

Leeton High School



PROSPECTUS

2018

A proud member of the Leeton Community of Public Schools

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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
- Recognise and encourage success by others
- Contribute positively to the wider community
- Communicate effectively
- Be self motivated in all aspects of their learning
- Develop positive interpersonal relationships with all members of the school community
- Take responsibility for their learning
- Develop independent learning skills
- Develop peaceful conflict resolution skills
- Develop a positive and healthy self-image
- Develop a sense of pride in their school.

In order to achieve our purpose, the school community will endeavour to –

- Provide a safe learning environment
- Offer a broad curriculum to its students
- Administer fairly our welfare and discipline policy
- Encourage student involvement in extra curricula activities including leadership opportunities
- Advance teaching skills through training and development
- Provide the best learning centre in the community
- Develop strong links with the local community
- Develop and promote a positive school image.

**LEETON HIGH SCHOOL
DIRECTORY
2018**

ABN: 22 761 278 122

Telephone Numbers:

School: 02 6953 2122
Fax No: 02 6953 5085
Canteen: 02 6953 2841
Email: leeton-h.school@det.nsw.edu.au

Principal: Mrs Meagan Crelley

Deputy Principal: Mr Andrew Morschel

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 and White

Year Advisers:

Year 7	-	Miss Nina Neal
Year 8	-	Ms R Arena
Year 9	-	Miss K Seabrook
Year 10	-	Mrs N Stout
Year 11	-	Mr N Turner
Year 12	-	Miss J Lucas

Careers Adviser: Ms B Becker

Student Welfare Teacher: Mr P Hubatka
Phone: 02 6953 5325

P&C President: Mrs J Pianca

A MESSAGE FROM THE PRINCIPAL

Welcome to Leeton High School

Leeton High school has maintained a proud tradition of providing a range of diverse learning opportunities for students. As a rural comprehensive secondary school we offer academic, vocational, sporting and culturally enriching opportunities to ensure that our students are afforded not only an engaging curriculum but a wealth of opportunity to suit all needs.



Whilst our central purpose is aimed at achieving high standards of academic outcomes for all students through the use of evidence based practice, teachers are focussed on professionally developing themselves to best respond to the learning needs of all students. We encourage students to realise their potential and we trust that they will find a multitude of avenues of interest to make their time here enjoyable, rewarding and enriching.

Many strong and enduring friendships will develop as students start their secondary journey at Leeton High School. We encourage a supportive and inclusive school environment and strive to maintain a harmonious school culture to support not only learning but the holistic development of the young people in our care. We will continue to support all students to reach their aspirations for the future and to lead a fulfilling life as a student in the present.

We aim to build strong partnerships with our school community and we welcome parental input for improvement. We value the profitable partnerships that arise from open communication and respectful relationships and look forward to working with you during your child's learning journey.

We are confident in delivering on our school mission - educating young people for active and responsible citizenship. We also strive to inspire, engage and challenge all students in our care to succeed and thank you for allowing us to support your child to achieve and grow. For any queries and concerns, help is always close at hand. Should parents have any queries or concerns regarding your child's education please contact the school.

A handwritten signature in black ink, which reads "Mrs Meagan Crelley". The signature is written in a cursive, flowing style.

Mrs Meagan Crelley
Principal

1. THE YEAR ADVISERS

Year Advisers	Name	Staff Room
Year 7	Miss Nina Neal	English
Year 8	Ms R Arena	Science
Year 9	Miss K Seabrook	HSIE
Year 10	Mrs N Stout	Science
Year 11	Mr N Turner	English
Year 12	Miss J Lucas	HSIE



Miss Nina Neal



Ms R Arena



Miss K Seabrook

The role of the Year Adviser is to coordinate all aspects of your education at High School.

Year Advisers consult with all of 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 help your Year Adviser in their effort to make your school life a successful and happy one.



