

FAMILY HANDBOOK



An Information Book for Students and their Families 2020

*Creating positive futures for young people
through inclusive partnerships*

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PRINCIPAL'S MESSAGE

Welcome to Eagle Vale High School

Eagle Vale High School pursues a holistic approach to learning, focused both on wellbeing and learning that is student centred and embedded in 21st century pedagogy. We are a dynamic community of learners and pride ourselves on respect for all in our community and celebrate the rich diversity of our young people. We operate within a culture of high expectations of and for staff, students, families and the wider community. We work in partnership across the wider community enabling a future focused approach supporting our students to achieve outstanding outcomes.

Through our doors every day walk young adult members of our community who are our future. Each day committed teachers and support staff encourage and support students in achieving their individual dreams.

Every morning we welcome to Eagle Vale High School leading educators and some of the world's talented artists, sports people, scholars, researchers, thinkers, debaters, scientists, authors, designers, chefs, mathematicians... our future graduates. These young people will be leaders in community, business, health, engineering, government, hospitality, construction, education, law... the possibilities for the future of our students and our community are endless.

Our doors are open to those who wish to join us on our journey of learning and innovation.

Margaret Mulcahy
Principal



BELL TIMES

School begins at 8:45am. Students can be onsite from 8:15am.

MON, WED, THU, FRI

Roll Call	8:45 – 9:00
Period 1	9:00 – 10:00
Period 2	10:00 – 11:00
Morning Break	11:00 – 11:30
Period 3	11:30 – 12:30
Period 4	12:30 – 1:30
Afternoon Break	1:30 – 2:00
Period 5	2:00 – 3:00

TUESDAY

Roll Call	8:45 – 9:00
Period 1	9:00 – 10:00
Wellbeing	10:00 – 11:00
Morning Break	11:00 – 11:30
Period 3	11:30 – 12:30
Afternoon Break	12:30 – 1:00
Period 4	1:00 – 2:00
STAFF MEETINGS	2:00 – 3:00

GENERAL SCHOOL INFORMATION

SCHOOL CODE 8569

REGION Regional South

NETWORK Campbelltown

DIRECTOR Glen Patterson

SCHOOL COLOURS Red Green Black and White

SCHOOL HOUSES

Dhulga EARTH pronounced: dhool-ga

Djadju MOON pronounced: jar-joo

Mindjigari SKY pronounced: min-gee-gar-ree

Wuri SUN pronounced: woo-ree

TERM DATES FOR STUDENTS

Term 1 – Wednesday 29th January 2020 – Thursday 9th April 2020

Term 2 – Tuesday 28th April 2020 – Friday 3rd July 2020

Term 3 – Tuesday 21st July 2020 – Friday 25th September 2020

Term 4 – Tuesday 13th October 2020 – Friday 18th December 2020

STAFF DEVELOPMENT DAYS

Tuesday 28th January 2020

Monday 27th April 2020

Monday 20th July 2020

Thursday 17th December 2020

STAFF DIRECTORY

PRINCIPAL Margaret Mulcahy

DEPUTY PRINCIPALS Adam Batchelor
Donna Sarcia
Maureen Zielinski

**MANAGER
SYSTEMS &
SUPPORT** Kerrie Leon

EXECUTIVE Head of Communications & Events (relieving) – Monica Napper
Head of Diverse Learning – Debra Ralston (Student Support)
Head Teacher Mentor – Catherine Modica (CAPA)
Head of Middle School – Kylie Neale (PDHPE)
Head of Senior School – Manu Chugh (TAS)
Head of STEM (relieving) – Kerry Cancino (Science/Ag/Mathematics)
Head of Teaching & Learning – Constance Gartside (English)
Head of Wellbeing – Natalie Howes

**HOUSE
COORDINATORS** DHULGA – Brendan Biddle
DJADJU – Shane Ellis
MINDJIGARRI – Chris Law
WURI – Nathan O’Keefe

SRC COORDINATOR Natalie Howes / Melissa Lucas

**SUPPORT
COORDINATORS** Melissa Lucas – Years 6-7
Caitlin Golowiecki – Stage 6

**SCHOOL ADMIN
MANAGER** Mandy Odell

**COMMUNITY
LIAISON OFFICER** TBA

**TECHNICAL
SUPPORT OFFICER** Chris Kepu

Leadership Team

The student leadership team, consisting of two School Captains, two Vice Captains and four House Captains, are also on the SRC at Eagle Vale High School and are responsible for setting the highest examples to all students.

