



## Coonabarabran High School

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14 February 2025

Dear Parents/Caregivers

### **RE: WELCOME TO 2025**

Welcome to a new year at Coonabarabran High School; in particular a special welcome to students and families who are new to our school. We hope that the following information will be of assistance.

#### **STAFFING**

Once again, we are pleased to be able to welcome several new members of staff to our community: Mrs Sarah Little will be the relieving Deputy Principal for 2025, Mr Matthew Thomsett joins the Science faculty, Mr Connor Cleary takes on the Music position and Ms Annalise Southam joins our English faculty. We look forward to their contribution to our school community. It is also great to welcome back Mrs Mel Jenner and Mr Matthew Guihot to our team.

#### **STAGE ADVISORS**

In 2025 we will be trialing a change to our traditional practice of having a Year Advisor for each year group. This year we will have a Stage Advisor, looking after two-year groups. This process will allow us to allocate some more time for the Stage Advisor to work with students to better meet their needs in terms of welfare and academic progress. In 2025 Mr Ben Jackson will be the Stage Advisor for Years 7 and 8, Mr Matthew Guihot for Years 9 and 10, and Mrs Elizabeth Hawkins will be the Stage Advisor for Year 11 and 12. I know that these members of staff will be a strong support to their cohorts and thank them for accepting this important role in our school.

#### **COMMUNICATION**

In 2025 our primary means of communication will remain the Sentral Parent portal. To access the portal, parents will need to ensure that the school has their most current email address. Codes to access the site will be sent to this address. This year we will be introducing a new feature to the portal, a homework notification, that will enable parents to monitor assessment task due dates and regular classroom homework. Our School Website and Facebook will also remain, and both will contain lots of important information and a link to the daily happenings at CHS. Research continues to evidence that strong communication between school and home supports the strongest outcomes for students. To that end, please also do not hesitate to contact the school if we can support your child's education in any way.

#### **RESILIENCE IN OUR TEAM (RIOT)**

In 2025 we continue the Resilience in our Teens program across the school. This is a whole school and community approach to managing anxiety and building resilience. Information on this wellbeing initiative will be sent home regularly as part of the school newsletter. In 2025 the RIOT program will focus on students from year 7-10, offering fortnightly workshops across the year.

#### **LOCKERS**

We have fabulous lockers for hire. A copy of our locker policy is enclosed. If students wish to obtain a locker, they should return the signed note to Ms Hynds in the front office.

## **BELL TIMES**

A reminder that the school day starts at 8:55am and rolls are marked at the morning assembly. Supervision is provided in the main Quadrangle from 8:30am daily. Students who are late must sign in at the front office to ensure their attendance is correctly recorded. The school day concludes at 3:26pm on Monday to Thursday and at 2:33pm on Friday. Students who are catching busses are supervised in the bus bay area until they board their bus.

## **ATTENDANCE**

Daily attendance at school is absolutely vital to support your child's success at school. Research has continually identified that students whose attendance consistently falls below 95%, do not achieve to their potential at school. Of course, we appreciate that there will be occasions due to illness, family commitments and the like when your child will need to be absent. In those circumstances it is important that you advise the school of the absence either by phone, note, the Parent Portal on Sentral or by responding to the daily attendance texts. As parents, one of the most valuable contributions to your child's education you can make is to ensure they attend school, on time each day and remain at school all day.

## **BEHAVIOUR**

Our school community rests on a core value of respect. Conflict which arises from students not respecting their peers, their teachers, school property and ultimately themselves in terms of not valuing their educational opportunities, regrettably undermines your child's ability to reach their potential. Our rules are aimed at ensuring that we have a harmonious and productive school community and again your support in ensuring that your child is a respectful member of our community is valued.

## **UNIFORM**

Correct school uniform plays an important role in nurturing a respectful school culture. In some cases, for example regarding correct footwear, there are also mandatory health and safety concerns and helps your child to start the day on a positive footing. As part of the consultation process started in 2024 it was clear there is some confusion about aspects of the uniform. In particular the junior girl's uniform and the wearing of navy shorts in place of the skirt. Plain navy shorts are an alternative and can be worn as part of the formal uniform. A complete description of the uniform is available on the school website and in the student handbook. It is a requirement that all students wear correct uniform including the right footwear, each day. Uniform supplies can be found at Surf Work and Street in the main street. Kindly ensure that your son or daughter attends school in the correct school uniform. The school does have some good quality second-hand uniforms and in some circumstances, financial assistance can be provided to assist with the purchase of uniforms. Should that be the case, please do not hesitate to contact the front office. In the event that your child is out of uniform for the day, kindly send a note which your child should present to the Deputy Principal before school.

## **MOBILE PHONES**

In line with the NSW Department of Education Policy we are a phone free school. This means students should not be in possession of a phone during school hours. Students who bring a mobile phone to school will have their phone confiscated, parents will be contacted and on the second occasion parents/carers will be asked to 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. If students need their phone for after school they may hand them into the Deputy Principal before school.