Mrs N Stout



Mr N Turner



Miss J Lucas

2. TERM DATES

<u>TERM 1</u>	Monday 29 January 2018 (School Development Day – Pupil Free) Tuesday 30 January 2018 - Year 7, Year 11 and Year 12 commence Tuesday 30 January 2018 - All other returning students commence to Wed 31 January 2018 to Friday 13 April 2018
Autumn Vacation	Monday 16 April 2018 to Friday 27 April 2018
<u>TERM 2</u>	Monday 30 April 2018 (School Development Day – Pupil Free) Tuesday 1 May to Friday 6 July 2018
Winter Vacation	Monday 9 July 2018 to Friday 20 July 2018
<u>TERM 3</u>	Monday 23 July 2018 (School Development Day – Pupil Free) Tuesday 24 July 2018 (all students return) to Friday 28 September 2018
Spring Vacation	Monday 1 October 2018 to Friday 12 October 2018
<u>TERM 4</u>	Monday 15 October 2018 to Wednesday 19 December 2018 (School Developments Days Tuesday 18 & Wednesday 19 December)
Summer Vacation	Thursday 20 December 2018 to Monday 28 January 2019

3. STAFF DIRECTORY

PRINCIPAL:	Mrs M Crelley
DEPUTY PRINCIPAL:	Mr A Morschel

FACULTY	HEAD TEACHER	CLASSROOM TEACHERS
ENGLISH	Mrs M Anthony	Mr M Elliott Mr K Hardie Miss N Neal Mrs A Skewes Ms H O'Connell Mr N Turner
MATHEMATICS	Mr D Bush	Mr M Doyle Mr G Dumbrell Mr C Luppi Mrs K Lanham Mr R Degens Mr W Tregea
SCIENCE	Miss S Crossley (Rlg)	Ms R Arena Mrs S Doig Mr L DiSalvia Mrs N Stout
HSIE	Mr C Henderson	Ms T Lourigan Miss J Lucas Ms J Northey

		Miss K Seabrook Mr H Welsh Mrs R Locke
LANGUAGE	Mr D Bush	Miss V Ling
ART	Mrs M Anthony	Ms S McGilvray
MUSIC	Mrs M Anthony	Mrs R Van den Heuvel
PDHPE	Miss S Crossley (Rlg)	Mrs K Goman Mr G Forrest Mrs S Turner
TECHNOLOGICAL AND APPLIED STUDIES	Mrs L Schmetzer	Miss E Danvers Mr D Killen Mr J Scanu Mr S Stout
TEACHING & LEARNING	Ms R Nisbet	Mr J Copp (Special Ed) Mrs R Locke (Literacy & Numeracy) Mrs P Newsam (Library)

CAREERS	Ms B Becker
STUDENT WELFARE TEACHER	Mr P Hubatka

<i>NON TEACHING STAFF</i>	
SCHOOL ADMINISTRATION MANAGER	Mrs S O'Callaghan
SCHOOL ADMINISTRATIVE OFFICERS	Ms B Bailey Mrs T Graham Mrs L Mitchell Mrs J Palmer Mrs G Spadaro Mrs T Speer Mr C Weymouth Mrs S Wilesmith
SCHOOL LEARNING SUPPORT OFFICERS	Mrs M Frazer Ms M Robertson Ms D Waters Mrs M White
ABORIGINAL EDUCATION OFFICER	Mrs D Morgan
GENERAL ASSISTANT	Mr T Lawrence (Rlg)
FARM ASSISTANT	Mr K Lehman (Rlg)

4. INTRODUCING OTHER SCHOOL PERSONNEL

(a) **THE PRINCIPAL – Mrs M Crelley**

The Principal is responsible for the total management of the school. She is available for interview during school hours. She should be contacted for an appointment during the school office hours, 8.30 a.m. to 3.45 p.m Monday to Friday.



(b) **THE DEPUTY PRINCIPAL – Mr A Morschel**

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.

(c) **HEAD TEACHERS – Mrs M Anthony, Ms R Nisbet, Mr D Bush, Mr C Henderson, Miss S Crossley (Rlg), Mrs L Schmetzer**

Head Teachers are responsible for the organisation of their subject areas. Any queries on levels of study, class placements, assessment, subject discipline or text books should be directed to the Head Teacher.



Mrs M Anthony



Ms R Nisbet



Mr D Bush



Mr C Henderson



Miss S Crossley (Rlg)



Mrs L Schmetzer

(d) **STUDENT WELFARE TEACHER – Mr P Hubatka**

Students are referred to the Student Welfare Teacher by teachers, parents, and the Department of Community Services. Students can also refer themselves. The Student Welfare Teacher is concerned with psychological welfare, diagnosis of educational problems, programs of remediation and the prevention of educational and adjustment problems.

(e) **ABORIGINAL EDUCATION OFFICER – Mrs D Morgan**

Mrs Morgan assists the staff and the students in ensuring that Aboriginal students participate fully in the school's education programs. Telephone: 6953 7045.