SCHOOL CAPTAINS

VICE CAPTAINS

HOUSE CAPTAINS

Captain

Vice

Djadju

Dhulga

Mindjigari

Wuri

Student Representative Council (SRC)

The SRC is a body of students who are elected by their peers as representatives. The aim of the SRC is to provide leadership by example, to encourage student involvement in all aspects of school activity and most importantly, to reflect student opinion on a variety of issues. Each Year group has representatives whose role it is to attend meetings and report any suggestions or concerns to the Council for consideration and action.

ATTENDANCE

School Attendance

Education for your child is important and regular attendance at school is essential for them to achieve their educational best and increase their career and life options.

NSW public schools work in partnership with parents to encourage and support regular attendance of children and young people at school.

Compulsory Schooling in NSW

In NSW all children between the ages of six years and below the minimum school leaving age are legally required to enrol at, and attend school, or be registered for Home Schooling. All students must complete Year 10, or its equivalent and until they turn 17, students must be:

- In school, or registered for home schooling, or
- In approved education or training (eg TAFE, traineeship, apprenticeship) or
- In full-time paid employment (average 25 hours/week) or
- In a combination of work, education and/or training.

Enrolled students 17 years and over, are required to attend school regularly to meet Higher School Certificate course requirements.

If you would like further information about compulsory school in NSW, please access <http://www.schools.nsw.edu.au/leavingschool/>

Attendance and absences

Parents of children from Kindergarten to Year 12 have a responsibility to make sure their children attend school every day. On occasion, your child may need to be absent from school. Justified reasons for student absences may include:

- Being sick, or having an infectious disease
- Having an unavoidable medical appointment
- Being required to attend a recognised religious holiday
- Exceptional or urgent family circumstances e.g. attending a funeral

There are three situations where absences need to be explained:

1. When a student is late to school
2. When a child needs to leave early or for part of the school day
3. When a child is away all day from school

All absences **must** be explained by a written note, phone call, Email or in person to the school **within 7 days** of the absence.

If families require leave for exceptional circumstances, 5 days or more (this includes travel) application must be made to the Principal for this leave to be considered. If approved, a certificate will be issued to the family.

Family holidays should be taken during school vacation periods.

Behaviour Code for Students

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 and Communities. 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 and 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 and Communities will back the authority and judgment of principals and school staff at the local level

SCHOOL UNIFORM

Eagle Vale High School is a uniform school. Our uniform is unanimously endorsed by our student leadership team and our parent body and as such, all students are expected to wear full school uniform each school day.

The wearing of our uniform is an expectation of Eagle Vale High School and is directly related to the positive image that our school holds within the community.

The compliance with our uniform code includes wearing appropriate shoes for workshop areas and the relevant PE and Sport Uniform as appropriate during PDHPE lessons and sporting activities. In accordance with the Safe Working Policy, the Department has identified areas of its workplaces where appropriate footwear must be worn by employees, students and visitors to ensure their safety. Areas where enclosed leather footwear (or other material confirmed by the manufacturer to be suitable, refer to Australian/NZ Standard 2210: Safety Protective and occupational footwear) is required are: Industrial Arts, Science and Foot Technology (kitchen areas). Open footwear or canvas shoes are not permitted. If students present for a class or activity with inappropriate footwear the student should be offered alternative educational activities until they are wearing appropriate footwear.

Please note: All school uniform to be purchased through LOWES Macarthur Square.

