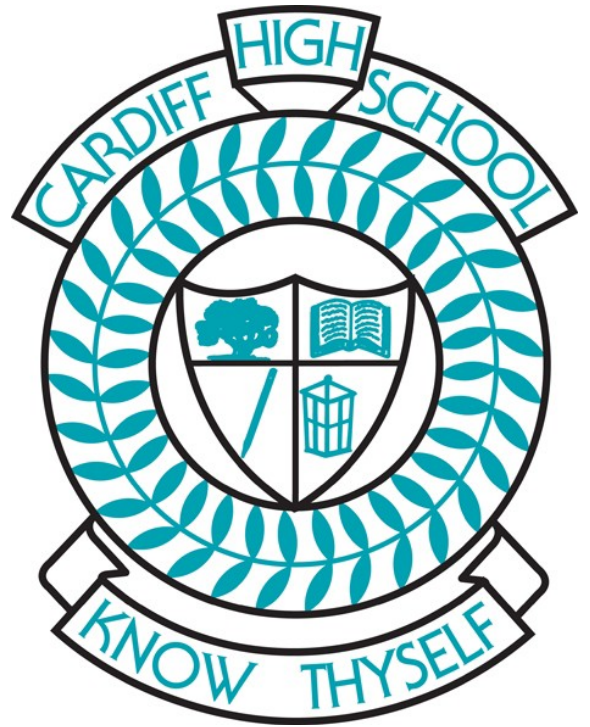


Cardiff High School Year 7 Student Information Booklet 2022



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CARDIFF HIGH SCHOOL VISION STATEMENT

Cardiff High School strives to be the school of choice for families in the Cardiff, Garden Suburb, Hillsborough, and Macquarie Hills areas. In its preparation of students as 21st century learners and citizens, the school provides a caring, safe and supportive environment. Our students graduate with the skills and knowledge to be successful in the next stage of their lives.

The school culture is built on positive relationships between staff and students and high standards and expectations for students to reach their potential. A balanced education, supporting students' academic, sporting and cultural development provides students with a wide range of opportunities to excel.

The school acknowledges and celebrates the success of our students and staff, valuing the contributions they provide each and every day. Cardiff High School is strongly connected to our local community, fostering partnerships in education, vocational pathways and cultural and commemorative events.

The school actively supports our families to be engaged in the life of the school, valuing education and working together to foster students' learning and development.



PRINCIPAL'S WELCOME

As Principal of Cardiff High School, it is my privilege to lead this vibrant and exciting learning community. Co-educational and comprehensive, Cardiff High School has a rich and successful history of nurturing student development and achievement within a community focused educational setting.

Located on the land of the Awabakal People, Cardiff High School has a growing student population, currently 795 students, including 104 students from Aboriginal and Torres Strait Islander Backgrounds and 55 students within our Special Education Unit.

Our strong and improving academic results, evidenced by recent HSC achievement validates our school commitment to continual teacher professional learning and development. Quality teaching and diverse curriculum choices allow Cardiff High School students to experience success and build connections within our supportive and individualised learning environment.

The school's strategic directions for 2021-2024 highlights three main priorities: 1) Student growth and attainment, 2) Wellbeing and 3) Leadership. At Cardiff High School, we're committed to developing the individual talents of all students, whilst developing strong partnerships with parents and community members.

Whilst the Cardiff High School learning community cherishes what is worthy and worthwhile in its history, our learning community is a learning community of, and for, the 21st century. The school's curriculum and co-curricular activities, wellbeing programs, sporting and cultural programs, as well as experienced staff, ensure that Cardiff High students have a broad and well-rounded education within a caring and accepting environment.

Cardiff High students develop a strong sense of belonging and connectedness with their school, their fellow students and their teachers. Within the Cardiff High community, young people develop intellectually, socially and culturally and emerge as young people who are confident and adept at relating to, and working with, citizens in national and international contexts.

Importantly and reassuringly, the school's values of respect, positivity, responsibility and striving for personal best, shine within our students and inform the staff's professional operation.

It's my pleasure to welcome you to Cardiff High School.

Josh Gane
Principal



Josh Gane
Principal



Michelle Sloan
Deputy Principal



Kim Gallard
Deputy Principal

Email: cardiff-h.school@det.nsw.edu.au

Website: www.cardiffhigh.com.au

Ph: 0249 549966

Cardiff High School
30 Boronia Street
CARDIFF NSW
2285

A SPECIAL NOTE TO PARENTS

Your child will find high school very different from the past seven years in infants and primary school. They will find:

- The school will be larger and more complicated in layout. Students may experience a sense of being lost, lonely and overawed.
- There may be a need to make new friends. There will be opportunities to meet many new people in their own year.
- The single primary teacher is replaced by a group of many different teachers. These teachers may teach a couple of hundred students - they will not have the same chance to get to know your student personally as quickly as primary school.
- Many subjects are experienced for the first time.
- Greater responsibility is being placed on the child - he/she is responsible for their own actions.
- The amount of homework may increase.
- Competition will be greater.

PARENTS CAN THEREFORE HELP BY:-

- Being aware of these new demands;
- Being calm in their approach to difficulties, and keeping them in true perspective, giving help and encouragement;
- Providing regular opportunity for their child to discuss activities and problems voluntarily;
- Encouraging and praising their children for a genuine effort regardless of results;
- Showing interest and expressing confidence in the child and school;
- Attempting to provide study facilities;
- Ensuring the child develops good homework patterns and study habits early in his/her school career;
- Avoiding unnecessary absences - catch up is essential;
- Avoiding making critical decisions and judgements about their child, the teacher or the school in general without full discussion of the facts. Do not allow worries and problems to persist. Contact the school.

Address: Boronia St, Cardiff NSW 2285

Phone: 4954 9966

School Email: cardiff-h.school@det.nsw.edu.au

School Website: www.cardiffhigh.com.au

SPECIAL ARRANGEMENTS FOR YEAR 7

To assist Year 7 with their introduction to high school, Cardiff High School offers several concessions and activities. These include:

TERM 1 WEEK 1: Students in Year 7 will follow their classroom timetable while they continue to familiarise themselves with the school and the new routines of roll calls and assemblies. Literacy and numeracy assessments will occur during the first weeks of term.

CANTEEN: Year 7 students are released from class earlier than other years for the first few weeks to enable them to be first in the canteen line.

BUS BAY: Year 7 students are also released earlier at the end of the day to enable them to form up first in bus bay. This concession also runs for the first few weeks only.

PLAYGROUND: Year 7 students are invited to spend their breaks in the quadrangle. However, if they wish, students may sit or play in other areas of the school except in the senior or out of bound areas.

YEAR ADVISER PERIOD: Each class will have the opportunity to meet with the Year Adviser one period per week to assist with the transition to High School.

P&C WELCOME

The Cardiff High School Parents and Citizens Association (P&C) would like to welcome you to our school. Parents and guardians of our students are welcome at our school and your involvement in the many and various school activities is valued.

Parents and caregivers can take an active role in our school via the P&C Association. Our P&C Association is a devoted group of parents, guardians and community members committed to being partners in our students' education and their future.

You are welcome to become a member of the P&C and to participate in some of the subcommittees, or just to attend meetings to keep in touch with school matters.

P&C Meetings: 2nd Thursday of each month

From 6:30pm in the School Administration building or online

THE P&C NEED YOU!

The P&C wish you and your students a very pleasant entry into our school. The P&C executive may be contacted through the school office if more information is required, or by emailing cardiffhighpc@gmail.com.

P&C CONTRIBUTION

In 2019, the school introduced a \$10 per family voluntary P&C Contribution. The P&C has historically raised funds through the operation of the school canteen and other initiatives, which has allowed them to fund contributions to the school in recent years such as the installation of air conditioners and interactive panels in classrooms. Due to parents leading increasingly busy lives and having less opportunities to contribute to the school through volunteering or fundraising, the contribution allows parents to assist the P&C in supporting worthwhile initiatives. Your support of this initiative will be greatly appreciated.

PARENT INVOLVEMENT

We encourage you to be involved in your child's school. Some activities in our school that parents can become involved in are:

P&C

A dedicated and active group of parents and guardians who discuss a wide range of school matters, as well as helping the school with finance and developments in its facilities and grounds.

CANTEEN

A friendly, fun atmosphere where parents meet other parents. Help is needed no matter how little. All welcome.

SCHOOL COMMITTEES

Parents are welcome to be members on or attend committees such as Literacy and Numeracy, Finance, Welfare, Uniform, Aboriginal Education and any other committee.

PARENT/TEACHER INTERVIEWS

Parents can make appointments to see how their child is progressing. These are held during Terms 1 and 3.

PRESENTATION ASSEMBLIES

Parents and friends will be invited to attend special ceremonies for our students receiving awards throughout the year.

PARENT INFORMATION NIGHTS

Information and help with student's course selections.

PERFORMANCES (eg. MADD; Music Art, Dance & Drama)

Parents are invited to attend these nights, to see the extent of the talents of some students and for a good night of entertainment. Parents can be involved in these activities in a variety of ways, such as helping with set design, building and painting, costume sewing, committee member or sponsorship.

