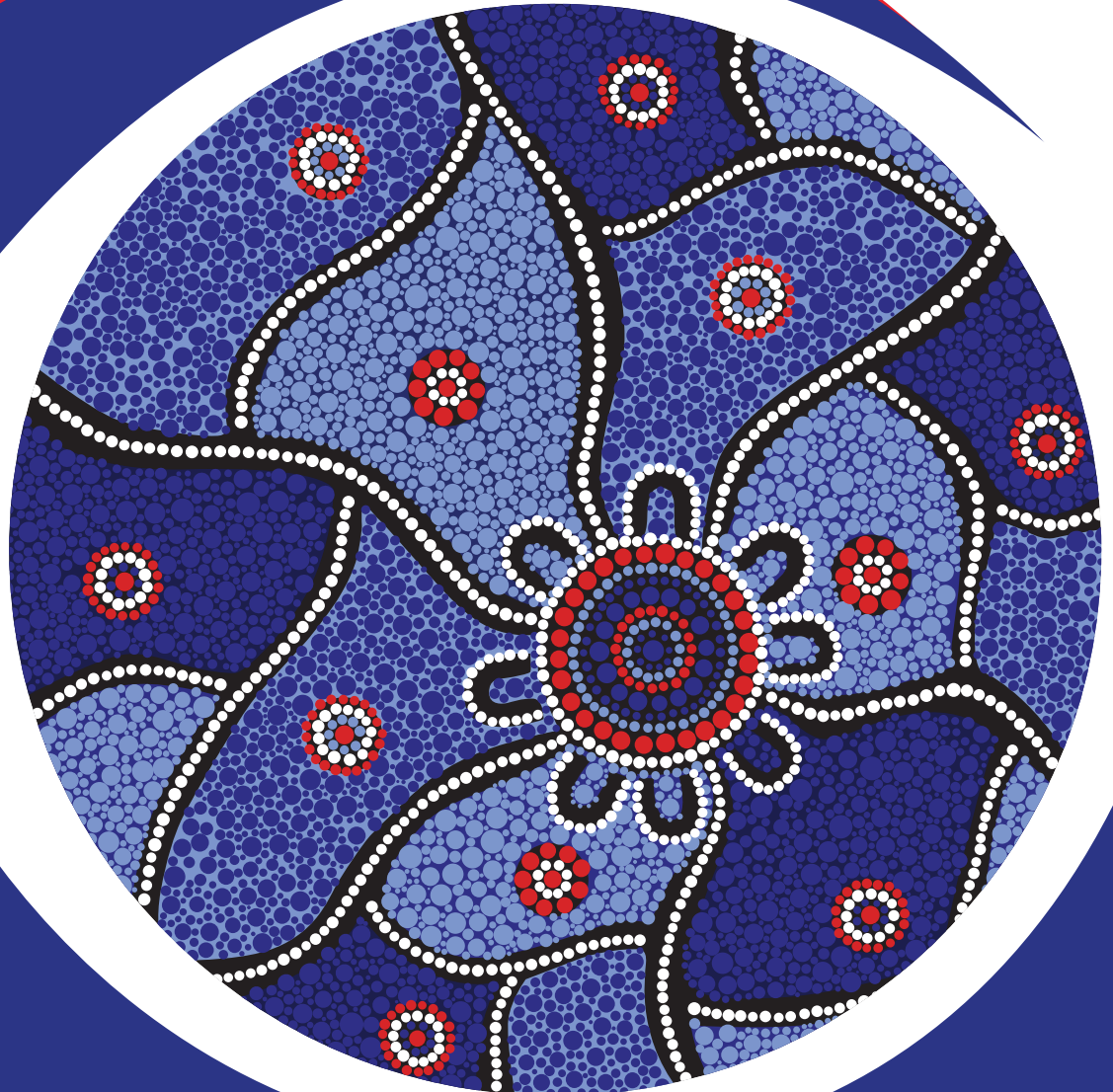




Student and Parent/Carer

# HANDBOOK

## 2023



Respect | Responsibility | Personal Best



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# School Contacts

## Senior Executive

Mr Matthew Boake	Principal	
Mrs Shanie Singleton	Deputy Principal	Years 7 and 10
Mrs Kim Costa	Deputy Principal	Years 9 and 12
Mr Andrew Collins	Deputy Principal	Years 8 and 11
Mr Roy Goodenough	Deputy Principal	Inclusive Education – Support Class

## Year Advisers 2023

Year 7	Mr Mark Finlayson	Inclusive Education Staffroom
Year 8	Mr Todd Buxton	PDHPE Staffroom
Year 9	Mr Nathan Te Rangi	HSIE Staffroom
Year 10	Mr Sean Glachan	PDHPE Staffroom
Year 11	Mr Samson Underwood	LaST Staffroom
Year 12	Mr Matthew Pascoe	Maths Staffroom

## Head Teachers 2023

Aboriginal Education Officer	Miss Maddy Matthews Turner (Rel.)
Aboriginal Education, Learning Pathways	Mr Ben Glachan
Administration	Mr Matthew le Clercq/Mr Matthew Pascoe
Careers Adviser	Mr Steve Robertson
Core Faculty	Mr David Moore
Creative and Performing Arts	Mrs Jessica MacKinnon (Rel.)
English	Mr Luke McCulloch
Human Society and Its Environment (HSIE)	Mrs Carla Debenham (Rel.)
Inclusive Education	Mrs Rebecca Turner
Mathematics	Mr Daniel Jonovski
Personal Development, Health and Physical Education (PDHPE)	Mrs Lisa Ricketts — Wed to Fri Mr Luke Sharpe — Mon to Tues
Science	Mr Frank Mesina
Sports Organisers	Ms Holly Buchanan Mr Luke Sharpe
Student Support Officer	Mr John Dykes
Student Growth	Ms Alana Folkes
Teaching and Learning	Mr Samson Underwood/Ms Sam McGree
Technical and Applied Sciences	Mr Ben Dreincourt (Rel.)
Vocational Education and Training	Ms Helene Jacobs
Welfare	Mrs Kim McLean (Rel.)

## Who to Contact

It is important for parents and carers to have open communication with the school. We would encourage parents/carers to contact the school when issues arise. The following table indicates who to ask for when particular issues come up. **The first person to call is usually the Year Adviser.**

Position	Responsibility
Year Adviser	Responsible for the wellbeing of all students within their year group.
Head Teacher Welfare	If the Year Adviser is not available, the Head Teacher Welfare is usually always available. They work very closely with each Year Adviser and School Counsellor.
Head Teacher of each Faculty	Look after their subject area. Please contact them for any curriculum issues and class placement for Years 8 to 12.
Careers Adviser	Subject selections Work experience TAFE/University enquires
Deputy Principal	Responsible for discipline issues, serious behaviour concerns, student wellbeing, safety and security concerns.
Principal	Whole school - staff, students and community.

## Where to get help

Awards	Classroom Teacher, Year Adviser
Change of Address, Contact Details	Front Office
Computer Password	Mr Griffiths (TSO) and Library
Early Leave Pass	Year Adviser or Deputy Principal
Illness or Injury	Front Office
Late to School	Student Kiosk in the Front Office
Learning Support	Head Teacher Student Growth
Library Card	ID Card from School Photos is also your borrowing card
Lost Property	The Hub
OPAL Card	Front Office
Parent Portal	Front Office
Peer Conflict	Classroom Teacher, Year Adviser, Head Teacher Welfare
School Contributions, Subject Fees	Front Office
School Counsellor	Contact the Front Office or Head Teacher Welfare to make an appointment
Sport	Ms Holly Buchanan and Mr Luke Sharpe
Toilet Pass	Classroom Teacher
Uniform	Uniform Shop and Head Teacher Welfare

## Important Dates

Dates are correct at the time of printing. For all up-to-date school events, excursions and important dates please see **Our School Calendar** on our website at:

 [gorokan-h.schools.nsw.gov.au/school-calendar](https://gorokan-h.schools.nsw.gov.au/school-calendar)

### Term Dates

	Students commence	Term concludes
<b>TERM 1</b> Years 7, 11, 12	Tuesday 31 January 2023	Thursday 6 April 2023
Years 8, 9, 10	Wednesday 1 February 2023	
<b>TERM 2</b>	Wednesday 26 April 2023	Friday 30 June 2023
<b>TERM 3</b>	Tuesday 18 July 2023	Friday 22 September 2023
<b>TERM 4</b>	Monday 9 October 2023	Friday 15 December 2023

### School Events

<b>School Photos</b>	Monday 6 February 2023 – All Students Catch-up Day Thursday 9 February 2023
<b>Expo Night</b>	Term 2 Week 5
<b>Showcase</b>	Term 2 Week 5
<b>Parent / Teacher Night</b>	Term 3 Week 2
<b>Swimming Carnival</b>	15 February 2023
<b>Athletics Carnival</b>	15 March 2023
<b>Cross Country</b>	TBA

### Exams and Selective Class Applications

Australian Literacy Test NAPLAN	Paper Test Online	15 – 27 March 2023
International Competitions REACH	Science Digital Technologies English Mathematics Writing	TBA
Year 12 Trial HSC Exams		Term 3 – Week 3 and 4
Year 11 Preliminary Exams		Term 3 – Week 9 and 10
Year 7 to 10 Exams		Term 4 – Week 4 to 6
Applications for Selective Class Placement – Years 8 to 10 Visit our website for details: <a href="https://gorokan-h.schools.nsw.gov.au/learning-at-our-school/gats.html">https://gorokan-h.schools.nsw.gov.au/learning-at-our-school/gats.html</a>		Open: June 2023 Close: 11 August 2023 Testing: 18 August 2023

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# School Contributions

Students will be invoiced in Term 1. Contributions are to be paid at the Front Office, our GHS website or School Bytes (via email link). If the full amount cannot be paid in Term 1 please pay a deposit in Term 1 and make regular payments until finalised. If your child has changed courses, please ask them to bring the invoice to the office so an adjustment can be made.

Part payments are accepted and EFTPOS is available.

Families facing financial difficulties should contact the school financial manager to organise a payment plan.

## For Junior Students (Year 7 to 10)

- **Resource Levy \$10.**
- **Contribution for mandatory subjects in Year 7 and Year 8.** To provide consumable resources for Technology (known as D&T) in Years 7–8 and Visual Art in Year 8. Parents are asked for a contribution towards the cost of providing the best opportunities it can for all students.
- **Elective subject contributions** to cover the cost of the resources used by students to fulfil The NSW Education Standards Authority (NESA) requirements in subjects students have chosen to study in Years 9 and 10.
- **Student Assistance** is available to families on very low incomes. This assistance can be requested to cover subject contributions or uniform. Forms are available from the Front Office.

## For Senior Students (Years 11 and 12)

- **Subject Contributions.** These contributions cover the cost of resources used in practical and non-practical based subjects such as Food Technology or Business Services. It is increasingly necessary for teachers to provide information from resources other than texts if our students are to remain competitive with other Higher School Certificate students across the state. Teaching from texts no longer provides the up-to-date stimulus and opportunities to bring out the best in Higher School Certificate students.
- **Generally Senior Students are not eligible for Student Assistance.** Students not yet 16 and ineligible for Centrelink can see the Head Teacher Welfare about possible assistance.
- **Students receiving Centrelink payments** should be directing these payments to cover education costs. These payments are to keep students at school by providing funds to cover the costs involved.

## Inclusive Education – Support Class: General and Subject Contributions

Year 7 to 12	
Mandatory Technology	\$60
Class Skills Technology	\$30
Resource Levy	\$10
Senior Life Skill Subjects (each)	\$10

Support Unit students only pay *elective* contributions if they have mainstream electives on their timetable.

