

LEETON HIGH SCHOOL



INFORMATION BOOKLET 2024



A proud member of the Leeton Community of Public Schools

RESPECTFUL ~ RESPONSIBLE ~ LEARNERS

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VISION

Leeton High School will inspire, engage and challenge all students to succeed.

MISSION

Educating young people for active and responsible citizenship.

In order to achieve our purpose, all students will be assisted to -

- Strive for personal excellence in academic studies, cultural activities and sport
- Respect differences
- Manage time well
- Strive for success
- Contribute positively to the wider community
- Communicate effectively and politely
- Be self-motivated in all aspects of learning
- Maintain respectful relationships with all members of the school community
- Develop peaceful conflict resolution skills
- Develop a positive and healthy wellbeing
- Develop a sense of pride in our school
- Be respectful, responsible, learners

In order to achieve our purpose, the school will endeavour to -

- Provide a safe learning environment
- Offer a broad curriculum to students
- Administer fairly our welfare and discipline policy
- Encourage student involvement in extra curricula activities including leadership opportunities
- Build the capacity of our teachers with targeted professional learning
- Develop strong, positive, links with the local community
- Develop and promote a positive school image
- Promote positive wellbeing through an extensive support network

LEETON HIGH SCHOOL

DIRECTORY 2024

NSW Government Schools ABN: 18 246 198 266

Telephone Numbers:

School - 02 69532122

Canteen - 02 69532122

Email - leetonh.school@det.nsw.edu.au

Principal

Mrs Meagan Crelley

Deputy Principal Teaching & Learning

Mr Damian Bush

Deputy Principal Wellbeing

Mrs Alison Dahlenburg

SCHOOL VISION

Leeton High School
will inspire, engage
and challenge all
students to succeed.

SCHOOL MISSION

Educating young
people for active and
responsible
citizenship.

SCHOOL COLOURS

Black
&
White

Year Advisers

Year 7 - Mrs Louise Johnstone

Year 8 - Ms Laura Carter

Year 9 - Mr Stephen Kennedy

Year 10 - Ms Cassandra Connell

Year 11 - Mr Harry Smout

Year 12 - Mr Dan McKenzie

Careers Adviser

Mrs Amy Rolls

Counsellor

Mrs Sandra Richardson
(02) 69535325

P&C President

To be confirmed

A MESSAGE FROM THE PRINCIPAL

Welcome to Leeton High School!



Leeton High School offers great diversity in academic, sporting, cultural and vocational opportunities to ensure that our students are afforded an engaging curriculum and a wealth of experience and options to suit all needs.

We are committed to improving student growth and achievement and continually seek ways in which to enhance what we do and how we do it to ensure that our students succeed during their journey at Leeton High School. We are mindful that the definition of success is different for our students and their families, and we respect and appreciate the diversity within our school community. We encourage and support students to realise their potential and we trust that they will find different avenues of interest to make their time here enjoyable, rewarding, and successful.

Our school understands the importance of wellbeing and the strong link between wellbeing and learning. We consistently promote our school values of being respectful, responsible, learners to foster positive relationships, personal development and the best environment for learning and wellbeing. Our values provide the foundation for respectful relationships and a positive schooling experience.

We have built strong partnerships with our school community, and we welcome parental input for improvement and the most positive outcomes possible. We value the productive partnerships that arise from open and respectful communication and look forward to working with our parents and carers to support our students to achieve and grow.

For any queries and concerns, help is always close at hand. Should parents have any queries or concerns please contact the school on 6953 2122.

Again, welcome to Leeton High School. We look forward to working with our school community and supporting our students to achieve their aspirations for a great future.

A handwritten signature in black ink, which appears to read 'Meagan Crelley'.

Principal

Mrs Meagan Crelley

THE YEAR ADVISERS



Year 7
Mrs Louise Johnstone
Staffroom -HSIE



Year 8
Ms Laura Carter
Staffroom -Teaching & Learning



Year 9
Mr Stephen Kennedy
Staffroom -Science/PDHPE

The role of the Year Adviser is to support you during your time at Leeton High School.

Year Advisers consult with all your teachers on your progress, finalise your school reports, and are there to support you in times of need. This includes times when you want to discuss a problem you are having at school, or to share a moment of achievement or good news in your life.

Year Advisers get to know their year group students very well over the six years of their schooling. Parent contact with the school about your progress or about any problems you are having, will usually be with your Year Adviser. There will be a lot you can do to work with your Year Adviser to make your school life



Year 10
Ms Cassandra Connell
Staffroom -English/CAPA



Year 11
Mr Harry Smout
Staffroom -Maths



Year 12
Mr Dan McKenzie
Staffroom -Science/PDHPE

STAFF DIRECTORY

Principal

Mrs Meagan Crelley

Deputy Principal

Years - 7, 9, 11

Mr Damian Bush

Deputy Principal

Years - 8, 10, 12

Mrs Alison Dahlenburg

English/CaPA

Head Teacher

Ms Cassandra Connell

Classroom Teachers

Ms M Arthur
Mrs C McKenzie
Mr B Smith
Ms K Deaves
Mrs R Van Den Heuvel
Mr M Vennard

Mathematics

Head Teacher

Mr L Cronin

Classroom Teachers

Mr M Doyle
Mr H Smout
Ms H Young

Science/PDHPE

Head Teacher

Mr Daniel McKenzie
(relieving)

Classroom Teachers

Mr L DiSalvia
Mrs S Doig
Mr S Kennedy
Mr M Slavin
Mrs K Goman
Mr J Storer

HSIE/Language

Head Teacher

Mrs Louise Johnstone

Classroom Teachers

Ms R Henderson
Mr T Sillis
Miss Cameryn Morgan-Lenely

TECHNOLOGICAL AND APPLIED STUDIES

Head Teacher

Mrs Lisa Schmetzer

Classroom Teachers

Mr D Killen
Mr S Stout
Ms C Clark
Mr R Lange

Teaching & Learning

Head Teacher

Ms S Younis

Classroom Teachers

Ms L Carter
Mrs S DiSalvia
Mrs J Gausen (EAL/D)
Mrs N Onweukwe
(Learning & Support)

Welfare

Head Teacher

Ms Tracey Byrne
Student Support Offers

Mr J Longford
Ms J Dundon

Careers

Mrs Amy Rolls

Counsellors

Mrs Sandra Richardson
Miss Drew Sinnett

Librarian

Ms Nadine Cox

NON TEACHING STAFF

School Administration Manager

Mrs Sheree Camm

School Administration Officers

Ms B Bailey
Mrs T Graham
Mrs L Mitchell
Mrs L Polsen
Mrs G Spadaro
Mrs K Ryan
Mrs J Dowling
Mrs A Wells
Mrs S Franco

School Learning Support Officer

Mrs M Frazer
Ms M Robertson
Mrs M White
Mrs E Langley
Mrs R Mercuri
Mrs N Deaton
Mrs T Parsons
Mr D Single
Mr K Kingsbury
Mrs T Hoffman
Ms L Kingsbury
Ms T Thurgate

Aboriginal Education Officer

Mrs D Morgan

Farm Assistant

Mr G Maccauley

General Assistant

Mr P Matthews
Mr P Davidson

SCHOOL PERSONNEL

THE PRINCIPAL - Mrs Meagan Crelley

The Principal is responsible for the total management of the school and can be contacted for an appointment during school office hours, 8.45 a.m. to 3.45 p.m. Monday to Friday.



THE DEPUTY PRINCIPALS

Mr Damian Bush & Mrs Alison Dahlenburg



The Deputy Principal is responsible for the daily organisational running of the school. The Deputy Principal is an important link in the student welfare system. General behavioural and discipline problems are often referred to the Deputy Principal.

Students and parents should freely approach the Deputy Principal for advice on organisational and welfare matters.

All matters related to attendance should also be referred to the Deputy Principal.

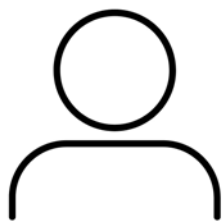
HEAD TEACHERS

Head Teachers are responsible for the organisation of their subject areas.

Any queries on levels of study, class placements, assessment, subject discipline or textbooks should be directed to the Head Teacher.



Ms C Connell
English/CAPA



TBA
Teaching & Learning



Mr L Cronin
Mathematics



Mrs L Johnstone
HSIE/Language



Mrs L Schmetzer
TAS



Ms T Byrne
Welfare



Mr D Mckenzie
Science/PDHPE
(relieving)

ABORIGINAL EDUCATION OFFICER



Supports Aboriginal students to participate fully in the school's education programs. Mrs Morgan may also work with families and other support agencies.

Mrs Deseleen Morgan

SCHOOL COUNSELLOR

School counsellors support students by providing a counselling, assessment and intervention service. The school counsellor works directly with students to help them with issues related to learning, peer and family relationships, and managing emotions such as depression, anxiety, worry or isolation.

Our school counsellor plays a crucial role, in supporting children and young people to thrive and succeed at school. Students may be referred to the School Counsellor by staff or family and students can refer themselves. A Counsellor onsite at Leeton High School 5 days a week.

WHIN

A registered nurse who will be working across our school, with our Learning and Support Team and Wellbeing Team, to help connect students and families with health and community services. They are here to help support students and families in addressing health needs, coordinate appropriate assessments and assist with referrals to any needed medical or social services.

