sawyer	(HT)
<b>Teaching and Learning</b>	Ms R Simpson	(HT)
<b>Sports Organiser</b>	Ms D Bastian	
<b>Careers</b>	Ms N Polak	

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### School Counsellor

From time to time, we all experience difficulties or worries and, at these times, it is often helpful to discuss these difficulties with somebody. One of the people within the school you can talk to is the School Counsellor.

Referrals come from parents and teachers, or students can approach the Counsellor directly.

The Counsellor is at the High School on Monday, Wednesday and Friday. These days can change based on availability. The Counsellor's office is located on the first floor of Block K on the western side.

Parents can make appointments by ringing the school. Students can make appointments at Reception, with the Year Adviser, or directly with the Counsellor

# School Expectations Hunters Hill High School

Hunters Hill High School provides a safe, secure environment based on respect, trust and support. Students should make the most of the opportunities provided to maximise their learning. If students follow the school rules quality teaching and learning remains the focus at Hunters Hill High School.

*Our Community at Hunters Hill High School take pride in being: **safe, respectful, active learners.***

*The key words must be 'Safe, Respectful', and 'Active Learning'. They go hand in hand and impact on both social and academic maturity and progress.*

## **To be successful as a student you will need to be ...**

### **SAFE**

- ◆ Get up on time, dress yourself, arrange your breakfast, get to school on time
- ◆ Perhaps pack your own lunch
- ◆ Arrange own social activities with friends
- ◆ Initiate contact with teachers regarding any difficulties at school
- ◆ Take responsibility for your own behaviour, especially in classroom situations
- ◆ Be confident to express your own ideas

### **RESPECTFUL**

- ◆ Being polite, courteous and well - mannered when dealing with other people
- ◆ Putting your hand up to answer questions and waiting your turn to speak
- ◆ Looking after furniture and equipment
- ◆ Leaving others' belongings alone
- ◆ Using appropriate language

### **ACTIVE LEARNERS**

- ◆ Pack your bag with all necessary equipment for the school day
- ◆ Record all homework each day in your diary
- ◆ Manage completion of homework on time –you may need advance planning for assignments or tests
- ◆ Maintain equipment necessary for school activities – diaries, working pens, calculators, pencils, ruler as well as sport equipment
- ◆ Keep your home study area ready for work

### *Areas to think about...*

- ◆ Focus on your strengths.
- ◆ Try and complete homework and assignments on your own.
- ◆ Find a suitable area for homework (not the kitchen table/bench).
- ◆ Be responsible for your own equipment, books etc.
- ◆ Try and do your own research for homework assignments.
- ◆ Try and develop or find a study method that works for you.

## Hunters Hill High School Promoting Active Learning

- ◆ Bullying other / Dangerous behaviour
- ◆ Abusing a staff member or visitor to school
- ◆ Abusing other students
- ◆ Being physically aggressive
- ◆ Being violent or out of control
- ◆ Leaving the room without permission
- ◆ Openly defying teachers and other staff
- ◆ Receiving a 3<sup>rd</sup> warning
- ◆ Serious breach or repeated breach of laptop usage contract
- ◆ Any behaviour that seriously undermines learning or our school values
- ◆ Being late or unprepared for class

### **ABOVE THE LINE behaviour**

**= IMMEDIATE TIME OUT  
or REMOVAL and REFERRAL**

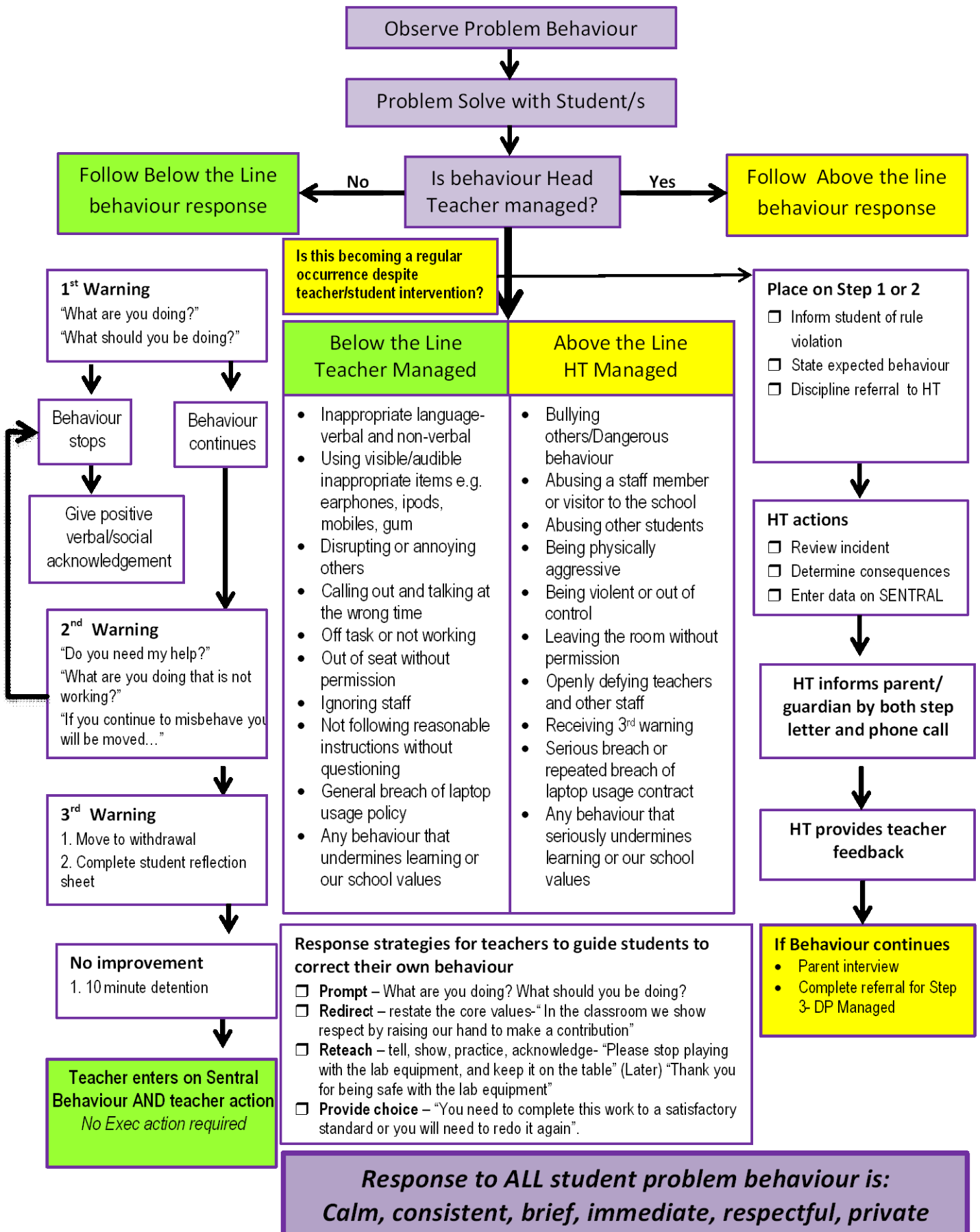
- ◆ Using inappropriate language – verbal and non-verbal
- ◆ Using visible/audible inappropriate items e.g. earphones, ipods, mobiles, gum
- ◆ Disrupting or annoying others
- ◆ Calling out and talking at the wrong time
- ◆ Off task or not working
- ◆ Out of seat without permission
- ◆ Ignoring staff
- ◆ Not following reasonable instructions without questioning
- ◆ Name calling or annoying others
- ◆ General breach of laptop usage policy
- ◆ Any behaviour that undermines learning or our school values

### **BELOW THE LINE behaviour**

**= 1<sup>st</sup> or 2<sup>nd</sup> WARNING  
or other CONSEQUENCES**



**Behaviour Management Flowchart for every new lesson**  
**This goes in-conjunction with the HHHS step discipline system**



# OUR SCHOOL'S CODE OF CONDUCT

(DRAWN UP BY THE STUDENT BODY)

1. ***To Strive for Excellence and the Best Possible Education***  
I will need to discipline myself to attend all my classes to learn all I can, to co-operate with the teachers and to participate in the activities of the school.
2. ***To Strive for a Safe and Hygienic Environment***  
I will need to act in a safe and sensible way that will not endanger me and/or others: including not smoking, drinking alcohol or taking drugs. I will also need to maintain a high standard of personal hygiene and help to keep the school clean and beautiful at all times.
3. ***To Always Respect other People and their Rights***  
I will need to be considerate and supportive of others and respect their right to learn. Bullying, teasing, abusive behaviour and interfering with other people's property have no place in our school.
4. ***To Respect our School***  
I will need to help keep the classrooms, furniture and grounds of the school in good order. Damaging school property and defacing text books have no place in our school.

