CONTENTS

WELCOME 4
SCHOOL DIRECTORY 5-6
STUDENT RIGHTS & RESPONSIBILITIES 7
POSITIVE APPROACH TO BEHAVIOUR 8
DISCIPLINE LEVEL SYSTEM 9 & 10
BEFORE SCHOOL SUPERVISION 11
PLAYGROUND BEHAVIOUR AT RECESS & LUNCH 12
GENERAL INFORMATION 13 & 14
SCHOOL UNIFORM 15
FOOTWEAR SAFETY 16
TERRIGAL HIGH SCHOOL ACCEPTABLE FOOTWEAR 17
TERRIGAL HIGH SCHOOL UNIFORM DIAGRAM 18
SCHOOL UNIFORM PRICES 19
YOUR CHILD AT SCHOOL 20
HOME SCHOOL LIAISON PROGRAM & PASSOUTS 21
WHAT TO DO IF ...... 22
THE USE OF SCHOOL BUILDINGS 23
THE ROLE OF THE YEAR ADVISER 24
HEAD TEACHER WELLBEING / LEARNING SUPPORT TEAM / SCHOOL COUNSELLOR 25
CAREER ADVISER / SCHOOL LIBRARY 26
STUDENT REPRESENTATIVE COUNCIL / WEBSITE/ FACEBOOK / INTERNET USE 27

PD/HEALTH/PE & HEALTH EDUCATION 28

BELL TIMES 29

SCHOOL MAP 30

SCHOOL HOLIDAYS 31
WELCOME

New students and your families, please accept a sincere welcome to the community of Terrigal High School.

For the majority of new students this is the beginning of a long association with this school. It is my hope that the association is a happy and rewarding one and that you find ready acceptance and friendship with the staff and your fellow students.

The school has excellent facilities and it has policies and programs which seek high standards of effort, behavior and achievement. The school also offers a varied extra-curricular program catering for sport, debating, drama, dance, music and many other academic, special interest and cultural pursuits. I hope that all students accept the challenge of developing their full potential.

I trust that students and their families not only feel a genuine part of the Terrigal High School community, but that they also take the opportunity to make their contribution to that community.

I really believe that the education of young people is a partnership between students, their parents and the school. The smooth functioning of such an important partnership relies on quality communication and I encourage all parents to remain in frequent contact with the school. Please feel free to contact me if you wish to discuss any concerns you may have and be assured we welcome any feedback we get from parents regarding ways we can improve the functioning of Terrigal High School.

Once again welcome, and may you enjoy your time with us.

Tania Turik
Principal
**SCHOOL DIRECTORY 2019**

**PRINCIPAL:**  Mrs Tania Turik

**DEPUTY PRINCIPALS:**  Ms Nicolle Paul (Years 7, 9, 11)

Mrs Jenny Bennett (Year 8, 10, 12)

**WHO TO SEE, ABOUT WHAT AND WHERE………**

<table>
<thead>
<tr>
<th>Enquiries On</th>
<th>Who to see</th>
<th>Where</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 7 Year Advisor</td>
<td>Mrs Walker</td>
<td>Green Area</td>
</tr>
<tr>
<td>Year 8 Year Advisor</td>
<td>Mr Parbery</td>
<td>Green Area</td>
</tr>
<tr>
<td>Year 9 Year Advisor</td>
<td>Mr Purnell</td>
<td>Yellow Area</td>
</tr>
<tr>
<td>Year 10 Year Advisor</td>
<td>Mr Staniford</td>
<td>Science</td>
</tr>
<tr>
<td>Year 11 Year Advisor</td>
<td>Mr Spence</td>
<td>Green Area</td>
</tr>
<tr>
<td>Year 12 Year Advisor</td>
<td>Mrs Surya</td>
<td>Yellow Area</td>
</tr>
<tr>
<td>Head Teacher Wellbeing</td>
<td>Mr Yates</td>
<td>Wellbeing Area</td>
</tr>
</tbody>
</table>

**Faculty:**

- **English**
  - Ms Anderson

- **HSIE**
  - Ms Evans

- **Mathematics**
  - Mr Maloney

- **Science/Agriculture**
  - Dr Nugent

- **TAS**
  - Mrs Ferguson

- **Japanese**
  - Mrs Miller

- **PDHPE**
  - Ms Playford & Mr Storey

- **CAPA**
  - Mrs Green

- **Teaching & Learning**
  - Mrs Pennings

- **Secondary Studies**
  - Mrs Miller

- **Library/Careers**
  - Mrs Anderson & Mrs Miller

- **Sport**
  - Mrs Whatson
Please note: Parents must make appointments to see members of staff via the front office.

**PARENT CONTACT WITH THE SCHOOL AND TEACHERS**

Parents are reminded the most effective way to communicate with individual teachers is via phone call to the school (4384 4677) or email to the school email address ([Terrigal-h.school@det.nsw.edu.au](mailto:Terrigal-h.school@det.nsw.edu.au)).

Senior classes commence from 8am and teachers are timetabled until 4pm in some cases.

We request you make an appointment before arriving at the school.

Once you have arrived at the school, please proceed to the front office, where you will be signed in and the teacher called to meet you.


**STUDENT RIGHT’S AND RESPONSIBILITIES**

Terrigal High School provides an environment that fosters positive learning and enjoyment of school life for all students.

