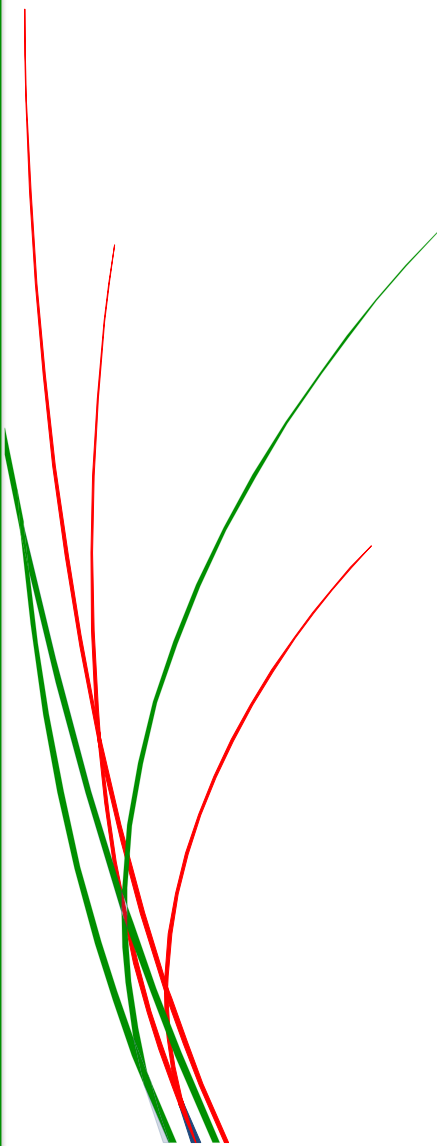
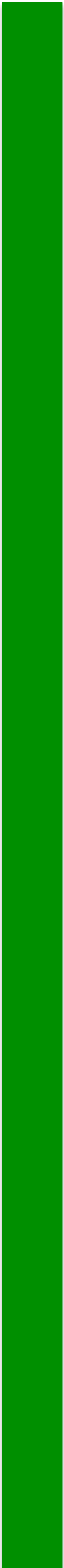


Student & Parent Information Booklet

Years 7 and 8



South Sydney High School



The aims of this booklet are -

- to help students to move as smoothly as possible into Year 7 so that they are confident, happy and transition well into the secondary school environment.
- to inform students in Years 7, 8 and 9 and their parents/caregivers of procedures and rules that are essential for the organization and functioning of South Sydney High School.

South Sydney High School

▲ Care ▲ Opportunity ▲ Success

School Vision

South Sydney High School is an inclusive learning community that inspires innovation, success, pride and a sense of belonging for all.

We provide a future focused, academically challenging learning environment that allows students to strive for excellence.

We foster resilience, responsibility and success in academic, creative, cultural and sporting endeavours to develop students into active, respectful, adaptable and informed global citizens.

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Information about South Sydney High School



School Motto

Let us be known by our deeds

School Hours

School hours are as follows:

Monday 8.55 am to 3 pm

Tuesday 8.55 am to 2.38 pm

Wednesday, Thursday and Friday 8.55 am to 3.15 pm

Key Personnel

Principal

Ms J Neilsen

Deputy Principals

Mr B. Benischke

Mr A Patmore

Head Teachers

Administration

Mr A Yasaman

PDHPE

Mr M Wood

Creative and Performing Arts (Coordinator)

Ms K Mulheron

Technological and Applied Studies

Mr D Tipple

English/LOTE

Mr J Kassab

HSIE

Ms C Ansoul

Mathematics

Mr J Askounis

Science

Ms B Mifsud

Wellbeing

Ms B O'Callaghan

Year 7 Adviser

Mr O Callaghan

Year 8 Adviser

Ms D Woodbridge

School Counsellor

Ms R Reid/Ms V Shine

School Administrative Manager

Ms E Boyadgis

Address

O'Sullivan Ave
Maroubra NSW 2035

Telephone Number

9349 3868

Facsimile

9349 7384

Email

sthsydney-h.school@det.nsw.edu.au

Web

www.sthsydney-h.schools.nsw.edu.au

Attendance and Punctuality

Registering Attendance

Attendance is recorded for the **school's attendance register during Homeroom which begins each day at 8:55am**. An electronic roll is marked in all other periods.

Lateness

If you are late you must **report to the Student Office to register your attendance and obtain a Late Arrival to School slip**. Do not attend classes without registering or you will be marked absent for that particular day. Punctuality is important and any lateness is recorded on your attendance record. If you are repeatedly late to school you will be expected to attend an after school detention.

Truancy

It is **your responsibility to attend each and every lesson**. If you do not, the fractional truancy will be recorded on your attendance record. If you truant classes, you will be expected to attend a detention.

Early Leave

Before school **you must take a note** requesting permission to leave school early **to the Deputy Principal**. The Deputy will sign your note and the Student Office will give you an **Early Leaver's Pass** to show your teacher when leaving.

You must **keep** this pass to show to bus drivers or police or anyone else who has a right to know why you are not in school until 3:15 pm.

Please note that medical and dental appointments should be outside school time.

Leave of Absence

Absence due to illness

When you are absent due to illness, it is your responsibility to provide a note or medical certificate **on the day of your return to School** to the Student Office. Otherwise your Attendance Record shows an unexplained absence.

All other absences

From the beginning of 2016, family holidays and travel are no longer considered as sufficient reason for schools to grant an exemption from attendance. **Travel is considered to be any domestic or international travel for the purpose of a family holiday, family business, bereavement or other reasons**. It includes single and multiple days. Principals are now expected to record travel outside of vacation period as an absence.

Parents wishing to be granted leave for travel and thereby receive an exemption for this period are required to make application on the form available on the school website at least seven (7) days prior to departure. Principals are expected to consult with parents about the intention of the travel and in the case of family holidays encourage parents to take holidays with their child during school vacation periods. Principals are required to request travel documentation, such as travel itinerary or e-ticket, and ensure this is attached to the application.

A Principal is not to accept a reason for travel during school term as leave if it is not in the best interests of the student. The educational, social and participation reasons to support the leave request should be specified in the application. The essence of these new rules is to discourage parents from taking students out of school unnecessarily during school time. As such, Principals will be expected to decline many such applications for leave and record any such absence as unjustified.

Where a Principal considers that the travel is appropriate during school term, the Principal should issue the parent with an Application for Extended Leave – Travel for completion and inform the parent that if the application is accepted. If so the absences will be recorded as “L” – Leave.

Reporting of your Attendance and Punctuality

Your attendance will be checked each half term and reported to your parents/caregivers on your report. Your attendance can be monitored in real time using the Sentral Parent Portal.

Textbooks

Textbooks and reference books may be distributed for use during some classes. Some textbooks may be issued on loan to you for use at home.

- **A record will be kept of which book is issued to you** and your name should be written in the book in the designated place.
- **You are expected to look after the book**, keeping it dry and clean, and carrying it in a suitable bag.
- **Under no circumstances should anything be written in the book**, not even in pencil.
- You are responsible for any necessary minor repairs and for replacing the plastic cover when required.
- The book must be **returned undamaged** after use.
- If a book is damaged or lost, you will be required to **pay for a replacement**.

Bringing food into the school

- No student is permitted to leave the school site to purchase food during the school day.
- The school canteen is available for the purchase of food, snacks and sandwiches during the school day.
- If students forget to bring food for lunch our front office staff will arrange purchase of a lunch order from the school canteen.

Mobile Phone Use

As of Term 4, 2023, mobile phones are banned in NSW public schools. It is not acceptable for students to use mobile phones at any time whilst on the premises. If a parent wishes to contact their child, they must do so through the Front Office on (02) 9349 3868. These procedures extend to the inappropriate use of other electronic devices such as headphones, AirPods and other smart devices specified by the teacher.

Student Responsibility

If a student chooses to bring a mobile phone to school, **it must be off and out of site at all times, including before school, in class, recess, lunch and after school** (whilst on site). This extends to school-based activities, such as excursions, camps, carnivals and other events.

If a student is caught in possession of a mobile phone, they must hand it over to the teacher immediately and may collect it from the relevant Deputy Principal at the end of the day. A first incident will result in a formal caution of suspension. A second incident will result in the student being suspended from school and the phone will be confiscated for collection by a parent/guardian.

