

COOTAMUNDRA HIGH SCHOOL

POOLE STREET, COOTAMUNDRA, 2590



INFORMATION BOOKLET

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WHAT

MISSION STATEMENT

At Cootamundra High School, we strive to provide quality education in a safe and stimulating environment. A whole school approach ensures students develop an appreciation of the values of Respect, Responsibility and Excellence.

VISION STATEMENT

We have a vision of a bright and effective school where people have the will and ability to pursue a life of value.

GOALS

At Cootamundra High School, we aim to :

- Deliver courses of study and experiences which promote development and encourage a sense of identity in a safe, caring environment which rewards achievement and progression.
- Sustain a school community in which diligence, fairness, tolerance, encouragement, praise, approval and respect are seen as fine examples for all to follow.
- Develop children so that they become clear-thinking young people who are able to express ideas and who are capable of adapting to a changing society.
- Develop positive work habits which foster pride in effort and the school.
- Work together to provide an environment where every individual can pursue excellence.
- Provide team management practices that produce a cohesive school community with common purpose.
- Develop social and personal responsibility.
- Furnish students with the skills to learn and the knowledge that they are learning to learn.



THE VALUES THAT WE TEACH AT COOTAMUNDRA HIGH SCHOOL

At Cootamundra High School, we recognise the importance of the following core values to the community. These values represent the aspirations and beliefs of the Australian community as a whole.

Our core values include:

Respect

Responsibility

Excellence

WHERE

GEOGRAPHIC SETTING

Cootamundra is centrally located in fertile, undulating South West Slopes district of NSW between Sydney, Melbourne and Adelaide. Conveniently located on the Olympic Highway and the main southern rail line, the town has excellent road and rail connections with major centres and is only a 2 hour drive from Canberra. Cootamundra has enjoyed steady, sustained urban growth since the town was surveyed in 1861; has a prosperous, progressive, friendly image; retains many beautiful historic buildings and services the rich rural hinterland, with its sheep and cattle grazing and crops of grain, fruit and oilseed. The town boasts an exceptionally wide range of sports and sporting facilities and prides itself on being the birthplace of Sir Donald Bradman. It celebrates the Cootamundra Wattle Time Festival in August when the Acacia Baileyana is in bloom.



Cootamundra – Southern NSW
Cootamundra Shire



WHO

STUDENTS

Cootamundra High School is a medium size, comprehensive, co-educational high school, located within the Riverina Region. It serves the township of Cootamundra (population 6000) and its surrounding shire (with a further 2,000). There are two major “feeder” schools – Cootamundra Public and EA Southee Public – and three small, outlying village schools of Stockingbingal, Wallendbeen and Eurongilly. Many students and ex-students take full advantage of the diverse educational opportunities provided by the Cootamundra College of TAFE.



Principal

Mrs Leesa Daly

Deputy Principal

Mr Christopher Payne

Re-Engagement
Centre Staff

School
Counsellor

**Head Teacher
- English**

**Head Teacher
- Maths**

**Head Teacher
- Science**

**School Administrative
Manager (SAM)**

Mrs Amanda Muiridge

**Head Teacher
- Technology and Applied Studies and HSIE**

**Head Teacher
- Teaching and Learning**

English Staff

Maths Staff
Music Staff
Careers and
Transition Staff

Science Staff
Librarian

School Administrative
Officers (SAO)
Student Learning
Support Officers (SLSO)

Technology
Studies Staff
Art staff
HSIE staff

Multi Cat teachers
LAST
PD/H/PE

Year Advisors

Yr 7 – Mr Ben Pepper
Yr 8 – Miss Erin Sheppard
Yr 9 – Miss Janelle Walker

Yr 10 – Miss Ashley Haines
Yr 11 – Mrs Emma O'Loughlin
Yr 12 – Ms Amanda Willoughby

Students

WHO (continued)

STAFF

Cootamundra High School Staff are all highly trained professionals who range in experience and specialisations. Each staff member plays an important role in educating your children. They are lead by:

Principal – Leads the school and community to ensure positive learning experiences and quality outcome for all students.

Deputy Principal – Student welfare and behaviour manager. Daily school organisation.

Head Teachers – Organise the quality teaching and learning of their subject area, including class placement, assessment and reporting.

School Administrative Manager – Organises and leads the office staff to ensure smooth running of finances and students records.

Other staff with special responsibilities

Year Advisors – Assist students in their year with progress, attendance, behaviour, peers and many more things. Parents and students can contact their year advisor for information or assistance by phoning or emailing the school to make an appointment.

School Counsellor – The school counsellor services our school twice a week, to assist with psychological and educational assessments, and other case work to assist with students wellbeing.

Careers Advisor – Works with students and the community to direct students into employment, organise work placement and various other activities to benefit students.

Gifted and Talented program – This program is set up and run in both Literacy and Numeracy to accelerate students who show talent in their learning.

Learning Support Team Co-ordinator – Works with their team to designate assistance needed by students to ensure they are fulfilling their academic potential.

SLSO – Student Learning Support Officers work within the school, on a one on one, or small group basis to assist teachers in delivering the subject content to students.

LaST – A Learning and Support Teacher will, through the school's learning and support team, provide direct and timely assistance to students in regular classes with additional learning and support needs and their teachers.

Sports Organiser – Responsible for organising and coordinating School Sports Carnivals (Swimming, Athletics and Cross Country) and Wednesday afternoon sport.

