

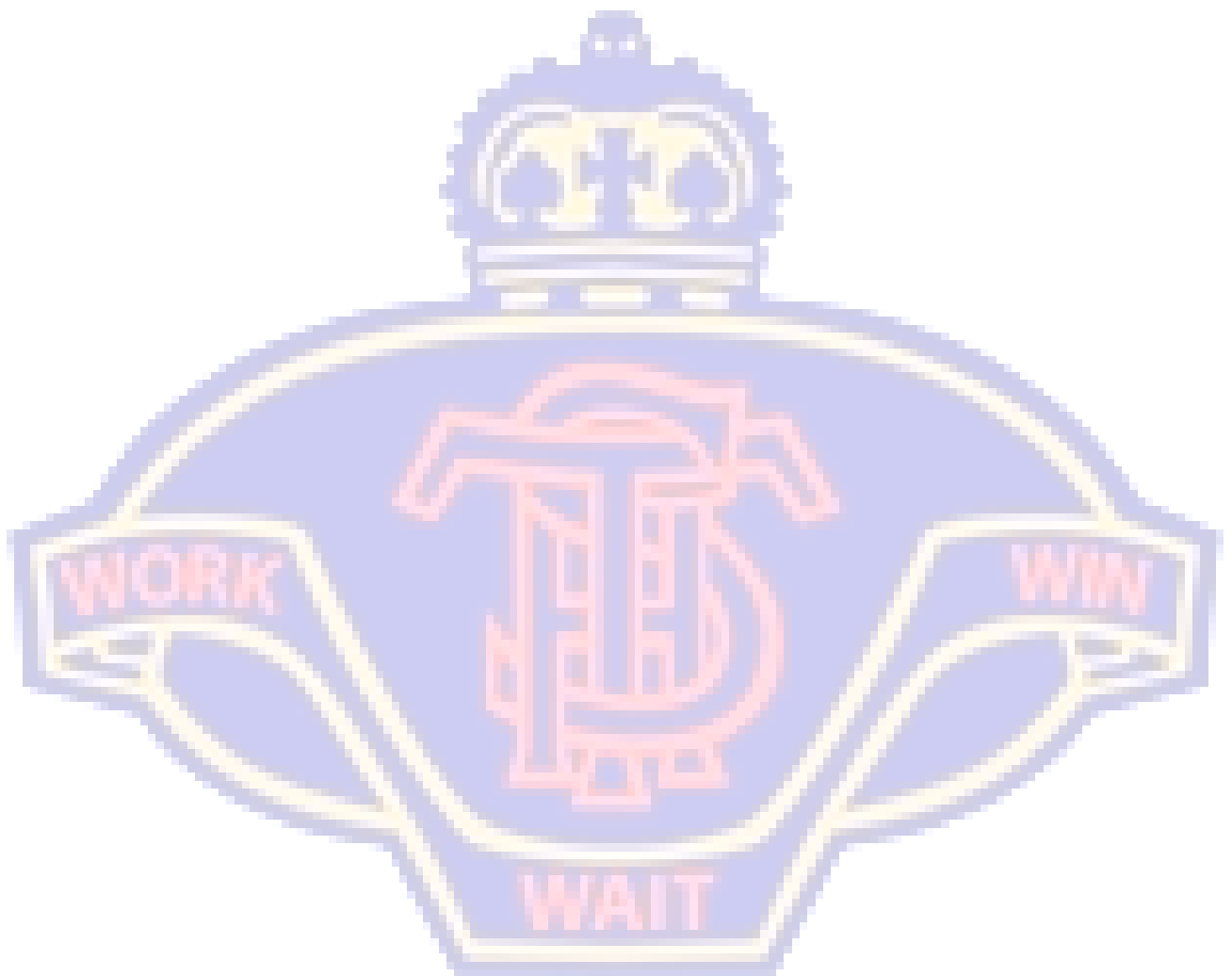
Tumut High School



Information Booklet Year 7 – 2024



**YEAR 7 COMMENCE ON
Thursday, 1st February 2024**



Principal's Message

Tumut is an amazing place set in a beautiful location. Our school is enriched by our community. We hope that all Tumut High School students experience an enjoyable and rewarding learning journey.

Our teachers and support staff are both dedicated and enthusiastic. Tumut High School provides many opportunities for student learning both in and out of the school, catering for a diverse range of interests.

The Wellbeing Team led by Head Teacher, Mrs Oag, Year Advisers, Student Support Officer (SSO), Careers Adviser, Girls Adviser, Chaplain and School Counsellors offer comprehensive support for students and families.

Students with additional learning needs are supported by the Learning Support team led by Head Teacher Ms Dean, Learning and Support Teachers (LaST) and the School Counsellors.

A 3-day, 2-night camp for all Year 7 students to the Jindabyne Sport and Recreation Centre will take place from Monday, 18th March to Wednesday, 20th March 2024. During this camp, students will be engaged in a variety of activities which, as well as being lots of fun, will also help to develop qualities of leadership, teamwork and encourage creativity and problem-solving skills. A detailed letter has been sent home outlining cost and payment dates, transport arrangements and student requirements.

Students will engage in ALP (Alternative Learning Program) and PBL (Positive Behaviour Learning) programs during the year. These will include a number of wellbeing activities and extra-curricular excursions.

Some other opportunities your child may wish to become involved in include:

- Art Club
- Debating and Public Speaking
- Music composition club
- Presenting school news on the local radio station
- Sporting Teams
- Student Representative Council
- Writer's Club

We encourage your child to explore as many of these opportunities as possible because every experience will help shape the person they eventually become.



Mr B Taylor
Principal

Contact and Communication Details

For direct and immediate contact with the school, please phone (02) 6947 0600 between 8.30am and 3.30pm. To contact the Wellbeing Hub please phone (02) 6947 0629

Address:

Tumut High School
2-20 Bogong Place
TUMUT NSW 2720

Email:

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

Website:

www.tumut-h.schools.nsw.gov.au

Facebook:

www.facebook.com/TumutHighSchool

Principal

Mr B Taylor

Deputy Principals

Mrs K Hayes (Acting)
Ms J Coleman (Rel)

School Counsellor

Mr B Mensah ☎ 6947 0608

School Chaplain – Mr D Fisher

Head Teachers

CAPA – Mr M Mitchell

English – Ms M O’Sullivan (Rel)

HSIE - Mr M Watts

PDHPE – Ms S Norton

Science – Mrs V Taylor

Learning & Support – Ms L Dean

Wellbeing – Mrs M Oag (Rel)

Year 7 Adviser



Miss M Sing
CAPA Staffroom

“Welcome to Tumut High School”

If you need help with anything, please come and see me.

