

Wingham High School

This guide is accurate as of
the time of printing on
25/11/2022.

Changes are expected to be
made in some areas for the
2023 school year.

A - Z Guide for students, parents and carers

RESPECTFUL
RESPONSIBLE
POSITIVE



2023

Welcome to Wingham High School

Congratulations on choosing Wingham High School. We trust that your association with the school will be both exciting and positive.

WHS has a set of core values that are embedded in all that we do. We endeavour to ensure that all our staff and students are **respectful, responsible, and positive**. These core values are openly discussed and displayed around the school. Students are expected to learn and practise these throughout their time here.

WHS provides all children with the opportunity for success. Most importantly, all students are known, valued and cared for within our school community. We aim to ensure all children are challenged and supported to continue in their learning progression.

Schooling is a partnership from which we can all enjoy and benefit from sharing new learning experiences with students and take pride in their development from children to young adults. Family support and encouragement is fundamental to quality learning. Please do not hesitate to contact the school if you have questions about the progress of your child. Student year advisers, teachers and deputy principals are available to help.

WHS celebrates the contributions of our parents and community, and we invite you to share in your child's education during these critical years.

We place great value on the partnerships created with parents and wider community that continue to support our canteen and assist with specific programs such as reading and sporting programs or in the library. Volunteers to help with the canteen and at the school farm are always welcome. If you have time to spare, please contact the school to register your interest.

I look forward to working in partnership with you for many years to come.

Paul Ivers
Principal

Message from the P&C

Welcome to Wingham High School. As a parent/carer of a student making the change to a new school, it can and will be quite challenging for both you and your child. You will find there are opportunities for you to learn more about Wingham High School through the communication of newsletters online at www.wingham-h.schools.nsw.edu.au parent/teacher evenings and the P&C. You are welcomed and encouraged to make use of all these opportunities.

The Wingham High School P&C is the parent body and through the canteen helps with fundraising and donating funds to our school to help students with their educational needs. The P&C meets on the first Thursday of every month (except for school holidays) at 6 pm in the reception conference room. You will find the P&C a great forum for you to meet the members and other parents like yourselves. The school principal or a representative of the principal attends these meetings and informs us of what is happening in our school and with the education of the students.

The school has its own 25-seater Mitsubishi Rosa bus. This has shown to be a great asset to our school. It is used for sporting activities and other school representations. It has saved our school a considerable amount of funds which would otherwise have been used for hiring local buses or families having to transport the students themselves.

The Wingham Rotary Club continues to hold an annual dinner at our school each year to support the maintenance and costs of the bus.

Our canteen manager, Mrs Judy Fowler and her group of hard-working volunteers provide a fun environment and a healthy canteen. Judy is always looking for more volunteers, so if you have a little spare time once a month, you may find this rewarding.

Our fundraising for the school is solely done through the canteen. Judy has a well-run canteen, and all food is cooked on the premises under the guidance of the Healthy Kids Canteen. Students have a range of food with two menu changes every year. Terms 1 and 4 are the summer menu, and Terms 2 and 3 are the winter menu. Judy is constantly looking at new and healthy foods for the students and staff at Wingham High School.

There are many ways in which you can help and support the school, such as through working bees, helping in the canteen or maybe even being a member of the P&C. However little, I am sure you will find it a rewarding experience. I would like to encourage you to come along and meet the school fraternity and see what our high school can offer. We have a wonderful high school here at Wingham and a great local community supporting us.

General Information

Principal Mr Paul Ivers

Deputy Principals Mrs Mary Doust
Ms Monique Cheers

Phone 6553 5488

Email wingham-h.school@det.nsw.edu.au

Website www.wingham-h.schools.sw.edu.au

Facebook <http://www.facebook.com/pages/Wingham-High-School/303228836372188>

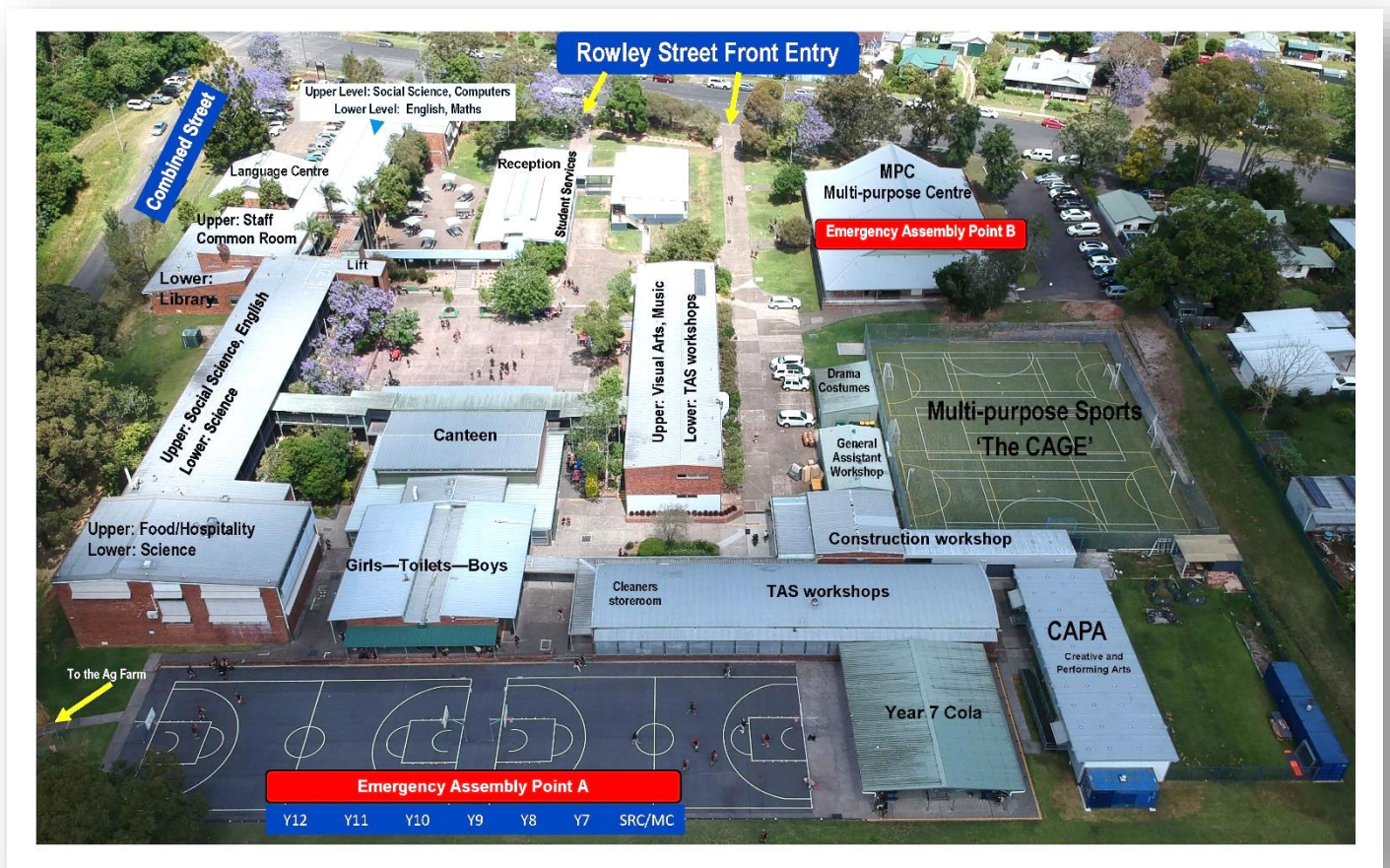
Postal address 9 Rowley St, Wingham NSW 2429

Reception and Student Services hours 8.30am to 3.45pm

Contents

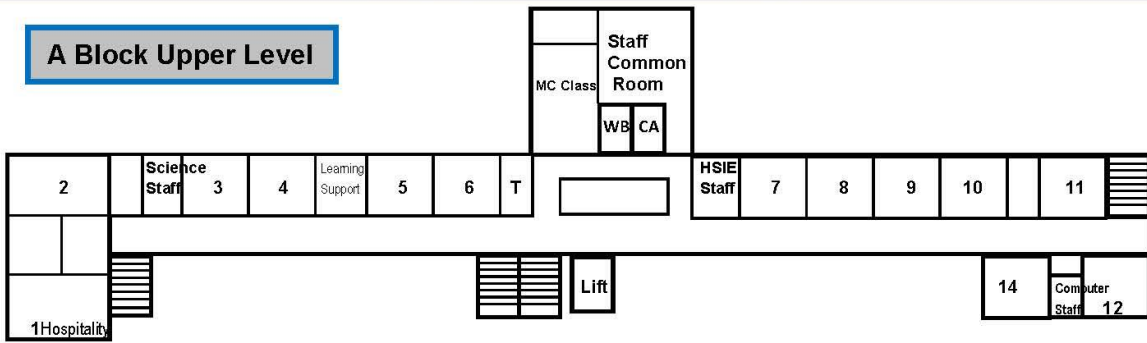
	Page
School maps	4-5
Behaviour code for students	6
Wingham High School staff members	7-8
A-Z guide for students, parents and carers	9-35