WHEN

Cootamundra has long enjoyed an excellent tradition of public education, which commenced in 1875. By 1896 Cootamundra was designated a Superior Public School, with some post-primary classes, and in 1912 it became a District School, where pupils prepared for the Intermediate Certificate. In 1923 there was a further change in status to Intermediate High School, with the first Leaving Certificate classes one year later. Finally, in 1955, the school was upgraded to a full and separate High School. In 1958 the school moved from the Cooper Street site to its present location (A Block) on Church Hill, where the Industrial Arts and Home Economics blocks (D) had already been erected in 1948. A third major teaching wing (B Block) was built in 1964-5 and a fourth complex (C Block) was added in 1970-1 during a period of exceptional growth.



Cootamundra High School – 1935



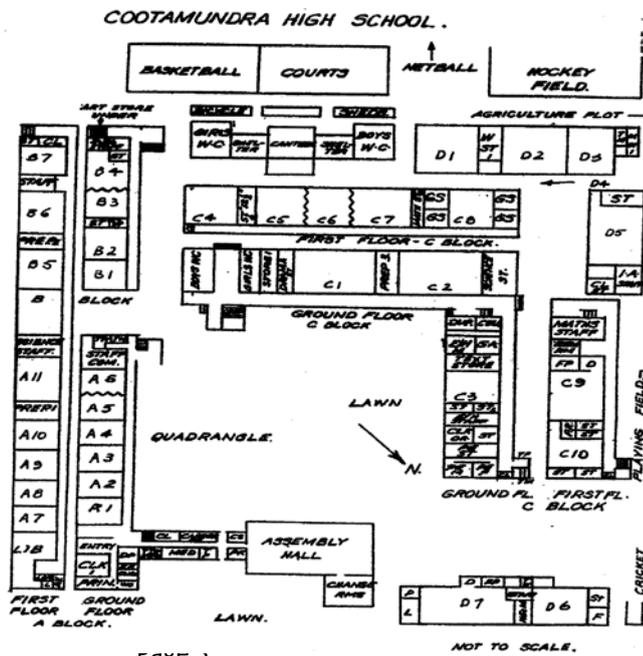
– 1950's

The school now consists of three imposing, double-storey, red brick “wings” and several other smaller brick buildings. The school area comprises some six hectares of land, with 2 hockey fields, a school oval, 2 basketball courts, a netball court, a volleyball court, cricket practice nets, an agricultural plot and a barbecue area. The school grounds are well grassed with many shrubs and trees, providing a pleasant, relaxing environment for students. The concrete centre quadrangle is well suited for short open assemblies. There are ramp facilities to all blocks for wheelchair access and a lift between the first and second floor of A Block, allowing access to all specialised classrooms.



– 2015

Room location 2014

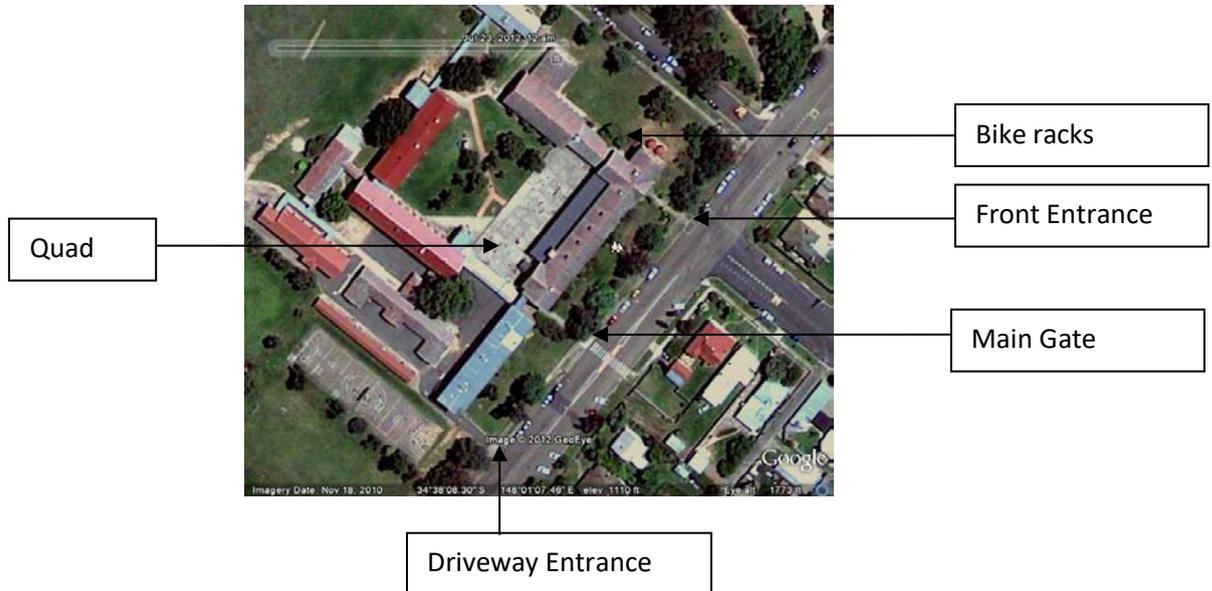


HOW

Upon arrival at School, all students shall move directly to the Quad to wait for the roll call bell.

Walking

Students who live near to the school often walk. Most students arrive between 8:40 am and 9:00 am. They enter and leave through the main gate.