**Students are expected to be Safe, Respectful and Active Learners**

## STUDENTS' RIGHTS AND RESPONSIBILITIES

### ***Rights***

***Every student has the following rights:***

To learn

To be heard

To be respected

To be safe

To have an hygienic environment

### ***Responsibilities***

***So that students' rights are possible, every student has the following responsibilities:***

To do his/her best and to allow others to learn

To allow others to be heard

To respect other people and their property

To allow everyone to feel safe

To maintain the school environment and its hygiene

## Hunters Hill High School Behaviour Expectations

Our community at HHS takes PRIDE in being:	Everywhere	Classroom	Playground	Canteen	Corridors & stairs	Toilets	Sport & excursions
<b>Safe (for ourselves and others)</b>	<p>Be on time</p> <p>Act responsibly</p> <p>Wear the correct uniform</p> <p>Follow the rules on the use of electronic devices</p>	<p>Bring the correct equipment including diary, books, and stationery</p> <p>Sit in assigned seat</p> <p>Keep visible/audible items eg earphones, ipods, mobiles and gum in bag</p>	<p>Follow teacher instructions</p> <p>Stay in supervised areas</p> <p>Play and act responsibly</p>	<p>Line up quickly</p> <p>Avoid blocking exits</p>	<p>Report incidents</p> <p>Line up quickly and sensibly outside your room</p> <p>No phone calls or videos or taking photos</p>	<p>Go to the toilet during breaks</p> <p>Report mess and/or graffiti)</p> <p>No phone calls, videos or taking photos</p>	<p>Be prompt with payments</p> <p>Show good sportsmanship</p> <p>No phone calls, videos or taking photos</p>
<b>Respectful (to ourselves, others and their property)</b>	<p>Be considerate of staff and other students</p> <p>Follow instructions from staff</p> <p>Use polite and appropriate language</p> <p>Treat other students and staff the way you would want to be treated</p>	<p>Allow others to learn</p> <p>Speak at the right time</p> <p>Use your device only when instructed</p>	<p>Keep the area clean</p> <p>Use manners and speak calmly</p>	<p>Keep the area clean</p> <p>Only buy for yourself</p> <p>Use your manners</p>	<p>No yelling, screaming or public displays of affection</p> <p>Walk quietly and sensibly to class</p> <p>Keep your hands to yourself and respect others personal space</p>	<p>Keep the toilet area clean and graffiti free</p>	<p>Behave appropriately in public and on public transport</p> <p>Follow the rules of the venue</p>
<b>Active learners (in all aspects of school life)</b>	<p>Work to achieve your best</p> <p>Make good choices and learn from your mistakes</p>	<p>Listen attentively to teacher and peers</p> <p>Attempt all work</p> <p>Have a positive attitude</p>	<p>Play fair and by the rules</p> <p>Move to class on the warning bell</p>	<p>Make good nutritional choices</p> <p>Listen to the teacher on Duty</p>	<p>Know where your rooms are</p> <p>Greet teachers and visitors in a polite and friendly manner</p>	<p>Be hygienic and wash your hands</p>	<p>Make a genuine effort to participate</p> <p>Participate to the best of your ability</p>

# SCHOOL'S DISCIPLINE SYSTEM

Hunters Hill High School has a 'Step System' which has a number of sequential levels to offer a moderated response to disciplinary issues.

Prior to any use of the 'Step System', teachers would use their normal repertoire of disciplinary strategies, including, but not limited to:

- Positive encouragement
- Rewarding constructive behaviours
- Appropriate warnings of breaches of the school's Code of Conduct
- Counselling by the teacher
- Other imposed consequences
- Moving students within the classroom
- Isolating the student within another teacher's class

**Step 1** involves the classroom teacher counselling the student and making contact with the family.

**Step 2** is managed by the relevant Head Teacher and involves student counselling and contact with the family.

**Step 3** is managed by the Deputy Principal and involves student counselling and contact with the family.

The school has a range of monitoring books to assist students with improving their behaviour. The monitoring responsibility for these books is shared between the school and the parents on a day-by-day check of each lesson.

- Yellow Book – monitors attendance only- At school, this is supervised by the Head Teacher Teaching and Learning.
- Green Book – monitors all subjects (frequently at the student's or a parent's request) – At school, it is checked daily by the Year Adviser.
- Blue Book – monitors all subjects (usually after moderate misbehaviour) – At school, it is checked daily by the Deputy Principal.
- Red Book – monitors all subjects (usually after suspension or serious misbehaviour) – At school, it is checked daily by the Deputy Principal.

The most extreme behaviours including theft, violence, aggressive behaviour and continued disobedience may invoke the use of DoE guidelines for suspension and expulsion.

# SCHOOL'S MERIT SYSTEM

Hunters Hill High School has a reward system whereby students can be rewarded with a Merit Certificate for good work, contributions to school service and sustained effort. Any worthwhile school endeavour can be acknowledged in this way. The Merit Certificates can be redeemed with the relevant Year Adviser to count towards Bronze, Silver or Gold Awards which are prized by the students. The school encourages the awarding of Merit Certificates whenever they are deserved.

The Merit and Discipline Systems dovetail together to form the major components of the school's Welfare System.

# Going For Gold – Merit System

**Subject Merits** may be for:

- Appropriate classroom behaviour
- Consistent effort
- Extra effort in classwork or assignments
- Good assessment task results

3 Merits  
=  
Faculty  
Bronze

3 Merits  
=  
Faculty  
Bronze

3 Merits  
=  
Faculty  
Bronze

Presented by the relevant Head Teacher

3 Faculty Bronzes  
From different faculties

+

1 Citizenship  
Bronze

=

Presented by Year Adviser

Silver  
Certificate

**Citizenship Merits** may be for:

- Representing the school
- Background support in events
- Participation in school activities
- Full attendance

3 Merits  
=  
Citizenship  
Bronze

Presented by Deputy Principal

*Hunters Hill  
Gold*

Silver  
Certificate

+

Silver  
Certificate

+

Silver  
Certificate

=

## SCHOOL'S WELFARE SYSTEM

Hunters Hill High School endeavours to offer support for its students and to cater for the well-being of these students.

A team of teachers known as the Learning Support Team lead the staff in meeting the welfare needs of our students. This team meets weekly to address student support issues. Members of this team include:

Year 7 Adviser	Mr D Habbouchi
Year 8 Adviser	Ms N Wild
Year 9 Adviser	Ms R Lenard
Year 10 Adviser	Mr D Cartwright
Year 11 Adviser	Mr W McAlpine
Year 12 Adviser	Mr A Skinner
School Counsellor	TBC
Learning Assistance and Support Teacher	Ms J Austin, Ms S Dickinson & Ms J De Santis
HT Teaching and Learning	Ms R Simpson
Deputy Principals	Ms M Chiew-Meldrum Ms S Turnbull (Acting)

The school works to enhance student resilience through a range of programs and strategies run through our UMATTER mentoring program or additional activities including: Achievers' Camp, Duke of Edinburgh Award Scheme, Peer Support, Peer Support Leader Training, Recognition Assemblies and Morning Teas, Student Representative Council, Year 6 Orientation Program and Variety Night Talent Program.

The monitoring book program allows the partnership between school and home to assist students to obtain regular and ongoing feedback on meeting course and behavioural requirements. This program has assisted many students in modifying their behaviours to improve classroom performance.

The School Merit System and Achievers' Camp provide strong, positive encouragement for students to be engaged as "Thinkers, Triers and Doers".

Our School Counsellor is available to students through self-referral, teacher and parent referral to provide assistance with issues that arise from 'time to time' during adolescence.

Hunters Hill High School has a clear anti-bullying policy. Students have the right to work and learn in an environment that is free from harassment. A range of strategies including mediation, family intervention, teacher intervention and disciplinary measures are used to address bullying.

Parents who wish to raise a welfare concern or issue with the school should make contact with the relevant Year Adviser for your son or daughter.

# School Procedures and Policies

## 1. Student Attendance at School

Regular attendance at school is essential if students are to maximise their potential and achieve course outcomes. Regular attendance and engagement in educational programs is strongly linked to the likelihood of students experiencing success in learning. Students who exhibit poor patterns of attendance are at risk of not achieving their potential and are disadvantaged in the quality of choices they are able to make in later life. Schools, in partnership with parents, are responsible for promoting the regular attendance of students. While parents are legally responsible for the regular attendance of their children, school staff monitor part or whole day absences as a part of their duty of care.

### a. Daily Absence

Student absences should be explained within seven days of an occurrence of absence. Parents can explain these via the following means:

- Calling the school's attendance office at any time Ph: (02) 9817 4565

If leaving a voicemail please clearly state your child's name, Year and reason for their absence

- Replying to the email sent by the school
- Writing and signing a note that the student can hand in at student reception (if they are absent for a day or two)
- Providing a doctors certificate

Reasons for absences such as the following **may not be justified**:

- Shopping
- Sleeping in
- Working around the house
- Caring for younger siblings and other children
- Minor family events such as birthdays
- Hair cuts

Parents are required to contact the Year Adviser/Head Teacher Teaching and Learning if ongoing attendance issues occur. If it is a prolonged illness then medical certificates are required.

### b. Exemption from Attendance at School (refer Guidelines for Leave p 29)

Principals, Directors, Public School and Executive Directors (School) may grant exemption due to:

- Exceptional circumstances ( including the health of the students where sick leave or alternative enrolment is not appropriate )
- The child being prevented from attending school because of a direction under the Public Health Act 2010. ( The parent is not required to complete an application for exemption )
- Employment in the entertainment industry - refer to children's employment
- Participation in elite arts or sporting events

### c. Overseas and Interstate Travel

The following procedures need to be adopted if students are thinking about taking an overseas or interstate trip with their family. We encourage families to travel during school holidays. Any student who is taking leave needs to give the school notice and completing a Certificate of Extended Leave - Travel form. The Principal can approve up to 100 days leave. More than 100 days leave requires the approval of the Director.

A two or three month trip would mean that the student will not have the right number of school time hours, and therefore the Principal will not be able to sign the form that says he/she has satisfactorily met the course requirements. In such a case the student may need to repeat the year of courses involved. To be given consideration for satisfactorily meeting course requirements a student returning from leave would need to demonstrate that they have caught up on all missed course work including class notes, course summaries and assessment tasks and worked toward achieving the outcomes of all courses.