Equipment and Course Requirements

General Requirements

All work must be kept so you can study effectively for your examinations. You should have the following equipment every day:

- 2 black or blue pens
- 1 red pen
- 2 pencils
- highlighters
- 1 sharpener
- 1 eraser (soft white)
- 1 x 30cm ruler marked in millimetres
- glue stick
- Scissors
- small stapler
- basic set of coloured pencils

Course Requirements

English	2 x 250 page exercise book 1 x large display folder
History	1 x A4 180 page exercise book
Visual Arts	1 x VAPD 60 page A4 sketch book (available from school \$6.00) 2B pencils, soft white rubber. We recommend AQUARELLE coloured pencils for colour works.
Geography	1 x A4 180 page exercise book
LOTE	1 x A4 180 page exercise book
PDHPE	1 x 180 page exercise book 1 to 2 x PDHPE Uniforms
Science	1 x 180 page exercise book – preferably A4 size
Maths	1 x 238 page grid book Casio FX82 PLUS II Scientific Calculator (purchased through school)
Music	1 x 96 page music book
TAS(Food Technology) Diary	Apron and hat – purchased at school We encourage students to obtain a ‘daily diary’ for organisation.

Uniform Policy

South Sydney High School Junior Uniform

Years 7 – 10 Girls	Years 7 – 10 Boys
<p>Yellow short-sleeved blouse with bottle green piping and embroidered school crest on collar</p> <p>Tartan green skirt, school bottle green shorts or bootleg pants or tartan skort</p> <p>Bottle green knitted jumper with embroidered school crest and/or bottle green polar fleece with embroidered school crest</p> <p>Plain black or white ankle socks or black stockings</p> <p>Black low cut leather school shoes</p> <p>Tracksuit top with embroidered school crest (optional item)</p> <p>Green rain jacket with embroidered school crest (optional item)</p>	<p>Green short sleeve shirt with embroidered school crest on pocket</p> <p>Black cargo shorts and/or trousers with school initials embroidered on side pocket</p> <p>Bottle green polar fleece with embroidered school crest and/or bottle green knitted jumper with embroidered school crest</p> <p>Plain black or white ankle socks</p> <p>Black low cut leather school shoes</p> <p>Tracksuit top with embroidered school crest (optional item)</p> <p>Green rain jacket with embroidered school crest (optional item)</p>
<h3>Sports Uniform – Junior/Senior Boys And Girls</h3> <p>Micromesh polo shirt with jacquard collar and embroidered school crest.</p> <p>Black microfibre shorts and/or trackpants with red and green vertical stripe and embroidered school initials.</p> <p>Bottle green polar fleece with embroidered school crest and/or bottle green knitted jumper with embroidered school crest</p> <p>Full tracksuit with embroidered school crest (optional item)</p>	

- **No makeup or jewellery/adornment** (except for a watch, sleepers or studs) is to be worn visibly while students are in school uniform.
- Hair restraints must be **discreet and in school colours**.
- School uniform is to be worn **during examinations and excursions** unless you are notified otherwise.
- You must wear the uniform **designated for your year**.
- If you wish to wear a cap or hat, it must be the **school cap or hat**.
- If you wish to wear additional clothing for extra warmth in winter it **must not be visible**. **Plain white, long-sleeved skivvies** are permitted. A scarf must be plain black or dark green.
- If you wear items that are not part of the uniform code (this includes jewellery and headwear) they may be confiscated. A parent must make an appointment with the Deputy Principal within two weeks for the item to be collected. **Items not collected will be sent to a charity**.

Responsibilities in relation to ensuring the Uniform Policy is followed by Students.

The Student /Parent and Caregivers

- **Each student** is responsible for ensuring that they have sufficient items of uniform so that a **clean school uniform is worn each day of the week**.
- If there are **financial problems** in relation to wearing uniform, a parent/caregiver should see the School Administration Manager (SAM) who may assist with this problem through the Principal.

- Any student who is not in full school uniform must **report this to their Homeroom Teacher** when they arrive in Homeroom, they will be issued with a uniform pass for the day.
- A student who **has a note from a parent/caregiver** which explains why they are out of uniform and when they will be back in correct uniform will be issued with a uniform pass. This will be noted on the student's record.
- A student who **does not have a note from a parent/caregiver** will be issued with a uniform pass.
- Students who are out of uniform on **two occasions** and **do not obtain a uniform pass** will be issued with an after-school detention.
- Students who are out of uniform repeatedly with notes from home will be offered support through the Well-being team to obtain uniform.
- Students must wear **full school uniform on excursions** unless permission has been given for the **full sport uniform** or alternative clothing and this is noted on the Information to Parents form. Students who are not in full school uniform will not be permitted to go on the excursion and you will not be entitled to a refund of the excursion costs.

Sport Information for Students & Parents

Mandatory Sport Requirements

The Department of Education Sport Policy requires that **all students be involved in sport**. In this Policy the stated **aims of sport** are the promotion of

- pleasurable involvement in physical activity
- cognitive, aesthetic, expressive, physical and social development
- fitness and health
- positive attitudes and good sportsmanship

At South Sydney High School during Years 7 to 10 each student will be required to participate in sport. For Years 7 and 8 Sport takes place on Monday Periods 5 and 6, for Years 9 and 10 Sport takes place on Wednesday Periods 5 and 6.

Safety is of importance when playing sport. The Department of Education **may require students to use personal protective equipment** when they participate in some sports. For example, shin pads are required if students are playing soccer and soccer boots are being worn.

Expectations of Students in relation to Sport

At South Sydney High School students are expected to

- **Bring a water bottle to sport** when playing at a venue away from the school.
- **Provide their own personal protective equipment** as specified by the Sports Organiser eg. boots & shin pads for soccer. Parents will be informed if this is required.
- Be punctual for their chosen sport including meeting for roll call.
- **Participate at a satisfactory level** throughout the duration of the sport.
- Wear the full PE/sport uniform or school issued sports shirt and are encouraged to wear a hat
- Students who select a sport which includes a cost are expected to pay before the sport commences.
- **Follow all instructions** given by the teacher.
- **Provide and apply their own sunscreen** if participating in an outdoor sport.
- **-A school hat or school cap may also be worn** for sun protection.

House Sport

In Term 2 and 4, the school runs weekly sport through House-based competitions. This involves students selecting a sport from options available from where they are placed into House teams, competing in a week-week competition. Results from these competitions across the year contribute to the House System Competition Winners at the end of the year.

Sports Carnivals

School Carnivals

Each year the following School carnivals are held.

Swimming Carnival

Term 1 - at Botany Aquatic Centre. All students should attend.

Athletics Carnival

Term 2 - at Hensley Field. All students compete including Years 11 & 12.

Zone Carnivals

Students who place 1st or 2nd in the relevant School Carnival may be **invited to compete** against students from other schools at the Zone Carnival. These are held at a venue away from South Sydney High School.

Regional Carnival and State Competition

These are the two highest levels of sporting competition for students of NSW Department of Education schools. Qualification for these carnivals occurs through the Zone Carnival pathway. Dates for these carnivals

can be accessed via the Sydney East School Sports Association website.

Sydney East and CHS Representation

Students can trial for a range of sports if they would like to pursue representative pathways. All trials are Open Aged, unless otherwise specified. Students turning 19 in the current academic year are not eligible to trial for these teams. Trial dates are displayed on a term-by-term basis in the sport notice board and students are notified of the organisation and venues for upcoming trials via their school emails. Further information can be accessed by contacting the Head of Sport.

Representing the School in Knockout Competitions and other Sport Specific Competitions

The school enters teams into several of the Combined High School Knockouts each year, as well as other competitions facilitated by individual sporting organisations (eg Volleyball NSW). These teams are selected by the coordinating teacher on a match-by-match basis. Training for these teams may take place before or after school, or during lunch times

Eligibility For Selection

Representing the school in sport is a position of privilege. These teams, and the individuals in them, are expected to uphold the values of the school by always conducting themselves in a positive and respectful manner. The demonstration of good sportsperson-ship is an essential value of all students in these teams

Students who do not meet these criteria across all areas of school **will not** be considered for selection in representative teams. This applies to complying with all school behaviour expectations, including attendance, punctuality, wearing correct uniform and respectful relationships. Repeated or serious breaches of these expectations will result in students being ineligible for selection.

Representative Sports are treated by this school as a variation to routine and therefore parents receive notification via School Bytes to obtain parent consent to be involved.