**RIGHTS**

To learn
To be treated with respect
To develop into a responsible person
To be safe and feel safe

**RESPONSIBILITIES**

Let everyone learn
Treat others with respect
To allow others to develop also
To act in a manner that won’t harm or frighten

**EXAMPLES:**

To enjoy Terrigal High School I must be:

- Friendly
- Considerate
- Truthful
- Courteous
- Attentive
- Tidy
- Caring
- Honest
- Co-operative
- Polite
- Punctual

**TO GET THE BEST OUT OF SCHOOL I MUST…….**

- Do my best at all times
- Follow teachers’ instructions
- Do all necessary schoolwork and homework
- Be proud of my work
- Be proud of my school
- Attend regularly
- Take care of my own and the school’s property
- Dress correctly and appropriately
- Bring the correct equipment
A POSITIVE APPROACH TO BEHAVIOUR AT TERRIGAL HIGH

At Terrigal High School an important aim is to promote and develop self-discipline in students. In exercising their responsibilities towards others willingly, students are exercising self-discipline. In striving towards the goal of self-discipline, the school will provide rewards for those students prepared to do their best.

POSITIVE REWARDS SYSTEM
This system aims to:
• Reward students for the good work they do in class and around the school,
• Reward students working for the school and the community.

Students are awarded merits and these are recorded on the school’s central database. Certificates are then distributed at year group meetings, formal year group/whole school assemblies and at presentation assemblies and awards evening.

Students who achieve at a significant level in the school may be awarded the following certificates:

• **Outstanding Achievement Award**
  Presented to students who have achieved and been awarded several merit certificates.

• **Student of Distinction Award**
  Presented to students who have continued to achieve beyond the presentation of an Outstanding Achievement Award.

• **Student of Excellence Award**
  Awarded at the discretion of the Awards Committee for a student who gains a Student of Distinction Award for excellence in the areas of:
  ▪ Academic achievement
  ▪ School and Community involvement
  ▪ Sporting achievement

• Student of Excellence Awards are presented by the Principal at the Academic Awards Night.
EXPECTATIONS OF STUDENTS

All Students are expected to;

1. Attend school every day and be punctual
2. Show respect to staff, peers and others
3. Take responsibility for their behavior, actions and learning
4. Value and respect equipment, property and the school environment
5. Be prepared and actively participate in every lesson
6. To wear full school uniform every day
7. Remain on the school grounds once they arrive at school. Senior students on a flexible timetable need to ensure they arrive at school well before their first lesson and may leave after the conclusion of their last lesson that day.

THE DISCIPLINE LEVEL SYSTEM

In addition to the Expectation of Students and helping encourage self discipline, there is a system which exists to protect the rights of all students and to make students aware of the rights of others. It is known as the LEVEL SYSTEM. It is a system of levels offering clear guidelines of progression.

Students who are not meeting the schools expectations will have an understanding of the direction in which they are heading.

The levels and mechanism of progression are set out in the diagram following;
When a student successfully corrects their behaviour for the specified duration of a Level, the student will return to Level 0.

<table>
<thead>
<tr>
<th>Level</th>
<th>Who is responsible?</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 0</td>
<td>All Staff</td>
</tr>
<tr>
<td></td>
<td>Detentions can be applied to a student without placing them on a Level</td>
</tr>
<tr>
<td></td>
<td>None</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>All teachers are expected to employ a variety of classroom management strategies to enable students to remain at Level 0</td>
</tr>
<tr>
<td></td>
<td>When a student demonstrates persistent disobedience, as is documented on Sentral, the student is moved to L1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 1</th>
<th>Classroom Teacher must contact parents via Level 1 letter on Sentral</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1 lunch with classroom teacher</td>
</tr>
<tr>
<td></td>
<td>Yellow A5 Sheet given, checked and held by class teacher for 5 lessons</td>
</tr>
<tr>
<td></td>
<td>5 lessons of respective class</td>
</tr>
<tr>
<td></td>
<td>Continue with variety of classroom management strategies. Discussion involving reflection and goal setting for desirable behaviour</td>
</tr>
<tr>
<td></td>
<td>The third L1 results in moving to L2. This must be done by the Head Teacher of the third Level 1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 2</th>
<th>Head Teacher must contact parents via Level 2 letter from Sentral and phone call</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>2 lunch detentions in Yellow 7</td>
</tr>
<tr>
<td></td>
<td>Orange A5 Booklet given and checked by HT. Carried by student to every lesson for 5 days</td>
</tr>
<tr>
<td></td>
<td>5 school days</td>
</tr>
<tr>
<td></td>
<td>Continue with variety of classroom management strategies. Discussion involving reflection and goal setting for desirable behaviour</td>
</tr>
<tr>
<td></td>
<td>The student can be moved up a Level by a DP at any time within the L2 duration period if the student's behaviour is not improving</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Level 3</th>
<th>Deputy Principal must contact parent via Level 3/ Suspension warning letter and phone call</th>
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<tbody>
<tr>
<td></td>
<td>3 lunch detentions in Yellow 7</td>
</tr>
<tr>
<td></td>
<td>Red A5 Booklet given and checked by DP. Carried by student to every lesson for 5 days</td>
</tr>
<tr>
<td></td>
<td>5 school days</td>
</tr>
<tr>
<td></td>
<td>As above, plus loss of privileges:</td>
</tr>
<tr>
<td></td>
<td>- No excursions</td>
</tr>
<tr>
<td></td>
<td>- No offsite sport</td>
</tr>
<tr>
<td></td>
<td>- No sporting teams</td>
</tr>
<tr>
<td></td>
<td>For the 5 days of Level 3</td>
</tr>
<tr>
<td></td>
<td>A Suspension Warning will be issued at the commencement of the L3 duration period.</td>
</tr>
<tr>
<td></td>
<td>If the student's behaviour is not improving, this may result in the suspension of the student.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Suspension</th>
<th>DP or HT completes investigation and makes recommendation to the Principal</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>Case-by-case</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
</tr>
<tr>
<td></td>
<td>N/A</td>
</tr>
</tbody>
</table>
BEFORE SCHOOL SUPERVISION

1. Members of Senior Executive will be in the school from 8:00am each day.

2. Head Teachers will be in the school from 8:30am each day.

3. Special rosters will apply when variations of routine occur such as Year 6 – Orientation Days, visits by students on Exchange Programs and at the beginning of the school year.