Mrs
Trudie
O'Bryan

LEARNING and SUPPORT TEACHER (LaST)

The LaST is a specialist teacher who supports students' learning by identifying those in need of special help, working with teachers on specific teaching and learning programs for students at risk, helping teachers and students in the classroom and sometimes facilitating learning in withdrawal groups. One key area of focus for the LAST is literacy and numeracy. The LAST is a member of the Learning Support Team.

Mrs Nicole
Onweukwe

CAREERS ADVISER

Mrs Rolls can provide information about school courses; career prerequisites and information; entry to tertiary institutions and courses available. The Careers Adviser has access to Centrelink and many employers as well as job brochures, University and TAFE Handbooks.

Mrs Amy
Rolls

STUDENT SUPPORT OFFICER

Student Support Officers are a relatively new role in the school. Their key role is to work with individual students, groups of students and teachers to provide wellbeing strategies to support mental health and positive relationships.

The Student Support Officer is also available to work with families to ensure the best outcomes for our students and their families.



CURRICULUM STRUCTURE

The school provides a comprehensive curriculum. It is intended to cater for the needs, abilities and interests of all students. Classroom studies are supported by many activities designed to allow students to experience and pursue cultural, sporting and creative interests.

The cultural and social activities include public speaking, debating, dance, fundraising, band and choir. The Music Art Dance Drama (MADD) Night, held in the second half of the year, is the culmination of many of these programs and allows the whole community to share in the many talents of our students as is Leeton Idol, a opportunity for students to share their performance interests. In 2017 we celebrated a successful musical extravaganza, "Legally Blonde Jr", with the 2019 production "Back to the 80s" showing the enormous talents of the students and staff. In 2021 our school delivered Shrek – The Musical, which was performed to over 2000 community members taking Creative & Performing Arts at Leeton High School to the next level. Once again, our students and staff delivered another stellar musical in 2023 with the School of Rock! the talents of performers, cast and crew is endless!

YEARS 7 and 8

The transition from primary to secondary school is facilitated by students studying a comprehensive common set of subjects.

Student's Study :

- English
- Science
- History
- Music
- Italian
- Mathematics
- Geography
- Visual Arts
- PDHPE
- Technology

Practical Subjects Requirements

- Apron (details will be provided by the Design and Technology & Food Technology Teachers)
- Black leather shoes (enclosed)

YEARS 9 and 10

All students in Years 9 & 10 at Leeton High School will study a COMPULSORY CORE of subjects comprising of English, Mathematics, Science, History, Geography and PD/H/PE.

Students also select two ELECTIVE SUBJECTS to be taken each year.

Students must also satisfy requirements by participating in our Careers Studies program.

Life Skills courses are available for students with disabilities.

Elective Subjects offered include:

- Agriculture
- Commerce
- Drama
- Food Technology
- History
- Industrial Technology - Metal
- Industrial Technology - Wood
- Information & Technology
- Photography & Digital Media
- Physical Activity & Sports Studies
- STEM
- Visual Arts
- Music
- Italian

YEARS 11 and 12

Senior students study subjects in the senior school to gain admission to a tertiary institution (University or TAFE), to obtain specific employment or to obtain skills to increase their opportunity of employment. Course selection requires careful consideration. The school provides extensive counselling via the Careers Adviser, Head Teachers, visiting Personnel Officers and Careers evenings.

Course selection requires the corporate involvement of parent, student and teacher.

Elective Subjects offered include:

- Agriculture
- Ancient History
- Biology
- Business Studies
- Chemistry
- Design and Technology
- Drama
- Economics
- English -Extension
-Advanced
-Standard
-Studies
- Food Technology
- Industrial Technology
(Timber Products &
Furniture Industries)
- Information Software
and Technology
- Investigating Science
- Italian
- Legal Studies
- Mathematics -General
-Mathematics
-Extension 1
-Extension 2
- Modern History
- Music 1
- PDHPE
- Physics
- Textiles & Design
- Visual Arts

Board Endorsed eVET Curriculum Framework Courses

- Animal Studies – Veterinary Nursing
- Beauty services – Make Up
- Community Services
- Early Childhood Education & Care
- Engineering Pathways
- Salon Assistant
- Sport & Recreation

Board Endorsed Courses

Sport, Lifestyle and Recreation
Work Studies

Board Developed Evet and VET Curriculum Framework Courses

- Automotive Vocational
Preparation –
- Mechanical Technology
- Business Services
- Electrotechnology – Career Start
- Electrotechnology – Career Start
(Mechatronics Focus)
- Financial Services
- Hospitality
- Human Services – Individual
Support (Ageing)
- Human Services – Health Services
Assistance
- Information and Digital
Technology
- (Networking and Hardware)
- Primary Industries – Agriculture III
- Primary Industries – Horticulture
- Primary Industries – Wool
Handling
- Retail Services

Note: Subjects on offer may change to accommodate changes in staffing.

Senior welfare is targeted in the 'Life Ready' program designed to assist students cope with the pressures of senior study, timetables, study techniques and personal development.

'All My Own Work' must be completed by all senior students either late in Year 10 or early in Year 11.

Life Skills courses are available for students with demonstrated disabilities

Subject Material Fees

When selecting elective subjects please be mindful some are fee free, and others have a mandatory fee attached (see below). Mandatory fees need to be paid by the end of each year.

Year 9		Year 11	
Agriculture	\$15.00	Agriculture	\$10.00
Drama	\$20.00	Construction	\$15.00
Food Technology **	\$10.00	Design and Technology **	\$15.00
Industrial Technology Metal	\$40.00	Food Technology **	\$10.00
Industrial Technology Wood	\$40.00	Hospitality	\$200.00
Music	\$20.00	Industrial Technology (Timber)	\$50.00
Textiles Technology **	\$12.00	Music	\$25.00
Visual Arts	\$25.00	Textiles Technology **	\$10.00
Stem	\$30.00	Visual Arts	\$30.00
		Drama	\$20.00

Year 10		Year 12	
Agriculture	\$15.00	Agriculture	\$10.00
Drama	\$20.00	Construction	\$25.00
Food Technology **	\$10.00	Design and Technology **	\$15.00
Industrial Technology Metal	\$40.00	Drama	\$25.00
Industrial Technology Wood	\$40.00	Food Technology **	\$10.00
Music	\$20.00	Hospitality (\$50 per term)	\$100.00
Textiles Technology **	\$12.00	Industrial Technology (Timber) **	\$20.00
Visual Arts	\$25.00	Music	\$25.00
Stem	\$30.00	Textiles and Design **	\$10.00
		Visual Arts	\$30.00

**** Students to supply own ingredients/materials**

General School Contribution

With the agreement of the school's community, we seek from parents the payment of a General School Contribution. Funds raised through this voluntary contribution will be used to supplement educational resources, which are of great value in providing quality for students and will be spent on such items as:- duplicating paper and supplies, support for the Library in the purchase of books, computer software and sporting equipment.

The General School Contribution for 2024 is

- 1 Student - \$50 per year
- 2 Students - \$45 per year
- 3 Students - \$40 per year

All fees can be paid as a one-off payment or as a part payment via:

- POP (via the school website)
- Credit Card Payment (at the Front Office)
- Eftpos/Cheque/Cash (at the Front Office)

All school accounts are to be paid by the end of the school year. If you experience any financial difficulties please contact the schools School Administrative Manager or Principal, to discuss payment options.

CURRICULUM

The school operates on a 2-week, 50-period timetable in the interests of improving student learning .

Roll Call will occur in the first 5 minutes of the first period on each day of the timetable.

SUBJECT PERIODS PER FORTNIGHT (60 minute equivalent)

	Year 7	Year 8	Year 9	Year 10
English	7	8	8	8
Maths	7	8	8	8
Science	7	8	8	8
History/Geography	6	8	8	8
Technology (Mandatory)	6	4	-	-
Language	6	-	-	-
Visual Arts/Music	5	6	-	-
Elective 1	-	-	6	6
Elective2	-	-	6	6
Careers	-	-	-	1
PD/H/PE	4	4	4	4
Sport	2	2	2	2
Assembly	-	-	-	-
	50	50	50	50

YEARS 11 AND 12 – All 2 Unit subjects receive 8 periods per fortnight (8 hours) and Extension subjects receive up to 4 periods per week (4 hours).

YONDR

Mobile Phones

Students are allocated a YONDR pouch to keep their phone in during the school day. At the start of the day students will turn their phone off/on silent, unlock their YONDR pouch, place their phone in their pouch and secure it in their bag for the day. At the end of the school day, they can unlock their pouches and turn their phone back on. The pouch belongs to the school, but student is responsible for it during their time at school. If the pouch is damaged in any way the student will need to pay fee to replace it.

LEETON HIGH SCHOOL MOBILE PHONE & DIGITAL DEVICE PROCEDURE

- RESPECTFUL
- RESPONSIBLE
- LEARNERS

Every morning as you enter school:

1. Turn your phone off
2. Lock your phone in your YONDR pouch
3. Keep your YONDR pouch out of sight in your school bag.



At the end of the school day:

Unlock your pouch when you leave school/catch your bus.

WHAT HAPPENS IF I DO THE WRONG THING?