Eagle Vale High School Uniform

Middle School Girls Year 7-9	Middle School Boys Year 7-9
Green Cotton Blouse with school logo	Green Cotton Shirt with school logo
School Skirt, Black Slacks OR Black tailored Shorts	Black Tailored Trousers OR Black Shorts
Black leather shoes	Black leather shoes
Senior School Girls Year 10-12	Senior School Boys Year 10-12
White Cotton Blouse with school logo	White Cotton Blouse with school logo
School Skirt, Black Slacks OR Black tailored Shorts	Black Tailored Trousers OR Black Shorts
Black leather shoes	Black leather shoes
All Years Groups	Sport Uniform – All Year Groups
Jacket with Crest	School sports shorts
School tie - Green (middle school) Black (snr school)	Green polo shirt with school crest
EVHS school hat	White sports socks
Blazer (optional)	Supportive Running Shoes
White socks	
House Shirt	



The Learning Support Team

The Learning Support Team works to assist students with diverse learning and support needs to reach their full potential. This team meets every fortnight to develop and coordinate individualised learning programs for students.

Integration

Applications are made for integration funding to support each child with an identified disability. An Individual Educational Plan is formulated for identified students to provide additional help and support for these students to access regular classroom programs. Students may receive in-class support from the teachers' aides.

Disability Provisions

The school offers Disability Provisions to support students who have specific examination and assessment needs. Disability Provisions may be approved if the student's medical condition or disability prevents them from reading and interpreting test questions or hinders their ability to communicate a response. These provisions are offered under the general guidelines of the New South Wales Education Standards Authorities (NESA). The LAST oversees the identification of students, parental contact, applications and disability provisions in examinations. Head teachers oversee Disability Provisions delivery at the faculty level.

EALD

At Eagle Vale High School our students who are learning 'English as an Additional Language or Dialect' (EAL/D) are supported by a dedicated EAL/D Teacher. Students are supported in classes through one-on-one support, team teaching and collaborative planning. Students are also able to access assistance for assessment tasks and classwork when they are having difficulty.

SCHOOL CONTRIBUTION & SUBJECT FEES

The **Voluntary School Contribution** assists the school to further enhance the educational and sporting programs that we offer.

Voluntary School Contribution all years (Years 7 – 12) \$60.00

Course Fees are required to cover the cost of materials that go beyond the minimum requirement of the curriculum.

Course Fees	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12
Design & Technology				\$50		
Drama			\$15	\$15	\$40	\$40
Entertainment					\$40	\$40
Entertainment Shirt					\$35	
Food Technology			\$70	\$70		
Hospitality – Food & Beverage					\$100	\$100
Hospitality Uniform					\$60	
IDT Elective					\$30	\$30
Industrial Technology					\$100	\$30 + project costs
Industrial Technology Metals			\$70	\$70		
Industrial Technology Timber			\$70	\$70		
Information & Software Technology			\$30	\$30		
iSTEM Elective			\$30	\$30		
Music 1					\$30	\$30
Photography, Video & Digital Imaging					\$50	\$50
Technology Mandatory Applied Science	\$40	\$40				
Technology Mandatory Industrial Arts	\$40	\$40				
Visual Arts	\$25	\$25	\$30	\$30	\$40	\$40 + material
Visual Design					\$35	\$35
Voluntary Contribution	\$60	\$60	\$60	\$60	\$60	\$60
TOTAL (including Voluntary School Contribution)	\$165.00	\$165.00	VARIES	VARIES	VARIES	VARIES

Assemblies

A number of whole-school assemblies will be scheduled each term. Parents are invited to attend these via a letter.

Bicycles / Scooters

Bicycles and scooters should be properly secured with a chain and padlock in the bike racks located in the break out area adjacent to the administration block. Riding in the playground is dangerous and is not permitted at any time. Cyclists must obey all road rules, including the wearing of an approved bicycle helmet. Students should not bring skateboards to school.

