Kirrawee High School

An information guide for students attending Kirrawee High School

2015

Enrolment Guide
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Welcome to Kirrawee High School, a Languages High School with a focus on achieving personal excellence.

Kirrawee is a large comprehensive high school with inspirational teachers, excellent facilities and a supportive school community. Besides extremely successful academic results, our achievements in languages, music, drama, student leadership, debating and sport continue to earn state, national and international recognition. The school’s popularity is marked by the fact that over 250 out-of-area students apply for approximately 40 non-local Year 7 positions each year. Our cooperative, well-behaved and talented students are the secret of our success.

Kirrawee is a dynamic and inclusive school, with students focused on positive self-growth through learning and achievement. Our 1200 students create a happy and cheerful environment, where personal, school and community goals are set and realised on a daily basis. There is a buzz throughout the school that makes it stand out as a place where there are opportunities for everyone to succeed and where students encourage each other to do their best.

Kirrawee students have excelled in many areas, as individuals, as teams and as groups of friends. They have gained the admiration of everyone in our school community. Their parents and their teachers are very proud of them, whether they’re achieving Olympic medals, Commonwealth Games medals, World Championships, top HSC results or simply another personal best.

Kirrawee students are motivated to work hard at their studies, knowing that a secured future is within their grasp, whether accessed through university, TAFE or employment.

New students and parents can be reassured that our school culture is built upon the idea that every student and teacher has the right to be safe, happy and able to get on with their work. Our partnership with parents helps us to achieve this goal. Parents are encouraged to participate in the many activities open to them. Likewise, when problems arise, parents should contact the school and make an appointment to see the appropriate member of staff (see page 4-5). I look forward to meeting and working with new students and their parents over the years ahead.

Bob Hollywood
Principal
MANAGEMENT TEAM (Block A)

PRINCIPAL
MR B HOLLYWOOD

DEPUTY PRINCIPAL ADMINISTRATION
MR G MUNIE
(Responsible for student welfare, behaviour, attendance, and the administration of the school)

DEPUTY PRINCIPAL CURRICULUM
Mr S SMITH
(Responsible for curriculum, student assessment, staff development, Record of School Achievement (RoSA), Higher School Certificate and learning support).

HEAD TEACHERS
(Responsible for the teaching and learning in each subject area)

ENGLISH
TO BE ADVISED
(Block E)

HISTORY
MR B HUGO
(Block D)

TECHNOCAL & APPLIED STUDIES
MR R LAWSON
(Block B)

LANGUAGES
MS E QUAN
(Block A)

MATHEMATICS
Mr M MITCHELL
(Block E)

PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION
MRS A ANDERSON
(Block E)

SCIENCE
MR B McKAY
(Block E)

SOCIAL SCIENCE
MRS C DOHERTY
(Block D)

VISUAL ARTS & MUSIC
MRS M VELJANOVS
(Block B)

HEAD TEACHERS - ADMINISTRATION

STUDENT MANAGEMENT
MRS J BLANCH
(Block A)
(Responsible for student enrolments, late students, absences, early leave and changes to routine)

PERSONNEL MANAGEMENT
MR G POLLARD
(Block A)
(Responsible for employment of staff to ensure teachers are available for classes at all times)

ADMINISTRATIVE MANAGER
MRS C JONES
(Leader of administrative and support staff and responsible for the school's finances)

RECEPTIONIST
MRS D CLEMENTSON
(Handles all enquiries from parents and refers you to the appropriate person)

SCHOOL ADMINISTRATIVE & SUPPORT STAFF
MRS G AZZOPARDI
MRS D CLEMENTSON
MRS L FURRISS
MR B HAMMOND
MRS V Mc MILLAN
MRS J REID
MRS A SANDERS
MRS S STEVENS
MRS I CHRISTODOULOU
MRS J DARLINGTON
MRS P GHISLAIN
MRS J KERR
MRS R MORRIS
MRS L ROGERS
MRS L STEPHENS
MRS A BENNETT

SPORTS COORDINATOR
MR M SCOTT
(Block E)
STUDENT WELFARE TEAM - 2015

HEAD TEACHER (WELFARE)  MRS M KENEHAN  (Welfare Office, Independent Learning Centre)

STUDENT ADVISORS AND THEIR ASSISTANTS

YEAR 7 ADVISOR  MR N MIDDLETON  (Visual Arts, B Block)
ASSISTANT  MRS E FARMER  (English, E Block)

YEAR 8 ADVISOR  MRS M BOTROS  (Languages, A Block)
ASSISTANT  MR J OLOVICH  (Learning Centre, Library)

YEAR 9 ADVISOR  MRS A BARNETT  (English, E Block)
ASSISTANT  MR B WHITE  (English, E Block)

YEAR 10 ADVISOR  MR B SMITH  (History, D Block)
ASSISTANT  MS G SITES  (History, D Block)

YEAR 11 ADVISOR  MR S COX  (Technology Office, A Block)
ASSISTANT  MISS K SALIS  (PE, E Block)

YEAR 12 ADVISOR  MRS K FALCONER  (Visual Arts, B Block)
ASSISTANT  MRS L POLLOCK  (Mathematics, E Block)

SCHOOL COUNSELLORS  MS N BAKER  (A Block)
MR B PLUMMER (D.G.O.)  (A Block)

LEARNING SUPPORT TEAM  MRS E FARMER  Support Teacher (Learning)

CAREERS ADVISOR  MR J OLOVICH  (Learning Centre, Library)

TEACHER/LIBRARIAN  MRS C BARREN  (Library)
ENROLMENT OF NEW STUDENTS IN YEARS 7, 11 and 12

There will be an assembly for students in Years 7, 11 and 12 at 8.45 am on Wednesday 28 January 2015 in the school auditorium. After the assembly Year 7 will meet with their Year Advisor to be allocated to class. Students will be issued with their timetable. For Year 7 the day will consist of some formal lessons, peer support meetings and a barbecue lunch.

ENROLMENT OF NEW STUDENTS IN YEARS 8, 9 and 10

There will be an assembly for students in Years 8, 9 and 10 at 8.45 am on Thursday 29 January 2015 so they can be introduced to key school personnel.

After the assembly, any new students will meet with the Head Teachers from the Administration Office to verify their enrolment details. They will then be introduced to their Student Advisors and be assigned to their classes.

All new students should bring with them their reports from their previous High School.

SCHOOL UNIFORM - DRESS CODE

All students are required to wear the correct school uniform and take pride in their personal appearance. They should be neat and well groomed. Students are required to wear the embroidered school crest on their uniform.

Only school approved items are to be worn.

PLEASE MAKE SURE ALL CLOTHING IS CLEARLY LABELLED WITH THE OWNER’S NAME (AN IDENTIFYING NAME IS MOST HELPFUL WHEN TRYING TO TRACE MISSING ITEMS).

NOTE: WEAR YOUR UNIFORM WITH PRIDE AND DIGNITY. REMEMBER THAT UNTIDY DRESS OR MISBEHAVIOUR WHILE DRESSED IN THE SCHOOL UNIFORM BRINGS DISCREDIT TO THE SCHOOL, YOURSELF AND YOUR PARENTS.
SCHOOL UNIFORM - REQUIREMENTS

<table>
<thead>
<tr>
<th>SENIOR GIRLS</th>
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<tbody>
<tr>
<td><strong>Summer</strong></td>
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<tr>
<td><strong>Winter</strong></td>
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<table>
<thead>
<tr>
<th>JUNIOR GIRLS</th>
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<tbody>
<tr>
<td><strong>Summer</strong></td>
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<td></td>
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<tr>
<td></td>
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<tr>
<td><strong>Winter</strong></td>
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**JUNIOR AND SENIOR ITEMS ABOVE CAN BE WORN WITH:**

- The KHS sloppy-joe with embroidered crest*.
- The KHS jumper with embroidered crest*.
- The KHS zip jacket with embroidered crest*.
- The KHS tie (optional) for winter only*.
- The KHS scarf for winter only*

**P.E. UNIFORM**

- KHS polo shirt* with embroidered crest*.
- KHS shorts*, joggers. Mid length plain white socks that cover the ankle.
- This uniform is to be worn by students in PE classes, school sports and representing the school in sporting events. Tracksuit may be worn for PE lessons.