<p>FIRST Offence Student has phone out (out of pouch/out of school bag)</p> <p>Student directed by teacher to hand their phone into the front office</p> <p>Student collects the phone from the office at the end of the school day</p>	<p>SECOND Offence</p> <p>Same as FIRST Offence plus ...</p> <p>DP or P to contact parent</p> <p>FORMAL CAUTION issued for second offence (50 days)</p>	<p>THIRD Offence</p> <p>Same as FIRST Offence plus ...</p> <p>DP or P to contact parent</p> <p>PHONE SUSPENSION for 1 week (5 school days).</p> <p>Phone left at home or handed into the office at the beginning of each day</p> <p>Parent to collect phone</p>	<p>FOURTH Offence</p> <p>Same as FIRST Offence plus ...</p> <p>DP or P to contact parent</p> <p>SUSPENSION</p> <p>Parent to collect phone</p>
<p>NO!</p> <p>Earbuds/Air Pods</p> <p>Smart Watches</p> <p>Tablets/ Gaming Devices</p>			

Leeton High School

Student Use of Digital Devices and Online Services Procedure



While we understand and acknowledge that mobile phones have a great utility, we recognise that mobile phone use has increasingly become a source of distraction from teaching and learning and can often impact negatively on the wellbeing of students and staff.

Leeton High School believes in maintaining a safe and effective educational environment for all students to support teaching, learning and wellbeing. Research shows that the mere presence of mobiles in the classroom can be detrimental to student performance. According to a survey and report from Common Sense Media that involved 1,240 interviews with parents and their 12 to 18-year-old children, 50% of teens feel attached to their mobile devices, and 59% of their parents agree that their kids have a problem putting their devices down (U.S. News & World Report).



In response to the findings of our 2022 surveys and current research into the impact of mobile phones on young people, we have identified a means to enhance the learning and wellbeing supports in our school. A product called YONDR has emerged as a very effective strategy to create a 'phone free' space in schools to allow students to connect with their learning without distraction, teachers to teach without constant disruption and to limit exposure, while at school, to social media interactions. YONDR is currently used across the world in hundreds of classrooms and schools, at concerts, comedy shows, weddings and special events of all kinds. The use of YONDR encourages people to engage with each other and their surroundings without the distraction or interruption of mobile phones.

The YONDR program employs a simple, easy-to-use pouch that stores the mobile phone and requires an unlocking base to open. When students enter school grounds they will place their phone in a YONDR pouch which is then locked. Students maintain possession of their phones but will not be able to use them until they are unlocked at the end of the day. During lessons that require or would be enriched using mobile phones, unlocking stations can be provided for educational purposes.

We believe this will allow our students to be:

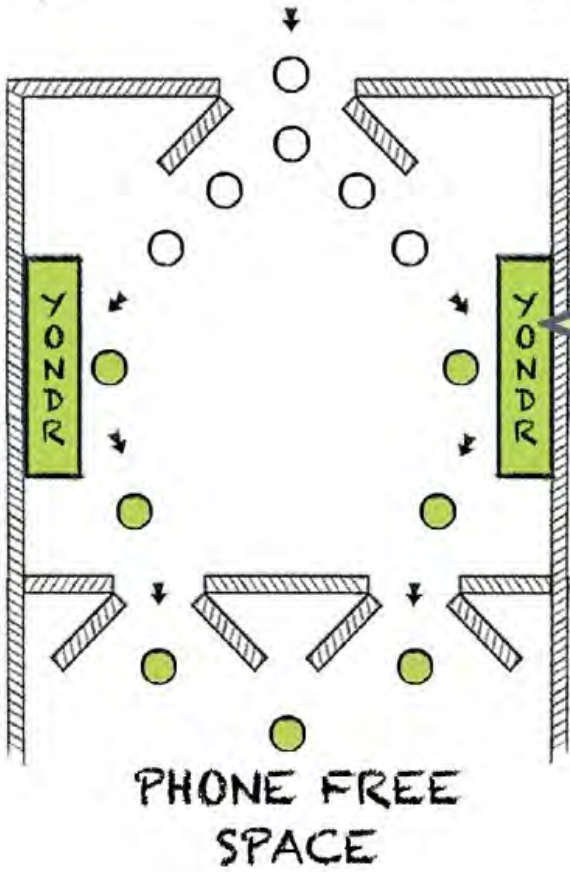
- More engaged in their learning
- Able to create more positive face to face connections
- Unable to view, participate in or be distracted by social media posts

YONDR pouches are provided to all students at Leeton High School on enrolment. Please access our **Student Use of Digital Devices and Online Services Procedure** on our school website. The link to our website can be found at: <https://leeton-h.schools.nsw.gov.au/> (Forms and downloads).

To best serve your child, we appreciate your full support in adoption of the YONDR program at our school.

For any questions regarding the YONDR program please contact the school on 69532122.

- Phones out of pouches
- Phones in pouches



POUCH

As students enter school, they place their phones in Yondr pouches.



SECURE

The pouches are closed and secured. Students keep them on their person all day.



EXIT

At the end of the day students unlock their pouches and release their phones.

POSITIVE BEHAVIOUR FOR LEARNING (PBL)

In 2019, Leeton High School took steps to become a Positive Behaviour for Learning School. Becoming a PBL school links very closely with elements of our current Strategic Improvement Plan. Our school's Strategic Direction, Enrichment, Engagement and Recognition, incorporates the elements from the PBL model to support student and staff wellbeing, engagement and attendance. We continue to promote our school wide PBL values of being respectful, responsible learners to enhance learning and wellbeing across our school.

Positive Behaviour for Learning, known as PBL, is an evidence-based whole school systems approach that:

- Addresses the diverse academic and social needs of every student to support them to be successful.
- Supports students through to senior years of schooling.
- Enables schools to establish supports that are intensified to meet the needs of every student.
- Is team driven, ensuring a problem-solving approach that engages students, parents and all school staff.
- Establishes positive social expectations for all in the school community.
- Provides a framework for the school and its community to collectively support the wellbeing of every student.

When implemented well:

- Students respond positively as they have been taught what is expected of them.
- Staff deliver consistent responses to student learning and behaviour.
- Students feel safe and cared for at school. Their parents, family and community are more involved in their school.
- Unproductive and challenging behaviour can be significantly reduced for most students.



LEETON HIGH SCHOOL



RESPECTFUL

- Follow teacher instructions
- Respect others, self and property
- Speak politely

RESPONSIBLE

- Wear your uniform with pride
- Right place, right time
- Learn and play safe
- Keep your area clean

LEARNERS

- Be ready to learn
- Actively participate
- Aim high
- Be determined and resilient

BEHAVIOUR CODE FOR STUDENTS

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

In NSW public schools, students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

Schools take strong action in response to behavior that is detrimental to self or others or to the achievement of high quality teaching and learning.

Behaviour Code for Students: Actions

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behavior.

Respect

- Treat one another with dignity
- Speak and behave courteously
- Co-operated with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code
- Take care with property

Safety

- Model and follow departmental, school and/or class codes of behavior and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behavior and actions
- Care for self and others
- Avoid dangerous behavior and encourage others to avoid dangerous behavior

Engagement

- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning



Education

The Principal, Deputy Principal's and other school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide Principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education will back the authority and judgment of Principals and school staff at the local level.

RIGHTS AND RESPONSIBILITIES

STUDENTS

The following rights and responsibilities have been developed by the students of Leeton High School.

RIGHTS

- I have the right to learn in this school
- I have the right to feel safe in school and on the way to and from school
- I have the right to be happy and treated with compassion in this school
- I have the right to expect my property to be safe at school
- I have the right to be treated fairly, equally and with dignity in this school
- I have the right to hear and be heard in this school
- I have the right to learn and practise self-control in this school
- I have the right to the peaceful resolution of conflict

RESPONSIBILITIES

- I have the responsibility to do my best at all times and allow others to learn
- I have the responsibility to make the school safe and free from bullying, including cyber bullying
- I have the responsibility to treat others with courtesy and respect
- I have the responsibility to respect the property of others
- I have the responsibility to treat others as equals, with tolerance and dignity
- I have the responsibility to express my feelings appropriately
- I have the responsibility to learn and practise self-control in this school
- I have the responsibility to learn to resolve conflicts peacefully

RIGHTS AND RESPONSIBILITIES

TEACHERS

RIGHTS

- To present lessons in a happy, peaceful environment.
- To have respect from all students.
- To work in a well-maintained school, which supplies all necessary facilities to maintain a working environment.
- To be free from abuse, insolence or rudeness.
- To expect students to arrive on time and be diligent.
- To have resources available if help is required.
- To expect their personal property and physical self to be safe from any threat.
- To request parent interviews whenever they are deemed necessary.

RESPONSIBILITIES

- To prepare work and present it enthusiastically in a logical sequence.
- To treat students in a polite and friendly manner.
- To negotiate classroom rules, to use, maintain and supervise available resources.
- To explain why some types of behaviour are unacceptable.
- To be punctual.
- To be aware of support mechanisms.
- To be consistent and fair in their dealing with students.
- To keep accurate records and use the referral channels outlined in the school policy.

UNIFORM CODE

School uniform must be worn at all times. It is important that students have the correct uniform and that the uniform is clean and neat. The wearing of school uniform dramatically enhances the image of the school in the community and aids the development of school spirit. Uniform should be encouraged by parents and teachers alike, in keeping with community expectations.

All uniform requirements, including sports uniform, can be purchased from Worklocker.