Bus Behaviour

Students catching afternoon buses from school must wait near their bus stop and stay clear of the road. Students should board their bus in a safe manner, obeying all instructions of the bus driver. Under no circumstances should students stand on the roadway or behave in a dangerous manner on the footpath. Bus behaviour is linked to school opal cards.

B.Y.O.D.

Students at Eagle Vale High School benefit from learning in an educational environment where innovation and the use of technology is ever present. The school's Bring Your Own Device (B.Y.O.D.) Policy is described in a separate document and is also published on the school's website.

Canteen

The school canteen is open before school, morning break and afternoon break. Lunch Orders must be made before school.

Car Park

Students are not permitted to walk through the staff car park area. It is also requested that parents do not enter the car park at any time, including drop-off or pick-up of students.

Communications

The school communicates with parents and the wider community in a variety of ways. Please access this information so you can best support your child and take advantage of all the school has on offer. Please refer to back page for contact information.

Crossing Roads

Students crossing Drysdale Street must use the pedestrian crossing.

Diary

Students across all year groups are expected to carry a school diary daily.

Diaries should be used in class:

- to record set homework and due dates for assignments and assessment tasks,
- to act as a means of communication between school and home.

Parents are encouraged to check the diary regularly for entries.

Excursions

Students must return a permission note signed by parent/carer 2 days before being permitted to attend an excursion.

FULL SCHOOL UNIFORM will be worn unless stated otherwise. Behaviour which positively promotes the name of Eagle Vale High School is expected.

House Coordinators

All students are cared for by a team of staff led by the House Coordinator. **The House Coordinator is the first point of contact for parents/carers.**

Lateness

Students must be at school by 8:45am. Students who must report to the Front Office where they will be signed-in and a pass issued. The pass is to be shown to the teacher of the first class attended.

Leave Passes

No student is permitted to leave the school grounds during school hours unless they have been signed-out at the front office using the correct procedures. If a student is required to leave school early for a specific purpose then a note must be provided by the parent/carer. Verbal requests from parents, conveyed through their children, will not be acceptable. ***Prior to leaving, all students must be signed out at the front office by a parent/carer.***

Lost Property

Lost clothing and other lost property is located in a box near the front office. If valuable property or money is lost or found students should report to the Deputy Principal. It is strongly advised that large sums of money and valuables are not brought to school. Money brought to school to pay for excursions or other fees should be paid at office before roll call.

Medications at School

If possible all medications should be taken at home before and after school. Prescribed medications are not to be carried by students at school with the exception of asthma puffers and Epipens. In cases where medication must be taken in school hours, parents need to liaise with their doctor and the school to develop a Health Care Plan.

Mobile Phones

Eagle Vale High School acknowledges that for many parents, mobile phones are a valuable safety measure for their children while travelling to and from school. We also recognise however, that the use of mobile phones during class time can create both disruption to learning and an atmosphere of insecurity where outsiders can be encouraged to approach the school. Any student wishing to bring a mobile phone to school **MUST** read the *Acceptable Use Guidelines* with their parents/carers, and sign and return the ***Mobile Phone Acceptable Use Agreement***. Students who need to contact home during the school day must follow the appropriate procedure. For example, if a student is ill and needs to go home, the front office staff will notify home so the school has a legal record of what has occurred. Students **MUST NOT** use a mobile phone and then just go home. Students who need to contact parents/carers for urgent matters can do so through the front office.

NAPLAN

In May each year the National Literacy and Numeracy Assessments (NAPLAN) tests are administered to students in Years 3, 5, 7 and 9 throughout Australia.

Parent and Teacher Meetings

The school will organise formal meetings with parents each semester in order to discuss your child's progress. However, at any stage you may request a progress report for your child and the House Coordinator will arrange for this to be done. We also encourage teachers to contact you early should they have any concerns, or questions about how to assist your child to improve their achievement levels.

Paying Money – e.g. excursions, fees

Students making a payment to the school will pay at the office, which is open to students before school, and during morning and afternoon breaks.