WHS maps

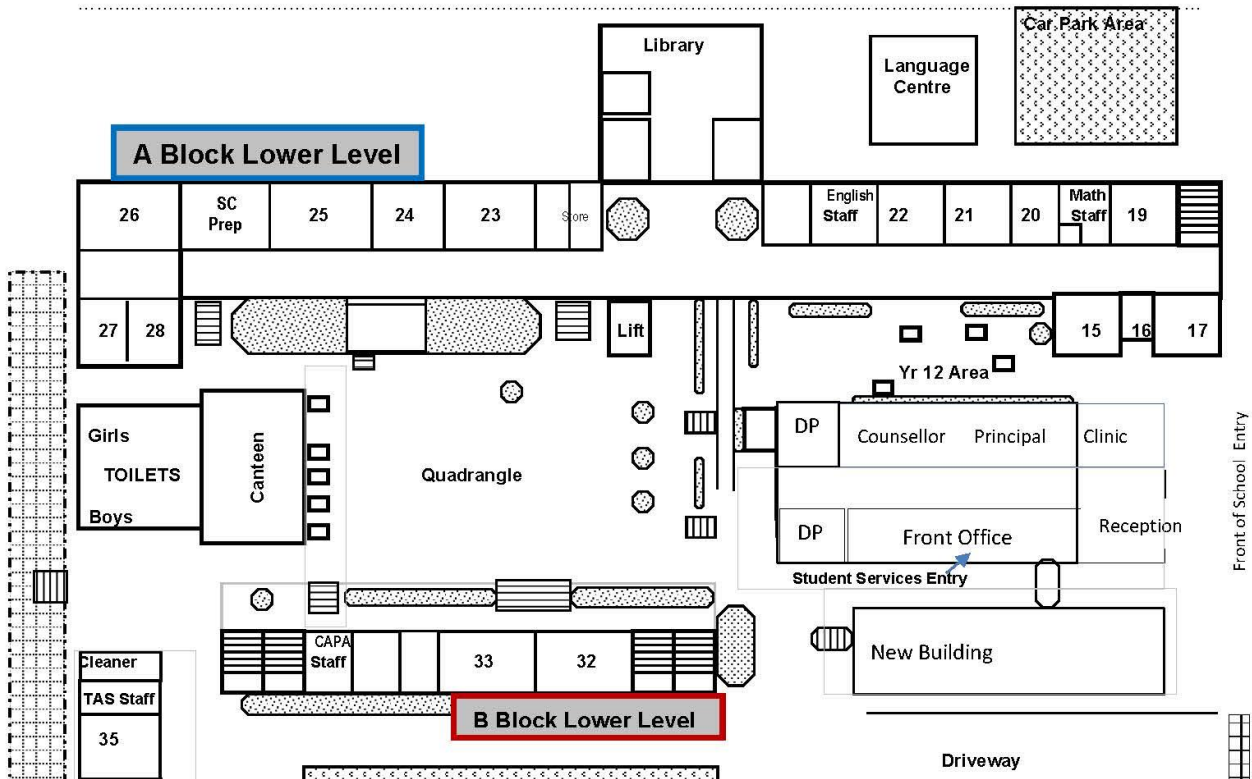


WHS 2023 SCHOOL MAP

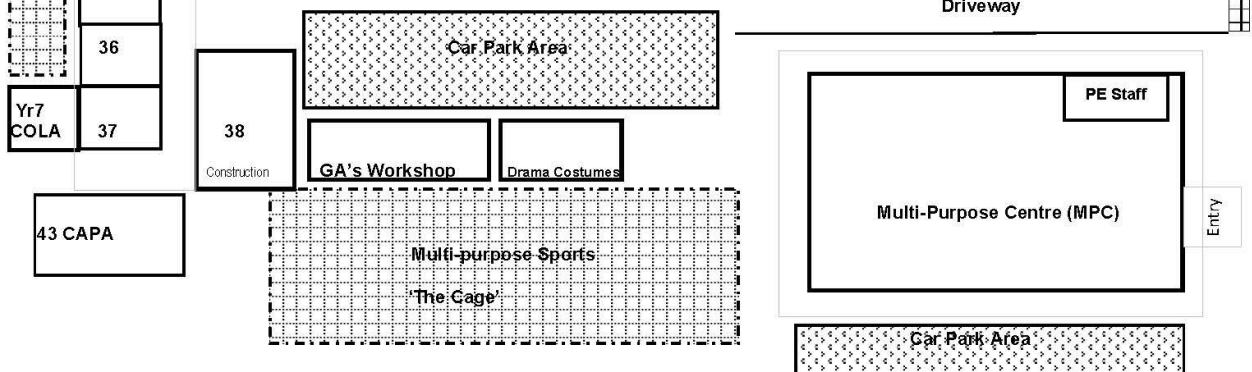
A Block Upper Level



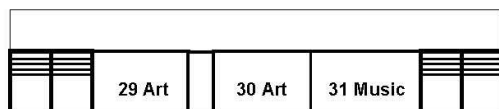
A Block Lower Level



B Block Lower Level



B Block Upper Level



Updated 21ST November 2022

Behaviour code for students

NSW public schools

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

Behaviour Code for Students: Actions

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

Respect

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code
- Take care with property

Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

Engagement

- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

WHS Senior Executive and School Administration



Principal

Mr Paul Ivers



**Deputy Principal
Years 8, 10, 12**

Mrs Mary Doust



**Deputy Principal
Years 7, 9, 11**

Ms Monique Cheers



**School Administration
Manager**

Mrs Dianne Clarke

Head Teachers



**Administration, Careers
Adviser**

Mrs Shirley Clissold



CAPA, PDHPE

Mrs Kat Brown



English, Drama, Language

Mr Brett Sedgwick



HSIE

Mr Kurt Croker



**Learning Support and
Wellbeing**

Mrs Jenni Boyle



Mathematics

Mr Mick Wright



Science

Mr John Hawkins



TAS

Mr Damien Keen

2023 Year Advisers



Year 7

Mr Dean
Whitlam
HSIE staffroom



Year 8

Mr Adam Carney
HSIE staffroom



Year 9

Mr Peter
Rollison
Science
staffroom



Year 10

Ms Joanne
Abbott
Maths staffroom



Year 11

Ms Rebecca
Graham
English
staffroom



Year 12

Mrs Beth Ripley
Science
staffroom

Teaching Staff

A Head Teacher (HT) is assigned to each year group and faculty

CAPA		English, Drama, LOTE		HSIE		Learning Support	
Mrs Kat Brown	HT Y9	Mr Brett Sedgwick	HT Y11	Mr Kurt Croker	HT Y8	Mrs Nicole Austin	
Ms Rachel Bloomfield		Mrs Jenni Boyle		Mr Brian Byrne - Librarian		Mrs Annette Blanch	
Mrs Stacey Harrell - SRC Coordinator		Ms Millie Graham		Mr Adam Carney		Ms Tara McCarthy	
Mrs Numia Meaney		Ms Rebecca Graham		Mr Paul Davy		Ms Andrina Sheahan - EALD	
		Mr Darko Jovanovic		Mrs May Gillogly		Mrs Karen Smart	
		Ms Anne Thornton		Mr Steve Harrell		Ms Kate Taylor	
				Mr Dean Whitlam			
Mathematics		PDHPE		Science, Agriculture		TAS	
Mr Mick Wright	HT Y10	Mrs Kat Brown	HT Y9	Mr John Hawkins	HT 7	Mr Damien Keen HT Y12	
Ms Joanne Abbott		Mr Gavin Austin		Ms Miriam Cross		Mr David Lewers	
Mr Gerardo Aguirre		Mrs Carissa Black		Mrs Karlyn Hawkins		Ms Julie Leslie - SRC Coordinator	
Mrs Lynne Colvin		Mrs Jane Ferguson		Mr Andrew Low		Mrs Beth Ripley	
Ms Brooke Fishenden		Mr Simon Mooney		Mr Peter Rollison		Ms Alison Spooner – Computing	
Ms Penny Schubert		Ms Joanna Rorison		Mr Jake Roworth		Ms Peta Tattersall	
		Ms Sonya Tyrpenou					