4. Students are to remain in designated areas under the COLA, outside the bottom classrooms or in amphitheater (Years 11 and 12 only). In wet weather students may come indoors and sit in the hallways.

5. These areas are for passive recreation only, ie sport, ball games etc are not permitted.

6. **NO student is to be in the Year 7 Area before school** other than walking through from the “kiss and drop” gate entrance on Terrigal Drive.

7. Students who do not travel to school by bus would not be expected at school before 8:30am, ie 30 minutes before Period 1 commences unless timetabled to a Period 0.

8. Students who need assistance or advice are to report to:
   a) The Main Administration Area from 8:15am OR
   b) The nearest Head Teacher in any staffroom from 8:30am – 9:00am

9. Students will be reminded, regularly, of expectations regarding their behavior while travelling to and from school and whilst in the playground before school.
BEHAVIOUR AT RECESS & LUNCH

Playground:

Behavior must be **safe** at all times – teachers will advise students and these instructions must be followed.
1. Tackle football is **NOT** permitted
2. Football games are to occur only on grassed areas.
3. Food is not to be thrown at any time.

Students are to:
1. Keep their area clean and are expected to pick up rubbish left in the area.
2. Remain “in bounds” areas at all times.
3. Leave the playground promptly at the end of recess and lunch.

Any student whose behaviour is unacceptable is to remain with the teacher on duty until the arrival of the Head Teacher/Rover.

Canteen:
1. Students are to wait behind the yellow line.
2. Only students purchasing items are to be in the area.

Hallways:
Are out of bounds except:
1. To go to the toilet, the library or front office, students are to enter and leave via the nearest door.
2. When it is raining.

Oval:
Students are to remain on top area of oval. The gas cylinder area is out of bounds!
1. Students are to stay to the east of the footpath to the bus bay
2. Ball games are not permitted on the asphalt in front of the office or on the roadway.

Amphitheatre:
This area is for **senior students only** and all students should behave in a mature and sensible manner following the playground behavior rules already outlined.
GENERAL INFORMATION

HOMEWORK
Homework is given to allow students to practice or develop skills and expand on the knowledge gained at school. It is a vital part of every student’s development and should be pursued diligently. It is suggested that homework should be done on four nights of the week, plus some work on weekends. The following is a guide as to how much homework may be expected:

Nightly homework: Year 7 - 1 hour    Year 8 - 1 ½ hours    Year 9 - 1 ½ hours
Year 10 - 2 hours    Year 11 - 2 ½ hours    Year 12 - 3 hours

Homework demands may vary but may not necessarily be written work. It can involve going over notes and work done during the day, extended reading, spelling practice, the preparation of work or completion of assignments.

ASSESSMENTS and EXAMINATIONS
All students will have at least two assessments each year. For senior students Mid-Course and Semester 1 Examinations usually take place in April/May and Final Course and Semester 2 Examinations in October/November. Examination marks make up a percentage of the results that appear on reports. Other forms of assessment (tests, classwork, practical’s, orals etc) are used to contribute to the grades reported at the end of Semester 1 and 2. Grades are awarded in line with BOSTES policies.

TEXTBOOKS
Textbooks remain the property of the school and are loaned to students. Whilst in possession of a textbook, the student is responsible for it. Any loss or damage must be compensated for (this may be arranged in consultation with the Head Teacher of the Faculty concerned).

SCHOOL REPORTS
School Reports are handed out to students at the end of each Semester after each reporting period and can also be located on the Parent Portal.

PARENT/TEACHER NIGHTS
Parent/Teacher nights are held in early June for Senior students and early Term 3 for Junior students after reports are sent home. All parents are strongly urged to attend these evenings to meet the teaching staff and to discuss their child’s progress.

SICK STUDENTS
Students who become ill at school will receive a PERMISSION NOTE from the class teacher to go to the main office. Here they will be signed into sick bay by office staff. Pupils may remain in sick bay for 10 minutes to recover. If they are still ill and unable to return to class, parents will be notified and requested to take them home.

Mobile phones are not permitted in sick bay and as such will be handed to office staff when being signed in to sick bay.
EXCURSIONS
Special excursions are organised from time to time. Excursions are an integral part of school work where enrichment activities take place. These are not to be seen as easy days. All excursions require investigation, research and usually a written report. Parents will be notified, in writing, of intended excursions and all students are encouraged to participate. Written parent consent is necessary for all excursions and students must be in correct school uniform whilst on excursions.

**Levels 2 & 3 students are excluded from excursions.** An alternate program is provided for all students not taking part in an excursion activity. These students are required to attend school.

VALUABLES AND LOST PROPERTY
Students should not bring expensive personal items to school. This will avoid possible damage or loss. Money may be left for safekeeping at the front office. Students should not leave items such as wallets or calculators in unattended bags, and all personal property should be clearly marked. Lost property is placed in storage and can be claimed from the Library.