SCHOOL ADMINISTRATIVE SUPPORT STAFF



Mrs A Vidler



Mrs S Maier



Ms T Brownell



Ms L Baldwin



Mrs J Parkinson



Mrs C Swadling



Mrs L Ryan

Cardiff High School has a friendly, welcoming atmosphere and parents are encouraged to make contact with the school and staff at any time. Please telephone in advance if you wish to meet with staff, as they are not always available at short notice.

WHO'S WHO?

EXECUTIVE POSITIONS

| | |
|---------------------|---------------------------|
| Principal: | Mr J Gane |
| Deputy Principal: | Ms M Sloan |
| Deputy Principal: | Mrs K Gallard |
| P & C President: | Mr K Smith |
| Careers Adviser: | Mr D Clape |
| Business Manager | Mrs B Mould |
| Admin Manager | Mrs A Vidler |
| School Counsellors: | Mrs B Mittins/Ms L Bailey |
| AEO: | Ian Eggins |



Mrs H Deacon

Year 7 Year Adviser 2022

STUDENT ADVISERS

| | |
|--------------------|-----------------------------|
| Year 7 | Mrs H Deacon |
| Year 8 | Mrs S Wright/ Mr M Haasnoot |
| Year 9 | Miss T Wildschut |
| Year 10 | Mr W Ho |
| Year 11 | Mr C Bussey |
| Year 12 | Mr A Brown |
| Girls' Supervisor: | Miss B Allan |
| Sports Organiser: | Mr C Tyrie |
| Support Teacher | Ms D Summerville |
| Special Education | Mrs D Hissey |

*First point of contact for
welfare/personal issues*

FACULTY HEAD TEACHERS

| | |
|------------------------|----------------|
| English: | Ms D Asquith |
| Mathematics: | Mr A De Beer |
| Science: | Mr S James |
| HSIE: | Mr A Snowden |
| Special Education: | Mrs D Hissey |
| CAPA/LOTE: | Mr B Simpson |
| TAS: | Mr M Honeywill |
| PDHPE: | Ms K Overhall |
| Administration | Mr B Taylor |
| Teaching and Learning | Mrs R Simpson |
| Learning and Wellbeing | Mr M Toohey |

*First point of contact
subject based issues*

SOME IMPORTANT DATES FOR 2022

| | | | |
|---------------|----------------------|--|--|
| TERM 1 | Commences on: | Friday 28 January 2022 Monday 31 January 2022 Tuesday 1 February 2022 Wednesday 2 February 2022 | (Staff only) (Staff only) (Years 7,11 & 12) (Years 8,9 &10) |
| | Ends on: | Friday 8 April 2022 | (All School) |
| TERM 2 | Commences on: | Tuesday 26 April 2022 Wednesday 27 April 2022 | (Staff Only) (All Students) |
| | Ends on: | Friday 1 July 2022 | (All School) |
| TERM 3 | Commences on: | Monday 18 July 2022 Tuesday 19 July 2022 | (Staff only) (All students) |
| | Ends on: | Friday 23 September 2022 | (All School) |
| TERM 4 | Commences on: | Monday 10 October 2022 | (All School) |
| | Ends on: | Monday 19 December 2022 Tuesday 20 December 2022 | (All Students) (Staff) |

PUBLIC HOLIDAYS

| | |
|-------------------------|--|
| Easter | Friday 15 April – Monday 18 April 2022 |
| Anzac Day | Monday 25 April 2022 |
| Queen's Birthday | Monday 13 June 2022 |

2022 VOLUNTARY SCHOOL CONTRIBUTION:

The voluntary school contribution covers costs in the successful running of the school. Parents are asked to help by paying as soon as the year commences. All money for school contributions, fees, excursions, etc. is to be paid at the school office between the hours of 8:30am – 3.30pm.

Online payments are also available on the school website www.cardiffhigh.com.au

Students are able to pay monies at the school office between 8:30 – 8.50am or at Recess or Lunch time. Students are asked NOT to go to the office during lesson time or between lessons.

\$60 for students *There is a reduction for the second student, and for the third student, etc.*

Contributions may be paid by cash, credit card, or by instalments. Contributions may be lessened in case of genuine hardship - call in and discuss it with Michelle Sloan (Deputy) or Angela Vidler (Acting Office Manager) in strict confidence. Student Assistance is available for uniform and a degree of assistance for compulsory excursions.

SUBJECT DESCRIPTIONS

ENGLISH

Year 7 English is organised into a 7L Enrichment class, mixed ability and supported 7N Class. Students will be involved in a range of activities to develop their reading, writing, speaking and listening skills. The areas involved include: novels, poetry, drama, creative writing, media and other special units of work on various themes.

SCIENCE

Science is contained in the entire world around us. Year 7 science heads students on the pathway to an understanding of living things, our place in the universe, matter and the substances we use.

MATHEMATICS

In Year 7, students continue to expand their knowledge in the various fields of Mathematics. These include: Number, Space, Measurement, Algebra, Chance and Data. Students are tested in different ways, e.g. worksheets, mastery testing, calculator tests, etc.

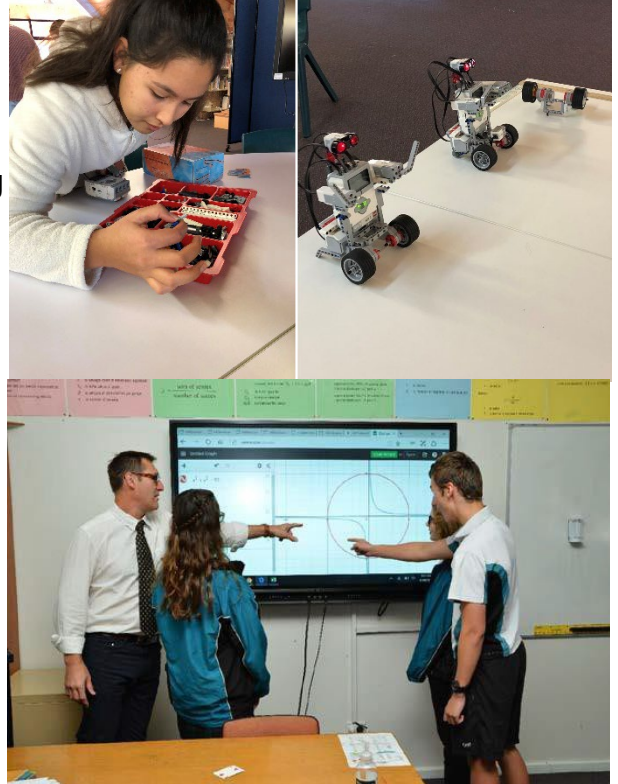
GEOGRAPHY

In Geography, students will be learning about the world we live in by answering these key questions:

- Where is it?
- What is it?
- Why is it out there?

To develop student understanding of many of the topics a variety of learning experiences will be available including:

- Group and individual research tasks
- Fieldwork activities
- Use of computer technology
- Interpreting and drawing conclusions from stimulus material
- Constructing and understanding maps and graphs



ART

This course involves students making and studying artwork and visual design. Students will experience a wide range of art materials from areas such as: ceramics, drawing, painting, printing, sculpture, fibre and photography. Students do experiments, lead up and research work in their Visual Arts Diary (Sketchbook) and create mini major works in different media each term.

TECHNOLOGY (Food, Textiles, Computers, Timber & Metal)

This course covers several different focus areas over the whole year involving both practical and theoretical work. They may include: Built Environment, Information and Communication and Products. The course includes teamwork and collaborative decision making.

PD/H/PE

Students in Years 7 – 10 are involved in an integrated program of PD/H/PE, comprising a single period of theory covering areas such as “child protection”, “safe living”, “active lifestyle”, “growing and changing” etc. A workbook is required for the theory lessons. Students also have practical lessons which include fitness assessment, dance, gymnastics, games and aquatics. Students wear their PE uniform for practical lessons. They need to change into and out of the PE uniform prior to their class and out of the PE uniform after and wear normal school uniform at school.

LOTE

Students complete the mandatory 100 hours of Japanese study for their Record of School Achievement during Year 7. Students are introduced to the language and culture of Japan.

MUSIC

All students will be involved in music-making, individually and in groups as performers, composers and critical listeners. This will enrich their practice, knowledge, understanding and appreciation of music genres and performances.



BOOKS REQUIRED FOR YEAR 7 2022

The following books and equipment are required for the start of Year 7 2022 at Cardiff High School. They are available as a stationery pack directly through COS <http://www.cos.net.au> for \$92.07 or you may choose to approach other stationery suppliers or purchase these or similar items separately.

YEAR 7 STATIONERY PACK 2022

PD/H/PE

- 1 x 128 Page A4 Binder Book
- 1 x A4 Display Folder

LOTE

- 1 x 128 Page A4 Binder Book

SCIENCE

- 1 x 128 Page A4 Binder Book

ART

- 1 x A4 Visual Arts Diary
- 2 x 4B Pencils
- 1 x Faber Fineliner Pen - Black

H.S.I.E

- 1 x 128 Page A4 Binder Book

ENGLISH

- 2 x 128 Page A4 Binder Books

MATHS

- 1 x Math Set - Celco 909
- 1 x 240 Page Book

MUSIC

- 1 x 96 Page Music Book

MANDATORY TECHNOLOGY

- 1 x A4 Display Folder
- 1 x 16GB USB Drive

GENERAL

- 1 x Pkt of 12 Coloured Pencils
- 1 x 8gm Glue Stick
- 1 x Sharpener with Container
- 1 x Black Pen
- 1 x Pair of Scissors
- 1 x HB Pencil
- 1 x Pencil Eraser
- 1 x 30cm Plastic Ruler
- 1 x Red Pen
- 1 x 2B Pencil
- 1 x Scientific Calculator
- 1 x Safety Glasses Clear
- 1 x Bandana
- 1 x Hair net
- 1 x Apron

SCHOOL TIMES

THE SCHOOL DAY

The school day commences at 8:50am and finishes at 3:00pm on Tuesday, Thursday and Fridays. On Mondays, school commences at 9.00am and finishes at 2:30pm. On Wednesday, school sport finishes at 2.30pm. School normally commences with Roll Call at 8:50am except for Monday's Roll Call at 9.00am.