## Junior School (Years 7 to 10): General and Subject Contributions

Year 7 Subject Materials Contribution	
Mandatory Technology	\$40
7P and 7C Academic Competition Fee	\$36
Resource Levy	\$10
Music	\$5
Year 8 Subject Materials Contribution	
Mandatory Technology	\$40
8P and 8C Academic Competition Fee	\$36
Resource Levy	\$10
Visual Arts	\$30
Year 9 Subject Materials Contribution	
Applications Design	\$10
Document Photography	\$40
Music Theatre	\$20
Child Studies	\$45
Fashion/Access & Beauty (FAB)	\$65
Food Technology	\$65
Industrial Technology – Engineering	\$65
Industrial Technology – Timber	\$60
Industrial Technology – Furniture	\$60
Japanese	\$10
Marine & Aquaculture Technology	\$20
Modern Arts (Visual Arts)	\$30
Music	\$20
Outdoor Pursuits + Elective Costs	\$110
Pastry Chef (D&T)	\$65
Photography & Digital Media	\$40
Physical Activity & Sports Study – Girls	\$15
Physical Activity & Sports Study (PASS)	\$15
Resource Levy	\$10
Visual Arts	\$30

Year 10 Subject Materials Contribution	
Aboriginal Studies	\$15
Applications Design	\$10
Child Studies	\$45
Dance	\$20
Documentary Photography	\$40
Drama – Behind the Scenes	\$20
Fashion/Access & Beauty (FAB)	\$65
Food Technology	\$65
Industrial Technology – Engineering	\$60
Industrial Technology – Timber	\$60
Industrial Technology – Furniture	\$60
Industrial Technology – Metals	\$60
Information Software Technology	\$10
Marine & Aquaculture Technology	\$20
Music Production	\$20
Outdoor Pursuits + Elective Costs	\$110
Pastry Chef (D&T)	\$65
Photography & Digital Media	\$40
Physical Activity & Sports Study (Girls)	\$15
PLUS occasional venue costs	
Physical Activity & Sports Study (PASS)	\$15
PLUS occasional venue costs	
Resource Levy	\$10
STEM	\$50



## Senior (Year 11 and 12): General and Subject Contributions

English	
Standard English	\$10
Advanced English	\$10
Extension English	\$10
English Life Skills	\$10
English Studies	\$10
Mathematics	
Mathematics Standard	\$10
Mathematics Standard 1	\$10
Mathematics Standard 2	\$10
Mathematics Advanced	\$10
Mathematics Extension 1	\$10
Mathematics Extension 2	\$10
Science	
Biology	\$15
Chemistry	\$15
Physics (includes Experiment Fest)	\$35
Investigating Scientifically	\$15
Marine Studies	\$15
Earth & Environmental Studies	\$15
Human Society and its Environment	
Aboriginal Studies	\$10
Ancient History	\$10
Modern History	\$10
Business Studies	\$10
Legal Studies	\$10
Economics	\$10
Geography	\$10
PD/H/PE	
Personal Development, Health and Physical Education	\$15
Sport, Lifestyle and Recreation	\$15
Sport, Lifestyle and Recreation – Rugby League	\$15
Community and Family Studies	\$15
PLUS some venue costs	
Creative and Performing Arts	
Drama	\$20
Music	\$20
Photography, Video & Digital Media	\$40
Visual Art	\$40
LOTE	
Japanese	\$10

Technical and Applied Studies	
Engineering Studies	\$10
Exploring Early Childhood	\$40
Industrial Technology – Automotive	\$65
Industrial Technology – Timber	\$65
Industrial Technology – Furniture	\$65
Industrial Technology – Metals	\$65
Information Processes & Technology	\$10
Software Design & Technology	\$10
Society & Culture	\$20
Design and Technology	\$40
Food Technology	\$65
Vocational Education and Training (VET)	
Business Services (Office Admin)	\$35
Construction	\$75
Hospitality Kitchen Operations **	\$115
Hospitality Food & Beverage **	\$115
Hospitality Specialisation – Ext **	\$115
** PLUS uniform costs at market prices.	
<ul style="list-style-type: none"> <li>• Toolbox hire is included in Hospitality fee</li> <li>• A compulsory White card is required for construction (approximately \$99)</li> <li>• Above Fees include Course notes</li> </ul>	
Information Digital Technology	\$25
Retail Operations	\$45
Sport & Recreation + additional costs	\$120
Trade Training (TTC) including uniform – Manufacturing, Engineering, Construction, Kitchen Ops, Prim Indust – compressed year 11/12	\$300
Career Advancement Pathways Program	
CAPP includes \$150 application and uniform fee	\$360
<ul style="list-style-type: none"> <li>• GHS Student Course Notes Plus Subject Material Contributions</li> <li>• Sometimes a First Aid Certificate is offered to students. The cost varies depending on the provider and can be up to \$100.</li> <li>• Some Vocational Education subjects may require extra equipment and Work Health and Safety Course fee.</li> </ul>	
Senior Life Skills	
Each subject undertaken	\$10

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## Book Requirements

All new Year 7 students will be provided with a book pack to start high school.

All other students will be advised by their classroom teacher what is required for subject specific materials.

### Items sold separately at the front office:

#### FOOD TECHNOLOGY:

Apron:	\$12.00
Cap:	\$8.00

#### MATHEMATICS:

Calculator:	\$22.00
Excel Revision and Exam Workbook (optional):	\$20.00

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# Positive Behaviour for Learning (PBL)

## What is PBL?

PBL is a consistent school-wide system of support that helps define, teach and support appropriate positive student behaviours. PBL has been proven through academic research to be a highly effective system that creates an effective learning environment across a whole-school environment. The goal of PBL is the improvement of academic outcomes through the creation of a quality learning environment.

## How long has Gorokan High School been a PBL school?

The school has been a PBL school since 2021.

## What does PBL look like at Gorokan High School?

It all starts with our **Core Values of Respect, Responsibility and Personal Best**. These underpin everything we expect of our staff and students at the school. Signage in all areas of the school let students know what these Core Values look like. For example, you will notice signage in areas like the COLA, Canteen and Corridors. The signs are used as a tool for students to reflect upon their behaviour and not as a reminder of how to behave positively.

During Semester One, all students are taught explicit lessons based on our Core Values with a focus on positive behaviour in all school settings. For example, there are Assembly, Front Office and Cyber Space lessons.

Furthermore, we have an effective and established reward system based upon **Goro Golds**. Students are rewarded for demonstrating our Core Values. Students' Goro Golds can be cashed-in at the Office at Recess on Monday, Wednesday and Friday to receive a prize, as well as the Goro Golds being entered into a prize draw at the PBL Assemblies of a Thursday morning. Additionally, student who earn 100 Goro Golds in a semester may be eligible to attend our semesterly rewards excursion.

## What is the purpose of the PBL Rewards System?

To reinforce positive school culture and student behaviour in all school settings. Students are rewarded and acknowledged for their positive behaviour with the Gorokan High Schools GORO GOLD ticket system.

## What does it look like? — Processes, collections points, excursions etc

Gorokan High Schools rewards system can be broken up into 3 tiers.

- Tier 1 is where students can be recognised and rewarded by teachers for their positive behaviour in any school setting with a GORO GOLD ticket. Students will then collect the GORO GOLD tickets to return to the office on Monday, Wednesday or Friday at Recess for a prize of their choice.
- Tier 2 is where tickets are then collected into student's year group boxes as part of a fortnightly PBL Draw at the PBL assembly. Tickets from Tier 1 are also included in the fortnightly draw.
- Tier 3 is the semesterly rewards excursion. All Goro Gold handed in count towards the semesterly rewards excursion.

## PBL Matrix – Core Values

	<b>ALL SETTINGS</b>	<b>Assembly</b>	<b>Canteen</b>	<b>Office</b>	<b>Bus Bay</b>	<b>Cyber Space</b>	<b>Stairs &amp; Corridors</b>
<b>RESPECT</b>	<b>Best Manners</b>  <b>Consider Others</b>	<b>Active Listening</b>	<b>Best Manners</b>	<b>Waiting Patiently</b>	<b>Waiting Patiently</b>	<b>Positive Talk</b>	<b>Hands to Yourself</b>
<b>RESPONSIBILITY</b>	<b>Own Your Actions</b>  <b>Keep it Clean</b>	<b>Be in Line</b>	<b>Right Place, Right Time</b>	<b>Right Place, Right Time</b>	<b>Be in Line</b>	<b>Right Place, Right Time</b>	<b>Move Safely</b>
<b>PERSONAL BEST</b>	<b>Feel Safe Be Safe</b>  <b>Wear School Uniform</b>	<b>Celebrate Success</b>  <b>Be Proud</b>	<b>Make Healthy Choices</b>	<b>Be a Positive Role Model</b>	<b>Arrive on time</b>	<b>Celebrate Success</b>	<b>Arrive on Time</b>

<b>Toilets</b>	<b>Art Quad</b>	<b>English Quad</b>	<b>Oval</b>	<b>Basket Ball Courts</b>	<b>Cola</b>	<b>Library</b>
<b>Keep it Clean</b>	<b>Positive Talk</b>	<b>Fair Play</b>	<b>Fair Play</b>	<b>Fair Play</b>	<b>Fair Play</b>	<b>Keep it Clean</b>
<b>Right Place, Right Time</b>	<b>Use Your Pass</b>	<b>Right Game, Right Place</b>	<b>Right Game, Right Place</b>	<b>Right Game, Right Place</b>	<b>Right Game, Right Place</b>	<b>Right Place Right Volume</b>
<b>Wash your Hands</b>	<b>Involve Everyone</b>	<b>Involve Everyone</b>	<b>Have Fun Be Active</b>	<b>Have Fun Be Active</b>	<b>Have Fun Be Active</b>	<b>Be a Positive Role Model</b>

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## Core Rules

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 school 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.

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## Student Rights and Responsibilities at school

Students have the **rights** to ...

- Be treated with fairness and respect
- Feel safe
- Keep my personal possessions safe
- Act in a safe manner at all times
- Work without interference or disruption from other students
- Achieve a Higher School Certificate as prescribed by the NSW Education Standards Authority (NESA).

Students have the **responsibility** to ...

- Follow the Behaviour Code for Students  
<https://education.nsw.gov.au/public-schools/going-to-a-public-school/translated-documents/behaviour-code-for-students>

# Attendance

For the School Attendance Policy please visit the NSW Department of Education website:

 [education.nsw.gov.au/policy-library/policies/school-attendance-policy](https://education.nsw.gov.au/policy-library/policies/school-attendance-policy)

If students are absent for the day, parents/carers will be sent an Absent Notification by SMS or email to check where their child is. A response as to why the student is absent is required by return SMS or contact the school office on 4393 7000 within 7 days. A signed note from the parent/carer can be handed in to the front office on the student's return.

## What are my legal responsibilities?

Education in NSW is compulsory for all children between the ages of six years and below the minimum school leaving age. The Education Act 1990 requires that parents ensure their children of compulsory school age are enrolled at, and regularly attend school, or are registered with NESAs, Teaching and Educational Standards for home-schooling. Once enrolled, children are required to attend school each day it is open for students.

## My child won't go to school. What should I do?

Parent/carers should contact the principal as soon as possible to discuss the issue and ask for help. Strategies to help improve attendance may include a referral to the school's learning and support team or connecting with appropriate support networks. The principal may seek further support from the Home School Liaison Program to develop an Attendance Improvement Plan.

## Important Points to Remember

- Children need to be at school every day.
- If your child is sick, you need to:
  - phone the school or provide a note on the student's return (within 7 days).
  - for long absences it is a good idea to provide a doctor's certificate.
- Sometimes there are family issues or Sorry Business, parents/carers will need to let the school know that their child will be away.

## Days missed = years lost

A day here and there doesn't seem like much, but...

When your child misses just...

they miss weeks per year

and years over their school life

**1** day per fortnight  


=

**4** weeks



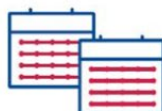
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Over **1** year missed

**1** day per week  


=

**8** weeks



=

Over **2.5** years missed

education.nsw.gov.au



# Minutes lost = days lost per year

A couple of minutes here and there doesn't seem like much, but...

When your child misses just...

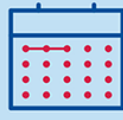
they miss days per year

**5** mins per day

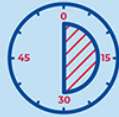


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**3** days

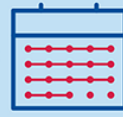


**30** mins per day



=

**18** days



**Patterns of lateness can have a serious impact on your child's education.**

education.nsw.gov.au

## Bell Times

We understand the ease and efficiency that sending SMS and text messages brings to our daily life. During class time at Gorokan High School students are required to have their phones off and away in bags.

If parent/carers need to contact students **urgently**, please call the front office on 4393 7000.

If parent/carers contact your child and **it is not urgent**, please support the wonderful teachers of Gorokan High School by contacting your child during break times only.

Monday – Tuesday – Wednesday – Friday		Thursday Sport	
ROLL CALL	8:20 am – 8:30 am	ROLL CALL	8:20 am – 8:30 am
<b>PERIOD 1</b>	<b>8:30 am – 9:30 am</b>	PBL ASSEMBLY	8:30 am – 8:50 am
<b>PERIOD 2</b>	<b>9:30 am – 10:30 am</b>	<b>PERIOD 1</b>	<b>8:50 am – 9:40 am</b>
RECESS	10:30 am – 10:50 am	<b>PERIOD 2</b>	<b>9:40 am – 10:30 am</b>
<b>PERIOD 3</b>	<b>10:50 am – 11:50 am</b>	RECESS	10:30 am – 10:50 am
<b>PERIOD 4</b>	<b>11:50 am – 12:50 pm</b>	<b>PERIOD 3</b>	<b>10:50 am – 11:40 am</b>
LUNCH 1 & 2	12:50 pm – 1:30 pm	LUNCH 1 & 2	11:40 am – 12:20 pm
<b>PERIOD 5</b>	<b>1:30 pm – 2:30 pm</b>	<b>SPORT</b>	<b>12:20 pm – 1:45 pm</b>



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# School Uniform Policy

The uniform policy has been endorsed by the School Council, the P&C. Wearing school uniform is an important aspect of Gorokan High School's expectations of students.