Electronic Devices
Students are NOT to use these items in class time without the teacher's permission. If students bring these items to school, they are responsible for them.

Skateboards/Scooters
Any students bringing a skateboard or scooter to school must take it straight to bottom red for storage. Students who ride or jump on skateboards or scooters during normal school hours will have the item confiscated for the day. Repeat offenders may be banned from bringing skateboards/scooters to school.

Mobile Phones
'Off and away' at all times in class.

Students attending sick bay will hand their mobile phone into the main office, upon leaving the phone will be returned. If a parent needs to speak to a child in sick bay, the office will facilitate this call.

P & C ASSOCIATION
Parents are urged to join the P & C Association. Meetings are held on the fourth Tuesday of each month in the school library. Come along and have your say in matters involving your children. For more details on how to get involved with the P & C please contact the school.
SCHOOL UNIFORM
The school uniform code for Terrigal High School represents a general agreement on what is considered appropriate in a contemporary local environment. The code is considered to be a sensible, reasonable one which represents a consensus viewpoint of parents and the school community.

THE UNIFORM CODE
1. All students will be expected to wear the school uniform as jointly adopted by the P & C and the Administration of the school.
2. There will be regular checks on student adherence to the Code and records maintained, with a comment appearing on student reports.
3. If students are out of uniform they are expected to bring a note. All students who are out of uniform are expected to report to the Deputy Principals or the Head Welfare Teacher for a Uniform Note before school.
4. Students who infringe the Code will be subject to penalties, including detentions and level placement.
5. Students must be in correct uniform for all excursions.

SPORTS AND PE UNIFORM – BOTH BOYS AND GIRLS
White/blue polo shirt and blue shorts, both with the school emblem.

PLEASE NOTE: Only students wearing the correct uniform will be permitted to participate in sport and PE, unless an acceptable, written explanation from a parent/carer is provided.

Information on correct uniform, availability and cost is on pages 16, 17, 18 and 19.

SUN SENSE AND THE WEARING OF HATS
Students are encouraged to be aware of the harmful effects of the sun on exposed skin. The wearing of sunscreen and hats whilst outside is encouraged. The school does not have an endorsed hat, but recommends a hat which adequately covers both the face and neck. The wearing of hats inside the school building is not permitted.
FOOTWEAR SAFETY
Health and safety regulations make it necessary to insist that all students wear safe, solid, fully enclosed leather shoes. The Department of Education and Communities (DEC) clearly outlines footwear requirements in schools:

‘Substantial footwear appropriate to a practical activity should be worn. Footwear such as thongs, open weave type shoes, soft slip on shoes, shoes with openings at toes or heels, soft sole shoes, fabric shoes, shoes without a heel, platforms or high heel shoes should not be worn’ DEC website.

This is DEC policy, under Work Health and Safety legislation.

Terrigal High School Uniform Code requires all students to wear solid, black, fully enclosed, safe, leather shoes. Parents need to be aware that there is an important Work Health & Safety aspect regarding the shoes your child wears at school. The school is not prepared to breach DEC policy.

If a student is required to enter workshops, kitchens, Textiles rooms, Science labs or the School Farm they MUST have a SUBSTANTIAL PROTECTIVE shoe that COVERS the top of his/her foot. ‘Slip on’ type footwear DOES NOT meet these requirements.

All students participating in PE and School Sport are also required to wear a covered LACE UP sports shoe that is suitable for them to participate safely in their chosen activity.

Please be aware that a student may not be allowed to participate in practical or sporting activities if the supervising teacher deems his/her footwear to be unsafe. In this situation, the student will be expected to carry out appropriate alternative work, supervised by the teacher, or the Head Teacher of the Faculty concerned.

If a student repeatedly fails to complete mandatory practical activities, due to unsafe footwear (or any other reason), it can mean he/she does not meet all required outcomes in many courses.

Remember that the THS Uniform Code requires all students to wear solid, black, fully enclosed, safe, leather shoes. (‘Slip on’ shoes with laces, and boots, are NOT acceptable).

The shoes on the next page are examples of acceptable school footwear.
**BOYS**
- Navy Sloppy Jo
- Navy Zip-Up
- Navy Cardigan (all include school logo)
- School Shirt
- Grey Long Pants or Grey Shorts
- White Socks (visible above shoes)
- Black, fully enclosed leather shoes

**GIRLS**
- THS Scarf (winter)
- Navy Sloppy Jo
- Navy Zip-Up
- Navy Cardigan Taslon Jacket (all include school logo)
- School Shirt
- School Skirt or Navy Long Pants
- Black Tights or White Socks (socks visible above shoes)
- Black, fully enclosed leather shoes

*Note: Boots, Track Pants & Hoodies are NOT part of the School Uniform!*

Illustration by Yvonne Wilcox
V14 Design 2010
# TERRIGAL HIGH SCHOOL UNIFORM 2019