Communication at Tumut High School

Our school is an exciting and very busy place to be. There is always so much happening both inside and outside of the classroom. With this in mind, we aim to keep you as informed and up to date as we can, through various means which are outlined below;

Sentral Parent Portal: The parent portal and app empowers parents, keeping you fully updated and helping you to manage and control everything related to your child's education. Student timetable and daily student notices are available on this portal. An email outlining sign-up details is distributed early in Term 1 for all new enrolments. To register visit <https://tumut-h.sentral.com.au/portal/register> The Sentral Parent Portal is also the platform used to book Parent Teacher Interviews held in Term 1.

School websites: For Tumut High School website visit; <https://tumut-h.schools.nsw.gov.au/> On the website you can find links to newsletters, school news including details on school events, photo galleries and specific information on Tumut High School with information from the Department of Education also available. Links to the Sentral parent portal, My School Connect for canteen online ordering, Tumut High School Careers and Tumut High School Resource Centre (<https://sites.google.com/education.nsw.gov.au/th-s-resource-centre/home>) can be found on school website as well.

Facebook: Our school Facebook page is used to celebrate student achievement and showcase many of the exciting activities taking place at Tumut High School. We may use our page to post announcements or reminders. You can locate our page at <https://www.facebook.com/TumutHighSchool/>. We also have a careers Facebook page at <https://www.facebook.com/TumutHighSchoolCareers/>

Newspaper: Our school is regularly featured in our local paper, Tumut and Adelong Times with news articles and photos.

Radio: Our students are invited to speak on the radio and present Tumut High School Radio News each week on our local radio station - Sounds of the Mountains 96.3FM every Thursday afternoon around 1:40pm during school terms.

Permission Notes: Students regularly have opportunities to learn outside the classroom and information/permission notes regarding these excursions and opportunities can be found on the Sentral Parent Portal and the Tumut High School Web page or available from the Office.

Permission to Publish: In accordance with permission, you provided at enrolment - Tumut High School may publish a photo and/or activity information about your child on our website, Facebook Page, Newsletter and newspaper articles for the purpose of sharing positive school experiences. The "Publishing of Student Information" letter is available on our website under 'Information', if you would like to amend this permission at any time.

P&C Meetings: The P&C is a voluntary group of parents who work together to provide extra resources for the school. The Tumut High School P&C meets once a term in the Wellbeing Hub. It's a relaxed forum to exchange ideas, raise concerns and to develop a relationship with the school and other parents. Everyone is welcome to attend. Meeting details are advised on our Facebook page, school website, Tumut High School Radio News and Sentral Parent Portal.

If at any time you require clarification or further information, we encourage you to contact the school office on 6947 0600 between 8:30am and 3:30pm.

Bell Times

A bell will ring to indicate each period change and variations that may occur including any emergency.

Monday, Tuesday, Thursday, Friday		Wednesday	
Period	Start Time	Period	Start Time
1	9.05 am	1	9.05am
2	10.05 am	2	10.05am
Recess	11.05 am	Recess	11.05am
3	11.35 am	3	11.35am
4	12.35 pm	Lunch	12.35pm
Lunch	1.35 pm	4 (Sport Yr7 to 10)	1.05pm
5	2.05 pm	5 (Sport Yr7 to 10)	2.05pm
End of Day	3.05 pm	End of Day	3.05 pm

Evacuation

Instruction to evacuate is sounded over the intercom. Move to designated area following appropriate guidelines.

Lockdown

Instruction to lockdown is sounded over the intercom. Remain in your room until notified to leave.

Sample Student Timetable

At Tumut High School we operate on a cyclic timetable, with five (5) periods each day.

Week A includes Days 1-5 and **Week B** includes Days 6-10. Week A and Week B are not the same and you need to be sure that you have the correct books and equipment for each day.

Below is an example of a timetable.

	MonA		TueA		WedA	ThuA	FriA
BS		BS		BS			
1	Personal Development, Health and Physical Education Yr7 (7PEG) Room: 22 Miss Michele Perry	1	Mathematics Yr7 (7MMG) Room: 11 MR Mathew Zuzek	1	English Yr7 (7ENG) Room: 28 MS Sarah Dee	HSIE Yr7 (7HSIEG) Room: 37 MRS Lauren Chapman	MTVA Yr7 (7MTVA1) Room: 3 MISS India Burden
2	Mathematics Yr7 (7MMG) Room: 12 Chelsea Jacobson	2	Science Yr7 (7SCG) Room: 26 MRS Clare Skeen	2	Science Yr7 (7SCG) Room: 26 MRS Veronica Friend	Mathematics Yr7 (7MMG) Room: 11 MR Mathew Zuzek	ALP Yr7 (TALPG) Room: LIBL MISS Madeleine Sing
REC		REC		REC			
3	Language Yr7 (7LAG) Room: 30 MS Kelly Weir	3	MTVA Yr7 (7MTVA1) Room: 3 MISS India Burden	3	Personal Development, Health and Physical Education Yr7 (7PEG) Room: COLA1 MS Zoe Sturt	English Yr7 (7ENG) Room: 28 MS Sarah Dee	ALP Yr7 (TALPG) Room: LIBL MISS Madeleine Sing
4	MTVA Yr7 (7MTVA1) Room: 3 MISS India Burden	LCH		4	MTVA Yr7 (7MTVA1) Room: 3 MISS India Burden	Science Yr7 (7SCG) Room: 26 MRS Clare Skeen	ALP Yr7 (TALPG) Room: LIBL MISS Madeleine Sing
LCH		4	Cricket Sport (SPCP) Room: COLA1 MISS India Burden	LCH			
5	HSIE Yr7 (7HSIEG) Room: 37 MRS Lauren Chapman	5	Cricket Sport (SPCP) Room: COLA1 MISS India Burden	5	Mathematics Yr7 (7MMG) Room: 12 Chelsea Jacobson	Language Yr7 (7LAG) Room: 30 MS Kelly Weir	ALP Yr7 (TALPG) Room: LIBL MISS Madeleine Sing
AS		AS		AS			
	MonB		TueB		WedB	ThuB	FriB
BS		BS		BS			
1	Mathematics Yr7 (7MMG) Room: 11 MR Mathew Zuzek	1	English Yr7 (7ENG) Room: 28 MS Sarah Dee	1	HSIE Yr7 (7HSIEG) Room: 37 MRS Lauren Chapman	Personal Development, Health and Physical Education Yr7 (7PEG) Room: COLA1 Miss Karina Crane	Science Yr7 (7SCG) Room: 26 MRS Clare Skeen
2	Science Yr7 (7SCG) Room: 26 MRS Clare Skeen	2	Language Yr7 (7LAG) Room: 30 MS Kelly Weir	2	English Yr7 (7ENG) Room: 28 MS Sarah Dee	MTVA Yr7 (7MTVA1) Room: 3 Unfilled Vacancy	Mathematics Yr7 (7MMG) Room: 11 Chelsea Jacobson
REC		REC		REC			
3	HSIE Yr7 (7HSIEG) Room: 37 MRS Lauren Chapman	3	MTVA Yr7 (7MTVA1) Room: 3 MISS India Burden	3	Personal Development, Health and Physical Education Yr7 (7PEG) Room: 22 MS Zoe Sturt	Science Yr7 (7SCG) Room: 26 MRS Clare Skeen	English Yr7 (7ENG) Room: 28 MS Sarah Dee
4	Language Yr7 (7LAG) Room: 30 MS Kelly Weir	LCH		4	MTVA Yr7 (7MTVA1) Room: 3 MISS India Burden	English Yr7 (7ENG) Room: 28 MS Sarah Dee	Language Yr7 (7LAG) Room: 29 MS Melissa O'Sullivan
LCH		4	Cricket Sport (SPCP) Room: COLA1 MISS India Burden	LCH			
5	MTVA Yr7 (7MTVA1) Room: 3 MISS India Burden	5	Cricket Sport (SPCP) Room: COLA1 MISS India Burden	5	Music Yr7 (7MUSG) Room: 7 MR Oden Britt	Music Yr7 (7MUSG) Room: 7 MR Oden Britt	HSIE Yr7 (7HSIEG) Room: 37 MRS Lauren Chapman
AS		AS		AS			

