



COONABARABRAN HIGH SCHOOL

2023

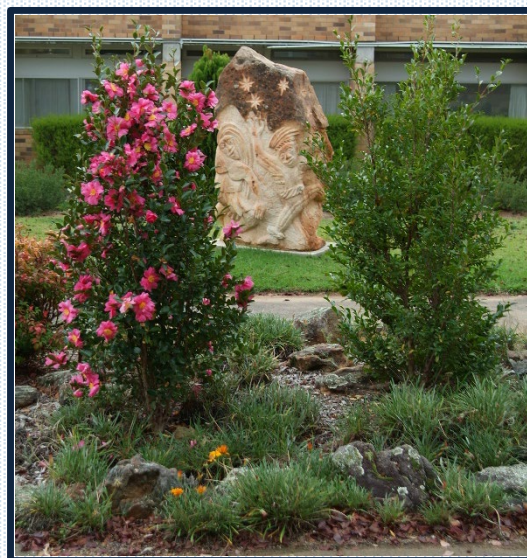


STUDENT HANDBOOK

Phone: 02 6842 1099

Email: coonabarab-h.school@det.nsw.edu.au

Website: <https://coonabarab-h.schools.nsw.gov.au>



COONABARABRAN HIGH SCHOOL

A Welcome

Welcome to Coonabarabran High. Congratulations on your decision to attend this great school which has excellent educational programs, a wide range of extra-curricular activities and strong parent and community support.

The school's outstanding reputation has been developed through consistent achievement over the years and we continually strive to enhance it. Students are encouraged and motivated to achieve according to their abilities and interests both inside the classroom and in the various co-curricular areas. A wide range of subjects are offered and taught by highly-qualified teachers, using the latest technology. Student achievement in external examinations over an extended period has been consistently outstanding. Programs in agriculture, music, sport, student leadership, study skills, outdoor activities, cultural pursuits and in other areas of endeavor provide opportunities for our students to enjoy and extend themselves in their areas of personal expertise and interest.

Our school is an excellent learning environment. The spacious, well-presented grounds and buildings adjacent to areas of natural bush, the school agriculture plot and playing fields all contribute to the pleasant physical environment.

The staff, many of whom have taught at Coonabarabran High for a long period of time, are dedicated to seeing our students succeed. Quality teaching and student wellbeing are priority focuses in the school.

The school's motto, "Forever Dare" explains itself. We encourage our students to put themselves forward and embrace all educational opportunities.

We wish you well at Coonabarabran High and hope that your time with us will be characterised by challenge, growth and the formation of many happy memories.

Ms M Doolan
PRINCIPAL



2023 MEMBERS OF STAFF

PRINCIPAL: Ms M Doolan
DEPUTY PRINCIPAL: Mr D Graham

TEL: 02 6842 1099
EMAIL: coonabarab-h.school@det.nsw.edu.au
WEBSITE: <https://coonabarab-h.schools.nsw.gov.au>

ENGLISH FACULTY

Ms R Blazely – **Head Teacher**
 Mrs M Birrell
 Ms S Johnston
 Mr C Ashby – **LOTE**

MATHEMATICS FACULTY

Mrs K Deshon - **Head Teacher**
 Mr J Eshman
 Mrs A Atkinson
 Mr B Jackson

SCIENCE FACULTY

Mrs M Eshman - **Head Teacher**
 Ms K Christoff
 Mr H Deasey
 Ms S Moore
 Mr R Blanch
 Mrs K Nash - **Librarian**

HSIE FACULTY

Mr J Moffat - **Head Teacher**
 Ms S Dzihic
 Ms N Bell
 Ms M Jenner

TAS FACULTY

TBA - **Rel/Head Teacher**
 Ms M Webb - **Agriculture**
 Mrs E Hawkins
 Mr M Heaney - **Wood/Metals**
 Mr D Stewart
 Ms C Long - **Art**
 Ms G Positti - **Food Technology**
 Mrs B Doyle
 Ms N Lewis - **Music**