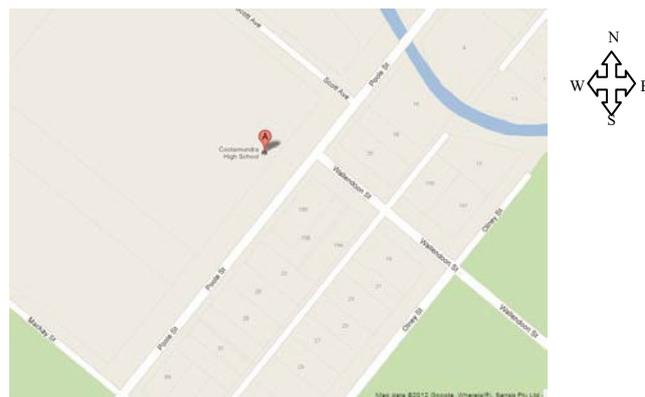
Bike Riders

Students who ride their push bike to school must not ride them on school grounds. They may walk them into the bike racks, located behind the admin block, and secure them for the day. All students must wear a helmet whilst riding to and from school.

Car

Students will often be driven to school and begin driving themselves through the senior years. These students usually arrive between 8:30 am and 8:55 am. A drop off zone is available at the front entrance, with a disabled zone in front of it. Reverse angle parking is available on the eastern side of Poole St with limited parallel parking on the western side. Parallel parking is also available in Wallendoon St and Scott Ave.

Students who drive themselves to school are required to complete a permission note to inform the school that they will be travelling by their own vehicle. Students are not to have other students in the car with them unless arranged with the Deputy Principal as per department regulations.



BUSES

Buses services are available. Students are dropped off in time for school. When a bus arrives at school, students should move straight into the school grounds via the main gate. In the afternoon, students wait on the Basketball Courts until their bus arrives.



To ensure everyone's safety, behaviour on the bus must be exemplary at all times. The Bus Company is entitled to refuse service for poor behaviour.

Travel forms are available from the Front Office of the school.

Students may also apply for Student Travel Concession Cards available from the Front Office.

Buses available:

Makeham's Coaches – Bethungra

Lyal Twyford - BR – Back Brawlin Road

Rudd's Bus Service - DU – Dudauman

Tregear Bus Service - DR – Dirnaseer Rd

Walsh's Bus Service - CU – Cullinga Mines

W&M Imrie - OG – Old Gundagai Rd

Tregear Bus Service - CO – Coolac

Louitts Bus Service - WT – Town Bus

J&J Chamberlains Stockinbingal

Rudd's Bus's - BE – Berthong

Walsh's Bus's - WB – Wallendbeen

PARENTS AND COMMUNITY ASSOCIATION

Parents and Guardians are invited to attend and be a part of the P&C at Cootamundra High School. The group meet on the last Tuesday of every month

SCHOOL UNIFORM

Cootamundra High School P&C endorses the wearing of school uniform.

At Cootamundra High School, students are encouraged to wear school uniform to:

- Reflect pride in belonging to our school
- Give all students a sense of common identity
- Limit costs associated with 'fashion'
- Contribute a positive school image
- Assist in meeting safety requirements (eg. Enclosed footwear in practical subjects).

Employers are insistent on standards of work-wear and the school would be irresponsible not to prepare our students to eventually take their place in the workforce. When on work experience or work placement programs, all of our students are required to meet dress standards expected in the workplace.

The uniform of Cootamundra High School has been designed in consultation with students, parents and staff with the climate in mind. Jewellery is to be kept to a minimum due to safety reasons. Makeup, other than for health reasons, is certainly discouraged. Hair needs to be done tidily and worn appropriately for practical lessons. When students need to be out of uniform a note would be appreciated. Students and parents are reminded that the school operates a clothing pool. Some items of uniform may be purchased at very reasonable prices.

PE uniform should only be worn for PE, Sport and at Carnivals.

It is recommended that students wear a suitable hat whilst in the playground. Collared shirts also provide sun-protection and leather shoes meet OH & S requirements.

SCHOOL UNIFORM

Winter	Student Group	Summer
	<p style="text-align: center;">SENIOR BOYS</p> <p>Summer: White tailored 'BIZ' shirt with collar and School Crest, grey shorts or trousers, grey or white socks, and black leather shoes.</p> <p>Winter: White tailored 'BIZ' shirt with collar and School Crest, grey trousers, grey or white socks, black leather shoes, navy jumper, school jacket.</p>	
	<p style="text-align: center;">SENIOR GIRLS</p> <p>Summer: White tailored 'BIZ' shirt with collar and School Crest, mid-length (just above the knee) checked straight skirt, white socks with black leather shoes.</p> <p>Winter: White tailored 'BIZ' shirt with collar and School Crest, mid-length (just above the knee) checked straight skirt or navy slacks, black leather shoes, navy jumper, school jacket.</p>	
	<p style="text-align: center;">JUNIOR BOYS</p> <p>Summer: Light blue polo shirt with collar and School Crest, grey shorts or trousers, grey or white socks, and black leather shoes.</p> <p>Winter: Light blue polo shirt with collar and School Crest, grey trousers, grey or white socks, black leather shoes, navy jumper, school jacket.</p>	
	<p style="text-align: center;">JUNIOR GIRLS</p> <p>Summer: White polo shirt with collar and School Crest, navy tailored long shorts or navy mid-length skirt, black leather shoes with low heels and white socks.</p> <p>Winter: White polo shirt with collar and School Crest, navy slacks or navy mid-length skirt, black leather shoes with low heels, navy jumper school jacket.</p>	
	<p style="text-align: center;">PE/SPORTS UNIFORM</p> <p>Summer: White polo shirt (collared) with School Crest, navy blue shorts with white socks and jogggers.</p> <p>Winter: White polo shirt (collared) with School Crest, navy blue tracksuit with white socks and jogggers.</p>	
	<p style="text-align: center;"><u>Unacceptable items</u></p> 	 <p style="text-align: center;">All Hoodies regardless of colour</p>