Courses in Stage 4 – Year 7 & 8

- English - (EN)
- Mathematics - (MM)
- Science - (SC)
- Music - (MUS)
- History/Geography - (HSIE)
- PD/Health/PE - (PE)
- Language - (LA)
- Sport – (SPORT)
- Alternative Learning Program (ALP)
- Technology Mandatory (MTA)
- Visual Arts (VA)



2024 School Fees

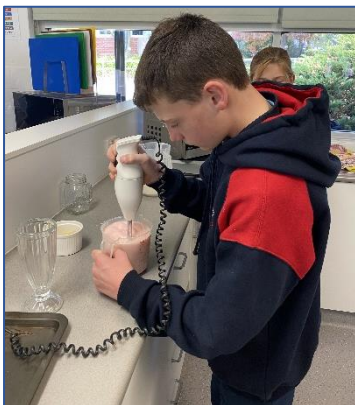
General Contribution - \$55.00

Technology Fee – \$33.00

Visual Arts Fee – \$17.00

Sport Levy - \$40.00

These amounts are for the full year and accounts are generally sent home once a term.



Year 7 – 2024 Equipment Requirements

For all classes	Pencil case, blue or black pens, red pen, HB + 2B pencil, eraser, glue stick, coloured pencils, 30cm wooden or plastic ruler marked in cm Scientific SX-II MATRIXn Calculator - available from the school office after an online payment of \$25.00 has been received.
English	1 exercise book – 192 pages
Mathematics	1 exercise book – 128 pages A4 Display Folder Geometry set including a set square, protractor and a pair of compasses
Science	1 exercise book – 128 pages
H.S.I.E.	1 exercise book – 128 pages
Language	1 exercise book – 128 pages
Music	1 music book (with manuscript section) – 96 pages 1 2B Pencil
PDHPE	A4 exercise book – 96 pages
Technology	1 A4 clear plastic display folder * Blue Apron
Visual Art	1 exercise book – 96 pages 1 A4 Art book/Sketch book * White Apron

* **Blue and White Aprons** are available from the school office after an online payment of **\$7.50** has been received.

Parent Teacher Interviews

Interviews are conducted at Tumut High School during Term 1. This is a great opportunity for parents/carers to meet with teachers and find out about your child's progress.

Details for bookings will be provided closer to the date and information about the arrangements and booking process will be communicated via our Facebook page, Tumut High School Radio News, Tumut High School Website and the Sentral Parent Portal.

Uniform

Parents and staff have indicated strong support for the wearing of the school uniform as a means of fostering school identity and tone. At Tumut High School students are expected to wear the appropriate uniform at all times. It should be noted that according to the NSW Department of Education Behaviour Code for students are expected to ***“dress appropriately by complying with the school uniform or dress code”***.

Students not in uniform could lose the opportunity to go on excursions, represent the school, or be publicly presented to the school at assemblies and public meetings. It may also be necessary for them to be excluded from practical subjects for reasons of safety.

The school can help students who are unable to wear the uniform because of financial hardship. Please contact Mrs Oag, Head Teacher Wellbeing if this is the case.

Uniforms can be purchased locally at *‘Wendellie on Wynyard’*. Pre-loved uniforms may be available through St Vincent de Paul.

Junior Uniform

- **BOYS** - long grey/navy blue trousers or shorts*, plain navy-blue track pants
- **GIRLS** - navy blue skirt (not denim), plain navy-blue track pants or shorts*, school dress, navy blue tights
- **UNISEX** – THS navy polo shirt
- **WINTER** – navy and red hoody or school jacket



***Shorts, skirts and dress must be of appropriate length**

Caps/Hats/Beanies

All students are encouraged to be ‘sun safe’ and to wear an appropriate cap/hat while in the playground. Beanies are permitted during the cooler months.

All students must remove their cap/hat/beanie/hoody when requested.

Please make sure all uniform items are labelled so they can be identified in lost property

Footwear

Footwear is an important safety item. Shoes with a good sole can improve grip on surfaces and can assist in preventing accidents such as slips, trips and falls from occurring. Footwear can also provide a protective barrier and protect feet from injury caused by falling objects or spillages. Tumut High School students must wear all black leather shoes that fully enclose the feet, including the upper section of the foot. The shoe is to have a stout sole and firm leather upper.

- **Extract from current DOE policy**

"It is mandatory that students carrying out practical activities using chemicals or equipment in schools wear enclosed leather footwear. Sandals, open footwear or high heeled shoes must not be worn in workshop areas or laboratories."

These shoes (→) ARE suitable and meet **SAFETY** requirements at Tumut High School because:

- they have leather uppers,
- there are NO punched holes or mesh,
- they are NOT canvas,
- they cover the upper part of the foot,
- they are black ONLY



A student IS NOT allowed to participate in practical lessons if she/he is wearing footwear that does not meet Work Health and Safety (WHS) guidelines.

