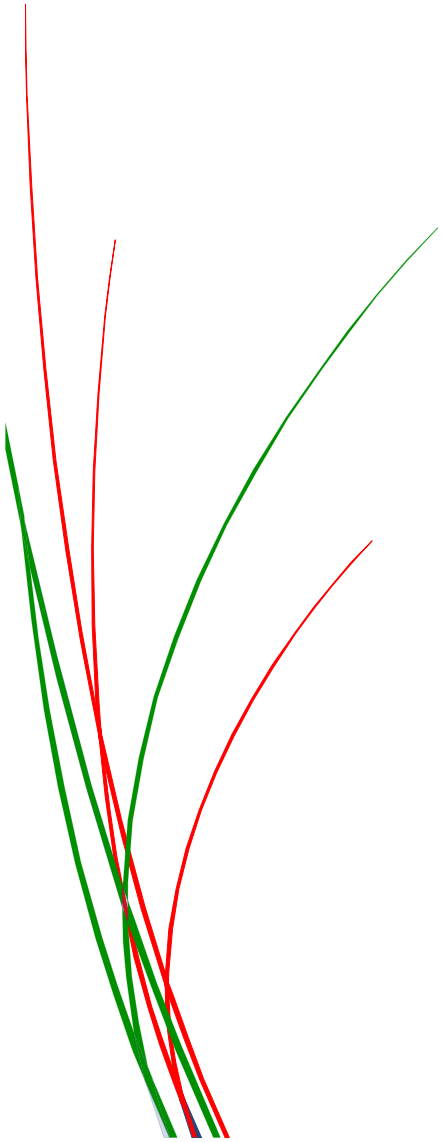
Student & Parent Information Booklet

Years 9 and 10.



South Sydney High School

The aims of this booklet are -

- To inform students and their parents/caregivers of **procedures and rules** that are essential for the organisation and functioning of South Sydney High School.
- To inform students and their parents/caregivers of NESA (**New South Wales Education Standards Authority)** requirements and rules relating to the successful completion of Higher School Certificate Courses.
- To inform students and their parents/caregivers of **Higher School Certificate Course policies and rules at 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 for Year 12 are as follows:

Monday, Thursday and Friday 8.55 am to 3:15 pm

Tuesday 8.55 am to 2.38 pm

Wednesday 8.55 am to 3.00 pm

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

Key Personnel

Principal	Ms J Neilsen
Deputy Principals	Mr B Benischke
	Mr A Patmore

Head Teachers

English/LOTE	Mr J Kassab
Mathematics	Mr J Askounis
Science	Ms B Mifsud
HSIE	Ms C Ansoul
Technological and Applied Studies	Mr D Tipple
CAPA (Co-ordinator)	Ms K Mulheron
PDHPE	Mr Wood
Wellbeing	Ms B O'Callaghan
Administration	Mr A Yasaman
Year 9 Adviser	Mr A Warrington
Year 10 Adviser	Ms R Lal
School Counsellor	Ms V Shine and Ms R Reid
School Administrative Manager	Ms E Boyadgis

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

Course Requirements

English	2 x 250 page exercise book 1 x large display folder
Maths	1 x 238 page exercise book Casio FX82 Plus II calculator.
Science	1 x 180page exercise book.
History/Geography	1 x A4 180 page exercise book per subject
PDHPE	1 x 180 page exercise book 1 to 2 x PDHPE Uniforms
LOTE	1 x A4 180 page exercise book
ELECTIVES	
Commerce	1 x 180 page exercise book.
Visual Arts (Course Costs $50)	1 x VAPD 60 page A4 sketch book (available from school $6.00) 2B pencils, soft white rubber. We recommend AQUARELLE coloured pencils
Design and Technology ($85 for incidentals)	Work completed/ submitted on Google Classroom
Food Technology ($85 for incidentals)	Work completed/ submitted on Google Classroom Apron and hat – purchased at school
History Elective	Exercise book 180 pages
Industrial Tech Engineering ($85 course cost)	Work completed/ submitted on Google Classroom
Industrial Tech Timber ($85 course cost)	Work completed/ submitted on Google Classroom
Marine and Aquaculture (Costs are involved with field trips)	Exercise Book 180 pages
Photographic and Digital Media (Course cost $50)	Work completed/ submitted on Google Classroom
International Studies	Exercise Book 180 pages
Music (course costs $40)	1 x 96 page music book
Physical Activity and Sport Studies ($20/Term)	Exercise Book 180 pages
Diary	**We encourage students to obtain a 'daily diary' for organisation.**