ASSEMBLIES

Assemblies are held each Monday after Roll Call except in the winter months, when they are held after the recess break.

BELLS

- | | |
|--------------------------|--|
| One short bell: | Move to next class |
| Short rings of bell: | Lockdown |
| A continuous bell: | Emergency evacuation |
| A series of three bells: | Move to the quadrangle for an assembly |

See Appendix (a) in the back of this booklet for a copy of the bell times

YEAR 7 CAMP

THE GREAT AUSSIE BUSH CAMP

The Year 7 Camp is held early in Term 1 (14th – 16th March 2022) to allow students the opportunity to get to know each other, create new friendships and establish a good relationship with the Year Adviser and other staff. It provides a time for students to interact with teachers and their Year Adviser in a less formal setting than the classroom. It also creates teamwork and leadership opportunities and gives all students time to show initiative and problem solving skills in a relaxed camp style environment.

The Great Aussie Bush Camp is one of NSW's largest, privately owned Outdoor Education providers. Programs are run for specific year groups by adjusting the content and the challenge to meet the needs and abilities of every individual. The Camp providers have a strict policy of "challenge by choice", ie. everyone is encouraged to give it their best, but no-one is forced to do anything.

All staff are of the highest quality, are young and enthusiastic, fully qualified to run all activities, as well as being first aid and resuscitation trained. Safety is a priority. The camp is fully catered with an ample availability of nutritious and tasty food; special dietary requirements can be accommodated.

CHS Staff will make a selection of activities according to the best needs of all students and could include:

- Abseiling
- Archery
- Canoeing
- Dual Flying Fox
- Giant Swing
- Indoor Rock Climbing
- Kayaking
- Leap of Faith
- Leadership and Teamwork activities
- Raft Building
- Rock Climbing
- Sailing

Other excursions and activities may include beach walks, rainforest visit, swimming and beach games.

GENERAL INFORMATION

ASSEMBLIES

Assemblies are held as required (normally every Monday). They are indicated by the ringing of three bells, and held in the quadrangle. School announcements and presentations are made at these assemblies. Additional announcements are made during Roll Call. Year Assemblies may be held separately. All students are expected to report promptly to the designated area, and to listen carefully to all items. In summer, they are held early in the morning. During winter, they are held after recess.

ATTENDANCE

ROLL CALL

Rolls are marked each morning in your Roll Call Room at 8:50am (Mondays are 9.00am). Students are placed in year-based roll groups from Year 7 to 11. The Student Representative Council (SRC) meets as a separate roll group each morning.

ROLL PATRONS

Each roll group in the school has a teacher-in-charge known as the Roll Call Teacher. Students may seek advice from their Roll Call Teacher on school matters. Notices of school events will be read to roll groups each morning. Student uniform will also be checked at this time.

LATE ARRIVALS

Late arrivals are not encouraged as it disrupts the working of the school and interrupts student learning. On the rare occasion of arriving late, students must first report to the Administration Office where they will inform the administration staff of their arrival. If no satisfactory explanation is provided, the partial absence will be recorded as Unjustified. The administration staff will issue a late note, which is to be shown to the class teacher. The following day this late slip should be returned to the roll teacher with a parent signature.

EARLY LEAVERS

If your child is required to leave school early, permission must be sought from the school by 9.00am on the day of leave. We are required to record all early leavers in the Department of Education's system by 9.00am.

An early leavers note must clearly state the students Full Name, Year, Roll Class and an appropriate reason for their absence. The note can be hand written or an email sent to the school's email address.

We are unable to accept any early leavers request after 9.00am. Requests after this time require a parent/guardian to attend the school and sign in at the administration building to validate the student leaving early.

We request that where possible medical and dental appointments are made after school and **NOT** during sport time.

FULL DAY ABSENCE

Notes for absences are to be handed to the Administration office. Parents or Caregivers are required to write a note explaining the absence on the **first day back to school. It must contain the student's full name, year, roll group and the reason for the absence.**

Parents or Caregivers will be advised of daily absences via our SMS messaging service. Explanation may be recorded by replying to the SMS message with the student's details.

BIKES

The law requires cyclists to wear approved helmets. For your safety, your bike must be legally roadworthy. No riding bikes on pathways and lawns. This means that bikes must be walked, not ridden through the school grounds. A lock and chain are recommended for students to lock up their bikes. The bike racks are located behind the Administration Office.

Skateboards and scooters are not permitted to be ridden in the school.

PLEASE NOTE: THE SCHOOL ACCEPTS NO RESPONSIBILITY FOR ANY DAMAGE TO OR LOSS OF BIKES, SKATEBOARDS AND SCOOTERS THAT STUDENTS CHOOSE TO BRING TO SCHOOL.

CANTEEN

Parents are invited to assist in the canteen. Any time you can give to help make this service available to the students would be welcome. If you would like to help out in this way, please do not hesitate to phone the Canteen Supervisor. They welcome any offer of assistance as some days are very busy. They can be contacted on the school phone number 4954 9966.

A full-time manager, assisted by voluntary workers, runs the canteen. Students should extend every courtesy to the parents and community members who generously give their time to help the school.

A diverse range of freshly prepared food is offered daily, providing a wide range of inexpensive, wholesome food as well as traditional favourites.

Online ordering via www.quickcliq.com.au is the preferred method to place orders. In person need to be submitted to the canteen by 9am.

Preference is given to students who place an order. It is highly recommended for students to pre-order their lunch to ensure they do not miss out after standing in a queue.

The Canteen is open from 8:30am every morning. Lunch may be ordered before 9am (online or in person).

Junior students will not be served during lesson time, except in special circumstances (eg. during exams).

At recess and lunch, a teacher supervises the canteen area. Students are expected to follow the instructions of that teacher.

All orders online and in person need to be placed before 9.00am.

SCHOOL CAPTAINS 2022

Our school captains play an important role in the leadership of the school community and are regularly required to represent the school at official functions both in the school and the wider community.

Captains: Josh Armstrong and Alex Duggan
Vice Captains: Joshua Gill and Danieka Saxby



ILLNESS AT SCHOOL

If you become ill at school you need to obtain a note from the teacher you have in that period in order to report to the Administration office, where parents or caregivers will be contacted if necessary by the Administration Staff. **Students are not to contact parents if ill.**

All students and parents are advised that our clinic is a First Aid station only. We do not have a trained nurse on duty. No medication including panadol or any other analgesic will be dispensed to students without written permission from parents. All medication must be left at the office.

The Office Staff and Year Adviser need information regarding individual student's medical conditions. Please take the time to notify the staff of illness and of current phone numbers.

Remember if you change your contact details or address please inform the office

EXCURSIONS

Excursions are activities which complement and enhance the students' learning - they are a vital part of the overall education provided. Excursions are planned as part of the course and will involve follow-up work. Students will be expected to wear school uniform to excursions unless parents/caregivers are specifically told otherwise.

Some excursions are mandatory - ie. students must participate to satisfactorily complete the course. Some excursions involve the whole day, but sometimes may only be a few periods. Occasionally, excursions may be for more than one day - eg. if students are going on a bush camp or visiting distant places. Parents will always be notified in advance.

PERMISSION NOTES - to be signed by the parent/caregiver and returned to the teacher in charge of the excursion. Since the law requires that parents have completed a permission note, only those students whose notes have been returned will be allowed to attend the excursion. Medical information forms will be required. Date, times and methods of transport will be included on the information sheet.

PAYMENT FOR EXCURSIONS - The school calendar will provide dates for excursions to allow parents to plan payment. Closing dates must be strictly adhered to. All payments are to be made through the office or through the school website, or per instructions on the note.

REFUNDS – Contact the organising teacher of the excursion as soon as possible. Refunds (less non-refundable deposit) will be considered in special circumstances eg. Medical reasons.



HOMework POLICY

Homework is a valuable part of schooling.

Homework allows for the practising, extending and consolidating of work done in the classroom. It establishes habits of study, concentration and self-discipline. Further, it provides an avenue to extend gifted and talented students.

The school cannot stress strongly enough the role of parents and caregivers in the homework process. Parents and caregivers will be alerted to any developing problems concerning their child's homework. They are asked to encourage and support their children in its completion. Cross faculty coordination of set tasks does occur, but there are times when a high homework load, particularly prior to examinations and assessment tasks is unavoidable.

Homework will be set on a regular basis by each faculty. Homework will vary according to the ability and maturity of the student. As students progress from Year 7 to Year 12 it is expected that home study will increase. Junior students (Stage 4) can expect to be asked to complete classwork and to submit assignments. Senior students (Stage 6) and Junior students (Stage 5) are expected to develop an efficient private study regime to prepare for internal assessments and external examinations. Regular revision of daily lessons is required in every subject by every student.