Mrs Shirley Clissold
Mrs Kellie Connolly
Mrs Natalie Popple

Careers Adviser
School Counsellor
Attendance Coordinator

Learning and Support Officers

Mr David Bonanno	Mrs Helen Cross	Mr Kyle Lester	Ms Ashe McCallum
Ms Paige Brown	Mr Charlie Dignam	Ms Amanda Marshall	Mrs Anne Osborn
	Ms Meg Goodsell	Student Support Officer	
	Mrs Kelly Holden	Aboriginal Education Worker	
	Ms Donna White	Job Coach	

School Administrative and Support Staff

Mrs Dianne Clarke	School Administration Manager	Mrs Tara Hawksford	Hospitality Assistant
Mr Reg Brood	Farm Assistant	Mrs Tiffany Hughes	Reception
Mrs Judy Fowler	Canteen Supervisor	Mrs Kerri Louis	Library, Enrolments
Mrs Michelle Gaudron	Attendance/Reports	Mrs Karen McMaster	Accounts
Mr Greg Gilbert	General Assistant	Mrs Kathy McPherson	Reception, Publicity
Mrs Maree Gilbert	Science Assistant	Ms Vicki Woodford	Print room

Absences

Class Rolls

Rolls are marked electronically at the start of each day. A student is late if they arrive after 9am. All students arriving after 9am MUST report to Student Services and sign into school before going to class. If a student is marked absent in roll call or arrives late to school an SMS will be sent to parents.

Class rolls are also marked at the start of each period throughout the school day. All students who are not in attendance during lessons are marked absent by the teacher.

Attendance is monitored by the deputy principals, the attendance coordinator, and the attendance officer.

Explained Absences

An explanation for absences is required within 7 days from the first day of any period of absence. Explanations can be made by reply SMS, email, via the Sentral Parent Portal, telephone call or written note.

If a student's absence is due to sickness or as the result of a medical or paramedical appointment the "S" code will be entered. The principal may request a medical certificate after 3 consecutive days. The "A" code will be entered if no explanation has been provided. The "L" code will be entered when an explanation of the absence is provided which has been accepted by the principal. An unjustified absence will be marked as "U" at the discretion of the principal/or attendance officer.

Administration staff and the attendance officer keep a register of conversations with parents/carers and update student files with explanations received.

Early Leavers

Parent/carers MUST give permission for students to leave school grounds, and students MUST always sign out at Student Services.

There are occasions when parents need to collect their student from school early for a variety of reasons, for example, medical or dental appointments.

Our duty-of-care responsibilities require us to have a clear process and individual authorisation before students are permitted to leave school during the day.

Parents/carers must give permission via a written note, email or telephone call indicating the time for the student to be collected or detailing any other arrangement, such as walking home or catching a bus:

- the person who will be collecting the student must be a parent/carer, listed on the student file as an emergency contact or authorised by the parent/carer on the day.

The administration staff will process a leave pass for the student to collect during the first break and to be shown to the class teacher. Students must return to Student Services and sign out before leaving school grounds.

If an unplanned situation arises, where the student needs to leave or be picked up early, parents must contact Reception. If someone other than the primary carer is to pick the student up, this must also be clearly explained. We are not permitted to sign out students to other people without parent/carer's explicit authorisation.

Announcements

Important announcements are read by the roll marking teacher each morning.

Anti-racism

Wingham High School rejects racism in all its forms. It is committed to the elimination of racial discrimination of any kind.

All teaching and non-teaching staff contribute to the eradication of racism by promoting acceptance of Australia's cultural, linguistic and religious diversity, challenging prejudiced attitudes and ensuring that sanctions are applied against racist and discriminatory behaviours.

All staff are responsible for monitoring their own behaviour to ensure that it does not result in anyone experiencing racism.

All teachers are responsible for supporting students to develop an understanding of racism and discrimination and the impact on individuals and the broader community.

WHS has an anti-racism contact officer (ARCO's), Mrs Numia Meany. All incidents of racism should be reported to Mrs Meany who will investigate and recommend a course of action to the principal.



Assessment and reporting

Assessment tasks

Assessment tasks and tests form an important part of subject assessment. Students are expected to complete all set assessment tasks by the due date to satisfy course requirements. Your support and encouragement at home will assist your child's progress. You can help by checking due dates in your child's assessment schedule booklet. These are given out at the start of each year and can also be found on the WHS website.

wingham-h.schools.nsw.edu.au/years

In line with the NSW Education Standards Authority (NESA) Year 10 Record of Achievement (RoSA) criteria, established in 2011, we run a program called Authentic Assessment for Year 10.

What is Authentic Assessment?

Students talk about three of their Year 10 assessment tasks to an interview panel consisting of one teacher, one community person and one student.

One of the tasks presented must be from a core subject - the English major work, Science student research project or Maths project; another must be from another core subject and a third from an elective.

A cover letter and CV is presented to the coordinator before the interview, so panel members can read this information as an introduction.

Further detail is available from the school website: wingham-h.schools.nsw.edu.au/years/year-10/year-10

Academic reports

Academic reports are issued twice a year. Parent/teacher evenings are also held twice a year when parents are invited to meet with teachers to discuss student progress. While this provides an organised meeting time, parents are urged to contact the school whenever concerns arise. Teachers are only too willing to discuss student progress with you whenever necessary. Please feel free to contact the school to arrange an appointment with your child's teacher or the year adviser, particularly if you have a serious concern about your child's progress.

Attendance

As we head into the new school year families are reminded that it is important for your child to attend school every single day. Being at school is the best place for students to learn as well as to keep social connections and build life-long skills.

We understand that families are eager to see and reconnect with loved ones and take a well-deserved break, but please remember that holidays should only be booked during scheduled school breaks.

Students should be at school every day during school terms, including until the end of term, unless they are sick, or are absent for a justified reason.

Missing a day here or there may not seem like much, but absences add up. When your child misses one day a week over a year, that's 40 days of school, 8 weeks of lessons and 2.5 years over their school life lost. As your child's education has already been interrupted through periods of learning from home due to COVID-19 over the last few years, now is the time to prioritise face-to-face learning and making the most of every school day.

The infographic is divided into two main sections. The top section, titled 'Why attendance matters', features three circular images: a teacher and student, two students talking, and a student reading. Below these are the labels 'Learn', 'Build friendships', and 'Develop life skills'. The bottom section, titled 'Days missed = years lost', uses a visual equation to show that missing 1 day per fortnight results in 4 weeks missed per year, which amounts to over 1 year missed over a school life. Similarly, missing 1 day per week results in 8 weeks missed per year, amounting to over 2.5 years missed over a school life. The NSW Government logo is present in the bottom right of the infographic.

Wingham High School is working hard to encourage all students to achieve and maintain at or above 90% attendance - targets set by the NSW Department of Education - and we are committed to celebrating the efforts of those students who achieve high or exemplary attendance levels or who improve their attendance over time.

Attendance data is collected and analysed each fortnight to determine every student's attendance rate. This data allows for communication with students and families about their attendance, giving recognition to students who achieve and maintain high attendance rates. As well, our data is used to highlight and discuss ways in which to support students and families to improve attendance and better meet department and school expectations.

In 2023, we will communicate individual attendance patterns to students each term and encourage them to set goals for driving their attendance rate upwards to be at or above 90%.

In special recognition, students whose attendance is at 90% or above at the end of the school year, will go into the draw to win a special prize – one student in each year group.

Awards and commendations

Excellence Awards Evening

Wingham High School has a policy of recognising excellence in a variety of fields – academic, sport and community involvement. To foster this policy special Excellence Award Evenings are held each semester. Parents and carers are officially invited to these occasions. At the Excellence Awards Evening, we celebrate Academic Excellence, 100% Attendance, Endeavour Gold and Excellence in the spheres of Community and Leadership.

The Platinum Award

The Platinum Award is the highest level of WHS Endeavour Scheme. It rewards consistent and sustained demonstration of the school’s core values in action across several years of school and in the wider community.