**SPORT (TUESDAYS)**

Students in Years 7-10 may wear their full PE uniform (KHS blue polo shirt with crest/KHS black shorts/joggers) or the school tracksuit (with KHS embroidered on jacket and pants). Enclosed black leather lace-up shoes must be worn for Science and TAS Practical lessons.

If students do not wear the full PE uniform/track suit, they must wear the full school uniform.
(Items marked with * must be in the regulation style and colour. Alternatives will not be accepted. Only plain white T-shirts can be worn under shirts.)

Minimal jewellery only—visible body piercing is not acceptable.

School hat - no beanies.

<table>
<thead>
<tr>
<th>SENIOR BOYS</th>
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<tbody>
<tr>
<td><strong>Summer</strong></td>
</tr>
<tr>
<td>White school shirt with embroidered crest*.</td>
</tr>
<tr>
<td>KHS style navy polyester tailored shorts, eg &quot;College baggies&quot; or tab style*. (No drawstring or elastic waist styles).</td>
</tr>
<tr>
<td>Mid length plain white socks that cover the ankle. *Enclosed black leather lace-up school shoes only. (Required under our risk assessment for use in Science and Practical TAS lessons.)</td>
</tr>
<tr>
<td>Black belt</td>
</tr>
<tr>
<td><strong>Winter</strong></td>
</tr>
<tr>
<td>White school shirt with embroidered crest*.</td>
</tr>
<tr>
<td>KHS style grey tailored pants*. (No drawstring or elastic waist styles).</td>
</tr>
<tr>
<td>*Mid length plain white socks that cover the ankle. *Enclosed black leather lace-up school shoes only. (Required under our risk assessment for use in Science and Practical TAS lessons.)</td>
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- The KHS tie (optional) for winter only*.
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- KHS shorts*, joggers. Mid length plain white socks that cover the ankle.
This uniform is to be worn by students in PE classes, school sports and representing the school in sporting events. Track suit may be worn for PE lessons.
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Students in Years 7-10 may wear their full PE uniform (KHS blue polo shirt with crest/KHS black shorts/joggers) or the school track suit (with KHS embroidered on jacket and pants). Enclosed black leather lace-up shoes must be worn for Science and TAS Practical lessons.

If students do not wear the full PE uniform/track suit, they are to wear normal school uniform.

*(Items marked with * must be in the regulation style and colour. Alternatives will not be accepted. Only plain white T-shirts can be worn under shirts.)*

Minimal jewellery only—**visible body piercing is not acceptable.**

School hat - no beanies.

**STOCKISTS**

<table>
<thead>
<tr>
<th>Item</th>
<th>Supplier</th>
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</thead>
<tbody>
<tr>
<td>Junior Dress</td>
<td>Claudines, Lowes</td>
</tr>
<tr>
<td>Senior Dress</td>
<td>Claudines, Lowes</td>
</tr>
<tr>
<td>Girls Junior Shorts</td>
<td>Claudines, Lowes (until supplies run out)</td>
</tr>
<tr>
<td>Junior Summer Skirt</td>
<td>Claudines, Lowes</td>
</tr>
<tr>
<td>Girls Senior Shorts</td>
<td>Claudines, Lowes</td>
</tr>
<tr>
<td>Girls Slacks</td>
<td>Claudines</td>
</tr>
<tr>
<td>School Shirt</td>
<td>Claudines, Lowes</td>
</tr>
<tr>
<td>Junior Winter Skirt</td>
<td>Claudines, Lowes</td>
</tr>
<tr>
<td>Senior Skirt</td>
<td>Claudines, Lowes</td>
</tr>
<tr>
<td>Boys Grey Pants</td>
<td>Claudines, Lowes</td>
</tr>
<tr>
<td>Boys Grey Shorts</td>
<td>Claudines, Lowes</td>
</tr>
<tr>
<td>Boys Senior Shorts</td>
<td>Claudines, Lowes</td>
</tr>
<tr>
<td>Scarf</td>
<td>Kirrawee High School Uniform Shop</td>
</tr>
<tr>
<td>School Jumper</td>
<td>Kirrawee High School Uniform Shop</td>
</tr>
<tr>
<td>Sloppy Joe</td>
<td>Kirrawee High School Uniform Shop</td>
</tr>
<tr>
<td>School Tie</td>
<td>Kirrawee High School Uniform Shop</td>
</tr>
<tr>
<td>Sport Polo Shirt</td>
<td>Kirrawee High School Uniform Shop</td>
</tr>
<tr>
<td>Sport Shorts</td>
<td>Kirrawee High School Uniform Shop</td>
</tr>
<tr>
<td>School Hat</td>
<td>Kirrawee High School Uniform Shop</td>
</tr>
<tr>
<td>Sports Tracksuit</td>
<td>Kirrawee High School Uniform Shop</td>
</tr>
<tr>
<td>White school socks</td>
<td>Kirrawee High School Uniform Shop, Claudines, Lowes</td>
</tr>
</tbody>
</table>

**Claudine’s** 23 President Avenue, Caringbah 9526 2525

**Lowes** Westfield Miranda 9525 6668

**UNIFORM SHOP OPEN:** Thursday 8.15am – 9.15am (Located at back of the hall facing the quad)

**THE UNIFORM SHOP ACCEPTS CASH and EFTPOS ($1.00 SURCHARGE FOR EFPTOS)**

(Receipts issued for tax deduction purposes)

The uniform shop has a large stock of good quality second hand clothing, which includes most of the items as listed above.

Donations of good quality second hand clothing are always welcome.

All profits generated at the uniform shop are donated back to the school.

Please ensure all items of clothing are labelled with the student’s name.

**REQUEST FOR VOLUNTEERS**

If you would like to volunteer at the shop, please leave your name and contact number at the front desk or by telephone on 9521 2099.
INFORMATION FOR PARENTS
SCHOOL CONTACTS

The running of a large high school such as ours entails considerable delegation and division of responsibilities. The following notes are therefore offered as a guide to parents as to the staff members who might be the most appropriate to deal with particular problems.

The Roll Call Teacher, in most cases, both teaches your child and marks the class roll. He or she is the one who, as the year progresses, can be expected to know your child as a person possibly better than any other staff member.

The Year Advisor and his or her assistant has general oversight of all the class patrons and students in your child's year. Their duties include all matters pertaining to a student's choice of electives including advice and counselling to both student and parent, the sending out of progress reports and arrangements for entries for Public Examinations. They are the appropriate people to approach in the first instance regarding all matters to do with a student's general progress and adjustment in the school.

The Careers Advisor will help make decisions by providing information and advice in regard to courses of training and job opportunities in suitable careers (considering personal interest and abilities).

The Head Teacher Welfare has special oversight of all the students in the school especially in matters of conduct and problems concerned with growing up. The Head Teacher Welfare is well qualified to deal with problems involving emotional wellbeing.

The Head Teachers have full oversight of the teachers, the curriculum, teaching programs and the allocation of students to classes in their respective disciplines. Questions as to a student's progress in a particular subject should be addressed to the Head Teacher rather than to the class teacher in the first instance. He/she will often arrange for you to talk directly with the teacher concerned. The Head Teachers usually pass on information concerning students having difficulties or problems in their subject to the respective Student Advisors.

The School Counsellors attend this school regularly and appointments may be made to see them. The Counsellor is specially trained to deal with the more serious or persistent educational and emotional problems that a student may have. Cases are referred to them by the Student Advisors, Head Teachers and teachers but they may also be approached by a parent or student directly. (Mrs D Clementson, the receptionist, may be contacted on 9521 2099 if you wish to locate one of the counsellors or you can contact a counsellor through the Welfare Team.)

The Administrative Officers will arrange for a teacher to contact parents regarding appointments, arrange to deliver urgent messages to students, receive sick or injured students and may be approached for all general enquiries.

The Deputy Principal Administration is responsible for the day to day administration of the school. He is responsible for student welfare, behaviour and attendance, and the organisation of major functions.