A practical lesson is any lesson where explicit safety rules apply, for example, woodworking, metalwork, food technology, hospitality, science, etc. The styles shown below are not WHS (OH&S) compliant at Tumut High School and are not acceptable.





Tumut High School

Bring Your Own Device (BYOD)

Minimum Specifications

The BYOD Program encourages all students in Years 7-12 to bring their own computing device to school each day. This personal computing device needs to meet the **Device Specifications** that are outlined by the school and listed below.

The Wi-Fi network installed at Tumut HS operates on the 802.11 a/n/ac standard. It is recommended that any BYOD device has the **5Ghz frequency range standard as a minimum requirement** in order to ensure future compatibility with the school network. Devices that do not support this frequency may not be able to connect to the school network in the future.

Device Type	Windows Laptop	Mac Laptop	Windows Tablet	Apple (iOS) Tablet	Android Tablet	Chromebook
Operating System	Windows 10	MacOS 12 or higher	Windows 10	iOS 15 or higher	Android OS 11 or higher	Chrome OS 103 or higher
Min. Screen Size*	11"	11"	10"	10.2"	10"	11"
Min. Storage Capacity	64 GB	256 GB	128 GB	64 GB	128 GB	64 GB
Minimum RAM	4 GB	8 GB	4 GB		4GB	4 GB
Battery Life	6 hours	6 hours	6 hours		6 hours	6 hours
Additional			Stylus / Keyboard required	Apple Pen or keyboard required	Stylus / Keyboard required	
Protective Casing	Students are required to store their device in a suitable protective case when not in use, scratch / impact / liquid-splash resistant.					
Additional	It is recommended that families invest in Accidental loss and breakage insurance or specifically list the item on home contents insurance.					
Suitable Device Example	Any well-known brand laptop that meets the above requirements	13 inch MacBook Air	Microsoft Surface	iPad Wi-Fi	Samsung Galaxy Tab Or Lenovo Tab 11	Any well-known brand Chromebook that meets the above requirements

***A maximum screen size of 14" is also advised**

Software Specifications

The device must meet all of the following requirements:

Education Software	<ul style="list-style-type: none">• Web browser – Google Chrome, Safari, Microsoft Edge, Firefox (latest versions of each)• Word Processor, Spreadsheet & Presentation Package eg Microsoft Office, G-Suite, Office 365, Apple Built-in Apps• Notetaking – OneNote, Evernote, Notability for iPads.• PDF Reader - Adobe Acrobat Reader or compatible• Additional subject-specific software may be required
Backup	<ul style="list-style-type: none">• USB or cloud based backup solutions are to be utilised. The Department of Education have enterprise agreements that include Google Drive and MicrosoftOneDrive.
Security Software	<ul style="list-style-type: none">• It is advised that all student devices should run an antivirus and antimalware program that is kept up to date in order to be effective.

Note: The minimum specifications in the first table are for normal everyday use at school. If your child wishes to utilise Autodesk Inventor (for TAS), Adobe Photoshop or Premiere Pro these require higher minimum specifications and Tumut High School advises you to consider reading the manufacturers websites for further specifications to help you buy your device.

Free Software Downloads for BYOD

The Department of Education has enterprise agreements which allow the download and installation of particular software, to support Bring Your Own Device initiatives.

Microsoft Products

These products are available at no cost to all DoE students under our enterprise agreement.

- **Office 365** – to access go to: Student portal > My Learning > Office 365
- **Microsoft Office 365 Desktop Apps** – To install go to:
Student portal > My Learning > Office 365 > Install Office
(may be installed on up to five computers and mobile devices)

Adobe Products

The agreement gives students access to Adobe Creative Cloud, Spark and more. All NSW Public School students have access to Adobe Create Cloud via their DoE Single Sign-On.

It can be accessed either by:

- Student Portal > My Learning > Adobe Creative Cloud

OR

- Directly <https://creativecloud.adobe.com>
Sign in using your school email address and "Company or School Account" if offered.

More of information about this initiative can be found here:

<https://sites.google.com/education.nsw.gov.au/adobe-students>

PBL Expected Behaviours

Respect - Yindyamarra

- Be polite
- Care for people and property
- Follow instructions
- Be tolerant

Responsibility – Ngan-gaanha

- Allow others to learn
- Be prepared
- Actively participate
- Right place right time

Safety - Dhaadyiwa

- Care for others
- Follow procedures
- Be careful
- Be hygienic

Students use of Mobile Phones in Schools - Management Plan

Rationale and Objectives

Tumut High School supports the restrictions of mobile phones in accordance with the NSW Department of Education: Students' Use of Mobile Phones in Schools policy
<https://education.nsw.gov.au/policy-library/policies/pd-2023-0480>

Mobile phone use in schools can impact student learning and wellbeing. Restricting mobile phone use at school aims to increase focus in classrooms, remove distractions and promote positive social interaction, while reducing the potential for online bullying. Tumut High School has strong teaching and learning practices to support students in the classroom using various forms of appropriate technology, which maximises the benefits and minimises the risks of digital environments and prepare students for life beyond school. We foster a safe learning environment which supports and enhances each child's social and emotional health through our wellbeing and learning support teams.

Tumut High School has elected to use the following approach. All mobile *phones are required to be turned off and placed in a locked pouch* for the full school day, including recess and lunch. This will mean that students will have a responsibility to turn off their phone, place it in the locked pouch and store it safely in their school bag for the course of the school day. This is an approved NSW Department of Education option and will limit unnecessary distractions and complement our ongoing approach to ensure every student maximises their learning and social growth in a safe and supportive environment.

Exemptions

Tumut High School understands there may be students who have a medical, wellbeing or learning need which will require them to access a mobile phone as defined in this plan. If you have concerns about your child not having access to a mobile phone throughout the day due to extenuating circumstances, we would be happy to discuss this further with you. Principals may grant exemptions for students with special needs, including medical and learning needs, in consultation with teachers, students and families.