Wearing uniform is important because:

- It helps to ensure the safety of students inside and outside the school.
- It allows easy identification of students especially when the school has intruders or visitors or when students are on excursions.
- It gives the school an identity in the community.
- It generates pride in the school and an identity with the school.
- It tells the community and employers in particular a lot about a student's attitude to school, their willingness to follow regulations and procedures, their respect authority and their character.

At Gorokan we value respect, responsibility and personal best – complying with uniform regulations reinforces these values.

## Uniform Procedures

Each morning students out of uniform without a pass have their names recorded by their teacher when rolls are marked. Detentions will be given for failing to follow procedure **not** for being out of uniform.

Compliance with school uniform appears in School Reports for all students.

## Uniform Monitoring Card

If students are consistently out of uniform without a note they will be issued with a uniform monitoring card. Student uniform will be closely monitored and checked each morning by the Head Teacher.

If there is a genuine reason for a student being out of uniform a note explaining that reason should be given to your Year Adviser **before** 8:15am on the day. A pass will be issued for the day or for longer if deemed necessary. The note should be dated and have a contact phone number. If the Year Adviser is unavailable, please see the Head Teacher Welfare.

## Practical Subjects

Practical subjects have strict uniform requirements. This is a safety issue and students may be excluded from practical lessons if they do not conform. The teachers of these subjects will specify requirements which may include aprons, hair nets, chef's cap. All students must wear fully enclosed black leather lace up school shoes, for foot safety.

BOYS		GIRLS	
JUNIOR	SENIOR	JUNIOR	SENIOR
Light blue button through collared shirt, polo shirt or GHS sports shirt.	White button through collared shirt or polo shirt.	Light blue button through collared shirt, polo shirt or GHS sports shirt.	White button through collared shirt or polo shirt.
Navy shorts, navy long pants or GHS sports shorts.	Navy shorts, navy long pants or GHS sports shorts.	Navy fabric <b>pleated</b> skirt, navy long shorts, navy $\frac{3}{4}$ pants or navy long pants. GHS sports shorts.	Checked, pleated skirt. Navy long shorts or navy long pants. GHS sports shorts.
Navy jumper/ jacket	Red jumper/ jacket	Navy jumper/ jacket	Red jumper/ jacket
<b>SCHOOL TRACK PANTS</b> Only the school track pants to be worn. No other type will be accepted.			
<b>SHOES</b> Fully enclosed, leather, low heel, lace-up or velcro, black shoes.			
<b>PE AND SPORT UNIFORM</b> Red and blue sports shirt. Black shorts or GHS sport shorts.			


- Note Girls: Short shorts, tights, jeans and leggings are not allowed.
- School Representative Shirts can be worn on Thursdays only.

## School Uniform Shop

 [gtschool.com.au](https://gtschool.com.au)

Contact: **Leanne** Phone: **0450 568 211** Email: **info@gtschool.com.au**

### Online Ordering

- Go to Gosford Tailoring at  [gtschool.com.au](https://gtschool.com.au) and search for Gorokan High School.
- Orders will be delivered to the office after 8.30am on Tuesday and Thursday.
- A SMS will be sent when the order is ready to be collected.

### On School Premises

**Opening hours:** 7:30am – 8:30am, Tuesday and Thursday

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# Welfare and Discipline Policy

## DoE Policy: Student Behaviour

<https://education.nsw.gov.au/policy-library/policies/pd-2006-0316>

The implementation of the Gorokan High School Student Welfare and Discipline Policy enables students to become responsible for their attitudes and behaviour. It involves the development of self-discipline and the ability to distinguish right from wrong. A discipline policy is fair when it is based on sound principles of student management, is fully understood by all students, and is consistently and reasonably managed. Students learn most effectively in a secure, ordered and well-disciplined environment in which both staff and students take pride in achievement. A well-disciplined environment provides a system of relationships, rules, rewards and punishments designed to promote effective learning.

Home, school and the community interact to establish acceptable standards of student behaviour. They have a joint responsibility to influence students to accept and observe these standards. This Policy reflects the expectations of the local community and the wider society. Cultural differences are considered and discipline practices have been selected and implemented in ways that do not discriminate on any basis, including gender or cultural background.

The Policy of Gorokan High School is in keeping with the School Vision and Beliefs – Cooperation, Respect and Personal Best.

## Aims

Through the Student Welfare & Discipline Program Gorokan High School aims to assist students to develop:

- An awareness of personal and social responsibility for their actions and decisions
- The desire to succeed to their personal best in each area of school life
- A sense of personal dignity and self-reliance
- A coherent set of values to guide behaviour
- Satisfying and stable relationships and a caring attitude towards others
- An ability to communicate effectively
- An appreciation of cultural identity and membership of the wider community
- A sense of enjoyment and satisfaction from learning

## Beliefs

We believe:

- That everyone can learn and that hard work pays off
- That everyone should have the opportunity to learn both individually and cooperatively
- That we develop literate, numerate, creative students who accept responsibility for their own learning
- In the recognition of achievement and the celebration of learning

- That we are committed to our own learning and to improving our school
- In cooperation, caring for and supporting each other, and treating everyone (including teachers, other school staff and helpers) with courtesy and respect including care for property belonging to themselves, the school and others.
- That everyone has the right to be happy, safe and treated with dignity
- That everyone should behave safely, considerately and responsibly, including when travelling to and from school
- In seeking ways to continually improve and be responsive to change
- That our school should be clean and attractive and people should be appropriately dressed
- That we should work in a stimulating learning environment

## School Rules

School rules apply for all activities organised by the school, including those outside the school and for travel to and from school. They also apply in the general community if they involve relationships that have developed as a result of being part of the school community.

- No harassment or name calling
- Listen when required, answer when asked for
- Follow teacher instructions
- Enter classrooms at the direction of your teacher
- Work to the best of your ability
- Make sure you have the correct equipment for the lesson
- The use of electronic equipment (mobile phones, iPods) is restricted to educational purposes only and only with classroom teacher permission
- Treat your property, school property and other students property with respect
- Move around the school with consideration for others
- Follow safety directions in the classroom
- Resolve conflict without violence

## Student Behaviour Records

Whole school student behaviour and application records are maintained on Sentral software, and are referred to as the student's 'profile'.

Staff will maintain records of behaviour and application by students in their class. When a pattern of disobedience or poor behaviour develops, the teacher will place the student on Level 1 (Classroom Teacher Level), and record this process on Sentral. It is the responsibility of each staff member to ensure that students are aware of, and follow, the detailed processes for formal Level system monitoring. Continued misbehaviour will involve the Head Teacher of the subject who will place the student on Level 2.

The Deputy Principals maintain records of student behaviour. While most records are maintained on Sentral, each Deputy Principal may also maintain a file for each student in their area of responsibility containing detailed documentation of interviews, suspensions, statements and investigations of incidents.

## Serious Matters – Suspension

<https://education.nsw.gov.au/content/dam/main-education/policy-library/related-documents/pd-2006-0316-procedureeasyread.pdf>

- In accordance with the Suspension and Expulsion Procedures of the Department of Education, serious actions such as violence, possession of prohibited weapons or knives, possession, use or supply of suspected illegal substances will result in immediate suspension and police contact.
- Other actions of continued disobedience, aggressive behaviour related to the school, persistent misbehaviour or use of an implement as a weapon or threatening to use a weapon may also result in suspension. Duration will be up to four or twenty days depending on the nature of the offence and previous suspension record.
- The resolution of all suspensions includes a formal meeting or phone call with parents/carers, student and school personnel, and will occur prior to student return to school. Whether the suspension is resolved through a formal meeting or phone call is dependent upon the circumstances and availability of parents. In serious circumstances a formal meeting is generally required and in the case of a long suspension a counsellor meeting will also be necessary prior to resolution.
- Detention, class and playground exclusion, restitution and formal level monitoring are sanctions the school may impose as part of student discipline.

## Expectations of Classroom Management and Discipline

It is the responsibility of the classroom teacher to manage the classroom environment and all behaviours within it. The classroom teacher is responsible for the development and implementation of a range of discipline strategies in the classroom to pre-empt and respond to student behaviour. The expectation is that classroom teachers will have developed, implemented and documented a variety of strategies prior to the involvement of the Head Teacher in the majority of classroom related behavioural issues.

The exception to this expectation is when an incident is deemed to be of a serious nature or student behaviour poses a safety risk to staff or students. 'GOOD DISCIPLINE' depends on a number of factors, far too many and complex to discuss in detail here. However teachers must consider:

- designing a classroom system that will produce desired behaviour in terms of learning and order;
- classroom management practices;
- thorough lesson preparation;
- lessons that promote student engagement;
- lesson follow-up through meaningful, regular and prompt assessment and evaluation;
- the maintenance of accurate records; and
- the image that they project to their students as a worthy, caring person who is a role model in learning.

### **Classroom Teachers are responsible for:**

- Developing and implementing a range of appropriate discipline and classroom management strategies for individual students and whole class management to deal with and modify inappropriate behaviour;
- Making students accountable for inappropriate behaviour in their classrooms through consistent follow up and application of consequences;
- Moving a student onto Level 1 (Classroom Teacher monitoring);
- Documentation of classroom behaviour through monitoring process and Sentral entries;
- Parental contact regarding classroom behaviour (in consultation with or support of the Head Teacher as required);
- Referral to the Head Teacher when a range of strategies have been implemented unsuccessfully resulting in a student failing Level 1, or where misbehaviour is serious or poses a safety risk;
- Following DET and school policy regarding student welfare and discipline.






### **Head Teachers are responsible for:**


- Supporting their staff in developing a range of appropriate discipline strategies for both individual students and whole class management, including professional learning and dialogue;
- Supporting staff in applying discipline strategies at a Head Teacher level after initial strategies have been implemented but are unsuccessful at the class teacher level;
- Ensuring the accountability of classroom teachers in dealing with their own classroom discipline;
- Ensuring that parental contact occurs by either the classroom teacher or the Head Teacher in ongoing discipline issues or serious discipline issues;
- Moving a student onto Level 2 (Head Teacher → monitoring);
- Supporting and helping staff as a matter of priority in cases of serious behavioural issues;
- Referring students to the Year Deputy in cases of continued misbehaviour resulting in students Failing Level 2;
- Referring students directly to the Senior Executive in cases of serious behavioural issues and incidents of violence, possession or use of weapons, illegal substances;
- Ensuring appropriate documentation is developed and retained (level cards, Sentral referrals etc), and checking all documentation prior to moving a student through the Level system;
- Following DEC and school policy regarding student welfare and discipline.
- Referring students to the Learning & Support Team.

### **Welfare Team / Year Advisers are responsible for:**

- Monitoring of individual year groups and support of individual students;
- Liaison with staff regarding student welfare and needs;
- Point of contact with parents;
- Active involvement in the Learning Support and Welfare Teams

## Welfare and Discipline Level System Overview

ENTRY LEVEL	LEVEL 0	At the start of each year every student will begin at level. Newly enrolled students will generally start on Level 0. Return to level 0 from higher level once students completes all expectations.	To get to this level a student has commenced the year, enrolled as a new student, or returned from higher level.
INCREASINGLY UNACCEPTABLE BEHAVIOUR	 <b>LEVEL 1 CLASSROOM TEACHER (CT) LEVEL</b>	Unsatisfactory classroom behaviour on a repeated low level basis; or a significant single incident including truancy. Monitored by classroom teacher. Student is placed on a CT Monitoring Card for once cycle or a minimum of five lessons (7 lessons for Core teachers). Faculty consequences.	Behaviour dealt with at a faculty level with consequences. Sentral entry required. L1 Monitoring Card for one cycle or a minimum of five lessons. Phone call home, however recommended. Sentral letter required.
	 <b>LEVEL 2 HEAD TEACHER (HT) LEVEL</b>	Failed CT Level. Monitored by classroom teacher for Head Teacher. Student is placed on a L2 Monitoring Card for one cycle or a minimum of five lessons. Faculty consequences and parent phone call. Ongoing truancy – Level 2 consequence.	Behaviour dealt with at a faculty level with consequences. HT interview. Sentral entry required. L2 Monitoring Card for one cycle or a minimum of five lessons. Phone call home required by the HT (or CT).
	 <b>LEVEL 3 SCHOOL DEPUTY (DP) LEVEL</b>	Unsatisfactory behaviour across the school reflected by 5 or more negative incidents in a two week period (not including uniform and lateness); or failed Level 2 monitoring. Student is placed on a DP Monitoring card for 5 days – monitored by Deputy before/ during roll call, and by every teacher every lesson. Loss of card = start again. Parent must sign. Cannot represent the school.	Discipline team interview and monitoring. L3 Monitoring card for 1 week. Phone call and letter home. Deputy Principal detention for 4 days (except Thursdays). Cannot represent the school.
	 <b>PURPLE TRUANCY CARD</b>	Students are referred to the Truancy team for “whole period” truancy. The classroom teacher will contact parents & refer the student to the Truancy team. The Truancy team will monitor the student attendance for 5 days.	Truancy Team to contact Behaviour Team if student continues to truant class. Contact home made by Truancy/Behaviour team.
			