EXCURSIONS, SPORTING VISITS & OTHER FORMS OF REPRESENTATION OUTSIDE THE SCHOOL

Cootamundra High School has a very active excursion program. Students are given opportunities to participate in a whole range of sporting, academic, social and cultural activities.

These days are organised by staff to enrich the learning of students, allow school representation and as rewards for qualifying student who have earned enough merits though out the Term. Behaviour must be of a high standard to attend these excursions and whilst on them.



SPORT

All students in Years 7 – 10 are required to participate in the school's sports program for 2 periods per week. Students will select 4 sports per year to enable them to develop sports skills that interest them. They will be expected to select one team sport as well as experience a range of lifetime sports. Students will be required to wear the sports uniform and if unable to participate they must provide a note or doctor's certificate. Any student who will be absent during sport is required to present a note to the Deputy Principal before roll call in the morning.



Throughout the year, students also have the opportunity to participate at our swimming carnival, athletics carnival and cross country. Success at these can lead to participation at a zone, regional, state and even national level.

Students are also given this opportunity in a range of sports, through school representation, Riverina representation, state representation and national representation. This can occur individually and in team events.



CANTEEN

Cootamundra High School operates a canteen to provide snacks and meals to children at recess and lunch. The canteen is operated by the Parents' and Citizens' Association, which reinvests the money raised by the canteen into the school.

To assist the canteen to continue to improve resources throughout the school and benefit the education of the students, volunteers can help in the canteen on a daily basis. Typically, a volunteer is rostered on, once every four week from 10am–12pm and 12 pm–2pm. Other arrangements can be made if you would like to assist however aren't available for these shifts.

All Parents and Guardians and most welcome to volunteer by contacting the school on 6942 2711.

Lunch orders and a selection of hot and cold food is available each Recess and Lunch time.

Ham and Egg Bun	\$2.00	Cans	\$2.00
Chicken Salad Roll	\$3.50	Bottles 450ml	\$3.00
Egg & Lettuce Roll	\$3.00	Water	\$1.50
Ham & Salad Roll	\$3.50	Fruit Box	\$1.50
Chicken, Lettuce & Mayo Roll	\$3.00	300ml Milk	\$2.00
Dino Wrap	\$2.00	500ml Milk	\$3.00
Salad Box	\$3.00	Milkshake	\$2.00
Hot Ham, Cheese & Pineapple Roll	\$3.00	Hot Chocolate	\$2.00
Hot Chicken & Cheese Roll	\$3.00	Fruit Salad Cup	\$1.50
Hot Chicken & Gravy Roll	\$1.50	Fruit & Yogurt	\$1.50
4x Dino Snacks	\$2.00		
Garlic Bread	\$0.50		
Fried Rice	\$2.00		
Pizza Bun	\$1.00		
Bake Bean/Spaghetti Toasty	\$0.50		
27g Chips & Grain Waves	\$1.00		

Lunch Specials Available on the day - \$3.00 (Changes Daily)

Hot Dog with the lot	Chicken Ceasar Sub
Meatball Sub	Pasta Bolognese
Savoury Potato	Hot Mince Roll
Lasagne	Roast Meat Gravy Roll
Sweet Chilli Chicken Wrap	Hamburger
Sweet n Sour Chicken with Fried Rice	<u>Every Tuesday Lunch Special – Chicken Burger</u>

COMPUTER FACILITIES

Cootamundra High School has three computer labs and facilities in the School Library. Internet connections are available for use by both staff and students via an expanding Network to all points of the campus.

Interactive Whiteboards, Video-conferencing facilities and a wireless network are new additions to the schools technology resources.

Students **MUST** see Ms Willoughby for an access code to use the computers. They can be found in the IT office, next to C4. This security code should remain confidential. Student usage of computers can be monitored.

The computing facilities are provided for the use of students and staff in support of the programs of the school. All students are responsible for ensuring that these facilities are used in an effective, efficient, ethical and lawful manner.

Failure to comply with the rules of usage will result in forfeit of computer privileges.



LIBRARY FACILITIES

Cootamundra High School has a well-equipped library, where students can go to study, research and for quiet reading. The extensive range of books and resources includes fiction and non-fiction book which can be borrowed for a maximum of 10 days.

Lost or overdue library books can incur a restriction, or a fine of the replacement cost. A note will be forwarded to students if this occurs.

Students are able to book computers to assist them in completing work and assignments. All books and resources need to be treated in a respectful manner to ensure they are suitable for use by student in following years.

WELFARE PROGRAM

All students have a right to an education in a happy and safe learning environment. Students and staff all have a right to respect, education and courtesy at all times.