# School Procedures and Policies (cont.)

## Procedure for leave application:

- Email the school to obtain a copy of the Application for Extended Leave - Travel
- Have the form completed by your parents and returned to the Principal;
- Attach a copy of the itinerary or airline tickets; and
- You may need to make an appointment to discuss your proposed absence from school with the Principal.

**Please note that approved leave is no longer classified as an exemption.**

## 2. Lateness and Early Leavers

Students are expected to be at school prior to 8.45am. This ensures that students don't miss out on the important learning activities scheduled early in the day when students are most alert, helps students learn the importance of punctuality and routine, and gives students time to greet their friends before class.

The Department of Education requests that a reasonable explanation be provided for lateness. Students who arrive late without a justifiable reason will have a consequence imposed such as a detention or play-ground clean-up (depending on the frequency of lateness). Their late arrival is recorded on the official roll and on the student's school report. If lateness is persistent, parents will be contacted by the HT Teaching and Learning to discuss the reasons and develop a plan to improve attendance.

Under no circumstances will pupils leave the premises during school hours without the permission of the Principal or Deputy Principal. An 'Early Leavers' pass will be issued in response to a written request from a parent. Students not carrying this pass will be redirected back to school by authorities if caught. The note giving an adequate reason is to be presented to a Deputy Principal, a minimum of 24 hours prior to the requested leave time. Only in exceptional/emergency situations will notes for Early Leave be processed on the day. Parents are advised to make appointments for their son or daughter out-side of school hours where possible.

## 3. Injury and Illness at School

It is essential that parents inform the school if contact or emergency telephone numbers change. If an accident/injury or illness occurs at school we will: render basic first aid, and contact parents.

In the case of an accident which requires urgent medical attention, we will call an ambulance. The school does not have sufficient staff to supervise students in Sick Bay for lengthy periods of time. If a student is too ill to return to class, parents will be contacted and arrangements made for the student to be collected from school. One period in length is the maximum time permitted in Sick Bay.

## 4. Detention

Detention sessions are held during lunchtime or after school. At these sessions, pupils go to selected classrooms to be supervised by teachers as a consequence for such things as disturbing the progress of a lesson or breaking school rules.

For more serious offences students are detained after school on a Wednesday for forty minutes, 2.20pm-3.00pm.

## 5. Mobile Phone Policy

Students are encouraged to leave mobile phones in their school bag whilst on school premises between 8.45am and 3.10pm.

Mobile phones may be confiscated by staff for being out of their bag or "on" in their bag. A repeat breach of this policy may lead to disciplinary action. The use of a camera and transmission of photographs is a breach of the privacy laws.

## 6. Movement About School

Pupils are to move in an orderly manner and keep to the left side of corridors and stairway when moving about the school or when lining up for classes.



# School Procedures and Policies (cont.)

## 7. Office Duty

Office Duty by students has been a feature of life at Hunters Hill High School for many years. Throughout the year students from Years 7 and 8 are selected in turn from the roll to perform this duty.

The purpose of Office Duty is multi-faceted. First and foremost it is a community service for the entire school community. Hunters Hill High School is a large school and the school does not have an intercom system. Many students will be called to the school offices throughout the day to take messages from their families, see the Principal, DPs, Counsellor or other school personnel. The vital function the office duty students perform enables a timely response. Performing the duty helps develop and refine skills of time management, understanding and following directions and interpersonal skills. Students get to understand the structure of the school better and come into contact with a wide variety of teachers, Head Teachers and support staff. The students receive praise and encouragement for doing the duty and many students report that they thoroughly enjoy the responsibility that comes with their day of office duty. The P & C support the practice of office duty, however if any parent wishes that their child not complete office duty please contact student reception and their child's name will be removed from the office duty roll.

## 8. Out of Bounds Areas

Certain areas in the school grounds are out of bounds. These include car parks and all areas indicated in the out of bounds map. In the afternoon, students waiting for buses must wait in the assembly area until their bus has been called by the teacher on duty, to ensure their safety.

## 9. Presence in Classrooms

No pupil is to be in classrooms before or after school or during recesses. These areas are out of bounds at these times and at lunch without the permission of a staff member.

## 10. School Canteen

Lunches may be purchased from the school canteen by order (before school only), or at recess and lunch. Pupils will not be given permission to leave the school grounds to purchase lunches, or to go home during lunchtime. Students are not permitted to organise the delivery of fast foods such as pizza to the school as this breaks the Healthy School Canteen Policy.

## 11. Sport

The aim of the sports program is to teach the basic rules, techniques and skills of different sporting activities for students to be able to partake in active interests during their leisure time.

Tuesday afternoon sport is compulsory for all students in Years 7-11. Students have the opportunity to choose a Grade or House/Recreational sport. Grade teams play against other schools in the our zone on a weekly basis. Sports include: cricket, basketball, touch, tennis, softball, baseball, netball, water polo, volleyball, soccer and hockey. House/Recreational activities include: gym, basketball, yoga, soccer, touch, tennis, and volleyball,

Talented students have the opportunity to represent the school at Zone, Regional or State levels.

We have a commitment to our zone to participate in swimming, cross country and athletic carnivals and have a very proud and successful record. We have consistently been a high performing school in the region in all of these sporting activities.

All students must wear the PE/Sport uniform which can only be purchased at the school uniform shop. Students unable to participate in sport will assist staff in scoring or other ways at sport. Appointments should not be made on a Tuesday afternoon as it is a mandatory part of the curriculum. If they are, an appointment card must accompany a note requesting permission to leave early the day before sport.

Students without proper sports uniform (including sports shoes) will be sent to a room for the sports afternoon and be detained until 3.00pm. Disobedient or unruly students will be detained till 3.00pm.

Many students go by bus to sporting venues. Despite our best organisation, buses are sometimes late in bringing the students back to school. All students should have an emergency plan in case they miss their bus home. Students and parents should discuss the procedure.

# School Procedures and Policies (cont.)

## 12. Staff Rooms

These are out of bounds at all times to students. If you wish to see a teacher, knock and wait for a teacher to answer.

## 13. Textbooks

Textbooks may be issued by some faculties in the school.

These texts will be provided to the students in good condition and are expected to be returned in the same condition

## 14. Travelling to and from School

Pupils are subject to school rules when travelling to and from school. Whether walking or travelling by public transport, they are expected to obey all safety rules, and to conduct themselves in such a way as to bring credit to themselves, their parents, and the school.

# HUNTERS HILL HIGH SCHOOL BULLYING AND HARASSMENT POLICY

At Hunters Hill High School, all students and staff have the right to learn and work in a safe and secure environment. This school believes that bullying is an unacceptable behaviour that will not be tolerated. It is the responsibility of the whole school community to ensure that bullying, including harassment and discrimination, does not occur.

## HHHS POSITION ON BULLYING AND HARASSMENT

- Our school community serves to support an environment where it is not acceptable to bully or harass.
- Our school community supports a culture that says it is OK to report incidents of bullying and harassment. In such an environment, the cycle of silence about bullying can be broken.
- Our school community recognises that the student, parents, school staff and community members can tackle bullying and harassment in a consistent and systematic manner. Appropriate structures, policies and practices are in place to deal with day-to-day incidents of bullying and harassment.

## WHEN DEALING WITH HARASSMENT OR BULLYING

1. Use protective actions: stay in groups in the playground; avoid the out of bounds areas and stay in sight of an adult.
2. Never allow yourself to be drawn into harassing others as this could lead to retaliation against you.
3. Never pass on gossip as this can be hurtful to others and make them angry with you.
4. Resolve conflict with calm words and try for a win / win outcome. Leadership involves compromise.
5. Be a positive “upstander” i.e. verbally and non-verbally discourage others involved in bullying and harassment.
6. Offer support for the victim and actively encourage the victim to seek support from appropriate staff.
7. Do not contribute to bullying by making unwanted and unacceptable comments about others on computer networking sites such as Facebook.
8. Talk to your parents / carers about what is happening to you.

**All school staff at Hunters Hill High School support  
the Policy on Bullying and Harassment.**

## PEOPLE WHO CAN HELP

The following staff members can especially help in the dealing with issues of harassment or bullying:

Deputy Principals: Michelle Chiew-Meldrum (Yrs. 7,9,11.)  
Susan Turnbull (Yrs. 8,10,12)

Year Advisers: Years 7 – 12

Counsellor: Amanda Faulkner (Monday and Thursday)

### ***SAY NO!***

**You can make a stand and say NO to bullying and harassment. If you need help, follow the strategies in this booklet or talk to a teacher, DP, Year Adviser or school counsellor.**

## **WHAT IS BULLYING AND HARASSMENT?**

- Bullying is persistent (ongoing) unwanted behaviour designed to make another person feel concerned or afraid.
- It can be hitting, punching, pushing, kicking or anything that physically harms anybody else. It is behaviour that is unwanted, unasked for and repeated against a person or persons.
- Harassment is very much like bullying. It is behaviour that offends, humiliates or intimidates you. It targets you because of your sex, race, disability, homosexuality, transgender or age.