## GIRLS ALL SEASONS

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLO TOP</td>
<td>SKY BLUE WITH CREST (JNR)</td>
<td>From $28.99</td>
</tr>
<tr>
<td>BLOUSE</td>
<td>SKY BLUE WITH CREST (JNR)</td>
<td>From $32.99</td>
</tr>
<tr>
<td>BLOUSE</td>
<td>WHITE OPEN NECK WITH CREST (SNR)</td>
<td>From $27.99</td>
</tr>
<tr>
<td>POLO TOP</td>
<td>WHITE WITH CREST (SNR)</td>
<td>From $27.99</td>
</tr>
<tr>
<td>SKIRT</td>
<td>GREY AND BLUE PLAID PLEATED STYLE</td>
<td>$49.99</td>
</tr>
<tr>
<td>SLACKS</td>
<td>NAVY STYLE</td>
<td>$39.99</td>
</tr>
<tr>
<td>CARDIGAN</td>
<td>SCEGGS BLUE WITH SCHOOL CREST</td>
<td>From $70.99</td>
</tr>
<tr>
<td>JACKET</td>
<td>NAVY WITH SCHOOL CREST</td>
<td>From $46.99</td>
</tr>
<tr>
<td>PULLOVER</td>
<td>SCEGGS BLUE WITH SCHOOL CREST</td>
<td>From $47.99</td>
</tr>
<tr>
<td>SLOPPY JOE</td>
<td>NAVY WITH SCHOOL CREST</td>
<td>From $31.99</td>
</tr>
<tr>
<td>SOCKS</td>
<td>WHITE ANKLE STYLE</td>
<td>$4.99</td>
</tr>
<tr>
<td>SCARF</td>
<td>JNR NAVY WITH CREST</td>
<td>$14.95</td>
</tr>
<tr>
<td>SHOES</td>
<td>BLACK</td>
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## GIRLS SPORTS UNIFORM

<table>
<thead>
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<th>Item</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>POLO</td>
<td>WHITE WITH SCHOOL EMBLEM (SPORT)</td>
<td>From $33.99</td>
</tr>
<tr>
<td>SHORTS</td>
<td>NAVY/SKY/WHITE SUBLIMATED</td>
<td>$29.99</td>
</tr>
<tr>
<td>SOCKS</td>
<td>WHITE ANKLE STYLE (SPORTS)</td>
<td>$4.99</td>
</tr>
<tr>
<td>TRACKPANTS</td>
<td>BLACK MICROFIBRE</td>
<td>From $32.99</td>
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## BOYS ALL SEASON UNIFORM

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Price</th>
</tr>
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<tbody>
<tr>
<td>SHIRT</td>
<td>SKY BLUE WITH CREST (JNR)</td>
<td>From $30.99</td>
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<tr>
<td>POLO TOP</td>
<td>SKY BLUE WITH CREST (JNR)</td>
<td>From $28.99</td>
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<tr>
<td>SHIRT</td>
<td>WHITE WITH CREST (SNR)</td>
<td>From $30.99</td>
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<tr>
<td>POLO TOP</td>
<td>WHITE WITH CREST (SNR)</td>
<td>From $27.99</td>
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<tr>
<td>SHORTS</td>
<td>GREY COLLEGE BAGGIES</td>
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<td>SCEGGS BLUE WITH SCHOOL CREST</td>
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<td>GREY COLLEGE LONG BAGGIES</td>
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<td>SLOPPY JOE</td>
<td>NAVY WITH SCHOOL CREST</td>
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<tr>
<td>BELT</td>
<td>BLACK</td>
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</tr>
<tr>
<td>SCARF</td>
<td>JNR NAVY WITH CREST</td>
<td>$14.99</td>
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<tr>
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</table>

## BOYS SPORTS UNIFORM

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Price</th>
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<tbody>
<tr>
<td>POLO</td>
<td>WHITE WITH SCHOOL EMBLEM (SPORT)</td>
<td>From $33.99</td>
</tr>
<tr>
<td>SHORTS</td>
<td>NAVY/SKY/WHITE SUBLIMATED</td>
<td>$29.99</td>
</tr>
<tr>
<td>SOCKS</td>
<td>WHITE ANKLE STYLE (SPORTS)</td>
<td>$4.99</td>
</tr>
<tr>
<td>TRACKPANTS</td>
<td>BLACK MICROFIBRE</td>
<td>From $32.99</td>
</tr>
</tbody>
</table>

(ALL PRICES ARE TAKEN FROM THE LOWES WEBSITE AND ARE SUBJECT TO ALTERATION)
YOUR CHILD AT SCHOOL

Under the 2008 Education Act, parents have a legal responsibility to ensure the regular school attendance of their children aged between 6 and 17 years and now must complete Year 10.

Is regular attendance important?
YES – from the first day. If students miss the basic skills in the early years of school, they often experience difficulties later. It has been shown that irregular attendance in the infants and primary years often leads to the development of poor attendance at high school. For instance if students miss as little as 8 days per term, by the end of primary they will have missed a year of school.

Must I send my child to school?
YES – unless
• the child is too sick to leave the house
• the child has an infectious disease like chicken pox, mumps or measles.
• the child is incapacitated by injury preventing movement around the school
• the child has to honor a religious commitment.

Wherever possible, dental and medical appointments should be made out of school hours.

Must I seek leave for holidays in term time?
YES – if the child is accompanying his or her parents on a family holiday which cannot be arranged in school vacations. This should be arranged with the Principal prior to the absence by completing an Extended Leave application form, which your child can collect from the office. Please note extended leave may require special provisions.

Must I notify the school if my child has been away?
YES – you should always send a note to explain the reason for any absence on the day your student returns to school. Absences must be explained within 7 days.

If your child is late to school please give your child a note. The student must then sign in at the front office and obtain a late slip before proceeding to class.

Does my child come to school if not attending an excursion?
Some students are quick to inform their parents that because of the excursion “nothing has been organised for them at school” or “it will be a waste of time to go to school today.” We would encourage you to ignore these statements and send your child to school. Programs do continue at school on excursion days. As well, allowing students to have “a day off” on excursion days may have an unsettling effect on their progress. On occasions we have had phone calls from community persons complaining about groups of Terrigal High students out of class. Alternative lessons are always organised on excursion days and we would appreciate your support in ensuring that students are at school whenever possible.