The welfare program has been formulated after consultation with students, teachers, parents and community bodies. The program is merit based, with students having the opportunity to proceed through various stages with the positive recognition of their dedication and involvement within and beyond the school community. It ensures that Quality teaching and Learning is taking place in our classrooms, with students being challenged to take risks with their learning whilst being supported.

PBL – Positive Behaviour for Learning is a framework used at Cootamundra High School to address social, behavioural and academic outcomes. It is evidence based promoting discipline, social skills and self-control, whilst assisting teachers to ensure effectively manage behaviours. All students participate in the Positive Points System, where they earn 10 points a week for appropriate school behaviour. They can also achieve more points by receiving merits from staff throughout each week. These can be awarded based on Academic, Sporting, Cultural, School and Community Service and PBL. Students receive awards at each Term's Reward Assembly as they reach each level. They may also qualify for extra curricula excursions and other reward opportunities. For a comprehensive report of the PBL system, please refer to the Students Welfare and Discipline Policy.

Behaviours not accepted at Cootamundra High School include bullying and harassment. Bullying is a pattern of repeated, verbal, physical, psychological or social aggression that is directed towards a specific student by someone with more power and is intended to cause harm, distress and/or create fear. It can include physically harming someone, leaving someone out, saying mean or humiliating things, using technology to send nasty messages or images – (Bullying No Way 2012).

Harassment is any behaviour, verbal or physical, enacted upon by groups or individuals, intentionally or unintentionally that causes a person or group of persons to feel or experience degradation of self-worth. This can include sexual, racial, religious, physical and emotional harassment. It is the individual's right to expect a supportive and caring school.

Students are encouraged to inform a staff member, Year Advisor, the School Counsellor or an Executive if they feel this is happening to them.

RESPONSIBILITIES OF ALL STUDENTS

Students have the responsibility to:

- Ensure that the rights of others are maintained
- Treat others with consideration and courtesy
- Learn to the best of their ability and not interfere with the learning of others
- Maintaining the safety of others and respect their property
- Help keep the school a clean and healthy place by not smoking and littering
- Help maintain their school and prevent vandalism
- Being a positive member of the school community

SCHOOL PROCEDURES FOR STUDENTS

The following information is to assist students and parents in managing various situations which may arise at school. In any school with hundreds of students such as ours, the smooth running of the school requires the co-operation of all concerned. Please assist in the following:-

Absences/Attendance

All students are required to be at school before the 9:00 am bell. If a student arrives after this time, they must report to the front office with an accompanying note from parents/guardians, explaining the reasons for being late.

Staff supervision begins at 8.30, therefore, no student should be on school grounds until this time. When a student returns to school after any day or partial day of absence, a note signed by a parent or guardian, must be given to the roll teacher at roll marking. This note must include the students name and year level, the date the note was written and the date(s) of absence or lateness and the reasons for the absence or lateness.

No student shall leave the school grounds without a note from their guardian/parents, which has been approved by the Deputy Principal before morning roll call, and taken to the front office for a leave pass.

Any student who wishes to leave Cootamundra High School permanently, must contact the Deputy Principal, with their parents, to formally sign out.

Accidents

In the event of an accident, the Deputy Principal should be advised immediately, as well as a member of the administration staff, who has information enabling contact with parents, ambulance, and hospital.

Please note that the school does NOT carry accident liability insurance. Whenever students are at school or are participating in school-related functions (such as sport, excursions ...) they should exercise due care at all times and follow the instructions given by Staff. Parents may wish to investigate accident insurance for medical/dental cover.

Assemblies

Student assemblies are held on Monday mornings, as well as Wednesdays before sport. Reward assemblies are held toward the end of each semester, which parents are invited to attend.

Assessments and Reporting

Cootamundra High School conducts a regular Examination & Assessment Program. Each subject area has a published policy on the weight attached to examinations and assessments. The HSC and Preliminary Year Assessment Booklets have detailed requirements for the successful completion of the HSC.

- Higher School Certificate:
Rankings based on assessment tasks, trial HSC
- Preliminary:
Rankings based on assessment tasks, full year exams
- Year 7, 8, 9:
Assessment based on class work, half and full year exams.

Formal reports are collated from each subject area and distributed in Term 2 and Term 4. Parents may request progress reports at any time of the school year by contacting the relevant Year Advisor or class teacher through the school office. These interim reports assist in identifying problem areas and formulating early intervention strategies. Parent-Teacher evenings are conducted following the half-year exams for parents to have the opportunity to speak to teachers about their child's progress. Special information nights with a curriculum focus are held during the year for Year 10, 11 & 12 parents and students. Parents and students are always welcome to contact the school to arrange appointments to discuss matters of concern.

Bell Times

	Monday	Tuesday	Wednesday	Thursday	Friday
Roll Call	9:00–9:07	9:00–9:07	9:00–9:07	9:00–9:07	9:00–9:07
Period 1	9:07–9:57	9:07–9:57	9:07–9:57	9:07–9:57	9:07–9:57
Period 2	9:57–10:47	9:57–10:47	9:57–10:47	9:57–10:47	9:57–10:47
Recess	10:47–11:07	10:47–11:07	10:47–11:07	10:47–11:07	10:47–11:07
Period 3	11:07–11:57	11:07–11:57	11:07–11:57	11:07–11:57	11:07–11:57
Period 4	11:57–12:47	11:57–12:47	11:57–12:47	11:57–12:47	11:57–12:47
Lunch 1	12:47–1:07	12:47–1:07	12:47–1:07	12:47–1:07	12:47–1:07
Lunch 2	1:07–1:27	1:07–1:27	1:07–1:27	1:07–1:27	1:07–1:27
Reading	1:27–1:44	1:27–1:44	1:27–1:44	1:27–1:44	1:27–1:44
Period 5	1:44–2:34	1:44–2:34	1:44–2:34	1:44–2:34	1:44–2:34
Period 6	2:34–3:24	2:34–3:24	2:24–3:24	2:34–3:24	2:34–3:24

Class Organisation

Junior classes are created with consideration of a variety of factors including; academic level, social and behavioural factors. Senior classes utilise the same sorting criteria when applicable.