Gala Day - Year 7

Is participated in by all Year 7 students in Term 1. Students participate in one sport of their choice from a range, including touch football, netball, soccer and softball.

Gala Day provides an opportunity to participate in interschool sport at a reduced overall cost and minimised disruption to normal school routine. The underlying principle is to maximise the participation time and enjoyment of each student.

Gala Day - Year 8

Is participated in by Year 8 students who nominate themselves as interested students, and this takes place in Term 3. Students participate in one sport of their choice from a range, including Oz Tag, netball, soccer and Ultimate Vortex.

Co-Curricular Activities and Competitions

English

English Writing Competitions
Various writing and literature competitions as they arise
UNSW Annual Schools Competition
Debating and Public Speaking
Tournament of Minds

Mathematics

ICAS Competition
Australian Mathematics Competition

CAPA

Various competitions as they arise.

HSIE

Australian Geography Competition

Science

ICAS (International Competitions and Assessment for Schools)
STANSW Young Scientist Competition
NSW RACI Crystal Growing Competition

Sport

Regional and State Sporting K.O. Competitions
Zone Regional and State Swimming, Athletics and Cross Country
Intra-school sports competitions (7–9)
Recreational sports (10 – 11)

Technology

ICAS Competition

Organisations, Groups and other Activities

Performance

Stage Band
Concert Band
Vocal Group
Shakespeare Youth Festival
Tournament of the Minds
State Band Camp
State Drama Ensemble

PDHPE

Outdoor recreation camps
Senior First Aid & Resuscitation Awards
Lunchtime competitions
Snow trip

Debating and Public Speaking

Premier's Debating Challenge
Karl Cramp Debating
Legacy Plain Speaking Award
Sydney Morning Herald Public Speaking
Hume Barbour Debating (Year 12)
JH Thompson History debating (Years 10, 11)
Great Debate – Aboriginal Students
Speak Up – Aboriginal Students

Other

Peer Support
Peer Mediation
Year 7 Gala Days (Sport)
Prefects
Student Representative Council
Premier's Reading Challenge
World Vision "Young Mob Leadership"
AIME Learning Centre
Beacon
AIME Program
World Experience Program
Transition Program
Aboriginal Learning Hub
Volunteer Program
Duke of Edinburgh Award
SSCIM (South Sydney Club for Intelligent Minds) Club
Code Club
Chess Club
Podcast Club
JEMS (Jewish Education Matters)
The Source- Christian Club



QUALITY BEHAVIOUR AWARDS

- awarded to students for displaying positive behaviours.
- awarded by **class teachers during class time** and are achievable by all students.

Quality Behaviour Awards are placed in the barrel in the Deputy Principal's office and are drawn for weekly prizes at assembly.

CERTIFICATES OF COMMENDATION

- awarded to students for their involvement and/or contribution to class or school-based activities.
- awarded by **class teachers during class time** or at an **Achievement Assembly** and are achievable by all students.



***3 certificates of commendation in one area can be presented to a year adviser (who checks for eligibility) to move to the next level and achieve a Certificate of Merit.**

CERTIFICATES OF MERIT

- awarded to students who deserve recognition for excellent performance in one of the 4 areas:
Academic, Creative and Performing Arts, Sport, or Civics and Leadership.
- Certificates of Merit are presented at an **Achievement Assembly** (held twice a term).

***3 certificates of merit in one area can be presented to your year adviser (who checks for eligibility) to move to the next level and achieve a Certificate of Significant Achievement.**

CERTIFICATES OF SIGNIFICANT ACHIEVEMENT

- awarded to students who have performed at or displayed an **outstanding level of achievement** in a school or community-based activity.
- awarded at Achievement Assemblies (held twice a term)
- awarded for outstanding performance in one of the 4 areas:

Academic, Creative and Performing Arts, Sport, or Civics and Leadership.

Principal's Awards

All Principal's award recipients will be presented with a certificate and a medal at the end of year presentation assembly.

Complete the application form signed by their teachers, the Year Advisor, the Principal and then given to their Deputy who submits a copy to the Front Office for processing.



Behaviour code for students

NSW public schools

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 behaviour 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 behaviour.

Respect

- Treat one another with dignity
- Speak and behave courteously
- Cooperate 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 behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

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

Behaviour Expectations



Quality Behaviour Expectations in the Library

These specific expectations for the library are in addition to the school behaviour expectations.

- Use the library for **quiet, seated** activities only.
- **Library Computers** are prioritised **for school work**. Games can be played at recess and first half of lunch if computers are not required for school work.
- **Computer Labs and Conference Rooms** are only to be used when supervised by a teacher.
- Consume **food and drink outside the building** before entering the library, stairs or hallway.

Quality Behaviour Expectations in Practical Spaces

- Wear enclosed shoes
- Tie your hair back
- Wear an apron if required

Guidelines for Library use by Students

Opening hours: 8:30am – 3:30pm Monday – Wednesday and Friday; 8.30am – 4.00 pm Thursday. This includes before school, recess and lunch. Tuesday Homework club finishes at 4:45pm

The Library provides learning services such as use of computers and WiFi connection, help with accessing resources, printing needs and student computer accounts. Good manners and respect for staff, resources and other students is expected.

To ensure the Library is a **supportive learning environment** for all, students must observe the following rules at all times:

- **Bags must be left** in the foyer of the Library. You should take your valuables with you.
- **No food or drinks** (including water) may be brought into the Library at any time.
- Students must be **quiet in the Library** – it is for reading, research and study.
- Speak in a low conversational tone.
- The **Technology Code of Conduct** must be practised in the Library (see following).
- **The Government Legislation and School Policy on phones also applies to the School Library**
- Students must **only ever use their own individual user name and password** when using school computers. Library computers are to be used for educational purposes only.
- Students have access to both colour and black and white printing through their computer account and must keep their 'technology access' fee in credit.
- Students may borrow three Fiction and three Non Fiction books at any one time. Loans are for two weeks and may be renewed if the resource is not in demand.
- Borrowed books and books used in the Library must be returned to the **Returns Box** on the circulation desk.
- **Take care** with all Library resources and **be respectful** of others learning needs. Do not mark, cut or vandalise any resource.
- Any damage to furniture, equipment or resources must be reported immediately to Library Staff. **Return any furniture** that you have moved before leaving the Library, particularly pushing chairs back in place.
- Students are not permitted in the Library Office unless invited by Library Staff.
- **Respect and maintain** the Library as a clean and safe environment.

Technology Code of Conduct

All students have access to the school's computer network. Each student is issued with an individual username and password upon enrolment in the school which allows him or her to save files on the school's fileserver and access the Internet. Students can also access the school's Wi-Fi with their own personal devices (BYOD). All students are expected to be responsible digital citizens when using computers and the school's Wi-Fi. Please note that the DOE blocks some websites to protect students from inappropriate material.

The South Sydney High School Technology Code of Conduct requires a student to:

- **use only his/her username and password** when accessing the school's network.
- use the Internet for educational purposes or worthwhile personal interest only. Intentional accessing or downloading of unauthorised material such as movies, graphics, music or software that is not associated with learning is not permitted.
- inform supervising teacher or the Librarian immediately if they find any material that is inappropriate or makes them feel uncomfortable.
- maintain their anonymity when using the Internet. This means that they will not provide any personal details that would allow anyone using the Internet to identify them or any other person at the school.
- only use the email account provided by the school when using the school's network.
- maintain their anonymity when using the Internet. This means that they will not provide any personal details that would allow anyone using the Internet to identify them or any other person at the school.
- abide by netiquette. This includes not sending email nor posting information on any website that is defamatory or makes another person feel uncomfortable.
- allow a teacher to check any material that is transmitted, posted, uploaded or downloaded over the internet by a student.
- print school-related work only using your account. Students must ensure the school Technology Access charge is in credit.
- acknowledge all sources when completing an assignment. If they are not sure how to do this correctly they should refer to their copy of the Student and Parent Information Handbook or seek the advice of their teacher. Failure to acknowledge sources is plagiarism which attracts a serious penalty.
- only access, alter or delete work on the school's fileserver that is their own. A student may also access material provided for their use by a teacher.
- take care of and not interfere with school equipment. This includes not trying to access a computer's control panel or operating system. Inform the teacher immediately of any problems encountered.
- inform the supervising teacher or Librarian if they become aware of any computer that is damaged or that is not operating correctly.