Course details and assessment task information

Assessment Booklets

A separate Assessment Booklet has been provided to all students. The Assessment booklet outlines each task necessary for the successful completion of the Year 9 and 10 courses. It includes the weighting of each task, the outcomes being assessed in each task and the approximate timing of each task. The timing is recorded as a cycle number, each cycle is a two week period of the term, with cycle 1 being the first two weeks of term. Your teachers will give you the exact time and date of each assessment task at least two weeks before you must submit it.

Course Details and Outcomes

The outcomes that you are expected to achieve for each course are available on the NESA website. These documents form an essential part of your progress through the course to achieve your ROSA at the end of Year 10

Assessment Tasks

It is your responsibility to familiarise yourself with each assessment task and to seek clarification from your class teacher or the Head Teacher of that course **before** each task is attempted.

You are expected to attempt **ALL** assessment tasks as required and to be present for any test or examination timetabled as part of the assessment program. **You are also required to complete other assigned work such as homework, assignments or class work that may not be part of the actual assessment program** but is still vital for you to achieve the outcomes of each course.

Study

Years 9 and 10 have increasingly difficult course content and workloads, which require consistent hard work to successfully complete. It is very important that you apply yourself to all the experiences of the course with diligence and sustained effort.

Your Year Adviser, the Deputy Principal, Head Teachers, your class teachers and the Principal are there to assist you to achieve. Seek them out if you need to.

Be successful and enjoy your ROSA Years at South Sydney High School.

The structure and purposes of the assessment program

The school based assessment program has two purposes:-

- It allows a wider range of skills, performance and knowledge to be tested than is possible at an external examination. (Examples will include oral work, practical skills and research abilities).
- It allows work to be assessed over an extended period of time rather than at a single examination.

Year 10 Assessment results are used to assign A to E grades for the RoSA.

Course requirements

A student will be considered to have satisfactorily completed a course if, in the Principal's view, there is sufficient evidence that the student has:

- **applied themselves with diligence and sustained effort** to the set tasks and experiences provided in the course by the school; and
- achieved some or all of the course outcomes.

For the satisfactory completion of a course, NESA does not mandate attendance requirements. As a guide, however, if a student's attendance falls below 85% of a school's programmed lesson time for a course, a Principal may determine that, as a result of absence, the above course criteria may not be met.

Any student in danger of not satisfying course requirements will receive a warning letter. **Students who have not complied with the above requirements and have received at least <u>two</u> written warnings may be regarded as not having satisfactorily completed the course**. The Principal may then apply the 'N' determination for the ROSA.

Where the 'N' determination is applied, it will appear on the student's Record of Achievement. Depending on the course, it will usually mean that the student has not satisfactorily completed the minimum pattern of courses required for the award of the ROSA.

At South Sydney High School, students may receive NESA Warning Letters for the following reasons:

- Unsatisfactory attendance resulting in lack of participation in course experiences
- Being ill-prepared or ill-equipped for class work preventing participation in course experiences
- Failure to complete set tasks
- Failure to complete assessment tasks
- Failure to complete practical tasks

When a teacher is concerned with a student's progress, the teacher will at first raise this with the student, verbally if possible. The teacher will keep a record of interview and ask the student to sign the record. This is a courtesy to students and it is hoped that most students will remedy any deficiencies at this stage. If not, a NESA warning letter will be sent.

If a student does not complete **more than 50%** of assessment tasks (as indicated by the weighting of tasks) in a subject the Principal will **NOT** certify that the course has been satisfactorily studied and the student will receive an N-Determination for the Assessment component of that subject. This means they would be deemed not to have met the ROSA Course requirements for the award of the ROSA.