The Deputy Principal Curriculum is responsible for the school's curriculum, student assessment and learning support. He is also responsible for the Record of Student Achievement (RoSA) and the Higher School Certificate.

Notes from you explaining past or anticipated absences should be placed in the letter box beside the main office doors in A Block quadrangle. Telephone messages concerning absences will be passed on by the Administrative Staff. Notes concerning absences should show the Name and Roll Class of the child on the top, the date of writing, the dates of absence and the reason, and should be signed by the mother, father or guardian.
The Kirrawee High School motto is “Measure by Achievement”. But in order to achieve, we need to be happy and have a sense of wellbeing. At this school each student contributes to the overall happiness and wellbeing of all the other students and the staff.

We place high importance on the wellbeing of all students and staff. In order to make your contribution you are encouraged to find your own unique strengths and to become fully engaged in the school community.

Student strengths are made up of two parts:

- Natural Abilities (eg: sport, humour, music, friendliness, memory, drama, logic)
- Values (eg: fairness, respect, care, responsibility, participation, excellence)

**Natural Abilities + Values = Character**

Your success in learning and in life depends largely on your character (or character strengths). The W.E.L.L. program includes such programs as peer support, student advisors, learning support, personal development, recognition assemblies, mentors and daily reminders. These can assist you to develop your strengths and to achieve your best.

**Your success in life** depends on:
- what you THINK & BELIEVE
- which determines how you ACT
- which creates your HABITS

Your habits help you develop:
- your ABILITIES
- and your CHARACTER

These determine your future
ANTI-BULLYING

Kirrawee High School
- aims to provide a happy and safe environment for everyone;
- has a policy for detecting, preventing and dealing with bullying;
- provides support to students who need it.

What is Bullying?
Bullying is any repeated, unprovoked behaviour intended to hurt, threaten, or frighten another person. It may be physical, verbal, written, psychological or social. It is:
- the misuse of power;
- uninvited, aggressive words or action;
- hurtful or harmful.

Bullying may include:
- calling hurtful or racist names;
- picking on or teasing someone;
- deliberately punching, hitting, bumping;
- spreading rumours about someone;
- mocking or mimicking someone;
- repeatedly 'putting down' someone;
- threatening verbally, with SMS or email;
- deliberately ignoring and avoiding;
- taking, damaging or hiding property that belongs to others.
- Using electronic devices such as computers or mobile phones to harass a student.

WHAT YOU NEED TO DO

To Prevent Bullying YOU need to:
- work to create a happy school environment for all;
- respect yourself and others;
- learn to tolerate and accept individual differences;
- stand up against bullying behaviour;
- support the school policy on bullying.

If You are Bullied YOU need to:
- tell the bully to stop;
- seek help and talk about it to someone you trust;
- report it to a teacher.

If You Know Someone Who is being Bullied YOU need to:
- care enough to do something about it, whether it affects you personally or not.
- step in early and you may help to defuse a situation before it gets out of hand.
- report it to a teacher or parent (take a friend with you if you want).

For more details on strategies to try, and who can help at school see the Bullying Info section on the Kirrawee High School Intranet. This also has tips on specific types of bullying (like text messaging) as well as links to anti-bullying websites such as www.bullyingnoway.com.au. Also see the School’s Anti-Bullying Policy in full on the KHS website http://www.kirrawee-h.schools.nsw.edu.au. For cyber bullying see also https://detwww.DEC.nsw.edu.au/deptresources/templates/socialmedia/digitalcitizenship/yr2010/cb-expertssay.htm
SCHOOL ROUTINE

ATTENDANCE

Attendance is compulsory. If a student is absent from school without a legitimate reason, an SMS message will be sent to the parent’s mobile phone on the day of the absence. A return message indicating the reason for absence is sufficient.

If you know prior that your child will be absent, please send in a note explaining the absence. Families who organise holidays through the school term will need to apply for an exemption to ensure their leave does not go on record as UNJUSTIFIED. The exemption form will need to be completed prior to starting your holiday. If the paperwork is not completed, the school has no choice as to mark your child’s absence from school as Unjustified.

Kirrawee High School supports its entire elite sports people and entertainers in their endeavours but again the correct paperwork must be completed to ensure your child’s attendance records are not affected by their legitimate absence from school.

All applications for exemption can be obtained from the front office or on our school website.

SPORT ATTENDANCE

Students are expected to attend and participate in sport (DEC policy). A note is required if a student is unable to attend sport. The student will be supervised in a non-sport group. Students will not be allowed to go home.

On Tuesdays students applying for leave are also required to hand in a note or card from the specialist indicating their appointment time. Please note unless this is provided all early leavers will be marked as UNJUSTIFIED on the school roll system. Students who do not provide this note can have their roll updated once they produce documentation the day after the appointment.

LATE ARRIVAL

Late arrival should be avoided due to its disruptive effect on lessons and the school routine. If unavoidable, a late-comer should bring a note from home explaining the reason for lateness. Not all reasons may be deemed as acceptable and can be recorded as unjustified partial absence. All late-comers must report to the late room upon arrival at school. If a student arrives after roll call, Years 7 – 10 report to Reception and Years 11 - 12 report to the Administration Office. Students arriving late will be issued with a late note which will allow them to be admitted to class for the day's remaining periods. After a student has two or more unexplained lates, the student will be placed on Friday lunch detention. Continual lateness may result in the student being placed on Thursday afternoon detention. Continual lateness to school which is explained by parents will result in a student being marked as UNJUSTIFIED on the student Attendance Roll.

EARLY LEAVE

It is expected that a student attends school for the entire day. In cases where a student is unable to attend due to a specialist appointment or another reason, students must obtain an early leave pass. Notes seeking permission to be excused from school for legitimate reasons are to be taken to the Head Teacher Administration’s office before school (8.15-8.35am). As with all notes the student’s name and roll class should be placed on the top left hand side of the note. The note must have a specific reason for a student’s absence from school. Appointment or family issues will not be accepted as reasons and will be marked as UNJUSTIFIED on the student’s record of attendance. Students must provide a specific reason for leave to be approved and granted.

If a student does not report before school with a note explaining their early leave request, parents will be required to come into the school to sign out their child.
# BELL TIMES

**MONDAY, WEDNESDAY**

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
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<tbody>
<tr>
<td>8.15</td>
<td>Year 11 Meeting (Monday)</td>
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<tr>
<td>8.20</td>
<td>Year 12 Meeting (Wednesday)</td>
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<tr>
<td>8.37</td>
<td>Warning Bell (Years 7 to 10)</td>
</tr>
<tr>
<td>8.40</td>
<td>Roll Call and Reading Time (Years 7 to 10)</td>
</tr>
<tr>
<td>8.55</td>
<td>Period 1</td>
</tr>
<tr>
<td>9.32</td>
<td>Period 2</td>
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<tr>
<td><strong>10.10</strong></td>
<td><strong>Recess</strong></td>
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<tr>
<td>10.30</td>
<td>Period 3</td>
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<tr>
<td>10.35</td>
<td>Late Bell</td>
</tr>
<tr>
<td>11.08</td>
<td>Period 4</td>
</tr>
<tr>
<td><strong>11.45</strong></td>
<td><strong>Short Break</strong></td>
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<tr>
<td>11.53</td>
<td>Period 5</td>
</tr>
<tr>
<td>11.58</td>
<td>Late Bell</td>
</tr>
<tr>
<td>12.28</td>
<td>Period 6</td>
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<tr>
<td><strong>1.05</strong></td>
<td><strong>Lunch 1</strong></td>
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<tr>
<td>1.45</td>
<td>Period 7</td>
</tr>
<tr>
<td>1.50</td>
<td>Late Bell</td>
</tr>
<tr>
<td>2.23</td>
<td>Period 8</td>
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<tr>
<td>3.00</td>
<td>End of school day</td>
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</table>

**TUESDAY**

<table>
<thead>
<tr>
<th>Time</th>
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<tbody>
<tr>
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<td>1.50</td>
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<tr>
<td>2.23</td>
<td>Staff/Faculty/Team Meeting</td>
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<tr>
<td>3.00</td>
<td>End of school day</td>
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</tbody>
</table>

**THURSDAY**

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<tr>
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<td><strong>Recess/Staff Meeting</strong></td>
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<td>Period 3</td>
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</table>

**On Thursday, the students finish at 2.23pm**

The General Office is open from **8.15am until 3.15pm**

Receipting of all monies from **8am until 11.30am**
KIRRAWEE HIGH SCHOOL CURRICULUM

Kirrawee provides a broad and balanced curriculum that caters for a range of student needs and abilities.