Code of Conduct – Student Electronic Devices

Bring Your Own Device (BYOD) refers to technology models where students bring a personally owned device to school for the purpose of learning. A personally owned device is any technology device brought into the school and owned by a student (or the student's family), staff or guests".

Put simply, BYOD is a solution where students quite literally bring their own device to school in order to access the internet and/or school network Wi-Fi, be it a tablet, laptop or other device. You will:

- Follow all teacher directions including when to use the device.
- Access only the information related to the learning task.
- Have your device(s) fully charged at the start of every school day.
- Have the volume of devices muted at the beginning of each lesson.
- Inform the teacher or others when using the camera and audio recording functions.
- Ensure that your device is password locked.
- Seek your teacher's permission before sending any form of electronic messaging in class.
- Ensure that audio, photos and video recorded at school are not uploaded, broadcast or transferred without a teacher's permission.
- Only use your personal device yourself, hence, not loan your device to another student.
- Transport and store your device in a safe and secure manner when not in use, ensuring devices are in a sturdy and robust cover at all times.
- If you are a School student, keep your device locked in your locker at recess and lunch time unless participating in a supervised learning activity.
- Understand that your device may be removed by teachers until the end of the lesson or for more serious breaches; the device will be held longer.
- Be bound by all conditions in the Schools Cyber- Safety User Agreement.

Student Leadership

Students are given a range of opportunities throughout their time at South Sydney High School. School leadership opportunities include the following:

Prefects

Each year prefects are elected in Term 3 from the Year 10 and Year 11 students. The School Captains and Vice Captains are elected by the prefects and staff.

Student Representative Council

Student representatives are elected each year by their peers to the Student Representative Council (SRC).

Student Conduct

Student Completion of Homework and Application to Learning

You must complete all homework and your assessment tasks in each course and **must apply yourself conscientiously to work**. This includes revising and studying for examinations. Consistently failing to do so may indicate that they you failed to meet course outcomes.

Student Conduct at Assemblies, Meetings, Concerts

- **Enter and leave** the Hall/Meeting Room/Library **quietly and in an orderly manner**.
- **Listen to and obey teacher directions**. Be seated as quickly as possible.
- Listen politely and attentively. **Do not talk, whistle or call out**.
- Stand and sit **quietly** when directed.
- Display **perfect manners** for the National Anthem. All hats are to be removed during the National Anthem.

Student Conduct in the Playground

Play the following **games** if you wish to in an area where it is safe.

- Handball in the Quadrangle.
- Touch Football or Soccer on the Oval. **No tackling** is allowed.
- Basketball or handball on the Basketball Courts.
- Cricket in the cricket nets **with a tennis ball**.
- Passive activities are not permitted in the games areas listed above.
- **Walk** when on asphalt areas. Do not run.
- **No rumbling or play fighting** is allowed.
- **Move out of the Canteen service area** once you have bought what you want.
- **Behave in a self-respecting and civilised way** in the toilets.
- Stay in bounds
- Place **all rubbish in bins**. Do not litter.
- Pick up litter **as part of your responsibilities** as a school community member when teachers ask you to.
- Stay off grassed areas during **wet weather**.

Student Conduct in the Community

SSHS Quality Behaviour Expectations apply when you are on any school organised activity. It also applies to you as you travel to and from school. This includes wearing full school uniform.

Items which must not be brought to School

The safety and well-being of students is a prime responsibility for school staff. As a result some items are **banned from the school**. Penalties up to and including suspension from school will result from possession and/or use of weapons and prohibited drugs at school.

Weapons

Possession of certain weapons is a criminal offence under the provisions of The Weapons Prohibition Act 1998. Weapons can include, but are not limited to, the items listed below. This list outlines the types of weapons that are banned from school premises:

- firearms of any kind including related attachments/devices
- any imitation or replica of any firearm
- knives
- taser guns
- hunting slings, catapults or slingshots
- knuckle-dusters
- studded gloves or sap gloves
- blow guns or any other similar device capable of projecting a dart
- whips of any kind
- Kung Fu sticks or nunchaku
- batons of any type
- spear-guns
- mace
- any defence or anti-personnel sprays that are capable of discharging irritants in liquid, gas or powder form
- explosives and pyrotechnics
- body armour/handcuffs/tyre deflation devices
- laser pens

Drugs

Drugs (legal or illegal), alcohol, cigarettes, vaping devices, cigarette lighters, matches and illegal substances are also banned. Being under the influence of, possessing or using alcohol or any illegal substances on any school activity will result in immediate suspension from school.

The exception is having prescribed medication that has been prescribed for you to treat a medical condition.

Other Items that are not permitted at School

- chewing gum
- water bombs

Items which *should* not be brought to School

It is recommended that you do not bring any of the following to school:

- large sums of money
- electronic equipment
- any item that is expensive to purchase

The school does not accept any responsibility for items that you bring to school. At no time should items be left in your bag unattended. This includes being left in a locked room while you undertake other activities with your class or year.

Contacting a Parent/Caregiver during School hours

You may be permitted to contact a parent/caregiver at school using the school phones. You must see a Deputy Principal or the Principal to obtain permission to do so.

Please see the **SSHS Mobile Phone Policy** for more information about mobile phone use.

Racism, Vilification and Harassment

- “All students and staff have the right to be treated fairly and with dignity in an environment free from disruption, intimidation, harassment and discrimination.
- There will be cases of **unacceptable behaviour where it will be in the best interests of the school community and/or the student involved to be removed from school for a period of time, or completely.**
- Suspension or expulsion are the options available to the Principal.”
- *General Principles: Procedures for the Suspension and Expulsion of School Students*
- “The Department Rejects all forms of racism. It is committed to the elimination of racial discrimination in NSW Government schools - including direct and indirect racism, racial vilification and harassment - in all aspects of the learning and working environment.” *DoE Anti-Racism Policy*
- “Racism can take many forms, such as jokes or comments that cause offence or hurt, sometimes unintentionally; name-calling or verbal abuse; harassment or intimidation, or commentary in the media or online that inflames hostility towards certain groups. At its most serious, racism can result in acts of physical abuse and violence.” *Anti-Discrimination Policy*
- “Racism can directly or indirectly exclude people from accessing services or participating in employment, education, sport and social activities. It can also occur at a systemic or institutional level through policies, conditions or practices that disadvantage certain groups.
- It often manifests through unconscious bias or prejudice.” *Anti-Discrimination Policy.*
- **The behaviours described above are unacceptable and unlawful. They will not be tolerated at school. This statement constitutes a formal caution to all students.**
- Students who display racist behaviour or vilify or harass others may be suspended from school.

Discipline System Summary

Consequences of failure to observe the Behaviour Code for Students

The school has developed SSHS Quality Behaviour Expectations aligned with the Department of Education Behaviour Code for Students.

Consequences for inappropriate behaviour include reprimand, interview with the student and/or parent, warning, apology, detention, cleanup, isolation, a student written agreement or referral to a specific program eg anti-smoking, anti-bullying. Students may be excluded from class or placed on an after-school detention by a Head Teacher. When warranted, parents/caregivers are informed by phone or letter of the action by the school and interviews may be arranged.

Behaviour Management Overview

LEVEL	BEHAVIOUR	ACTION	RESPONSIBILITY
1.	<p>Breaches of classroom expectations</p> <p>Breaches of subject specific safety rules</p> <p>Dangerous/unsafe play</p> <p>Littering</p> <p>Failure to return absentee notes</p> <p>Occasional Truancy</p>	<p>Student Monitoring Card (Yellow)</p> <p>Information recorded on Sentral</p> <p>Parent Contact</p> <p>Notification to head teacher</p> <p>Orange letter</p> <p>NESA warning letter</p> <p>Restitution</p>	<p>Classroom teacher</p> <p>Teacher on playground duty</p> <p>Attendance Monitoring Team</p>
2.	<p>Failure to complete Level 1 monitoring card</p> <p>Breaches of school rules</p> <p>Persistent lateness</p> <p>Persistent out of uniform</p> <p>Persistent truancy</p>	<p>Student Monitoring Card (Orange)</p> <p>Information recorded on Sentral</p> <p>Orange letter</p> <p>Parent interview / contact</p> <p>Restitution</p>	<p>Head Teacher</p> <p>Year Adviser</p>
3.	<p>Failure to complete Level 2 monitoring card</p> <p>Breaches of school rules</p> <p>Persistent misbehaviour</p> <p>Persistent disobedience</p> <p>Aggressive behaviour</p>	<p>Student Monitoring Card (Orange/Red)</p> <p>Information recorded on Sentral</p> <p>Restitution</p> <p>Formal Caution</p> <p>Parent Interview</p>	<p>Deputy Principal</p>
4.	<p>Failure to complete Level 3 monitoring card</p> <p>Persistent misbehaviour</p> <p>Persistent disobedience</p> <p>Physical violence</p> <p>Abuse of a teacher</p>	<p>Formal Caution</p> <p>Suspension</p> <p>Expulsion</p> <p>Restitution</p> <p>Information recorded on Sentral</p>	<p>Principal</p>

Student Support

Support Personnel

Careers Adviser

The Careers Adviser provides information to students both individually and in groups.