It needs to be clearly understood by all students that the award of the ROSA is dependent upon the student's satisfactory completion of all course requirements with regard to both Assessment and non-Assessment tasks. Students should therefore appreciate that non-Assessment tasks are very important as preparation and practice for the assessment tasks and for the examination itself.

Please note the following:

- Proven dishonesty may result in a zero award.
- Students who miss lessons before an assessment task without the permission of the school may receive zero for that task.
- Students who choose to use a computer must ensure that work is handed in on time. **Computer failure will not be accepted as a reason for lateness**. Students should ensure that adequate backup systems are in place and that a hard copy is produced well in advance. Students must submit a hard copy by the due date. Assignments etc will not be accepted in electronic form unless specific permission is given to do so.

- Tasks may be single or multi-component. They can test a single area or a number of areas.
- The dates shown for tasks may be varied in order to fit in with the school's schedule but students will be given at least a fortnight's notice in writing of specific dates.
- Students who fail to follow legitimate directions from staff, who bring inappropriate materials into assessment tasks including electronic translators, or who communicate with other students electronically or otherwise, without permission may receive a zero mark for the assessment task.
- **All work due on the day, unless it is to be done in class time, must be handed in before the bell at 8.55am of that day.** Lateness to school will not be accepted as a reason for submitting work after 8.55am. It is suggested that work be submitted the day before it is due.
- Absence from school on a day on which the task is set will not be considered an excuse for the failure to hand in work. It is the student's responsibility to check whether any information was given out, or work set, during their absence.
- Students who miss assessment tasks or fail to hand in tasks will automatically receive a non-attempt (zero) for the task.
- Students who hand in tasks late will automatically receive zero for the task.
- Malpractice and plagiarism are unacceptable at all times. **Malpractice and plagiarism will 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 student will be penalized. The Head Teacher will retain a copy of any material evidence of plagiarism or cheating.
- Definitions of malpractice and plagiarism follow.

Malpractice

Malpractice is defined 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, CDs 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 will be awarded for that component or as a whole.

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 will result in the student receiving a zero mark.
- A student's work may be cited for plagiarism if they
  - makes a direct copy of one or more sentences and/or paragraphs from a source document.
  - copies sentences and/or paragraphs, although they have changed their order.
  - makes cosmetic changes to sentences and/or paragraphs. This may include changing the tense, placing some synonyms, changing the order of adjectives and nouns or deliberately adding grammar and/or spelling mistakes.
  - changes the order of phrases in the sentence.
  - uses information from a source that is not included in the bibliography.
- Students need to be aware that summarising and paraphrasing can also be considered plagiarism. Acceptable paraphrasing meant that the student expresses the ideas using original language and sentence structure. If they keeps 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 websites.

https://www.uts.edu.au/current-students/support/helps/self-help-resources/referencing-and-plagiarism/how-avoid-plagiarism

https://www.onlineeducation.com/guide/understanding-and-avoiding-plagiarism

https://services.unimelb.edu.au/data/assets/pdf_file/0004/821668/5297-Avoiding-PlagiarismWEB.pdf

Assessment task procedures

The following procedures are designed to ensure that there is consistency in the implementation of the school's assessment practices and therefore **equity** for all students.

- As far as possible, **the majority of assessment tasks are to be completed** under **teacher supervision.** However, some syllabus requirements necessitate that work be completed out of class, for example, research activities.
- Students are to be **informed in writing** of the assessment requirements for the course at the commencement of the course in the relevant year Assessment Schedule.
- Students are to be advised **to record assessment tasks in their work planner** and to refer regularly to their copy of the Assessment Schedule.
- Students are to be given **adequate written notice of the nature and timing of assessment tasks.** The **Assessment Task Notification** must be provided a minimum of two weeks before the date of the Assessment Task and include:
  - the nature of the task (or the task itself if this is to be completed at home), including equipment required.