Should I notify the school if my child refuses to go to school?
YES – You should contact the Principal and seek assistance as a matter of urgency.

What kind of assistance is available?
The Home School Liaison Program is a supportive resource to students, parents and schools. Its major focus is school attendance matters. See next section for more details.
HOME SCHOOL LIAISON PROGRAM

This is a supportive resource to students, parents and schools operated by the NSW Department of Education with support from the Department of Youth and Community Services. This program aims to ensure the full participation of all students in education.

The Home School Liaison Officer is the contact person between the home and the school when there are attendance problems. The officer works to establish reasons for school non-attendance and arranges appropriate help to restore attendance.

Under The Education Reform Act 1990 it is the duty of parents or care providers to ensure the regular attendance of their children. A note should be sent to school explaining the reason for any absence and prosecution may occur when parents condone absences.

Parents and students are reminded there are strict attendance requirements for the award of both the RoSA and the Higher School Certificate. Should your child refuse to attend school please contact the Principal, the Deputy Principals, as a matter of urgency. Central Coast Home School Liaison Officers can be contacted at District Office (14 Pioneer Ave, Tuggerah) or phone 4357 5300. Terrigal High’s current Home School Liaison Officer is Ms. Sue Callaway.

PASSOUTS

Occasionally students may need to leave school early to attend medical or other appointments or to attend to urgent family business.

A note with an explanation of the circumstances must be approved by a Deputy Principal or Head Teacher and submitted to the front office.

Student’s full name and year are to be clearly written on note. Notes are to be submitted BEFORE SCHOOL.

Notes which do not give reasons for the pass out request may not be accepted. Parents are asked to ensure that where possible appointments and non-urgent business are conducted outside school hours.

Term pass outs are to be signed by the Deputy Principal and then forwarded to the front office. Term pass out notes are to be renewed each term. Notes will not suffice for the whole year.
WHAT TO DO IF....

.....YOU ARE ABSENT FROM SCHOOL
When you return, bring a note written and signed by your Parent/Guardian. The note should include –

• Student's Name
• Year
• Date/s absent
• Reason for absence

This note should be handed to your Roll Teacher. If your absence is more than three days, a phone call from your parents is appreciated, in addition to the above.

.....IF YOU NEED A PASSOUT FROM SPORT
Before school commences you must take your note to be approved and signed by a Deputy Principal and then hand it in at the main office. If you leave at times, other than 2:30pm on Tuesday, you need a pass out. This pass out is picked up at the main office. Wherever possible dental and medical appointments should be made outside of school hours.

Note: Repeated absences from sport can place your Record of School Achievement in jeopardy.

.....YOU ARE LATE BETWEEN CLASSES
You must have a note from the teacher who had you in the previous lesson explaining why you are late.

.....YOU ARE LATE TO SCHOOL
If possible have a note from your parents. Report to the main office to sign in for a LATE NOTE which must then be signed by an office lady, and taken to the teacher having the lesson from which you are missing.

.....YOU ARE OUT OF UNIFORM
Bring a note explaining why. Any student not in uniform is to report to either Deputy Principal’s office before Period 1. The student will be issued with a uniform pass for the day. This slip is to be shown to any staff member upon request.

Note: Students who do not present notes of explanation for absences or lateness to school will have these recorded on mid-course and final reports.
THE USE OF SCHOOL BUILDINGS

Before school, after school, during recess and lunch, students should not be within the school buildings. When it is raining, students may need to use the school buildings for shelter during recess or lunch. Students may enter the buildings to use the toilets, visit the library, or make payments at the office but are expected to use the doorway nearest to their destination for both entry and exit.

MOVEMENT IN THE BUILDINGS

Students are expected to make their way promptly to each class and wait outside the room until directed by a teacher to enter. Students who arrive late to class must bring a late note from their previous teacher. A permission note from a teacher must accompany a student visiting the library, toilet or on an errand during class time. Students may not enter any staffroom unless a teacher is present or has given permission.

THE USE OF SCHOOL GROUNDS

Students must remain within school grounds once they have reached school in the morning. No student should leave the school unless they have a pass out. There are a number of areas in the school grounds designated as out of bounds.
THE ROLE OF THE YEAR ADVISER

The Year Advisers play a vital role in the development of a safe and happy school environment and the achievement of desired student outcomes by:

...........nurturing the personal and social development of students within the Year cohort.

...........providing strong links between home and school by the development of effective communication channels for parents.

...........assisting staff to promote students' personal and social development through effective liaison with teachers.

...........initiating, as part of the School Welfare team, ongoing strategies to meet the welfare needs of the school community.

Year Advisers are located in the following areas:

<table>
<thead>
<tr>
<th>Year 7 Student Adviser</th>
<th>Mrs Walker</th>
<th>Industrial Arts (Upstairs)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 8 Student Adviser</td>
<td>Mr Parbery</td>
<td>Green Staffroom (Upstairs)</td>
</tr>
<tr>
<td>Year 9 Student Adviser</td>
<td>Mr Purnell</td>
<td>Yellow Staffroom (Upstairs)</td>
</tr>
<tr>
<td>Year 10 Student Adviser</td>
<td>Mr Staniford</td>
<td>Science Staffroom</td>
</tr>
<tr>
<td>Year 11 Student Adviser</td>
<td>Mr Spence</td>
<td>Green Staffroom (Upstairs)</td>
</tr>
<tr>
<td>Year 12 Student Adviser</td>
<td>Mrs Surya</td>
<td>Yellow Staffroom (Upstairs)</td>
</tr>
</tbody>
</table>

From time to time parents may be concerned about various aspects of their son’s or daughter’s progress. The contact person for such enquiries is the Year Adviser.
HEAD TEACHER – STUDENT WELLBEING

At Terrigal High School Student Wellbeing is seen to cover any issues relating to the physical, mental, psychological, cognitive and financial welfare of our students that may be detrimental in any way to an individual or groups of students.

