

# FAMILY HANDBOOK



## **An Information Book for Students and their Families 2023**

*Creating positive futures for young people  
through inclusive partnerships*

**If this booklet is lost  
please return to**

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# Principal's Message

## Welcome to Eagle Vale High School

Dear Parents, Carers and Students,

It is with great pleasure that I welcome you to Eagle Vale High School.

Here at Eagle Vale High School, we believe that the most important people to enter the school grounds each day are the students. We take our responsibility for their learning seriously, and we meet the challenges of teaching and learning for all students with strong collective knowledge, skills, wisdom and great enthusiasm.

Our vision statement, ***an engaged community of learners that together build positive futures***, underpins all decision-making processes across the school to ensure all students participate in a safe, positive, challenging and optimistic school environment; where students achieve academic success and aspire to personal greatness.

The school is committed to continuous improvement through professional development, to embed high impact teacher practice that supports a shared understanding of the learning process to develop a high-support, high-expectations environment.

Our school community works together to support all students with their learning, in a safe and supportive environment. All students at our school are expected to respect the right of teachers to teach, and of students to learn.

We are very keen to involve our community in our learning, developing true partnerships that value each student. There are many opportunities for parental and community involvement. We hope that through your participation and interest you will also come to feel very much a part of our school and its warm and generous community.

I am extremely proud of our highly qualified and very committed staff, along with the achievements of our students.

I look forward to meeting you soon, whether that be at one of the Principal's Coffee Club get-togethers held each term, at one of our special assemblies or, the Strategic Plan update evening that will be held early in the year.



Craig Butler  
Principal

# Bell Times

School begins at 8:55am

## MON, WED, THU, FRI

Transition to class	8:55 – 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

Transition to class	8:55 – 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
MEETINGS: students finish at 1:30 pm	

## WED (Assembly / Meetings)

Transition	8:55 – 9:00
Period 1	9:00 – 9:50
Period 2	9:50 – 10:40
Assembly/Meetings	10:40 – 11:30
Morning Break	11:30 – 12:00
Period 3	12:00 – 12:50
Period 4	12:50 – 1:40
Afternoon Break	1:40 – 2:10
Period 5	2:10 – 3:00

## General School Information

**SCHOOL CODE** 8569

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**REGION** Regional South

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**NETWORK** Campbelltown

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**DIRECTOR** Clayton Reddie

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**SCHOOL COLOURS** Red Green Black and White

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**SCHOOL HOUSES** **Dhulga** EARTH pronounced: dhool-ga  
**Djadju** MOON pronounced: jar-joo  
**Mindjigari** SKY pronounced: min-gee-gar-ree  
**Wuri** SUN pronounced: woo-ree

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**SCHOOL DEVELOPMENT DAYS** Friday 28<sup>th</sup> January, Monday 31<sup>st</sup> January 2023  
Tuesday 26<sup>th</sup> April 2023  
Monday 18<sup>th</sup> July 2023  
Tuesday 20<sup>th</sup> December 2023

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# Staff Directory

**PRINCIPAL** Craig Butler

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**DEPUTY PRINCIPALS** Kerrie Leon  
Darko Levkovski  
Maureen Zielinski

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**EXECUTIVE** Head Teacher CAPA – TBA  
Head Teacher Diverse Learning – Debra Ralston  
Head Teacher English – Catherine Modica  
Head Teacher Growth & Attainment – Yasenka Pavisic  
Head Teacher Mathematics – Steven Choi  
Head Teacher HSIE – Sharon Scott  
Head Teacher PDHPE – Kylie Neale  
Head Teacher Science – Caitlin Golowiecki (relieving)  
Head Teacher TAS – Sandra Bellette  
Head Teacher Teaching & Learning – Nathan O’Keefe  
Head Teacher Wellbeing – Natalie Howes

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**YEAR ADVISERS** Year 7 – Andrew Waterson /  
Year 8 – Michelle Aprea / Miriam Moore  
Year 9 – Blake Thompson / Alex Mason  
Year 10 – Wesley Kington / Patrick Hobbs  
Year 11 – Jaques Le Serve /  
Year 12 – Harrison Fox / Caitlin Golowiecki

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**SRC COORDINATOR** Emily Guelfo

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**SCHOOL ADMIN  
MANAGER** Mandy Odell

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## Leadership Team

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

<b>SCHOOL CAPTAINS</b>	Laura Baydoun	Lorelai Hodges
<b>VICE CAPTAINS</b>	Fatusama Fuamata	Jackson Price
<b>PREFECTS</b>	Rayan Malkawi	
	Lucas Matthews	
	Gom Sivashanmugam	

## 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.

## 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.**

# NSW DoE 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**

# Behaviour Code for Students @ E.V.H.S.

Eagle Vale High School and all 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.