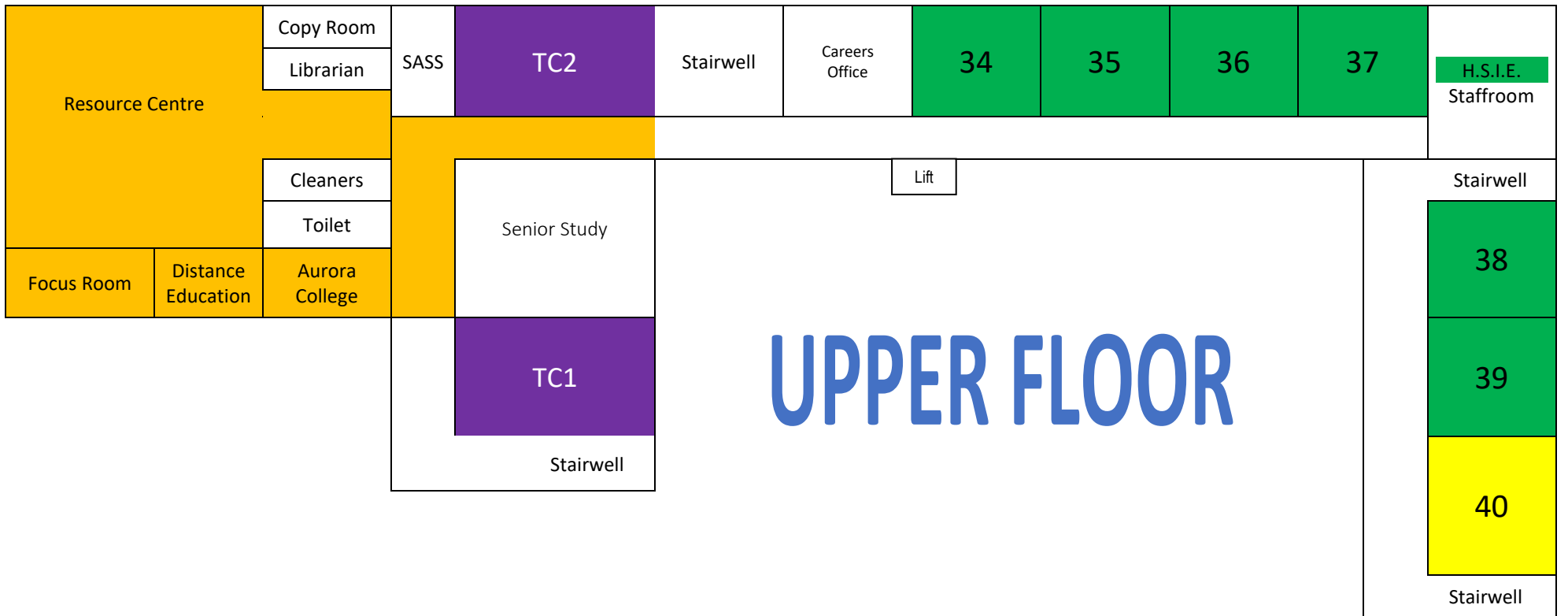
This requires an application and an agreed implementation plan, which will be completed during this consultation process.

Applications for exemption will be considered on a case-by-case basis.

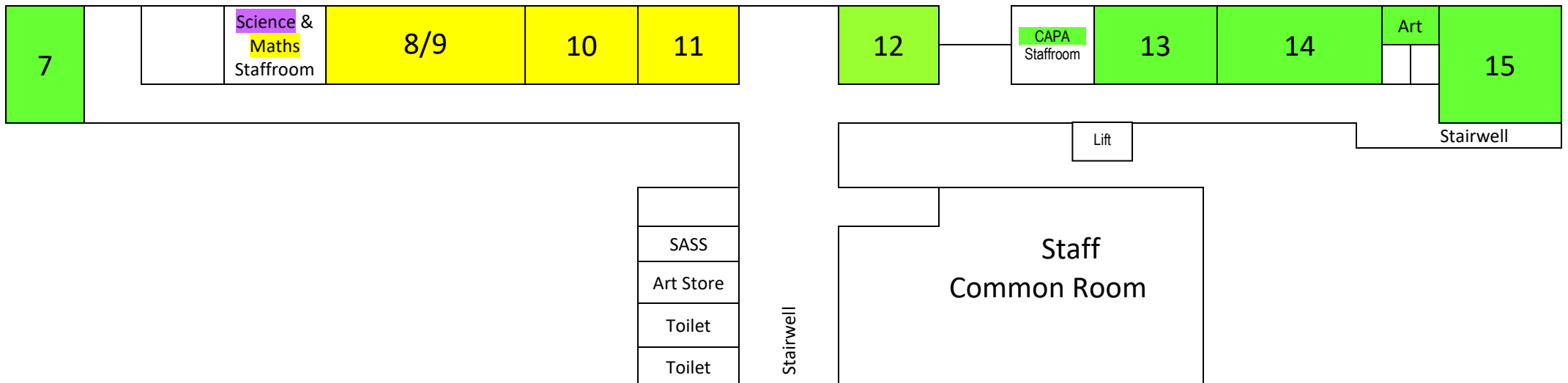
Please contact Deputy Principal, Jessica Coleman to apply for an exemption to this procedure.

Contacting students

Tumut High School understands there will always be emergencies when parents need to get in contact with students or vice versa during the school day. We try to keep this to a minimum, with the exception of emergencies, to avoid disturbing the students' learning. Parents and carers can make contact with the school through the school office on 69470600 and students will also be able to contact parents or carers through the school office if urgent.