JUNIOR GIRLS SUMMER

- Black & White checked skirt (**modest length**) or Black Shorts (**modest length**)
- White Short sleeved blouse
- Black leather school shoes (enclosed)
- Short white socks

RESPECTFUL * RESPONSIBLE * LEARNERS



JUNIOR BOYS SUMMER

- Grey shorts or grey trousers (not jeans)
- Grey LHS polo shirt
- Black leather school shoes (enclosed)
- Short grey or white socks

RESPECTFUL * RESPONSIBLE * LEARNERS



JUNIOR SPORT

Both boys and girls have a unisex sports uniform that consists of

- White LHS polo shirt
- Black LHS sport short
- Black tracksuit pants
- Black LHS sloppy joe
- Appropriate running shoes
- Grey LHS bucket hat

RESPECTFUL * RESPONSIBLE * LEARNERS



JUNIOR GIRLS WINTER

- Black long pants (no tracksuit or leggings) OR Black & White checked skirt
- White school shirt
- Black LHS knitted jumper or LHS sloppy joe
- Black LHS scarf with logo (optional)
- Black LHS winter jacket with logo (optional)
- Black leather school shoes (enclosed)

RESPECTFUL * RESPONSIBLE * LEARNERS



JUNIOR BOYS WINTER

- Grey School trousers
- Grey long sleeved collared shirt or LHS polo shirt
- Black LHS knitted jumper or LHS sloppy joe
- Black LHS winter jacket with logo (optional)
- Black leather school shoes (enclosed)

RESPECTFUL * RESPONSIBLE * LEARNERS



**SENIOR GIRLS
SUMMER**

- Black & White Box Pleat skirt (**modest length**) or Black Shorts (**modest length**)
- White Short sleeved blouse
- Black leather school shoes (enclosed)
- Short white socks or black stockings

RESPECTFUL ✪ RESPONSIBLE ✪ LEARNERS



**SENIOR BOYS
SUMMER**

- Grey shorts or grey trousers
- White collared Short Sleeved Shirt
- Short grey or white socks
- Black leather school shoes (enclosed)

RESPECTFUL ✪ RESPONSIBLE ✪ LEARNERS



**SENIOR GIRLS
WINTER**

- Black long pants (no tracksuit or leggings) OR
- LHS skirt (modest length)
- White school shirt
- Black LHS knitted jumper or LHS sloppy joe
- LHS Black Jacket (optional)
- LHS Black Scarf with Logo (optional)
- Black leather school shoes (enclosed)

RESPECTFUL ✪ RESPONSIBLE ✪ LEARNERS



**SENIOR BOYS
WINTER**

- Grey School trousers
- White collared Shirt
- Black LHS knitted jumper or LHS sloppy joe
- Black LHS winter jacket with logo (optional)
- Black leather school shoes (enclosed)

RESPECTFUL ✪ RESPONSIBLE ✪ LEARNERS

School ties are optional, but are encouraged to be worn, especially in the winter months. Black gloves and scarves are also an optional part of the winter uniform.

PLEASE NOTE: Footwear such as skate shoes, thongs, heels or sandals are NOT part of the formal school uniform, as safety regulations governing practical classes in Science, Food Technology, Science, Agriculture and Industrial Arts forbid such footwear. This is a state industrial law requirement which all schools must follow.

NB: PLEASE MARK ALL ARTICLES OF CLOTHING WITH YOUR CHILD'S NAME

STUDENT ASSISTANCE SCHEME

The school operates a Student Assistance Scheme for those families experiencing financial difficulty. The Student Assistance Scheme can be used to purchase school uniforms, stationery, paying the subject material contribution and contributing to excursion costs. The Student Assistance Scheme cannot pay the General School Contribution. Application forms are available from the Deputy Principal and are kept confidential.

SCHOOL PROCEDURES

The following procedures have been developed to facilitate the efficient operation of the school:

- Students arriving late to school must report to the Front Office with a note from their parent/guardian explaining lateness before going to class. No student is allowed into class late unless they have a note from the Front Office.
- All students are expected to be in full school uniform at all times. If a student is not in school uniform he/she must have a note from his/her parent/guardian explaining the reason. This note should be handed to the Front Office before 9.05am and a non-uniform pass will be issued.
- Those students requiring a permanent lunch pass must obtain an application form from the Deputy Principal. Students must also reside in a predetermined area in proximity to school grounds. This form must be completed by the parent/guardian and returned before a pass will be issued. Special passes are issued for acceptable reasons. Notes should be given to the Deputy Principal before 9.05am. No student is permitted to leave the school grounds without a written authority from their parents/guardians. This authority must be presented to the Front Office in order to obtain a leave pass. Parents are requested to collect students from the Front Office.
- Any absence from school should be explained by a written note from the parents or guardian, within seven days.
- Sick students must obtain permission from their teacher to leave the room and report immediately to the Front Office.
- Students temporarily unable to participate in sport due to injury (or other reason) must remain at school and attend the special non-sport study group. They should report with their note from home to the Sport Staff during recess.
- Students may drive to and from school, but the vehicles are not allowed to be used during the day, or have other students conveyed in them, unless it is a sibling.
- Students may ride bicycles to school but must not ride them in school grounds. They must be parked next to the fence in the top car park.
- No student should arrive before 8.30am. On arrival students should sit or stand quietly. In an emergency, students should report to the Deputy Principal, Principal or duty teacher, who will be available from 8.30am.
- Students must leave promptly at 3.25pm if they walk or ride bicycles. Bus travelers are supervised in the bus areas until the bus departs. Late bus students (departing at 3:50 pm) must sit quietly in the area supervised by staff until their bus arrives. Students must follow teacher instructions while waiting for the bus for safety reasons.
- Students arriving at school must immediately enter the school grounds and remain there until the bell.
- The school has implemented a program that allows the school to SMS or email parents information about student absences.

WHAT ELSE DOES LEETON HIGH OFFER?

Excursions

Excursions are planned and organised by Head Teachers and their staff and are approved by the Principal.

All excursions require a special consent form which will be sent home for parents to sign.

Excursions form a major part of a student's educational experience, and all parents are urged to allow their children to be involved. Our Welfare system may support eligible students to access these experiences if needed.

There is generally never a refund on transport costs, e.g. bus hire. When an excursion is costed, the bus hire is divided by the number of students attending the event. If your child is absent on the day, this amount cannot be refunded. Where possible the school will obtain refunds from venues, but in a lot of cases, tickets to shows particularly, need to be pre-booked and there is no refund.

Extra-Curricular Activities

Each year students are involved in extra-curricular activities such as the participation in various eisteddfods, debating and public speaking competitions, sporting competitions, English, Maths, Science and Geography competitions, Leeton Idol, school musicals and performance nights.

All travelling costs for excursions and extra-curricular activities are the responsibility of students and their parents. Students travelling by car will need written parental permission.

High Potential, Talented & Gifted Students at LHS

Leeton High School actively considers ways in which our high potential, talented and gifted students at the school can continue to thrive in their learning. In 2020 Leeton High School was accepted into the pilot program to launch the new High Potential Gifted Education Policy which will be invaluable in assisting our students to thrive.

How are Gifted and Talented students catered for?

- Class teachers select and implement a variety of teaching strategies which cater for the full range of student abilities in their classes, for example, multi-level class assignments.
- Promotion of participation in regional, state-wide and national competitions.
- Faculties identify gifted and talented students in their subject and accommodate the learning needs of these students within class structures and also promote opportunity for identified students to work together.
- Enrichment and extension activities are programmed to provide learning activities which ensure students are not confined within the basic curriculum. Enrichment refers to broadening the curriculum to develop knowledge, application, thinking skills and attitudes at the same level as the essential curriculum content. For example, open-ended learning activities. Extension means providing opportunities at a greater level of challenge to the student. For example, individual long-term assignments. Our Maths Pathway program delivered across Years 7-10 also provides opportunity for students to work well beyond stage level if prior mastery of the Mathematics syllabus content is evident.
- The school provides opportunity for accelerated progression in selected cases. Accelerated progression is where a student is able to progress at rates faster or at an age younger than normal. Examples of this have included the acceleration of a Year 10 student completing an HSC subject

Sport

Sport is a compulsory part of the junior curriculum and is held on Wednesday and Thursday afternoons for Years 7 to 10 and is optional for Year 11 students. Students are informed of arrangements at Assembly. Sport notices are read at the beginning of period 1 and posted on various notice boards around the school. If the weather is wet the school will revert to a wet Wednesday/Thursday timetable and school is not cancelled for the afternoon.

Sport choices are made by students at various times throughout the year from the wide selection available.

Students temporarily unable to participate in sport due to injury must have a note signed by the sports staff and must remain at school and attend the special non sport study group.

Houses

At the beginning of Year 7, or at enrolment, students are placed in one of four houses for intra-school sporting and other activities. These four houses are: **David**, **Hunter**, **Mawson** and **Smith** – see page 39.

House Patrons hold house meetings in the first week of school to elect Captains for the year. There are two major sporting carnivals in the school year – the Swimming Carnival in February and the Athletics Carnival in April.

Debating/Public Speaking

The school has achieved excellent results in both Debating and Public Speaking. Both are fostered in the classroom, and students with interest in these endeavours have the opportunity to extend their skills in inter-school and eisteddfod competitions.

Computing

Leeton High School has an extensive computer network. These facilities are available for students during lessons and other times by arrangement. Students are expected to demonstrate our values of being respectful, responsible learners when using technology at school.

Learning & Support Programs

The availability of a learning and support teacher allows for special tuition on a small group or individual withdrawal basis. Students are tested at regular intervals and the need for remedial work is assessed. The Learning and Support Teacher works together with parents/carers, teachers and the student to support learning.