(f) **GIRLS ADVISER – Miss L Danvers**

Girls Adviser is responsible for the general supervision and welfare of girls in the school. She is available to assist any girl with any problem she may have in or out of school. The Girls Adviser liaises with the School Counsellor, Welfare Officers, Principal and/or parents in individual cases.



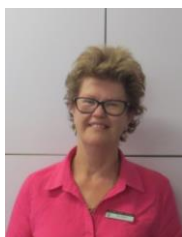
(g) **BOYS ADVISER – Mr H Welsh**

Boys Adviser has a similar role to that of our Girls Adviser. The teacher will be available to discuss problems with boys on a variety of issues, and provides advice to resolve these issues. They also have an important liaison role with the welfare team of our school.



(h) **LEARNING SUPPORT TEACHER (LST) – Mrs R Nisbet**

The LST 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 LST is literacy and the LST is a member of the Learning Support Team.



(i) **CAREERS ADVISER – Ms B Becker**

Ms Becker is able to provide information about school courses; career pre-requisites 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.



(j) **FIRST AID OFFICER – Mrs S Wilesmith**

In the event of illness or injury students should go to the Administration Block. In serious cases parents or the ambulance will be contacted. 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 Principal for arrangements.



The Principal must be informed in all cases of students bringing medicine to school and that parental approval is given in writing. Where possible only one (1) day's supply should be brought to school. It is Department policy that no headache tablets are issued to students.

Parents should not send an unwell child to school.

5. 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, mock trials, band and choir, talented student and remediation activities. 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. In 2017 we celebrated a successful musical extravaganza, "Legally Blonde JR", with the hopes of again presenting such productions in the future. The school fully and successfully participates in a broad range of sporting activities.

YEARS 7 AND 8

The transition from primary to secondary school is facilitated by students studying a comprehensive common set of subjects in mostly mixed ability classes.

Students study:

- English
- Science
- History
- Music
- Japanese
- Technology (Mandatory)
- Mathematics
- Geography
- Visual Arts
- Personal Development/Health/Physical Education

YEARS 9 AND 10

All students in Years 9 and 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.

Elective Subjects offered include:

<ul style="list-style-type: none">• Agriculture• Commerce• Dance• Drama• Food Technology• History for Your Future• Industrial Technology – Metal• Industrial Technology – Wood	<ul style="list-style-type: none">• Information & Technology• Japanese• Music• Physical Activity and Sports Studies• Textiles and Design• Visual Arts
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Students must also satisfy requirements in Life and Careers Studies.

Life Skills courses are available for students with demonstrated disabilities.

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.

Subjects offered for senior study are:

<p>Agriculture Ancient History Biology Business Studies Chemistry Design and Technology Drama Economics English - Extension - Advanced - Standard - Studies Food Technology Geography Industrial Technology (Timber Products and Furniture Industries) Information Processes and Technology Investigating Science Japanese - Beginners - Continuers Legal Studies Mathematics - General - Mathematics - Extension 1 - Extension 2 Modern History Music 1 PDHPE Physics Textiles and Design Visual Arts</p>	<p>Board Endorsed Courses Sport, Lifestyle and Recreation Work Studies</p> <p>Board Developed Evet and VET Curriculum Framework Courses Automotive Vocational Preparation – Mechanical Technology Business Services Construction Pathways 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</p> <p>Block Release Courses are also available for selected students.</p> <p>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</p>
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Senior Welfare is targeted in the 'Cross Roads' program designed to assist students cope with the pressures of senior study, timetables, study techniques and personal development. 'All My Own Work' will 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

6. CURRICULUM

The school has moved to a 2-week, 50-period timetable in the interests of improving student learning for 2018. 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
Elective 2	-	-	6	6
Careers	-	-	-	1 (Withdrawal)
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).