<b>INCREASINGLY UNACCEPTABLE BEHAVIOUR</b>	  <b>PINK CARD</b>  <b>Senior Improvement Program</b>	<p>Placement on an Improvement Program will occur as a result of:</p> <ul style="list-style-type: none"> <li>• A failure to fulfil the senior contract conditions</li> <li>• A failure to satisfy NESA, RoSA or HSC requirements:             <ol style="list-style-type: none"> <li>a) followed the course developed or endorsed by the Board; and</li> <li>b) achieved some or all of the course outcomes; and</li> <li>c) applied themselves with diligence and sustained effort to the set tasks and experiences provided in the course by the school</li> </ol> </li> </ul> <p>PLUS</p> <ul style="list-style-type: none"> <li>• misbehaviour / discipline issues that result in placement on a behaviour level</li> <li>• N Award warnings</li> <li>• unsatisfactory attendance – below 85% (without acceptable justification)</li> <li>• truancy from lessons/school including study periods</li> </ul>	<ul style="list-style-type: none"> <li>• Student will be interviewed by Deputy.</li> <li>• Academic plan and learning supports put in place to support student.</li> <li>• Meeting with family to discuss concerns negotiate plan</li> <li>• Two-week plan to reach successful outcome.</li> <li>• Review meeting to be held with student and family</li> </ul>
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## Workbook Requirements

To be prepared for work and showing that students are responsible for their own learning, the following list of requirements are compulsory.

- Have workbook in class for every lesson.
- Write name and subject on the front of each workbook.
- Have a pen and writing equipment for every lesson.
- Write neatly and refrain from scribbling graffiti on the workbook.
- Underline headings and rule a margin where appropriate.
- Glue in all work sheets, when instructed.
- Complete all spelling activities, as directed by the teacher.
- Answer questions in complete sentences.
- Use correct punctuation.
- If absent from school, catch up on your book work.



# Anti-bullying Plan

Bullying behaviour has three key features. It involves the intentional misuse of power in a relationship. It is ongoing and repeated, and it involves behaviours that can cause harm. The NSW Department of Education requires all NSW public schools to have an Anti-bullying Plan which details the strategies implemented to reduce student bullying behaviours.

## Resources

The NSW Anti-bullying website [antibullying.nsw.gov.au](https://antibullying.nsw.gov.au) provides evidence-based resources and information for schools, parents and carers, and students. Schools are encouraged to visit the website to support whole-school prevention, early intervention and response approaches and strategies for student bullying behaviour.

## Gorokan High School's commitment

Our school rejects all forms of bullying behaviours, including online (or cyber) bullying by maintaining a commitment to providing a safe, inclusive and respectful learning community that promotes student wellbeing. Executive staff are committed to establishing evidence-based approaches and strategies that promote a positive climate where bullying is less likely to occur.

## School culture and inclusion

All members of the school community are active participants in building a welcoming school culture that values diversity and fosters positive relationships. A key component of a supportive school culture is building respectful relationships and an ethos that bullying is not accepted, in both online and offline environments. School staff will actively respond to student bullying behaviour.

Our school engages in the following practices to promote a positive school culture.

- **Student assemblies**

Student bullying and expectations about student behaviour will be discussed and information presented to promote a positive school culture where bullying is not accepted.

Dates	Communication topics
Term 1 to 4	Whole school assemblies — reminded about the rules and behaviour around bullying and strategies to be an up stander — also reminders of support networks available
Monthly	Year assemblies — discussions on support networks available at Gorokan High school
Term 1 to 3	Harmony Week and National Bullying Day — activities and workshops
Term 1 to 4	Implemented programs and resources — ongoing E-Safety lessons delivered to Year 7 students (The Internet and the Law)

- **Staff communication and professional learning**

Staff will be supported with professional learning that provides evidence-based ways to encourage and teach positive social and emotional wellbeing and discourage, prevent, identify, and respond effectively to student bullying behaviour.

Dates	Communication topics and Professional learning
Term 1 to 2	Professional Learning days — Workshops and discussions delivered — Resources handed out
Term 1 to 4	Resources sent via email — Anti-bullying plan; Staff procedures for responding to bullying — ongoing
Ongoing	Use of Sentral to address wellbeing meetings, peer issues, support for staff

- **New and casual staff**

New and casual staff will be informed about our school’s approaches and strategies to prevent and respond to student bullying behaviour in the following ways.

- Staff are provided with information via staff induction processes, staff meetings and communication channels regarding our school approach to record, respond and support students who are involved in bullying behaviours via SENTRAL
- Information is provided in the Staff Handbook which is given to staff when they enter on duty at the school
- An executive staff member also speaks to new and casual staff when they enter on duty at the school referring them to the Staff Handbook
- How to refer students for mediation and how to assist students needing support via the HUB, HT Welfare.
- HT Welfare gives casual staff induction relating to wellbeing concerns, appropriate reporting and useful websites to implement strategies in the classroom to support students concerns around bullying.

## Partnerships with families and community

Effective schools have high levels of parental and community involvement. This involvement is strongly related to improved student learning, attendance and behaviour.

Our school proactively builds collaborative relationships with families and communities to create a shared understanding of how to support student learning, safety and wellbeing.

- **Website**

Our school website has information to support families help their children to regulate their emotions, behaviour and develop socially. Information is provided to assist if children have been involved in bullying behaviour (as the person engaging in bullying behaviour, as the person being bullied or as the person witnessing the bullying behaviour).

 [gorokan-h.schools.nsw.gov.au/wellbeing-hub.html](https://gorokan-h.schools.nsw.gov.au/wellbeing-hub.html)

- **Communication with parents**

Our school will provide information to parents to help promote a positive school culture where bullying is not acceptable and to increase parent’s understanding of how our school addresses all forms of bullying behaviour.

Dates	Communication methods and topic
Term 1	Parent forum for Year 7/8 outline support networks for anti-bullying
Ongoing	School website, Facebook and Newsletter – NDA resources and links to support networks and education
Term 3	Handouts sent to parents whose children are participating in the E-Safety lessons in order to assist their child at home
Term 4	P&C communication <i>How we have responded to Bullying at GHS</i> delivered to P&C

## Support for wellbeing and positive behaviours

Our school’s practices support student wellbeing and positive behaviour approaches that align with our school community’s needs.

Social and emotional skills related to personal safety, resilience, help-seeking and protective behaviours are explicitly taught across the curriculum in Personal Development, Health and Physical Education (PDHPE).

Examples of other ways our school will embed student wellbeing and positive behaviour approaches and strategies in practices include the following.

Gorokan High School facilitates a number of positive and engaging programs that reflect the social and emotional skills needed in developing resilient and productive members within the school. Our aim is to develop the students by giving them a range of life skills needed to assist them in being an up-stander instead of a bystander. We want to develop the confidence of our students and allow them to have confidence while recognising the value of diversity and the importance of respect and acceptable through teaching and learning programs.

The programs currently running are as followed:

- Rock and Water (Year 7)
- Rage (Year 7, 8, 9)
- Footy Focus (Year 8, 9, 10)
- Top Blokes (Year 9, 10)
- Individual and group mentoring (Year 7, 8, 9, 10)
- Peer Support / Mentoring (Year 9, 10)
- Aspiring Leaders program
- Taking Charge (Year 9)
- Cyber Lessons (Year 7)
- IBelieve
- Fit4life
- Ngura
- Brospeak
- Sistaspeak

# Electronic Device Policy

This policy covers the appropriate use of electronic devices such as mobile phones, laptops or tablets at Gorokan High School.

If these technologies are misused by students they can be disruptive to teaching and learning and in some cases cause harm. For the well-being of students, electronic devices should be used to build healthy peer relationships and feelings of safety and not as a distraction from class or withdrawal from authentic social interaction.

## Gorokan High School acknowledges that:

- Students may need to be in possession of an electronic device at school for reasons relating to their safety in travelling to and from school.
- There may be sometimes during school that electronic devices may be used for lesson delivery and educational engagement. A decision to use an electronic device will be under the direction and supervision of the classroom teacher.
- When used appropriately, electronic devices can be a medium for students to socially connect and interact with each other in a meaningful and productive way.

## Devices may include:

Mobile phones, ipods, laptop computers, ipads, tablets, game consoles and similar devices.

- The device is the student's responsibility. Gorokan High School will not accept any responsibility for the security, loss or damage of the device while in the student's possession.
- Electronic devices may be used responsibly at recess and lunch as long as it does not impact the safety, enjoyment of the playground or wellbeing of other students.
- During class all devices are to be turned **OFF AND AWAY** in the student's bag.
- Students should not use the device to record images, video or sound (unless under explicit teacher instructions). Filming or recording without permission is an offence.
- Students should not use a device for accessing, downloading or sending inappropriate, offensive or prohibited material.
- Students should not use the device to contact a parent/caregiver during school hours. All such calls or messages should be made from the school administration office. Emergency contact should only be made through the front office. (Please see *Bell Times on page 21* for suitable times for carer/student contact.)



TECHNOLOGY:  
GO



TECHNOLOGY:  
GO



TECHNOLOGY:  
NO



TECHNOLOGY:  
NO

## Junior Students (Years 7 – 10)

- During class, the devices are only to be used for *appropriate use* in accordance with **teacher instructions**. If students are given permission to use their device during a lesson, the teacher will indicate this with a ‘Technology Go’ visual display. eg Music class, filming sports for feedback, reading books, searching information, or listening to music during quiet, independent study time.
- All devices should be turned **OFF AND AWAY** in the student’s bag.

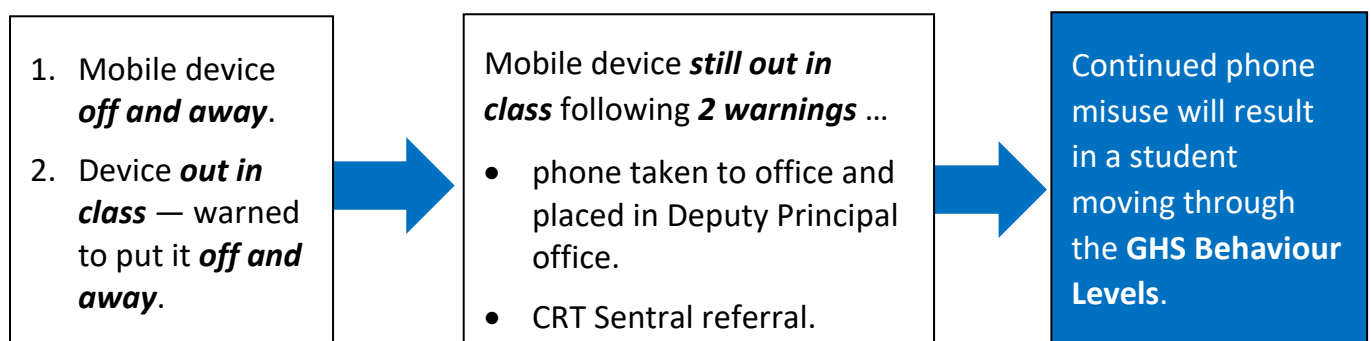
## Senior Students (Years 11 – 12)

- During class, the devices are only to be used for *appropriate use* in accordance with teacher instructions. eg Music class, filming sports for feedback, reading books, or listening to music during quiet, independent study time.
- During class, all devices should be turned **OFF AND AWAY** in the student’s bag.
- Students may listen to music during study lessons in the library with headphones only. The sound should not be heard by others. Failure to regulate the volume may result in the student being asked to put their device away. This is at the discretion of the class teacher.

## Consequences of a breach of this policy may include:

- Confiscation of the device by the Deputy Principal for a time frame determined by the DP. Continued and deliberate breach may result in confiscation until such time as a parent/caregiver is able to attend school to collect the device or pending an interview between the student, parent/caregiver and the Deputy Principal or Principal.
- In cases of bullying, harassment or threatening behaviour, school-based management (detentions, meetings, suspensions) as well as outside agencies such as the police could be involved.