The Curriculum is divided into three stages. Years 7 and 8 (Stage 4) provide a basic introduction to all courses. In Years 9 and 10 (Stage 5), apart from studies in a core curriculum which includes English, Mathematics, Science, History, Geography, Civics and Citizenship, Physical Education and Computing Skills, students may undertake specialist study in three subjects of their choice (electives). In Years 11 and 12 (Stage 6) students can further specialise in areas of their choice leading to the award of the Higher School Certificate.

A brief outline of the School's Curriculum for 2015 appears below.

YEARS 7 and 8

In Years 7 and 8 students follow a common course which introduces them to high school studies. The emphasis during this stage is on developing skills and interest through active participation in student-centred lessons and on building self-esteem and confidence through positive classroom experiences.

The following courses will be studied by all students in Years 7 and 8.

- English
- Mathematics
- Science
- Human Society and its Environment (including components of Australian History, Australian Geography, Civics and Citizenship)
- Language
- Personal Development, Health and Physical Education
- Music
- Technology
- Visual Arts
- Library and Research Skills
- Religious Education

Note: In 2015 students will study either Japanese or French in Year 7. Then later, when they choose their elective courses for Year 9, they will be given the opportunity to select an additional or a new language as part of their pattern of studies for Years 9 and 10.

YEARS 9 and 10

Studies during Years 9 and 10 build on the skills and interests developed in previous years and match the increasing maturity of the students by offering them a range of elective subjects. Students choose three courses of their choice, two are studied during both Year 9 and Year 10 and one is studied during Year 9 only. Courses include:

**Mandatory Courses**

- English
- Mathematics
- Science
- Australian History
- Australian Geography
- Civics & Citizenship
- Personal Development, Health & PE
- Careers and Life Skills
- Computing Skills

**Optional Courses (Electives)** will run according to student numbers and school resources each year

- Commerce
- Dance
- Drama
- Industrial Technology – Metal
- Industrial Technology – Multimedia
- Industrial Technology – Timber
- Industrial Technology – Electronics
- Food Technology
- French
- Graphics Technology
- Information & Software Technology
- Japanese
- Music
- Physical Activity and Sports Studies
- Textiles Technology
- Visual Arts
YEARS 11 and 12

Choice and flexibility characterise our Higher School Certificate curriculum. Most students will follow a 2 year pattern of studies. This may be varied through a "Pathways" program where students may accumulate (take longer than 2 years), accelerate (less than 2 years), or repeat courses.

Most individual patterns of study consist of Board Developed Courses contributing to a Australian Tertiary Admission Rank (ATAR). A broad range of dual accreditation vocational courses is also available for those students choosing to enter TAFE or the workforce after leaving school. Other Board Endorsed Courses are also offered but do not contribute to the ATAR.

Under Head Teacher’s Administration, Teaching and Educational Standards (BOSTES) guidelines, students are required to study a minimum of 12 Units of work in Year 11 and 10 Units of work in Year 12 to qualify for the award of the Higher School Certificate. Students may choose a pattern of studies from the following courses.

Mandatory Course
- English

Optional Courses (Electives)

Board Determined Courses
- Biology
- Business Studies
- Chemistry
- Community and Family Studies
- Dance
- Design and Technology
- Drama
- Economics
- Engineering Studies
- English Extension 1
- English Extension 2
- Food Technology
- French
- French Extension
- Geography
- History: Ancient and Modern
- History Extension
- Industrial Technology – Multimedia
  - Metals and engineering
- Information Process and Technology
- Japanese
- Japanese Extension
- Legal Studies
- Mathematics General
- Mathematics 2U
- Mathematics Extension 1
- Mathematics Extension 2
- Music 1
- Music 2
- Music Extension
- Music Technology
- Personal Development, Health and Physical Education
- Physics
- Society and Culture
- Senior Science
- Textiles and Design
- Visual Arts

Vocational Courses and Content Endorsed Courses
- Construction (VET)
- Computing Applications
- Hospitality (VET)
- Visual Design
- Metal & Engineering (VET)
- Photography
- Sport, Lifestyle & Recreation

In addition a range of TAFE courses are available

Recognition of Achievement

Students at Kirrawee High are encouraged to do their best through a range of academic, sporting and other activities. The school formally recognises achievement through an Achievement Card system. This is a graduated system, which culminates in the award of various achievement certificates and the School Medal. The school's newsletter, notice board, recognition assemblies, references and web site are also used to recognise student achievement.
RELIGIOUS EDUCATION

Students in Year 7 receive religious instruction with a visiting religious studies teacher one period per week for two terms.

Students in Year 8 receive religious instruction with a visiting religious studies teacher one period per week for one term.

Students in Years 9 and 10 are withdrawn from a normally time-tabled double period class once per semester to participate in a small group with a visiting religious studies teacher.

SPORT

Sport is an integral and compulsory part of the school’s curriculum. Sport in Terms 1 and 3 for Year 7 will be conducted at school. Sport Terms 2 and 4 for Year 7 will be conducted at the Sutherland Leisure Centre. Year 8 will spend Terms 1 and 3 at the Sutherland Leisure Centre and Terms 2 and 4 at school. Sport conducted at school will not incur a fee/charge. The cost for use of the Sutherland Leisure Centre and bus travel is approximately $133, paid on a term basis. The following activities will be offered at Sutherland Leisure Centre:

- aerobics; circuit training; weight training; aqua aerobics; water polo;
- learn to swim, swimming correction and/or training.

In the alternate term, school based sports will concentrate on various skills which will be able to be put to use in team games. The school based sports will be basketball, oztag, netball, touch football and indoor soccer. Students will rotate between sports every four weeks.

Years 9 and 10 do a selection of sports on a rotational basis each term. Sports include surfing, aerobics, ten-pin bowling, weight training, tennis, basketball, golf, gymnastics, squash and yoga.

Kirrawee High School has a strong sporting tradition. Teams are entered in a large number of State-wide knock-out contests and have been highly successful. The school has had many outstanding individual achievements including NSW and Australian representatives and/or champions in swimming, athletics, soccer (indoor and outdoor), gymnastics, water polo, snowboarding, dressage, softball and netball.

The school holds annual one-day swimming and athletic carnivals which are fun and compulsory. A one day cross country carnival is held for interested students.

N.B. It is expected that if a student is well enough to attend school then they are well enough to attend sport. In cases where a student is unable to attend sport, supervision is provided. Notes seeking permission to be excused from sport for legitimate reasons are to be taken to the Head Teacher Administration’s office before school (8.15-8.35am). As with all notes the student’s name and roll class should be placed on the top left hand side of the note. Students will not be given early leave passes for illness. Students unwell will go home through the clinic.

EXTRA-CURRICULA ACTIVITIES

These are often among the most worthwhile and memorable experiences of the students, and this school provides and encourages its students to participate in: debating and public speaking, musical and drama productions, the Student Council, Inter-School Christian Fellowship, community service, charitable collections and fundraising, arts and crafts, peer counselling, etc.

EXCURSION RULES

An information sheet and permission note will be sent home with each child before an excursion. The closing date for the payment for the excursion and the return of the permission note will be clearly displayed. If for any reason (eg. sickness, financial) the money or note cannot be returned by the due date, a phone call or letter explaining the reason, must occur before the due date. Failure to do this will result in the student not attending the excursion. **Students who do not behave appropriately at school will not be allowed to attend excursions.**
SPECIAL PROGRAMS

Careers
The school has a full time Careers Advisor who organises a wide range of activities to help students to:
   (a) assess their own potential and interests,
   (b) learn about occupations and opportunities for further training or education.

The program includes "Work Experience", individual and group counselling and teaching, excursions, careers "Fairs" etc.