SPECIAL EDUCATION FACULTY

Mrs S Rankmore - **Head Teacher**
 Mrs T Pech
 Ms E Rankmore

PHYSICAL EDUCATION FACULTY

Mr C Cousens - **Head Teacher**
 Mrs M Wilson

ADMIN

Dr M Armstrong - **Head Teacher Admin**

Mrs H Frewin - **Careers Advisor**

Mrs D Redden – **LAST**

Mrs B Hain – **Literacy & Numeracy Support**

SCHOOL COUNSELLOR – C Hansen
 S Mair

STUDENT SUPPORT OFFICER: T Birtles

SCHOOL CHAPLAIN – Ms N Pfeiffer

SCHOOL WELLBEING NURSE - Ms N Hadfield

ABORIGINAL EDUCATION OFFICER

Mrs A Stanton

SENIOR STUDENT STUDY MENTOR

Dr P Morissey

SCHOOL ADMINISTRATIVE & SUPPORT STAFF

Mrs S Mathews (Relieving School Admin Manager)
 Mrs R Keeler (School Admin Officer)
 Ms G Harley (School Admin Officer)
 Mrs S Lambert (School Admin Officer)
 Mrs D Wood (School Admin Officer - Hospitality)
 Ms J Poyser (School Admin Officer - Science)
 Mrs P Danson (School Admin Officer - Library)
 Mrs Y Rice (School Learning Support Officer)
 Mrs S Norton (School Learning Support Officer)
 Ms M Rice (School Learning Support Officer)
 Mrs K Heaney (School Learning Support Officer)
 Mrs L Doel (School Learning Support Officer)
 Mrs V Houley (School Learning Support Officer)
 Ms K Davies (School Learning Support Officer)
 Mrs R Volkofsky (School Learning Support Officer)
 Mr K Stanton (School Learning Support Officer)
 Mr D McKernan (School Learning Support Officer)
 Mr K Keeler (General Assistant)
 Mr M Wilkin (Farm Assistant)

CANTEEN

Mrs T Watson (Manager)
 Mrs B Meier

CLEANERS

Ms L Reynolds
 Mr M Over

ROLE OF THE YEAR ADVISER

The Year Adviser is a teacher who has a particular responsibility for the pastoral care and guidance of the pupils in his/her year.

They are there for students and should be sought for assistance with any problems that may be encountered when you make first contact with the school. All years also have an Assistant Year Adviser.

The Year Adviser has many roles within the school if you have any concerns including:

- * assisting students with educational or personal problems;
- * supporting the students of his/her year group, liaising between teachers, students and parents, as well as with any staff member acting in a welfare capacity;
- * conducting regular meetings, concerning welfare or general issues; and
- * organising orientation and transition (including any organisation required for selection of subjects in Years 8 to 12) from Year 7 through to Year 12.

Our Year Advisers for 2023 are:

YEAR	YEAR ADVISER	ASSISTANT YEAR ADVISER
7	Miss S Dzihic	Mr B Jackson
8	Miss N Lewis	Miss G Positti
9	Mr H Deasey	Mrs M Birrell
10	TBA	Mrs E Hawkins
11	Mrs M Wilson	Mr C Cousens
12	Mrs A Atkinson	TBA

Aboriginal Education Officer - Mrs A Stanton

Girls Supervisor - Mrs Michelle Birrell

Boys Supervisor – Mr Danual Stewart

School Chaplain/Youth Worker – Ms Narelle Pfeiffer

School Support Officer – Mr Tyson Birtles

School Wellbeing Nurse: Ms Nicole Hadfield

Parents and Citizens Association

The P&C Association meets once a term – generally the third Monday of term in the School Library commencing at 5.30pm. This Association is encouraged to participate in the decision-making processes relating to all aspects of the school. It also helps with school functions and fundraising and over recent years has made major contributions to school funds and been involved in capital projects at the school.

THE P&C EXECUTIVE

President	Mrs Morag Baker
Secretary:	Mrs Shannon Mathews
Treasurer:	Ms Helen Smith

The first P&C Meeting for 2023 will be advised closer to the time and the Annual General Meeting will be held in March. All interested parents are invited to attend and participate in the school.

SCHOOL CANTEEN

The School Canteen is run by a committee of parents for the benefit of students. The Canteen has been recognised state wide for the Fresh Tastes menu. It provides an excellent choice of healthy options made fresh each day.

Mrs Trish Watson is the Canteen Manager. Parents/Guardians are always needed to assist in the Canteen. Please phone 6842 1904 for placement on the Roster for Volunteers.

Proceeds from the Canteen are used to purchase items for the school.

ENROLMENT PROCEDURES

Years 7, 11 and 12 will commence school on **Tuesday 7 February 2023 at 8.55am**. Parents of Year 7 are welcome to accompany their children if they wish.

All other students and new enrolments Years 8, 9 and 10, are to commence school on **Wednesday 8 February 2023 at 8.55 am**.

Enrolments at other times - enrolments also take place throughout the year following an interview with the Principal or Deputy Principal.

BELL TIMES

The days have been based on a 53 minute period, with a 21 minute recess and 42 minute lunch

Day	Monday - Thursday	Friday
Morning assembly	8:55 9:05	8:55 9:05
Period 1	9:05 to 9:58	9:05 to 9:58
Period 2	9:58 to 10:51	9:58 to 10:51
Recess	END 11:12	END 11:12
Period 3	11:12 to 12:05	11:12 to 12:05
Period 4	12:05 to 12:58	12:05 to 12:58
Lunch 1	END 1:19	END 1:19
Lunch 2	END 1:40	END 1:40
Period 5	1:40 to 2:33	1:40 to 2:33
Period 6	2:33 to 3:26	

Students must be on time. Supervision by staff commences at 8.30am and finishes at 3.30pm unless students are involved in sport coaching, or school related extra-curricular activities. No supervision is provided before 8.30am and the safety of the students is the responsibility of parents and caregivers until the supervision by teachers commences.