Contacting Parents/Guardians

Throughout the year, parents and guardians will need to be contacted for a range of reasons including, parent teacher nights, discipline, excursions, and other events which are taking place. Events and upcoming occasions are published in the School newsletter, which is sent out every fortnight, on the odd weeks. The school newsletter can also be received via email if you inform the front office of the preferred address. Specific notes and letters are sent out as required.

Duty of Care

All students are reminded of their duty of care towards others. Some students may have a disability or medical condition that places their own safety or welfare, or that of others, at risk. Students are advised to consult relevant Advisors about the nature of any disability and its impact on their studies.

Enrolment

There is a standard enrolment form to be completed by students. This form is available from the Principal, Deputy Principal or the school office. The signatures of appropriate staff members are required with the course structure established in consultation with the Principal and Year Advisor. Placement in subject classes and levels is negotiated with the Faculty Head.

The relevant Year Advisor will organize new students to meet with other students in the same year-group.

All parents are urged to update details such as contact telephone numbers, work contacts, allergic reactions, emergency contacts and changes of home address. Please inform the Front Office Staff. These can be particularly important during times of emergency.

Excursions

No student may leave the school grounds on an excursion unless a parent consent form has been signed and filed. On occasions when a note has been forgotten for an excursion locally, staff may telephone parents subject to the discretion of the Principal. School uniform is compulsory on excursions except in cases where more appropriate clothing is a requirement. Money is to be paid at the front office at least 3 days before the time of the excursion. Parents are asked to alert the school to allergies or the need for medication for their child.

Financial Assistance

In certain circumstances assistance is available to students who encounter some unforeseen financial difficulty during their studies. Confidential requests may be made to the Student Advisor, Deputy Principal or Principal.

Help

If your child is experiencing any problems at school or at home, the schools counsellor may be able to assist. There is also help available for parents and guardians if required. Workshops are often available to assist with re engaging with your student. Appointments can be made by contacting the front office.

Houses

Students are arranged into sport houses for various activities including carnivals. Cootamundra High School has four houses:

Pinkstone – YELLOW – A member of an active community family and proprietor and editor of the Cootamundra Herald, William Henry Pinkstone was a CHS pupil when it consisted of only one room (1875–1953).

McConaghy – GREEN – a pupil of CHS in its early years, who became an accountant before enlisting in the AIF. Lieutenant Colonel David McConaghy served and was wounded in Lone Pine, Gallipoli and served in France (1887–1914).

Baldry – BLUE – A recipient of a best pass at the intermediate Certificate and Anderson Memorial Scholarship awardee at CHS, Kenneth Mackay Baldry was the son of a well know Wallendbeen family, who was killed while serving as a flying instructor in England in 1940.

Anderson – RED – A local doctor and P&C member of CHS. Dr Anderson was known for his interest in the welfare of children. He also had a scholarship in his name after his passing 1924.

Late to Class

Students are expected to be in class on time, and will be expected to produce an explanatory note if this is not the case, either from the teacher who has detained the student, or from the Front Office if the matter has arisen because of lateness to school.

Lost Property

The School Assistants in the front office look after lost property. When either looking for, or handing in, lost property, the Front Office should be approached.

Mobile Phones**Cootamundra High school recommends leaving mobile phones at home.**

Any mobile phone brought to school, is NOT the school's responsibility. Mobile phones are NOT permitted in lessons. They should be turned off and left in bags to prevent disruption or distraction.

If a parent or guardian needs to contact their student during the school day, they may ring the office, who can locate the student and pass a message on.

Mobile phones are COMPLETELY BANNED during Assessment Tasks, Tests or Examinations. The Board of Studies takes a very hard line on such matters. Examination Papers will be cancelled if a student is found to be in possession of a mobile phone – irrespective of whether it is turned on or not, or being used or not. Cootamundra High School will follow this same policy.

Students are reminded that Communication Laws enable prosecution for improper use of mobile phones that causes harassment of others. Inappropriate use of mobile phones may result in the confiscation of the mobile by a teacher or executive member and held by the Deputy Principal until home time. If necessary, parents will be contacted to negotiate the phone being held at home.

As part of a State Government initiative, all students who have the permission of their parents to use mobile phones must lodge their mobile phone number in a school register. This is kept by the Deputy Principal.

Cootamundra High School's expectations are consistent with those of workplaces and other social environments.

Movement

Movement around the school between lessons should be quick and quiet. Students must keep to the left in corridors, and follow movement rules when entering and leaving the various buildings. Politeness and courtesy should be extended to others.