Reading
We also have a Learning Support Teacher and volunteer parents who provide a wide range of programs and aids to enable, not only poor readers, but all students to improve their reading skills.

In addition several students have begun programs of accelerated learning and this opportunity will be offered to others as the need arises.

“Bring Your Own Device” (BYOD)
Kirrawee High School recognises and acknowledges the use of technology as a learning tool to improve student learning outcomes and values rich learning experiences. The promotion and advancement of this integration is core to the school’s educational philosophies.

Today’s students are digital natives. Technology is at the core of many aspects of their lives including communication, socialisation, and learning. It makes sense to use technology as a tool to assist learning. In the same way that a pen is just a tool, the computer/tablet/whatever digital device is just a complex and empowering tool that can be used to facilitate and enrich learning experiences. It is not seen as a substitute or replacement device for books, pens, libraries and teachers. Rather it is just another tool available to enrich the learning experience of the individual.

Students in Years 9 and 10 are required to have access to a laptop for school. Students in Year 7 & 8 may bring a tablet or laptop for learning.

AN OUTLINE OF THE SCHOOL RULES

The rules are very important. Here at Kirrawee, we want you to enjoy your education and be able to pursue it to the best of your abilities. So that you and other students can do this, we need an environment where there is safe and orderly conduct and respect for others. Our rules are designed to make this possible. Furthermore, rules are necessary to bring about the quality of self-discipline which is such an important part of your education.

1. Respect for Others
   It is important to learn how to respect others, and to realise that they have rights just as you do. The following general rules apply in this area:
   i) There is to be no fighting, swearing, pushing, bullying, teasing or annoying other students in any way.
   ii) Never touch anyone's school bag or other property without permission.
   iii) When you come to line up in any queue, never push in, or allow friends in, out of turn.

2. Safety
   To avoid any unnecessary injury to yourself or others, the following rules apply;
   i) Unless you're being supervised by a teacher, don't run on the concrete or paved areas.
   ii) If you play handball, make sure that the ball is not thrown too high, too far or too hard. (No "Brandings"!)
   iii) Never climb on roofs, covered ways, trees or structures. Students who climb these areas will be suspended. If a ball goes on a roof or covered walkway, see the General Assistant.
   iv) Students must queue without pushing to get onto the school bus.
   v) Bicycles are not the responsibility of the school. Facilities are provided for locking bikes. Skateboards and scooters are not to be brought to school.
   vi) Bicycle riders must wear a helmet.
vii) The following are not allowed in this school - paper darts and aeroplanes, water bombs, catapults and shanghais, water pistols, knives, cigarettes, drugs, alcohol, dangerous chemicals, fire-crackers, firearms, live ammunition, pornographic material, laser pointers or skateboards. Students bringing these items to school may be suspended.

viii) "Walkmans", MP3s, I Pods are only for use outside of classrooms. The security of these items is the total responsibility of the student.

ix) If ever you are sick or injured, go straight to the Administration Office with a note from your teacher (unless you need help, go on your own). Do not phone parents – the school will arrange this.

x) Smoking - You are not permitted to smoke at school, on your way to or from school, at school functions or in public when in school uniform.

xi) Mobile phones are to be switched off during class time.

3. Absence and Lateness
i) Whenever you are away from school, make sure you bring a note from your Parent(s)/Guardian explaining your absence on the day you return. The note must have your name and roll class on the top.

ii) If ever you are late for school, go straight to the late room if during roll call or after roll call to Reception.

iii) Once you have arrived at school, never leave the grounds unless you have special permission to do so.

iv) Unless you travel on an "early" bus, you should not arrive at school before 8.10 am. Supervision cannot be provided before this time.

4. Uniform
We have a good uniform at Kirrawee and we expect you to take pride in wearing it.

i) You should wear your uniform at school and at all school activities unless you are told otherwise.

ii) If you are unable to wear some part of your uniform, bring a note and get an "out of uniform" note from your roll teacher during roll call.

iii) Make sure every part of your uniform has your name on it (as well as any other personal belongings you bringing to school).

iv) Excess jewellery is not permitted.

v) Body piercing such lip, nose, tongue and eyebrow is not allowed.

5. Class
i) The minimum requirements for every lesson are: pen, pencil, ruler, timetable, spare writing paper, BYOD, appropriate text and exercise books.

ii) Look after your textbooks by covering them. Year 7 are supplied with a text book protector for Mathematics and Science when purchasing a book pack.

iii) Move quickly from class to class, keeping to the left in the school corridors.

iv) Eating during, or between lessons is not permitted.

6. Other
i) Students should leave the school immediately after the dismissal of classes as teachers are normally not in attendance. Loitering on school premises is not permitted.

ii) All rubbish should be placed in bins.

iii) You should never enter out-of-bounds areas without special permission.

iv) Do not leave valuables unattended in bags.

v) Students are not permitted to leave the school grounds during the day without permission from the Deputy Principal or go to their car.
DISCIPLINE PROCEDURES WITHIN CLASS

Normal classroom situation

Ongoing disruption by a student

Warning issued: This behaviour will result in you being placed at the special desk. Don’t do it again.

Student placed at special desk due to continued disruption

LETTER TO PARENT

Student works out a solution with the teacher

Student works on solution

Student earns return to normal class privileges

Student fails to resolve problem at desk

Student continues to disrupt

Student to Head Teacher

Student may be placed in special room for two days

Uncontrollable classroom situation

Teacher seeks assistance, preferably from Head Teacher

Serious Discipline Breach
### WHAT TO DO IF....

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<tbody>
<tr>
<td><strong>SICK/INJURED</strong></td>
<td>In class - ask teacher for a note to go to the Print Room/Sick Bay. In the playground - go to the Print Room/Sick Bay.</td>
</tr>
<tr>
<td><strong>LATE</strong></td>
<td>Years 7 – 10 go to Reception for a late note. Years 11- 12 go to the Administration Office for a late note</td>
</tr>
<tr>
<td><strong>OUT OF UNIFORM</strong></td>
<td>Pass from Roll Call Teacher.</td>
</tr>
<tr>
<td><strong>UNHAPPY</strong></td>
<td>See Mrs Kenehan, Mr Plummer or Ms Baker in A Block or your Year Advisor.</td>
</tr>
<tr>
<td><strong>NEED TO LEAVE EARLY</strong></td>
<td>Bring note from home and take it to Head Teacher Student Management before school and get a pass out.</td>
</tr>
<tr>
<td><strong>KNOW YOU ARE GOING TO BE AWAY</strong></td>
<td>Bring note from home before absence, tell Year Advisor and place note in the Absence Box in A Block. An application for exemption must be submitted at least seven days prior to the leave.</td>
</tr>
<tr>
<td><strong>AWAY FROM SCHOOL</strong></td>
<td>Phone school to indicate how long you will be away. Bring note first day back, place note in the Absence Box in A Block.</td>
</tr>
<tr>
<td><strong>NOT SURE ABOUT ANYTHING</strong></td>
<td>Ask in Administration Office, Front Office or Mrs Kenehan (office in the Learning Centre).</td>
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### MEDICATION

1. **Prescribed Medication**

   Parents must inform the school via the Head Teacher Welfare or the Administration Office of the need to take the prescribed medication. A note must have name and class of student, dose, duration of treatment and time to take the medication. If you know of any concern about possible side effects please include that information also.

   The prescribed medication for the day is to be left at the office in the morning.

   All prescribed medication must be taken under supervision at the office, so make sure the prescribed medication has the student's name, dose and time to be taken on the container.

   NB: No over the counter medication can be issued by staff.

2. **Analgesics and Other Over the Counter Drugs**

   These will not be administered by school staff. Students are not to bring these drugs to school. If they do so, the drugs will be taken from them and stored in the office area until the end of the day when they will be returned to them and parents advised of the confiscation. Parents who wish their children to use these drugs will be required to administer them personally.

3. **Asthma**

   In accordance with Departmental regulations students are required to carry inhalers with them at all times. Additional inhalers will be kept in the Administration Office area for emergency use. Students will be required to self-administer or receive assistance from parents.

   Students and their parents should be encouraged to seek professional advice about management of asthma.