## **TYPES OF BULLYING AND HARASSMENT**

### **CYBER HARASSMENT**

- Unwanted, rude or aggressive text or phone messages
- Hurtful comments or photographs or video sent by email, MSN, chat-lines or the internet
- Taking photographs or videos without a person's permission

### **EXCLUSION**

- Leaving others out, because you don't like them

### **PHYSICAL HARASSMENT**

- Punching
- Hitting
- Kicking
- Fighting
- Unwanted physical contact

### **RACIAL HARASSMENT**

- Stand over tactics
- Humiliating people
- Jokes / name calling

### **SEXUAL HARASSMENT**

- Teasing others about the size or shape of their body
- Calling people rude / sexual names
- Suggestive talk and gossip

### **THREATS**

- Forcing others with threats
- Stand over tactics

### **VERBAL HARASSMENT**

- Name calling
- Offensive language directed at a person or persons
- Teasing others about their appearance, gender, race or religious beliefs

### **VISUAL HARASSMENT**

- Graffiti or other offensive pictures
- Offensive clothing

# HUNTERS HILL HIGH SCHOOL COMPLAINT PROCEDURES FOR INCIDENTS OF BULLYING AND HARASSMENT

**STEP 1:** All students should ensure that they have clearly said “NO” to whatever form of bullying or harassment they have encountered

**STEP 2:** If the behaviour persists, the student or groups of students, teaching and non-teaching staff or parents make an initial contact with a preferred member of staff such as the Year Adviser, School Counsellor, Executive Staff or teacher.

**STEP 3:** The staff member completes an Incident Report with both the victim and the bully. All actions are documented. Possible parent contact may occur at this stage at the discretion of the interviewer. All incidents of bullying at this point are identified to staff members through the Learning and support minutes for their information and Duty of Care responsibilities.

**STEP 4:** The case is reviewed at a predetermined time (usually one or two weeks later) and the outcomes are documented.

**STEP 5:** If the incident remains unresolved, or it is very serious, the matter is referred to the Deputy Principal and/or the Principal for action. Parental contact is recommended. The bully will be interviewed and disciplinary action is to be implemented.

**STEP 6:** The incident proceeds within the confines of the Discipline System, with suspension being an option should there be no resolution of the complaint.

*The Bullying incident Package involves a series of confidential interviews based on an intervention strategy devised by Professor Anatol Pikas called the Method of Shared Concern. Basically, it is a method of dealing with bullies that avoids an accusatory approach. It deals with bullies as individuals and aims to move the bully towards behaving responsibly as an individual.*

*The method aims not only at helping victims but also aims at changing attitudes of children who join in group bullying. If the group members are re-individualised, as Pikas suggests, they will begin to act responsibly and change is more likely to be lasting, not merely maintained by surveillance.*

# SCHOOL UNIFORM

Students at Hunters Hill High School are expected to wear the school uniform correctly at all times while in school, travelling to and from school and while representing the school. As part of Workplace Health and Safety legislation it is a requirement for all students on site to wear appropriate protective footwear in areas such as Science labs, workshops, kitchens and other areas. Students are not to wear their PE uniforms to school, even on sports days, but instead should bring their PE uniforms in their bags to change into at school at the appropriate time.

Specific details of our uniform are available on our website at <https://huntershd-h.schools.nsw.gov.au/about-our-school/what-we-offer/uniform.html>

## THE ADVANTAGES OF A SCHOOL UNIFORM

A school uniform –

- Creates a Sense of belonging and community and encourages students to take pride in their school.
- Reinforces an Academic Setting and studies have shown that this can have a positive impact on students' academic results.
- Promotes equality by reducing status symbol issues.
- Can save parents money as students do not have to provide a multitude of different clothes so their children have a different outfit each day.
- Can save students time in the morning as they do not have to decide what to wear.
- Provides appropriate attire so that students are ready to participate in all school activities.
- Is preparation for formal and corporate attire in the workplace.
- Is also important as our school is judged by the community on our uniform standards.

## UNIFORM INFRINGEMENT CONSEQUENCES

We follow a procedure and policy designed to improve the wearing of our uniform. Parents are asked to please support us in this regard. Students who are unable to come to school dressed in full school uniform for a valid reason need to bring a dated note from parents stating the reason and length of time they will be without full uniform. They need to hand this note to their roll call teacher who will check uniforms each day. Students without a note will receive a recess or lunch Playground Duty detention. Students out of full school uniform will be given a red Uniform Pass. This signifies to other teachers that the student's lack of uniform has been dealt with, and students will need to produce the Uniform Pass to any teacher when asked. If students arrive late to school, they can get a Uniform Pass from their Period 1 teacher. Please note that failure to complete detentions will result in further disciplinary action.

## General Uniform: Junior school years 7-10

ITEMS	MALE	FEMALE
<b>TOPS</b>	Short sleeved, sky blue polo shirt with school crest.	Short sleeved, sky blue polo shirt with school crest.
<b>BOTTOMS</b>	Navy cargo shorts or navy cargo long pants. (from uniform shop)	Navy pleated skirt or navy boot leg pants. (from uniform shop)



## General Uniform: Senior school years 11 & 12

ITEMS	MALE	FEMALE
<b>TOPS</b>	White polo shirt with school crest or white business shirt with collar.	White polo shirt or blouse with school crest.
<b>BOTTOMS</b>	Navy cargo shorts or navy cargo long pants. (from uniform shop)	Navy pleated skirt or navy boot leg pants. (from uniform shop)
<b>OPTIONAL</b>	Navy tie with school crest	Navy tie with school crest



## Other unisex school approved clothing Years 7-12

HEADWEAR	Plain navy cap (school cap available from Uniform Shop)
TIGHTS	Plain black or navy stockings/tights. (To be worn under skirt or shorts)
SHOES	Plain Black leather shoes with black laces.
SCARF	Navy with sky blue borders and school initials. (available at the uniform shop)
SPORT UNIFORM	Polo shirts with school colours and school crest. Navy sports shorts (girls and boys style available). Navy blue microfibre jacket and track pants with school crest.
SCHOOL BAGS	Appropriate school backpacks are required. Handbags are not acceptable.

### FOOTWEAR

In accordance with the *Safe Working Policy*, the Department of Education has identified areas of its workplaces where appropriate footwear must be worn by staff, students and visitors to ensure their safety.

Areas where enclosed leather footwear (or other material confirmed by the manufacturer to be suitable, refer to Australian/NZ Standard 2210: *Safety Protective and Occupational Footwear*) is required are: Industrial Arts and trades workshop areas Science laboratories Canteen or Food Technology (Kitchen) areas. If students present for a class or activity with inappropriate footwear the student will be offered alternative educational activities until they are wearing appropriate footwear.

### UNIFORM SHOP

The Parents & Citizens Association, SRC and staff support the wearing of school uniform. The Uniform Shop is organised by the P & C Association. Its aims to benefit busy parents and students by providing a one-stop buying service, to save parents money by presenting goods below usual retail price, and to make a small profit to supplement the much needed school funds. The Uniform Shop is run by parent volunteers to provide uniforms at reasonable prices.

All clothing items of the school uniform are available from the School Uniform Shop. The shop is located on the top floor of Block K (Mathematics and Visual Arts building) and is open on Tuesday and Thursday mornings between 8.00am and 9.00am during school terms. All uniform needs, apart from shoes, can be purchased from the school uniform shop.



## Jewellery and Body Piercing – All Students

No differentiation is made between male and female students with respect to the wearing of jewellery or of body piercing.

The whole issue of enhancement to personal appearance using jewellery, body piercing and other adornments is a matter on which there is a huge range of public opinion. Rather than make definitive rules with regard to all aspects of these matters the School Council, P & C and school staff endorse the following guidelines.

### Guidelines

**Jewellery is not permitted to be worn at Sport, Industrial Arts, Physical Education, Science classes, or in any other class where the teacher believes a safety or hygiene issue exists.**

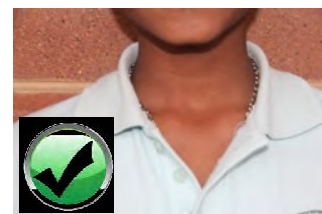
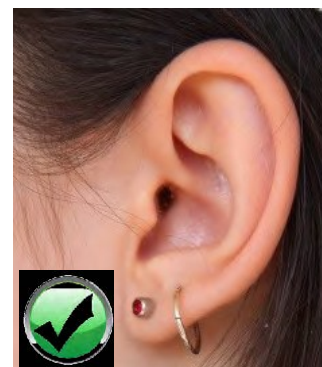
The wearing of jewellery, use of body piercing and jewellery used with body piercing, or the use of other adornments **must not detract from the wearing of school uniform** or be of such size or construction or be placed in such a manner as to **create a potential safety risk for either the wearer or others.**

Students may wear small unobtrusive items that do not detract from the wearing of school uniform or present a potential safety risk.

Large chunky or brightly coloured items are not permitted. (*Examples include: spikes, studs, large leather wristbands and chunky rings*)

The risk to safety resulting from body piercing and the use of jewellery will be determined based on the location of the piercing and the size and construction of the jewellery.

**As these matters are so open to personal interpretation the School Council, the P & C Association and the school staff endorse the school Principal or nominee to be the final and sole judge in the interpreting of these guidelines.**



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## P & C Association

The Hunters Hill High School P & C Association extends a warm welcome to all parents and invites them to its meetings. These are held at the school on the Monday of week 3 and 7 of each term, and they provide an opportunity for all parents and citizens to participate in its activities.

We are proud of our successes in providing amenities which are not financed by the Department of Education and Communities, and we gain pleasure from working together for the benefit of the children. We are always in need of support, so if you would like to make an entry in your diary - the Monday of week 3 and 7 each term- we would be pleased to see you

## Student Representative Council (SRC)

The Student Representative Council involves students in many areas of school life. SRC members assume high profile leadership positions within our school community.

Students from each Year group are elected by their peers to represent them on the Council and, together with the Captains and Vice-Captains, work together in helping to formulate decisions, and to arrange activities, which aim to make our school an interesting and enjoyable place to learn. The SRC also initiates and supports many fundraising activities to benefit our school and others in the wider community.