Health Education Program

Health Education is part of the fully integrated PDHPE mandatory requirement. The program covers a wide and varied content, with an obvious emphasis on meeting the student's needs and interests. There are ten major concept areas including:

- Nutrition
- Drug Education
- Consumerism
- Growth and Development
- Healthy Lifestyle
- Family Living
- Human Sexuality
- Mental Health
- Disease Processes
- Peer Group

Parents who wish to discuss further the nature of the course content are encouraged to contact the school.

Student Representative Council (SRC)

The SRC is a body of students elected to represent their peers and assist with some of the decision making within the school.

The Council is made up of student representatives from each Year group.

Council representatives are obliged to listen to any constructive suggestions or grievances that students may have, with the intention of bringing student concerns to the attention of school management. The SRC is also heavily involved in fundraising activities and charity work.

Prefects

Traditionally Leeton High School has worked a Prefect system, whereby senior students are chosen to be the student leaders of the school. Nominations are taken from students in Year 11 and the entire school body is involved in a formal election late in Term 3 to choose their representatives for the following twelve months.

Prefects are inducted and begin their term of office at the beginning of Term 4, when Year 12 leave for their Higher School Certificate.

Their main role is to represent the student body and the school as a whole at official functions. They are used as liaison persons between staff and students whenever the need arises. They are role models for other students in the school setting the tone of the school with their dress, their behaviour, their speech and their attitude towards their work. They consistently demonstrate our school values of being respectful, responsible, learners.

The prefects have specific duties to perform in the school during their 12 months in office. They assist staff, assist in the conducting of full school assemblies and chair important functions such as ANZAC Ceremonies, Presentation Night and farewells. They are called upon also to support transition programs such as Year 6 into 7.

As elected representatives of the whole school they contribute a great deal to maintaining a pleasant and happy learning environment for all concerned.

The Library, Your Information Centre

The School Library is the information center of the school and is staffed by a Librarian and a Library Assistant. The Library is extremely well resourced with a variety of tools to support learning.

Computers are extensively used by the students as the Library is one of the focal points of the school-based computer network.

The Library is also home to students undertaking courses via Distance Education and to students studying courses through Aurora College.

The out of class borrowing and study times are – Before School from 8.30
Every recess and lunch
Each afternoon to 3.30pm

The Librarian can help students with special requests for information by borrowing material or obtaining photocopies from other Libraries. This takes about two weeks (when posting time must be allowed for) so students must ask in sufficient time to obtain the resources.

Leeton High School has a Library to be proud of, so we appreciate students who understand their responsibility to care for the resources when they borrow or use them in the Library.

OTHER IMPORTANT INFORMATION

Assessment/Examinations

All students are assessed on a regular basis. Twice a year formal reports are sent to parents which indicate a mark and comment written by the subject teacher. Assessments are generally based on class work, class tests, assignments and other tasks appropriate to the subject.

Attendance at School

Regular attendance at school is compulsory. If a student is absent a note from the parent/caregiver must be brought on the day the student returns to school. Such notes should give details of the reason for the absence, and should be handed in to the Deputy Principal or the Front Office each day. Notes must be submitted within seven (7) days of the absence.

Home School Liaison Officers and Aboriginal Student Liaison Officers have been appointed by the Department of Education. These Officers investigate unexplained absences, so notes are essential. They also visit homes when attendance is unsatisfactory and if it is a case of deliberate disregard of the law, prosecution can result. The school regularly generates Attendance Concern letters for students whose attendance has fallen below 90%.

IF YOU ARE LATE/ABSENT OR NEED TO LEAVE EARLY



If I am late for school?

If you are late for school, you need to report to the Front Office before you go to your classroom. The Front Office staff will give you a late slip to give to your class teacher. Your parent/carer should bring you into the office or ring the office or you can bring a note explaining your absence. Lateness counts as a partial absence from school and if it's not explained it counts as an unexplained absence.

If I am Absent?

Your attendance at school is very important. Poor attendance will affect your progress, and truanting is against the law. If you are absent for any reason, you must bring a note within seven (7) days explaining the reason for your absence. Give your note to the Front Office. Your note should include your name, your year, date/s of absences and the reason for absence(s). Absences – explained, unexplained and partial are reported in the mid-year and end of year reports. It should be remembered that partial absences are included in absences.

If I need to leave school early for part of the school day?

Students are NOT permitted to leave the school grounds for any reason without permission. Permission may be granted upon the receipt of a written request or a phone call from a parent/carer giving a reason for the leave. All notes requesting a pass-out from the school for any time during the day should be brought to the Front Office before 9.05am. Students in Years 7-10 need to be collected by their parent/carer from the Front Office. Any appointments needed for child should be made for after school hours.

I feel unwell or have an accident

If you are involved in an accident, or are hurt, or suddenly become ill, or have an emergency, contact the nearest teacher immediately. If you are feeling sick, or have a health problem, you should report to the Front Office. It is Department policy that no headache tablets are issued to students. Parents of sick students are contacted to take them home wherever possible. Students needing to take medicine at school must contact the Administration Office for details. The school will provide a safe storage area for prescribed medicines. Parents who wish medicines to be stored at the school should contact the Front Office for arrangements



PLEASE DO NOT SEND SICK STUDENTS TO SCHOOL

Canteen Information

The Hungry Hut is open from 8.30am each school day. Children can place orders for recess or lunch or purchase drinks at this time. Orders can also be placed online at Quickcliq at <https://quickcliq.com.au/> (orders for recess by 9am and lunch orders by 10.30am). Go to this website and register. Activate your account from the email that has been sent to you, log on, add your child/ren, add credit and then you can place an order. Cut off for online orders must be placed before school and lunch orders can be placed before school or at recess. At the Hungry Hut we pride ourselves in offering a wide range of foods to suit all tastes.

Our up-to-date menu can be found on the school website. We welcome any suggestions you may have to improve our range of products we have on offer. We also welcome any donations of fresh produce or if you have any spare time to lend a helping hand, we would love to see you. The canteen provides a wide selection of hot and cold fresh, nutritious food, which is prepared and served hygienically at very competitive prices.

The school canteen is directed by a committee of the P&C Association, using profits to supplement the school grants, to provide equipment required for the students. If you would like to make further enquiries, please contact the Canteen by phoning 02 6953 2122 during school hours.

Disabilities

It is important that the school staff are aware of any disabilities from which pupils may suffer. These include physical disabilities, medical disabilities and learning disabilities so that special provision can be made for these pupils in the curriculum, sport and physical education programs, and also so that the staff will know how to act if any emergency arises. It is most desirable that parents notify the Principal in writing of these disabilities, or any other difficulties which may arise out of playing sport, or from participation in the physical education program, and how they wish the school to act if an emergency arises and ensure this information is conveyed to the high school as part of the transition from primary school.

In some cases, special examination provisions and concessions may be approved in the Preliminary and Higher School Certificate.

Homework/Home Study

Regular and effective homework and home study is essential for success in High School. For most school days students will have some form of homework or preparation. Parents are asked to help ensure that this work is carried out as failure to do so will affect the progress of their children. Students should purchase a homework/home study diary to assist them in planning their home study.

Lost Property

At all times, students are expected to look after their own property and to respect the property of other students and the general public. Lost property should be reported and found property should be handed in immediately at the Front Office. All articles of school clothing **should be clearly marked**. Valuable items are discouraged from being brought to school.

Parent/Teacher Meetings

These play an important part in the school's communication system. All parents are strongly urged to attend these evenings to meet the teaching staff and to discuss all aspects of their child's schooling. Information evenings to provide information about specific issues such as assessment, study programs etc are planned at appropriate times during the year.

School Newsletter

Regular school newsletters are published by the Principal each fortnight. Such information is important for all parents who take an active interest in the educational welfare of their children. The newsletters are emailed, on our website or the school's Facebook page on alternate Tuesdays.

School Website

Our website is updated regularly so that parents can get the schools current news. The following information can be found; newsletters, school calendar, awards, excursion information and students change of detail forms.

School Reference

A school reference for a student leaving school at the end of Year 10, Year 11 or Year 12 is provided by the Principal on request. Students should approach their Year Adviser for a reference guide. Other members of the staff do not issue school references. When leaving school all students should see the Front Office to obtain a leavers form and return all textbooks and other items issued to them. All fees need to be paid at the Front Office before students can leave.

School Travel

When travelling on buses students should conduct themselves in a proper manner. Misbehaviour could lead to the bus company refusing to allow a student to travel on the bus. A copy of the school bus Code of Conduct appears at the end of this booklet.

Valuables

Valuables and large amounts of money should not be brought to school. In an emergency valuables and cash can be left at the office until the end of the day.

"HANDS OFF" Rule

In the interests of the safety of each school member, Leeton High School has a very definite "Hands Off" rule. This means, NO fighting, punching, intimidating, bullying. It also means, 'hands off' the property belonging to others; NO vandalism; and NO close physical contact of an amorous nature.

SOME THOUGHTS ON LEARNING

At Leeton High School students are encouraged to take an active role in their own learning. Students need to make the most of what is offered in the classroom. To be a successful learner, you need to be self-motivated, organised and be willing to take responsibility for your own learning.

The Homework Diary

This is a great tool to support your learning. It provides the means by which you can organise your day-to-day learning commitments, homework, study and assignment tasks. It allows you to keep track of your progress. The diary should be brought to every lesson. The school provides each student with a diary.