Making Online Payments

It is now possible for parents to make online payments to the school for amounts owing for students, via a secure payment page hosted by Westpac. Payments can be made using either a Visa or MasterCard credit or debit card, and can be made via computer, tablet or mobile phone. The payment page is accessed from the front page of the school's website by selecting **MAKE A PAYMENT**.

Items that can be paid include voluntary school contributions, subject contributions, excursions, sales to students and creative and practical arts activities (these include drama and music). There is also a category called 'Other' to cover items not covered in the previous headings, 'Other' can be used to make a complete payment of a school Statement of Account.

When you access the **MAKE A PAYMENT** you must enter:

- the students name
- class
- date of birth

These details are entered each time you make a payment as student information is not held within the payment system.

This is a secure payment system hosted by Westpac to ensure that your credit/debit card details are captured in a secure manner, these details are not passed back to the school.

You have the ability to check and change any details of the payment before the payment is processed. Receipts can be emailed and/or printed.

Details of the payments are passed daily to the school where they will be receipted against your child's account. As a receipt has been issued from the payment page a further receipt will not be issued by the school.

For any enquiries regarding the online payment process please contact the School Administration Office.

School Counsellor

Eagle Vale High School has available the services of a school counsellor for 4 1/2 days per week. Some of the functions of the school counsellor include assisting in the diagnosis of learning difficulties, counselling students, consulting with parents and teachers about individual children, arranging referrals to outside agencies, helping to plan and monitor behaviour programs and advising teachers in specific areas. Appointments may be made by phoning or coming into the school office.

Sick Students

Students that are ill should not come to school. Students that become sick during the day must in their diary take a note from their class teacher to the front office where they will be assessed. Parents/carers will be contacted to collect the student or, in the case of emergencies, the school will request an ambulance. Sick students are NOT to contact parents/carers themselves. An up-to-date contact number and an emergency contact number is essential for use in case of illness or an accident. Please notify the office of any changes.

Sport & Physical Education

Sport is a compulsory aspect of the school curriculum. We do expect all students to participate in activities organized to a reasonable level. Integrated sport is conducted in stage groups throughout the week, for approximately 60 minutes. Students are required to bring their sports uniform on that day.

Supervision of Students

Supervision is provided at the school from 8:15 am each morning. Students should not be at school before this time.

Toilets

Toilets are located in the main quadrangle area.

Students require their teacher's permission to use the toilets during class time. Students should carry their diary with permission noted.