- syllabus outcomes to be assessed.
- the weighting of the task.
- the marking criteria (optional for examinations or in exceptional circumstances).
- the date of the task or, for a hand-in task, the date and time. Tasks for students in Year 10 which are to be handed in must state before 8.55am as the hand-in time. The Assessment Task Notification may be used for this purpose.
- The notification must include assessment criteria.

- If a **student is absent** from class on the day that the Assessment Task Notification is issued, it is **their responsibility** to see the teacher to receive the notification. Students will know during which weeks a task is due/scheduled from the Assessment Schedule.
- Students are to be **provided with feedback** on their performance in each assessment task in the form of a grade or a mark. In addition, written feedback is also to be provided.
- No separate notification is required for formal examinations.

If the student knows that they are going to be away on the day of an Assessment Task

- The student must advise the relevant Deputy Principal **in writing prior to the day of the assessment task.** This includes any student who intends to go overseas. One of the following decisions will then be made:
- The student will be permitted to do the task at the first opportunity **before the set time or when they returns.**
- The student will be given an **alternative task.**
- The student will be given **an estimate** based on their performance in similar tasks.
- The reason for absence will be deemed **invalid.** A **zero mark** will be awarded if the student is absent on the day of the task.

Assessment tasks which are due on a particular date

- All tasks, except those to be done in timetabled lessons, are to be handed in before 8.55am.
- If a student is **absent for any part of the day on which an assessment task** is due, they must make arrangements for the task to be **delivered to the Head Teacher before 8.55am.** If this is not possible, the student must ring the school and speak to the Head Teacher to make alternative arrangements.
- If the student **does not submit an assessment task before 8.55am on the due date,** they must have either a medical certificate, if the absence is due to illness or other documentary evidence for misadventure. These must be submitted to the Deputy Principal **on the first day not covered** by the documentation. Students will then be given an **illness and misadventure form,** which must be completed and signed by both the student and the parent/guardian. This form **must be handed in to** the relevant Deputy Principal on the **next school day,** unless **prior** arrangements are made.

Assessment tasks scheduled during school time and examinations

- If a student **misses an in-class assessment task** they must have a **medical certificate explaining the absence.** This certificate must be submitted to the relevant Deputy Principal before the bell at 8.55am on the first school day not covered by the certificate. The expectation will be that the task will be completed on that first day, in their own time if necessary. The task will be marked with the rest of the tasks but not returned to the student until the Deputy Principal has made a decision to accept the reason for absence as valid.

- A student who misses an in-class assessment or examination without a valid reason and appropriate documentation will have a Warning of Non-Completion of a Higher School Certificate Course sent to the parent/caregiver.

Conduct during examinations, tests or assessments

Students must:

1. **follow** the examination supervisor's **instructions** at all times.
2. **remain** silent while in the examination room except if talking to a supervisor.
3. behave in a way that will be not likely to disturb the work of any other student nor disrupt the conduct of the examination.
4. make a serious attempt at all questions in the examination. Answers must not contain frivolous or offensive material.
5. 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.**
6. **behave ethically.** No attempt should be made to engage in malpractice, cheat or to attempt to cheat.
7. 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.

Illness, Accident and Misadventure Flowchart

Student does not complete task or fails to hand in task on Due Date.

Classroom Teacher

- During the task, teacher enters students individually onto Sentral via Wellbeing under Illness, Accident or Misadventure Application.
- The teacher must give a list of students that do not complete to their Head Teacher at the end of the task.
- Teacher prints I.A.M forms and gives them to the student at next opportunity and **dates** the form from when the form is handed to the student. The teacher follows up with the student at the earliest possible date after the I.A.M form was issued.

Student

- Student sits the tasks or hands in the task on the first day of return to school.
- Student is given the I.A.M form on the first possible occasion and the onus is on them to complete and return to the **class teacher** within 5 days.

Head Teacher

FORM INCOMPLETE- If form is not completed within the **five days** a red letter is generated.	**FORM COMPLETED**- Class Teacher gives completed form to the Head Teacher to assess validity and inform DP of the situation with a recommendation.