## Classroom expectations



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# Anti-Smoking Policy

## Tobacco and e-cigarettes:

Smoking of tobacco and e-cigarettes\* on school premises, including school buildings, gardens, sports fields and car parks, **is prohibited**. This includes students, employees, visitors and other people who use school premises, including community groups. In the case of cross-sectoral sites (for example, joint school/TAFE sites), a decision regarding the extent of 'school premises' will need to be made in the local context.

Principals must manage incidents involving tobacco and e-cigarettes consistent with the school's student welfare and discipline policies and **Suspension and Expulsion of School Students — Procedures**.

 [education.nsw.gov.au/parents-and-carers/going-to-school/school-events/suspension-and-expulsion-from-a-public-school](https://education.nsw.gov.au/parents-and-carers/going-to-school/school-events/suspension-and-expulsion-from-a-public-school)

It is the responsibility of students not to smoke within the school boundaries. Students smoking create a negative and unwanted public image for the school. But the main rationale behind the policy is the recognition that smoking is a health hazard.

Students identified as smoking or being in the presence of smokers will be placed on Level 2 and will work with the Student Support Officer on a number of health and wellbeing strategies.

Continued behaviour and disregard to the Anti-Smoking Policy will result in students being placed on Level 3 and may be suspended for Continued Disobedience from school and be required to engage with the "Positive Choices" program to assist positive health and wellbeing choices.

\* **Electronic cigarettes**, also known as e-cigarettes, are battery-operated devices that heat a liquid to produce a vapour that users inhale. Using an e-cigarette is often called vaping.

# Homework Policy

The purpose of homework is learning. It helps students build on what they have learnt in the classroom.

## Student's task is to:

- Complete homework to the best of their ability and on time.

## Parents and carers can help by:

- Providing, if possible, a quiet place and desk for homework and study.
- Checking the homework diary and completed homework.

## What About Homework?

Set Work – Set by the class teacher	
Completion type	Small amounts for lesson to lesson to: <ul style="list-style-type: none"><li>• help <i>fix</i> memory by practice</li><li>• prepare your mind for the next lesson</li></ul>
Minor Assessment	Set tasks over several days to: <ul style="list-style-type: none"><li>• apply new learning to a given problem</li><li>• check understanding</li></ul>
Assessment Tasks	Gathering information by research/experiment and preparing a detailed presentation to: <ul style="list-style-type: none"><li>• combine several areas of knowledge and skill</li><li>• encourage initiative and interest</li></ul>
Study – Set by you	
Clarification	Investigating information, ideas, processes etc. To get better understanding of the concepts or principles by: <ul style="list-style-type: none"><li>• wider reading</li><li>• talking to other people</li><li>• making notes and thinking about them.</li></ul>
(RE) Organisation	Establishing links between ideas to suit your understanding by preparing: <ul style="list-style-type: none"><li>• summaries/lists</li><li>• mind maps.</li></ul>
Consolidation	Practising ( <i>using</i> ) the knowledge and skills in new situations or to solve new problems.
Revision	Refreshing memory periodically to boost recall. This is particularly useful before testing as a simulated activity.

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## Learning Support

Learning support is overseen by the Head Teacher Teaching and Learning at Gorokan High School. Learning Support Teacher's and School Learning Support Officer's make up the Learning Support Team. A variety of methods can be used to identify students who need learning support. Parent inquiries, teacher identification, School Counsellor assessments, LaST assessments, diagnostic tests, and referrals from outside agencies may all be used in this case. Students with disabilities and additional learning needs are well supported by us. There is a high degree of individualisation when it comes to accessing additional support. Individualised case management, small group intervention in literacy and numeracy, in-class support, or assessment support may be offered to students.

You are encouraged to contact the front office if you think your student has a need for additional support or if your student needs assistance, please speak to the classroom teacher, year adviser or Head Teacher Teaching and Learning.

### **In addition to individualised support, we also offer the following services:**

- **Learning Centre Study Support**  
Recess and Lunch every day  
This is available for students who need assistance with class work and assessments only.
- **Maths Centre**  
Available for all students after school on Tuesdays.
- **Support Senior Study – Years 11 and 12**  
Available for senior students after school on Wednesdays in the Library.



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# Inclusive Education — Support Classes

***This section has information specific to our Inclusive Education – Support Classes.***

Gorokan High School's Support Classes strive to create the best possible environment for all students and staff by:

- Providing effective communication between staff, parents, students and community
- Maintaining a positive and inclusive learning environment
- Providing an emotional and educational supportive place

## Values/Commitments

- To provide an environment where all students are *known, valued and cared for*.
- To collaborate with parents/carers and service providers to enhance student outcomes.
- To effectively communicate between staff, parents, students and community
- To provide a positive, engaging and open learning environment for all.
- To encourage all students to be active members of the school community.

## Roles and Responsibility

At Gorokan High School we acknowledge that our role is to:

- Develop the whole student through access and participation in meaningful activities.
- Support students to build social confidence and personal resilience.
- Partner with parents and carers to provide students with appropriate transition outcomes.
- Facilitate student achievement and build lifelong learners.

Each member of our school community plays an important role in assisting our students to develop the life skills to live a positive, productive and meaningful life after school.

- **Classroom Teachers**

Each student will have a core classroom teacher. The role of our core teachers is to collaborate and plan in partnership with students, parents/carers and service providers. Our core teachers are parents and carers main point of contact while their child is at Gorokan High School. Core teachers are responsible for the following:

- Coordinate a minimum of two Personalised Learning Support Plan Meetings with parents and other stakeholders.
- Coordinate, transition, integration and NDIS providers for student success and growth.
- Develop behaviour management plans to support student engagement.
- Provide parents/carers with regular and ongoing feedback of their child's progress.
- Liaise between classroom relief teachers, Deputy Principal Support, parents, relevant case managers, service providers and disability agencies.
- Report on student learning achievement in accordance with Gorokan High School's Reporting policy.

- **Parents/ Carers/ Caseworkers**

Parents/ carers and other stakeholders are an integral part of every child's education. We ask that parents are partners in their child's education and engage in the following ways:

- Attend two formal meetings per year to discuss your child's educational needs and aspirations.
- Support teachers in the development of personalised learning support plans by completing relevant documentation when required.
- Engage with service agencies where appropriate to support your child's growth.
- Support staff and encourage your child to follow the PBL values of Respect, Responsibility and Personal Best while they are enrolled at Gorokan High School.

- **Students**

Our primary goal is to support students to grow into being active participant in the broader community. We support our students to have the opportunity to experience a wide range of engaging activities to enhance their sense of belonging. We ask that our students do the following while at Gorokan High School:

- Comply with the NSW Department of Education attendance policy  
[education.nsw.gov.au/policy-library/policies/school-attendance-policy](https://education.nsw.gov.au/policy-library/policies/school-attendance-policy)
- Comply with Gorokan High School Welfare and Discipline Policy
- Participate in class activities and assessment to the best of their ability
- Participate in integration with mainstream subjects where appropriate.

## **Support Class Curriculum**

Students enrolled in the Support Class are entitled to the opportunity to progress through the NSW Curriculum. Students can participate in the NSW Curriculum with adjustments or through a Life Skills pattern of study. The pattern of study is determined through the collaborative planning and will be discussed during meeting with your core teacher.

Students can participate in a mixed pattern of study based on their current learning needs. For example, students could participate in Life Skills English, Math and Science, while adjusted curriculum in PDHPE, Creative Arts and HSIE. Classroom teachers, in consultation with parents determine the most appropriate pattern of study.

Students in Years 7 – 10 participate in the following subjects as determined from the Collaborative Planning Meeting:

- English
- Mathematics
- Science
- Human Society and Its Environment (History and Geography)
- Personal Development, Health and Physical Education

- Creative and Performing Arts (Visual Art & Music)
- Mandatory Technology
- Language
- English Life Skills
- Mathematics Life Skills
- Science Life Skills
- Human Society and Its Environment Life Skills (History & Geography)
- Personal Development, Health and Physical Education Life Skills
- Creative and Performing Arts Life Skills (Visual Art & Music)
- Mandatory Technology Life Skills
- Language Life Skills

*Note:* Gorokan High School runs on a four-year curriculum cycle plan. Therefore, students may not complete all mandatory subjects as indicative of the mainstream school. Subjects taught on a four-year cycle include Language and Music. For example, Language is only taught once every four years (leap years) within the Support Class. However, across the four-year cycle, all students will experience the NSW Curriculum as outlined by the NSW Educational Standards Authority.

## Support Class Curriculum – Stage 5

Students in Years 9 and 10 have an option of selecting subjects based on interests and needs. These subjects are determined through the Gorokan High School subject selection criteria. Students need to complete a 200-hour elective and 2 x 100-hour electives over year 9 – 10. For students not able to participate in an integrated pattern of study, the Support Class at Gorokan High School will offer the following Life Skills subjects within their core class:

- Food Technology Life Skills (200 hours)
- Physical Activity and Sports Studies (100 hours)
- Visual Arts Life Skills (100 hours)

## Support Class Curriculum – Stage 6

Students in Year 11 and 12 are required to complete 12 units of subjects based on interest, needs and future choices post-school. Students and parents will be able to select subjects through the Gorokan High School subject selection criteria. Students who are not attending mainstream classes will be able to achieve a Higher School Certificate with Life Skills outcomes in their class. The following subjects are offered to students in their core class:

- English Life Skills (2 units)
- Mathematics Life Skills (2 units)
- Investigating Life Science Life Skills (2 units)
- Technology Life Skills (2 units)
- Human Society and Its Environment Life Skills (2 units)
- Personal Development, Health and Physical Education Life Skills (2 units)

## Integration

Gorokan High School supports an inclusive learning environment. We encourage students to participate in Integration within some mainstream courses. The purpose of integration is to provide students with the opportunity to participate in subjects of interest, to enjoy the social aspects of school with age-related peers and to increase your child's ability to work with the wider community. Integration for students will occur following collaborative planning with parents/ carers and students to determine the most appropriate pattern of study.

## Reporting

Gorokan High School complies with the NSW Department of Education Reporting guidelines, NSW Educational Standards Authority requirements and Gorokan High Reporting Policy. We believe reporting academic achievement to parents and carers is an essential part of our role in providing quality education. Parents and carers will receive two reports throughout the school year. Semester one and Semester two reports will report on student achievement against a life-skills pattern of study or regular pattern of study.

## National Disability Insurance Scheme

Students linked with The National Disability Insurance Scheme (NDIS) packages are encouraged to engage with service providers to support growth and development. At Gorokan High School we support the service delivery by providing time and space for therapies to occur. Parents and carers wishing to access NDIS services for their child at school must contact the Deputy Principal Inclusive Education to discuss purpose of the intervention. These sessions must comply with the NSW Department of Education guidelines and must not:

- Overlap with services already provided by the school (eg. Counselling services overlaps with School Counselling provisions and therefore will not be accepted).
- Divert students from essential education material or outcomes.
- Place undue demands on Teachers to accommodate service provisions.

The Gorokan High School preferred NDIS time allocation is Thursday 12:30 – 1:45 pm. During this time space can be made available and a staff member provided for supervision purposes. Times outside this allocated period need to be negotiated with the Deputy Principal Inclusive Education. At the completion of sessions each service provider needs to complete a single page review for our records. This will assist Support staff to compliment therapy/ services and provide record of service provision. A copy of this review will be provided to the manager of the NDIS package (usually the parent/ carer or service provider).

## Assisted School Travel Program

On enrolment, students can make an Assisted School Travel Program application. This service is provided for students within a supportive setting, who have exceptional circumstances which prevents parents/carers from transporting their child to school. The guidelines are strictly enforced by the Assisted School Travel Program and include:

- Enrolment in a Special Education Setting.
- Parents and/or carers have demonstrated their inability to provide or arrange travel for the child to and from school either fully or partially.
- Child has been assessed as being unable to travel independently.
- Child is enrolled in the closest appropriate school to their home.

Further details related to Assisted School Travel Program guidelines can be found at:

 [education.nsw.gov.au/public-schools/astp](https://education.nsw.gov.au/public-schools/astp)

## Sport

Support Class students in Years 8-10 participate in whole school Sport on Thursdays from 12:20 pm – 1:45 pm.

## Late Arrivals

All late arrivals are let into school at the front office and are recorded as late by office staff. A staff member of the Support Class will collect students who require assistance and escort them to class as required.

## Selective class policy

The identification of high potential and gifted students for the selective class at Gorokan High School together with the curriculum implementation and its evaluation follow the new *High Potential and Gifted Education Policy* from the Department of Education and Training in NSW.

 <https://education.nsw.gov.au/teaching-and-learning/high-potential-and-gifted-education/about-the-policy/high-potential-and-gifted-education-policy>

If you would like to know more about the policy and how to support your high potential and gifted child at home and at school, follow this link *Supporting Parents and Carers*

 <https://education.nsw.gov.au/teaching-and-learning/high-potential-and-gifted-education/supporting-parents-and-carers>

or contact our HPGE Application Team at school, [benjamyn.glachan@det.nsw.edu.au](mailto:benjamyn.glachan@det.nsw.edu.au) or [ben.drelincourt1@det.nsw.edu.au](mailto:ben.drelincourt1@det.nsw.edu.au).