## **EQUIPMENT**

Students are required to bring all equipment necessary to support their learning, each day. Please encourage your child to be responsible in ensuring that they arrive each day equipped to learn. Teachers have provided students with details of what equipment is required. Please be advised that 5 in 1 subject books are not useful as student work becomes jumbled across subjects and it is difficult for the classroom teacher to collect students' books for marking in a specific subject. Each student is required to have a pencil case. The school is happy to assist with the provision of equipment if required, please contact me to facilitate this.

Please note that, permanent markers, liquid paper and aerosol deodorants are not allowed at school. The latter can be a significant health and safety risk to some students and staff. **Each student has been given a student diary to support completion of homework and assessment tasks and growing student organisational skills. Please encourage your child to utilise this resource. It is also another mode of communication between school and home.**

## **ASSESSMENT TASKS**

Students from year 7 to 12 are required to complete assessment tasks throughout the year. This includes a variety of tasks such as formal examinations and take-home research tasks, practical activities and group presentations. Students are formally notified about assessment tasks in class. Notifications include a description of the task and expected syllabus outcomes that the task is assessing. This notification will also be posted on the school website and in the Sentral Parent Portal.

## **CANTEEN**

At Coonabarabran High School we are very lucky to have a canteen that provides such a variety of healthy eating choices. The canteen is available for all students at both recess and lunch. Purchases can be made with either cash or via card. **Please note that phones are not able to be used to pay for purchases in line with the school and government policy of no phones at school.** The canteen will not be providing a breakfast menu during Term 1, students who require breakfast will be able to access the breakfast facilities provided by the school free of charge.

## **SPORT**

Sport is on Wednesday afternoons, straight after lunch, Sport is a mandatory part of the curriculum, all students are expected to participate unless they have a genuine reason. Students who cannot participate in sport are supervised at school for that time. Please do not book appointments during sport time, unless unavoidable.

## **STUDY CENTRE**

Study Centre operates in our Library each Tuesday to Thursday until 5.00 pm. Students are able to work under the supervision of staff who assist with homework, assessments and reinforcing classroom learning, as required. Afternoon tea is provided on Tuesdays. Attendance at Study Centre is an effective way for your child to support their learning by building sound study habits whilst also accessing any necessary assistance. There is no cost for attending Study Centre.

## **PARENTS & CITIZENS**

Our school is fortunate to be supported by a dedicated P&C who meet once per term at 5.30pm in the school Library. The date of the first meeting will be March 2025, date to be confirmed.

It is fantastic to be able to announce the completion of a refurbishment project in the school Library. A huge thank you to the committee who have worked very hard over the past year to design changes, choose and fit new furniture and get it all completed for the return of students. The space looks amazing and ready to support the serious business of learning in both the library main area and Senior Study. Also, a huge thank you to the North West Equestrian Expo Committee and Coonabarabran View Club who made a most generous financial contribution to this project.

I appreciate that this is a lot of information but trust that it may assist, particularly new families, to settle in well to the new school year. Thank you in anticipation of your support in relation to the matters which I have outlined above. Should you have any queries, concerns or suggestions please do not hesitate to contact the front office.

We hope to see many parents and carers at the Parent/Teacher night on Thursday the 20th March 2025, which will be a great opportunity to strengthen the home/school ties, which nurture great educational outcomes.

I look forward to working with everyone this year and again achieving some amazing educational gains for our students.

Yours sincerely



Mr D Graham  
RELIEVING PRINCIPAL



# 2025 BELL TIMES 53 MIN CLASSES

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	



## COONABARABRAN HIGH SCHOOL

### LOCKER POLICY 2025

- \* Students may rent a locker for the school year.
- \* The cost for the year will be \$40.00 (Years 7 - 11) and \$30 (Year 12). No refunds will be given.
- \* Students must look after the locker carefully, keep it in a clean and orderly condition, and use it for storing appropriate items only.
- \* Ms Hynds will allocate lockers so that students in any one year will have them distributed around the quadrangle.
- \* Master keys will be held by the Principal and Deputy Principal, who reserve the right to inspect lockers at any time.
- \* The cost of replacing lost locks will be the **responsibility** of the student. Students who lose a lock will not be allocated another locker until they replace the lost lock.
- \* Students may only go to lockers before school, at recess, during lunch and after school. An exception will be when students need to collect or return PE gear at the beginning or end of PE lessons.
- \* Students must ensure that they have all they need for each lesson and that all homework requirements are taken home each day.
- \* Failure to abide by these guidelines may lead to the forfeiting of the locker.
- \* Please pay Mrs Mathews in accounts office then bring the receipt with the filled out locker agreement to Ms Hynds.

\* \* \* \* \*

### COONABARABRAN HIGH SCHOOL LOCKER AGREEMENT

2025

I, \_\_\_\_\_ (full name) understand the conditions outlined in the Locker Policy, and agree to abide by them at all times.

Student's Signature: \_\_\_\_\_

Parent's Signature: \_\_\_\_\_

Date: \_\_\_\_\_