Unresolved

- Red Letter generated and sent.
- Parent Contact from the classroom teacher

Deputy Principal

- Deputy Principal makes a decision on the application for misadventure and completes the Sentral entry.

Resolved

I.A.M is resolved and marks to be allocated through consultation with HT and the student is notified by Faculty. DP copies and files the form under the student's name.

South Sydney High School

Care Opportunity Success

ILLNESS, ACCIDENT OR MISADVENTURE APPLICATION

STEP 1 - Read the relevant section of your assessment booklet and then fill out the first part and attach documentation such as medical certificate

Name: Year:

Subject:

Assessment Task: _____

Date of Task:

Date Form ISSUED to student: _____ Date Form DUE: _____

Nature of illness, Accident or Misadventure: _____

Explanation: _____

_____

Medical Certificate [Name of Doctor]: _____
OR
Other verification: _____

_____ _____
Signed Student Date

_____ _____
Signed Parent / Guardian Date

STEP 2 - [Head Teacher]

Faculty Acknowledgement

Date Form Received: _____ Head Teacher Signature: _____

Recommendation:

_____

_____

_____

STEP 3 - Form given to Deputy Principal

Date COMPLETED form submitted to Deputy: _____

Deputy Principal Decision: _____

_____

_____

STEP 4 - Return the completed form to Head Teacher

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.

Procedure to lodge an appeal by a student

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

Procedure to consider an appeal

1. The Head Teacher will gather the assessment task documentation issued to students and relevant information from staff where appropriate.
2. The Head Teacher will photocopy the student's work and keep the originals where malpractice is involved.
3. The Deputy Principal will convene the Appeals Panel consisting of the Head Teacher, the relevant Deputy Principal and additional staff members as required.
4. The panel will interview the student to enable the student to elaborate on their grounds for appeal.
5. The panel will consider all other evidence put before it in an impartial manner.
6. The panel's role is to determine whether the student had adhered to the rules of the South Sydney High School Assessment Policy.
7. The penalty is upheld or adjusted.
8. The Deputy Principal will record the decision of the Appeal Panel on the student's records and notify the student.
9. It is not possible to appeal the panel's decision.

Attendance and Punctuality

Reporting of your Attendance and Punctuality

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

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.

Late start

If you have an authorised late start (i.e. after Period 1) you must register your attendance by signing on at the Student Office at least 10 minutes before the start of your first scheduled class.

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. Lateness to school is recorded, and students may be given after school detentions for persistent lateness.

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 with your class teacher.

Early Leave

Before school **you must take a note** requesting permission to leave school early **to your Deputy Principal**. The Deputy will sign the note, and the Student Office will issue you with 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.

Completion of Timetabled Periods

- If you have an **Early Finish** you must leave school when you have completed timetabled classes unless you are working in the library, in which case you must sign on in the library. You must have returned a signed **parental permission** to be allowed to leave the school early.
- Non-timetable periods are shown on your **timetable** which can be shown to anyone who needs to know why you are not at school between 8.55 am and 3.15 pm.

Absent Teacher for Year 11 and 12 students

- If your teacher is absent **in your final timetabled lesson for the day you may go home** if you have returned a signed parental permission note allowing you to leave the school. Before leaving, students must **check with the relevant Head Teacher** that no replacement teacher has been allocated and to collect any work.

- If your teacher is absent in any other period and a replacement teacher has not been allocated to your class, you must go to the library and register your attendance there.

Leave of Absence

When you are absent **you must apply for leave.** It is your responsibility to do so with a note or medical certificate **on the day of your return to School**. Otherwise your Attendance Record shows an unexplained absence.

Absences of less than four days -
Hand in your note to the Student Administration Office staff.

Absences of four days or more -
If you are sick a parent should contact the school to explain your absence. **A note will still be required when you return to school.**

The school's expectation is that you will not take extended leave e.g. for overseas holidays, during term time. Where extended leave is unavoidable, you must bring a note to the Principal requesting leave. You will not automatically be granted leave.

If you take extended leave without approval your position at the school may be declared vacant.