The Head Teacher of Student Wellbeing is Mr Yates. Appointments to see Mr Yates can be made through the front office.

SCHOOL COUNSELLORS and SCHOOL PSYCHOLOGIST

With the ever increasing demand on the Wellbeing system for counsellor time it is important that the time of the counsellor is used efficiently. In making a referral to the counsellor it is important to understand that Terrigal High School presently has the equivalent of 0.9 counsellor time and that it is at the discretion of the school as to what takes priority at any given time. It is important to remember the school has one counsellor to support the needs of over 900 students. For this reason it is necessary that the school has a set procedure for referrals to attempt to ensure the most acute needs are met and at times priority of need will vary considerably.

Parents who wish to make a referral to the school counsellor are asked to initially make contact via the Student Adviser for the Year group who will make the referral on behalf of the student if required. Teachers can also refer students using the same procedure as parents. Students are able to self-refer if the need arises.

Feedback from any counsellor sessions is given in line with Department of Education policy guidelines.

LEARNING SUPPORT TEAM (LST)

The Learning Support Team 2019 consists of:

- Mrs Kenny - Learning and Support Teacher
- Jenny Bennett - Years 8, 10, & 12 Deputy Principal
- Nicolle Paul - Years 7, 9, 11 Deputy Principal
- Counsellor - Julia Links
- Psychologist - Siobhan Quinn
- Student Advisers
- Mr Yates - Head Teacher Wellbeing

Any student experiencing difficulties in their learning are referred to LST. Referrals can be made by teachers, students or parents. As a result of this referral, students may receive support from the Learning and Support Teacher (LAST). The role of the LAST is to assist teachers overcome difficulties students may face in particular subject areas. This might include diagnosing weaknesses, preparing special programs, working together with the class teacher in the classroom, helping small groups of students through special lessons or sometimes running programs with individual students. Staff are encouraged to discuss any concerns they may have about a student’s progress with the LST.
CAREERS ADVISER

The school has a Career Adviser, Ms Bates, who is available for consultations by appointment. Students are encouraged to start thinking about their future and careers from an early age, by reading as much material on jobs and careers as they can, or by speaking to people about them. Senior students may visit Ms Bates at any time when she and they are free.

THE SCHOOL LIBRARY

The library plays a vital role in the high school years. To get the greatest benefit from the resources, it is important that students become regular users of the library, both in lesson times and in breaks.

At the beginning of each year, time is set aside to familiarise new students with the library and to introduce them to some useful information skills. This process is continued throughout the year when teachers bring their classes to the library to research specific topics.

The library also runs the Premier’s Reading Challenge program for students in Years 7, 8 and 9. Although it is on a voluntary basis, students are strongly encouraged to participate in this very valuable activity to improve their reading skills and enjoyment. All students who read the required number of books will receive a certificate from the Premier’s Department at the end of the year. The Premier’s Reading Challenge list of books can be accessed online.

The library is open before school, at recess and lunch for students to work individually on assignments or to browse and read for enjoyment. Each student is given a library card to use throughout their time at Terrigal High. Students can look up the library’s catalogue on the inquiry terminals at the library circulation desk. It is also available on each student’s DET portal, “My Portal” under “My Library”.

The library staff is always on hand to help students to find information and to suggest ways of approaching difficult projects. Every effort is made to locate resources that are needed by students. The library is equipped with computers with access to the Internet, encyclopedias and a range of software programs for presenting students’ work.

Senior students or any open high school students can use the library during study periods. Other students, who come to the library during lesson time, must bring a note from their class teacher requesting use of library computers and/or general library area. The computers in the library computer area may be used for general interest activities before school and at recess. At lunchtime and during lessons, the library computers are to be used for school work only. There is a photocopier in the main body at the library for student use. This is for school-related copying only. Students can purchase printing credit at the Library.
STUDENT REPRESENTATIVE COUNCIL

What is it?
The Student Representative Council is a committee of students elected by staff and the student body as a whole. Four students are elected to represent each of Years 8 to 10. Ten students are elected to represent Year 11. The Captains and Vice Captains are elected by Year 12 students and the staff. For 2019 the Captains are Jacob Rawung and Alexander McMartin with Vice Captains Sarah Weston and David Fawkes.

The SRC in 2019 is excited to be incorporating initiatives developed during the Student Voice Program. The Student Voice program will continue to form an integral part of the SRC calendar. Students in the SRC are able to develop their leadership skills across a range of whole school activities with a strong emphasis on building the sense of school community, forging links with the wider community and engagement in social justice programs.

Elections for the SRC are held late in Term 3 for senior students and early Term 4 for years 7-10. Nominations are open to all students, however, eligibility to run for Captain and Vice Captain positions requires SRC involvement in Year 11.

For more information you can contact the SRC Coordinator Mrs A Rankin.