Students will have the benefit and purpose of set homework explained. Sufficient time will be given for tasks to be completed. Homework will be marked promptly and returned with meaningful feedback. Homework records will be kept.

Students are expected to seek assistance from teachers and caregivers, and organise their time to ensure that quality homework is produced within the set guidelines.

The school is mindful of the commitments students have to extra-curricular activities and is aware of the student in the context of the whole person. Provision will be made for students to negotiate the time frame, type and amount of homework that is appropriate.



STUDY SKILLS AND ACHIEVEMENT

Cardiff High School has subscribed to the study skills website www.studyskillshandbook.com.au, which is available to all students, parents and teachers.

This is a website that assists students develop essential skills for academic success. There are units of work on topics such as improving time management skills, how to study, research skills, summarising, technology use, brain and memory. Other information is more specific and focuses on building study notes, success in timed examinations, creating study notes and hundreds of other relevant skills and activities. Basically, everything students need to know about becoming a powerful self-directed learner can be found on this site. For example, learn how the colour of your room affects your ability to study, what the best study techniques are for your type of brain, how to improve your handwriting, how to take notes and useful software and apps to block yourself from technology distractions.

You will also see lots of useful handouts, grids and planners at the bottom of the **THINGS TO PRINT** page. This will assist with organisation and preparing for assessment tasks.

To access the handbook, go to **www.studyskillshandbook.com.au** and login with these details:

| | |
|------------------------|------------------|
| SCHOOL USERNAME | cardiffhs |
| SCHOOL PASSWORD | 30success |

The more of this website you can work through the more you will set yourself up for academic success. Please note our staff will be referring to this program and focusing on information such as organisation, study skills, summarising and note making in classes, across the school. Please take time to familiarise the program in preparation for 2022. If you have any questions relating to your access please contact Mrs Ruth Simpson, HT Teaching & Learning.

INFORMATION SYSTEM FOR STUDENTS AND PARENTS

All Cardiff High School students, parents and teachers always log into the site with the same school username and school password.

Tracking for students: Once you take your first end of unit quiz, you are prompted to set up your own personal tracking system username and password or you can go straight to the tracking system to set it up. You will continue to always log into school username and password, but to save the results of your quizzes or modules you can use your personal tracking system details. It is important student's do not share their personal tracking information.

Students can record their personal tracking number below:

| | |
|--|--|
| YOUR PERSONAL TRACKING USERNAME | |
| YOUR TRACKING PASSWORD | |

Managing the tracking system: When you click on TRACKING SYSTEM at the top of the page, then link on MANAGE YOUR TRACKING SYSTEM LOGIN you have a number of forms you can fill out:

- Forgotten login details** - Fill out the form and your tracking details are emailed to you.
- Change Password** - **This is the place you can change your password**
- Check your Progress** - See what you have completed

Apply for a completion certificate and it will be emailed to you

SPORT ORGANISATION

SPORT ORGANISER: Mr Chris Tyrie

SPORT UNIFORM

Please encourage students to wear sports uniform for sport and to bring this on the days they participate in practical PE activities.



The correct uniform comprises:

- School sports shirt
- School sports shorts
- Suitable sports shoes
- In cold weather, any of the school's winter uniform items can be worn

Students are required to participate in sporting activities as part of the school program. Sport is a mandatory part of the school curriculum and is therefore compulsory. Where students choose sports which require bus hire and entry fees, the additional costs are paid by the student for the term.

A variety of sports are offered to different years in the school depending on the number of students and the availability of venues. Year 7 will participate in a special sports program in Term 1, which is designed to assist them to learn new skills and to integrate them into the school sports program.

ATTENDANCE AT SPORT

All students from Year 7 to 10 must attend sport. Absences from sport are recorded in the roll as a partial absence. Wednesday afternoon sport time is not to be used for student appointments. Activities are provided for students who are injured and cannot participate in their regular sport. Please send these students along with a note explaining their circumstance, to notify the Sport Organiser at recess on the Wednesday so alternative activities can be arranged. If there is a genuine injury requiring physiotherapy treatment (or similar) students will be granted an early leavers pass only if they have a signed note from a parent/guardian.

SPORTS CARNIVALS

Three carnivals are held each year in swimming, athletics and cross country. Students are expected to attend all carnivals. Students are divided into houses for competition purposes at these carnivals and also for some sports house competitions that are conducted on a term basis.

House placement is decided on surname initial:

Waru (A-D)

Red

Valtiri (E-L)

Green

Kalori (M-R)

Yellow

Yirrig (S-Z)

Blue

REPRESENTATIVE SPORTS

Successful students in these carnivals have the opportunity to compete at Zone, Regional and State level in their field of expertise. The school also enters teams in many knockout competitions in various major sports throughout the year. These games are a state competition with the early rounds being played at local areas. Students also attend trials in these sports for selections in regional teams to compete at inter-regional carnivals and interstate competitions.

The sports department also recognises the sporting achievements of students from Cardiff High School at a special sports presentation at the end of the year.



LIBRARY

STAFF

- Ms Paula Morrison, Teacher Librarian
- Ms Kylie Poole, Library Assistant
- Ms Jenny-Marie Copas, Technical Support Officer

The Library is open Monday to Friday for recess and lunch (closed Wednesday lunch, due to sport). If you are doing homework or reading quietly, you can also come in before school. As well as our excellent collection of books which can be reserved online, students can also access eBooks and audio books.

The library has several areas which can adapt to Quiet Reading, Classroom activities, Small Group Collaboration, and Senior Study. With enough interest, we hold a Chess Club. There's also a Homework Centre, which runs on Tuesday and Thursday afternoons, and is staffed by teachers from various faculties.

BORROWING

- Year 7 3 books / items may be borrowed for 2 weeks
- Years 8 - 10 3 books / items may be borrowed for 2 weeks
- Seniors 6-10 books / items may be borrowed for 2 weeks

Loans may be extended for a further 2 weeks. Books must be returned on or before the due date. Overdue books lead to suspension of borrowing privileges.

PRINTING AND PHOTOCOPYING

The school utilises PaperCut management system for all printing and photocopying. Students are issued with \$5 credit when they commence school. Further credit can be purchased from the school's office. Students need to visit the Tech Support Centre in the Library to be issued with their printing ID number.



TECHNOLOGY

BYOD

Cardiff High School values the rich learning experiences that tightly integrated interactions with technology brings. The promotion and advancement of this integration is core to the school's educational philosophies. By facilitating bring your own device (BYOD), Cardiff High School empowers its students and gives them direct involvement in the way they use their personal device in the classroom to enhance learning.

We strongly encourage students in the Year 7 Enrichment Class and senior students (Year 11 and 12) to participate in the BYOD program. All other students are welcome to participate.

More information including a device requirement list is available in the BYOD section of the school's website.

COMMUNICATION

Cardiff High School utilises multiple technologies to communicate with parents and the community.

- Facebook - <https://www.facebook.com/CardiffHS>

We regularly post photos of student work, excursions, student achievements and other fun and interesting things that occur at Cardiff High School on our Facebook page. Like and follow the page to be notified when items are posted.

- Sentral Parent Portal

In 2022, Cardiff High School will launch the Sentral Parent Portal. The Parent Portal will allow parents online access to student attendance, timetables, report cards, school calendar, and other useful information. Parents will receive a letter with instructions on how to access the portal at the beginning of 2022. We hope to develop the portal throughout 2022, allowing parents greater insight into their child's learning, plus news and events from Cardiff High School. The parent portal will be available on all devices, including a mobile phone app.

- Website – www.cardiffhigh.com.au

Our website is the main source of information for the school. The School Calendar, Permission Notes, Bell Times, Policies, Online Payments, Online Canteen and much more is available through the website.

TECH SUPPORT CENTRE

Students needing assistance with technology, both BYOD and School Devices, should present to the Technical Support counter located in the Library building.

Laptops are available for students to use during recess and lunch for school work.

There is also a 3D printer available for students to submit items to be printed. 3D printing is charged at 7c per gram of weight.

TRANSPORT

BUS

Passes for free travel to and from school are issued to students who live beyond a 2 km radius from the school. Fares must be paid to and from sport. Bus students must enter the grounds immediately after they arrive at school. They will line up in an orderly fashion in the designated area at the end of the school day, and board the bus under teachers' directions.

Students are expected to behave sensibly on the buses, at all times. If students do not comply with appropriate behaviour while travelling on buses, either to or home from school, their bus pass may be confiscated and they may then need to approach the bus company for another pass.

Opal Cards will need to be ordered through the NSW Transport Website

www.transportnsw.info/school-students The completed form will need to be submitted online.