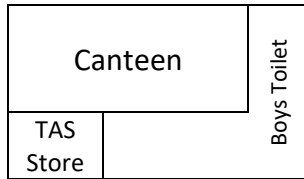
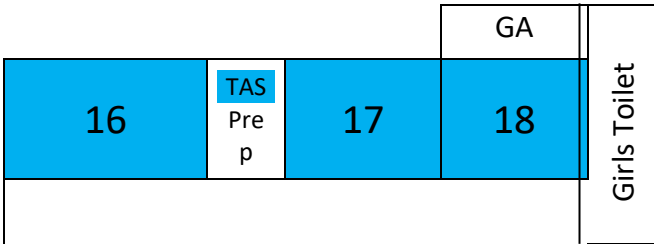
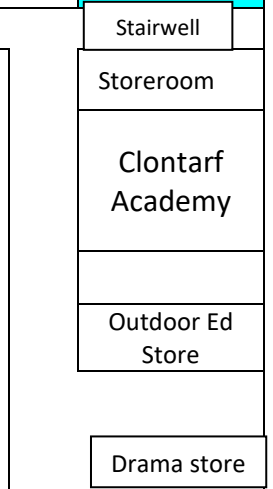
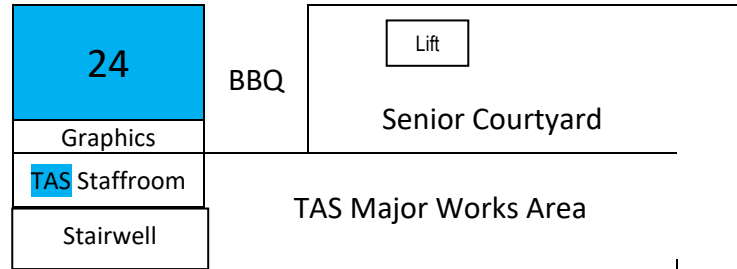
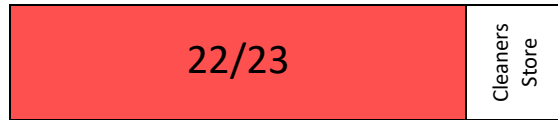
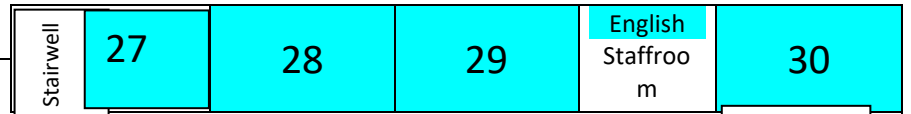
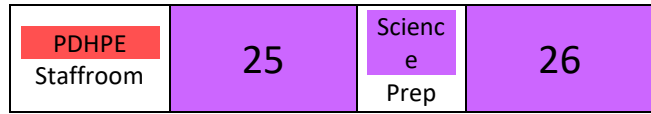
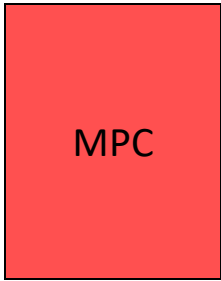


UPPER FLOOR

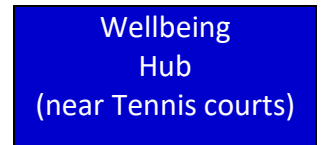
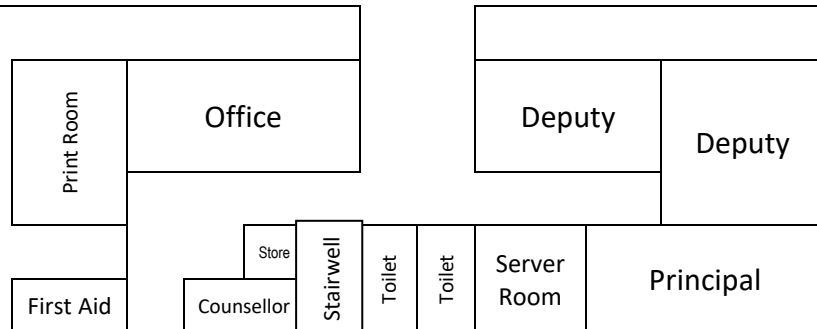
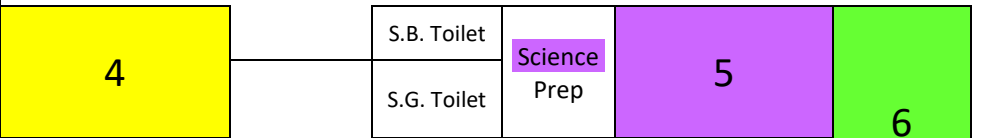
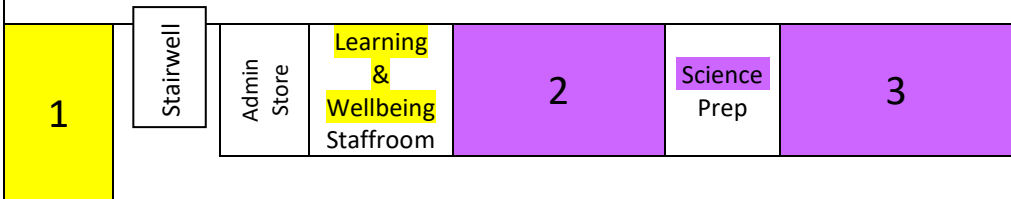


LOWER FLOOR

Emergency
Assembly
Area



COLA / General Assembly Area



Attendance / Absence Procedures

Rationale

Section 22 of the *Education Act (1990)* requires that parents and carers ensure that children of compulsory school age are enrolled at, and regularly attend school, or are registered with the NSW Education Standards Authority (NESA) for home schooling. The New South Wales Department of Education may take legal action against parents and carers who do not send their children to school without a valid reason.

Implementation

Attendance registers are maintained at Tumut High School in accordance with the Department of Education policy requirements. Students are required to attend school each day of every school term unless special circumstances apply. In accordance with Department of Education guidelines attendance is monitored by the marking of electronic rolls in every period throughout the day.

Late arrivals and early leavers are recorded with precise times. Permission from parents or carers must be supported with a relevant note or phone call to our front office staff.

Students who are more than 10 minutes late to school are to present at the front office to be signed in late before going to class.

Students who need to leave school before the end of the day e.g., for medical appointments, need to come through the front office with a note from parent/carer for a *leave pass*. A leave pass should be obtained by the student before school. Once a student has received a *leave pass* they are able to leave the school at the advised departure time and meet parents/carers outside the school grounds.

If parents/carers need to collect their child before the end of the day, they are advised to phone the office on 6947 0600 and advise of early departure. Office staff will arrange for the student to meet the parent/carer outside.

Students who are feeling unwell during the school day need to advise their teacher and come to the front office where the office staff will contact parents/carers to advise and arrange pick up.

The school would like to encourage students and parents/carers to arrange early departure and student absences through the Sentral parent portal or office, as students are not permitted to use mobile phones during lessons.

Absences

On each school day a list of students absent without explanation is collated. SMS messages are sent home to notify parents/carers of the absence. Parents/carers are encouraged to inform the school of any discrepancies or reasons for absence via return SMS or phone call. Parents/carers are required to explain the absences of their children from school within seven school days from the first day of the period of absence.

The school will monitor and follow up any unexplained student absences. All reasonable attempts will be made by the school to contact parents within two days of the absence. An absence is unexplained if parents have failed to provide a justifiable explanation to the school within seven days.

Reasons for Absence

On occasion students may need to be absent from school. Justified reasons for absence may include:

- being sick or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstances e.g. attending a funeral
- special circumstances may attract approval for flexible attendance e.g. pandemic or natural disasters

NB. Medical, Dental, Optometry, Specialist appointments, and the like, need to be supported with documentary evidence of attendance. Preferably, these appointments should be made after school or during holidays.