SCHOOL TERMS 2023

(All dates inclusive)

TERM 1:	Tuesday, 7 February	-	Thursday, 6 April
TERM 2:	Monday, 24 April	-	Friday, 30 June
TERM 3:	Monday, 17 July	-	Friday, 22 September
TERM 4:	Monday, 9 October	-	Friday, 19 December

SCHOOL UNIFORM

UNIFORM: The policy of the school and the community is that students wear school uniform. Students out of uniform must present a note to the Deputy Principal explaining the reason. One of the features of the school is the adherence to the uniform code and the resultant positive impression that this creates.

GIRLS

SUMMER UNIFORM

JUNIOR (Years 7 - 10)

UNIFORM: Short checked A-line centre pleat skirt (Style Pattern 4072)
Powder blue Midford shirt with embroidered school emblem

SOCKS: Plain White

SHOES: Black lace up

JUMPER: Navy (school colour) or the navy school sweater

SHORTS: Navy (school colour), tailored and of modest length
(NOT: cargo style, board/sports shorts or displaying a logo of any nature)

SENIOR (Years 11 - 12)

UNIFORM: Check A-line centre pleat skirt
White shirt with embroidered school emblem

SHOES: Black lace up

JUMPER: Same as junior years

SHORTS: Navy (school colour), tailored and of modest length
(NOT: cargo style, board/sports shorts or displaying a logo of any nature)

WINTER UNIFORM

JUNIOR (Years 7 - 10)

BLOUSE: Powder blue Midford shirt with embroidered school emblem
White shirtmaker, long sleeves (formal events)

SKIRT: Short checked A-line centre pleat skirt (Style Pattern 4072) **OR**

SLACKS: Plain navy

JUMPER: Navy

SOCKS: White

STOCKINGS: Black

SHOES: Black

SENIOR (Years 11 - 12)

BLOUSE: White

SKIRT: Check A-line, centre pleat

SLACKS: Navy

SHOES: Black

STOCKINGS/SOCKS: As for juniors

TIES: Worn during Term 2 and Term 3

The school jacket may be worn. Senior students are encouraged to wear school ties. A Combined High School/North West sport representative jacket may also be worn if it is blue in colour. Representative jumpers from North West may be worn on Wednesday (Sport Day) but only if they are blue in colour. Navy blue beanies may be worn during winter.

BOYS

SUMMER UNIFORM

JUNIOR SCHOOL

SHIRT: Royal Blue
TROUSERS/SHORTS: College grey
JUMPER: Navy/Navy School sweater
SOCKS: Grey
SHOES: Black lace ups

SENIOR SCHOOL

SHIRT: White
TROUSER/SHORTS: College grey
JUMPER: Navy/Navy School sweater
SHOES: Black lace up
SOCKS: White

WINTER UNIFORM

The school jacket may be worn. Senior students are encouraged to wear school ties. A Combined High School/North West sport representative jacket may also be worn if it is blue in colour. Representative jumpers from North West may be worn on Wednesday (sport Day) but only if they are blue in colour. Navy blue beanies may be worn during winter.

GIRLS & BOYS SPORT UNIFORM

T-SHIRT: School Sports Shirt available from Grace's Uniforms
SHORTS: Navy Blue with CHS embroidered on left leg (available at Grace's Uniforms and Surf, Work & Street.)

NAVY BLUE TRACKSUIT for cold weather and SPORTS SHOES

SCHOOL JACKET & HOODIES (\$60.00) from the accounts office

HATS - A school cap (\$16.00) is available for purchase from the Accounts office. Beanies (\$12.00) and ties \$14.00.

GENERAL NOTES ON CLOTHING

- * Students must wear footwear with leather uppers for all practical classes. For safety reasons high heels, soft canvas, open woven and platforms are not acceptable.
- * The full range of official uniforms are available from "Graces Uniforms". Certain items of uniform are available from other clothing stores including "Surf, Work & Street".
- * There is a Second-Hand Uniform Pool at the School. Used uniforms, that are still in good condition, can be donated to this uniform pool.
- * It is important that all items of clothing be clearly labeled with the student's name.
- * Ties are an optional item of uniform, and may be worn in summer or winter, and do much to promote the image of the school.
- * Prefects are expected to wear a school tie at all times.
- * School badges may be purchased from the office.
- * When outdoors students are encouraged to wear large hats.
- * Facial jewellery, other than discreet sleepers or studs (earrings) must not be worn.
- * Make-up, other than sunscreen, should not be worn.

