



Sarah Redfern High School

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January 31, 2023

Dear Parents and Carers,

Welcome back to the 2023 school year! It is a welcome relief that students are starting the school year without restrictions that have been in place over the course of the pandemic. I warmly welcome Year 7 and other new students and their families to the Sarah Redfern High School community, as well as welcoming back our returning students.

The start of a school year is always a busy time and, after the summer holidays, it is important for our young people to re-establish their routines to ensure that they are able to achieve their personal best at school.

Timetables

Students will be issued an individual timetable that outlines their subjects with the day and time those lessons will occur. It is a good idea to make a copy of your child's timetable eg. a screenshot in your phone's camera roll. Students are expected to attend school with the necessary equipment for the lessons they have timetabled for the day.

Attendance

- Attending school every day, unless your child is sick, is essential for your child to achieve positive learning and life outcomes. Attached is information from the NSW Department of Education outlining compulsory school attendance. The school day officially starts at 8:45am with a movement bell sounding at 8:40am indicating that students are to make their way to their roll call room. The school gates are locked at 8:45 and any student that arrives after that time, must enter through the Block 1 office and sign in late. It is important that students arrive on time every day. Students should aim to arrive by 8:30am to allow time for them to greet friends and start the day in a calm manner.
- If your child is late to school or is away for the whole day, a parent/carer note, phone call or email to the school office providing an explanation for the lateness is required. A text message will be sent to the first parent/carer contact for any student who has arrived late to school or is away for the day. Replying to the text message with a reason for the absence removes the need to send your child with a note the following day.

Uniform

- Wearing correct school uniform is a school expectation. Students are required to wear the school shirt along with navy shorts, trousers or the tartan skirt. Students are also required to wear black leather school shoes for health and safety. As the weather changes and cools, I remind you that students are to wear the navy school jumper or jacket. Hooded sweatshirts are *not* allowed. All items of uniform can be purchased from Lowes at Minto Mall; families are encouraged to utilise the NSW Back to school vouchers of \$150 per child to purchase school uniforms.

Student behaviour expectations

Students are expected to engage in a respectful manner with other students and staff. 'The NSW Department of Education Behaviour Code for Students' is also attached here. Students will be reminded of expected behaviour over the coming days.

Need to contact the school about your child?

If you needing to speak with a teacher about your child's learning, please contact the school office via phone (9820 1566) or email (sarahredfe-h.school@det.nsw.edu.au) and the office will endeavour to put you in touch with the appropriate person.

If it is a wellbeing matter, your child's Year Adviser is often the first point of contact.

Year 7 - Ms Baumann

Year 9 – Mr Straw

Year 11 – Mr Stubbs

Year 8 - Mr Peruzzo

Year 10 – Ms Cito

Year 12 – Ms Zinck

Carnival Permissions

Students will also receive notes this week for both the Swimming Carnival (held on Wed 8 Feb) and Athletics Carnival (Thursday 2 Mar). Given the short turnaround, we require all students to return these permission notes and make payment, especially for the Swimming Carnival, by Monday 6 February.

School Photos

We have booked in a photographer to take official school photos on Friday 3 March. Please mark this date in your calendar and await further booking information. All students are required to have their individual photos taken.

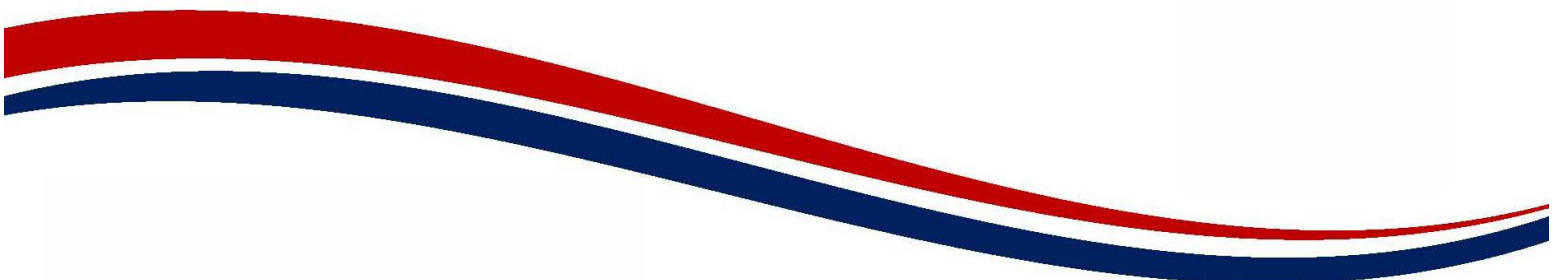
We look forward to partnering with you in support of your child's learning and success.