7. DAY STRUCTURE



LEETON HIGH SCHOOL

TIMETABLE AND BELL TIMES - 2018

MON A	TUE A	WED A	THU A	FRI A	MON B	TUE B	WED B	THU B	FRI B
900	900	900	900	900	900	900	900	900	900
ROLL CALL 905	ROLL CALL 905	ROLL CALL 905	ROLL CALL 905	ROLL CALL 905	ROLL CALL 905	ROLL CALL 905	ROLL CALL 905	ROLL CALL 905	ROLL CALL 905
PERIOD 1	PERIOD 1	PERIOD 1	PERIOD 1	PERIOD 1	PERIOD 1	PERIOD 1	PERIOD 1	PERIOD 1	PERIOD 1
		955		958			955		958
1005	1005		1005		1005	1005		1005	
PERIOD 2	PERIOD 2	PERIOD 2	PERIOD 2	PERIOD 2	PERIOD 2	PERIOD 2	PERIOD 2	PERIOD 2	PERIOD 2
		1050		1056			1050		1056
1110	1110	MORNING BREAK	1110	SCHOOL ASSEMBLY	1110	1110	MORNING BREAK	1110	(YEAR) ASSEMBLY
MORNING BREAK	MORNING BREAK	1120	MORNING BREAK	1126	MORNING BREAK	MORNING BREAK	1120	MORNING BREAK	1126
1140	1140		1140	MORNING BREAK	1140	1140		1140	MORNING BREAK
PERIOD 3	PERIOD 3	PERIOD 3	PERIOD 3	1156	PERIOD 3	PERIOD 3	PERIOD 3	PERIOD 3	1156
		1215		PERIOD 3			1215		PERIOD 3
1245	1245	PERIOD 4	1245	1254	1245	1245	PERIOD 4	1245	1254
PERIOD 4	PERIOD 4	1310	PERIOD 4	PERIOD 4	PERIOD 4	PERIOD 4	1310	PERIOD 4	PERIOD 4
		AFTERNOON BREAK					AFTERNOON BREAK		
1350	1350		1350	1352	1350	1350		1350	1352
AFTERNOON BREAK	AFTERNOON BREAK		AFTERNOON BREAK	AFTERNOON BREAK	AFTERNOON BREAK	AFTERNOON BREAK		AFTERNOON BREAK	AFTERNOON BREAK
1420	1420		1420	1422	1420	1420		1420	1422
PERIOD 5	PERIOD 5	SPORT (100 MINUTES)	PERIOD 5	PERIOD 5	PERIOD 5	PERIOD 5	SPORT (100 MINUTES)	PERIOD 5	PERIOD 5
1520	1520	1520	1520	1520	1520	1520	1520	1520	1520

8. 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 and Communities.

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

The principal and 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 and Communities will back the authority and judgment of principals and school staff at the local level.

9. RIGHTS AND RESPONSIBILITIES - STUDENTS

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

RIGHTS	RESPONSIBILITIES
<ul style="list-style-type: none"> • 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 	<ul style="list-style-type: none"> • 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

10. RIGHTS AND RESPONSIBILITIES - TEACHERS

RIGHTS	RESPONSIBILITIES
<p>Teachers have the right :</p> <p>to present lessons in a happy, peaceful environment.</p> <p>to have respect from all students.</p> <p>to work in a well maintained school, which supplies all necessary facilities to maintain a working environment.</p> <p>to be free from abuse, insolence or rudeness.</p> <p>to expect students to arrive on time and be diligent.</p> <p>to have resources available if help is required.</p> <p>to expect their personal property and physical self to be safe from any threat.</p> <p>to request parent interviews whenever they are deemed necessary.</p>	<p>Teachers have the responsibility:</p> <p>to prepare work and present it enthusiastically in a logical sequence.</p> <p>to treat students in a polite and friendly manner.</p> <p>to negotiate classroom rules, to use, maintain and supervise available resources.</p> <p>to explain why some types of behaviour are unacceptable.</p> <p>to be punctual.</p> <p>to be aware of support mechanisms.</p> <p>to be consistent and fair in their dealing with students.</p> <p>to keep accurate records and use the referral channels outlined in the school policy.</p>

11. 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.

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



JUNIOR BOYS – SUMMER

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



JUNIOR GIRLS – SUMMER

- Short black & white checked skirt (purchased from Worklocker)
- White short sleeved blouse
- Black leather school shoes (enclosed)
- Short white socks

SENIOR BOYS – SUMMER

- Grey shorts or grey trousers (**not** jeans or cargo pants)
- White collared school shirt
- Black leather school shoes (enclosed)
- Short grey or white socks



SENIOR GIRLS – SUMMER

- Short black & white skirt (modest length –purchased from Worklocker)
- White short sleeved blouse
- Black leather school shoes (enclosed)
- Short white socks or stockings



SPORT JUNIOR BOYS AND GIRLS

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

- White LHS polo shirt
- Black basketball shorts
- Black tracksuit pants
- Black LHS spray jacket or sloppy joe
- Appropriate running shoes (not skate shoes, Rabens or Billies)