PERSONAL PROTECTIVE EQUIPMENT

Industrial Arts Workshops/Science Laboratories/Food Technology Rooms

FOOTWEAR

A memorandum issued to all schools by the Department of Education & Training in recent years, clearly communicates that in order to meet Work, Health & Safety (WHS) guidelines, the minimum footwear requirement for students using machine tools in Industrial Arts rooms is that students wear 'enclosed leather shoes'.

Student participation in practical courses including Design & Technology, Industrial Technology (Wood/Metal) and the VET course Metals & Engineering is subject to compliance with the above directive. It is the school's belief that this directive is equally applicable to other practical subjects such as Food Technology and Agriculture.

The school strongly advises parents and guardians familiarise themselves with the school uniform requirements as stated in this Handbook, (Pages 8-9), ensures that your children are equipped with the appropriate footwear to allow them to participate in Technology classrooms.

HAIR

A second memorandum addressed safety issues in relation to hair. It emphasises the necessity to confine hair where there is a risk of entanglement (such as when working with lathes, grinders or drill presses) or ignition (such as naked flames in science laboratories and food technology rooms).

The memorandum states that 'it is essential that students and staff securely fix and confine hair' in such environments. It goes on to clearly state that where a student 'refuses to securely fix and confine hair where there is a risk of entanglement or ignition they must not work with or near the equipment or process causing the hazard.

The school recognises the importance of maintaining a safe educational environment for students as well as a safe workplace for staff and encourages all parents to support the school in working to minimise injuries to students by following these simple directives.

Should you require additional clarification on these matters, please contact the front office on 6842 1099 to arrange for an appointment with Mrs M Eshman (Head Teacher Science/WHS Committee Chairperson).



CAPTAINS AND PREFECTS

Captains and Prefects are the elected student leaders of the school and accept the numerous responsibilities associated with this prestigious position. They have both collective and specific responsibilities. Collectively they are role models in terms of their actions, attitudes, relationships and participation levels. They perform important functions in the school in relation to assemblies, supervision and liaison. They also have specific roles in relation to the other students in the school.

Student Leaders for 2023 are:

Prefect Coordinator: Mr Danual Stewart

CAPTAINS: Declan Eshman Alex Letts

VICE CAPTAINS: Jack Ferguson Claudia Heaney

STUDENT REPRESENTATIVE COUNCIL

The Student Representative Council (SRC), as the name suggests, is a council of students, each representing their year. The aim of the SRC is to give the student body a voice in the school and to provide suggestions regarding issues of welfare and interests of the student body.

The SRC is a body of students who are elected by their peers as representatives. Each Year has four representatives whose role is to attend meetings and report any suggestions or concerns to the Council for consideration and action. The Council members also act as fundraisers. Any funds raised will be returned to the school in the form of donations or purchases for the benefit of the student body.

The SRC for 2023 will be elected in Term 1 and the elected members will then be in office for a period of twelve months. Most importantly, the SRC recognises the importance of all school members, junior and senior, and we look forward to their participation.

SCHOOL SPORT HOUSES

Students are allocated a Sporting House when they enrol at school. The houses are as follows:

MOPRA - Blue colour

NANDI - Green colour

TIBUC - Red colour

TIMOR - Yellow colour

GENERAL SCHOOL CONTRIBUTIONS - 2023

With the agreement of this school's community it is intended to seek from parents and guardians a General School Contribution. Funds raised through this contribution will be used to supplement educational resources and programs in our school.

The funds generated by the General School Contribution will be retained by the school and may be supplemented by other school activities and funds raised by parent organisations for the benefit of students.

Should you wish, the Principal will be pleased to discuss difficulties with you including exemptions, support and options for payment by instalments.

The following General School Contributions have been set for the 2022 school year. Cooperation in settling these amounts at an early date is appreciated.

Coonabarabran High School's fees are among the lowest in the state.

All fees are invoiced direct to the parent/carers excluding practical food lessons (paid to classroom teacher).

General School Contribution

Years 7/8	\$50.00 per year
Years 9/10	\$55.00 per year
Years 11/12	\$60.00 per year

SUBJECT MATERIALS CONTRIBUTION

Our school seeks your support in contributing to the costs of some materials used and consumed by students in the course of their studies. These are payments which will assist the school in providing additional benefits to students. Should parents have difficulty making these payments for subject materials, they should contact the Principal regarding the option for payment by instalments or other assistance.

Contributions are listed below:

Agriculture/Primary Industries

Years 9, 10, 11, 12 - \$10.00 per year

Art

Years 7/8	-	\$15.00 per year
Years 9/10	-	\$20.00 per year
Years 11/12	-	\$20.00 per year

Major works may require the additional provision of materials by the students.