4. **Anaphylaxis (Severe Allergic Reaction)**

   Under DEC guidelines, parents/guardians are to inform the school if their child suffers from anaphylaxis. It is the parents’ responsibility to inform the school and supply a copy of their child’s ASCIA emergency plan. If a student has been prescribed an Epipen they must carry it on them at all times. For safety, parents will be called to collect their child if they are not carrying their Epipen with them.
CHARGES FOR 2015

SUBJECT COSTS AND EDUCATIONAL PROGRAMS & RESOURCES FEES

GENERAL SCHOOL CONTRIBUTION (VOLUNTARY)

|            | Years 7-12 | $40.00 |

The school general/voluntary contribution helps fund the upkeep and replacement, for example, of non-fixed equipment ranging through art equipment, electrical appliances including photocopiers, lights and diffusers, kitchen fittings, the purchase of new technology to enhance student learning and additional resources for the library and learning centre.

Grounds and landscaping, including line marking, trees and shrubs, fire safety items, padlocks and keys, bathroom fittings are more examples of maintenance responsibilities that have to be funded by the school.

As well, these contributions by parents are very significant for the necessary comprehensive communication and reporting provided by the school. This can range from curriculum outlines, assessment handbooks, student references and reports, welfare books and notices.

SCHOOL RESOURCES FEES

| Total | Years 7-10 | $134.50 | Years 11 and 12 | $113.50 (Y7-12 itemised below) |

School Diary

|            | Years 7-12 | $7.50 |

A school diary is a compulsory tool for students to use at Kirrawee High. Teachers assist students to plan, organise and manage their homework and assessment schedules with the diary. The school diary also contains important and useful information about the school.

Technology Fee

|            | Years 7-10 | $35.00 | Years 11 and 12 | $45.00 |

This fee goes towards the costs of supplying and maintaining the computers, network infrastructure, and additional technical personnel employed to maintain the system.

Sporting Fee

|            | Years 7-10 | $22.00 | Years 11 and 12 | $16.00 |

This goes towards covering the cost of maintenance and replacement of major equipment used, as well as covering the cost of specialised sports programs. Affiliation fees paid to the Combined High Schools Association to allow us to participate in Zone, Regional and State competitions.

Printing Fee

|            | Years 7-10 | $30.00 | Years 11 and 12 | $45.00 |

This fee covers consumables and costs associated printing. Part of this fee is also allocated into the student’s printing account for use in the computer labs, Learning Centre and Library.

NSW Australian Curriculum Text

|            | Years 7-10 | $40.00 |

This levy has been introduced to help fund the resources required to teach the NSW Syllabus for the National Curriculum. The average price for the texts is $60 per subject and the levy at $10 per subject will contribute to the cost.
Y7 WORKBOOKS & EQUIPMENT

<table>
<thead>
<tr>
<th>Subject</th>
<th>Year 9</th>
<th>Year 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>Language Work book</td>
<td>$30.00</td>
<td></td>
</tr>
<tr>
<td>Research Skills Workbook</td>
<td>$ 7.00</td>
<td></td>
</tr>
<tr>
<td>English Workbook</td>
<td>$23.00</td>
<td></td>
</tr>
<tr>
<td>History Workbook</td>
<td>$15.00</td>
<td></td>
</tr>
<tr>
<td>Music Workbook</td>
<td>$21.00</td>
<td></td>
</tr>
<tr>
<td>Maths Calculator (incl. gst)</td>
<td>$20.00</td>
<td></td>
</tr>
</tbody>
</table>

Total Year 7 $116.00

A $10 discount will be given on the General School Contribution if paid before 28 March 2015. If more than two students are enrolled at the school, a 50% discount will apply to the youngest student provided all other fees of students from the family are paid. Parents can choose to pay the school fees in instalments.

Students in Years 11 must pay an $80 textbook deposit, refundable on completion of the clearance procedure at the end of Year 12.

SUBJECT COSTS

Dance

Year 9 $35.00 Year 10 $35.00
This amount covers the maintenance of AV equipment, use of lighting and maintenance of performance space, stimulus materials for use in composition, costuming, entry fees for Eisteddfods.

Year 11 $35.00 Year 12 $35.00
This amount covers the maintenance of AV equipment, use of lighting and maintenance of performance space, stimulus materials for use in composition, costuming, entry fees for Eisteddfods.

Drama

Year 9 $30.00 Year 10 $30.00
This fee covers expendable materials such as make-up, paint, fabrics, props, timber and hire of technical equipment used in workshops.

Year 11 $30.00 Year 12 $30.00
This fee covers expendable materials such as make-up, paint, fabrics, props, timber and hire of technical equipment used in workshops.

Languages

Year 9 $30.00 French Year 9 $30.00 Japanese
This amount covers the purchase of a student workbook which will be used through Years 9 and 10 and then is retained by the student.

Year 11 and 12 Japanese & French Continuers $30.00
This amount covers cost of student workbook used throughout Years 11 and 12.

PD/H/PE

Year 7 $20.00 Year 8 $20.00 Year 10 $20.00
This covers the cost of equipment and special programs.

TAS

Year 7 $65.00 Year 8 $65.00
This aims to provide a broad introduction to skills used in technology. The fees will cover the cost of food ingredients, some textile requirements, timber, metal, acrylic and graphic resources.

Community & Family

Year 11 $15.00 Year 12 $15.00
This covers the cost of resources and equipment.

Construction

Year 11 $60.00 Year 12 $60.00
This covers the initial cost of student designs. Additional costs will relate to projects undertaken.

Design & Technology

Year 11 $50.00 Year 12 $90.00
This covers part of the cost of student projects and includes print card in Year 12.

Engineering Studies

Year 11 $10.00 Year 12 $10.00
The fees cover the cost of experimental resources and equipment for practical experiences.
Food Technology

Year 9 $90.00
Year 10 $90.00
Year 11 $60.00
Year 12 $45.00

This fee covers most of the cost of food ingredients (fruit, vegetables, cereals, meats, fish, poultry) used.

Hospitality

Year 11 $110.00
Year 12 $100.00

Students fees cover the cost of food preparation in the course. As well they will need to purchase a waiters uniform. The cost of the uniform is approximately $70.

Industrial Technology

Metal

Year 9 $55.00
Projects include: sheet metal tool tray, centre punch, decorative sculpture, major project.
Year 10 $55.00
Projects include: sheet metal tool box, coffee table, fruit bowl, major project.

Graphics Technology

Year 9 $25.00
Year 10 $25.00

This charge covers the cost of materials and equipment such as graphics and video resources.

Multi Media

Year 9 $35.00
Year 10 $35.00

This charge covers the cost of materials and equipment such as graphics and video resources.

Timber

Year 9 $70.00
Projects include clock, stool, turning project, jewellery box, model plane.
Year 10 $70.00
Projects include bedside cabinet, coffee table or cabinet. Plus a project to students own design (part payment only, final cost depends on the student's design).

Information Processes and Technology

Year 11 $20.00
Year 12 $20.00

The fees cover the cost of resources and references materials.

Information Software & Technology

Year 9 $20.00
Year 10 $20.00

The fees cover the cost of resources and reference materials.

Metals Engineering

Year 12 $70.00
This covers the initial cost of student designs. Additional costs will relate to projects undertaken.

Textiles

Year 9 $35.00
Year 10 $25.00
Year 11 $25.00
Year 12 $25.00

This fee covers the cost of materials such as pattern paper, fabric, samples, some textile art requirements (paints, silk screens etc).

VET Work Placement

Year 11 $10.00
Year 12 $10.00
This charge covers the cost of Work Placement for VET students only.

Visual Arts

Year 7 $30.00
Year 8 $30.00
Year 9 $40.00
Year 10 $50.00
Year 11 $60.00
Year 12 $70.00

This charge covers the cost of all practical materials, clay, art papers, pastel, oil pastel, wood, canvas, plaster etc. for elective students. Students will complete a number of minor and major works that become the property of the student concerned.

Photography

Year 11 $80.00
This charge covers the use of SLR cameras, film, chemicals, photography papers and dark room equipment.

Visual Design

Year 11 $60.00
This charge covers most materials used by the senior students. A wide variety of media based programs are offered to the students, culminating in a number of completed major works. Often a need arises for the acquisition of specialised equipment and materials.