The Endeavour Progress Snapshots

WHS Endeavour Progress Snapshots are issued twice a term in print and are available via the Sentral Parent Portal.

The aims of the scores are to:

- acknowledge, reward and encourage positive behaviours and citizenship measured against the WHS Core Values of Respectful, Responsible and Positive
- measure these core values in action as demonstrated in students’ application, citizenship and social performance in school and in the wider community
- demonstrate that there are rewards for choosing positive behaviours

Endeavour Progress Scores			Success Criteria
Exemplary	10	Gold	In the classroom students are: <ul style="list-style-type: none"> • responsible for their own learning • supportive of others learning • actively engaged in learning • attending lessons regularly
Excellent	9		
Very Good	8	Silver	Students show citizenship by being: <ul style="list-style-type: none"> • respectful and responsible • positive • responsible when using technology
Good	7		
Satisfactory	6	Bronze	Students demonstrate positive social interactions with: <ul style="list-style-type: none"> • peers • staff • visitors
Borderline	5		
Some concerns	4	Blue	
Serious concerns	3		
Unsatisfactory Performance	2	Red	
Non-attendance	1		



B

Behaviour expectations in the classroom

Respectful	Responsible	Responsible
Allow teaching and learning to occur Listen and follow instructions Hands up to speak Speak politely Hands and feet to yourself Treat people how you like to be treated	On time, in class, on task Phones off and away Keep up to date – meet deadlines Have correct equipment Look after equipment and environment Own your behaviour Be safe	Do your best to learn and achieve Support and encourage each other Engage with your learning Seek and accept feedback to improve Learn from mistakes

Behaviour expectations outside the classroom

	Respectful	Responsible	Positive
All Settings: Everyone Everywhere All the time	Follow instructions. Listen and speak politely. Dress appropriately. Care for the environment.	Care for others and their property. Be in the right place at the right time, doing the right thing. Accept responsibility for my actions. Act safely. Be honest.	Be ready to work and learn with correct equipment and attitude. Celebrate achievements. Accept the challenge and have a go. Be proactive.
Hallways	Keep left and keep moving. Line up outside correct classroom.	Leave others and their possessions alone. Go directly to class. Have a class pass during class time. Single lines, single file!	Smile and say hello!
Student Services and Reception	Use please and thank you. Speak quietly. Be patient.	Right place, right time. Knock and wait. One student per issue. Be honest.	Smile. Say hello!
Canteen	Use please and thank you. Use the bins. Be honest. Year 12 only in senior line.	Leave other people's stuff alone.	Line up and wait my turn. Purchase for myself. Smile!
Toilets	Keep it clean. Look after the facilities. Respect privacy of others.	Be prompt back to class. Smoke free zone.	Allow others to access facilities.
Senior Area	Year 11 and 12 only. Appropriate personal space. Sit on seats. Keep area clean and tidy. Be considerate to nearby lessons.	Care for others' property. Use your time productively.	Use the space and time to study. Encourage others to study.
Active Playground Courts Oval Quad	Hands and feet to self. Bags, food and rubbish off oval. Follow instructions. Speak politely. Touch football only.	Move safely. Stay in bounds. Return equipment before the bell. Leave others' property alone. Move to class on the bell.	Play by the rules. Include others. Let others play without interference.
Passive Playground Areas	Place litter in bin. Sit on seats. Speak politely. Keep noise levels down.	Stay in bounds. Leave other's property alone. Year 7 only in junior cola during Term 1.	Include others.
Ag Farm	Follow animal welfare and farm safety rules. Use protective clothing.	Get permission. Get a farm pass. Leave other's property and workspaces alone.	Share resources work as a team.
Front Gate	Follow instructions. Speak politely. Use footpaths.	Right place right time. Get a leave pass before you leave. Move straight into school. Walk! Keep area clean.	Smile
Buses	Hands to self. Be polite to others. Use the bins.	Stay behind the yellow lines. Single line on and off.	Wait your turn.

Bell Times

Changes are expected to be made for the 2023 school year. Below are draft bell times. Further information will be supplied on Day 1 when timetables are issued.

Pd 1	9:05 -10:15 (10 minutes included in this period for roll call)
Pd 2	10:15 - 11:15
Break	11:15 - 11:45
Pd 3	11:45 - 12:45
Pd 4	12:45 -1:45
Break	1:45 - 2:15
Pd 5	2:15 - 3:15

Bullying

Wingham High School is committed to providing a caring and supportive school environment which fosters respectful, responsible and positive behaviour.

We believe that all students and staff have the right to feel safe and secure in their learning environment, that we should all treat each other as we would like to be treated, and that together we can all make a difference. In that context, bullying and harassment of any kind are not tolerated.



Definition

Bullying is repeated verbal, physical, social or psychological behaviour that is harmful and involves the misuse of power by any individual or group towards one or more persons. Cyberbullying refers to bullying through communication technologies.

Bullying behaviours involve an imbalance of power where there is an attempt to hurt or exclude others for a range of reasons. The DoE Anti-Bullying Policy is available on the school's website.

WHS Anti-bullying support strategies and programs

Wingham High School has the following anti-bullying and harassment strategies in place within the school:

- peer mediation
- school welfare teams
- anti-bullying survey
- conflict resolution
- discipline procedures
- behaviour modification programs
- counsellor intervention
- parental interview/support
- integrated curriculum programs e.g. PDHPE
- Teacher Professional Learning



Reporting bullying and harassment

Students who are either the victim of or witness to incidents of bullying and harassment may obtain a reporting form from their teacher, year adviser or from Student Services.

Students, parents and staff are also advised to access the following support agencies either by phone or online.

- Kids Helpline: kidshelp.com.au/kids/ 1800 55 1800
- Beyond Blue: beyondblue.org.au/index.aspx?
- BullyEd: bullyed.com.au/ 1300 22 4636

Buses

Wingham Buslines: buslinesgroup.com.au

Bus route	No.
McQueen's Bridge/Rocks Crossing (Billygoat)..	51
Killabakh (Racoon)	52
Mooral Creek (Toucan)	53
Kimbriki (Ostrich)	54
Yarrat/Young's Rd (Peacock)	55
Bootawa (Turkey)	57
Bungay Rd/Town Service (Dragonfly)	58
Caparra (Fox)	59
Marlee/Bobin/Elands (Dinosaur)	61

Eggin's Comfort Coaches egginscomfortcoaches.com.au: Eggin's provides a single bus that does two runs in the morning and two runs in the afternoon. The morning run commences in Old Bar and arrives at school via Winghamtown and then returns to Taree.

In the afternoon the bus collects at Wingham High School twice, doing a Wingham town run initially then returning to collect students for Wingham Rd, Taree (collecting at Taree High School and completing its run in Old Bar).

Tinonee Bus Company: tinoneebusco.com.au: Tinonee Bus Company has three runs that either culminate at Wingham High School or link up with other buses or bus companies such as Wingham Buslines that bring students to Wingham High School.

The bus interchanges are:

- Burrell Creek Hall (Krambach and Kimbriki)
- Tinonee Public School (Hillville and Krambach)

Buses: boarding and travelling

Students are supervised each afternoon by senior executive staff.

Orderly/safe waiting for entry to buses is monitored. Supervision continues until the last bus leaves. School rules/Discipline Code applies to students travelling to and from school.

- All students waiting for buses to arrive are to wait behind the yellow lines on the footpath.
- Travel safety is monitored by bus proprietors/employees. Bus proprietors issue guidelines for acceptable travel behaviour to students and can also impose sanctions for unacceptable behaviour.



Canteen

The canteen is the sole contributor of fundraising to the P&C. Each year, students are afforded all types of educational opportunities because of the P&C's financial support. The importance of both the P&C and the canteen cannot be overstated.

The canteen provides a fantastic range of healthy food all year round, operating a summer and a winter menu.

Orders must be placed by 9am (no ordering during class time).

The canteen menu changes for summer and winter. The current menu can be found on the school website:

edit.pws.det.nsw.edu.au/web/wingham-high-school-staging/our-school/canteen-news



Wingham High School • 2022-2023 Summer Canteen Menu •

The **CANTEEN** is **OPEN** from 8am every day -
 For any special requirements please call in & have a chat with Judy.
REMEMBER to **ORDER** your **LUNCH & RECESS**
 (you're guaranteed to get what you want & it saves time in the line)

Check the blackboard for daily specials.