Technology (Mandatory)

- Year 7 - \$5.00 per year + \$3.00 per food practical
- Year 8 - \$5.00 per year + \$3.00 per food practical

Food Technology

- Years 9/10 - \$4.00 to pay to teacher for each practical lesson

Hospitality

- \$5.00/week to pay to teacher for each practical lesson

Industrial Technology

- Years 9/10 - All Timber/Metal subjects - \$10.00 each per term
- Years 11/12 - Design & Technology - \$20.00 per year
- Industrial Technology - \$10.00 per term
- Metal & Engineering - \$10.00 per term

NB. In Industrial Technology the following apply -

- i) As well as the above costs (Years 9/10) there will be additional charges to cover larger projects.
- ii) Students in Years 11/12 will be required to purchase materials for major works.

Mathematics

Years 7-12 - \$24.00 for a Casio FX 82 AU Plus II Calculator is required and can be purchased directly from the school accounts office.



SCHOOL SUPPLIES

As a result of parental enquiries, we have decided to publish a list of school supply requirements for students in Years 7 to 10

In an effort to keep student's books tidier, we have decided to uniformly ask students to use A4 books and keep them in a lever arch folder. In this way, they will stay intact and worksheets will be more easily stored in the A4 format.

Below is a list of the requirements for each year in each core subject.

NB: Students in Years 9/10 electives can obtain specific requirements from their teachers.

YEAR 7

Lever Arch File to place all A4 books in.

- | | | |
|-------------|---|--|
| Mathematics | - | A4 grid book 128p |
| | - | Casio FX 82AU+ Calculator |
| | | (Calculator provided by the school) |
| English | - | A4 128p |
| Science | - | A4 128p |
| History | - | A4 128p |
| Geography | - | A4 128p |
| PD/H/PE | - | A4 48p |
| LOTE | - | A4 128p |
| Music | - | Display book with A4 lined paper inside |
| Art | - | Art Kit which is supplied as part of school fees |
| Technology | - | Display book with A4 lined paper inside |

All students require a pencil case with:

- A ruler
- 2 red pens
- 2 blue pens
- 2 pencils
- Eraser
- Scissors
- Glue Stick

YEAR 8

Lever Arch File to place all A4 books in.

- | | | |
|-------------|---|--|
| Mathematics | - | A4 grid book 128p |
| | - | a Casio FX 82AU+ Calculator available from the School Office |
| English | - | A4 128p |
| Science | - | A4 128p |
| History | - | A4 128p |
| Geography | - | A4 128p |
| PD/H/PE | - | A4 48p |
| Music | - | Display book with A4 lined paper inside. |
| Art | - | Art Kit which is supplied as part of school fees |
| Technology | - | Display book with A4 lined paper inside |

YEAR 9/10

Lever Arch File to place all A4 books in.

- | | | |
|----------------|---|--|
| Mathematics | - | A4 grid book 128p |
| | - | Casio FX82AU+ Calculator Available from school |
| English | - | A4 128p |
| Science | - | A4 128p |
| History | - | A4 128p |
| Geography | - | A4 128p |
| PD/H/PE | - | A4 48p |
| Work Education | - | Display book with A4 lined paper inside |

All books need to be covered and labelled with the student's name, class and subject. Folders should not be covered with inappropriate pictures or text.

**Please do not purchase 5 in 1 subject books.
Junior students need a specific book for each subject.**

The school will provide a Homework Diary for each student.

The School Office has Dictionaries and Thesauruses for sale for \$15 each - A fabulous study aid for Year 7 -12

Curriculum

Coonabarabran High School's aim is to offer an academic education of the highest standard in an environment harmonious to learning. A comprehensive range of course offerings at various levels is available. Learning support is provided to cater for all levels of abilities and students are encouraged and supported to achieve to their potential.

JUNIOR CURRICULUM 2023

YEAR 7

Subjects Studied:

English, Mathematics, Science, Geography, History, Music, Visual Arts, Personal Development/Health/Physical Education, Technology, Aboriginal Language.

YEAR 8

Subjects Studied:

English, Mathematics, Science, Geography, History, Music, Visual Arts, Personal Development, Health & Physical Education, Technology.

YEAR 9 & 10

Compulsory subjects are:

English, Mathematics, Science, Australian History & Geography, Careers/Study Skills, Personal Development, Health & Physical Education. Students in Year 10 are also involved in a Work Experience Program.

Students take **TWO** electives which they may study over both years, or alternatively may elect two different subjects to study in Year 10. They have the opportunity to choose these new electives at the end of Year 9.

Year 9 & 10 Elective subjects 2023:

X Line: Aboriginal Studies, Commerce, Design & Technology, Food Technology, Industrial Technology (Metal), Music, Physical Activity & Sport Studies

Y Line: Agriculture, Archaeology & World Issues, Drama, Industrial Technology (Metal), Industrial Technology (Timber), Physical Activity & Sport Studies, Visual Arts



SENIOR CURRICULUM 2023

A wide array of subjects is on offer to students when they enter senior school. The viability, however, of running a subject is very much dependent upon its popularity when students make their selections.