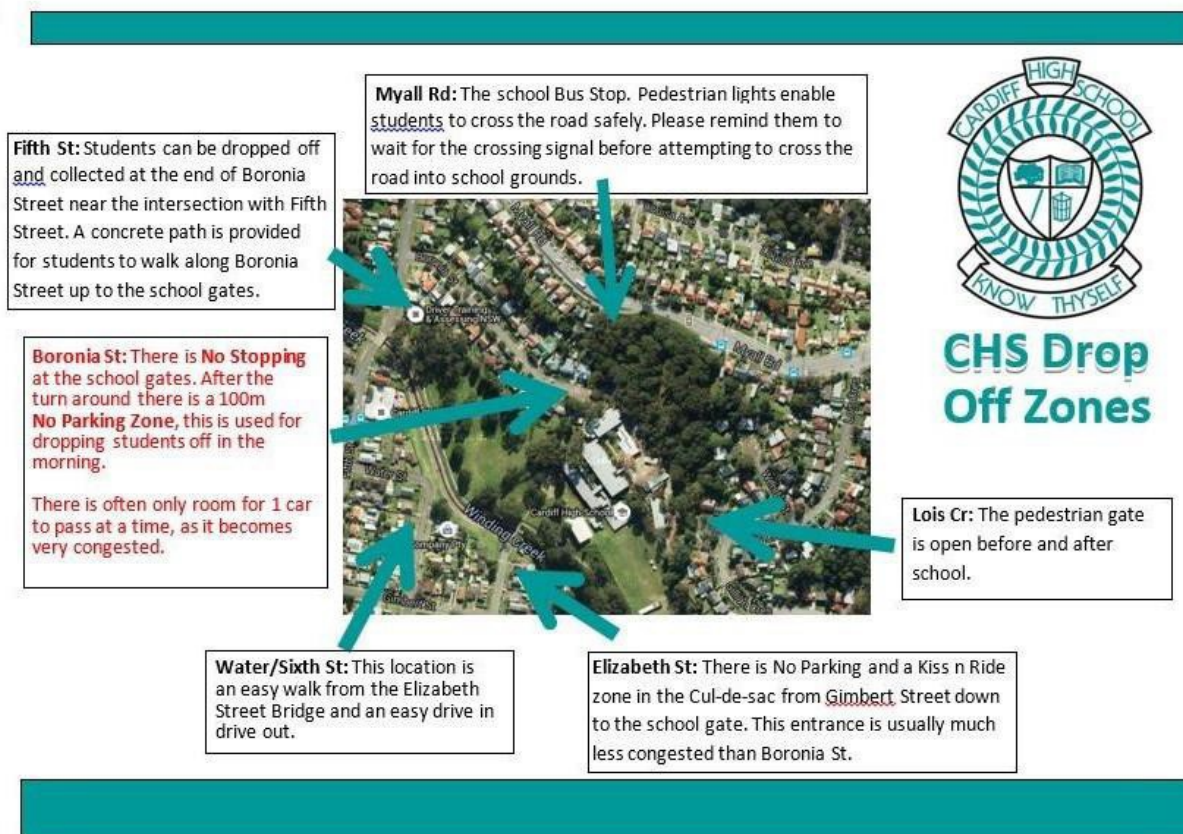
The Opal pass will then be sent directly to the student's home.

WALKING

Students are also required to consider our local community when walking to and from school by keeping to the footpaths and staying away from cars and home gardens and lawns. Due to the close proximity of our school to our neighbouring houses we request that all parents and visitors to the school obey the road rules and signage as exhibited in Boronia Street. Students who arrive at school by utilising the walkway near Winding creek are also reminded that this is a pedestrian and cycleway and as such also need to follow all safety rules.

CAR

There are a number of locations that students can be dropped off and picked up from the School. Please see below.



PROHIBITED ITEMS

Students must not bring any item to school that will place the safety of other students at risk or damage. Such property includes the following:

- **Weapons or items which can be used as weapons.**
- **Aerosol Sprays: body sprays and deodorant sprays (only roll on or pump action deodorants to be used at school).**
- Drugs of any kind: illegal drugs, cigarettes, vapes and alcohol.
- Pornographic materials are also banned from school premises.
- Skateboards.
- Texta/permanent markers.
- Chewing gums.
- Pets.

PROPERTY

- All personal property including all articles of clothing should be marked with the owner's name. Lost property is to be handed to the Administration Office (jewellery; equipment; watches etc).
- Avoid bringing large sums of money or valuables to school. Pay money to the office for excursions early in the day.
- Money is to be carried with you rather than left in a school bag.
- Electronic devices must not be brought to school. If they are brought to school it is the responsibility of the student to ensure their safety.
- School bags provide little security and make thefts difficult to detect.
- Watches, money and other valuables are to be handed to the PE teacher and not left in the dressing room during PE lessons. All other valuable items should be left at home. It is emphasised that students are ultimately responsible for the security of their property.

If students have to bring valuable items to school they can leave them at the office in the Administration building with the Deputy Principal for the day.

MOBILE PHONES

RATIONALE

Cardiff High School understands that mobile phones are an important part of many young people's daily lives and parents may require their children to have a phone for a variety of reasons including safety and ease of contact. When used appropriately in the school environment, mobile phones can be a useful learning tool. However, mobile phones have the potential to cause significant disruption to learning, safety and the efficient operation of the school. This policy outlines how mobile phones are to be used appropriately whilst at school.

This policy refers to mobile phones, however, the term also incorporates the use of other electronic devices including, but not limited to, iPods, digital cameras and electronic games.

MOBILE PHONES IN THE CLASSROOM

Students are required to have their phones switched off and placed in their bags during lessons. Where a student has to leave their bag outside of the classroom, such as Science or Food Technology lessons, they may keep the phone in their pocket. They are not permitted to have a mobile phone out in any class unless directed by a teacher as part of an educational activity. The use of a mobile phone will not be used as a reward for good student behaviour.

MOBILE PHONE USE BETWEEN CLASSES

Students are not to use their phone in any way whilst moving from class to class.

MOBILE PHONES IN EXAMINATIONS

Students are not permitted to have a mobile phone with them during an examination. It is also a breach of Board of Studies rules to bring a phone into an HSC Examination.

INAPPROPRIATE USE OF A PHONE

Any use of a mobile phone during class time, without teacher permission, is inappropriate. Examples of inappropriate phone use during class time include the:

- phone ringing or vibrating
- checking of time
- answering or making of calls
- sending of a SMS or text message
- playing of games, video, media or music
- access of the internet, including social media
- audio recording, videoing or photographing of the teacher or students in the class

ACTION IF MOBILE PHONES ARE USED INAPPROPRIATELY

If a teacher deems that a phone has been used inappropriately they may:

- Ask the student to put the phone in their pocket or bag
- Give the student a detention
- Confiscate the phone

If the phone is used inappropriately during an examination, the phone will be confiscated immediately and loss of marks may occur for the task.

If the phone is suspected to contain illegal content, it will be secured immediately for collection by the police.

CONFISCATION OF MOBILE PHONES

If a teacher decides to confiscate a student's phone the following procedure will occur:

1. The teacher will request that the student hand them their mobile phone. If a student refuses to hand over their phone, the teacher will follow school disciplinary procedures.
2. The teacher will secure the phone in the drawer in Deputy Principal, Ms Sloan's office, at the first available opportunity. They will also complete the Confiscated Mobile Phone Register recording the student name, date and details of the phone.
3. Students can collect their phone after 3:00pm, unless the teacher personally retrieves the phone before this time. Students are to sign the Register to confirm that they have collected their phone.

THEFT OR DAMAGE

Students bring their phones to school at their own risk. Cardiff High School will not accept responsibility for any loss or damage of mobile phones whilst in a student's possession.

PARENT/GUARDIAN CONTACT

Parents and guardians are asked to contact the school Administration Office if they wish to send a message to their child rather than calling them or texting them whilst they are at school. If a student is sick they should follow normal procedures, seek permission to go to sick bay and office staff will contact parents, if required.



UNIFORM POLICY 2022



WHEN IS SCHOOL UNIFORM TO BE WORN?

Cardiff High School is committed to maintaining a high standard of school uniform.

All students are required to wear the complete school uniform (unless otherwise instructed):

- At school
- Whilst travelling to and from school
- When representing the school at school events and excursions
- When representing the school at Sports carnivals and competitions

WHY IS A SCHOOL UNIFORM WORN?

Students are required to wear uniform because it provides:

- Identification with Cardiff High School and a sense of pride in belonging to Cardiff High School
- Security, as any strangers are immediately identifiable by staff
- Equity, as the dress is the same for all students
- A safe and appropriate standard of dress for a range of school activities
- An economical way for families to dress their children



ACCESSORIES AND ITEMS NOT TO BE WORN

Students are advised that the following accessories and items are not to be worn:

- Black or coloured undershirts and singlets (white only)
- Any item of clothing that is not the correct colour or cut (non- uniform)
- Any item of clothing that has an offensive or inappropriate message or image
- Large hoop or long/dangling earrings
- Leggings
- Elastic bands (tying shirts up on the lower back)
- Exposed underwear
- Thongs, slippers and ugg boots
- Beanies
- Chains
- Sharp piercings
- Coloured belts
- Coloured socks
- Long socks (ankle length only)

THE CARDIFF HIGH SCHOOL UNIFORM

The Cardiff High School Uniform is supplied by Alinta Apparel and is available for purchase from the school uniform shop, located in the Administration building. Uniforms can also be purchased online from www.alintaapparel.com.au. All items of school uniform are listed in the Cardiff High School Uniform Description document in Appendix A.

The shop is open on the following School days.

Tuesdays 8:00am to 10:00am
Thursdays 1:30pm to 4:00pm



Alinta Apparel can be contacted on 0401 036 834 during shop opening hours.