Music

Year 7 $30.00
Year 8 $30.00
Year 9 $30.00
Year 10 $30.00
Years 9 and 10 fee covers maintenance of musical instruments, replacement batteries, replacement of musical instruments.
Music

<table>
<thead>
<tr>
<th>Year</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 11</td>
<td>$30.00</td>
</tr>
<tr>
<td>Year 12</td>
<td>$35.00</td>
</tr>
<tr>
<td>Extension</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

This covers replacement and maintenance of musical instruments (guitar strings, drum skins, batteries.)

Music Technology

<table>
<thead>
<tr>
<th>Year</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 11</td>
<td>$30.00</td>
</tr>
</tbody>
</table>

PROGRAMS - MOTIVATIONAL MEDIA, SPARKS, CROSSROADS

Sparks/Crossroads

<table>
<thead>
<tr>
<th>Year</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 11</td>
<td>$35.00</td>
</tr>
</tbody>
</table>

Is a structured study skills program which provides students with strategies for senior school. It provides a booklet, study aids and cake which are offset by its cost. Significantly, Year 11 and 12 students use the booklet and lessons on essay writing, exam techniques, relaxation, and other study skills over the course of two years, as needed. Crossroads is a program of compulsory education on drugs, alcohol and relationships. The fee covers the provision of outside expert presenters.

Winning Edge

<table>
<thead>
<tr>
<th>Year</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 9</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

This is a mandatory welfare program that looks at current social issues in gender based groups. It is conducted by outside experts approved by the DEC.
**SCHOOLPACK**

For your convenience we have prepared a Schoolpack for Year 7 students. Books and their uses are listed. Stationery pack prepared by OfficeMax School Stationery Supply Specialists.

<table>
<thead>
<tr>
<th>Faculty</th>
<th>No</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mathematics</strong></td>
<td>2</td>
<td>128p A4 Grid Books</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>TEXTPROTEC TC 40 Textbook Cover 259 x 192 x 40</td>
</tr>
<tr>
<td><strong>Mathematics &amp; TAS</strong></td>
<td>1</td>
<td>Drawing Equipment Kit **</td>
</tr>
<tr>
<td><strong>TAS</strong></td>
<td>1</td>
<td>Display Book – Black</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Apron – White Hepworth’s Cotton Drill (Food)</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Apron – Navy Hepworth’s Cotton Drill (IA)</td>
</tr>
<tr>
<td><strong>Languages</strong></td>
<td>1</td>
<td>160p A4 Bound Book with Margin</td>
</tr>
<tr>
<td><strong>English</strong></td>
<td>1</td>
<td>128p A4 Exercise Book with Margin</td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td>2</td>
<td>96p A4 Exercise Book with Margin</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Display Book – Red</td>
</tr>
<tr>
<td><strong>Social Science</strong></td>
<td>1</td>
<td>128p A4 Exercise Book with Margin</td>
</tr>
<tr>
<td><strong>History</strong></td>
<td>1</td>
<td>128p A4 Exercise Book with Margin</td>
</tr>
<tr>
<td><strong>Visual Arts</strong></td>
<td>1</td>
<td>A3 Quill Visual Art Diary</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>A4 Canson VAD Black Cover Every 4th page rules both sides</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>2B Pencils</td>
</tr>
<tr>
<td></td>
<td>2</td>
<td>4B Pencils</td>
</tr>
<tr>
<td></td>
<td>1</td>
<td>Black Uniball Micro Waterproof Pen</td>
</tr>
<tr>
<td><strong>Music</strong></td>
<td>1</td>
<td>96p A4 Music Book</td>
</tr>
<tr>
<td><strong>PD/H/PE</strong></td>
<td>1</td>
<td>128p A4 Exercise Book with Margin</td>
</tr>
<tr>
<td><strong>General</strong></td>
<td>1</td>
<td>8GB USB</td>
</tr>
<tr>
<td><strong>Teams (M Matthews)</strong></td>
<td>1</td>
<td>20 pocket Insert Cover Display Book (Colby) – Blue</td>
</tr>
</tbody>
</table>

**MATHEMATICS & TAS DRAWING EQUIPMENT KIT**
Clear Mesh A4 Case, Ruler – Plastic, Celco 180 degree Protractor, Kent No 8 Set Squares, Staedtler Rasoplast Large Eraser, Mechanical Pencil 0.5 mm, Conti S Bow Compass.

**PAYMENTS**

Payments from students are receipted between 8:00am and 8.40am, plus recess. Payments from parents can be receipted from 8:00am until 11.30am. No money can be handed in and held over until the next day.

Due to the end of the school financial year, payments may be paid at the General Office until Wednesday 26 November and again from Thursday 4 December until Wednesday 17 December 2014.

Cheques should be made payable to “Kirrawee High School" and crossed. Alternatively, payment can be made by Visa or Mastercard. Minimum card payment is $25.00. No change can be given if a cheque is incorrect.

Students are asked to bring in correct money when paying with cash.

**REDUCTION IN FEES OR REFUNDS** are available for students enrolling or leaving through the year

Students undertaking an “accumulation” pattern of studies will have their fees split over the period of their accumulation.
ASSISTANCE TO STUDENTS UNDERGOING FINANCIAL DIFFICULTIES

The NSW Government has allocated limited funds to each school to assist families experiencing financial difficulties. The scheme is called the "Student Assistance Scheme" and forms can be obtained from the school office or from the Head Teacher Welfare Mrs M Kenehan, or Deputy Principal Administration, Mr G Munsie.

Support can be provided for excursions, charges for materials used in courses, uniforms etc. Applications should be sent in a sealed envelope marked "confidential", addressed to the Deputy Principal, Administration. They may be handed in at the office.

Parents seeking more information about this support for students could ring the school and speak to the Head Teacher Welfare Mrs M Kenehan, or the Deputy Principal, Mr Munsie.

STUDENT PRINTING

Due to increasing costs of students printing their assignments, art/design work and research materials (especially colour printing), it has become necessary to impose a user pays system. All Students in Year 7-10 will receive a $5 credit at the start of the school year. Senior students (Year 11 & Year 12) will receive a $10 credit.

Students who exhaust their printing credit will be required to pay a minimum of $5 at the Receipting Office. The receipt needs to be taken to the Tech Lab and the student will be credited with further printing credits. The school will charge 30 cents per page for black and white, 55 cents per page for colour and 80 cents per page for A3 printing.

Students should be encouraged to consider the environment before printing. Kirrawee High School is committed to working towards greater digital submission of work which should also alleviate the need for students to print work for marking.

PARENT INVOLVEMENT IN THE LIFE OF THE SCHOOL

No school can be a good school and take its proper place in the community without full parental support and co-operation. It is only when staff, students and parents have mutual co-operation, respect and confidence that education becomes vital and worthwhile.

It is important that parents be aware of the school's aims and philosophy and that teachers should know of parents' attitudes and aspirations. Understanding can be achieved by:

a) personal discussions with the Principal and Staff and
b) attending the regular meetings of the Parents and Citizens' Association, and
c) attending school functions arranged for your participation, and
d) attending school committee meetings

We welcome enquiries about your child’s progress at all times. It is of benefit to you and us if you telephone for an appointment before coming to the school so that the relevant information may be gathered and we can ensure that staff you wish to see are available.

OUR SCHOOL COUNCIL

The Kirrawee High School Council represents staff, students, parents and community members. The Council’s vision statement is:

Kirrawee High School should provide a safe, supportive and disciplined environment to develop the intellectual, emotional and social well-being of its students. It should be a school which caters for individual student needs and provides an optimal learning environment for student achievement and its recognition. The school should also foster in all students the habit of liberal, independent and rigorous thought. In these essential requirements, the school would not only provide the versatility and breadth of excellence available through the comprehensive high school system, but also promote the best in educational ideals to develop students for the future.

Information about Council activities can be obtained from the P & C President, the Principal or any of the representative members.
PARENTS AND CITIZENS' ASSOCIATION

Parents are invited to join the Parents and Citizens' Association which meets twice each term. By attending these meetings you will get to know other parents and will understand the aims and goals of secondary education. School policy is discussed and reports on school activities given. Through the voluntary, tax-deductible P & C building fund, the P & C Association provides the school with equipment and facilities not supplied by the Department of Education & Communities.