Keeping this in mind, the school, on occasions, will run a subject despite its attracting only a small candidature. We do this in the belief that it is important that the subject endures in accordance with curriculum priorities. Student lines are constructed with the dual purpose of ensuring that students meet the mandatory requirements of the Board of Studies and that they can choose combinations of subjects compatible with career aspirations, interest and ability.

Each student **MUST** select **ONE** subject from each line. Other restrictions imposed by the Board of Studies on subject choices apply.

Year 11 – PRELIMINARY YEAR (*Students to study a minimum of 12 units*)

- LINE 1: Mathematics (Advanced), Mathematics (Standard), Sport Lifestyle & Recreation
- LINE 2: English (Advanced), English (Standard), English Studies
- LINE 3: Agriculture, Community & Family Studies, Industrial Technology (Timber), Modern History, Chemistry
- LINE 4: Earth & Environmental Science, Music, PDHPE, Primary Industries, Society & Culture, Visual Art
- LINE 5: Business Studies, Design & Technology, Industrial Technology (Metal), Legal Studies, Physics
- LINE 6: Ancient History, Biology, Engineering Studies, Hospitality

Year 12 – HSC YEAR (*Students need 10 units for award of HSC*)

- LINE 1: English (Advanced), English (Standard), English Studies
- LINE 2: Mathematics (Advanced), Mathematics (Standard)
- LINE 3: Agriculture, Community & Family Studies, Industrial Technology (Timber), Society & Culture, Physics
- LINE 4: Earth & Environmental Science, Music, PDHPE, Primary Industries
- LINE 5: Business Studies, Chemistry, Design & Technology, Industrial Technology (Metal), Legal Studies
- LINE 6: Ancient History, Biology, Engineering Studies, Sport Lifestyle & Recreation

English Extension, History Extension and Mathematics Extension are also offered offline.

SCHOOL FACILITIES

The school is well served with its expansive grounds and playing fields. The agricultural facility is one of the best in the state. The school bus facilitates student transport to various educational, sporting and cultural activities. The level of technological resources is very high with designated computer rooms and banks of computers situated at various locations throughout the school. Our hall, though small for our current numbers, is atmospheric when full for our formal and special events. The specialist facilities for science, food technology and visual and industrial arts are excellent. The Library is well resourced and greatly utilised. Our school also has a Trade Training Centre which supports our students vocational studies including metal work and hairdressing.

LIBRARY

The Library is situated above the main office of the school. The opening times of the Library are:

Juniors: Before and after school and at lunch time on Monday, Tuesday, Thursday and Friday.

Seniors: At all times.

Borrowing limits are for a period of two weeks and as follows:

Juniors - 2 fiction and 2 non-fiction titles

Seniors - 2 fiction and 6 non-fiction titles



Resources held in the Library include books, videos, periodicals, cassettes, CD ROMS, kit, vertical files, posters, prints, newspapers and magazines and Board of Studies documents and computers. There is a photocopier available for students' use which costs 10¢ per copy.

There are 2 areas of computers in the Library. The senior study section has 6 computers available for seniors to use during their study periods. The main body of the Library has 10 computers for student use during class time and at lunch times. There is a black and white printer in the Library. This is free for students printing school-related work. There is also a colour printer for HSC assessment tasks. Student work is constantly on display in the Library. A significant amount of funding for the Library is provided by the canteen committee through the P&C.

STUDY CENTRE

The supervised school study centre operates after school on Monday to Thursday afternoons from 4.00-5.00pm. Students are able to utilise the facilities in the school library and also request special tuition in any subject area from staff at the school. Students need to contact the coordinator,

Miss Moore, to request assistance. Afternoon tea is supplied on Tuesdays from the canteen.

THE SPECIAL EDUCATION UNIT

Coonabarabran High School has 4 specialist support classes that have fewer students than mainstream classes. Class sizes depend on the class type and, in some cases, the students' additional learning and support needs.

Every specialist class has a teacher and a school learning support officer. Class teachers - in consultation with parents and carers and allied health professionals, where appropriate - are responsible for planning personalised learning and support for each student.

Students in specialist support classes have the opportunity to participate in the school and community activities, on the same basis as students in mainstream classes. Students also have access to:

- itinerant support teacher (hearing or vision)
- support teachers transition
- specialist provisions available to students in mainstream classes including disability provisions from the Board of Studies Teaching and Educational Standards NSW for practical support in examinations
- access to transport assistance under the Assisted School Travel Program.