All students are able to make an appointment with the Careers Adviser to assist them in career path planning.

Head Teacher Wellbeing

The Head Teacher Wellbeing oversees all of the student support programs and welfare referrals for individual students in the school.

You or your parents can contact the Head Teacher Wellbeing to discuss issues of concern.

School Counsellor

A School Counsellor is available every day of the week. If you would like to see the School Counsellor you may do so by contacting her before school, at recess or lunchtime to make an appointment or leave a message at the Front Office asking for the counsellor to see you. Check her door for availability.

You will be given an appointment slip which must be shown to your class teacher when seeking permission to be absent for the appointment.

Year Adviser

A Year Adviser is a member of the Wellbeing Team who has special responsibility for a particular year. Your Year Adviser will give you advice if you have any issues that are worrying you.

Student Support Officer

A Student Support Officer assists students and families through linking families to outside agencies, running targeted programs and supporting the Wellbeing Team.

Programs

Anti-Bullying (Positive Peer Relationship) Policy

Our aim is to provide an environment free of all forms of bullying and harassment. Programs have been established to assist us in achieving this goal.

If you are being bullied or harassed by another student you should report the incident to your Year Adviser or the Deputy Principal so that this situation can be addressed.

Anti-Racism Policy

Racist behaviour is not acceptable in the school. If you feel that a member of the school community is behaving in a racist way then you should talk to your Year Adviser who will direct you to the school's Anti-Racism Contact Officer.

Literacy, Numeracy and ESL

Your teachers will monitor your progress throughout the year and as a result, you may be given additional assistance to improve your skills.

General Information

Opal Cards

You can obtain these online. Ask at the student office for details.

Canteen

You can choose from a variety of foods. The **Canteen** can be used before school, at recess and lunchtime but **not between periods or during scheduled class or study period time.**

Daily Bulletin

A daily message sheet which is read out in Period 1. A copy is available for students to read at the office if you have a late start.

Excursions/External Sport Games

Some courses involve excursions, eg to a museum. If a student is required to go on an excursion, the following process will take place.

- Parents/Carers will be notified via email of the excursion with the ability to give permission with and on-line registration (school bytes).
- If a payment is required you will have the option to pay online through direct debit with the details outlined on the email link. You will still have the option to pay in the administration office at school. To support the organisational process we ask that registration and payment be confirm 5 days prior to the excursion.
- Once the above process is complete the Staff member will be automatically notified of the students involvement.

Lost Property

You should check with the Deputy Principal to see if it has been handed in. Be very **careful** with your belongings. Have your name on your clothing. **Do not** leave valuables in your bag at any time. This includes when you are in the library.

Sick

If you are too sick to continue to work at school, you must ask your teacher for a note to go to the Deputy Principal or Principal who will telephone your parents/ caregivers to pick you up and take you home.

Concerns and Complaints

What can concerns/complaints be about? A concern / complaint can be about:

- Student issues
- aspects of the service provided at South Sydney High School
- the behaviour or decisions of staff, or
- practices, policies or procedures.

What steps can I take?

- It is best to discuss your concerns with your child's teacher first. Make an appropriate time to meet with them or phone the school and ask for an appointment with the teacher, or Head Teacher of the faculty.
- If you are not happy with the result or you do not feel it is appropriate to talk to them, phone and make an appointment to discuss your concerns with the Deputy Principal or Principal.

- You may bring a friend or relative to be your support. If you need an interpreter, we can arrange that – just ask beforehand.
- If your complaint is about the Principal you will need to contact the Public Schools NSW Director in our area. Ask the school office staff for their name and number.
- If your complaint cannot be resolved in an informal way, we **may** ask you to put it in writing. It is important that you include specific details of the situation and tell us what you would like to happen as a result of your complaint. We can help you to put your complaint in writing if you require it.
- If you require further assistance, please contact the Principal.

Student Travel to and from School

All students are expected to arrive and leave in full school uniform each day.

Using Public Transport

Demonstrate courteous behaviour to the public. This means that you

- Give seats to adults and disabled passengers.
- Wait in a quiet, orderly way.
- Allow access to stairs and doorways by not congregating in groups near these areas.
- Use appropriate language at all times.
- Respect the comfort of all passengers and their needs.

Demonstrate the responsible and mature behaviour expected of citizens. This means that you

- Keep away from the edge of platform and roadways.
- Show travel passes on request, no borrowing or lending of passes.
- Behave appropriately at all times.
- Respect bus property.
- Ensure that there is no vandalism – e.g. graffiti or window etching.

In the Community

Demonstrate respect for the community. This means that you

- Refrain from entering or damaging the property of others.
- Refrain from littering.
- Allow access to the pedestrian crossings by not waiting near them and facilitating a clear view for motorists.
- Prearrange a place to be picked by parent/caregiver outside a “No Stopping” zone.

Travel to and from school safely. This means that you:

- Use pedestrian crossings and ensure you cross directly and expeditiously.
- Walk on footpaths, not roads.
- Avoid travelling alone.
- Wear a bike helmet if riding a bicycle. Students must walk their bicycles in school grounds.
- Obey traffic light pedestrian signals.
- Enter and leave motor vehicles in a way that is safe for you and others.
- Do not enter or leave a vehicle in a “No Stopping” Zone.
- Do not enter or leave a vehicle which is stopped in the middle of the road.
- Do not walk through the school carparks.

Emergency Evacuation

Evacuation of Buildings

An emergency evacuation of school buildings will **be signalled by the continuous ringing of the bell.**

You must **wait in your seat** until you are instructed to move. You may be asked to close a window.

At the direction of your teacher, you will **exit the building by the safest shortest route.**

The primary evacuation area is the **oval**, see the map below for the specific location for your house. You move to this location unless otherwise instructed by a teacher.

You must **line up in** your assigned group and then be seated on the grass. The class roll will be marked.

You must stay in position until you are instructed by a teacher to move.

Evacuation of the Playground

Any emergency requiring students to move to the classroom will be signalled by a **continuous short/long ringing of the bells.**

Teachers will direct students to the designated block, as indicated below, and direct students into classrooms.

<u>Playground area</u>	<u>Move to</u>
Oval	F Block
Basketball courts & adjacent area	Industrial Arts
Main Quadrangle	B Block
Senior Quadrangle	A Block

If the bell system is not operating, a teacher will direct you to move to the room.

You are to **remain in the buildings until** you are directed to leave by your teacher.