Organisation

Cootamundra High School operates under a 4 term year and a 6 period day, each period being of 50 minutes duration. There is a 20 minute recess after period 2 and a 40 minute lunch break after period 4. School starts at 9.00 am and finishes at 3.24 pm. Subject patterns operate on a 2 week cycle, with Years 7 and 8 having a core of common subjects, Years 9 and 10 selecting elective subjects from 2 lines and Years 11 and 12 undertaking senior studies.

Out of Bounds

Students must not enter the school buildings before or after school, at recess or lunchtime except;

- a) to go to their lockers only during breaks
- b) to go to the library or an authorised class or meeting
- c) to go to the school office
- d) to report to a member of staff
- e) in times of inclement weather when they will be directed.

When required students are only to enter the School buildings through identified access points instructed through the PBL (Positive Behaviour for Learning) program.

Senior students have certain privileged in the use of the senior study rooms and the main entrance to the school.

Loitering near gates, bicycle area and any other specifically designated area must be avoided at all times.

Safety Requirements

Students must wear shoes with leather (waterproof) uppers for all practical lessons. Sandals and shoes made from soft or absorbent material must not be worn in the laboratories or workshops. Hair must be tied back and preferably covered. A protective apron must be worn. Students without the necessary safety equipment may be unable to participate in practical lessons.

School Bags

Where bags are left outside rooms, they are to be placed in an orderly manner close to the wall and well out of thoroughfares. To minimise injuries and accidents, never leave bags in doorways or stairwells. Never leave cash in bags – if paying for an excursion, do so first thing in the morning. As the school cannot be responsible for your valuables, it is best to leave these at home – particularly mobile phones, iPod, and electronic games.

Sick Students

Any child who becomes ill during the day should report to the office for assistance. No student is to go straight to the medical room without first reporting to the School Assistant responsible for sick students. Upon reporting to the front office, staff will contact parents if required.

Whilst a voluntary service, the Admin Staff do store student medications in a secure location and dispense these as appropriate. Parents are asked to complete the necessary documentation to ensure correct dosages at correct times. Students sign in a Medications Register to indicate that they have taken their medications. It is imperative that parents consult with the school in regard to allergies (particularly if severe) and appropriate management of medical conditions. If any doubt exists as to a child who reports to the Office feeling unwell, the ambulance will be called and parents notified.

Students sent from class

If a student is not acting appropriately or interfering in another students learning, they may be sent to the Head teacher for that subject.

Student Representative Council

Cootamundra High School has an active SRC, who are in charge of organising and running many events in conjunction with staff. They enjoy organising discos each semester along with representing the school at various events, including ANZAC day, and Remembrance Day.

Timetables

A school timetable reads top to bottom for each day from Period one to Period six. It starts with Monday (Day 1) of an odd week (1,3,5,7,9,11) and goes through to Friday (Day 10) of an even week (Weeks 2,4,6,8,10). Each period obtains information about the subject and the class (ENGR, MATG, HSI3, TEC1 etc.). It then indicates the room (C5, A3) and the teacher for that class. Timetables can be folded in half and laminated so they can be kept neatly in a wallet or purse.

	Mon	Tue	Wed	Thu	Fri
1	ENGG (7ENGG) Room: A3 Erin Sheppard	SCIG (7SCIG) Room: C1 Ben Pepper	PDHG (7PDHG) Room: B1 Ashleigh Haine	HSIG (7HSIG) Room: B4 Elsie Tweneboea	LOTG (7LOTG) Room: LIB Susan Cunnington
2	SCIG (7SCIG) Room: C1 Ben Pepper	TEC2 (7TEC2) Room: D6 Sandra Green	MATG (7MATG) Room: C6 Michael Mcphee	SCIG (7SCIG) Room: C1 Ben Pepper	HSIG (7HSIG) Room: B4 Elsie Tweneboea
4	MATG (7MATG) Room: C6 Michael Mcphee	SPORT (7SPORT) Room: 5 Teachers	LOTG (7LOTG) Room: D1 Sarah Jamieson	MUS2 (7MUS2) Room: A9 Janelle Walker	ENGG (7ENGG) Room: A3 Erin Sheppard
5	LOTG (7LOTG) Room: LIB Susan Cunnington	SPORT (7SPORT) Room: 5 Teachers	TEC2 (7TEC2) Room: D6 Sandra Green	ENGG (7ENGG) Room: A3 Erin Sheppard	TEC2 (7TEC2) Room: D6 Sandra Green
9	ART2 (7ART2) Room: D1 Doug Phillips	HSIG (7HSIG) Room: B4 Elsie Tweneboea	ENGG (7ENGG) Room: A3 Erin Sheppard	PDHG (7PDHG) Room: B1 Ashleigh Haine	SCIG (7SCIG) Room: C1 Ben Pepper
10	HSIG (7HSIG) Room: B4 Elsie Tweneboea	MATG (7MATG) Room: C6 Michael Mcphee	MUS2 (7MUS2) Room: A9 Janelle Walker	MATG (7MATG) Room: C6 Michael Mcphee	PDHG (7PDHG) Room: B1 Ashleigh Haine
	Mon	Tue	Wed	Thu	Fri
1	ENGG (7ENGG) Room: A3 Erin Sheppard	MATG (7MATG) Room: C6 Michael Mcphee	HSIG (7HSIG) Room: B4 Elsie Tweneboea	HSIG (7HSIG) Room: B4 Elsie Tweneboea	ENGG (7ENGG) Room: A3 Erin Sheppard
2	SCIG (7SCIG) Room: C1 Ben Pepper	HSIG (7HSIG) Room: B4 Elsie Tweneboea	ART2 (7ART2) Room: C2 Sharon Wilesmith	SCIG (7SCIG) Room: Ben Pepper	PDHG (7PDHG) Room: B1 Ashleigh Haine
4	ART2 (7ART2) Room: C2 Sharon Wilesmith	SPORT (7SPORT) Room: 5 Teachers	LOTG (7LOTG) Room: D1 Sarah Jamieson	TEC2 (7TEC2) Room: Nelson Janine	HSIG (7HSIG) Room: B4 Elsie Tweneboea
5	MATG (7MATG) Room: C6 Michael Mcphee	SPORT (7SPORT) Room: 5 Teachers	TEC2 (7TEC2) Room: D6 Sandra Green	MATG (7MATG) Room: C6 Michael Mcphee	SCIG (7SCIG) Room: C1 Ben Pepper
9	PDHG (7PDHG) Room: B1 Ashleigh Haine	SCIG (7SCIG) Room: C1 Ben Pepper	MATG (7MATG) Room: C6 Michael Mcphee	ENGG (7ENGG) Room: A3 Erin Sheppard	LIBG (7LIBG) Room: LIB Susan Cunnington
10	TEC2 (7TEC2) Room: D6 Sandra Green	LOTG (7LOTG) Room: D1 Sarah Jamieson	ENGG (7ENGG) Room: A3 Erin Sheppard	LOTG (7LOTG) Room: D1 Sarah Jamieson	MUS2 (7MUS2) Room: A9 Janelle Walker