For students enrolled in specialist classes at Coonabarabran High, there is the flexibility for them to undertake some of their learning in other mainstream classes. This is largely dependent upon the resources available and the personalised learning and support needs of the students.

STUDY SKILLS PROGRAMS

This operates to provide for students' motivation, guidance and skills for study, essential for success at high school. Each year has special days where expert guidance in the necessary skills for study is provided. Elements such as timetabling, organisation, note taking, summarising, essay writing, and memory aids are covered. Follow-up sessions evaluate the effectiveness on students' study skills.

MENTOR PROGRAM

A mentor program operates within the school to benefit our Year 12 students in their HSC year. Teachers mentor a Year 12 student and provide support and advice regarding issues such as time management and organisational skills, effective methods of revision, study and examination techniques. In addition, the mentors aim to provide a listening ear to students, particularly during times when workloads are heavy and stress levels can be high. The program has proved an effective way of supporting our Year 12 students as they work towards the completion of their secondary education.

ABORIGINAL PROGRAMS

These are coordinated by our Aboriginal Education Officer, Mrs Alison Stanton, whose office is located in the main administration building. Mrs Stanton utilises the support from parents and community in activities such as NAIDOC Week, Sorry Day, Yarn Up, the Indigenous Garden and visits to local sites, orientation programs and general education, attendance and welfare issues. Mrs Stanton also mentors students with scholarships, providing assistance in managing the scholarships.

SECURE INTERNET BROWSING & EMAIL FOR STUDENTS

The NSW Department of Education is committed to providing a secure e-Learning environment to enrich learning opportunities for all students in NSW public schools. Your child will be provided with access to secure internet browsing and email.

Email is a method of communicating on the internet by sending and receiving written messages. Your child's email account is protected by software to block out inappropriate messages. Your child will be provided with an individual username and password to access filtered internet browsing and email at school. Their username and password will ensure that they receive internet filtering and that no one else can access their email.

All students who use the internet at school are taught that they must follow the code of conduct outlined in each school's *Student Access to the Internet Policy*. This policy includes the action that may be taken by a school of students who do not follow this code of conduct. This policy also follows specific privacy guidelines which make it clear that personal information and information that would mean they could be identified is not to be revealed and that personal account details remain confidential. Contact the school if you would like a full copy of this policy. Students will be able to access their personal email from computers at home and other locations through private internet service providers. All internet browsing at home will be directed through your own internet service providers. We recommend that you install filtering software at home and be aware of filtering software at other locations.

As long as your child is enrolled at a public school or TAFE college in NSW, they will have access to secure internet browsing and email.

The NSW Department of Education respects your right as a parent to refuse your child permission to access this facility. If you do not agree to your child having access to this facility, you will need to provide notification in writing to the school.

If you refuse to provide permission for your child to have an e-Learning account, your child will not be provided with access to secure internet browsing and email. Parents can contact the school at any time and request for an e-Learning account to be provided to their child. This request should be forwarded to the school in writing. Further information about secure internet browsing and email is available on the NSW Department of Education website at: www.det.nsw.edu.au or by telephoning or emailing the school.

CAREERS

Coonabarabran High School has a dynamic careers department that actively seeks to develop students' awareness in the changes in work technology, training education and provide them with the skills and knowledge required to succeed in these environments.

All students in Years 9 and 10 are involved in Work Education which provides educational opportunities that prepare students for effective and responsible participation in the community. This program encourages students to be self-motivated learners who understand the need for further study, work and training throughout their lives. The program culminates in a two-week work experience at the end of Year 10.

Coonabarabran High School participates in the School to Work Program which aims to assist all students to better plan their transition from school to work. It provides added relevance to school-based activities and learning experiences for students.

The Careers Department supports students with special needs assisting in developing life skills programs that include work experience based on needs, interests and abilities.

AGRICULTURE

The Coonabarabran High School's farm consists of approximately 3 hectares and has been designed to reflect the full spectrum of agriculture. At Coonabarabran High students can gain the skills necessary to handle cattle, sheep, pigs, poultry and bees. There are also vine, fruit trees, vegetable gardens and cereal trials which enable students to develop a range of skills in these areas.

The farm has a modern steel-constructed cattle handling facility. This has enabled our students to win numerous major "hoof and hook" competitions and to be well recognised as outstanding paraders of livestock. Our sheep facilities are also well developed. A two-stand shearing shed and steel yards compliment the Poll Dorset Stud which although small serves the purpose of giving students "hands-on" experience with sheep.

Poultry are also prominent. The school's Rhode Island Red birds are quality stock and are sold throughout the district.

In addition to these, there is a modern aviary which houses a number of budgerigars which have been bred along English bloodlines.

Plant skills are also well catered for. There is a modern plastic hot house and a shade house used for the propagation of native trees.

Coonabarabran High School has been recognised for its excellence in Agriculture. The facilities are first class and the ability to learn in this environment is governed only by each student's enthusiasm and motivation.