FOOTWEAR

Students are to wear leather, enclosed footwear, preferably black, at all times, although students may change to more appropriate footwear for sport or PDHPE, Vocational Education and Training (VET) and Industrial Technology lessons.

HATS

Students are encouraged to wear a hat, at all times, when outside for lessons, recess and lunch and extra-curricular activities. Hats are not to be worn in school buildings and classrooms.

PROCEDURES FOR MONITORING THE UNIFORM POLICY

The uniform policy is monitored by roll call teachers, with the assistance of Year Advisers, Head Teachers, Deputy Principals and the Principal. All staff share a responsibility to ensure that uniform is worn correctly.

Reasons why students may be unable to wear school uniform may include:

- An item may be soiled, torn or damaged
- A student is injured, disabled or has a medical condition
- Religious or cultural reasons
- A parent or guardian may be unable to wash due to wet weather
- A parent or guardian may be unable to wash due to family problems/emergencies
- The student may be living away from home for a period of time
- A student is new to the school and has been unable to access the uniform
- Financial reasons (students are encouraged to apply for financial assistance through the school. These cases will be dealt with individually and sensitively).

THE SCHOOL PROCEDURE FOR MONITORING UNIFORM DURING ROLL GROUPS

STUDENTS WITH A NOTE FROM A PARENT OR GUARDIAN

- Students must bring a signed and dated note to roll group from a parent or guardian outlining the reason for being out of uniform.
- If a student is expected to be out of uniform for a long period of time, an application must be made with the school for an exemption.

MONITORING OF UNIFORM DURING CLASSES AND IN THE PLAYGROUND

When monitoring uniform in the classroom or playground, the following actions may occur:

- A warning is issued
- A student may be asked to remove the item and place it in their bag
- A student may be withdrawn from class eg. a PDHPE, Science or TAS practical lesson due to health and safety issues
- The teacher may confiscate the item
- A detention is given
- Parents may be called
- A breach of uniform policy note is sent home to parents

If students are continually in breach of the Uniform Policy, the following may occur:

- A detention is given
- A student may be sent home to change
- A student may be withdrawn from class eg. a PDHPE, Science or TAS practical lesson due to health and safety issues
- An interview with parents is held to resolve the issue

PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION (PDHPE)

Students are required to change into their full sports uniform at the beginning of each practical lesson in PDHPE (7-10) and all elective classes, including Sport, Fitness and Recreation Studies and Physical Activity and Sport Studies (Please see uniform list for details). Students must wear appropriate footwear, at all times, in all activities.

At the conclusion of the lesson students must change back into their regular school uniform.

If a student is unable to wear their sports uniform, a note signed by a parent or guardian must be provided to their class teacher.

If a student repeatedly fails to bring their sports uniform a letter will be issued informing parents.

SPORT

The school Sport Uniform is worn on Wednesdays (Years 7-10), when representing the school in sport and school sports carnivals (including Zone Carnivals).

SUNSMART IN SPORT, PDHPE AND VET CONSTRUCTION

Students are encouraged to wear a hat and sunscreen when participating in all outdoor lessons.

TECHNICAL AND APPLIED STUDIES (TAS), SCIENCE AND VISUAL ARTS

It is mandatory that students carrying out practical activities using chemicals or equipment in schools wear enclosed, leather footwear. This is a condition of entry into any laboratory or workshop within the school (including all Industrial Arts, Home Economics, Science and Art Rooms). Students may also be required to wear protective clothing and eyewear when participating in practical activities and experiments.

Students without the correct footwear will be provided with alternative, theoretical based work to complete.

REFERENCES

- *School Uniforms in New South Wales Government Schools. New South Wales Department of Education and Training. Student Welfare Directorate. Policy 2004.*
- *School Uniform Policy_*
https://detwww.det.nsw.edu.au/policies/student_admin/uniforms/school_uniform/PD20040025_i.shtml?level



Cardiff High School
JUNIOR SCHOOL UNIFORM - YEARS 7-10
Summer and Winter

| Boys | Girls |
|--|--|
| <p>Polo Shirt – White Polo Shirt with Black and Teal Panelling, White piping, White collar with Cardiff High School logo</p> <p>Trousers - Black tailored trousers (with White 'CHS' embroidery)</p> <p>Formal Shorts - Black (with White 'CHS' embroidery)</p> <p>Knitted Jumper – Knitted Black (with White 'CHS' embroidery)</p> <p>Polar Fleece Jumper– Black (with White 'CHS' embroidery)</p> <p>Tracksuit Jacket- Teal with Black panels, White piping and Cardiff High School logo</p> <p>Tracksuit Pants - Black (with White 'CHS' embroidery)</p> <p>Socks – White or black short length</p> <p>Shoes - Enclosed leather, preferably black</p> <p>Hat – Black bucket hat with 'CHS' embroidery</p> | <p>Blouse – White with Cardiff High School logo. Teal piping on collar and sleeves.</p> <p>Or,</p> <p>Polo Shirt – White Polo Shirt with Black and Teal Panelling, White piping, White collar with Cardiff High School logo</p> <p>Fitted Pants - Black tailored (with White 'CHS' embroidery)</p> <p>Formal Shorts - Black (with White 'CHS' embroidery)</p> <p>Skirt – Black and Teal, check 4 pleat skirt</p> <p>Cardigan – Black with Cardiff High School logo</p> <p>Knitted Jumper – Knitted Black with Cardiff High School logo</p> <p>Polar Fleece Jumper– Black (with White 'CHS' embroidery)</p> <p>Tracksuit Jacket- Teal with Black panels, White piping and Cardiff High School logo</p> <p>Tracksuit Pants - Black (with White 'CHS' embroidery)</p> <p>Socks – White or black short length</p> <p>Stockings - Black</p> <p>Shoes - Enclosed leather, preferably black</p> <p>Scarf (Optional) – Black</p> <p>Hat – Black bucket hat with 'CHS' embroidery</p> |



Cardiff High School
SPORTS UNIFORM – YEARS 7-10

Summer and Winter

Sport, PDHPE practical lessons, Sports Carnivals and School Sporting teams

BOYS & GIRLS

Sports Polo – White Polo Shirt with Teal and Black Panelling, White piping, Black collar with Cardiff High School logo

Sports Shorts – Black (with White 'CHS' embroidery)

Socks – White or black sports socks

Shoes – Suitable sports shoes with tie-up laces

Tracksuit Jacket- Teal with Black panels, White piping and Cardiff High School logo

Tracksuit Pants - Black (with White 'CHS' embroidery)

Hat – Black bucket hat with 'CHS' embroidery



AEROSOLS AND SPRAYS POLICY

RATIONALE

Many students and staff at Cardiff High School suffer from asthma, and a number suffer from severe allergies and anaphylaxis. Aerosols, sprays and perfumes can act as triggers for people who suffer from these conditions, resulting in symptoms such as asthma attacks, headaches, including migraines, and in extreme cases, anaphylactic shock. In addition, aerosols can be dangerous as they contain flammable liquids and can also cause harm if inhaled.

For these reasons, **aerosols and sprays are banned from school premises** and all excursions, after school activities and sporting events.

STUDENT AND STAFF RESPONSIBILITIES

Students are encouraged to observe good hygiene practices including showering regularly, wearing clean uniform and applying deodorant before attending school. **Roll-on and stick deodorants are permitted for use at school.**

Students and staff are also encouraged not to wear strong scented deodorants, perfumes or colognes.

If students and/or staff are affected by aerosols or sprays they should seek medical assistance at the administration office and notify the Principal.

CONFISCATION OF AEROSOLS AND SPRAY/PERFUME BOTTLES

For safety reasons, if a teacher is aware that a student has an aerosol or spray bottle in their possession, the following procedure will occur:

The teacher will request that the student hand them the aerosol or spray bottle. If a student refuses to hand over the aerosol or spray bottle, the teacher will follow school disciplinary procedures.

The teacher will secure the aerosol or spray bottle in the drawer of a Deputy Principal's office, at the first available opportunity, writing the student's name and year level details on an attached post-it note. The teacher will also create a Millennium record for the incident.

The teacher will notify the student's parent/guardian of the incident by phone call or letter. Students can collect their aerosol or spray bottle from the Deputy Principal's office after last period.

ACTION IF AEROSOLS, SPRAYS AND PERFUMES ARE USED

Use of an aerosol, spray or perfume can cause injury to others and may result in disciplinary action or suspension.

WHAT DO I DO IF?

I AM LATE TO SCHOOL

You must have a good reason for being late

- a) If you arrive during the first 5 minutes of Roll Marking, go straight to Roll Call and make sure your attendance is marked on the roll.
- b) If you arrive after Roll Call, go to the Administration Office and inform the administrative staff. You will be given a Late Note which you take to your class teacher.