NB. Parents/carers are encouraged **not to withdraw their children from school for family holidays** however if this is unavoidable parents should discuss these absences with the Principal where appropriate paperwork will be provided.

When a notification is received describing a situation in line with those above, the Official School Roll notes the absence as JUSTIFIED.

NB. The following are NOT valid reasons for absence from school: Shopping; Sleeping in; Working around the house or in a business; Minding younger siblings and other children; Minor family events such as birthdays; Hair appointments; Reasons provided seven days or more after the absence.

These reasons, even with parental permission, will be marked on the Official School Roll as UNJUSTIFIED absences. It is important to realise that parents and carers may be prosecuted if children have recurring unjustified absences from school.

Example Absentee Notes

When writing a note to explain an absence, please include as many details as possible.

JUSTIFIED

John was absent from school on Thursday, 21st July as we were attending a funeral of a family member.

Paul was absent from school on Tuesday, 20th July as he had a high fever and vomiting.

Mary will be absent from school on Tuesday, 16th August as my elderly parents are arriving from overseas and we are meeting them at the airport.

UNJUSTIFIED

Peter was absent from school last Thursday due to family reasons.

Jane was absent from school last week as she was very tired.

David will be absent from school next week because we are going to the Easter Show.

Attendance Concerns

The school will ensure that for students with attendance issues the learning and support needs of the student are addressed by consulting with the parents. For students with frequent absences, explained as being due to illness, the school may:

- consult with parents regarding the health care needs of the student
- seek medical certificates for the absences
- collaboratively develop strategies aimed at addressing the student's learning and attendance at school

Where safety, welfare or wellbeing concerns arise, the school will:

- consult the *Protecting and Supporting Children and Young People Policy* and its requirements and make necessary reports to the Community Services Child Protection Helpline or the Child Wellbeing Unit

Awards and the Recognition of Achievement

The school community is keen to recognise student achievements in all areas of school and community life. **At the end of each Semester a Report Assembly** is held for each year group where they are presented with their Report, and the following awards may be presented:

- **Tumut High School Academic Excellence**
- **Tumut High School High Academic Achievement**
- **Tumut High School Encouragement**
- **Tumut High School Values**
- **Sport Age Champions**
- **Tumut High School Citizenship**

Parents and Carers are invited to attend these Assemblies.

At the conclusion of the school year our **End of Year Presentation Awards Ceremony** is held whereby students may be recognised with the following Awards:

- **Tumut High School & Snowy Hydro Outstanding Academic Excellence**
- **Tumut High School All Rounder Academic Performance**
- **Tumut High School Leadership**
- **Tumut High School Cultural**
- **Tumut High School Citizenship**
- **Tumut High School Sporting**
- **Premier's Sporting Challenge**
- **Male & Female Sportsperson of the Year**

Assessment

Teachers regularly assess the progress of their students in a number of ways. They may be required to complete tests, fieldwork, assignments, bookwork, practical projects, oral work, performances and formal examinations. Formative assessment is the ongoing process of tracking achievement and assisting further improvement whilst summative assessment is the submission of a task or the completion of an exam or test.

Excursions

Excursions are organised to enrich student learning. Every effort is made to ensure excursions are worthwhile and run at minimum cost. No student will be excluded from participating in a mandatory excursion.

These costs are variable depending on entry fees, transport, accommodation, and food etc and will be included in the information note provided on Sentral.

When parents are notified about an excursion there is a closing date for payment. Closing dates need to be strictly adhered to as transport and catering must be organised and venues booked with exact numbers. Please pay for excursions by, or before the due date.

Payments are to be made online, via our school website <https://tumulh.schools.nsw.gov.au/> under the 'Make a Payment' tab.

Payments made online are by either a Debit Card or Credit Card. If you require assistance in doing this please call the office on 6947 0600 as we will be happy to guide you through the process.

Payment for an excursion is a commitment to attend and an acceptance of the arrangements as outlined in the permission letter.

Parents/carers facing financial hardship should contact the front office and ask to speak to the Head Teacher Wellbeing, Mrs Marion Oag.

Bus Travel

Students travelling by bus must enter the school grounds immediately on their arrival at school.

There is always a staff member on duty at the bus shelter at the end of the day. When leaving school, students who travel by bus must wait with the supervising teacher until their bus arrives. If a student misses their bus in the afternoon, they should inform the teacher on bus duty immediately.

The behaviour of students on the bus is subject to PBL Values and the Principal, in conjunction with the bus proprietor, will have no hesitation in applying consequences if student behaviour is unacceptable.

Students who travel two (2) km or more to catch a bus using private transport are eligible for a conveyance subsidy. More information and application forms are available at <https://transportnsw.info/travel-info/school-travel/>

Lost Property

Please check at front office for lost property. Please ensure all belongings are labelled so that they can be identified.

Canteen

The school canteen delivers an important service at Tumut High School. It provides food for the students and staff so that they can work effectively throughout the day. The Tumut High School P&C Association manages the canteen operations and profits are used to benefit all students with projects around the school.

Under the guidance of Canteen Manager, Mrs Pendergast, the canteen is operating under the Healthy Schools Canteen program and in December 2019 received accreditation under the NSW Healthy Schools Canteen Strategy. This accreditation was retained in October 2022 after a review of the canteen menu.

Please visit the Tumut High School website for the current healthy canteen menu under the 'Information' tab.

The Tumut High School Canteen also offers online ordering through **My School Connect**. The link for details to register for **My School Connect** are available on the Tumut High School website or visit; <https://myschoolconnect.com.au/>
All menu items are pictured and can be ordered through My School Connect.

Eftpos purchases are the preferred method of payment for sales made on the day.

Library/Resource Centre

The Resource Centre is a dynamic learning space which allows for collaboration between students, classes and staff members. The Resource Centre supports student engagement with technology. The Tumut High School Resource Centre also offers an informative website for both students and parents/carers to access:

<https://sites.google.com/education.nsw.gov.au/th-s-resource-centre/home>

The Resource Centre is open for homework, reading and borrowing of resources at the following times:

- **Before school** – from 8:30am every day
- **Recess** – open every day
- **Lunch** – open every day
- **After school** – until 3:30pm



Student Health

Mrs Marion Oag, Head Teacher Wellbeing, is responsible for the management of student health needs at Tumut High School. She is supported by our Wellbeing staff.



To support your child at school, or during school activities and excursions, it is important that parents provide the most current information available regarding any existing or newly diagnosed health conditions. Therefore, we require updates or changes regarding your child's health to be provided to the school as they are identified.