## At Eagle Vale High School and in all 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

## Behaviour Code for Students

### 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

### Responsibility (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

### Participation (Engagement)

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

# 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 onsite at our School Uniform Shop

Eagle Vale High School Uniform	
Girls Year 7-12	Boys Year 7-12
White Cotton Blouse with school logo	White Cotton Shirt with school logo
School Skirt, Black Slacks OR Black tailored Shorts	Black Tailored Trousers OR Black Shorts
Black leather shoes / white socks	Black leather shoes / white socks
Jumper and/or Jacket	Jumper and/or Jacket
Sport Uniform	Sport Uniform
Sport Shirt and Sport Shorts	Sport Shirt and Sport Shorts
Supportive Running Shoes	Supportive Running Shoes



## **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
Construction (VET)					\$100	\$70
Design & Technology			\$50	\$50	\$30	\$30 + materials
Drama			\$15	\$15	\$40	\$40
Food Technology			\$85	\$85		
Hospitality – Food & Beverage (VET)					\$100	\$100
Hospitality Uniform					\$20 + \$10 (refundable)	
Industrial Technology - Timber					\$40	\$40 + project costs
Industrial Technology Multimedia Elective			\$50	\$50		
Industrial Technology Timber Elective			\$85	\$85		
Information & Digital Technology (VET)					\$35	\$35
Music 1			\$20	\$20	\$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			\$30	\$30	\$35	\$35
Work Studies						
Voluntary Contribution	\$60	\$60	\$60	\$60	\$60	\$60
<b>TOTAL (including Voluntary School Contribution)</b>	<b>\$165.00</b>	<b>\$165.00</b>	<b>VARIES</b>	<b>VARIES</b>	<b>VARIES</b>	<b>VARIES</b>

## 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.

## 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.

## 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.

## Lateness

Students must be at school by 8:45am. Students whom arrive late must report to the Front Office where they will be scanned-in using their Student ID.

## 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: Yondr Pouch**

Eagle Vale High School is committed to improving teaching and learning by making our school a mobile-free learning environment. To support this, at the beginning of the school year, every student will be assigned a personal Yondr Pouch with an ID number, similar to being assigned a textbook. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day so that they can securely store their mobile phone, until the pouch is unlocked at the end of each school day.

### **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](mailto:www.eaglevale-h.school@det.nsw.edu.au)



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

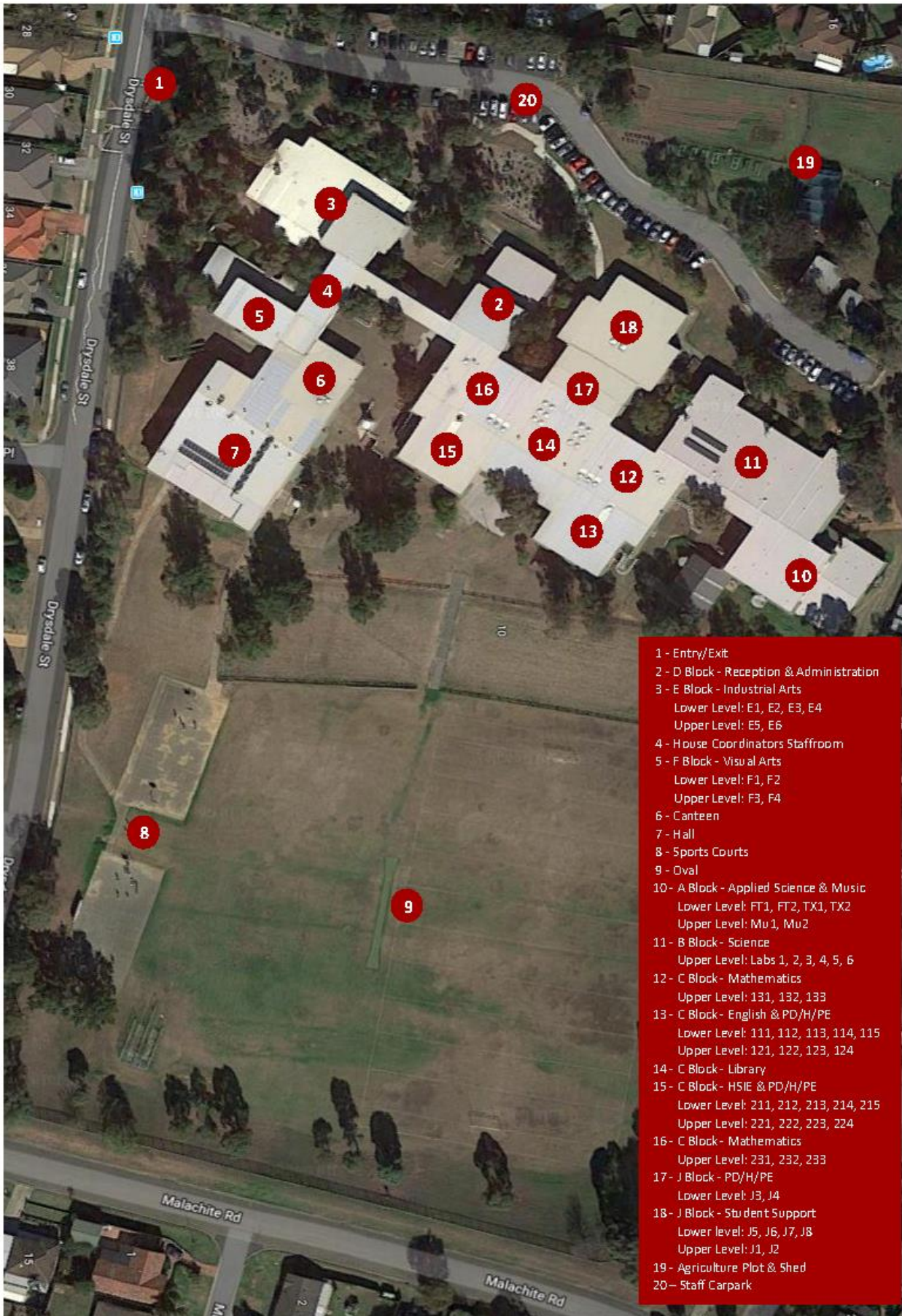


@eaglevale\_hs



@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 - HSE & 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