JUNIOR BOYS – WINTER

- Grey school trousers (**not** jeans or cargo pants)
- Grey long sleeved collared or LHS polo shirt
- Black LHS knitted jumper or LHS sloppy joe
- LHS Spray Jacket (optional)
- Black leather school shoes (enclosed)



JUNIOR GIRLS – WINTER

- Black long pants (no ski pants or leggings) OR short black & white checked skirt
- White school shirt
- Black LHS knitted jumper or LHS sloppy joe
- LHS Spray Jacket (optional)
- (all purchased from Worklocker)
- Black leather school shoes (enclosed)



SENIOR GIRLS – WINTER

- Black long pants (**no ski pants or leggings**) OR LHS winter skirt
- White school shirt
- Black LHS knitted jumper or LHS sloppy joe
- LHS Spray Jacket (optional)
- (all purchased from Worklocker)
- Black leather school shoes (enclosed)

SENIOR BOYS – WINTER

- Grey trousers (**not** jeans or cargo pants)
- White collared school shirt
- Black LHS knitted jumper or LHS sloppy joe
- LHS Spray Jacket (optional)
- Black leather school shoes (enclosed)



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.

Plain black beanies (i.e. no logo) are permitted for outdoor wear during the winter months.

DESIGN & TECHNOLOGY REQUIREMENTS

- Apron (details will be provided by the D&T Teachers)
- Black leather shoes (enclosed)

PLEASE NOTE: Footwear such as track shoes, volleys, rabens, billies, thongs, 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

12. STUDENT ASSISTANCE SCHEME

Once again the school will operate a Student Assistance Scheme for those families experiencing financial difficulty. The Student Assistance Scheme can be used to provide assistance for purchase of 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.

13. 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 9.00am** and a non-uniform pass will be issued.
- Those students requiring a permanent lunch pass must obtain an application form from the Deputy Principal. This 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 9.00 am**. 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.**
- 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 3.26pm if they walk or ride bicycles. Bus travellers are supervised in the bus areas until the bus departs. Late bus students (departing at 4.00 pm) must sit quietly in the area supervised by staff until their bus arrives
- Students arriving by bus must immediately enter the school grounds and remain there upon arrival.
- The school has implemented a program that allows the school to SMS or email parents information about student absences.

14. THE LIBRARY, YOUR INFORMATION CENTRE

The School Library is the information centre of the school and is staffed by a Librarian and a Clerical Assistant. The Library is extremely well resourced through the enthusiastic support of parents, as most of the funding has been raised by the school's P&C Association.

Students can access information from a wide variety of resources as the Library holds a huge collection of paper-based resources, DVD's, videos, audio-cassettes, computer programs and subscribes to many periodical titles. Current information is available through the Sydney Morning Herald, The Daily Telegraph, The Irrigator, Daily Advertiser, Choice, and The Bulletin.

Computers are extensively used by the students as the Library is one of the focal points of the school based computer network. On the network they can access a computerised catalogue, CD and DVD Roms and USB flash information as well as the world wide web. All borrowing is computerised. There is also a satellite dish which offers interactive education.

The out of class borrowing and study times are –

- Before School from 8.30am
- Every recess and lunch
- Each afternoon to 3.30pm (later upon agreed request).

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 has to 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.

15. WHAT ELSE DOES LEETON HIGH SCHOOL 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. The Student Assistance Scheme may *partially* fund some eligible students' excursions.

There is generally never a refund on transport costs, eg 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, and Leeton Idol.

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.

GIFTED AND TALENTED STUDENTS AT LEETON HIGH SCHOOL

Leeton High School has an active Gifted and Talented Committee which meets regularly to look at ways in which gifted and talented students at the school can be fostered.

The gifted and talented students targeted by the committee are those students who make up the top 10% in ability.

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, statewide and national competitions.
- Faculties identify gifted and talented students in their subject and arrange cluster groupings and/or class structures which allow 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.
- 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 these have included the acceleration of a Year 6 student into a Year 7 maths class and a Year 10 student completing an HSC subject.

SPORT

Sport is a compulsory part of the junior curriculum and is held on Wednesday afternoons for Years 7 to 10. Students are informed of arrangements on Assembly. Notices are also posted on various notice boards around the school. If the weather is wet the school will revert to a wet Wednesday 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 38.