WEBSITE and FACEBOOK

Our school website is: https://www.terrigal-h.schools.nsw.gov.au/ The school newsletter, calendar, information booklets, up and coming events, homework notes, permission notes etc. all appear on this site.

The school has a Terrigal High School Facebook page that is used to relay information to students and parents. The page is called Terrigal High School.

INTERNET USE

Each student has their own personal login to the computers at school. They are allocated a user name (generally first name, last name); they must then create their own secret password to ensure that their work on the computer is secure. When logged on correctly, the student has a secure location on the network server where they can save their work. School work only is to be stored in this location. The Department of Education also allocates each student access to the Internet. Their user name is generally the same as their school login; they can also change their DET allocated password to their own secret password. This is done via the DET Portal: to access the portal type in the address bar: https://portal.det.nsw.edu.au OR type “My Portal” in Google search

Students should also use the portal page to create a secret question and answer to allow them to change or reset their password if problems arise. The portal page also gives students access to their DET email. Each student has a DET email account with the address: username@education.nsw.edu.au Students should use this email for schoolwork only.
PD/HEALTH/PE

Personal Development/Health/Physical Education aims to give students the knowledge, skills and attitudes to understand, accept and lead a healthy lifestyle.

We hope our students will develop:

- the ability to make informal health decisions
- movement skill and personal fitness
- social well-being and self-esteem
- creative and aesthetic awareness

PD/Health/PE consists of three periods per week - one for Health and two for Physical Education. It covers four strands, and these are developed through Years 7 to 10 inclusive. The areas to be covered are: Self & Relationships; Movement Skill and Performance; Individual & Community Health; Lifelong Physical Activity.

Through the PD/Health/PE program we hope that our students will participate in an active healthy lifestyle while they are at school and carry on these activities when they leave school. The PE program continues during wet weather so students require their uniform on ALL PE days. Non participation in PE must be explained by a letter giving the date, reason and signature of one parent and/or guardian. Prolonged non participation in PE requires a Doctor’s Certificate.

HEALTH

Department of Education & Training policy requires this school to inform you of the nature of the Health Education Program being presented. The program has been developed in accordance with the PD/H/PE syllabus from the NSW Board of Studies. The syllabus provides the opportunity for young people to explore issues that are likely to impact on the health and wellbeing of themselves and others, now and in the future. The issues include: Physical Activity, Mental Health, Drug Use, Sexual Health, Nutrition, Supportive Relationships, Personal Safety, Gender Roles & Discrimination. A small percentage of lessons are described as “sex education”. These areas include:

Years 7 & 8 Units in Growth and Development – which look at changes during puberty, including physical, social, emotional and mental changes. These units also explain the reproductive system.

Year 9 A unit in Sexual Health – which includes work on the reproductive system, pregnancy, contraception and family planning – Sexually Transmitted Diseases (STI’s) and an extension of AIDS education.

This program is taught by experienced teachers in Health Studies, and endeavors to reinforce the student’s self-esteem and decision making skills in these areas. As parents you have the right to request that your child be withdrawn from these parts of the course. Before making this decision, however, we would urge you to make an appointment with Ms. Playford, Head Teacher PD/Health/PE to discuss any aspects that concern you. We hope you will support us in our aims and please do not hesitate to consult the school for any problems or difficulties your child may be experiencing in this area of education.
<table>
<thead>
<tr>
<th>Monday</th>
<th>Tuesday</th>
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<tbody>
<tr>
<td>9:00–9:20</td>
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2:15–3:15
## 2019 NSW School Holidays and Term Dates

<table>
<thead>
<tr>
<th>Period</th>
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<th>Finish</th>
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<tbody>
<tr>
<td>Term 1</td>
<td>Wednesday 30 January 2019</td>
<td>Friday 12 April 2019</td>
</tr>
<tr>
<td>School Holidays</td>
<td>Saturday 13 April 2019</td>
<td>Sunday 28 April 2019</td>
</tr>
<tr>
<td>Term 2</td>
<td>Monday 29 April 2019</td>
<td>Friday 5 July 2019</td>
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<tr>
<td></td>
<td><strong>Staff Development Day</strong></td>
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<tr>
<td>School Holidays</td>
<td>Saturday 6 July 2019</td>
<td>Sunday 21 July 2019</td>
</tr>
<tr>
<td>Term 3</td>
<td>Monday 22 July 2019</td>
<td>Friday 27 September 2019</td>
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<tr>
<td>School Holidays</td>
<td>Saturday 28 September 2019</td>
<td>Sunday 13 October 2019</td>
</tr>
<tr>
<td>Term 4*</td>
<td>Monday 14 October 2019</td>
<td>Wednesday 18 December 2019</td>
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<td></td>
<td></td>
<td>Thursday 19 &amp; Friday 20 December 2019</td>
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<tr>
<td></td>
<td><strong>Staff Development Days</strong></td>
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<td>2019/2020 Summer School</td>
<td>Saturday 21 December 2019</td>
<td>Tuesday 28 January 2020</td>
</tr>
<tr>
<td>Holidays</td>
<td></td>
<td><strong>Staff Development Day</strong></td>
</tr>
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</table>

### 2019 NSW PUBLIC HOLIDAYS

- **Australia Day**  
  Saturday January 26  
- **Good Friday**  
  Friday April 19  
- **Easter Sunday**  
  Sunday April 21  
- **Easter Monday**  
  Monday April 22  
- **Anzac Day**  
  Thursday April 25  
- **Queen’s Birthday**  
  Monday June 10  
- **Bank Holiday**  
  Monday August 5  
- **Labour Day**  
  Monday October 7