The SRC meets weekly at lunchtime and operates under its own constitution. The constitution was devised and written by students on the Council.

## Duke of Edinburgh

At Hunters Hill High School, the Duke of Edinburgh Award Scheme operates for students when they reach 14 years of age, generally Year 9.

The award involves four sections; Service, Skills, Physical Recreation and Expeditioning, which on satisfactory completion, leads to an award at either Bronze, Silver or Gold level.

High School over many years and we have a committed staff who encourage students through all aspects of this exciting and challenging program.

This is a program that develops a student's independence and skills. It is a program highly regarded by business and industry because it develops the leadership skills of those participating.



## Do you live 2 kilometres or more from School?

Free bus transport to and from school each day is available for students who live a minimum distance from their school - to be eligible for a School Opal card to pupils must reside MORE than 2.0km straight line distance or 2.9km walking or further.

### How to apply?

- ◆ Application is available online.



<https://apps.transport.nsw.gov.au/ssts/>

<https://www.opal.com.au/en/about-opal/opal-for-school-students/>

## Student Safety arriving and departing School.

***Parents are requested not to drive into the school grounds to “drop off” or “pick up” their child if they have been driven to school.***

For pickup it is preferred that you organise a location some distance from the entry to the school to help alleviate congestion or have your child wait inside the school grounds until you arrive for “pick-up”.

# Hunters Hill Library

Hunters Hill High School Library is a multi-functional area that provides an environment that is conducive to 21st century learning. Our primary aim is to provide a quality service that attends to the needs of the school community.

## Hours

8.30am to 3.10pm daily. Students are welcome to read, play chess or work quietly before school, most recesses and most lunch times.

## Our collection

- Fiction
- Graphic Novels
- Magazines
- Websites
- Careers Collection
- Non-Fiction
- Picture Books
- Reference
- HSC Collection

## Loans

Up to 8 books may be borrowed by junior students (4 fiction and 4 non-fiction). The loan period is 2 weeks.

## Equipment

Students have access to a variety of resources including: computers, iPads and printer.

## Borrowing

Students use their Students ID to borrow library items.

## Library Areas and Uses

Our library is primarily used for academic purposes. Students are provided with access to technology and collaborative work spaces. Games such as chess can be accessed during the breaks.

## Year 12 Study Skills during the day

Students must sign in on the sheet near the front desk. Students are expected to be organised and have work to do.

## Expectations

The library is a shared learning space, therefore it is expected that students follow the school's core values of respect, responsibility and active learning.

Devices including desktop computers, iPads and laptops are only to be used for academic purposes.

## Library Staff

Dr Errington is happy to assist with any enquiries

# Student Assessments

## Assessment

Each course of study will have a series of assessment tasks. These will take a variety of forms including essays, topic tests, examinations, research tasks and practical class assessments.

At the completion of each task, students will receive a mark or grade for that task.

## Method of Reporting

Reports will be available on a semester basis. There will also be a Parent Information Evening and a Parent Teacher Night.

## Student Responsibilities

### **Assessment tasks must be completed on or by the due date.**

Failure to complete a task by the required date will result in marks being deducted.

Note:

It is expected that students hand in their work on the due date in the lesson of the subject of the task, NOT after that time.

### **All work must be that of the students.**

In the case of malpractice e.g. copying or Internet dumping, the student may suffer a penalty or be awarded zero. The decision will be made by the Principal in consultation with the relevant Head and class teacher.

### **All work, not only Assessment Tasks, is to be completed.**

Students should be aware that the Principal must certify that all courses of study have been satisfactorily studied,

i.e. assignments, practical work, class essays, topic tests or research are completed. Failure to complete all set work may place the student's completion of Stage 4 outcomes in jeopardy.

A genuine attempt at all tasks, including assessment tasks, must be made. All work must be submitted to an acceptable standard and as a hard copy (on paper), unless otherwise directed by the teacher.

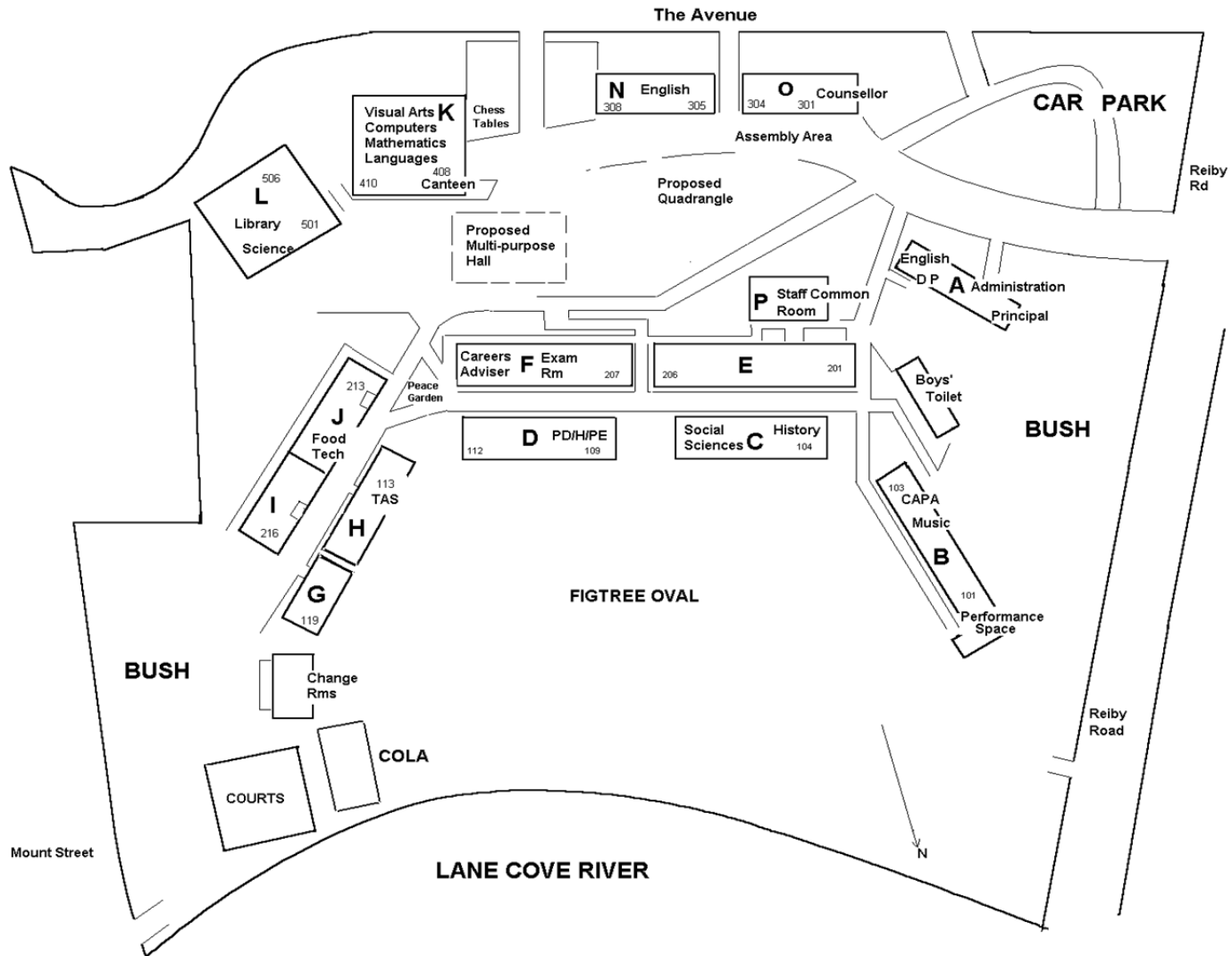
## BELL TIMES

Monday			Tuesday			Wednesday			Thursday			Friday		
Period 1	8:45am 9:50am	65 mins	SRE	8:45am 9:15 am	30 mins	Period 1	8:45am 9:48am	63 mins	Period 1	8:45am 9:50am	65 mins	Period 1	8:45am 9:50am	65 mins
Period 2	9:50am 10:55am	65 mins	Period 1	9:15am 10:10am	55 mins	Period 2	9:48am 10:51am	63 mins	Period 2	9:50am 10:55am	65 mins	Period 2	9:50am 10:55am	65 mins
Recess	10:55am 11:25am	30 mins	Period 2	10:10am 11:05am	55 mins	Recess	10:51am 11:21am	30 mins	Recess	10:55am 11:25am	30 mins	Recess	10:55am 11:25am	30 mins
Period 3	11:25am 12:30pm	65 mins	Recess	11:05am 11:25am	25 mins	UMatter mentoring	11:21am 11:41am	20 mins	Period 3	11:25am 12:30pm	65 mins	Period 3	11:25am 12:30pm	65 mins
						Period 3	11:41am 12:44pm	63 mins						
Period 4	12:30pm 1:35pm	65 mins	Assembly	11:25am 11:35am	10 mins	Lunch	12:44pm 1:14pm	30 mins	Period 4	12:30pm 1:35pm	65 mins	Period 4	12:30pm 1:35pm	65 mins
			Period 3	11:35am 12:30pm	55 mins									
Lunch	1:35pm 2:05pm	30 mins	Lunch	12:30pm 1:00pm	30 mins	Period 4	1:14pm 2:17pm	63 mins	Lunch	1:35pm 2:05pm	30 mins	Lunch	1:35pm 2:05pm	30 mins
Period 5	2:05pm 3:10pm	65 mins	SPORT	1:00pm 3:00pm	120 mins	Staff Meetings/ After School Detention	2:20pm 3:00pm	40 mins	Period 5	2:05pm 3:10pm	65 mins	Period 5	2:05pm 3:10pm	65 mins

### Mentoring Rotation-

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11
Years 10,11,12	Year Group Meetings	UMatter mentoring Groups	Year Group Meetings	UMatter mentoring Groups	Whole School Assembly	Year Group Meetings	UMatter mentoring Groups	Year Group Meetings	UMatter mentoring Groups	Whole School Assembly	Year Group Meetings
Years 7,8,9	UMatter mentoring Groups	Year Group Meetings	UMatter mentoring Groups	Year Group Meetings		UMatter mentoring Groups	Year Group Meetings	UMatter mentoring Groups	Year Group Meetings		UMatter mentoring Groups

# MAP OF HUNTERS HILL HIGH SCHOOL



# School Travel Advice Sheet

## BUS ROUTES – 2018

### GENERAL TRAVEL INFORMATION

All students are to wait within the school grounds for afternoon bus services. Students will be directed onto school buses by teaching staff.