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.

LEARNING AND SUPPORT PROGRAMS

The availability of a learning and support teacher allows for special tuition on a small group or withdrawal basis. Students are tested at regular intervals and the need for remedial work is assessed.

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

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

STUDENTS 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 28 students comprising of 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.

The prefects have specific duties to perform in the school during their 12 months in office. They assist staff in selected areas with orderly conduct, check validity of lunch passes, assist in the conduct of full school assemblies and chair important functions such as ANZAC Ceremonies, Presentation Night and farewells.

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

16. OTHER IMPORTANT INFORMATION

(a) 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.

(b) 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 have been appointed by the Department of Education and Communities. 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.

(c) 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 ouronlinecanteen.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.

(d) **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.

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

(e) **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.

(f) **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.

(g) **PARENT/TEACHER NIGHTS**

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.

(h) **PRESENTATION NIGHT**

The Annual Presentation Night Ceremony is held in the Multi Purpose Centre in December. This is the occasion when the achievements of students' academic, sporting and cultural endeavours are recognised. All parents are invited to attend.

(i) **SCHOOL NEWSLETTERS**

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. Hard copies are also sent home with each family.

(j) **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.

(j) **SCHOOL REFERENCES**

The school reference for a student leaving school at the end of Year 10, Year 11 or Year 12 is provided by the Principal. 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 Deputy Principal to obtain a leavers form and return all text books and other items issued to them.

(k) **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.

(l) **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.

(m) **“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.

(n) **MOBILE PHONES**

Students are discouraged from bringing mobile phones to school. If a student feels that he/she must bring one, it **must be turned off** during lesson time. Failure to do so will result in the phone being confiscated.

17. SOME THOUGHTS ABOUT 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.

-

BOOKS AND STATIONERY

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

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

The senior school (Years 11 and 12) operates a loose-leaf binder system with a back up of manilla folders. Additional information is supplied in the Senior Students' Information booklet.

HOMEWORK AND 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.

ASSESSMENT

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.

18. 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 neatly presented to the best of your ability

- Be suitable for display
- Be presented in a Manilla 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 eg swimming carnival
- Communication between parents and teachers.

<p>19. SURVIVAL GUIDE FOR STUDENTS</p>

What if:

- **I am late for school?**

If you are late for school, you should report to the Front Office before you go to your classroom. The Front Office staff will write you a late note to give to your class teacher. You should bring a note explaining your absence. Lateness counts as a partial absence from school.

- **I am absent?**

Your attendance at school is very important. Poor attendance will affect your progress, and truancy is against the law. If you are absent for any reason you must bring a note **within seven 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.

- **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 the permission of the Deputy Principal. Special permission may be granted upon the receipt of a written request from a parent giving a reason for the absence. All notes requesting a pass-out from the school for lunchtime or any time during the day should be brought to the Deputy Principal's office **before 9.00am**.

- **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 9.00am**

- **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.

Please do not send sick students to school.

- **Bullying or fighting occurs?**

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

- **I lose something?**

If you lose anything at school, first check the area where you may have lost it, then report to the Deputy Principal or the Front Office. You should have your name on all of your school clothing and on your pencil case, folder, books, etc. Money and valuables including calculators must not be left in school bags that are not under your direct supervision. Valuables should not be brought to school. In an emergency they may be given to the Front office for safe keeping.

- **I 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.

- **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 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.

- **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. The following rooms are available during extreme weather. Do not enter classrooms unless supervised by a teacher.

Year 11	Home Science Verandah
Year 10	Rooms 12, 14, 15, 18
Year 9	Rooms 3, 4, 7, 8

Years 7 and 8 have access to the canteen area and lower quad during wet weather.

- **Recess and lunch?**

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

- Year 7 - Western side lawns of the MPC
- Years 8, 9, 10 & 11 - Lower and Upper Quad
- Year 12 - Senior Study

Students in the playground should remain within these areas. The basketball courts and the lower field are available for student use during the second half of lunch.

- **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.

- **Where shouldn't I go?**

Areas like the MPC, side of school, parking areas and the bicycle area 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.

20. 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 and sincerely. Find any excuse to say "***that looks great!***" or "***I like the way you have done that!***" to build up their self-esteem and develop a positive self-esteem. Avoid using sarcasm.

TRUST - As your children go through High School, increasingly say and demonstrate that you trust them to:

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

21. 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 (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 and 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 and Communities. The Principal or his nominee is present at every meeting.