Books & Stationery

The junior school student uses a variety of books, display folders etc. as required by each subject.

Stationery lists are available from the Front Office. Students should cover their books, and take pride in their work by writing neatly, underlining headings, paste in handouts, ruling margins, noting the date and completing all work to the highest possible standard.

Senior school students (Years 11 and 12) often prefer a loose-leaf binder system.

Homework & Assignments

You are expected to do homework regularly, whether it is set homework or study homework. Set homework is work that a teacher has set to be handed in on a particular day. You always have study homework. Each evening you should revise work completed during the day and generally prepare yourself for the next day's lessons.

Assignments set for submission in 2 or 3 weeks' time must not be left to the last minute. Plan your research time and seek help if you need it well before the due date.

Assessments

Assessment assists teachers and students to identify what has been learned and what additional support may be required. You should be prepared for all assessment tasks and try your best. Each subject department has its own policy for assessment and your teachers should advise you well in advance. Assessment will be ongoing and may be based on classwork, homework, mid and end of term tests.

Extra Curricular Activities

There are a number of activities available to interested students. These activities include SRC, band practice, choir, and practice sessions for sporting teams. You might also like to get involved in special events such as school musical productions, debating, mock trials, competitions or other activities offered by the school.

EXPECTATIONS OF STUDENTS

What you need to bring to class each day

- Pens, pencil, eraser, ruler
- Exercise books, display folders etc. as required for each subject
- Coloured pencils
- Calculator and instruments for Maths as required
- Special equipment, protective clothing for Design and Technology, Industrial Arts, Food Technology, Science and other subjects as required
- Diary
- Dictionary

When handing in work it will

- Have your name and class on it
- Be titled appropriately
- Be neat & tidy
- Be suitable for display
- Be presented in a folder or as directed by your classroom teacher
- Have a bibliography (if appropriate)
- Have a margin

Your diary is for

- Writing down homework each period
- Noting down due dates for assignments
- Your timetable
- Keeping track of days, you need PE clothes/aprons etc, protective clothing
- Being aware of school events e.g. swimming carnival
- Communication between parents and teachers

SURVIVAL GUIDE FOR STUDENTS

What If.....

I am not wearing correct school uniform?

The school seeks the support of all parents/caregivers in ensuring that students wear uniform to school. Parents are asked to write a note when students are not able to wear the full uniform, and then students not in uniform are required to get a "non-uniform pass" from the Front Office before 9.05am.

Bullying or fighting occurs?

These negative behaviours will not be tolerated. Students involved in such activities will be disciplined, generally by suspension. Let your teacher, Year Adviser, Deputy Principal or someone you trust, know if you are being bullied.

I want to transfer to another school or wish to leave school?

When a student wishes to leave school or transfer to another school, the Principal must be notified immediately. Students are asked to report to the office with a note from home stating their parents' approval for them to leave school. A Leavers Form will be filled out and all textbooks, library books and any school materials must be returned, and any outstanding school fees must be paid.

I change my address or phone number

If you change your address or phone number or move between parents, the Front Office must be notified immediately, in writing, so that school records including emergency contact numbers can be updated. If you change your address and travel to school by bus, you will need to fill out a new bus application form.

I need to go to the toilet during class time?

Try to use the toilets during breaks to avoid any loss of classroom learning time. However, if you do need to go to the toilet, ask your teacher who will provide you with the appropriate leave pass and then make your way to the toilet then return promptly to class.

On arrival at school?

It is expected that students will not arrive at school before 8.30 am

Move into the school playground areas. Supervision is provided. Should there be an emergency, assistance may be sought from the Principal, Deputy Principal, the nearest Staffroom or the teacher on duty.

In extreme weather?

Seek shelter close to buildings. Years 7 and 8 have access to the canteen area and lower quad during wet weather. The following rooms are available during extreme weather. Do not enter classrooms unless supervised by a teacher.

Year 11 – TAS Veranda **Year 10** – Rooms 12, 14, 15, 18 **Year 9** – Rooms 3, 4, 7, 8

Recess and lunch?

The playground is supervised by teachers at recess and lunchtime. The supervised areas are:

Year 7 – Front of school (Term 1) **Year 8, 9, 10 & 11** – Lower and Upper Quad **Year 12** – Senior Year 12 Common Room

Where shouldn't I go?

Areas like the MPC, side of school, parking areas, the bicycle area and primary school grounds are out-of-bounds to students. Balconies and stairwells are out-of-bounds to students. Students should only be in a classroom when they are with a teacher.

Students should remain on school grounds at all times.

If I travel by bus?

Students catch buses from the gate on Myrtle Street. Students are to remain behind the gate until directed by the supervising teacher to board their bus.

PARENT SUPPORT FOR STUDENTS

Parents can do a great deal to encourage and support their child's progress at school. Here are a few suggestions:

- Each day talk to your son/daughter about school life generally – their friends, teachers, sport selections, where they had lunch etc.
- Ask about what they learnt or what they did in particular subjects.
- Encourage the use of the student diary. Do they have homework to do? Is there a major assignment due? Do they need to visit the town library? Have they any tests or exams coming up? Check the diary and encourage them to plan their time so they are not doing things at the last minute.
- Set some time aside each day for homework and remind them, if necessary, to use it. (Not in front of TV). If they have no set work or assignments, then read over the day's work in each subject, tidy up books, list anything they need to ask their teachers about which they are having difficulty, study for up-coming tests. Try to ensure that not all the time goes into just one or two subjects over the week.
- It is essential that there is time set aside for play as in physical activity and you should strongly encourage time each day. In addition, some students play a sport on the weekend and train during the week.
- Obviously, plenty of sleep (8 hours) and nutritious food intake are equally essential. Students should have a reasonable breakfast.
- If you are concerned about your child's progress in any way, you should contact the Year Adviser by ringing the school and requesting a return phone call or an appointment. If the difficulty is in a particular subject area, you could ring the Head Teacher of that faculty.

PRAISE

frequently & sincerely.
Find any excuse to say
"That looks great!" or
"I like the way you have done that"
to build up their self esteem.
Avoid using sarcasm

TRUST

As your children go through
High School, increasingly say &
demonstrate that you trust
them to –

- Set out their work well
- take their homework/study seriously
- set & monitor their goals
- learn from their mistakes

INFORMATION FOR PARENTS

If Parents/Caregivers need to contact the School

All parents/caregivers are most welcome at the school and will have the opportunity to be involved in different school activities and participate in decisions affecting their child's schooling.

Parents must report to the Front Office before entering any of the school grounds.

When the need arises, you should have no hesitation about contacting the school, especially if you have any concerns about your child's education. Below is a list of key staff appropriate to most enquiries:

- Progress in a course – contact the class teacher of that course.
- Content of a course and assessment requirements – contact the class teacher or Head Teacher of that faculty.
- Overall progress (ie. across all subjects) – contact the Year Adviser of that Year group.
- Overall welfare or problems of settling into school – contact the Year Adviser.
- Welfare or discipline problems in one course – contact the Class Teacher or Faculty Head Teacher.
- Choice of subjects/curriculum pattern – contact the Year Adviser or the Head Teacher.
- Sport – contact the Sports Co-ordinator.
- Career or Work Experience information – contact the Careers Adviser.
- Subject or General School contributions – contact the Front Office staff.
- School Policy – contact the Deputy Principal or Principal.
- Discipline problems (playground or across subjects) – contact the Deputy Principal

The Deputy Principal is responsible for co-ordinating the school's student welfare and discipline functions.

Where you feel that it is necessary to raise a matter directly with the Principal or Deputy Principal, an appointment can be made through the Front Office. You may request a return call in lieu of an interview and this will be made at the earliest opportunity. As far as possible, you should indicate the degree of urgency for matters which are particularly pressing.

Contacting the School

Many parents are unsure how to approach a High School with so many personnel. The following information may be useful in such situations.

1. Ring the school number (02 6953 2122).
2. If you know the name of the person you wish to speak to, state your name and ask to speak with that person.
3. If you do not know who would be best to talk to, state your name and the reason for your call.
4. If the reason is non personal, the Front Office staff will give you the information you need or put you through to someone who can.
5. If the reason is personal, the Front Office staff will put you through to the relevant member of staff to answer your query.
6. Sometimes staff members are not available when you ring. The Front Office staff will either tell you when they are available or take your name and number so that you can be contacted at a later time.
7. If you wish to have an interview with a member of staff, it is best to make an appointment in advance. In this way, you will be guaranteed that the staff member is available and ready to meet and talk with you.

Contacting your Child at School

If you know in advance you will need to get a message to your child regarding an appointment or you wish to leave money or equipment, please ask your child to contact the Front Office at recess or lunch to collect it. Please refrain from messaging your child on his/her phone while in class as this distracts from learning and may lead to confiscation of the phone or disciplinary consequences.

Parents & Citizens Association

All parents are invited to attend meetings of the P&C. Meetings are held at 7.00 pm in the Library at the High School on the 4th Tuesday of each month. This organisation provides parents with the opportunity for discussion on the school and its organisation. The P&C also provide students with resources, which are not provided by the Department of Education. The Principal or his nominee is present at every meeting.

School Apps – How to stay in touch with the school



SENTRAL for PARENTS

The Sentral Parent Portal can be used to see information about attendance, timetables, assessment calendar and parent-teacher evenings.