Emergency requiring Students to stay in Classrooms

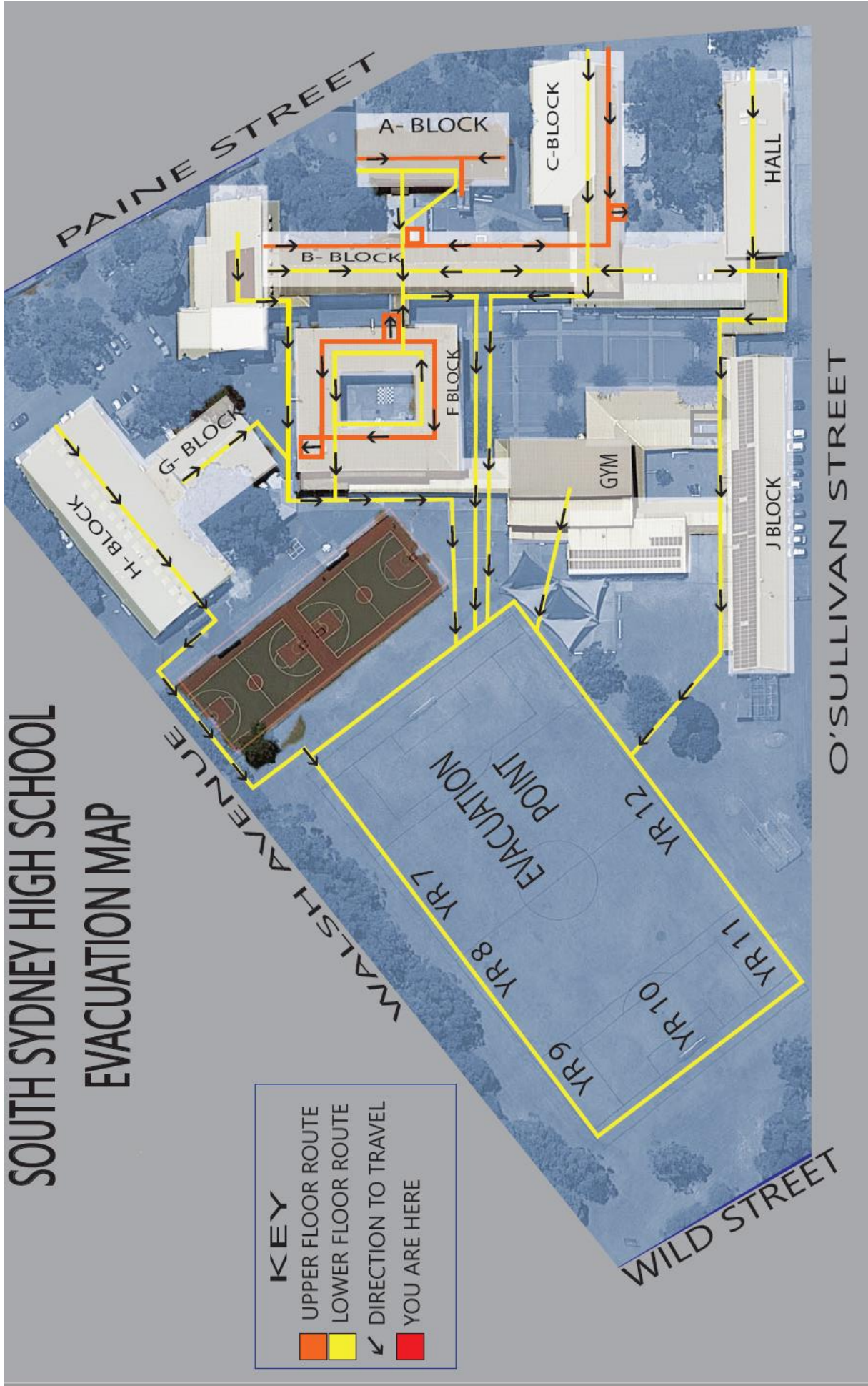
An emergency requiring you to remain in your current room will be signalled by **continuous short/long ringing of the bell.**

If you are doing **PD/H/PE you are to go to the gymnasium change rooms** under the direction of your teacher.

If you have a study period you are to go to the Library.

You are to **remain in the buildings until** you are directed otherwise by your teachers.

Evacuation Map



Privacy Notice

The information provided on enrolment is being obtained for school administration purposes.

It will be used by the Department of Education to provide or improve educational opportunities for your child.

Other agencies that may be provided with your contact details include:

- Department of Communities and Justice (DCJ)
- Health authorities
- Police

Details may also be provided to

- NESAs so that your child is able to sit for public examinations.
- Photographic companies so that they can administer the process of providing photographs to parents.

The information will be stored securely.

If you do not provide all or any of this information then enrolment in this school may not be possible.

You may correct any personal information provided at any time by contacting school office personnel.

South Sydney High School Assessment Policy

Students in Years 7 and 8

General Guidelines

- All issues regarding assessment tasks must be referred to the relevant **Head Teacher**.
- Assessment notifications will be distributed at least **two weeks prior to a task** outlining all relevant information
- Failure to do or hand in an assessment task **at the stipulated time** without a valid reason may result in a mark of zero or marks may be deducted as specified in the particular task notification.
- **Cheating and plagiarism are unacceptable at all times.** A **cover sheet** containing a **declaration of originality** must be completed and attached to any assignments or assessment tasks done outside of class. **Cheating and plagiarism may result in a mark of zero with no opportunity to redo the task.** If plagiarism is of another student's work, a decision will be made by the Head Teacher, after investigation into the degree of complicity, as to whether the other student will be penalised.

Malpractice

The NSW Education Standards Authority (NESA) defines malpractice as any activity undertaken by a student that allows him/her to gain an unfair advantage over others. It includes, but is not limited to:

- copying **someone else's work in part or in whole, and presenting it as their own.**
- using material directly **from books, journals or the internet without reference to the source.**
- building on the ideas of another person **without reference to the source.**
- Buying, stealing or borrowing another person's work **and presenting it as their own.**
- **submitting work to which** another person **such as a parent, coach or subject expert** has contributed substantially.
- **using words, ideas, designs or the workmanship of others in practical and performance tasks without appropriate acknowledgement.**
- paying someone **to write or prepare material.**
- breaching **school examination rules.**
- using non-approved aides **during an assessment task.**
- contriving false explanations **to explain work not handed in by the due date.**
- **assisting another student to engage in malpractice.**

If a student engages in malpractice, a penalty including a mark of zero may be awarded for the work.

Plagiarism

- Plagiarism is copying another person's work, implying that it is your own without acknowledgement. This includes words and text from books and websites, drawings, maps graphics and art; as well as ideas and thoughts.
- Plagiarism is cheating. It is serious breach of the school's Code of Behaviour and may result in the student receiving a zero mark.
- A student's work may be cited for plagiarism if they:
 - make a direct copy of one or more sentences and/or paragraphs from a source document.

- copy sentences and/or paragraphs, though they have changed their order.
 - make cosmetic changes to sentences and/or paragraphs. This may include changing the tense, replacing some synonyms, changing the order of adjectives and nouns or deliberately adding grammar and/or spelling mistakes.
 - change the order of phrases in the sentence.
 - Uses information from a source that is not included in your bibliography.
- Students need to be aware that summarizing and paraphrasing can also be considered plagiarism. Acceptable paraphrasing means that the student expresses the ideas using original language and sentence structure. If they keep even short phrases from the original source document, they must cite the source. They must take care to use only a limited amount of citing in their work.
 - Students who would like to learn more about acceptable paraphrasing and the use of quotes can access these web sites.
 - <https://wts.indiana.edu/writing-guides/plagiarism.html>
 - <https://www.hamilton.edu/academics/centers/writing/style/avoiding-plagiarism>
 - www.hamilton.edu/writing/style/plagiarism/plagiarism.html

Conduct during Examinations, Tests or Assessments

Students must

- follow **the examination supervisor's instructions at all times.**
- remain **silent while in the examination room except if talking to a supervisor.**
- **behave in a way that will be not likely to disturb the work of any other student nor disrupt the conduct of the examination.**
- **make a serious attempt at all questions in the examination. Answers must not contain frivolous or offensive material.**
- **not take food into the examination room.** Books, notes, paper, mobile phones are not to be taken into the examination room. **The areas where bags are placed is not considered to be the examination room,** but any mobile phone left in a bag in this area must be switched off.
- behave ethically. **No attempt should be made to engage in malpractice, to cheat or to attempt to cheat.**
- **Remain in the examination room and not hand in their paper until the examination time has elapsed.**

A penalty, including a zero mark may be applied if a student breaks any of the examination rules with no opportunity to redo the task.

Appeals

Purpose of Appeals

This process is to be followed when a student wishes to appeal a decision made by a Head Teacher because the student has not observed the requirements of the South Sydney High School Assessment Policy.

Notifying the Students of Right of Appeal

The South Sydney High School Assessment Policy is printed in the Student and Parent Information Handbook for students and parents in each year.

Procedure to lodge an Appeal by a Student

- The student must lodge a written appeal stating the grounds on which they are appealing. All supporting documentation must be included.
- An appeal in relation to a zero mark must be submitted using the Assessment Task Appeal Form.
- the written appeal must be submitted to the relevant Deputy Principal within 3 days of the task being submitted or completed.
- Only appeals submitted using the Assessment Task Appeal Form and completed by the student will be considered.