SCHOOL EXPECTATIONS

BREAKFAST CLUB:

The School Provides a simple breakfast each morning for students who may require.

ATTENDANCE:

Students must be in attendance at school unless sick or on leave with parent's permission. A note must be produced signed by a parent/guardian to explain any absences (including lateness) from school. All absences will be recorded on school reports. For those students receiving Education Assistance, deductions may be made for unexplained absences. Parents will not be able to present explanatory notes for absences at a **later** date in these cases. In order to ensure that students achieve course outcomes, students must maintain a minimum attendance of 90%.

BUSES:

Bus travellers must wait in an orderly fashion as directed. Students are not to wait on the footpath, but remain behind the bollards.

CANTEEN:

Our canteen provides a range of healthy food options. Lunches should be ordered before 8.55am or at Recess. ***Students may not make purchases at the Canteen during lesson times.*** Students must wait in line and follow the direction of teachers, prefects and canteen staff.

SCHOOL BAGS:

These should be placed to allow safe access through doors and corridors. Do not leave money or valuables in bags.

JEWELLERY/MAKE-UP:

Students should not wear make-up to school. Jewellery is to be restricted to items which do not pose a danger or inconvenience to the wearer or other people and are not of an offensive nature.

LATENESS:

Students late to school must report to the Front Office, enter name and reason for the lateness in the Late Book and collect a late slip. The number of times a student arrives at school late will be recorded on their school report. Persistent lateness will be monitored and parents/carers contacted. Students arriving late require a note from a parent or carer.

LEAVING SCHOOL GROUNDS:

Students must receive the Principal's or Deputy Principal's permission to leave the school grounds or must have permission in writing from parent/guardian.

MOBILE PHONES /NON-EDUCATIONAL DIGITAL DEVICES:

Students are asked not to bring phones to school. This decision has been made in consultation with the school community. Students who repeatedly (more than 3 times in a year) bring a mobile phone to school will have their phone confiscated until the student's parents/carers can attend a meeting to discuss the breach of school procedure. The school is responsible and liable for the confiscated devices. Some exemptions to this rule may apply.

Exemptions

An exemption from parts of this policy or the school procedure can be requested from the principal by parents, carers, school counsellor or psychologist and other student support staff, and, if required, students themselves. Except where required by law, the school principal has discretion to consider and approve exemptions and to choose which parts of the school procedure the exemptions applies. The exemption may be ongoing or for a certain time period.

Consequences for inappropriate use

- The student is referred to the Deputy Principal.
- The student's digital device is confiscated by the Deputy Principal.
- Confiscated devices can be collected from the Deputy Principal at the end the day.
- Students who repeatedly (more than 3 times in a year) bring a mobile phone to school will have their phone confiscated until a parent or carer collects the device. Other disciplinary measure may apply.

Contact between students and parents and carers during the school day:

Students are permitted to use the school telephone only when the matter is urgent. Should a student need to contact a parent or carer during the school day, they must approach the administration office and ask for permission to use the school's phone. During school hours, parents and carers are requested to only contact their children via the school office.

OUT OF BOUNDS AREAS:

Classrooms, classroom corridors, and the School Hall are out of bounds before 8.55am and at recess/lunch times unless under the direct supervision of a teacher. Under no circumstances are students to interfere with heaters or air conditioners.

RECREATIONAL AREAS:

Students may use -

- (i) The quadrangle and adjacent seated areas at all times. Ball games are not allowed in the quadrangle.
- (ii) The northern wall, basketball courts, playing fields, cricket nets, during recess and lunch break.
- (iii) The area between the science rooms and the demountables is for Year 11 and Year 12 use only.

SMOKING:

It is the Department of School Education Policy that smoking and vaping are banned on school premises including school grounds. Students in possession of cigarettes or equipment associated with tobacco/smoking/vaping will be subject to school discipline procedures.

STUDENTS' CARS:

Cars may be parked in the school grounds at the discretion of the Principal. A student driving a car to school and wishing to drive the car during school time must have the approval of the Principal/Deputy Principal and must have completed an official Permission Note from the school. Students wishing to be passengers in student cars must also have an official Permission Note for each driver with whom they drive. Students may **NOT** drive to sport.

TEXTBOOKS:

Students who damage textbooks will be charged proportionally for the loss of value incurred. Your cooperation in helping the school to preserve its resources for all students is appreciated.

EMERGENCY EVACUATION OR BUSHFIRE EMERGENCY:

- 1 long bell
- students to basketball courts

LOCKDOWN PROCEDURES:

- 6 short bells
- students to remain in classrooms

PARENT PICK UP AND DROP OFFS

Please do not pick up or drop off students in the Southern (Teachers' main) car park. Drive through the canteen car park to avoid congestion.