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 drinks during the school day.
- If students forget to bring their lunch, food may be dropped at the front office by a family member, Fast Food such as McDonalds is not permitted.

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.

Uniform Policy

South Sydney High School Uniform

Year 9 & 10 Girls	**Year 9 & 10 Boys**
Yellow short-sleeved blouse with bottle green piping and embroidered school crest on collar Tartan green skirt, school bottle green shorts or bootleg pants or tartan skort Bottle green knitted jumper with embroidered school crest and/or bottle green polar fleece with embroidered school crest Plain black or white ankle socks or black stockings Black low cut leather school shoes	Green short sleeve shirt with embroidered school crest on pocket Black cargo shorts and/or trousers with school initials embroidered on side pocket Bottle green polar fleece with embroidered school crest and/or bottle green knitted jumper with embroidered school crest Plain black or white ankle socks Black low cut leather school shoes
Sports Uniform – Boys and Girls	
Micromesh polo shirt with jacquard collar and embroidered school crest. Black microfibre shorts and/or trackpants with red and green vertical stripe and embroidered school initials. Bottle green polar fleece with embroidered school crest and/or bottle green knitted jumper with embroidered school crest	
Optional Uniform Items	
▪ Blazer with school crest ▪ School tie with school crest ▪ Bottle green school cap with SSHS logo	▪ Year 12 Jersey (Year 12 only) ▪ Tracksuit top with school crest ▪ Green rain jacket with school crest

- **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** eg. no skivvies. 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.
- Students who are not in full school uniform must inform their homeroom teacher during Homeroom time to obtain a uniform pass.
- 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 and may be given a **detention.**
- Students who are out of uniform **twice** without a uniform pass will be issued an After School Detention.
- 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.

Recognition System - South Sydney High School

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.

Bronze Award

Students present 2 Certificates of Significant Achievement in 2 different areas to their Year Advisor.
eg 1 certificate in academic merit, 1 certificate in sports performance

Silver Award

Students must have been awarded the Principal's Bronze award.
Present 2 Certificates of Significant Achievement in 2 different areas.
eg 1 certificate in academic merit, 1 certificate in civics and leadership

Gold Award

Students must have been awarded a Principal's Bronze and Silver award previously.
Present 2 Certificates of Significant Achievement in 2 areas,
one of which ***must*** be in the area of civics and leadership, to their Year Advisor.
eg 1 certificate in academic merit, 1 certificate in civics and leadership

Gold Bar Awards

Students can continue to achieve Gold awards which will be labelled
Gold Bar 1, Gold Bar 2, up until Gold Bar 5.

Platinum Award

Students must have been awarded Principal's Gold awards previously up to a Gold Bar 5.
Present 3 Certificates of Significant Achievement in 3 areas,
one of which ***must*** be in the area of civics and leadership, to their Year Advisor.

Platinum Awards

Students can continue to achieve Platinum awards
which will be labelled Platinum Bar 1, Platinum Bar 2, up until Platinum Bar 3.

Diamond Award

This is the final and most prestigious award.

Students must have been awarded Principal's Platinum Awards previously up to a Platinum Award Bar 3. Present 4 Certificates of Significant Achievement in all 4 areas.

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.

education.nsw.gov.au

NSW GOVERNMENT

Rules for Library use by Students

Opening hours: 8:30am – 3:30pm Monday, Wednesday and Friday, including before school, recess and lunch. Tuesday afternoon is Homework Club until 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).
- 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. Photocopies can be requested from the Library Staff.
- 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 their 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 him/her or any other person at the school.
- only use the email account provided by the school when using the school's network.
- 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. Staff can access and monitor student accounts.
- 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.
- students are responsible for the care and use of their own personal devices if they choose to bring them to school and must seek the teacher's approval before using their devices in class.
- No student is to use TAFE log in at school.

Students not complying with the above agreement may be banned from using the computers for a period of time, as well as incur other penalties under the school's discipline procedures.

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 Conduct

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, vapes, 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 s*hould* 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, including mobile phones and earphones. 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. You must see a Deputy Principal or the Principal to obtain permission to use your phone to call.