Procedure to consider an Appeal

- The Head Teacher will gather the assessment task documentation issued to students and relevant information from staff where appropriate.
- The Head Teacher will photocopy the student's work and keep the originals where malpractice is involved.
- The Deputy Principal will convene the Appeals Panel consisting of the Head Teacher, Deputy Principal and additional staff members as required.
- The panel will interview the student to enable the student to elaborate on his/her grounds for appeal.
- The panel will consider all other evidence put before it in an impartial manner.
- The Panel's role is to determine whether
 - the student had adhered to the rules of the South Sydney High School Assessment Policy.
 - the penalty is upheld or adjusted.
- The Deputy Principal will record the decision of the Appeal Panel on the student's records and notify the student.

APPENDIX 1 - Writing a Bibliography or Reference List

1. What is a bibliography and why do we have to use one?
2. What is a reference list and when to use one?
3. What style of referencing and/or bibliography do we use?
4. Example bibliography or reference list
5. Guide to APA style referencing and citing in an essay

1. What is a bibliography and why do we have to use one?

A bibliography is a **list of all resources used** during your research, whether referenced or not. A bibliography is **arranged alphabetically** (A-Z) by the authors name and/or title (see 1.5). A bibliography is necessary to show the reader how deeply you have researched and to show where your ideas have come from.

2. What is a reference list and when to use one?

Similar to a bibliography, your reference list should appear at the end of your essay or paper. The purpose of a reference list is to provide the reader the information to retrieve any source you cite in the body of the paper. A reference list contains only the resources that you have cited in your paper. Every source cited in your essay or paper must be in your reference list, and vice versa.

3. What style of referencing / bibliography do we use?

There are many different styles of referencing and writing a bibliography. At South Sydney High School, you are expected to use the APA style, unless your teacher tells you otherwise. More information can be found on different referencing styles on the UNSW website <https://student.unsw.edu.au/skills>

4. Example bibliography or reference list.

Bibliography / References (sample – *Bibliography or References*)

@BarackObama. (2009, July 15). Launched American Graduation Initiative to help additional 5 mill.

Americans graduate college by 2020: <http://bit.ly/gcTX7> [Twitter post].

Retrieved from <http://twitter.com/BarackObama/status/2651151366>

Herrero, M. (2016). *To reduce greenhouse gases from cows and sheep, we need to look at the big picture.*

CSIROscope. Retrieved from <https://blog.csiro.au/reduce-greenhouse-gases-cows-sheep-need-look-big-picture/>.

Internet Pioneer to oversee network redesign. (2007, May 28). *The Canberra Times*, p.15.

Keim, B. (2009, November 18). ID error leaves fish at edge of extinction [Web log post].

Retrieved from <http://www.wired.com/wiredscience/2009/11/extinction-error/>

Kelly, P. (1997). From little things big things grow. *On Songs from the south: Paul Kelly's greatest hits* [CD].

Melbourne, Australia: Mushroom Records.

Nolan, T. (Presenter). (2007, April 28). *AM: News & current affairs* [Audio podcast].

Retrieved from <http://abc.net.au/news/subscribe/amrss.sml>

Rudd, K. (2009, October 24). Australian civilian corps to be held in crisis [Facebook update].

Retrieved from http://www.facebook.com/note.php?note_id=200124043571&ref=mf

5. Guide to APA style referencing and citing in an essay

Type of publication	Reference Style	Citing in-text reference example
Book (one author)	Surname, Initial. (Year). <i>Title of book</i> . City: Publisher. Example: Dahl, R. (1982). <i>The BFG</i> . NY: Farrar, Straus and Giroux.	Dahl (1982) depicted a gentleness side of the giant..
Book (two authors)	Surname, Initial., & Surname, Initial. (Year). <i>Title of book</i> . City: Publisher, Date of publication. Example: Palmer, G.R., & Short, S. D. (2010) <i>Health care and public policy: An Australian analysis</i> (4 th ed.). South Yarra, VIC: Palgrave Macmillan.	When considering the Howard Government's Indigenous health expenditure, Palmer and Short (2010, p.63) maintain that...
Newspaper article (without an author)	Article Title. (Year, Month day). <i>Newspaper</i> , Page Number. Example: Internet Pioneer to oversee network redesign. (2007, May 28). <i>The Canberra Times</i> , p.15.	The redesign of the Internet ("Internet Pioneer", 2007) is said to...
Newspaper article (with an author)	Surname, Initial. (Year, Month day). Title of article. <i>Newspaper</i> , page number Example: Waterford, J. (2007, May 30). Bill of Rights gets it wrong. <i>The Canberra Times</i> , p.11	The notion of a Bill of Rights may be inappropriate in the Australian context (Waterford, 2007).
Article in an online newsletter	Title of article. (Year, Month). <i>Name of newsletter</i> . Retrieved from Web address. Example: Australians and the Western front. (2009, November). <i>Ozculture newsletter</i> . Retrieved from http://www.cultureandcreation.gov.au/newsletter/	Australia's casualty rate was almost 65 per cent – the highest in the British Empire ("Australians and the Western Front", 2009)
Blog post	Surname, Initial. (Year, Month day). Web log post heading. Retrieved from web address. Example: Keim, B. (2009, November 18). ID error leaves fish at edge of extinction [Web log post]. Retrieved from http://www.wired.com/wiredscience/2009/11/extinction-error/	The plight of the flapper skate was recently highlighted (Keim, 2009)...
CD recording - music	Artist Surname, Initial. (Year). Song Title. <i>Album Title</i> . Format (e.g. CD). City, Country: Distributer. Example: Kelly, P. (1997). From little things big things grow. <i>On Songs from the south: Paul Kelly's greatest hits</i> [CD]. Melbourne, Australia: Mushroom Records.	Lyrics from Paul Kelly's song "From little things big things grow" (Kelly, 1997, track 10) were used in recent television advertisements.
DVD / Video Recording	Surname, Initial. (Director). (Year). <i>Title</i> [format]. Country: Distributer. Example: Lee, A. (Director). (1995). <i>Sense and sensibility</i> [DVD]. Australia: Columbia TriStar Home Video.	Jane Austen's world came alive in <i>Sense and sensibility</i> (Lee, 1995)

Type of publication	Reference Style	Citing in-text reference example
Email -NEVER cite address without permission of the owner	Not included in Reference List. Treat as personal communication and cite in-text only.	Ms Coleman (personal communication, July 11, 2007) provided details in an email and we acted on that information.
Facebook update	Author Surname, Initial. (Year, Month day). Update heading [social network location]. Retrieved from url. Example: Rudd, K. (2009, October 24). Australian civilian corps to be held in crisis [Facebook update]. Retrieved from http://www.facebook.com/note.php?note_id=200124043571&ref=mf	\$52 million will be provided to deploy Australian civilian troops (Rudd, 2009)
Interview -on radio	Surname, Initial (Presenter). (Year, Month day). Interview with, name. In <i>Radio program</i> [format]. City, Country: Radio Station. Example: Mitchell, N. (Presenter). (2009, October 16). Interview with the Prime Minister, Kevin Rudd. In <i>Mornings with Neil Mitchell</i> [Radio broadcast]. Melbourne, Australia: Radio 3AW.	In a recent interview with the Prime Minister (Mitchell, 2009)...
Interview -on television	Surname, Initial. Title. Date. Interview with, name. In <i>Television program</i> . [Format]. City, Country: Broadcaster. Example: Denton A. (Producer and Interviewer). (2006, September 25). Interview with Raelene Boyle. In <i>Enough Rope with Andrew Denton</i> . [Television broadcast]. Sydney, Australia: Australian Broadcasting Corporation.	He demonstrated his professionalism and sensitivity in an interview with Raelene Boyle (Denton, 2006) and ...
Motion Picture (movie)	Surname, Initial. (Director), & Surname, Initial (Producer). Date. <i>Film Title</i> . [Format]. Country: Distributer. Example: Jackson, P. (Director), & Pyke, S. (Producer). (2003). <i>The lord of the rings: The return of the king</i> [Motion picture]. New Zealand: Imagine Films.	Jackson and Pyke (2003) provide evidence that belief in a world...
Podcast (audio)	Surname, Initial. (Presenter). (Year, Month day). <i>Program title</i> . [Audio podcast]. Retrieved from URL Example: Nolan, T. (Presenter). (2007, April 28). <i>AM: News & current affairs</i> [Audio podcast]. Retrieved from http://abc.net.au/news/subscribe/amrss.sml	Listening to the news on my MP3 player (Nolan, 2007) was a new experience and I decided..
Speech	Surname, Initial. (Year, Month day). <i>Title</i> . Event. Example: Hodson, A. (2000, November 11). <i>Peace in today's world</i> . Remembrance Day speech presented at the Australian Veterans Memorial	Amongst the views expressed about war and peace (Hodson, 2000) were...