Toilets

Students are not permitted to go to the toilets during or between periods without written permission from their teacher.

Valuables

Students are asked to avoid bringing valuables or large sums of money to school. If a large sum of money has to be brought to purchase goods, it should be lodged with the Front Office personnel, who will place it in the safe.

Wet Weather Procedure

The bottom area of A Block and the hall may be used in wet or extremely cold weather. All food scraps and other litter must be placed in garbage bins. The COLA is a good area in inclement weather.

TIPS FOR STUDYING FOR TESTS & EXAMS

1. It is fairly obvious that you need a well-kept and up-to-date book with all work completed.
2. Skim through your book to get an overview to remind you of topics.
3. Now make summary notes. Research shows that you learn from writing and not just reading. You should be able to 'prune' most topics down into a page or two of important points. Use a computer if you have access to one.
4. Memorise! Say things like definitions over and over to yourself. Try it out aloud. Get someone to test you. Put your book away and try again. Again, the golden rule: Just a little at a time - but repeated often.
5. Practise skills.
6. Complete any revision sheets your teacher gives you.
7. Read and re-read any textbooks that your teacher gives you.
8. Try to predict the questions that are most likely.
9. Prepare sample answers to your expected questions.
10. **LISTEN** to your teacher. They often give vital clues.
11. **USE A HOMEWORK DIARY TO RECORD WORK AND DATES DUE.**

EMERGENCY EVACUATION

In the event of an emergency, students may need to evacuate the school buildings in a safe and orderly manner.

Practice drills are held on a regular basis. Students should follow the instructions of Staff and proceed to the Oval where Rolls will be marked.

A system of bells operates at Cootamundra High. One blast of the bell indicates a normal change of period. Three blasts indicates an outdoor assembly on the Quadrangle. Continuous bells means there is an emergency evacuation.

Signs in classrooms show the direction to be taken to the oval.

VOLUNTARY SCHOOL CONTRIBUTIONS

General Contribution

046-001	Year 7 & 8	\$30.00 per year
	Year 9 & 10	\$30.00 per year
	Year 11 & 12	\$50.00 per year
	Maximum general family contribution	\$100.00 per year

Subject Material Contribution

Practical subject in the Food Technology, Industrial Technology, Home Economics, Creative Arts, Computer Studies and Agriculture areas incur costs for materials used that become the property of the students. Our school seeks your support in contributing towards the costs involved. The contributions are as follows:

TAS

043-006	Year 7 & 8 Technology	\$30.00 per year
043-015	Year 8 Electives – Hands, Needles, Hotplates	\$5.00 per year
043-014	Year 11 Construction	\$50.00 per year
043-013	Years 9 & 10 Food Technology	\$60.00 per year
043-003	Years 11 & 12 Hospitality	\$80.00 per year
043-009	Year 9 IT – Timber & Metal	\$45.00 per year
	Year 10 IT – Timber	\$45.00 per year
	Year 10 IT – Metal	\$45.00 per year
	Year 11 IT – Timber	\$45.00 per year
	Year 12 IT – Timber	\$45.00 per year

AGRICULTURE

043-007	Years 9 & 10 Agriculture	\$10.00 per year
	Years 11 & 12 Agriculture	\$10.00 per year

VISUAL ARTS

043-004	Years 7 & 8 Visual Arts	\$20.00 per year
	Years 9 & 10 Visual Arts	\$30.00 per year
	Years 11 & 12 Visual Arts	\$35.00 per year

COMPUTING STUDIES

043-008	Years 11 & 12 Information Technology	\$15.00 per year
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MUSIC

043-011	Years 9 & 10 Music	\$15.00 per year
	Years 11 & 12 Music	\$15.00 per year

INDUSTRIAL TECHNOLOGY

043-010	Years 9 & 10 IT Multimedia	\$10.00 per year
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