As part of our duty of care and commitment to your child's wellbeing, we adhere to Department of Education's (DoE) policies regarding individual student health care plans. Individual Health Care Plans need to be developed for students deemed to have 'complex' health care needs such as:

- severe asthma, type 1 diabetes, epilepsy and/or anaphylaxis
- any student who is diagnosed as having a condition that may require an emergency response
- any student who requires the administration of health care procedures.

In these instances, parents will be asked to complete an **Individual Health Care Plan Cover sheet**. Parents may also be asked to provide further information, and/or an Action Plan or Emergency Response Plan, from their doctor regarding their child's health condition. Individual Health Care Plans are reviewed annually to ensure information is as up to date as possible.

Please contact the school if any further information and/or clarification is required.

School Office **6947 0600**

Wellbeing Hub **6947 0629**



Anti-Bullying at Tumut High School

What is Bullying?

Bullying is inappropriate behaviour toward other student(s) in a repeated or persistent manner.



HOW DO STUDENTS REMAIN SAFE FROM BULLYING AT TUMUT HIGH SCHOOL?

If students are experiencing bullying, or are aware that another student is being bullied, they need to inform **Miss Sing, Mrs Oag**, or any other staff member as soon as possible. That staff member will then follow the anti-bullying protocols.



Miss Sing
Year Adviser



Mrs Oag
Head Teacher Wellbeing

A report of bullying type behaviour is received by the Senior Executive by:

- a student highlighting inappropriate behaviour towards them, or,
- a teacher who is concerned about ongoing bullying type behaviour sending an email to the Deputy and Principal outlining the incidents.

Step 1

The Senior Executive determines the potential level of bullying outlined in the report and will decide to implement either an informal or formal intervention.

Step 2 - Repeat offenders

Through referral to the Wellbeing Team by the Head Teacher Wellbeing, repeat offenders will be given more explicit teaching (e.g. Anti-Bullying Packages) regarding expected appropriate behaviours, in an effort to minimise risk of further incidents occurring.

The Wellbeing Team may recommend a Risk Assessment be conducted and a Behaviour Support Plan developed.

Managing Student Conflict in School Settings

Rationale

Schools are places where conflict occurs. Personal conflict in schools will usually fall into the following two categories and often emotional conflict can lead to physical conflict. ALL students need to adopt the following procedures in order to be SAFE in school settings and allow conflict to be addressed/resolved.

Implementation

Tumut High School has put in place the following procedures to help students meet SAFETY behaviour expectations.

Physical Conflict

Step 1

Ignore any attempt to become involved in a physical conflict and do not become involved in encouraging conflict (this includes videoing and/or actively watching)

Step 2

Remove yourself from potential physical conflict

Step 3

Seek assistance from a relevant staff member at the school regarding potential physical conflict

Step 4

Report the potential for immediate physical conflict directly to the Deputy Principal/Principal

Emotional/Relationship Conflict

- (This is not necessarily a step by step process)
- Ignore the student/students initiating the conflict.
- Be assertive and 'call out' those initiating conflict by seeking the assistance/advice from a relevant staff member at the school (i.e. teacher on duty in the classroom or in the playground).
- Do not become involved in encouraging conflict (this includes using mobile phones and/or posts on social media).
- If conflict is reoccurring report the conflict issue to the Year Adviser, and/or Head Teacher Wellbeing and/or the Deputy Principal.
- If issued with a TIME OUT card use it when you feel your behaviour is escalating and/or when a teacher directs you to use it.



IGNORE



REMOVE



REPORT

Tumut Clontarf Academy

Opened at Tumut High School in 2019, the Clontarf Academy is a nationwide program that operates in many schools around Australia.

The Clontarf Foundation uses a unique, innovative and highly successful approach to target one of the most at-risk groups in contemporary Australian society – young Aboriginal and Torres Strait Islander men.



Using the existing passion that these boys have for sport allows Clontarf to initially attract them to school, and then keep them coming. It is however, not a sporting program - it's about developing the values, skills and abilities that will assist the boys to transition into meaningful employment and achieve better life outcomes.

The Foundation partners with schools and communities to create 'Clontarf Academies' which are located within the school grounds and embedded in the education program.

Full time, locally based Clontarf staff mentors Mat Chapman and Leon Douglas counsel students on a range of behavioural and lifestyle issues while the school caters for their education needs. Any Aboriginal and Torres Strait Islander male enrolled at the school/s is eligible to participate in the Clontarf Academy.

Through the use of supportive relationships and environment, the students develop improved self-esteem and confidence which enables them to participate in education, employment and society in a positive way.

Clontarf Academy activities are planned within the focus areas of education, leadership, employment, well-being, life skills and sport. In order to remain in the program, participants must continue to work at school and embrace the objectives of the Foundation.

The Foundation's approach has been very successful, not only in attracting young men to school and retaining them but also in having them embrace more disciplined, purposeful and healthy lifestyles.

For further information regarding the Clontarf Academy please contact Director, Mat Chapman on 0436 453 918 or visit the national website www.clontarf.org.au



Matt Chapman



Leon Douglas

Stars Foundation

The Stars Foundation is a national program that began in 2015. Tumut is the *first* of four Stars programs to open in New South Wales schools in 2023!

Our program is tailored to meet the unique needs of Aboriginal and Torres Strait Islander girls and young women by providing a holistic program to support the girls to attend and remain engaged at school, complete Year 12 and move into work or further study.

Our full time Stars Program Coordinator and Mentor offer personal development activities and experiences in many different areas, including academic support, personal health and wellbeing, music, drama and dance, art, cooking and nutrition, exercise and sport.

Students also take part in community, cultural and volunteering activities to build their life-skills and confidence and further develop their links to culture and community.

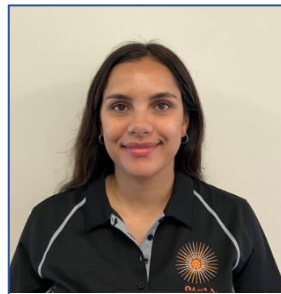
Our program gives you every opportunity to become the best version of yourself with support and guidance from STARS mentors to a future you can be proud of.

To become a STAR, you need to register with STARS Program Coordinator and Mentor and commit to the program. This includes displaying our values of respect, honesty, commitment, and pride in everything you do. An example is good behaviour and attendance at school.

For further information regarding the Stars Foundation please contact Program Coordinator, Trish Whitburn on 0417 949 367 or visit the website <https://starsfoundation.org.au/>



Trish Whitburn
Program Coordinator



Nioka Marlowe
Mentor