SCHOOL CANTEEN

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 6953 2841 during school hours.

22. 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 for the issue of class notes; support for the Library in the purchase of books and computer software; printing of sporting and school Award Certificates for student achievement; provision of some sport equipment; publication of Information Booklets e.g. Welfare & Discipline Booklet; and meeting the cost of printing our school report forms and covers.

The General School Contribution for 2018 is:

- 1 Student - \$50.00 per year**
- 2 Students - \$45.00 per student**
- 3 Students - \$40.00 per student**

Should any parent wish, the Principal would be pleased to discuss with you any difficulties you may have in making this payment, including options for payment by instalments.

23. SUBJECT MATERIALS CONTRIBUTION

Students undertaking practical subjects utilise materials, which are heavily supported by the payment of a Subject Materials Contribution. **Where this Contribution is not paid, students will only be provided with material necessary to fulfil the minimum requirements of the curriculum.**

Whilst the payment is voluntary, students undertaking options beyond those minimum requirements, including larger size works, must have paid the contribution.

Year 9		Year 11	
Agriculture	\$15.00	Agriculture	\$5.00
Drama	\$10.00	Construction	\$15.00
Food Technology **	\$12.00	Design and Technology **	\$15.00
Industrial Technology Metal	\$30.00	Food Technology **	\$10.00
Industrial Technology Wood	\$30.00	Hospitality	\$200.00
Music	\$20.00	Industrial Technology (Timber)	\$40.00
Textiles Technology **	\$12.00	Music	\$25.00
Visual Arts	\$22.00	Textiles Technology **	\$10.00
		Visual Arts	\$22.00
Year 10		Drama	\$20.00
Agriculture	\$15.00		
Drama	\$20.00		
Food Technology **	\$12.00	Year 12	
Industrial Technology Metal	\$30.00	Agriculture	\$5.00
Industrial Technology Wood	\$30.00	Construction	\$25.00
Music	\$20.00	Design and Technology **	\$15.00
Textiles Technology **	\$12.00	Drama	\$25.00
Visual Arts	\$22.00	Food Technology **	\$5.00
		Hospitality (\$50 per term)	\$150.00
		Industrial Technology (Timber) **	\$20.00
		Music	\$25.00
		Textiles and Design **	\$10.00
		Visual Arts	\$22.00

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

24. 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.

25. 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.

<p>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.</p>	<p>Possible Consequences Include: verbal warning. Repeated incidences will result in: letters sent home and to the school from the bus companies, and suspension of bus privileges.</p>
<p>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.</p>	<p>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.</p>

26. 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	1927 – 1934	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 text books, 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 - Calorafield; 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	1981	Garry Bell & Lynn Heath
1948	Marjorie Overs	1982	Monica Turner
1949	Alice Chant	1983	Lisa Damiani
1950	Margaret Stewart	1984	Gaye Camm
1951	Annette Jane	1985	Tim Hewitt
1952	Glenda Harris	1986	Alice Turner
1953	Peter Graham	1987	Scott Ross & Sarah Tiffen
1954	Pamela Levings	1988	Richard Davies
1955	Beverley Carter	1989	Peter Herrmann
1956	Elaine Stevens	1990	Robert Maguire
1957	Geoffrey Connor	1991	Paul Timms
1958	Barbara Biggs	1992	Gillian Wilson
1959	Leslie Bird	1993	Angelique Hutchison
1960	Jane Rayment	1994	Kathy Hudson
1961	Bruce Knight	1995	Corrine Tarnawsky
1962	Lorraine Collins	1996	Shane Durkin
1963	Andrew Crawford	1997	Deborah Harrison
1964	Richard Tweedie	1998	Deborah Martin
1965	Denise Kelly	1999	Glen Mellor
1966	Patricia Kirkup	2000	Christie Barnhill
1967	Patricia Kirkup	2001	Emily Manton
1968	Joan Tweedie	2002	Michele McKenzie
1969	Sally Thomas	2003	Nikki Hardie
1970	Michael Puntoriero	2004	Courtney Hart
1971	Bruce Tweedie	2005	Katherine Neeson
1972	Sandra Roberts	2006	Lin Mo
1973	Carol Spittles	2007	Larissa Hanlon
1974	Colin Stahel	2008	Anthony Celi
1975	Rodney Dooner	2009	Allen Wang
1976	Andrew Evans	2010	Kirralee Hanlon
1977	Brian Heath	2011	Daniel Keith
1978	Dennis Hulme	2012	Vicki Wang
1979	Michael O'Reilly	2013	N Turton
1980	Robyn Bannister	2014	S Boardman
		2015	A Wang

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.