Please refer to the Schools Mobile Phone Policy for more information.

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.

Student Support

Support Personnel:

Careers Adviser

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

Our School Counsellor works 3 days each 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.

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.
- Pre-arrange 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.

The use of motor vehicles for travel to and from school

These are the procedures that you must follow if you use a motor vehicle to travel to and from school. They are meant to ensure your safety and the safety of other students. If you depart from these procedures you will be asked to show good reason why you should be allowed to continue to use a car travelling to and from the school.

- **Vehicles must be parked outside the school** in a street as provided by law.
- It is emphasised that **once you have been marked as in attendance at School, you must remain until the end of your timetabled classes**. **Vehicles are out of bounds** all day between your first and last timetabled periods.
- Under **no circumstances** are you to use your car on school excursions or activities.
- You must lodge details with the Deputy Principal using the "Authority to use vehicle" permission slip

General Year 12 information

End of Year Clearance Procedures

You will be notified of the date on which you must return all school books and equipment.

School Jerseys

You may be provided with an opportunity to purchase a school jersey.
All monies must be paid by the closing date. No refunds will be given.

School Formal

This event is meant specifically for the benefit of Year 12 students and their teachers. The following rules have been established in your interest and that of the School whose good reputation must be maintained.

- Names of students will be printed on tickets. Tickets are non-transferable.
- All monies must be paid by the closing date. No refunds will be given.
- No alcohol will be served and no alcohol or illegal substances may be brought into the premises or consumed there by anyone. Please note that is Department of Education policy for all school

organised activities and applies to students and staff even after the completion of the HSC.

- Any student who is presumed to be under the influence of any substance will be refused admission.
- Smoking is not permitted at the venue.
- **Tickets are non-refundable.**
- Students who breach any of these rules or appropriate standards of conduct will be removed from the venue by venue security.
- Students whose behaviour at school in the final weeks of Year 12 is unacceptable may not be allowed to attend the formal. No refunds will be made.

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 and Police

Details may also be provided to

- NESA 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.

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**)*

Barack Obama. (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**

CSIROScope. To reduce Greenhouse emissions.
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**

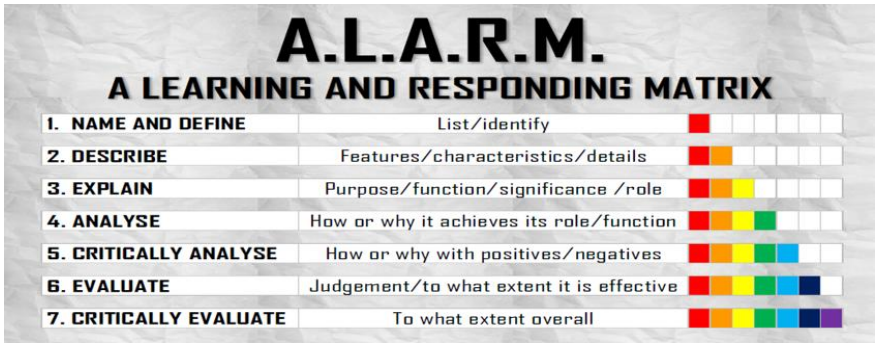
5. Guide to APA style referencing and citing in an essay