## Entry to the Year 7 stream

The selective classes at Gorokan High School are an academic class in which entry is managed by the Selective High School Unit. Students wishing to gain entry to the class must sit an exam in Year 6. The administration forms and dates are managed by your local primary public school. For current information about the application procedures and due dates for Year 7 visit:

 <https://education.nsw.gov.au/public-schools/selective-high-schools-and-opportunity-classes/year-7>

## Selective stream entry Years 8-10

Students have the opportunity to gain entry into the selective stream later on in their junior years. Application details for entry into Gorokan High School's selective stream in Years 8 – 10 are available on our website:

 [gorokan-h.schools.nsw.gov.au/learning-at-our-school/gats.html](https://gorokan-h.schools.nsw.gov.au/learning-at-our-school/gats.html)

Gorokan High School procedures for entry in the selective stream in Years 8 to 10 is as follows:

- Submit the online application form by the due date.
- Students sit an ability test in Term 3. (On the day of the test, please bring previous school reports, NAPLAN results and any relevant awards.)
- Results of the application will be posted to parents in Term 4 of the current school year.

What happens if the application is successful:

- If the student is currently enrolled at Gorokan High School, you only need to respond to the acceptance note for the placement in the selective classroom.
- If the student is not currently enrolled at Gorokan High School, an enrolment application form will be sent to parents with relevant information to be completed.

The purpose of our School Library is to:

- provide resources that support and enhance the school's curriculum.
- promote literature appreciation and reading for pleasure.
- provide a stimulating and inviting environment, which encourages learning and a love of reading.
- provide materials that encompass all points of view, allowing users to make informed decisions and choices.

## BORROWING

Year 7 – 10 students: 2 fiction and 2 non-fiction books.

Year 11 – 12 students: 6 fiction and 6 non-fiction books as well as specific subject textbooks that are required for course work.

Most books can be borrowed for 2 weeks and can be renewed if required.

Books can be returned between 8:00am and 2:30pm.

Overdue notices are emailed fortnightly to the student's education email address. Any issues with overdue books, please see Ms Powell as soon as you can. If library books have been lost or damaged, payment can be made at the main office and bring your receipt to the Library.

Students with overdue books will be unable to borrow library books until they have returned their overdue books.

## RETURNING

Students need to place overdue books into the returns box in the foyer of the Library.

If students have borrowed classroom textbooks they also need to be returned to the Library.

## LIBRARY HOURS

- 8:00am – 2:30pm each day except Thursdays 1:45pm
- Recess and lunch each day except for *Lunch – Week B*.
- The Library is also CLOSED for the first 5 minutes of lunch to allow students to eat and use the amenities.

The Library is sometimes closed for exams or meetings. A sign will be placed in the front window of the Library foyer to let students know when this is happening.

## ASSIGNMENT SUBMISSIONS for Years 11 and 12

Seniors need to submit assessment tasks at the Library on the due date prior to 8:20am. Plastic sleeves and orange submission forms are available in the senior study or at the charge-bar.

If you have problems printing your task, please DON'T PANIC, email it to Ms Powell: [samantha.powell@det.nsw.edu.au](mailto:samantha.powell@det.nsw.edu.au) and she will then print it for you.

## SUPPORTED SENIOR STUDY (SSS)

2:30pm – 4:15pm in the Library each Monday and Wednesday. It is a place for quiet study, with teacher supervision and access to computers and resources with light refreshments including hot chocolate for attendees.

## PRINTING and PHOTOCOPYING

Printing for assignments is available in black and white for 10c and colour for 20c.

Photocopying is also available for the same prices.

## TIMETABLES

Student timetables can be printed by Library staff at recess and lunch for 50c or students can scan the QR code poster in the library foyer with their phone to access their timetable.

## WHEELERS ePLATFORM

GHS subscribes to the Wheelers ePlatform where students can browse and borrow the collection to read or listen to audio books. Once students are enrolled at GHS they will be able to download the ePlatform app on their own device, phone or laptop.

 [www.eplatform.co/au/find-libraries/](http://www.eplatform.co/au/find-libraries/)

Search for **Gorokan High School** and login using your **Department of Education Username and Password**.

## WORLD BOOK ONLINE

GHS subscribes to World Book online. It is very much like the World Book Encyclopedia except digital. It is user friendly and is suitable for all high school age groups. The World Book Web includes several reference sites that feature:

- A vast collection of primary source documents, thousands of editor-selected websites, research tools including a timeline and citation builder, current magazine and newspaper selections.
- Students can make individual accounts to save their research to for future use.

 [www.worldbookonline.com](http://www.worldbookonline.com)    LOGIN: **gorokanhs**    PASSWORD: **gorokanhs**

## TV4EDUCATION

TV4ED is an educational streaming service that is one of the libraries subscriptions and allows students to watch age-appropriate movies and TV programs. This can be accessed through your GHS student and parent portal.

## MY LIBRARY LINK

Once you are enrolled at GHS your DET student portal will have a link to the **GHS Library**. You will be able to browse the collection and reserve physical books that you will be able to borrow next time you are in the library.

**Central Coast Library Service:**  [www.centralcoast.nsw.gov.au/libraries](http://www.centralcoast.nsw.gov.au/libraries)

**State Library of NSW:**  <https://www.sl.nsw.gov.au/>



# A to Z of Information and Procedures

## ABSENTEES

Please phone 4393 7039 on the date of a student's absence or reply to our SMS messages.

Every absence from school should be explained within 7 days of the absence. By law, parents and carers are required to send students to school every day the school is open. If parents/carers are not able to comply with this regulation, a satisfactory explanation is necessary for the school. Notes are filed and must be available for the Home-School Liaison Officer, if required.

If parents/carers are not receiving SMS messages please contact the school to update the student's contact details.

### ***Absentee notes should be:***

- Written on a full sheet of paper, headed with – Date, First Name, Surname and Year Group printed clearly.
- An explanation of absence. If this was illness, nature of illness should be stated.
- Signed by parent/carer.
- ***The note should be handed in at the front office – student kiosk.***

[Also refer to Page 13]

## AECG

The Aboriginal Education Consultant Group meet regularly. Check our school calendar for meeting dates and venues.

## ATTENDANCE

School is compulsory until 17 years of age. Students wishing to leave school before the age of 17 years must have permission from the Department of Education.

Parents/carers must make this application to the Deputy Principal.

## ATTENDANCE

### – SENIOR REQUIREMENTS

Senior students are required to attend all timetabled classes and school events, eg assemblies and sport carnivals. Attendance at after school classes is also mandatory. Poor attendance could jeopardise the award of a RoSA or Higher School Certificate.

Attendance privileges will be explained to all students eligible for flexible timetabling arrangements. Seniors are to be in class or in the Library. They are **NOT** to be in the playground during study periods.

## ACCIDENTS

Must be reported immediately to the nearest teacher. The Deputy Principals or Principal must be notified. Any student who witnessed the accident may be required to fill in a report on the accident.

## ACCOUNTS

Student fees are to be paid at the main office which is open before school, recess and lunch for payments. Large amounts of money are not to be carried by students during the day. The money may be left with School Administrative and Support Staff for safe keeping and collected at the end of the day.

## ABORIGINAL EDUCATION

### OFFICER

Gorokan High School has an Aboriginal Education Officer, Mrs Lesley Armstrong (Miss Maddy Matthew Turner Rel.). Her role is to assist Aboriginal students and liaise with the Aboriginal Community.

### AWARDS

The school has an award system for students who achieve wonderful results and/or try their best. Refer to **Page 9, Positive Behaviour for Learning (PBL)**.

### BEHAVIOUR

Students are expected to comply with the School Code of Conduct. Conduct and behaviour is expected to be of a satisfactory standard at all times. Bad language is not acceptable in a school situation, nor is spitting, pushing, shoving, fighting, fruit fights, smoking, stealing, etc will not be tolerated at any time.

### BIKES, SCOOTERS and SKATEBOARDS

On arrival at school, bikes, scooters and skateboards are to be taken directly to the Admin Building and secured in the bike racks by the student's personal lock or placed in the scooter shed. **The school accepts no responsibility for these items on the school premises.** They are to remain in the area until 2:30pm (Thursdays after sport 1:45pm). The bike racks and scooter shed are out of bounds throughout the day. The riding of bikes, scooters and skateboards are strictly prohibited on school grounds due to pedestrian safety.

## BUS TRAVEL

Approximately half of our students travel to and from school by bus. All students are expected to wait patiently for the bus in orderly lines. Upon boarding and exiting the bus, students are to tap their opal card. They are expected to remain in their seats and behave in an orderly and courteous manner. Students should reflect the good manners they have been taught in their homes. Smoking is NOT permitted on school buses.

To apply for a new or lost School Opal Card or to update address details visit:

[apps.transport.nsw.gov.au/ssts](https://apps.transport.nsw.gov.au/ssts)

## BROKEN EQUIPMENT

Broken equipment is to be reported to the classroom teacher. Any equipment outside the classrooms that is considered dangerous for student use must be reported to a supervising teacher or the Deputy Principal.

## CANTEEN

The school canteen menu and ordering is available online. For full details and instructions on how to sign up to Flexi Schools, visit:

 [www.flexischools.com.au/parents](http://www.flexischools.com.au/parents)

You can also follow the Gorokan High School Canteen Facebook Page:

 [gorokanhighschoolcanteen](https://www.facebook.com/gorokanhighschoolcanteen)

or visit our school website:

 [gorokan-h.schools.nsw.gov.au/about-our-school/canteen.html](https://gorokan-h.schools.nsw.gov.au/about-our-school/canteen.html)

EFTPOS is available.

Good manners are expected at all times and *please* and *thank you* are greatly appreciated. Students are to stay behind the painted yellow lines and wait their turn to be served.

## CAREERS

The Careers Adviser will be at the Careers Office during lunch times to give students any help and advice they may need.

## CARS (parents)

Parents/carers are **not to drive into the School's Delivery Road, Staff Carpark or other sections of the School property** when dropping off or collecting their children. Doing so creates a **SAFETY HAZARD** especially in wet weather.

No student parking is permitted onsite.

## CARPARK

The carpark is for staff use only. For safety reasons the car park is **out of bounds** for all students. Therefore, **parents/carers are not to drive into the staff car park area** to drop off or collect their children. Students are to be dropped off and picked up in Goobarabah Avenue outside of school grounds.

## CLASSROOM ROUTINE

Students are expected to line up outside the classroom when the punctuality bell rings and to enter the classroom when told to do so by their teacher. No students are to be in a classroom without a teacher. Classrooms are to be kept tidy at all times – there should not be any litter on the floor, writing on desks or tables; chairs and desks are to remain neatly arranged.

## CLINIC, FIRST AID and STUDENT ILLNESS

We do not have any school medical services available, but our staff members will do their best to assist students and make them comfortable if they are sick or injured.

If a student is sick in the morning, please keep them home to recover.

**An ill child is primarily the parent's responsibility. No student should be sent to school** if the parent suspects that they are **not well** early in the morning. **Arrangements should be made by the parent** for the care of their child.

Class teachers/teachers on duty will direct students to the appropriate place if they need minor attention (for example, bandaids and tissues).

**Students are not to take themselves into the Clinic. Sick students must report to their class teacher who will send them to the main office with a note.**

Our Clinic provides for a short and unexpected illness developing during the day. The student will need to be collected from school as quickly as possible.

We will contact parents/carers (or emergency contacts if parents/carers are unavailable) and ask that arrangements be made to take the child home.

Students requiring casualty treatment at Wyong Hospital are transported there by Ambulance. The school has NSW Ambulance Insurance to cover the cost. Parents/carers or emergency contacts will be immediately notified and are asked to make arrangements for their child once they are at the hospital.

## COMMON ROOM

The staff Common Room is for the use of staff only. No student is allowed in the Common Room, nor is it to be used as a thoroughfare to the Science rooms. If an emergency occurs and a student wishes to contact a particular teacher, they need to knock on the door and give the name of the teacher required and wait outside for the teacher.

## CONFISCATED ITEMS

Confiscated items are to be collected from the teacher concerned at the time stipulated, usually at lunch break or at the end of the day. It is the student's responsibility to collect any items *minged* during the day. Electronic devices will be sent to a Deputy Principal for collection by parents/carers or students.

## CONTRIBUTIONS

Contributions are paid at the Administration Office. If parents/carers are unable to make these payments, please contact the School Accounts Office.

## CORRIDORS

Students are to move quickly from one room to another when changing lessons. As much as possible, students are to keep to the left when moving around. **Corridors are out of bounds during recess and lunch** as they are not a play area.