I FEEL SICK AT SCHOOL

Report to the Administration Office or to the Deputy Principal, with a note from your teacher. You will be given First Aid in the Clinic. If you are too sick to remain at school, your parents / caregivers will be contacted to take you home.

| | |
|---|--|
| I AM LATE FOR CLASS? | If you are delayed in a previous class by a teacher, ask for a note with reason for your lateness. Give the note to your next teacher as soon as you get there. Unacceptable lateness will result in consequences. |
| I NEED TO GO TO THE TOILET DURING CLASS TIME? | Put your hand up and ask the teacher. Your teacher will allow you to go if it is an emergency. You will be given a "Permission to be out of Class" note. Try to visit the toilet during Recess and Lunch breaks. |
| I FORGET MY LUNCH? | See your Year Adviser or the Deputy Principal. |
| I FORGET MY SPORT MONEY OR BUS MONEY? | See the Sports Organiser |
| I CANNOT GO TO SPORT? | Bring a note from your parent or guardian - it must be for an important reason. Note to be given to Deputy Principal before roll call. Attend the non-sport room for the afternoon |
| I FEEL SICK AT HOME IN THE MORNING? | DO NOT COME TO SCHOOL |
| I LOSE MY TIMETABLE? | Copy your timetable and keep a copy at home and in your diary. Try to borrow one from a friend and photocopy it. See if your Year Adviser has a spare copy. |
| I GET LOST? | Any teacher will help you. Ask your friends before you leave the room. Report to one of the Deputy Principals or the Clerical Office in B Block. |
| I NEED TO LEAVE SCHOOL EARLY? | Bring a note from your parents / caregivers. Give your note to the Deputy Principal before roll call and between 8:30 – 8:45am at the Clerical Office. Once the DP has signed your note, return it to the office where it will be processed and then return at recess to collect it. Show your teacher the early leavers note before you leave that class. |
| I LOSE SOMETHING AT SCHOOL? | Check to see if it was handed in at the Clerical Office or DP Office. If something valuable is lost or stolen, tell the Head Teacher on duty. |
| I AM NOT IN CORRECT UNIFORM? | Report, with a note from your parents/caregivers, to your Roll Teacher. You will be given a uniform pass. Ensure you are in correct uniform the next day. |
| I AM BEING BULLIED OR PICKED ON? | You do not have to put up with this treatment. Talk to your Year Adviser or one of the teachers. If it continues see the Deputy Principal. |
| I AM CONCERNED ABOUT CLASSWORK / ASSESSMENTS? | See your teacher first. If you are still concerned see the Head Teacher of the faculty. |

NSW School Vaccination Program. For Year 7 students

Dear Parent/Guardian,

A team of specially trained registered nurses will be visiting your child's school during Year 7 to offer free vaccinations against serious preventable diseases.

Vaccines offered:

- Human Papillomavirus (HPV) vaccine (2 doses at least 6 months apart)
- Diphtheria-Tetanus-Pertussis (whooping cough) (dTpa) vaccine (1 dose)

What do you need to do?

- ✓ Look for this Year 7 Parent Information Kit that will be distributed by your school at the beginning of 1st term
- ✓ Read the information included in the Kit (translated copies are available on the website below)
- ✓ **ENSURE FORM IS COMPLETED CORRECTLY**
- ✓ **SIGN FOR EACH VACCINE REQUIRED**
- ✓ **COMPLETE CONSENT FORMS IN BLUE OR BLACK PEN ONLY**



On the day of the vaccination clinic:

- ✓ ensure your child has eaten breakfast the morning of the clinic
- ✓ ensure your child is wearing clothing that enables the upper arm to be exposed

After the vaccination clinic:

- ✓ Ask your child for this record of vaccination when they arrive home on the day of the clinic – keep this record in a safe place (eg. baby's' blue book).

| Year 7 and 10 Parent/Guardian Record of Vaccination | | | | | | |
|---|--------------------------|--------------------------|----------------------|-----------------------------|-------------------|--|
| Name of Student | | | | | | |
| Vaccine | Dose | Arm | Vaccine Batch Number | Time of Vaccination (HH:MM) | Nurse's Signature | |
| Human papillomavirus virus (HPV) | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Diphtheria-tetanus-pertussis (dTpa) | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Meningococcal ACWY | <input type="checkbox"/> | <input type="checkbox"/> | | | | |
| Dose Date (DD/MM/YYYY) | | | | | | |

What if your child misses a vaccine?

You won't need to do anything. Every effort will be made to catch-up missed vaccines at other clinics at your child's school during the year or the following year when they are in year 8.

More questions?

Please contact Hunter New England Local Health District Immunisation Unit on 49246477 or visit

<http://www.health.nsw.gov.au/immunisation/Pages/schoolvaccination.aspx>

<https://www.health.gov.au/resources/videos/getting-your-hpv-dtpa-vaccinations-at-school-what-to-expect>

Bell Times 2022

Monday

Summer (Term 1 & Term 4)

| | |
|-------------------|---------|
| Period 0 | 8:00am |
| Roll Call | 9:00am |
| Assembly | 9:10am |
| Period 1 | 9:30am |
| Period 2 | 10:30am |
| Recess | 11:30am |
| Period 3 | 12:00pm |
| Lunch | 1:00pm |
| Period 4 | 1:30pm |
| End of School Day | 2:30pm |

Winter (Term 2 & Term 3)

| | |
|-------------------|---------|
| Period 0 | 8:00am |
| Roll Call | 9:00am |
| Period 1 | 9:10am |
| Period 2 | 10:10am |
| Recess | 11:10am |
| Assembly | 11:40am |
| Period 3 | 12:00pm |
| Lunch | 1:00pm |
| Period 4 | 1:30pm |
| End of School Day | 2:30pm |

Tuesday

| | |
|-------------------|---------|
| Period 0 | 7:50am |
| Roll Call | 8:50am |
| Period 1 | 9:00am |
| Period 2 | 10:00am |
| Recess | 11:00am |
| Period 3 | 11:30am |
| Period 4 | 12:30pm |
| Lunch | 1:30pm |
| Period 5 | 2:00pm |
| End of School Day | 3:00pm |

Wednesday

(Sports Day)

| | |
|-------------------|---------|
| Period 0 | 7:50am |
| Roll Call | 8:50am |
| Period 1 | 9:00am |
| Period 2 | 10:00am |
| Recess | 11:00am |
| Period 3 | 11:30am |
| Lunch | 12:30pm |
| Sport | 12:50pm |
| End of School Day | 2:30pm |

Thursday

| | |
|-------------------|---------|
| Period 0 | 7:50am |
| Roll Call | 8:50am |
| Period 1 | 9:00am |
| Period 2 | 10:00am |
| Recess | 11:00am |
| Period 3 | 11:30am |
| Period 4 | 12:30pm |
| Lunch | 1:30pm |
| Period 5 | 2:00pm |
| End of School Day | 3:00pm |

Friday

| | |
|-------------------|---------|
| Period 0 | 7:50am |
| Roll Call | 8:50am |
| Period 1 | 9:00am |
| Period 2 | 10:00am |
| Recess | 11:00am |
| Period 3 | 11:30am |
| Period 4 | 12:30pm |
| Lunch | 1:30pm |
| Period 5 | 2:00pm |
| End of School Day | 3:00pm |

Cardiff High School

Canteen List 2022

Wraps, Rolls & Sandwiches

(Sandwiches Toasted Upon Request)

| | | Salad Tubs | |
|----------------------|--------|------------------------------------|--------|
| Plain | \$2.00 | Plain | \$5.00 |
| + Ham | \$1.50 | (Lettuce, Tomato, Carrot & Cheese) | |
| + Chicken | \$1.50 | + Ham | \$1.50 |
| + Egg | \$1.00 | + Chicken | \$1.50 |
| + Cheese | \$1.00 | + Egg | \$1.00 |
| + Lettuce | \$0.50 | + Beetroot | \$0.50 |
| + Tomato | \$0.50 | + Cucumber | \$0.50 |
| + Carrot | \$0.50 | + Onion | \$0.50 |
| + Beetroot | \$0.50 | + Pineapple | \$0.50 |
| + Cucumber | \$0.50 | + Lite Mayonnaise | \$0.50 |
| + Onion | \$0.50 | + Sweet Chilli Sauce | \$0.50 |
| + Pineapple | \$0.50 | + Salad Dressing | \$0.50 |
| + Lite Mayonnaise | \$0.50 | | |
| + Sweet Chilli Sauce | \$0.50 | | |

Drinks

| | | | |
|-----------------------------|--------|-------------------|--------|
| Bottled Water | \$2.00 | Cheese & Ham Roll | \$2.00 |
| Flavour Milk (L) | \$3.50 | Low fat Muffin | \$2.00 |
| Flavour Milk (S) | \$2.50 | Hash Browns | \$1.00 |
| Up & Go | \$2.50 | | |
| Pop Top Juice | \$2.50 | | |
| Juice Bombs | \$2.50 | | |
| Chill J | \$2.50 | | |
| Chill Iced Tea | \$3.00 | | |
| Flavoured Mineral Water (L) | \$3.00 | | |
| Flavoured Mineral Water (S) | \$3.00 | | |

Breakfast

| | |
|-------------------|--------|
| Cheese & Ham Roll | \$2.00 |
| Low fat Muffin | \$2.00 |
| Hash Browns | \$1.00 |

Seasonal Fruit

| | |
|-------|--------|
| Fruit | \$0.50 |
|-------|--------|

Hot Food

Everyday Foods / Occasional Foods

| | | | |
|---|--------|--------------------------|--------|
| Hot Cheese Roll | \$2.00 | Nice N Joosey | \$0.50 |
| Lean Meat Sausage roll | \$2.50 | Sour Pops (2 x Flavours) | \$1.00 |
| Garlic Bread | \$2.50 | Ice Morny | \$1.00 |
| Lean Beef pie | \$3.00 | Frozen Yogurt | \$2.50 |
| Fancy Pie | \$3.50 | | |
| Chicken Burger | \$5.00 | | |
| Hamburger, Plain | \$5.50 | | |
| (Lettuce, Cheese, Tomato, Beetroot, Carrot & Onion) | | | |
| Hamburger, Works | \$6.50 | | |
| (Lettuce, Cheese, Tomato, Beetroot, Carrot, Onion, Pineapple, Egg & Crispy Ham) | | | |
| Sauces | \$0.30 | | |
| (Tomato, BBQ & Sweet Chilli) | | | |

Ice Blocks

Snacks

| | |
|------------------------------|--------|
| Popcorn | \$1.00 |
| Cheese n Crackers | \$1.50 |
| Honey Soy Chicken | \$0.50 |
| The Natural Chip Co Original | \$0.50 |
| Red Rock Deli Honey Soy | \$1.50 |
| Red Rock Deli Original | \$1.50 |

Specials

Check the specials board daily

All hand made items must be pre-ordered.