If you have not accessed the Leeton High School Sentral Parent Portal before, you will need to contact Leeton High School for an Access Key. You will then be able to log on to the Internet and register for access to our Parent Portal. You must use a valid email address to create your username.

Once successfully registered you will be prompted to enter your username (email address) and the password you created. When you access the parent portal, you need to link to your enrolled children to see information from the school, including attendance, timetable, assessment calendar, and parent-teacher evening.

The URL to register for access to the portal is:

<https://leetonhs.sentral.com.au/portal/register> or download the Sentral for Parents App, <https://www.sentral.com.au/parents>



SCHOOL BYTES

School Bytes Parent Portal is a more flexible and simplified way parents/carers can make payments and sign and return permission notes digitally.

You can access the School Bytes Parent Portal at <https://portal.schoolbytes.eduation> or you can download the app.

The app can be downloaded on the Apple App Store and the Google Play Store. Direct links are provided below:

- App Store - <https://apps.apple.com/us/app/school-bytes/id6463097826>
- Google Play - <https://play.google.com/store/apps/details?id=education.schoolbytes>

To create an account, enter your name and email address that you use for school communication, and create and confirm a password. An email will be sent to the email address nominated so that you can verify your access to the email address. Once you have created your account, log in to the School Bytes parent portal.

INFECTIOUS DISEASES

MEASLES:

Exclude from school for 5 days from the appearance of the rash or until a medical certificate of recovery is produced. Contacts (brothers, sisters, etc) need not be excluded from any other class or school.

GERMAN MEASLES (RUBELLA):

Exclude for 7 days from appearance of rash. Contacts are not excluded.

WHOOPING COUGH:

Exclude until the first 5 days of a special antibiotic have been taken. Contacts need not be excluded from any other class or school.

MUMPS:

Exclude for 9 days from the onset of swelling. Contacts are not excluded.

RINGWORM:

Exclude until all evidence of the disease has disappeared or medical certificate is produced stating that lesions are inactive. Students with ringworm of the scalp may return 7 days after, if a hat or cap with removable lining is worn constantly. Students with ringworm of the body may return after 7 days of effective treatment, provided all patches are covered with a clean bandage.

IMPETIGO (SEPTIC SORES):

Exclude if sores on exposed surfaces as face, scalp, hands, or legs. Allowed to return to school if sores are properly covered by a clean dressing.

SCABIES (THE ITCH):

Exclude until all evidence of the disease has disappeared or a medical certificate is produced stating that treatment has been successful.

STREPTOCOCCAL INFECTION (INCLUDING SCARLET FEVER):

Exclude for at least 24 hours after treatment has begun and the child is feeling better. Contacts are not excluded.

CHICKEN POX:

Exclude for 5 days after the spots appear and until blisters have all scabbed over. Contacts are not excluded.

HEAD LICE (NITS):

Exclude until hair is completely cleaned with neither nits nor lice being present.

TRACHOMA (CONJUNCTIVITIS):

Exclude until discharge from eyes has ceased.

ENCEPHALITIS:

Exclude until fully recovered. Contacts not excluded.

HEPATITIS (A):

Exclude until subsidence of symptoms or medical certificate is produced. Excluded for 2 weeks from onset of symptoms or 1 week after onset of jaundice. Contacts not excluded.

HEPATITIS (B):

Exclude until production of medical certificate. Contacts not excluded.

GLANDULAR FEVER:

Exclusion not necessary until student is sick. Contacts not excluded.

MENINGOCOCCAL MENINGITIS:

Exclude until production of medical certificate from recovery. Home contacts (brothers, sisters, etc.) excluded until they have been receiving medical treatment for at least 48 hours. Seek medical help immediately. Patient will need hospital treatment.

INFLUENZA:

Keep at home until child feels better.

GASTROENTERITIS:

Exclude for at least 24 hours after diarrhoea stops.

HAND, FOOT AND MOUTH DISEASE:

Exclude until blisters (around mouth, on hands and feet) have dried.



COVID-19: Identifying the Symptoms

Symptoms		COVID-19 Symptoms range from mild to severe	Cold Gradual onset of symptoms	Flu Abrupt onset of symptoms	Allergies* May be abrupt or gradual onset of symptoms
Fever		Common	Rare	Common	No
Cough		Common	Common	Common	Common (asthma)
Sore Throat		Sometimes	Common	Sometimes	Sometimes (Itchy throat and palate)
Shortness of Breath		Sometimes	No	No	Common (asthma)
Fatigue		Sometimes	Sometimes	Common	Sometimes
Aches & Pains		Sometimes	No	Common	No
Headaches		Sometimes	Common	Common	Sometimes
Runny or Stuffy Nose		Sometimes	Common	Sometimes	Common
Diarrhoea		Rare	No	Sometimes, especially for children	No
Sneezing		No	Common	No	Common

*Adapted from material produced by WHO, Centers for Disease Control and Prevention and the American Academy of Allergy, Asthma and Immunology. *Respiratory allergies include allergic rhinitis (hay fever), and allergic asthma. Other common symptoms of hay fever include itchy nose and itchy, watery eyes.*

It is very difficult to distinguish between the symptoms of COVID-19, influenza and a cold. If you have any infectious or respiratory symptoms (such as a sore throat, headache, fever, shortness of breath, muscle aches, cough or runny nose) don't go to work. You need to self-isolate and to be assessed by a medical professional. You may need testing for COVID-19. You must not return to work until cleared by a medical professional. You need to ensure that the people you care for are protected and safe. People who have respiratory allergy symptoms such as allergic rhinitis (hay fever) and allergic asthma should stay home and get tested for COVID-19 at the onset of their symptoms and if they experience symptoms that are unexpected, seem different or worse than usual, or do not respond to their usual medication.

For more information about **Coronavirus (COVID-19)** go to health.gov.au

Visit www.health.gov.au/resources/translated or for translating and interpreting services call **131 450**.

DT170001045

TRAVELLING TO AND FROM SCHOOL BY BUS

Students travelling on a school bus must behave in an appropriate, responsible and safe manner. They should, at all times, recognise the authority of the bus driver and should, at all times, adhere to the Department of Transport Code of Conduct (below) and any rules applied by individual bus companies. The bus Code of Conduct states:

TO ENSURE YOUR SAFETY AND THE COMFORT OF OTHER PASSENGERS –

Acceptable Behaviour: Behave safely at all times.

- Respect the needs and comfort of other passengers.
- Respect bus property by not marking or damaging it.
- Always follow instructions about safety on the bus.
- Show their bus pass or ticket to the driver on boarding and when requested.

Unacceptable Behaviour Includes:

- leaving seats;
- placing bags in the aisles;
- eating or drinking on bus;
- offensive language;
- smoking;
- spitting;
- minor damage to bus;
- distracting the bus driver with noise; offensive gestures towards other students.
- Students may drink WATER (only) but only with the specific permission of the bus driver.

Possible Consequences Include:

- verbal warning

Repeated incidences will result in:

Letters sent home and to the school from the bus companies & suspension of bus privileges

Dangerous Behaviour Includes:

- harassing or bullying other students or the bus driver;
- placing body parts outside the windows or door;
- throwing objects within or out of the bus;
- using matches or lighters;
- carrying dangerous objects;
- interfering with safety equipment;
- fighting;
- pushing other students out of doors or windows;
- assaulting driver or passengers; destruction of property

Possible Consequences Include:

- As above and loss of subsidised travel for up to 10 weeks;
- suspension from bus travel for up to 10 weeks;
- permanent loss of school travel privileges
- possible court action
- police prosecution

HISTORY OF LEETON HIGH SCHOOL

The first Public School was established in Leeton on 7th May 1912 - situated at Crusher Camp, it was a single room with one teacher, located approximately opposite the present position of the Leeton swimming pool. A new school site was selected during 1913 at the corner of Wade Avenue and First Street (later to become Church Street). Two classrooms were erected, and the original building was moved to this site. By the end of 1915, Leeton Public School had 370 students on the roll, with a daily average attendance of 320 and a staff of five teachers.

In 1923 Leeton Public School was raised to the standard of a Rural or Superior Public School and remained as such until 1927 when the status was raised to Leeton Intermediate High School. By this time the double - storey brick building (now affectionately known as the old building and housing the Mathematics and HSIE Departments), which had been officially opened in 1926 by Hon. T.D. Hutch, M.L.A. the Minister for Education, accommodated the students.

September 1947 saw the status of Leeton Intermediate High School raised to become Leeton High School. From this time onward the school was divided with the secondary students completing their education at the High School. In 1958 the domestic science and science blocks were added to the school - being officially opened by Hon. R.J. Hefferon, M.L.A., Minister for Education. Substantial additions, in the form of the new brick buildings, (which house the English, Teaching and Learning, Industrial Arts, Specialist Subjects, Science and Library areas as well as the schools administration centre) were completed in 1971. In 1976 the school celebrated its Golden Jubilee. The early years of the 70's also saw a number of the school's staff put in many back-breaking hours on the establishment of what is now the outstanding sporting ovals complex adjacent to the school area. The Multipurpose Centre was completed and occupied in August 1991.