## COUNSELLOR

Students can self-refer to see the School Counsellor at the Hub. A time will be arranged and the student will be sent for. Parents/carers can make an appointment by phoning the school.

## DETENTION

Students whose conduct is unsatisfactory during a lesson may be asked to report to a staff member for part of recess or the first or second half of lunch.

There is also an afternoon detention scheme. This is for 55 minutes after the normal close of school. Parents/carers will be informed at least 24 hours before, so that arrangements can be made for the student's transport home.

## ELECTIVE CHOICES

Elective choices are made during Term 2 for Year 8 students. Elective classes operate in Years 9 and 10. Students should choose their elective classes carefully as changing electives is usually not possible.

## EMERGENCIES

**If parents/carers wish to contact their child urgently, please phone the school on 4393 7000.** If parents/carers wish to collect their child from school before the end of the day, they must come to the main office and sign them out. The student will be sent for and asked to report to the main office along with their school bag.

## EMERGENCY PROCEDURES

**LOCKDOWN** – is a procedure used when there is an immediate threat to the school, e.g. intruders. Lockdown minimises access to the school and secures staff and students in rooms. As part of this procedure everyone must remain in the room until the situation has been declared safe by an authorised person such as the Principal or Deputy. Students are to remain in classrooms. Outside groups move to school Hall or Library.

**LOCKOUT** – is a procedure which prevents unauthorised persons from entering the school and is commonly used when the threat is general or the incident is occurring off the school property. This procedure allows school activities to continue as normal during the outside disruption. Lockout sees the school perimeter secured and shut. Classes and school operations will function as normal as possible.

**EMERGENCY EVACUATION** – is the procedure for fire or any other occasion that requires the evacuation of students from buildings to a safe area.

Gorokan High School's safe area is the northern end of the Main Oval. All years will assemble on the main oval – Years 10, 11, 12 across the halfway line. Years 7, 8, 9 across Northern try line. Staff and students are to stay well clear of the main gas bottle located between canteen and car parks. All bags are left in classrooms.

**MOBILE PHONES** – are not to be used by students during an emergency. It causes problems contacting emergency services.

**Students will be guided by Classroom teachers on these procedures.**

## EVACUATION, LOCKDOWN & LOCKOUT SIGNALS

### EVACUATION:

Repeated short blasts of a fast-rising sound.

### LOCK DOWN:

Continuous slow rising sound.

### LOCK OUT:

Announcement to staff rooms via email and internal pager. Administration staff to notify outside spaces, gym and old hall.

### CRISIS OVER:

Indicated by Horn Sound.

### ALL CLEAR:

Remain in location until an *All Clear* is given by the Safety Warden.

## ENERGY DRINKS

Energy drinks are not to be consumed at school or whilst engaged in any school activity.

## ENROLMENT

An appointment must be made for an enrolment interview with the school. The enrolment cannot be completed without all relevant enrolment paperwork and a *risk assessment* from the student's previous school being completed.

## EXCURSIONS

If an excursion is arranged for a class, students will be given a note to take home for parents/carers explaining the purpose of the excursion, the date, cost, travel arrangements, etc. The Permission Note, at the end of the letter, is to be signed and dated by parents/carers and returned to school with the money to cover the cost. Payment can be made at the Administration Office or online.

## EQUIPMENT

Students are expected to bring workbooks, diary, pens, rulers and other subject appropriate equipment to all lessons.

## LATE TO CLASS

If, for some reason, students are delayed by a teacher, they need to get a note from that teacher to take to the next class. This note should show student's name, class, date, time and a reason if applicable.

## LATE TO SCHOOL

If a student arrives late to school, they will need a note from their parent/carer explaining why they are late. The student will need to report to the Office where a late slip will be issued. If a student does not have a note, parents/carers will be contacted via SMS to follow up on the student's attendance issue.

## LEAVING SCHOOL PREMISES

Students who have a special reason for leaving school early must present a note from their parent/carer.

### Procedures for leaving school early including THURSDAY SPORTS DAY:

- All half day pass notes are to be given to Year Advisers 24 hours in advance.

- Students must have a letter from their parent/carer showing the date, time and explanation for the early sign out.
- Passes will be provided to students.
- Parents/carers must make arrangements to collect students from the front foyer of the Administration building.
- If a parent/carer cannot collect their child from the school office, the letter must state how the student is getting home eg. walking, bus. This will be shown on the pass.

## LEAVING SCHOOL or TRANSFERRING SCHOOLS

A note is to be brought from your parent/carer informing the Principal of the students intention to leave school for employment or for transferring to another school. The note is presented to the School Enrolment Officer. Students will be issued with a **Leavers Form**. When the form has been completed, it is to be **returned to the School Enrolment Officer**. A Clearance can be completed only when all books have been returned and outstanding costs paid.

## LOST PROPERTY

Any articles found are to be handed in to the Front Office. Valuables, such as money, watches, etc must be handed to a Deputy Principal.

A lot of property is handed in and is not claimed. If a student has lost something, they need to check if it has been handed in. Lost uniforms are placed in a container near the Head Teacher Welfare Office.

## LIBRARY

The Library is for the use of all students. It is not a playground area – it is a **quiet area**. It is for the use of students wishing to borrow books, to have a quiet reading area

and to do some private study, research work on assessments. School bags are to be hung on hooks in the Library foyer. The Library is open for student use at lunchtime and recess. To borrow books and computer equipment students **must** have their Student ID card or printed timetable, as proof of identity.

## LINES – BUS

Students must not line up for their buses on the road edges or footpath and must follow the instructions of teachers on bus duty who will instruct where to line up. There should not be any pushing or shoving as students board the bus. Any student with bus pass problems should go to the student counter in the Front Office. Opal cards are required to be tapped on/off whilst using public transport.

## MEDICATION

All students who are to take any form of medication during school hours, are required to bring these to the Front Office BEFORE school commences in the morning. Arrangements will be made for the medication to be taken at the appropriate time. A *Consent to Dispense Medicines* form and a *Medical History* form have to be completed by the parent/carer.

As far as is practicable, only the daily requirements of medication should be brought to school and must be supplied in the original prescribed container. The school will not supply unprescribed medication including Panadol.

Alcohol, tobacco, vapes and prohibited drugs are not allowed and disciplinary action will be taken in accordance with the school's welfare policy, against any student found to be in possession of them. Also refer to Page 22 of this booklet.

## MOBILE PHONES

It is advisable not to bring mobile phones to school. If a student has a mobile phone at school it must be switched off during lessons, exams and assemblies and placed in the student's bag. If used inappropriately, phones **will** be handed to the Deputy Principal for collection at the end of the day by the student.

All other portable entertainment devices should not be brought to school. If used in class they will be handed to the Deputy Principal for collection at the end of the day by the student.

Students are advised not to bring any electronic devices to school.

**If a mobile phone or portable entertainment device is lost or stolen, the school is not responsible for investigating the loss or replacing the item.**

## MONIES

If students need to pay for an excursion they should have the correct amount to hand in at the Front Office on arrival at school so they are not carrying large amounts of money around during the day.

Alternatively, you can make payments through the Gorokan High School website using the ***Make a Payment*** tab.

## MUSIC ROOMS

Music rooms are out of bounds unless students have a pass from the CAPA Faculty which shows they have been given special permission for specific rehearsals.

## NATIONAL TESTS

- NAPLAN – National Assessment Program Literacy and Numeracy for students in Years 7 and 9 in May.
- VALID – Essential Secondary Science Assessment given to Year 8 students in November.

## NEWSLETTER

A weekly Snapshot of what is coming up at Gorokan High School will be emailed to parents/carers on Fridays. If parents/carers do not receive these emails, please contact the Office to confirm the email address.

An electronic School Newsletter is available each semester and can be accessed through the school website. Click on the newsletter link on the school website:

 [gorokan-h.schools.nsw.gov.au](http://gorokan-h.schools.nsw.gov.au)

If parents/carers are unable to access the online Newsletter and require a printed copy, please ask your child to collect one from the front office.

## OUT-OF-BOUNDS AREAS

- Behind the Canteen and in the Delivery area up to B1.04;
- The Bike Bay Area;
- Behind the Basketball Court and Gymnasium;
- All the hill area at the side of the school oval;
- BEYOND the western end of the Green block;
- BEYOND halfway on the oval and behind the long jump pit (unless training under teacher supervision);
- The staff Car Park;
- Gymnasium and the area to the south-west of the path between the main entrance road and Car Parks;

### ***Out-of-Bounds Areas continued:***

- Walkways and stairs out of bounds before school, at recess and at lunch time;
- Classrooms before school, recess and lunch time unless accompanied by a teacher;
- The courtyards between Green, Yellow and Red blocks;
- The Demountable rooms and Lake Haven shops side of the school; and
- The Administration block unless you need to see specific people.

#### **NOTE:**

**The corridor leading from the Welfare Hub through to the Careers Room is NOT for student use.** All students wishing to see the Head Teacher Welfare or Head Teacher Teaching and Learning are to use the doorway **nearest** the Careers Room.

## **PARENT PORTAL**

The Parent/Student portal allows you to access the following information about your child.

- Student attendance – attendance history, class attendance percentages and explained / unexplained absences.
- Student School Records – NAPLAN data, continuum tracking and reading records (parents only).
- Student Reports – self assessments, academic results and teacher comments.
- Class Homework and Messages – the teacher can broadcast messages and set homework online.
- Students can create a personal journal.
- Student daily timetable.

For access to the Student and Parent Portal requires registration.

#### ***Parents/carers need to:***

1. Register with an email address at:  
**[gorokan-h.sentral.com.au/portal/register](http://gorokan-h.sentral.com.au/portal/register)**
2. Contact the school on 4393 7000 to confirm your registration and receive your **Family Access Key**
3. Login to the portal using your email address and password:  
**[gorokan-h.sentral.com.au/portal/login](http://gorokan-h.sentral.com.au/portal/login)**
4. Click **Add Student or Family Access Key**
5. Enter the access code exactly as given and click **Add Key**

## **PARENT/TEACHER EVENING**

Parent/Teacher evening is held in Term 3. This provides an opportunity for parents/carers to meet with their child's teachers to discuss their progress and to see some of the work being done in the subject area.

## **PARENTS AND CITIZENS ASSOCIATION**

This Association meets at the school on the third Wednesday of the month at 6.00pm in the Front Office.

All parents/carers are urged to belong to this Association which not only helps to provide equipment, but also helps to bridge the gap between the home and the school, so that each of these important areas of the student's life can be coordinated for the good of the child.

All parents/carers are welcome to attend these meetings.



## PASSES

Passes are needed for:

- Late entry to class;
- Permission to be out of class during lesson time;
- To leave school early;
- Being out of uniform; or
- Being in some playground areas.

It is the students responsibility to ask for these passes.

## PHONE MESSAGES

Urgent messages from parents/carers will be sent to students by the Administration Staff.

## PDHPE

PDHPE is a compulsory part of the school curriculum for the RoSA (Record of School Achievement). If, for some reason, you are unable to take part in PE lessons, a note must be handed to the PE Staff giving the reason and preferably a Doctor's Certificate attached.

## PLAYGROUND AREAS (General)

Be sensible when using paved areas for handball and cricket games, especially near the Library. Do not play active games in an area where others are likely to be seated.

## PLAYGROUND AREAS (Out-of-Bounds)

Certain areas of the playground are *out-of-bounds* to students. These areas are places out of sight of teachers on playground duty. See Page 37 for Out-of-Bounds Areas.

When students arrive at school in the morning they are required to move into the school area and not to loiter outside the gates, around the bus bay, go to Lake Haven Shopping Centre or any of the fast food outlets.

## PLAYGROUND TABLES & SEATS

Playground tables and seats are not to be removed from the areas that they occupy. If a student wishes to move a table or seat to another area, seek permission from a Deputy Principal.

## PRESENTATION CEREMONIES

### ***Academic Community and Cultural Awards Ceremony***

Gorokan High School's Presentation Ceremony is held in Term 4 in the school gym and is a formal occasion. All prize winners from Years 7 to 12 receive Academic and other major awards on this night. The annual date is published on School Calendar which is available on the School Website.

### ***Sport Awards Ceremony***

The Sports Presentation Dinner held in Term 4 at Wyong Leagues Club at 6:30pm. School sporting achievement and representations by students are acknowledged. The annual date is published on School Calendar which is available on the School Website.

 [gorokan-h.schools.nsw.gov.au/school-calendar.html](https://gorokan-h.schools.nsw.gov.au/school-calendar.html)

## PUNCTUALITY

All students are to be punctual to school and class. No student is to be in the toilets between lessons and hence arrive late to class. Students are expected, at the end of recess and lunch, to commence to move to their next class as soon as the bell sounds.