Orders can be placed online via

www.quickclq.com.au

Only packaged items are available

over the counter

or

At the Canteen window by 9am



Shop Hours

Tuesday 8:00am-10:00am
Thursday 1:30pm-4:00pm

Contact Details

0401 036 834
cardiffhigh@alinta.com.au
30 Boronia Street, Cardiff NSW 2285

Cardiff High School Uniform Shop Order Form



Order Form Details

Date: _____

Name: _____

Address: _____

Contact Number: _____

Email Address: _____

Pick up from shop ☐

Delivery to above address (fees apply) ☐

Payment Options

☐ Visa ☐ Mastercard

☐ Cash (enclosed)

Name On Card: _____

Credit Card Number: _____

Expiry Date: ____/____/____

CVC: _____

Signature: _____

| Girls Uniform: Y7-Y12 | Size | Price | Size | Qty |
|--|-----------|----------|------|-----|
| S/S Formal Blouse 7-10 | J8-L20 | \$46.00 | | |
| S/S Formal Blouse 11-12 | J8-L20 | \$46.00 | | |
| Formal Polo 7-10 | J8-L20 | \$47.00 | | |
| Formal Polo 11-12 | J8-L20 | \$47.00 | | |
| Tartan Skirt | J8-L20 | \$71.00 | | |
| Formal Shorts | J8-L20 | \$47.50 | | |
| Fitted Pants | J8-L20 | \$49.00 | | |
| Boys Uniform: Y7-Y12 | Size | Price | Size | Qty |
| Formal Polo 7-10 | J8-3XL | \$47.00 | | |
| Formal Polo 11-12 | J8-L20 | \$47.00 | | |
| S/S Formal Shirt 11-12 | J8-3XL | \$39.00 | | |
| Formal Shorts | J8-3XL | \$49.95 | | |
| Formal Trousers | J10-3XL | \$55.00 | | |
| Outerwear | Size | Price | Size | Qty |
| Zip Jacket | J12-3XL | \$56.00 | | |
| Blazer - Order in Advance, in store only | All Sizes | \$135.00 | | |

| Sports Uniform | Size | Price | Size | Qty |
|---|---------------|---------|------|-----|
| Sports Polo Sumblimated | J8-3XL | \$47.00 | | |
| Sport Shorts Stretch Unisex | J10-3XL | \$39.95 | | |
| Sport Shorts Stretch Girls | J10-L20 | \$39.95 | | |
| Tracksuit Jacket Unisex Stretch MF | J8-3XL | \$80.00 | | |
| Tracksuit Pants Unisex Stretch MF | J8-3XL | \$51.50 | | |
| Coaches Polo - Staff Only: Order in Store | All Sizes | \$37.95 | | |
| Accessories | Size | Price | Size | Qty |
| Bucket Hat | S-XL | \$24.00 | | |
| Sport Sock Ankle White 2pk | All Sizes | \$13.95 | | |
| Sock Crew Black Boys 1pk | All Sizes | \$6.95 | | |
| Sock Crew White Girls 1pk | All Sizes | \$6.95 | | |
| Scarf | One Size | \$12.50 | | |
| Leather Belt | All Sizes | \$17.50 | | |
| School Tie | All Sizes | \$23.00 | | |
| Laundry Marker | - | \$4.00 | | |
| Clearance | Size | Price | Size | Qty |
| Jumper | Limited Sizes | \$60.00 | | |
| Girls Cotton Cardigan | Limited Sizes | \$40.00 | | |
| Tracksuit Pants | Limited Sizes | \$40.00 | | |

- Note:
- Sizes not carried are available by custom order (SMU). During peak times it may take up to 3 month lead time. An additional charge is applied to custom orders.
 - Payments can be made by Cash, Credit Card or Debit Credit Cards only. Layby available in store with a 20% deposit.
 - Visit our website for policy on online order distribution, returns and exchanges.

Prices Effective from 03-09-2021 and are subject to change without notice.

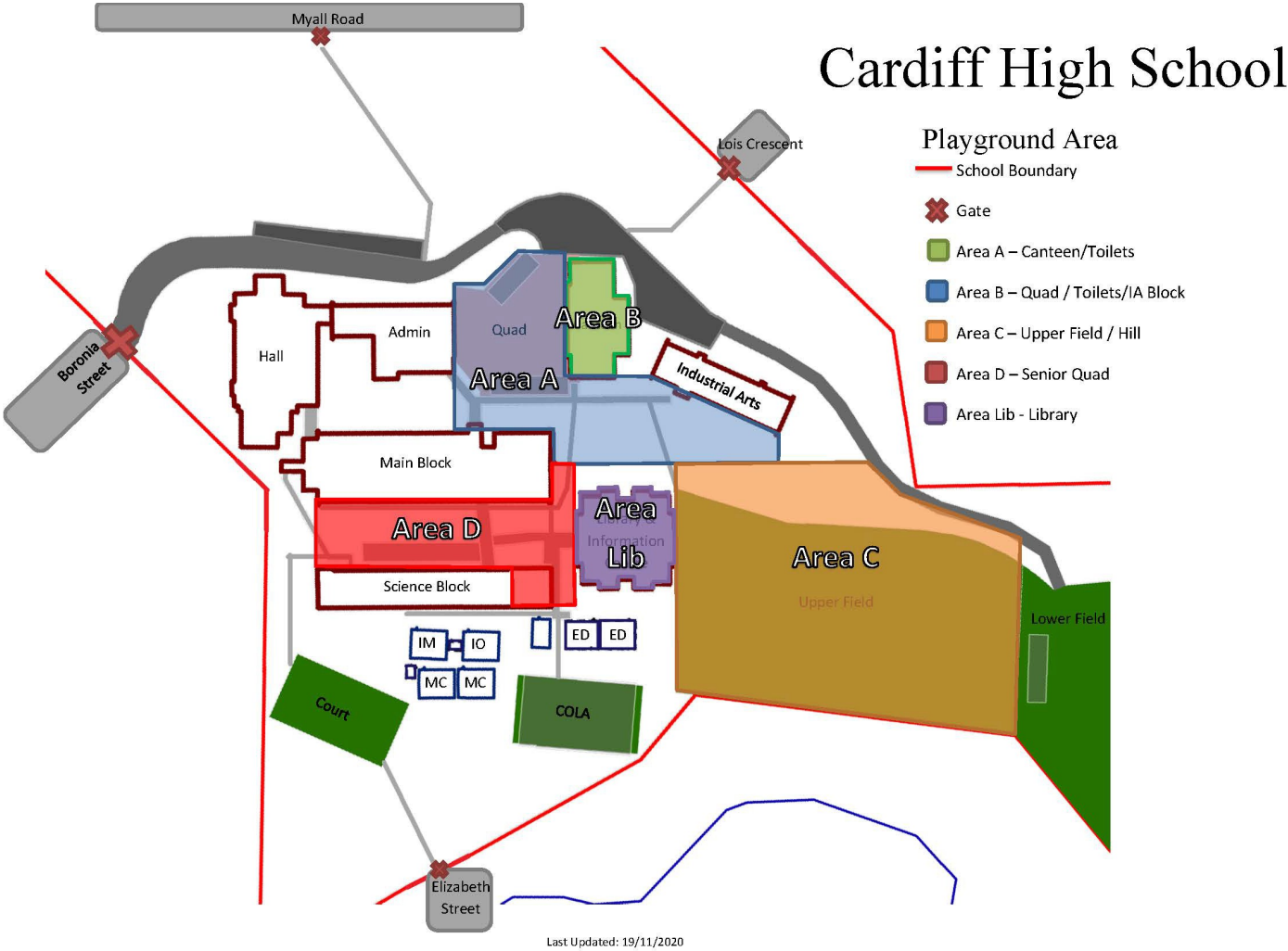
Appendix (d)

CARDIFF HIGH SCHOOL

Payment for the items below is to be made at the Office located in the Administration Building of the school.
Prices subject to change by suppliers.

| ITEM | PRICE |
|------------|-----------------------|
| Apron | \$11.50 |
| Bandanas | \$ 4.00 |
| Calculator | \$32.00 |
| Hair Net | \$ 1.00 |
| IA Glasses | \$ 3.00 |
| | <u>\$51.50</u> |

Appendix (e)



CARDIFF HIGH SCHOOL