***Information correct at time of printing.***

- Students are to ensure that they travel using an appropriate Opal Card directly between school and home or to pay the correct fare.
- Students must “tap” their Opal Card onto the machines when entering buses.
- Students are not permitted to eat or drink whilst on STA buses.
- Students need to ensure that they are well-behaved whilst travelling on STA buses; poor behaviour on buses may lead to the loss of Opal Cards or STA travel privileges.
- Students travelling on buses should display courtesy and co-operation to all passengers and drivers.
- Students are to wait and permit adults and paying customers on to buses before they enter using school bus passes.
- Students should not travel on local buses if an equivalent school bus covers the same route.
- Please check your routes and information via [www.transportsw.info](http://www.transportsw.info) and use the trip planner.

Bus No.	MORNING SERVICE**	Time AM
<b>565W</b>	Gladstone Park Balmain	8.24
	Victoria Rd after Lyons Rd, Drummoyne	8.34
	Church, Reiby, The Avenue (Hunters Hill High School)	8.40
<b>567W</b>	Glebe Point Rd at Hereford St, Glebe	7.55
	Victoria Rd at Hornsey St, Rozelle	8.00
	Church, Reiby, The Avenue (Hunters Hill High)	8.10
<b>598S</b>	Homer & Earlwood Ave, Earlwood	7.33
	Beamish St at North Parade, Campsie	7.45
	Harris Rd near Rosebank College, Five Dock	8.04
	First Ave opp. Domremy College, Five Dock	8.10
	Rodd Point	8.11
	Lyons Rd after Bayswater St, Drummoyne	8.20
	Church, Reiby, The Avenue (Hunters Hill High)	8.30
<b>693W</b>	Pengilly St near Yalanga Pl, Riverview	8.25
	Longueville Rd opp. Richardson St, Lane Cove	8.42
	Longueville Rd near St. Michaels, Lane cove	8.43
	Longueville Rd near Austin St, Lane Cove	8.44
	Birdwood, Rosenthal, Burns Bay, Hunters Hill exit ramp – *set down (Hunters Hill High School)	8.30
	On ramp prior to Church St	8.37
<b>570W</b>	Higginbotham Rd near Cressy Rd, Ryde	8.11
	Pittwater Rd at Bus Shelter near Fire Station, Gladesville	8.25
	Victoria, Tarban Creek Bridge, Church, Reiby, The Avenue (Hunters Hill High)	8.40

## HUNTERS HILL HIGH – BUS ROUTES – 2018 – Page 2

Bus No.	AFTERNOON SERVICE**	Time
<b>565W</b>	The Avenue (Hunters Hill High School) (queue and wait, teachers will send students to bus from middle school gate)	3.20
	Darling Street near Victoria Rd, Rozelle	3.31
	Darling St opp. Gladstone Park Balmain	3.38
<b>566W</b>	The Avenue (Hunters Hill High) (queue and wait, teachers will send students to bus from middle school gate)	3.17
	The Avenue, Mount, Church, Tarban Creek Bridge exit, Victoria, Westbourne, Marlborough, Lyons	
	Tranmere, Rawson (*Drummoynes P.S & St. Marks pick up both schools at same location)	3.26
	Frist Ave near Arthur St Rodd Point	3.35
	First Ave at Ramsay Rd, Five Dock	3.40
<b>567W</b>	The Avenue (Hunters Hill High School) (queue and wait, teachers will send students to bus from middle school gate)	3.20
	The Avenue, Mount, Church, Tarban Creek Bridge exit, Victoria & Evans, Rozelle, The Crescent, Ross, Parramatta, Glebe Point Rd, Glebe Point	3.53
<b>569W</b>	The Avenue (Hunters Hill High) (queue and wait, teachers will send students to bus from middle school gate): The	3.20
	Avenue, Mount, Church, Burns Bay Road to Lane Cove Shops	3.35
<b>574W</b>	The Avenue near Hunters Hill High School (queue and wait, teachers will send students to bus from middle school gate)	3.15
	Burns Bay Rd after Penrose St, Lane Cove West	3.23
	Burns Bay Rd Near Figtree St, Lane Cove	3.26
	Longueville Rd Near Central Ave Lane Cove	3.29
	Longueville Rd near River Rd West, Lane Cove	3.33
	Romani Av near Miramont Ave, Riverview	3.37
	St. Ignatius Junior, Riverview	3.40
<b>570W</b>	The Avenue (Hunters Hill High School) (queue and wait, teachers will send students to bus from middle school gate)	3.20
	Victoria Rd near Linsley St, Gladesville	3.30
	The Avenue, Mount, Church, Tarban Creek Bridge exit, Victoria, Blaxland, Top Ryde Shops	3.40
<b>571W</b>	The Avenue (Hunters Hill High School) (queue and wait, teachers will send students to bus from middle school gate)	3.25
	Victoria Rd near Linsley St, Gladesville	3.35
	Blaxland Rd near Church St, Ryde	3.45
	West Ryde Station	3.54
<b>572W</b>	The Avenue (Hunters Hill High School) (queue and wait, teachers will send students to bus from middle school gate)	3.20
	Pittwater Rd near Princes St, Hunters Hill	3.29
	Corner of Pittwater & Victoria Gladesville	3.35
<b>573W</b>	The Avenue (Hunters Hill High School) (queue and wait, teachers will send students to bus from middle school gate)	3.20
	Mount, Church, Ryde, Park, Princess, Thompson, Higginbotham, Pidding, Quarry, Badajoz, Twin, Moncrieff, Sager Pl, Elliot, Moncrieff, Twin, Badajoz, Coss, Lane Cove, Talavera, Khartoum, Waterloo, Herring. Macquarie Centre	3.50
<b>723W</b>	Mark St near Villa Maria Primary, Hunters Hill	3.15
	Gladesville Rd before Joubert St, Hunters Hill	3.17
	The Avenue near Hunters Hill High, Hunters Hill (queue and wait, teachers will send students to bus from middle school gate)	3.19
	Alexandra St Near D’Aram St, Hunters Hill	3.21
	Woolwich Wharf, Valentia St, Woolwich	3.27



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# ENGLISH

*The English faculty is located in  
The Head Teacher is Ms Alicia O'Donnell*

English in Year 7 is both challenging and enjoyable. The Year 7 English program forms the first part of our Stage 4 program and aims to:

- build on and extend the skills gained in Stage 3
- instil in our students a life-long love and involvement with all forms of literature
- enable all students to improve their competence and confidence in reading, writing, speaking, listening and viewing
- develop student skills in Information Communication and Technology as they apply to English

7	Topic	Assessment: Type, weighting,time	Outcomes:
1	Our World, Our Future	PBL-20% Week 8, Term 1(S1)	EN4-2A EN4-4B EN4-5C EN4-9E
	<b>Reporting Outcome:</b>	Engages with a range of text types to create a Multimodal presentation commenting on an environmental issue	
2	Genre: Gothic or Fantasy	Narrative -15% Process booklet-5% Week 7, Term 2(S1)	EN4-2A, EN4-4B, EN4-5C, EN4-6C
	<b>Reporting Outcome:</b>	Students compose an original narrative that demonstrates their understanding of structure and genre	
3	Comedy in Shakespeare	Performance 10% Speech 10%  Week 6 and 7 Term 3 (S2)	EN4-1A, EN4-3B, EN4- 4B, EN4-5C
	<b>Reporting Outcome:</b>	Students demonstrate a knowledge of dramatic form and Shakespeare's language through a group performance and speech.	
4	Texts and context	Essay 20% Week 5. Term 3(S2)	EN4-1A, EN4-5C, EN4-7D
	<b>Reporting Outcome:</b>	Uses essay form to comment on the importance of a text's context	
5	Write now Journal	10%- Semester 1, Week 5, Term 2  10%- Semester 2 Week 3. Term 3	EN4-1A, EN4-5C, EN4-7D, EN4-6C
	<b>Reporting Outcome:</b>	For both Semesters: Students utilise skills in reading and writing to create and respond to a variety of texts	

# MATHEMATICS

*The Mathematics faculty is located in  
The Relieving Head Teacher is Mr Ben Neilsen.*



## Course description

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.

Mathematical ideas have evolved across all cultures over thousands of years and are constantly developing. Digital technologies facilitate this expansion of ideas, providing access to new tools for continuing mathematical exploration and invention. Mathematics is integral to scientific and technological advances in many fields of endeavour. In addition to its practical applications, the study of mathematics is a valuable pursuit in its own right, providing opportunities for originality, challenge and leisure.

Mathematics in Stage 4 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.