Type of publication	Reference Style	Citing in-text reference example
Television advert	Organisation (Producer). (Year, Month day). <i>Organisation: Title</i> [Television advertisement]. City, Country: Broadcaster. Example: Beyondblue (Producer). (2009, November 29). <i>Beyondblue: Anxiety</i> [Television advertisement]. Canberra, Australia: WIN TV.	The problems of teenage anxiety were graphically captured (Beyondblue, 2009)...
Television program - broadcast	Surname, Initial. (Presenter). (Year, Month day). <i>Program</i> [Television broadcast]. City, Country: Broadcaster. Example: Kimball, C. (Presenter). (2009, September 4). <i>Stateline</i> [Television broadcast]. Canberra, Australia: ABC TV. Always check the television station's website and use the transcript, if one is available, for direct quotes.	Examining future plans for Canberra's city area (Kimball, 2009)...
Twitter tweet If the author uses their name as their Twitter 'handle', do not alter its format to follow the convention of 'family name, Initial(s).'	TweeterName. (Year, Month day). Tweet heading: Twitter post url [Twitter post]. Retrieved from complete url Example: @BarackObama. (2009, July 15). Launched American Graduation Initiative to help additional 5 mill. Americans graduate college by 2020: http://bit.ly/gcTX7 [Twitter post]. Retrieved from http://twitter.com/BarackObama/status/2651151366 Note: This reference would be filed under 'B', not 'O'	President Obama announced the launch of the American Graduation Initiative (Barack Obama, 2009).
Video blog post (e.g. YouTube)	Surname, Initial. (Year, Month day). Title [Video file]. Retrieved from URL Example: Rudd, K. (2009, September 29). Update on new G20 arrangements [Video file]. Retrieved from http://www.youtube.com/watch?v=i8ldJ-0S5rs	The Prime Minister, speaking about Australia's role in the G20 forum (Rudd, 2009)...
Web document - author or sponsor given, dated	Surname, Initial. (Year). <i>Title</i> . Retrieved from the Organisation website: URL Example: Simon, J., Smith, K., & West, T. (2009). <i>Price incentives and consumer payment behaviour</i> . Retrieved from the Reserve Bank of Australia website: http://www.rba.gov.au/PublicationsAndResearch/RDP/RDP2009-04.html	An RBA paper (Simon, Smith, & West, 2009) found that participation in a loyalty program and access to an interest-free period...
Web document – author or sponsor given but not dated	Organisation. (n.d.). <i>Title</i> . Retrieved from URL Example: Commonwealth Scientific and Industrial Research Organisation. (n.d.). <i>Reducing Australia's greenhouse emissions factsheet</i> . Retrieved from http://www.csiro.au/resources/ps282.html	The Commonwealth Scientific and Industrial Research Organisation (CSIRO) is designing several energy-efficient electric machines to reduce greenhouse gas emissions (CSIRO, n.d.).

APPENDIX 2 - NESAs Key Terms and ALARM

A.L.A.R.M. A LEARNING AND RESPONDING MATRIX		
1. NAME AND DEFINE	List/identify	■
2. DESCRIBE	Features/characteristics/details	■ ■
3. EXPLAIN	Purpose/function/significance /role	■ ■ ■
4. ANALYSE	How or why it achieves its role/function	■ ■ ■ ■
5. CRITICALLY ANALYSE	How or why with positives/negatives	■ ■ ■ ■ ■
6. EVALUATE	Judgement/to what extent it is effective	■ ■ ■ ■ ■ ■
7. CRITICALLY EVALUATE	To what extent overall	■ ■ ■ ■ ■ ■ ■

Glossary

Account	Account for: state reasons for, report on. Give an account of: narrate a series of events or transactions
Analyse	Identify components and the relationship between them; draw out and relate implications
Apply	Use, utilise, employ in a particular situation
Appreciate	Make a judgement about the value of
Assess	Make a judgement of value, quality, outcomes, results or size
Calculate	Ascertain/determine from given facts, figures or information
Clarify	Make clear or plain
Classify	Arrange or include in classes/categories
Compare	Show how things are similar or different
Construct	Make; build; put together items or arguments
Contrast	Show how things are different or opposite
Critically analyse/evaluate	Add a degree or level of accuracy depth, knowledge and understanding, logic, questioning, reflection and quality to (analyse/evaluate)
Deduce	Draw conclusions
Define	State meaning and identify essential qualities
Demonstrate	Show by example
Describe	Provide characteristics and features
Discuss	Identify issues and provide points for and/or against
Distinguish	Recognise or note/indicate as being distinct or different from; to note differences between
Evaluate	Make a judgement based on criteria; determine the value of
Examine	Inquire into
Explain	Relate cause and effect; make the relationships between things evident; provide why and/or how
Extract	Choose relevant and/or appropriate details
Extrapolate	Infer from what is known
Identify	Recognise and name
Interpret	Draw meaning from
Investigate	Plan, inquire into and draw conclusions about
Justify	Support an argument or conclusion
Outline	Sketch in general terms; indicate the main features of
Predict	Suggest what may happen based on available information
Propose	Put forward (for example a point of view, idea, argument, suggestion) for consideration or action
Recall	Present remembered ideas, facts or experiences
Recommend	Provide reasons in favour
Recount	Retell a series of events
Summarise	Express, concisely, the relevant details
Synthesise	Putting together various elements to make a whole

APPENDIX 3 - Assessment Task Calendar

SSHS- 2024 Personal Assessment Task Calendar													
Wk	Day	M	Date	Term 1	M	Date	Term 2	M	Date	Term 3	M	Date	Term 4
1	M	J A N			A P R	29	School Development Day	J U L	22	School Development Day	O C T	14	Students return
	Tu		30	School Develop. Day		30	Students return		23	Students return		15	
	W		31	School Develop. Day		1			24			16	
	Th		1	Yrs 7, 11, 12 return		2			25			17	
	F		2	Yrs 8, 9 & 10 return		3			26			18	
2	M	F E B	5		M A Y	6		J U L	29		O C T	21	
	Tu		6			7			30			22	
	W		7			8			31			23	
	Th		8			9			1			24	
	F		9			10			2			25	
3	M	F E B	12		M A Y	13		A U G	5		O C T	28	
	Tu		13			14			6			29	
	W		14			15			7			30	
	Th		15			16			8			31	
	F		16			17			9			1	
4	M	F E B	19		M A Y	20		A U G	12		N O V	4	
	Tu		20			21			13			5	
	W		21			22			14			6	
	Th		22			23			15			7	
	F		23			24			16			8	
5	M	F E B	26		M A Y	27		A U G	19		N O V	11	
	Tu		27			28			20			12	
	W		28			29			21			13	
	Th		29			30			22			14	
	F		1			31			23			15	
6	M	M A R	4		J U N	3		A U G	26		N O V	18	
	Tu		5			4			27			19	
	W		6			5			28			20	
	Th		7			6			29			21	
	F		8			7			30			22	
7	M	M A R	11		J U N	10	Kings Birthday	A U G	2		N O V	25	
	Tu		12			11			29			26	
	W		13			12			30			27	
	Th		14			13			31			28	
	F		15			14			1			29	
8	M	M A R	18		J U N	17		S E P	2		D E C	2	
	Tu		19			18			3			3	
	W		20			19			4			4	
	Th		21			20			5			5	
	F		22			21			6			6	
9	M	M A R	25		J U N	24		S E P	9		D E C	9	
	Tu		26			25			10			10	
	W		27			26			11			11	
	Th		28			27			12			12	
	F		29	GOOD FRIDAY		28			13			13	
10	M	M A R	1	EASTER MONDAY	J U L	1		S E P	16		D E C	16	
	Tu		2			2			17			17	
	W		3			3			18			18	Last day for Students
	Th		4			4			19			19	School Development Day
	F		5			5	Last day of Term 2		20			20	School Development Day
11	M	M A R	8						23		D E C	23	
	Tu		9						24			24	
	W		10						25			25	
	Th		11						26			26	
	F		12	Last day of Term 1					27	Last day of Term 3		27	