HOT FOOD		COLD FOOD		ICE CONFECTIONS		SNACKS	
Fish Piece	\$2.50	Salad Roll (white or wholemeal)	\$3.50	Paddle Pops (2 flavours)	\$1.50	Fruit Muffin	\$1.00
Vege Spring Rolls	\$2.50	All Sandwiches (white or wholemeal) salad/egg & lettuce/ham, cheese & tomato/ chicken & lettuce/ Beef & Pickles/ham & cheese.	\$3.00	Ice Mony (3 flavours)	\$1.00	Fresh Fruit, whole or pieces	\$1.00
Chicken Fingers	\$3.50	Chicken, Cheese and BBQ sauce Roll	\$3.50	Sour snaps	\$1.00	Fresh Fruit Salad	\$3.00
Chicken Chilli Wrap	\$3.00	Salad Wrap	\$4.00	Twisted Frozen Yoghurt (2 flavours)	\$2.50	Yoghurt Fruit Custard Cup	\$2.50
Sausage Roll	\$3.50	Salad Wrap with Chicken or Ham	\$4.50	Frozen fruit	\$1.00	Fruit & yoghurt cups	\$1.50
Ham and Cheese Toasted Wrap	\$2.50	Salad Box with Egg, Chicken or Ham	\$4.50	Frozen Fruit Poles	\$1.00	Yogurt	\$2.50
Lasagne	\$4.00	Thai Beef Salad	\$5.00	Low fat Ice Cream Cup	\$1.50	Chips 28gm	\$1.00
Baked Chicken Meal	\$5.00	Chicken Caesar Salad	\$5.00	Frozen Juice Cups	\$1.00	Grain Waves	\$1.00
Toasted Sandwich (your choice)	\$3.00	Half Wraps	\$2.50	Frozen Fruit Cup	\$1.00	Popcorn	\$1.00
Chicken, cheese and bbq sauce roll toasted.	\$3.50			Frozen fruit Smoothies	.50c	Chicken noodle snacks	.50c
Fried Rice	\$3.50						
Garlic Bread	\$2.00						
LUNCH ONLY		Salads consist of lettuce, tomato, beetroot, onion, cucumber, carrot & low fat cheese.		DRINKS		MISCELLANEOUS	
Cheese Burgers	\$4.50	All home made meals contain vegetables.		All Juices (4 flavours)	\$2.50	Aprons - Blue or White	\$10
Hamburgers	\$5.00	Many Gluten Free Options Available Wraps, sandwiches, Pizzas Or Pies.		Flavoured Milk (large)	\$3.50	W.H.S Packs (apron, goggles, ear plugs, dust mask)	\$20
Chicken Burgers	\$5.00	Please Order.		Flavoured Milk (small)	\$2.50	Visual Arts Diaries	\$7
Pizza	\$4.50			Just Natural Flavoured Milk	\$4.00		
VEGETARIAN FOOD				Plain Milk	\$3.00		
Spinach & Cheese Roll	\$2.50			Up & Go (small)	\$3.00		
Caesar Salad	\$3.50			600ml Water	\$1.50		
Vegetarian meals available every day. Please Order.				Active Water	\$3.50		
				Juice Bombs	\$2.50		
				Slushies	\$3.00		

Please note :
NO Heating up of food not purchased through the canteen.
NO hot water will be given out.
NO Students in the canteen . Talk to Judy at front counter.



SAVE TIME ORDER ONLINE!

www.flexischools.com.au

We're excited to introduce Flexischools, a school canteen online ordering system.

This means that your canteen orders can now be pre-ordered online!

For more information and to register, visit the Flexischools website or download the App.




HOW TO REGISTER WITH FLEXISCHOOLS:

- 1 Download the Flexischools app and select 'Like to Register?'
- 2 Submit your email address to create an account.
- 3 Go to your inbox and click the link to verify your email (remember to check junk).
- 4 Follow the registration process, creating a password and adding your personal details.
- 5 Add your student under 'Profile' and start ordering online!



www.flexischools.com.au



HOW TO PLACE AN ORDER:

- 1 App: Click 'Order Food' at the top of the home page.
Website: Click the green 'Order' button below your desired service.
- 2 Select the date that you wish your child to receive their order on.
- 3 Choose the food items you wish to purchase and then select 'Confirm Order'.
- 4 Select your desired payment option to place your order.

ENJOY!



www.flexischools.com.au



HOW TO TOP UP YOUR FLEXISCHOOLS WALLET:

- 1 App: Select 'Wallet' on the navigation bar and then 'Top Up'.
Website: Select 'Top Up Wallet'.
- 2 Choose your preferred payment method.
- 3 Enter your desired amount and press 'Top Up' to confirm.

TIP: You can also set up automatic top-ups on this page.



www.flexischools.com.au




HOW TO LINK A STUDENT CARD:

- 1 On the Flexischools app, select the 'Profile' icon located on the navigation bar.
- 2 Select the relevant student to expand their details.
- 3 Scroll down and enter the student card number. You may also set a daily spending limit if required.
- 4 Don't forget to tap 'Save' once you have finished!

Note: Student cards may only be linked to one Flexischools account at a time.



www.flexischools.com.au



Careers Education program

The WHS careers program consists of a wide variety of activities aimed at increasing student awareness of workplace environments and skills. Activities on offer include:

- Work Experience and Work Placement for Years 10, 11 and 12
- Work Readiness Programs
- Financial Literacy Course
- White Card Courses
- University Excursions
- Regional University Roadshow
- Defence Force Recruiting Guest Speakers
- CSU Future Moves Program for aspiration building
- Partnership with The Smith Family with ITrack Mentoring and Growing Careers Project
- TAFE and Vocational Education opportunities
- Skillslink and Community College partnerships
- Guest speakers - employers, apprenticeship centres, university representatives
- Careers Expos
- Midcoast Connect School Leaver Support Program
- Transition to Work Programs
- Year 10 and Year 12 Careers Interviews
- PLP meetings with students as required
- Metropolitan and Regional University Outreach Programs

Communication

Website: wingham-h.schools.nsw.edu.au

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

Contact details

The school requires current personal and emergency contact details, including a mobile phone number and email. A copy of student details is mailed home at the start of each year for confirmation of current information. Ensure your information is up to date by returning the signed forms and contact Reception whenever details change.

Emergency information

When school operations are affected by emergency situations, information will be communicated via SMS, email, Sentral Parent Portal, Facebook and local radio.

Emails

Newsletters, attendance information, reminders, and other useful information are often sent out via email.

Facebook



Wingham High School Facebook page is managed by the school's publicity officer and the principal. It is primarily used to communicate information regarding whole school or year group events such as exams, parent/teacher interviews, carnivals, socials etc.

Newsletter

The newsletter is published in Weeks 3, 6 and 9 of each term, via Facebook, the school's website and is emailed to students and families. A hard copy can be collected from Reception. Not for profit community groups are invited to promote activities for students in the newsletter by forwarding information or flyers to the school via email.

WHS website

The Wingham High School website is an invaluable source of information about all aspects of the school which are generally planned or fixed in nature.



It includes important information about school planning and reporting; policies; assessment; support programs for students; key learning areas and events; school uniform; and printable forms such as:

- Absentee note
- Assessment booklets
- Change of Details
- Financial Assistance form
- General Consent form
- Individual Health Care Plan
- Student Accident claim form
- School Calendar
- Socials - Student Code of Behaviour
- Special Religious Education withdrawal note



Daily organisation

**Organisation times and days listed below are accurate as at the time of printing.
Changes are expected to be made for the 2023 school year.**

Daily organisation:	Whole school assembly:
School starts at 9:00am	Tuesday 9:10am in the quad
School finishes at 3:20pm	
5 periods operate each day	
Weekly organisation:	Year meetings:
WHS operates on a 10 day cycle	Wednesday Week 2, 9:10am with year advisers.
Week 1 and Week 2 each has a different timetable.	

Dropping off and collecting students

School grounds must be safe for all students, staff and visitors.

Parents are requested NOT to drive into the school car park.

Students may be dropped off along Rowley Street, outside the school grounds.

Please do not stop in the immediate area outside the school exit ways, in the bus zone or across neighbouring driveways.