Headmasters of Leeton Public School

Charles Bagust - 1912

Ernest Hicks - 1922 - 1924

James Dickson - 1912 - 1921

George Noad - 1925- 1927

Headmasters of Leeton Intermediate High School

Thomas Owen - 1947 - 1949

William Davies - 1940 - 1943

John Reid - 1935 - 1937

Dallas Dunstan - 1944 - 1946

Frank Cowburn - 1938 - 1940

Reginald Laws - 1946 - 1947

Principals of Leeton High School

William Furnass - 1947 - 1949

Don Whatham - 1985 - 1991

Arthur J. Connor - 1950 - 1964

Jim Roche - 1992 - 1994

Ridley Redfern - 1965 - 1969

Ross Elliott - 1995 - 1998

Jim Evans - 1970 - 1976

Peter Edwards - 1999 - 2007

John Hodge - 1977 - 1980

Greg Horton - 2008 - 2016

Ellis Reynolds - 1981 - 1984

Meagan Crelley - 2017

Mr. W. Furnass, the first Headmaster of Leeton High School stated in 1947 that, "Our school, which has had such a fine record of achievement as an Intermediate High School, has now become a High School and accepts with its new privileges all the obligations which devolve upon a school bearing the new status". The fine record of achievement has continued with the ensuing years seeing Leeton High School develop many proud traditions. Pupils of the school throughout the years have excelled in the many and varied academic, cultural, sporting and social fields, and continue to do so. The school has forged close links with our local community in numerous areas, links which are valued immensely, and the school takes great pride in seeing the acceptance and recognition granted to its many outstanding achievements, by the community of Leeton.

Leeton High School's motto, written in Latin reads: "Qui non proficit, deficit". This may be translated literally, "Who does not profit, loses", or more freely as, "If we don't go forward, we go back". Significantly the motto reminds us that there is no state of remaining stationary, that we are either progressing or slipping back. The students of Leeton High proudly aspire to the essence of the motto, reflected in their attitudes, efforts, and achievements.

Since its beginnings, Leeton High School has steadily grown in numbers of pupils and staff. The largest enrolment figure during 1947 was 358, in 2011 the enrolment figure is 480 pupils with a teaching staff of 44. Leeton High School has been served by many outstanding educators since its inception. Members of staff have readily involved themselves in the many areas of community life, including the cultural, sporting, professional, charitable, and social organisations of Leeton.

Leeton High School is also served by a most active and effective Parents and Citizens Association. This was inaugurated in 1947 and undertook as its initial major project the establishment of a memorial library. The Parents and Citizens Association continues its good work for the school, being involved in the first brick building establishment, the gaining of the domestic science and science blocks and also the overdue construction of the new brick buildings, administration block and MPC. The Parents and Citizens Association also on a year-to-year basis provides essential funds for textbooks, library books, music and sporting equipment, computer equipment and many various amenities for student use.

Leeton High School not only draws its students from the town area schools of Leeton Primary and Parkview Primary, but also from the many surrounding smaller primary schools. These schools were established in the outlying centres as follows: (Some have since closed)

1920 - Apostle's Yard Bridge; 1930 - Calorfield; 1912 - Colando; 1913 - Fivebough; 1930 - Gogeldrie South; 1925 - Murrami; 1917 - Stanbridge; 1915 - Stoney Point; 1916 - Wamoon; 1912 - Yanco, and of course Whitton Public, whose history goes back even further.

Many outstanding students (in all fields of educational endeavour) have passed through Leeton High and our annual presentation nights and school magazine recognise and record these achievements. Pupils who have gained the distinction of being Dux of the school are recognised on the honour boards as follows:

1947	Patricia Hinch	1985	Tim Hewitt
1948	Marjorie Overs	1986	Alice Turner
1949	Alice Chant	1987	Scott Ross & Sarah Tiffen
1950	Margaret Stewart	1988	Richard Davies
1951	Annette Jane	1989	Peter Herrmann
1952	Glenda Harris	1990	Robert Maguire
1953	Peter Graham	1991	Paul Timms
1954	Pamela Levings	1992	Gillian Wilson
1955	Beverley Carter	1993	Angelique Hutchison
1956	Elaine Stevens	1994	Kathy Hudson
1957	Geoffrey Connor	1995	Corrine Tarnawsky
1958	Barbara Biggs	1996	Shane Durkin
1959	Leslie Bird	1997	Deborah Harrison
1960	Jane Rayment	1998	Deborah Martin
1961	Bruce Knight	1999	Glen Mellor
1962	Lorraine Collins	2000	Christie Barnhill
1963	Andrew Crawford	2001	Emily Manton
1964	Richard Tweedie	2002	Michele McKenzie
1965	Denise Kelly	2003	Nikki Hardie
1966	Patricia Kirkup	2004	Courtney Hart
1967	Patricia Kirkup	2005	Katherine Neeson
1968	Joan Tweedie	2006	Lin Mo
1969	Sally Thomas	2007	Larissa Hanlon
1970	Michael Puntoriero	2008	Anthony Celi
1971	Bruce Tweedie	2009	Allen Wang
1972	Sandra Roberts	2010	Kirralee Hanlon
1973	Carol Spittles	2011	Daniel Keith
1974	Colin Stahel	2012	Vicki Wang
1975	Rodney Dooner	2013	Nathan Turton
1976	Andrew Evans	2014	Sally Boardman
1977	Brian Heath	2015	Anna Wang
1978	Dennis Hulme	2016	Hannah Keith
1979	Michael O'Reilly	2017	Isaac Collins
1980	Robyn Bannister	2018	Chevaughn Moore
1981	Garry Bell & Lynn Heath	2019	Caleb Watson
1982	Monica Turner	2020	Amelie Sachs
1983	Lisa Damiani	2021	Sarah Allen
1984	Gaye Camm	2022	Lilly Davies

Like most High Schools, Leeton High School makes use of the house system for sporting competitions. Originally there were three houses designated by the colours, Blue, Gold and Red. Then in 1938 it was decided to give these Houses names: Blue House became David House, Gold became Hunter House and Red became Mawson House. In 1941 it was decided to form another house and Smith House came into being with Green as the house colour.

David House was named after Sir T W Edgeworth David, a man of learning and a man of action. Not only was he an eminent Professor of Geology but also a famous Antarctic explorer.

Sir Douglas Mawson was a pupil of David's and like David eventually a Professor of Geology and also a man of action. He was eventually knighted for his service in the cause of science and exploration - after making three trips to the Antarctic.

Professor John Hunter in the short space of twenty-six years achieved greatness and won immortality in the halls of learning. At the age of 23 Hunter was Professor of Anatomy and an outstanding lecturer at Sydney University. His untimely death cut short a brilliant career.

Sir Grafton Elliott Smith won fame for his greatness as a man of learning and for his power to inspire others. He was knighted for his work as Professor of Anatomy and Professor of Physiology in London and for his greatness as an author of scientific works.

House spirit in sporting competitions continues to be at an all-time high with our two major carnivals (athletics and swimming) keenly contested by all students. This enthusiastic spirit and sporting ability of our students carries on into the Annual South Western Zone Carnivals, where we have often been the champion school in all three competitions.

Leeton High School's proud traditions live on. In many of the varied areas of endeavour and achievement it has established itself, and continues to reassert itself, as the outstanding school of the area.

MR K HARDIE

2024 NSW TERM DATES & SCHOOL HOLIDAYS

Term 1

Tuesday 30th January to Friday 12th April
School Development days - Students do not attend
Tuesday 30th January & Wednesday 31st January
Year 7 & Year 12 commence Thursday 1st February 2024
All other students to commence Friday 2nd February

Autumn School Holidays
Monday 15th April to
Friday 26th April

Winter School Holidays
Monday 8th July to
Friday 19th July

Term 2

Tuesday 30th April to Friday 5th July
School Development days - Students do not attend
Monday 29th April

Term 3


Tuesday 23rd July to Friday 27th September
School Development days - Students do not attend
Monday 22nd July

Spring School Holidays
Monday 30th September to
Friday 11th October

Summer School Holidays
Monday 23rd December
Thursday 6th February 2025

Term 4

Monday 14th October to Thursday 19th December
School Development days - Students do not attend
Friday 20th December

	BELL TIMES 2023					RESPECTFUL	RESPONSIBLE	LEARNERS
	Monday	Tuesday	Wednesday	Thursday	Friday			
								
Period								
1	9:05-10:09	9:05-10:09	9:05-9:58	9:05-9:58	9:05-10:09	9:05-10:09	9:05-10:09	9:05-10:09
2 Assembly	10:09-11:13	10:09-11:13	9:58-10:51	9:58-10:51	10:09-11:13	10:09-11:13	10:09-11:13	10:09-10:41
PBL								10:41-11:13
RECESS	11:13-11:43	11:13-11:43	10:51-11:21	10:51-11:21	11:13-11:43	10:51-11:21	10:51-11:21	11:13-11:43
3	11:43-12:47	11:43-12:47	11:21-12:14	11:21-12:14	11:43-12:47	11:21-12:14	11:21-12:14	11:43-12:47
4	12:47-1:51	12:47-1:51	12:14-1:07	12:14-1:07	12:47-1:51	12:14-1:07	12:14-1:07	12:47-1:51
LUNCH	1:51-2:21	1:51-2:21	1:07-1:37	1:07-1:37	1:51-2:21	1:07-1:37	1:07-1:37	1:51-2:21
5	2:21-3:25	2:21-3:25	1:37-2:30	1:37-2:30	2:21-3:25	1:37-2:30	1:37-2:30	2:21-3:25
6			2:30-3:23	2:30-3:23		2:30-3:23	2:30-3:23	
BUS LINES	3:25-3:55	3:25-3:55	3:23-3:55	3:23-3:55	3:25-3:55	3:23-3:55	3:23-3:55	3:25-3:55