## Report Outcomes

Students will have:

- Developed knowledge, understanding and skills in **Number**
- Developed knowledge, understanding and skills in **Algebra**
- Developed knowledge, understanding and skills in **Measurement**
- Developed knowledge, understanding and skills in **Geometry**
- Developed knowledge, understanding and skills in **Statistics**
- Developed knowledge, understanding and skills in **Probability**



## Assessment Schedule

Task	Timing	Weighting %
Assignment	Term 1, Week 10	20
Half-Yearly Examination	Term 2, Week 5	25
Assignment	Term 3, Week 4	20
Yearly Examination	Term 4, Week 4	25
Bookmarks (2.5% each Term)		10
<b>Total Weighting %</b>		<b>100</b>

# Program Summary

Term 1	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10	Week 11
Topic	<b>Orientation</b>	<b>Integers</b>			<b>Introductory Algebra</b>			<b>Fractions, Decimals &amp; Percentages</b>			
Unit Title		S3 Whole Numbers, S3 Addition and Subtraction, S3 Multiplication and Division		S4 Computation with Integers	S4 Algebraic Techniques 1, S4 Algebraic Techniques 2 (part)			S3 Fractions and Decimals (review)			
Outcomes		MA3-4NA, MA3-5NA, MA3-6NA		MA4-4NA	MA3-16MG, MA4-17MG, MA4-18MG			MA3-7NA			

Term 2	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Topic	<b>Fractions, Decimals &amp; Percentages</b>		<b>Simple Probability</b>		<b>Simple Equations</b>		<b>Consolidation</b>			
Unit Title	S4 Fractions, Decimals and Percentages		S3 Chance (review), S4 Probability 1		S4 Equations					
Outcomes	MA4-5NA		MA3-19SP, MA4-21SP		MA4-10NA					

Term 3	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Topic	<b>Computation with Decimals &amp; Fractions</b>		<b>Time</b>		<b>Angles &amp; Two-Dimensional Shapes</b>		<b>Length, Perimeter &amp; Area</b>			
Unit Title	S4 Fractions, Decimals and Percentages		S3 Time (review), S4 Time		S3 Angles (review), S4 Angle Relationships, S4 Properties of Geometrical Figures 1		S3 Length (review), S4 Length			
Outcomes	MA4-5NA		MA3-13MG, MA4-15MG		MA3-16MG, MA4-17MG, MA4-18MG		MA3-9MG, MA4-12MG			

Term 4	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Topic	<b>Length, Perimeter &amp; Area</b>		<b>Consolidation &amp; Exam</b>		<b>Indices with Numerical Bases</b>		<b>Algebra &amp; Problem Solving</b>			
Unit Title	S3 Area (review), S4 Area				S4 Indices					
Outcomes	MA3-10MG, MA4-13MG				MA4-9NA		MA4-1WM, MA4-2WM, MA4-3WM, MA3-16MG, MA4-17MG, MA4-18MG			



# SCIENCE

*The Science faculty is located in L-Block  
The Head Teacher is Ms Deanne Sawyer*

Science provides an empirical way of answering interesting and important questions about the biological, physical and technological world. Scientific knowledge is contestable and is revised, refined and extended as new evidence arises or existing evidence is re-conceptualised. The study of Science is a collaborative, creative endeavour and has led to a dynamic body of knowledge organised as an interrelated set of models, theories, laws, systems, structures and interactions. It is through this body of knowledge that science provides explanations for a variety of phenomena and enables sense to be made of the natural world.

The study of Science enables students to develop a positive self-concept as learners and gain confidence in and enjoyment from their learning. Through active participation in challenging and engaging experiences they become self-motivated, independent learners. Their understanding of science and its social and cultural contexts provides a basis for students to make reasoned evidence-based future choices and ethical decisions, and to engage in finding innovative solutions to science-related personal, social and global issues, including sustainable futures.

## Report outcomes

- O1 – Demonstrates knowledge and understanding about scientific concepts.
- O2 – Plans, safely carries out investigations and processes data to draw conclusions about questions and problems.
- O3 – Uses appropriate strategies to produce plausible solutions to problems and communicates information using appropriate scientific language.
- O4 – Develops values, attitudes and skills to appreciate the importance that scientific inquiry can positively impact society.

## Program summary

Throughout year 7 students will explore units of work relating to the following concepts:

- Working like a scientist – introduction to science and the scientific method
- Chemical world – investigating states of matter and physical and chemical changes
- To zoo or not to zoo – classification, food chains and managing ecosystems
- Group investigation – planning and conducting a scientific investigation
- Physical world – forces, magnetism and electrostatics
- Camping in the Aussie bush – geology, the rock cycle and renewable and non-renewable resources

	<b>Portfolio of work Term 1 Week 9</b>	<b>Half yearly examination Term 2 Week 4</b>	<b>Student research project Term 3 Week 3</b>	<b>Yearly examination Term 4 Week 4</b>
<b>Total task weight</b>	<b>20%</b>	<b>30%</b>	<b>20%</b>	<b>30%</b>
<b>Components</b>				
Outcome 1		20%		20%
Outcome 2	10%	5%	15%	
Outcome 3	5%	5%	5%	5%
Outcome 4	5%			5%

# HUMAN SOCIETY AND ITS ENVIRONMENT Semester 1: History

The HSIE faculty is located in C-Block  
The Head Teacher is Mr David Sherwin



The Stage 4 curriculum provides a study of the nature of history and historical sources, both archaeological and written. Students investigate ancient history from the time of the earliest human communities to the end of the ancient period (approximately 60 000 BC – c. AD 650). It was a period defined by the development of cultural practices and organised societies, including Australia, Egypt, Greece, Rome, India and China.

## Course Overview

Topic 1: Investigating the Ancient Past (4 weeks)

Topic 2: Ancient Egypt (6 weeks)

Topic 3: The Mediterranean World (4 weeks)

Topic 4: Ancient China (6 weeks)

## Report Outcomes

HT 4-1 Describes the nature of history and archaeology and explains their contribution to an understanding of the past

HT 4-2 Describes major periods of historical time and sequences events, people and societies from the past

HT 4-4 Describes and explains the causes and effects of events and developments of past societies over time

HT 4-8 Locates, selects and organises information from sources to develop an historical inquiry

Calendar Year	2019			Subject/Course	YEAR 7 HISTORY
Semester	1				
Task Name	Task 1	Task 2	Task 3	Task 4	
Task Description	Egypt and Archaeology	Topic Quiz	Ancient Societies	Course Work Ongoing process	
Assessment Type	Class Project	In-class test	Class Project	Course Work	
Time	Week 5 Term 1	Week 9 Term 1	Week 4 Term 2	Week Term 2	
Syllabus Outcomes	HT 4-1 HT 4-2 HT 4-8	HT 4-1	HT 4-3 HT 4-4 HT 4-6 HT 4-10	HT4-2 HT4-5 HT4-8 HT4-10	
Marks	30%	20%	25%	25%	

# HUMAN SOCIETY AND ITS ENVIRONMENT Semester 2: Geography

*The HSIE faculty is located in C-Block  
The Head Teacher is Mr David Sherwin*



Students undertake geographical inquiry to build knowledge and understanding of people, places and environments through the collection, collation and analysis of primary data and secondary information. Students propose explanations for spatial distributions, patterns and trends and infer relationships. They propose solutions, and may take action to address contemporary geographical challenges and predict outcomes.

## Reportable Outcomes:

- GE 4-1 locates and describes the diverse features and characteristics of a range of places and environments
- GE 4-2 describes processes and influences that form and transform places and environments
- GE 4-3 explains how interactions and connections between people, places and environments result in change
- GE 4-4 examines perspectives of people and organisations on a range of geographical issues
- GE 4-7 acquires and processes geographical information by selecting and using geographical tools for inquiry
- GE 4-8 communicates geographical information using a variety of strategies

	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Term 3	<b>Landscapes and Landforms</b>									
	Landscapes and Landforms		Value of Landscapes and Landforms		Changing Landscapes		Landscape Management and Protection		Geomorphic Hazards	
	Week 1	Week 2	Week 3	Week 4	Week 5	Week 6	Week 7	Week 8	Week 9	Week 10
Term 4	<b>Place and Liveability</b>									
	Influences and Perceptions		Access to Services and Facilities		Environmental Quality		Community		Enhancing Liveability	

Calendar Year	2019				Subject/Course	Year 7 Geography
Semester	2					
Task Name	Task 1	Task 2	Task 3	Task 4	Task 5	
Task Description	Topic Quiz	Landscapes and Landforms	Geography Skills Quiz	Place and Liveability	Ongoing Coursework	
Assessment Type	20 minute summative topic test	Class-based project	20 minute summative topic test	ALARM Response	Students will complete ongoing class-based tasks which will contribute to their final report marks.	
Time	In-class test	Class project	In-class test	Class Research and In-class response	In-class	
Outcomes	Week 6	Week 8	Week 10	Week 2	Week 3	
Weighting	Term 3	Term 3	Term 3	Term 4	Term 4	
	GE 4-2	GE 4-1 GE 4-2	GE 4-7	GE 4-4 GE 4-8	GE 4-7	
	20	20	20	20	20	

# PDHPE

*The PDHPE faculty is located in D-Block  
The Head Teacher is Mr Leif Smith*



The PDHPE course provides a strengths-based approach towards developing the knowledge, understanding and skills students need to enhance their own and others' health, safety, wellbeing and participation in physical activity in varied and changing contexts. The syllabus course opportunities for students to develop self-management, interpersonal and movement skills to help students become empowered, self-confident and socially responsible citizens.