Keeping your children safe when dropping off and picking up at school:

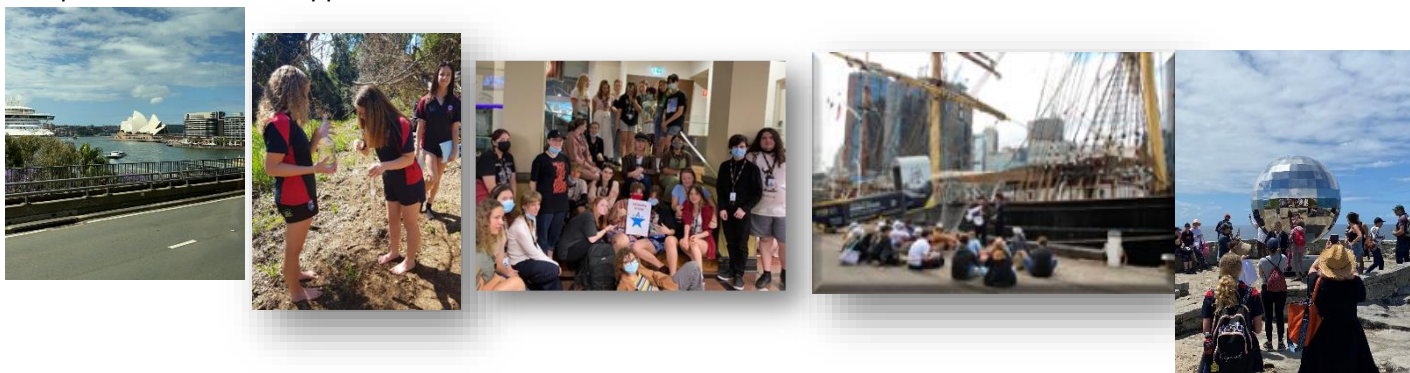
- Slow down to 40km/h in the school zone and stay away from crossings.
- Always park legally around the school.
- Always keep your seatbelt buckled until the vehicle has stopped.
- It is safest for children to get in and out of the car through the footpath-side door.
- Manoeuvres such as U-turns and 3-point turns are dangerous during busy school drop-off and pick-up times.
- Model safe and considerate behaviour for your child – they will learn from you.
- Always give way to pedestrians, particularly when entering and leaving driveways.
- Never double park – it puts children at risk.
- Never park in a No Stopping or Bus Zone.
- No Parking is for drop-off and Pick-up only.

Entry to classes

Students are expected to line up outside the classroom in an orderly manner, before the start of each period. Students are NOT to enter the classroom until instructed by their teacher.

Excursions

Excursions enhance student learning. They are kept to a minimum to avoid undue financial burden on parents. Student participation in excursions is encouraged as part of the school's academic and social program. Prompt return of permission notes is appreciated.

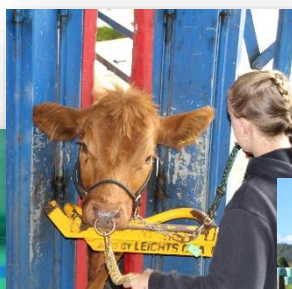


Extra curricula activities

As well as subject based excursions, WHS offers students a wide range of activities apart from subject lessons.

Students at our school may be involved in such activities as:

- Manning Valley Debating
- Taree Eisteddfod, music festivals, art shows, dance groups, our highly acclaimed school drama and musical productions
- representative sporting teams
- maths and science competitions
- Science and Engineering Challenge
- Australian Geography Competition
- Wingham Beef Week, the school farm, agricultural shows, cattle parading and judging
- National Solar Boat Challenge
- writing competitions
- Rural Fire Service training
- environmental groups



F

First aid

First aid kits are in all staffrooms, the farm, and in the Student Services block. They are taken to all off-site excursions and sport.

Several staff members hold a current First Aid Certificate and Cardiopulmonary Resuscitation Certificate. Some members of staff are Royal Life Saving examiners. A defibrillator is located in the administration building and at the school farm.

All staff are trained in Emergency Care and Anaphylaxis.



Health Care Plans and medications

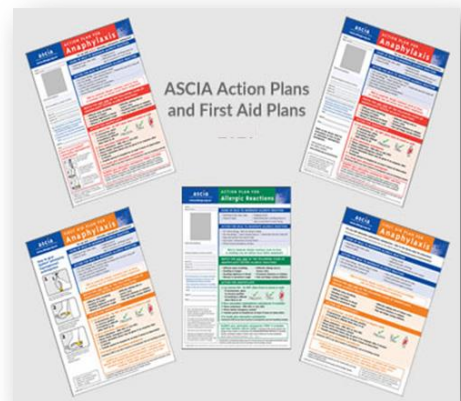
Medications

Parents/carers of students receiving prescription medications in school hours **must sign a Prescribed Medication Release**. A doctor's prescription must also be supplied before any medication will be issued at school. **Please note:** Panadol is **not available** and cannot be issued to students at the school.

ASCIA Action Plans

The Department of Education requires that an *Individual Health Care Plan, Anaphylaxis Emergency Plan or Asthma Emergency Plan* be provided to the school **from a doctor** if your child has been diagnosed as suffering from any of these or any other serious health issues.

All student ASCIA Health Care Plans and First Aid Plans are displayed in prominent locations in each staffroom.



Please contact the school and/or ensure that the appropriate sections of the enrolment forms are completed to alert us to the health care needs of your child.

G

General equipment requirements for subjects

*APPROPRIATE SHOES: Due to Health & Safety requirements from the Department of Education, the wearing of appropriate protective footwear is a MANDATORY REQUIREMENT for participation in all practical subjects.

Appropriate footwear includes strong leather shoes that cover the entire foot.

GENERAL EQUIPMENT REQUIREMENTS		
Pens - blue, black & red; ruler, glue stick, eraser, HB pencil, pencil case, calculator		
SUBJECT	BOOKS	OTHER EQUIPMENT
ENGLISH, DRAMA and LOTE		
ALL YEARS	196pg, A4 binder book	
Drama Years 9-12	A4 binder book	Or lever arch folder Years 11-12
Years 7 Mandatory Language	128pg, A4 binder book	
MATHEMATICS		
Years 7-12	196pg, A4 grid book, geometry set, scientific calculator (Casio fx-82AU Plus)	
SCIENCE		
Years 7-10	160pg, A4 binder book	Calculator
Years 11-12		
Biology	160pg, A4 binder x2	Calculator
Chemistry	160pg, A4 binder x2	Calculator
Marine Studies	160pg, A4 binder x2	Calculator
Physics	160pg, A4 binder x2	Calculator
Years 9-10 Electives		
Marine Technology	A4 binder book	Calculator
Agriculture		
Years 9-10 Elective	160pg, A4 binder	Calculator
Years 11-12		
Agriculture	160pg, A4 binder	
Primary Industries	160pg, A4 binder	
HSIE <i>All Years: A protractor which is available in the geometry set required in Mathematics.</i>		
Geography Years 7-10	128pg, A4 book	
History Years 7-10	128pg, A4 Book	
Years 11-12		
Geography	160pg, A4 binder book	
Legal Studies	160pg, A4 binder book	
Business Studies	160pg, A4 binder book	
Economics	160pg, A4 binder book	
Ancient History	160pg, A4 binder book	
Modern History	160pg, A4 binder book	

PDHPE		
Years 9-10		
Physical Activity & Sports Studies (PASS)	96pg, A4 binder book	
Child Studies	96pg, A4 binder book	
Years 11-12		
Community & Family Studies (CAFs)	128pg, A4 binder book	
PDHPE	128pg, A4 binder book	
Sport, Lifestyle & Recreation (SLR)	128pg, A4 binder book	
Technology & Applied Studies (TAS)		
Years 7-8 Mandatory Technology	2 X A4 display folders, 20pg, appropriate shoes*; apron; HB pencils; job bag	
Years 9-10 Electives		
Metal	A4 book folder	Apron; HB pencils; appropriate shoes*;
Timber	A4 book folder	
Design & Technology	A4 book folder	
Automotive	A4 book folder	
Graphics		2H pencils; coloured pencils
Food Technology	A4 book folder	Apron; appropriate shoes*; hair tie
Textiles	A3 & A4 book folder	
Years 11-12		
Industrial Technology - Timber	A3 & A4 book folder	Apron; appropriate shoes*
Metals & Engineering	A4 display folder	Apron; appropriate shoes*
Design & Technology	A4 display folder	Apron; appropriate shoes*
Construction	A4 display folder	A4 lever arch folder; apron, work boots
Hospitality	Several A4 folders	Apron; appropriate shoes*
Textiles & Design	Several A4 folders	Apron; appropriate shoes*
Creative and Performing Arts (CAPA)		
Years 7-10		
Future Focus	Display folder	
Music	A4 book; display folder	
Visual Arts	A4 Visual Arts Diary	
Years 11-12		
Music	A4 book; display folder	
Visual Arts	A4 Visual Arts Diary	



Subject materials contributions

The general school contribution is:

Years 7-10 ... \$35 per student Years 11-12 ... \$45 per student.