## REPORTS ON STUDENT PROGRESS

Reports are emailed at the end of each semester. These are:

- To keep parents/carers informed on progress of students; and
- To be kept as a record to be shown to prospective employers.

Academic progress and social development are both taken into consideration in these reports. Any parent/carer wishing to discuss progress of a student with the Principal, Deputy Principal or Head Teachers, may do so by making an appointment through the Front Office.

## ROLL MARKING

Rolls are marked at the start of every day at 8:20am in the students Roll Call class. Class rolls are marked in each lesson of the day.

## SCHOOL SERVICE

One of the aims of the school is to teach its students the ideal of service. Each student is called upon to serve the school in various capacities during their stay at Gorokan High School.

Listed below are some of the avenues of service for the school community:

- Student Council;
- Office Duty;
- Fund Raising Activities;
- Library Monitor; and
- School Productions.

Some of these **school service** activities are rostered duties, others voluntary. All are designed to help the school community function smoothly with the help of the service of its citizens; all bring a sense of reward to the student who participates. Most of our students are very keen to give service and we appreciate their help.

## SMOKING

Smoking is not permitted on school premises **AT ANY TIME** – this includes school buildings, playground areas and toilets, it is also not permitted at any school activities. [Also refer to Page 22]

## SPORT

### Thursday Sport

Sport is a compulsory subject for the award of a Record of School Achievement (RoSA). It is held every Thursday from 12:25pm to 1:45pm. Students select from a range of sports each term.

- If a student is sick or injured a non-sport room operates. There is no need for a student to go home if injured.
- Students need to be punctual to Sport Buses so that they can leave on time.
- The Sport organisers will explain responsibilities during sport sessions and students are expected to follow these instructions each week.

### School Carnivals

School Carnivals are held for swimming, athletics and cross country running. The carnivals are compulsory school days and non-attendance requires students to supply the school with a note explaining their absence. The carnivals occur in Terms 1 and 2 of the school year.

### Gala Days

Gala Days (selected sports) and CHS knockout teams are selected throughout the year. For details of upcoming dates and events, students are asked to listen to the Daily Student Notices Bulletin in their Roll Call class or check their Student Portal.

## SPORTS AFTERNOON

### – walking home and bus procedure

A Sports Pass may be obtained if a student is participating in a sporting activity near their home. This will enable the student to go directly home from sport, instead of returning to school on Thursday afternoons.

- Sport Passes are issued by the Sports Organiser on receipt of a letter from parents/carers requesting students to leave sport buses or go directly home.
- Only students in receipt of passes are permitted to leave sport buses or go directly home.
- All students are given notification prior to their sports unit regarding this privilege.

## SUBJECT CONTRIBUTIONS

It is expected that students in Years 9, 10, 11 and 12 undertaking elected subjects will pay all subject fees. This provides the necessary resources for students to satisfactorily complete their selected courses.

## STUDENT ARRIVAL/DEPARTURE BY CAR

Parents/carers are to drop off or pick up students on Goobarabah Avenue. There is no student drop off or pick up in the school carpark. Parents/carers are asked to do this as a matter of safety for students and to minimise congestion of local traffic.

## STUDENT COUNCIL

The Student Council are students who have self-nominated for these positions after application to the Principal. If students are interested in becoming involved in School Government see the Year Adviser or SRC Co-ordinator for further details.

## STAFF INTERVIEWS

Interviews with Principal, Deputy Principals, Head Teachers, Year Advisers or Class Teachers may be arranged by contacting the Front Office on 4393 7000 so that an appointment time can be made.

## TEXTBOOKS

Students are responsible for the safe return, and in good order, of all borrowed texts or the replacement in the case of loss.

## TIMETABLES

Students should have two copies of their timetable – one for use at home and one for school. It is handy for students who have a phone to screenshot their timetable. Students may look up their timetable at the Front Office (Student Kiosk) or Library during recess and lunch.

Student timetables can be reprinted by Library staff at recess and lunch for 50c.

## TOILETS

The Student Council is always trying to improve the toilets and ask for any suggestions that may help.

Students are reminded that toilets are not a gathering area. On many occasions there is vandalism in the toilet areas. If students see any damage being done, it is their responsibility to report these acts. Vandalism only results in the toilets being unusable for a period of time and this inconveniences many students.

Any student wishing to use toilets outside of recess and lunch must **obtain a pass from their teacher.**

## WORK REFERENCES

It is the ambition of every student to obtain a worthy school reference. It is the hope of the school to be able to give every student such a reference.

**It is advised that a student remember that their reputation is being built from the moment they arrive at the school.**

To obtain a reference, a student must prove to have qualities of trustworthiness and cooperation, be punctual, neat and industrious. It is also expected that a student abides by the school rules, show pride in the school by being dressed always in correct school uniform, by keeping within the rules and make a contribution to our good name. No individual teacher should be asked to write a school reference. The Principal or Year Adviser writes a character reference which is based on a Reference Sheet filled in by the staff who assess the student on character qualities.

Students can use their school report for any situation requiring an academic reference.

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## Road Safety Information

At high school, many students will have further to travel and will be making new friends and taking up new activities, which also involves more travel. The risk of injury on the road actually increases in the teenage years. About 40% of these accidents are pedestrian accidents. About 40% are accidents involving passengers in vehicles. Young drivers in the 17-25 age group are still gaining experience as drivers and tend to be more at risk of accidents.

***Please remember the following:***

### **AS A PASSENGER**

- Bus passengers must follow the Ministry of Transport Code of Conduct when travelling  
**<https://transportnsw.info/student-code-conduct>**
- At school, wait for buses as directed by staff and enter the bus in an orderly manner when instructed to do so by the teacher on duty;
- When getting off the bus, always wait until the bus has gone before crossing the road;
- Always wear seat belts when these are available in cars and buses;
- Before becoming a passenger in a car, think about your safety – consider the driver’s experience and the other circumstances; and
- As a passenger try not to distract the driver.

### **AS A PEDESTRIAN**

- Walk on the footpath wherever possible – otherwise, walk so you are facing the oncoming traffic;
- Remember to stop, look, listen and think before crossing roads;
- Motor vehicles generally have right of way;
- Be defensive, drivers don’t always see you and don’t always stop; and
- Round-a-bouts can make it difficult to predict vehicle movements.

### **IF YOU RIDE A BICYCLE, SCOOTER OR SKATEBOARD**

- Check that your bicycle is roadworthy and the correct size for you;
- Wear an approved safety helmet;
- Ride in a safe and responsible manner;
- Choose a safe bicycle route to and from school;
- Skateboards and scooters by law are not allowed on roads with painted lane lines, centre lines or a median strip;
- They must not be ridden at night;
- Take care not to endanger pedestrians and be aware that these “toy vehicles” are banned from some footpaths; and
- At school, bicycles and other wheeled toys must be stored in the bike bay and locked onto a rack by the student.
- Any loss or damage to bicycles, scooters or skateboards will not be investigated or reimbursed by the school. Students bring them to school at their own risk.

### **STUDENT DRIVERS**

- Students who are licensed to drive are free to drive to and from school. This is a matter for students, their parents/carers and the owner of the vehicle.
- There is no student parking available in school grounds.
- Students using private vehicle to drive themselves or other students to school activities such as sport and excursions at other venues are required to submit a consent form for both the driver and any passengers.

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## Crossing Safety Information

### **STOP-LOOK-LISTEN-THINK**

There is a Pedestrian crossing provided for students at the front of the school on Goobarabah Avenue. The crossing is supported with the flashing School Zone signs before and after school hours to help ensure the safety of Gorokan High School students.

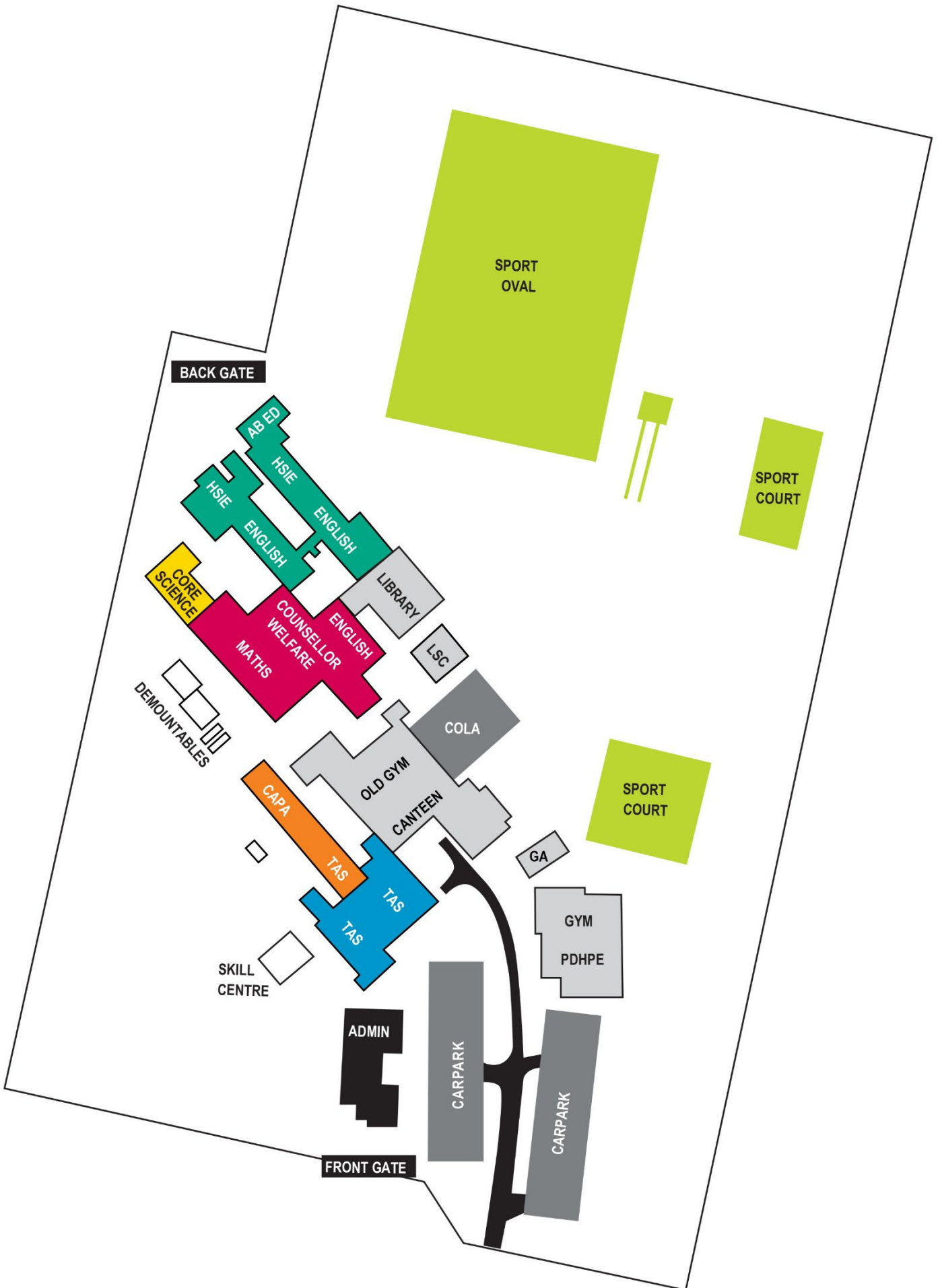
Despite the fact that we are a high school setting, many of our students do not use this crossing safely and are placing themselves at risk of serious injury. For this reason, we ask parents/carers to have a conversation with your child regarding this matter.

Goobarabah Avenue has a heavy traffic flow, particularly during our school start and finish times and it is important that students realise that many of the drivers may be distracted by how busy the area is. It is important that students do not assume that a vehicle will be able to stop immediately just because a pedestrian suddenly appears on the crossing.

Students need to stop at the kerb and check that it is safe to cross before proceeding across the road. There have been reports from parents/carers of students failing to stop and look before stepping onto the pedestrian crossing and of some cars speeding up to get through the crossing before pedestrians step onto the crossing.

For the welfare of our students, please encourage your child to be aware of how to make themselves safer when walking to and from school.

# Gorokan High School Site Map







# UPPER LEVEL









## Gorokan High School

Goobarabah Avenue, Gorokan NSW 2263

**P** 02 4393 7000

**E** [gorokan-h.school@det.nsw.edu.au](mailto:gorokan-h.school@det.nsw.edu.au)

**W** [gorokan-h.schools.nsw.gov.au](http://gorokan-h.schools.nsw.gov.au)

 [gorokanHS](https://www.facebook.com/gorokanHS)

 [gorokanhighschool](https://www.instagram.com/gorokanhighschool)

 [Gorokan High School](https://www.youtube.com/Gorokan High School)

 [GorokanHS](https://twitter.com/GorokanHS)