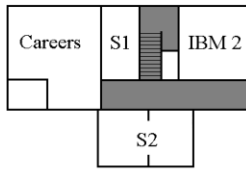
House spirit in sporting competitions continues to be at an all time high with our two major carnivals (athletics and swimming) keenly contested by all students. This enthusiastic spirit and sporting ability of our students carries on into the Annual South Western Zone Carnivals, where we have often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

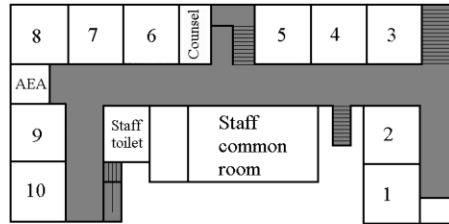
MR K HARDIE

LEETON HIGH SCHOOL - ROOM PLAN

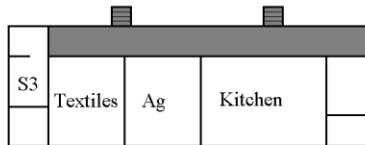
OLD BUILDING



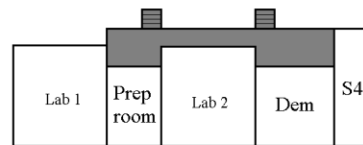
FIRST FLOOR



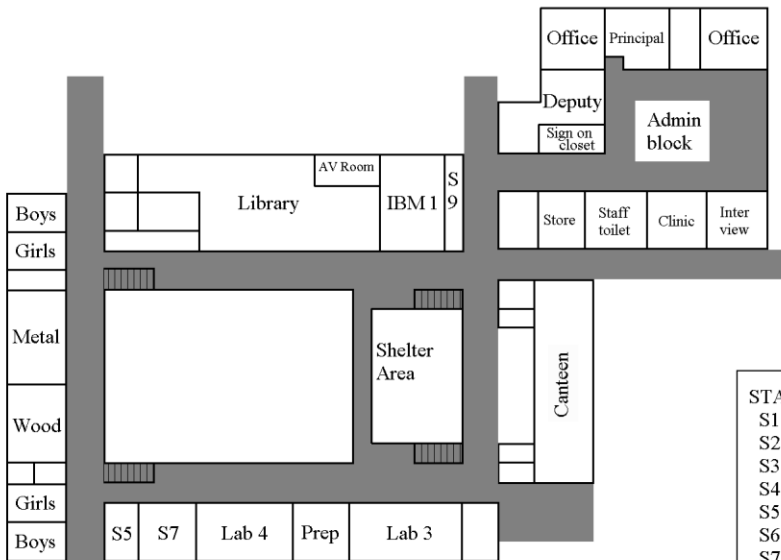
GROUND FLOOR



HOME ECONOMICS

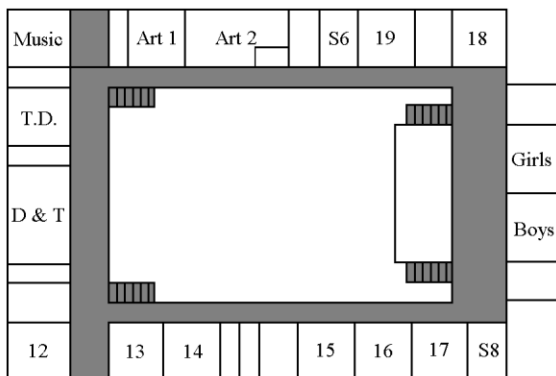


SCIENCE



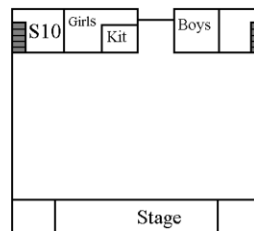
NEW BUILDING - GROUND FLOOR

- STAFF ROOMS:
- S1: Mathematics
 - S2: Social Science
 - S3: Home Economics
 - S4: Science
 - S5: TAS
 - S6: History/Art/Music
 - S7: Support Unit
 - S8: English
 - S9: Peer Support
 - S10: PE



NEW BUILDING - FIRST FLOOR

/PE



MPC