Some subjects require contributions to cover the cost of materials and equipment used by students. In subjects where contributions are charged for materials the completed work becomes the property of the student.

Year 7	
Technology	\$30
Visual Arts	\$20

Year 8	
Technology	\$30
Visual Arts	\$20

Year 9	
Agriculture Technology	\$20
Design and Technology	\$60
Food Technology	\$100
IT - Metal	\$70
IT - Timber	\$70
Visual Arts	\$30

Year 10	
Agriculture Technology	\$20
Design and Technology	\$60
Food Technology	\$70
IT - Metal	\$65
IT - Timber	\$65
Textiles Technology	\$25
Visual Arts	\$30

Year 11	
Design and Technology	\$50
Food Technology	\$30
Industrial Technology - Timber	\$50
Visual Arts	\$35
VET	
Construction	\$70
Hospitality	\$100
Metals and Engineering	\$70
Primary Industry	\$40

Year 12	
Design and Technology	\$50
Food Technology	\$30
Industrial Technology - Timber	\$50
Textiles and Design	\$30
VET	
Construction	\$70
Hospitality	\$75
Primary Industry	\$40



Homework and study

Homework study involves more than completing set homework. It is a routine of study, which includes revision, reading texts, purposeful memorisation and reading reference material borrowed from school and council libraries.

Prepare to Succeed

This is a homework centre that operates each Tuesday afternoon from 3:30 to 4:30pm.

It is staffed by teacher volunteers from a variety of subject areas.

All students from Years 7-12 are welcome to participate. Students who have impending assessment tasks or would like help with any of their learning and assessment skills are particularly encouraged to take advantage of this program.

Students can work with peers, in groups, or seek individual tuition from teachers.



Senior Success

Senior Success is a study and organisation program for Years 11/12.

This program is now online in a Google Classroom where senior students and their parents are invited to join, comment, request topic areas and look at information and presentations uploaded in a variety of topic areas. We have moved away from face-to-face meetings as we do understand people have busy lives and the online convenience of being able to find what you need, when you need it and wherever you need it, makes the program more accessible to everyone.

Some of the topics covered include:

- organisation
- study habits
- learning styles
- study methods, summaries and exam techniques
- essay writing
- stress management
- how to communicate and negotiate need
- exam techniques



Illness

In the case of unexpected illness or an injury, the student is to report to Student Services where a first aid officer will admit the student to the clinic.

It is important that parent/carer contact telephone numbers are kept up to date, so parents or nominated emergency contacts can be called in an emergency or in any instance if a student needs to go home.

If a student becomes unwell in class, the teacher will issue a first aid pass for the student to report to Student Services and administration staff will contact parents/carers.

Interviews

The principal, deputy principals, head teachers and year advisers would like parents to feel free to speak to them about their child's progress, behaviour or attitude to work.

It is most helpful if parents make an appointment, as teachers have busy workloads, and it also enables detailed information on their child to be compiled.

Students and parents may request an appointment for an interview with the school counsellor. Parents should always go to Reception and not approach teachers without an appointment.

Parent-Teacher Interviews

These opportunities to talk to your child's teachers are important and shouldn't be missed. Here are some tips about how to get the best out of your time with the teacher. Bookings for parent-teacher interviews can be made prior to the interview dates via the Sentral Parent Portal.

Do your homework ...

Take a few minutes before the meeting to jot down any questions or comments you have. Because interviews only run for 7 minutes, it's good to have a reminder of the points you wanted to raise. Common questions may include:

- How is my child fitting in with other children?
- What are the students working on now?
- Is there anything about my child's needs that I should know?
- Does my child ask questions, participate in class discussions and other activities?
- Is my child's progress satisfactory?
- What activities does my child seem to enjoy the most at school?
- What kinds of things will the class be doing over the next few weeks?
- How is my child progressing in comparison to others in the year?
- Is there anything I can be doing to help my child at home?
- Do you have any concerns about my child?
- Can you tell me the best time and way to contact you if I have a query or concern?



Also, list anything that might be happening at home that may be helpful for your child's teacher to know. If your child has seen a specialist for example, there may be some information that is important for the teacher or the school counsellor to know.

Go with the right attitude

Try to approach the interview with a positive and relaxed attitude, remembering you and the teacher are partners in your child's learning. Don't be afraid to raise your concerns. At the same time, if you're upset about something, let the teacher give you their explanation of the situation. Heading to the school with the attitude that you're going to 'sort them out' won't help anyone.

Many teachers are parents or carers too and the vast majority choose to teach because they want to help kids achieve their best. In other words, you're on the same team.

Don't let issues brew

Don't leave it until you're upset or very worried before you contact the school. When a concern arises, make contact to discuss the issue. Give the teacher some clue about your concerns, so they can prepare for your conversation. If, for example, you're concerned your child isn't performing as well as expected, the teacher may want to check last year's notes, talk to colleagues or review assessment results.

If there's something happening at home with your child or another family member, it can affect what's happening at school, so you may want to let the school know.

Walk away with an agreed plan

Admittedly, there are times when the news isn't all good. If the teacher raises issues about your child's learning, development or behaviour, your goal will be to understand the plan to manage that during the school day and how you can help at home.

Ask the teacher what sort of strategies they have in mind and how you can help.

Teachers like to talk about the good stuff too

If you don't go to parent-teacher interviews, you're also missing out on the chance to hear the positive things about your child that they may not tell you themselves. It's just as rewarding for teachers to share good news with you. If you're unable to attend the parent-teacher interview you may be able to arrange for a phone call or exchange of emails.



Get to know child's year adviser

Once your child is in high school, the year adviser is a great point of contact when you have a question or problem that's not specific to one subject area. If, for example, your child doesn't seem to be on top of their homework (or says they're not getting any homework) the year adviser would be the person to call. They can have a chat with the teachers involved and get back to you.

The same goes with social problems your child may be having. Year advisers try to get to know all 'their' kids on a more personal level and can keep an eye on how your child is progressing.

You may need to get others involved

If you've talked to the teacher and still aren't satisfied with the outcome, you can always make an appointment to discuss your concerns with the head teacher, year adviser, deputy or principal. You can bring a support person with you to any meeting at the school. If you need the help of an interpreter, let them know when you make the appointment, so they can arrange to have someone on the phone or at the meeting to help you.



... lastly

Be punctual and stick with the time limit - other parents are waiting for their turn.

Leadership Team and the SRC

The Student Representative Council (SRC) commenced as a new team to work together from Term 4 2022. They are:

They will be supported in their role by the following student Representative Council members:

Year 12 - Charlotte Abbott, Haylee Cole and Alexis West.

Year 11 - Hannah Beard, Sharli Brown, Breanna Colvin, Silalak Junmeka and Eric Waldron.

Year 10 - Mikaela Berry, Will Border, Jonah Harrell, Matilda Hurst, Lucas Lyon, Nelleke O'Connell and Emily Prior.

Year 9 - Misty Deacon, Eliza Dedman, Sarah Dowling, Alicia Goodlad, Madalyn Hall, Liam Hoare, Emma Letheren, Stephanie Murphy, Annabelle Ross and Simo Waldron.

Year 8 - Lucy Austin, Ruby Beard, Emma Davies, Jenna Harborow, Lorelei Harrell, Tyler Hatton and Molly O'Connell.

Representatives from Year 7 will be elected early Term 1 2023.

The P&C has sponsored the SRC by providing a shirt that has a prominent SRC label. Students have moved away from an SRC badge and will proudly wear a shirt that will identify them as a member of the representative team.

The leadership team attended a leadership workshop in Newcastle and gained a better understanding of their role in the team. They will plan the future direction of the SRC projects.

Stacey Harrell and Julie Leslie SRC Coordinator



Captains: Jesse Linton and Freya Raglus



Vice Captains: Isaac Smyth and Jaimee-Lee Woolfe



Library

The library is open at 8:45 am every day. Students are welcome to borrow books from a wide range of fiction and non-fiction titles. They also have access to desktop computers, laptops, and printing.