Yours sincerely,



Mrs L Clowry

Principal



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.



Compulsory school attendance

Information for parents

Education for your child is important and regular attendance at school is essential for your child to achieve their educational best and increase their career and life options. NSW public schools work in partnership with parents to encourage and support regular attendance of children and young people. When your child attends school every day, learning becomes easier and your child will build and maintain friendships with other children.

What are my Legal responsibilities?

Education in New South Wales is compulsory for all children between the ages of six years and below the minimum school leaving age of 17 years. The Education Act 1990 requires that parents ensure their children of compulsory school age are enrolled at, and regularly attend school, or, are registered with the NSW Education and Standards Authority for home schooling.

Once enrolled, children are required to attend school each day it is open for students.

The Importance of arriving on time

Arriving at school and class on time:

- Ensures that students do not miss out on important learning activities scheduled early in the day
- Helps students learn the importance of punctuality and routine
- Give students time to greet their friends before class
- Reduces classroom disruption

Lateness is recorded as a partial absence and must be explained by parents.

What if my child has to be away from school?

On occasion, your child may need to be absent from school. Justified reasons for student absences may include:

- being sick, or having an infectious disease
- having an unavoidable medical appointment
- being required to attend a recognised religious holiday
- exceptional or urgent family circumstance (e.g. attending a funeral)

Following an absence from school you must ensure that within 7 days you provide your child's school with a verbal or written explanation for the absence. However, if the school has not received an explanation from you within 2 days, the school may contact you to discuss the absence.

Principals may decline to accept an explanation that you have provided if they do not believe the absence is in the best interest of your child. In these circumstances your child's absence would be recorded as unjustified. When this happens the principal will discuss their decision with you and the reasons why.

Principals may request medical certificates or other documentation when frequent or long term absences are explained as being due to illness. Principals may also seek parental permission to speak with medical specialists to obtain information to collaboratively develop a health care plan to support your child. If the request is denied, the principal can record the absences as unjustified.

Travel

Families are encouraged to travel during school holidays. If travel during school term is necessary, discuss this with your child's school principal. An Application for Extended Leave may need to be completed. Absences relating to travel will be marked as leave on the roll and therefore contribute to your child's total absences for the year.

In some circumstances students may be eligible to enrol in distance education for travel periods over 50 school days. This should be discussed with your child's school principal.

My child won't go to school what should I do?

You should contact the principal as soon as possible to discuss the issue and ask for help. Strategies to help improve attendance may include a referral to the school's learning and support team or linking your child with appropriate support networks. The principal may seek further support from the Home School Liaison Program to develop an Attendance Improvement Plan.

What might happen if my child continues to have unacceptable absences?

It is important to understand that the Department of Education may be required to take further action where children of compulsory school age have recurring numbers of unexplained or unjustified absences from school.

Some of the following actions may be undertaken:

- Compulsory Schooling Conferences

You may be asked, along with your child, to attend a Compulsory Schooling Conference. The conference will help to identify the supports your child may need to have in place so they attend school regularly. The school, parents and agencies will work together to develop an agreed plan (known as Undertakings) to support your child's attendance at school.

- Application to the Children's Court – Compulsory Schooling Order

If your child's attendance at school remains unsatisfactory the Department may apply to the Children's Court for a Compulsory Schooling Order. The Children's Court magistrate may order a Compulsory Schooling Conference to be convened.

- Prosecution in the Local Court

School and Department staff remain committed to working in partnership with you to address the issues which are preventing your child's full participation at school. In circumstances where a breach of compulsory schooling orders occurs further action may be taken against a parent in the Local Court. The result of court action can be the imposition of a community service order or a fine.

What age can my child leave school?

All New South Wales students must complete Year 10 or its equivalent. After Year 10, and up until they reach 17 years of age, there are a range of flexible options for students to complete their schooling.

Working in Partnership

The NSW Department of Education recognises that working collaboratively with students and their families is the best way to support the regular attendance of students at school.

We look forward to working in partnership with you to support your child to fulfil their life opportunities.

Days missed = years lost

A day here and there doesn't seem like much, but...



More information

Further Information regarding school attendance can be obtained from the following websites:

Policy, information and brochures:

Please visit the Department of Education's Policy Library AND The Department's Attendance Matters Website

The school leaving age:

Please visit the Department of Education's Wellbeing and Learning website

Do you need an interpreter?

Interpreting services are available on request, including for the hearing impaired. The Telephone Interpreter Service is available 24 hours a day, seven days a week on **131 450**. You will not be charged for this service.