Type of publication	Reference Style	Citing in-text reference example
Book (one author)	Surname, Initial. (Year). *Title of book*. City: Publisher. Example: Dahl, R. (1982). *The BFG*. NY: Farrar, Straus and Giroux.	Dahl (1982) depicted a gentleness side of the giant.
Book (two authors)	Surname, Initial., & Surname, Initial. (Year). *Title of book*. City: Publisher, Date of publication. Example: Palmer, G.R., & Short, S. D. (2010) *Health care and public policy: An Australian analysis* (4th 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). *Newspaper*, Page Number. Example: Internet Pioneer to oversee network redesign. (2007, May 28). *The Canberra Times*, 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. *Newspaper*, page number Example: Waterford, J. (2007, May 30). Bill of Rights gets it wrong. *The Canberra Times*, 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). *Name of newsletter*. Retrieved from Web address. Example: Australians and the Western front. (2009, November). *Ozculture newsletter*. 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. *Album Title*. Format (e.g. CD). City, Country: Distributer. Example: Kelly, P. (1997). From little things big things grow. *On Songs from the south: Paul Kelly's greatest hits* [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). *Title* [format]. Country: Distributer. Example: Lee, A. (Director). (1995). *Sense and sensibility* [DVD]. Australia: Columbia TriStar Home Video.	Jane Austen's world came alive in *Sense and sensibility* (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 *Radio program* [format]. City, Country: Radio Station. Example: Mitchell, N. (Presenter). (2009, October 16). Interview with the Prime Minister, Kevin Rudd. In *Mornings with Neil Mitchell* [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 *Television program*. [Format]. City, Country: Broadcaster. Example: Denton A. (Producer and Interviewer). (2006, September 25). Interview with Raelene Boyle. In *Enough Rope with Andrew Denton*. [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. *Film Title*. [Format]. Country: Distributer. Example: Jackson, P. (Director), & Pyke, S. (Producer). (2003). *The lord of the rings: The return of the king* [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). *Program title*. [Audio podcast]. Retrieved from URL Example: Nolan, T. (Presenter). (2007, April 28). *AM: News & current affairs* [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). *Title*. Event. Example: Hodson, A. (2000, November 11). *Peace in today's world*. 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). *Organisation: Title* [Television advertisement]. City, Country: Broadcaster. Example: Beyondblue (Producer). (2009, November 29). *Beyondblue: Anxiety* [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). *Program* [Television broadcast]. City, Country: Broadcaster. Example: Kimball, C. (Presenter). (2009, September 4). *Stateline* [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: Barack Obama. (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=i8IdJ-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). *Title.* Retrieved from the Organisation website: **URL** Example: Simon, J., Smith, K., & West, T. (2009). *Price incentives and consumer payment behaviour*. 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.). *Title*. Retrieved from **URL** Example: Commonwealth Scientific and Industrial Research Organisation. (n.d.). *Reducing Australia's greenhouse emissions factsheet*. 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 - Board of Studies Key Terms and Alarm



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	JAN			APR	29	School Development Day	JUL	22	School Development Day	OCT	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	FEB	5		MAY	6		JUL	29		OCT	21	
	Tu		6			7			30			22	
	W		7			8			31			23	
	Th		8			9			1			24	
	F		9			10			2			25	
3	M	FEB	12		MAY	13		AUG	5		OCT	28	
	Tu		13			14			6			29	
	W		14			15			7			30	
	Th		15			16			8			31	
	F		16			17			9			1	
4	M	FEB	19		MAY	20		AUG	12		NOV	4	
	Tu		20			21			13			5	
	W		21			22			14			6	
	Th		22			23			15			7	
	F		23			24			16			8	
5	M	FEB	26		MAY	27		AUG	19		NOV	11	
	Tu		27			28			20			12	
	W		28			29			21			13	
	Th		29			30			22			14	
	F		1			31			23			15	
6	M	MAR	4		JUN	3		AUG	26		NOV	18	
	Tu		5			4			27			19	
	W		6			5			28			20	
	Th		7			6			29			21	
	F		8			7			30			22	
7	M	MAR	11		JUN	10	Kings Birthday	AUG	2		NOV	25	
	Tu		12			11			29			26	
	W		13			12			30			27	
	Th		14			13			31			28	
	F		15			14			1			29	
8	M	MAR	18		JUN	17		SEP	2		DEC	2	
	Tu		19			18			3			3	
	W		20			19			4			4	
	Th		21			20			5			5	
	F		22			21			6			6	
9	M		25			24			9		D	9	

	Tu	MAR	26		JUN	25		SEP	10		EC	10	
	W		27			26			11			11	
	Th		28			27			12			12	
	F		29	GOOD FRIDAY		28			13			13	
10	M	MAR	1	EASTER MONDAY	JUL	1		SEP	16		DEC	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	MAR	8						23		DEC	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	