There are two seminar rooms available to senior students during study periods. The My School Library page is in the Student Portal, it includes the library catalogue and a range of educational resources that students will find helpful. The Librarian and Library Assistant are happy to answer any questions students have.

M

Mobile Phones (and other digital devices)

Mobile phones are OFF and AWAY during class time.

Students are expected to have their mobile phones (and other digital devices) **off and away** for the duration of class time each day (except where exemptions apply, as set out in the exemptions section of our school's mobile phone policy statement).

A bell sounds at the start of day and towards the end of each break to remind students to have their phones **off and away** before moving to class during which teachers check that students have their digital devices **off and away**.

Where there is a need to use a mobile phone for a learning task, for example filming a movement in PDHPE, the teacher will indicate this to the whole class via a prominently displayed poster that is identical in every classroom. At the conclusion of the learning activity, students are to return their digital devices to **off and away**.

All students are to follow the same procedures. Exceptions to these procedures are permitted for specific circumstances related to a student's health and wellbeing or specific learning needs.

[Contact between students and parents/carers during the school day](#)

Should a student need to make a call during the school day, they must:

- ask at Student Services to call home
- wait until a break to use their mobile phone.

During school hours, parents and carers are expected to contact their children **via the Reception Office only**. Parents are made aware that **a student is not permitted to respond to a mobile phone call or other electronic messages until breaks**.

Money Matters



Be sure to remind your child against leaving cash and valuables in their school bag.

[Statement of Account](#)

Accounts are sent out at the beginning of each semester advising parents of voluntary contributions and elective fees contributions. All payments for excursions, activities, concerts, equipment, etc can be made at Student Services or Reception between 8:30am and 3:00pm for parents or before school or in breaks for students. A receipt is issued for all payments. Payments may be made by cash, EFTPOS or online via the school website. The payment page is accessed from the front page of the school's website by selecting: \$ Make a payment.

EFTPOS facilities are available at Student Service, Reception, and the canteen.

[School assistance scheme](#)

If you feel you need financial assistance for the education of your child under 16. Please collect a form from Student Services or Reception or download a form from the school website.

P

Personal property

Students should never leave money in school bags. Clothing and caps should be labelled. Calculators should be engraved on the case and both parts of the plastic cover. Students should report all lost and found property to Student Services.

The school can take no responsibility for valuables brought to school. During lessons, bags are often left outside (as negotiated with the class. Sporting equipment is to be left at the MPC.

Reports

Academic reports are issued twice each year - at the end of each semester. The report consists of comments and information determined by the student's application to classwork, homework, assessment tasks, and tests conducted over the whole semester period.

The report's comment identifies areas of student strength and further development. It also provides information about the student's social development and commitment to learning.

Endeavour Progress Snapshots are issued twice per term.

Record of School Achievement (RoSA)

A Record of School Achievement (RoSA) is available as a credential for eligible students leaving school prior to receiving their Higher School Certificate (HSC).

The RoSA is a cumulative credential and contains a student's record of academic achievement up until the date they leave school. This could be at the end of Year 10 or up until and including the end of Year 12. The RoSA records **completed** Year 10 and Year 11 courses and grades, and Year 12 HSC results for students not eligible for the HSC. It also records participation in any uncompleted Year 11 or Year 12 courses and the date of leaving school.

The RoSA is an electronic record of achievements that students can use at any time. It is based on assessment by teachers in schools, moderated by the NSW Education Standards Authority (NESA) to ensure the reliability and fairness of grades. Students who leave school prior to finishing Year 10 are not eligible for a RoSA. Instead, these students will receive a Transcript of Study.

Course Completion Criteria

A student will be considered to have satisfactorily completed a course if, in the principal's view, there is sufficient evidence that they have:

- **followed** the course developed or endorsed by the Board of Studies
- **applied** themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school
- **achieved** some or all of the course outcomes.

Unsatisfactory progress including non-completion of homework, assignments, or the need for improved class participation by students will be communicated to parents when necessary.



Student wellbeing

Wingham High School is committed to the wellbeing of its students. All staff are responsible for student wellbeing. However, we also have specialist staff such as Head Teacher Wellbeing - Mrs Boyle; girls' supervisor - Ms Taylor; School Counsellor - Mrs Connolly; Student Services Officer – Ms Goodsell; support teachers - Mrs Smart, Ms Taylor, Mrs Blanch and Mrs Austin who can assist students with specific needs.

Year Advisers

Year advisers are appointed to supervise students in each year. The role of the year adviser is to provide support and care for students. Specifically, they are responsible for helping new students settle in, counselling students regarding subject choices, academic progress, and general wellbeing and reporting to staff and parents regarding student activities and problems.

Head Teacher Wellbeing

Mrs Jenni Boyle is the school's head teacher wellbeing. In this position, she will be coordinating the school's year advisers and other support personnel within the school to promote positive student and staff relationships, tolerance, and general wellbeing of the members of our school community.

Ms Meg Goodsell is the student wellbeing officer assisting Mrs Boyle to support students to access and request support from agencies outside the school.

School Counsellor

The school counsellor is Mrs Kellie Connolly. The counsellor services are available to parents, teachers and students regarding educational and other areas of need which affect students at school. The school counsellor can also offer assistance to students in crisis. Counsellors also have access to professional assistance within the local community including medical and social worker assistance. Referrals to counsellors may be made by parents, any staff and by the students themselves. Our counsellor services are available three days per week and can be contacted through the Student Services.



Uniform

Students are expected to wear their uniform during school hours, while travelling to and from school, and when engaged in school activities outside of school hours. This policy ensures that Wingham High School students are dressed in a way that reflects school community standards and is consistent with work health and safety, anti-discrimination and equal opportunity legislation.



NOTE: Tights are not pants and are therefore not uniform. Skirts and shorts must be of an appropriate length.

During summer, students should wear a hat to protect the skin from the sun. Unless there is a medical reason, hats or caps should not be worn in class. Students should wear a hat for PE lessons and sport.

Colours	
Years 7 – 10	Years 11 - 12
Navy from the waist down. <i>(i.e.: Navy – shorts, long pants, skirt)</i>	Navy from the waist down. <i>(i.e.: Navy - shorts, long pants, skirt)</i>
Navy collared/polo shirt with red detail <i>(see photo) OR straight Navy polo</i>	White - collared button up/or polo shirt
Navy jumper <i>(see photo)</i>	Navy jumper <i>(see photo)</i>



Years 7-10



All years



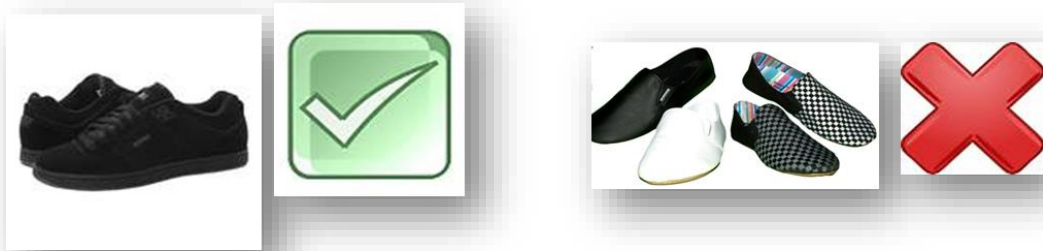
Years 11- 12

The following items are not acceptable:

- activewear tights
- jeans
- black shorts, board shorts, denim shorts, football shorts
- items of clothing with obvious brand names
- images promoting drugs or alcohol
- ballet flats, jiffies, canvas and slip ons

T-Bar shoes, popularly worn by girls and previously acceptable, **are no longer to be worn for school**. Nor will any shoe that has perforations or mesh inserts on the tongue or any other part of the shoe

In line with the requirements of the new Work Health and Safety Act, students must wear only full-fitting school shoes with lace up fronts that provide both a robust sole, good support for growing feet, and a non-permeable upper that protects the entire top of the foot.



N.B. Work Health & Safety regulations require sturdy footwear (stout sole and firm leather uppers) for practical lessons, which include Food Technology, Hospitality, Industrial Arts, Science Subjects, Art and Agriculture. Students **who are not in correct footwear may not enter the classes listed above. All black footwear that complies with Work Health & Safety regulations are part of the expected uniforms worn by all students.**

APPROPRIATE SHOES	INAPPROPRIATE SHOES