PARENT/TEACHER INTERVIEWS

1. Parent/Teacher Evenings

Parent/Teacher nights are held each year for parents of all students to discuss their child’s progress with the class teachers. Details of dates and arrangements are sent home with the students giving sufficient notice for parents to make their own arrangements to attend. Parents "book" appointments which ensure that they will meet a teacher at a time mutually suitable.

2. Special Interviews

If it is necessary the Principal may request parents to visit the school to discuss particular aspects of a student’s progress. Similarly, parents are free to ring the school to arrange an interview to discuss any problems which may need attention.

The School Counsellors provide about four days per week service to the school (itinerary to be advertised in the school newsletter). Counsellors are registered psychologists, trained to assist students, parents and teachers where serious educational and psychological problems occur. Students may be referred to them either by the Student Support Team, through direct contact (“self-referrals”) by either parents or students.

The Counsellors are available to discuss concerns and assist parents when concerns arise about either school based problems (academic progress, learning difficulties, peer problems for example) or more general developmental problems (e.g. concerns about depression, emotional problems, or family issues, reactions to life stresses). They may be able to assist by referring parents and students to other community resources.

SUPPORT FOR CHILDREN WITH LEARNING DIFFICULTIES

The school has a full-time Learning Support Teacher, who works with teachers in the classroom and in the Learning Centre. A before school tutoring program operates and is coordinated by the Learning Support teacher using parent tutors. If you can assist please contact the Learning Support Teacher.

SCHOOL NEWSLETTERS

The newsletter is emailed to parents and placed on the school’s website.
BRING YOUR OWN DEVICE (BYOD)

Rationale
Kirrawee High School recognises and acknowledges the use of technology as a learning tool to improve student learning outcomes and values rich learning experiences. In relation to student use of devices such as laptops or tablets while at school changes in broad government policy and funding beyond the school will always require the school to develop policy, programs and strategies of implementation that respond to changing environments. The promotion and advancement of this integration is core to the school's educational philosophies.

Today's students are digital natives. Technology is at the core of many aspects of their lives including communication, socialisation, and learning. It makes sense to use technology as a tool to assist learning. In the same way that a pen is just a tool, the computer/tablet/whatever digital device is just a complex and empowering tool that can be used to facilitate and enrich learning experiences. It is not seen as a substitute or replacement device for books, pens, libraries and teachers. Rather it is just another tool available to enrich the learning experience of the individual.

We are empowering teachers and students to become digitally fluent and responsible users of technology. By facilitating “Bring Your Own Device” (BYOD), Kirrawee High School empowers its students and gives them direct involvement in the way they use technology in their learning.

The full policy and other related information can be found on the school website under the BYOD tab on the end.
## VEOLIA TRANSPORT BUS SERVICES

**Telephone:** (02) 8700 0555  
**(Effective 21 October 2013)**

### Morning Bus Route

<table>
<thead>
<tr>
<th>Bus No.</th>
<th>Time</th>
<th>Route Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>016</td>
<td>7.16</td>
<td>From cnr Sylvania &amp; Garnet via (R) Garnet (L) Corea (L) Box (L) Highway (pick up at motel) (R) Bates (L) Box (L) Bandain (R) Garnet (L) Bath (R) Boulevard (7.26) (L) Oak (R) Waratah (L) Acacia (R) Clío (L) Toronto (L) Eton (R) Boyle (R) Old Highway to set down at Sutherland Baby Health Centre – transfer to bus below:</td>
</tr>
<tr>
<td>244</td>
<td>7.45</td>
<td>From Sutherland Station (Flora) via (L) President (R) Oak (L) Forest to school <em>(arrive 7.52)</em></td>
</tr>
</tbody>
</table>
| (976)   | 7.58 | From Sutherland Station (Flora) via (L) President (R) Oak (L) Forest to school *(arrive 8.07)*  
**Connects with Bus 967 from Green Point at 7.26 and Oyster Bay at 7.36am** |
| 319     | 7.38 | From Cnr Gymea Bay Road & Forest via Forest (R) Bunarba (L) Ballar (R) Bunarba (R) Sylvania (L) Forest (L) Gymea Bay (R) Coonong (R) Arcadia (R) Yarraburra (R) First (L) Gymea Bay Road (L) President (L) Kirrawee to school |
| (974)   | 7.49 | From Gymea Bay via Ellesmere (R) Casuarina (L) Gymea Bay Road (L) Kingsway (L) Highway (L) Bath (R) Flora (L) Oak (L) Forest (R) Hunter to school *(arrive 8.10)* |
| 320     | 8.05 | From Grays Point Doctors Surgery via (R) Ingelwood (R) Budyan (L) Moyran (R) Warren (R) Grays Point (L) North West Arm (L) Serpentine to school *(arrive 8.17)* |
| 283     | 8.12 | From Grays Point Shops via (L) Peninsular (L) Kingfisher (R) Plover (R) Mansion Point (R) Peninsular (R) Grays Point (R) North West Arm (L) Serpentine to school *(arrive 8.27)* |

### Afternoon Bus Route

<table>
<thead>
<tr>
<th>Bus No.</th>
<th>Time</th>
<th>Route Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>258</td>
<td>3.05</td>
<td>To Sutherland Station express</td>
</tr>
<tr>
<td>967</td>
<td>3.05</td>
<td>To Sutherland Station (First stop Kirrawee Station). Continues to Oyster Bay.</td>
</tr>
<tr>
<td>(976)</td>
<td>3.05</td>
<td>To Sutherland via Oak (L) President (R) Merton (L) Flora. Bus continues to Southgate via Princes Highway, connecting at St Patrick’s with Bus 106 Kareela via Kirrawee North. (Bus departs school at 3.02 Tuesday &amp; Thursday)</td>
</tr>
<tr>
<td>309</td>
<td>3.05</td>
<td>To Gymea Bay (First stop Old School Park*) via Gymea Bay Road (R) Ellesmere (3.12) (R) Casuarina to Gymea Bay Shops <em>(arrive 3.14)</em></td>
</tr>
<tr>
<td>042*</td>
<td>3.05</td>
<td><strong>M, W, F</strong> To Gymea Bay Public School via Avenal (R) June (L) First (L) Coonong (L) Gymea Bay Rd</td>
</tr>
<tr>
<td>253</td>
<td>3.05</td>
<td>To Gymea Bay (First stop St Catherine’s) via President (R) Sylvania (R) Forest (L) Gymea Bay Road (R) Coonong (R) Arcadia (R) Yarraburra (R) First (L) Coonong (L) Gymea Bay Road (R) Forest (R) Bunarba (L) Ballar (R) Bunarba</td>
</tr>
</tbody>
</table>

### From Duneba Avenue

<table>
<thead>
<tr>
<th>Bus No.</th>
<th>Time</th>
<th>Route Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>246</td>
<td>3.05</td>
<td>To Grays Point (First stop Inglewood Road) via Grays Point Rd (L) Mansion Point (L) Peninsular (R) Kingfisher (3.12) (R) Plover (R) Mansion Point (R) Peninsular</td>
</tr>
<tr>
<td>263</td>
<td>3.05</td>
<td>To Grays Point School via Serpentine (R) North West Arm (L) Grays Point Rd (R) Inglewood (3.15) (R) Budyan (L) Moyran (R) Warren</td>
</tr>
</tbody>
</table>

*Bus operates on Monday, Wednesday and Friday only. Students for Oyster Bay on Tuesdays and Thursdays catch Bus 976 to Sutherland Station and transfer there to Bus 967.*  
*Bus 042 operates on Monday, Wednesday and Friday only. On other days Bus 309 will also set down at Gymea Bay Public School.*  
*Bus numbers in brackets refer to Route service buses.*  
*(L) = Bus turns left  (R) = Bus turns right*
Single figures – Ground floor
Rooms beginning 1 – First floor
Rooms beginning 2 – Second floor
Numbers work in a clockwise direction assuming a person is coming from the quadrangle.