CONTACT US



Drysdale Street, Eagle Vale, NSW 2558



02 4626 5088



02 4628 0408



eaglevale-h.school@det.nsw.edu.au



www.eaglevale-h.school@det.nsw.edu.au



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

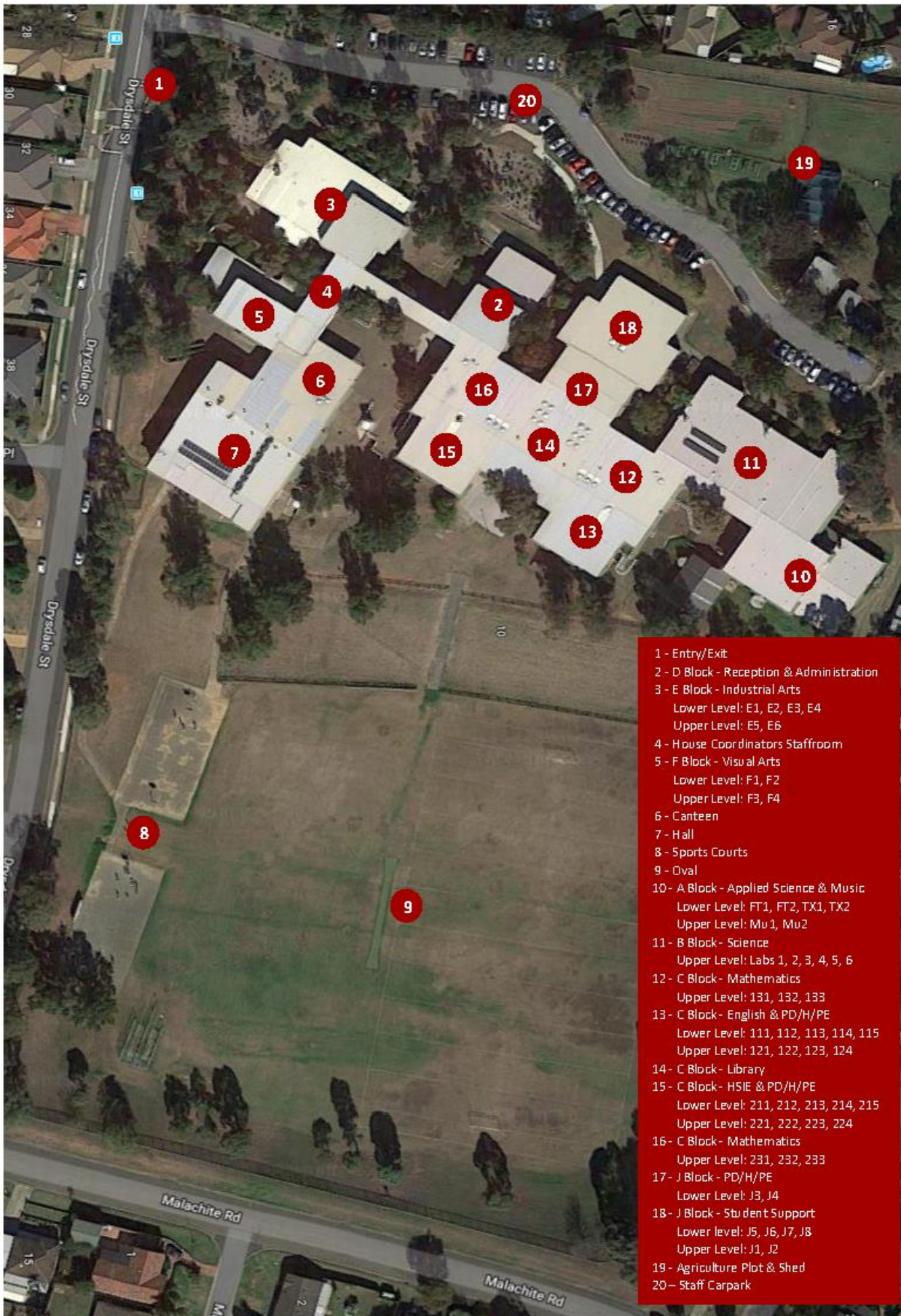


@eaglevale_hs



@eaglevale_hs

SCHOOL MAP



- 1 - Entry/Exit
- 2 - D Block - Reception & Administration
- 3 - E Block - Industrial Arts
Lower Level: E1, E2, E3, E4
Upper Level: E5, E6
- 4 - House Coordinators Staffroom
- 5 - F Block - Visual Arts
Lower Level: F1, F2
Upper Level: F3, F4
- 6 - Canteen
- 7 - Hall
- 8 - Sports Courts
- 9 - Oval
- 10 - A Block - Applied Science & Music
Lower Level: FT1, FT2, TX1, TX2
Upper Level: Mu1, Mu2
- 11 - B Block - Science
Upper Level: Labs 1, 2, 3, 4, 5, 6
- 12 - C Block - Mathematics
Upper Level: 131, 132, 133
- 13 - C Block - English & PD/H/PE
Lower Level: 111, 112, 113, 114, 115
Upper Level: 121, 122, 123, 124
- 14 - C Block - Library
- 15 - C Block - HSIE & PD/H/PE
Lower Level: 211, 212, 213, 214, 215
Upper Level: 221, 222, 223, 224
- 16 - C Block - Mathematics
Upper Level: 231, 232, 233
- 17 - J Block - PD/H/PE
Lower Level: J3, J4
- 18 - J Block - Student Support
Lower level: J5, J6, J7, J8
Upper Level: J1, J2
- 19 - Agriculture Plot & Shed
- 20 - Staff Carpark