Students participate and are assessed in a range of sports and physical activities. The assessment of students' skills and movement competence will be mapped to against the NSW Physical Literacy Continuum (for more information visit:

<https://education.nsw.gov.au/teaching-and-learning/curriculum/key-learning-areas/pdhpe/physical-literacy/physical-literacy-continuum>)

**Report Outcomes** (will be selected from the following for Semester 1 & 2)

A Student:

- PD4-1** examines and evaluates strategies to manage current and future challenges
- PD4-2** examines and demonstrates the role help-seeking strategies and behaviours play in supporting themselves and others
- PD4-3** investigates effective strategies to promote inclusivity, equality and respectful relationships
- PD4-4** refines, applies and transfers movement skills in a variety of dynamic physical activity contexts
- PD4-5** transfers and adapts solutions to complex movement challenges
- PD4-6** recognises how contextual factors influence attitudes and behaviours and proposes strategies to enhance health, safety, wellbeing and participation in physical activity
- PD4-7** investigates health practices, behaviours and resources to promote health, safety, wellbeing and physically active communities
- PD4-8** plans for and participates in activities that encourage health and a lifetime of physical activity
- PD4-9** demonstrates self-management skills to effectively manage complex situations
- PD4-10** applies and refines interpersonal skills to assist themselves and others to interact respectfully and promote inclusion in a variety of groups or contexts
- PD4-11** demonstrates how movement skills and concepts can be adapted and transferred to enhance and perform movement sequences

## Program Summary

Students will:

- demonstrate an understanding of strategies that promote a sense of personal identity and build resilience and respectful relationships
- demonstrate an understanding of movement skills, concepts and strategies to respond confidently, competently and creatively in a variety of physical activity contexts
- understand the significance of contextual factors that influence health, safety, wellbeing and participation in physical activity
- enact and strengthen health, safety, wellbeing and participation in physical activity.

## Assessment Schedule

Assessment Components	Task 1	Task 2	Task 3	Task 4	Weighting %
Date of Task	Term 2 Week 2	Ongoing through PE lessons Term 1/2	Term 3 Week 10	Ongoing through PE lessons Term 3/4	
Type of Task	Take Home Task	Practical Movement Competencies	Take Home Task	Practical Movement Competencies	
Theory	25		25		
Practical		25		25	
Marks	25	25	25	25	100





# CREATIVE AND PERFORMANCE ART

*The CAPA faculty is located in B-Block (Music) K-Block (Art)  
The Head Teacher is Ms Jenny Sibley*



## Music

The aim of year 7 Music is to provide students with the opportunity to acquire the knowledge, understanding and skills necessary for active engagement and enjoyment in performing, composing and listening, and to allow a range of music to have a continuing role in their lives. Throughout the year, students have the opportunity to play keyboards, ukuleles and percussion instruments. They will experience listening to a wide range of pieces from around the world throughout history with an Australian focus. All of these experiences will be directed through the learning of music notation whilst ensuring the development of literacy and commitment to excellence.

### Report Outcomes

- 4.1 performs in a range of musical styles demonstrating an understanding of musical concepts
- 4.5 notates compositions using traditional and/or non-traditional notation
- 4.7 demonstrates an understanding of musical concepts through listening, observing, responding, analysing, discussing and recording musical ideas

### Program Summary

Topics of study include: Australian music  
                                   Traditional Aboriginal Music  
                                   Instruments from around the world  
                                   Families of the Orchestra  
                                   Singing, Percussion, Ukulele, Keyboards

### Assessment Schedule

<b>Year 7 Music</b>	<b>Task 1</b>	<b>Task 2</b>	<b>Task 3</b>	<b>Task 4</b>	<b>Task 5</b>	<b>Task 6</b>
<b>Due Date</b>	Term 1 During Class Time Week 8-9	Term 2 During Class Time Week 2-4	Term 2 Assessment Week -TBA	Term 3 During Class Time Week 8-9	Term 4 During Class Time Week 2-4	Term 4 Assessment Week- TBA
	Semester 1	Semester 1	Semester 1	Semester 2	Semester 2	Semester 2
<b>Task</b>	Composition 1 In Class Task over two periods	Performance 1 In Class Task over three periods	Listening/ Musicology 1 In Class Task one period	Composition 2 In Class Task over two periods	Performance 2 In Class Task over three periods	Listening/ Musicology 2 In Class Task one period
<b>Nature of Task</b>	8 Bar Rhythm and Melody C-G	Perform from the class term1- 2 list or own piece	Listening/ Responding to written tasks [Identify Describe Explain] plus notation questions	8 Bar Rhythm and Melody C Major with two distinct 4 Bar sections	Perform from the class term3-4 list or own piece	Listening/ Responding to written tasks [Identify Describe Explain] plus notation questions
<b>Weight</b>	17	18	15	17	18	15

# VISUAL ARTS

Visual arts places great value on the development of students' intellectual and practical autonomy, reflective action, critical judgement and understanding of art in artmaking and in critical and historical studies of art.

Visual arts plays an important role in the social, cultural and spiritual lives of students. It offers a wide range of opportunities for students to develop their own interests, to be self-motivated and active learners who can take responsibility for and continue their own learning in school and post-school settings.

## Report Outcomes

Semester 1	Semester 2
4.1 uses a range of strategies to explore different artmaking conventions and procedures to make artworks.....BOW	4.1 uses a range of strategies to explore different artmaking conventions and procedures to make artworks.....BOW
4.3 makes artworks that involve some understanding of the frames.....ASSIGNMENT	4.2 explores the function of and relationships between artist – artwork – world – audience.....ASSIGNMENT
4.9 begins to acknowledge that art can be interpreted from different points of view.....EXAMINATION	4.8 explores the function of and relationships between the artist – artwork – world – audience.....EXAMINATION

## Program Summary

Semester	1 (Term 1 & 2)	1 (Term 2)	2 (Term 3)	2 (Term 4)
Task	1 and 2	3	4 and 5	6
Topic	‘Things I See’			
Program Summary	Students develop a Body of Work titled ‘Alchemy Magic’ based on ways of drawing through direct observation, copy, fantasy and conceptual approaches to art making practices  Extension work from class studies ‘Ways of Drawing’ Assignment. Artist Case Studies: Brett Whiteley, Charles Blackman Salvador Dali, Yasumasa Morimura	Students study artists related to their Body of Work and complete an examination a. Short answer based on terms & concepts b. Artist analysis c. Extended Response essay. Case Studies: Sir Joseph Banks, Hiroshige, Hokusai, Brett Whiteley	Students develop a Body of Work titled ‘Me & My Shadow’ based on the elements of design approaches to art making practices  Extension work from class studies ‘Elements of Design’ Assignment. Artist Case Studies: Albrecht Durer, Robert Klippel, Max Dupain	Students study artists related to their Body of Work and complete an examination a. Short answer based on terms & concepts b. Artist analysis c. Extended Response essay Case Studies: Charles Blackman, Moriko Mori

## Assessment Schedule

Year 7 VA	Semester 1			Semester 2		
	1	2	3	4	5	6
Task	1	2	3	4	5	6
Due Date	Term 1 During Class Weeks 4-10	Term 1 Home Week 6-9	Term 2 During Class Week 3	Term 3 During Class Week 4-10	Term 3 Home Week 6-9	Term 4 During Class Week 3
Nature of Task	Body of Work	Assignment	Examination Critical Historical Studies	Body of Work	Assignment	Examination Critical Historical Studies
Component of course	Art making	Art making & Art Critical & Historical Studies	Art Critical & Historical Studies	Art making	Art making & Art Critical & Historical Studies	Art Critical & Historical Studies
Weight	30	10	10	30	10	10

# TECHNOLOGY AND APPLIED STUDIES (TAS)

The TAS faculty is located in J Block  
The Head Teacher is Mr Warren Pickles



## Course Description

Technology Mandatory engages students in design and production activities as they develop solutions to identified needs and opportunities. Through the practical application of knowledge and understanding they learn about Agriculture and Food Technologies, Digital Technologies, Engineered Systems and Material Technologies.

Classes will be broken into Stream 1, 2 and 3.

Stream 1: Digital Technologies

Stream 2: Engineering Systems

Stream 3: Agriculture

## Digital Technologies

Students develop knowledge and skills in the use of a general-purpose programming language to design, produce and evaluate an information system using a microcontroller. They document their skill development tasks in a design and production folio.

## Engineered Systems

Students explore how force, motion and energy are used to design and produce a wind turbine. They investigate how force is used in simple machines to propel a turbine to its greatest speed. Extension activities allow students to build a different propellers, test, evaluate and make changes.

## Agriculture and Food Technologies

Students learn about the dairy industry and the range of food products that can be manufactured from milk. Students have the opportunity to grow herbs and vegetables and use them in practical food preparation lessons. They develop skills to make informed choices when preparing nutritious foods.

## Digital Technologies/Material Technologies (Timber)

Students will work with timber and develop manufacturing skills when constructing a timber treasure box. Students will develop knowledge and understanding of the characteristics and properties of timber through research, experimentation and practical investigation.

## Reporting Outcomes

Student will have:

- **TE4-1DP** designs, communicates and evaluates innovative ideas and creative solutions to authentic problems or opportunities
- **TE4-2DP** plans and manages the production of designed solutions
- **TE4-3DP** selects and safely applies a broad range of tools, materials and processes in the production of quality projects
- **TE4-9MA** investigates how the characteristics and properties of tools, materials and processes affect their use in designed solutions

## Assessment Schedule

Task	Timing	Weighting %
Portfolio	Term 2, Week 4 Term 4, Week 4	40 %
Practical Project	Term 2, Week 4 Term 4, Week 4	60 %
<b>Total Weighting %</b>		<b>100</b>

# MAP SHOWING EVACUATION ROUTES

