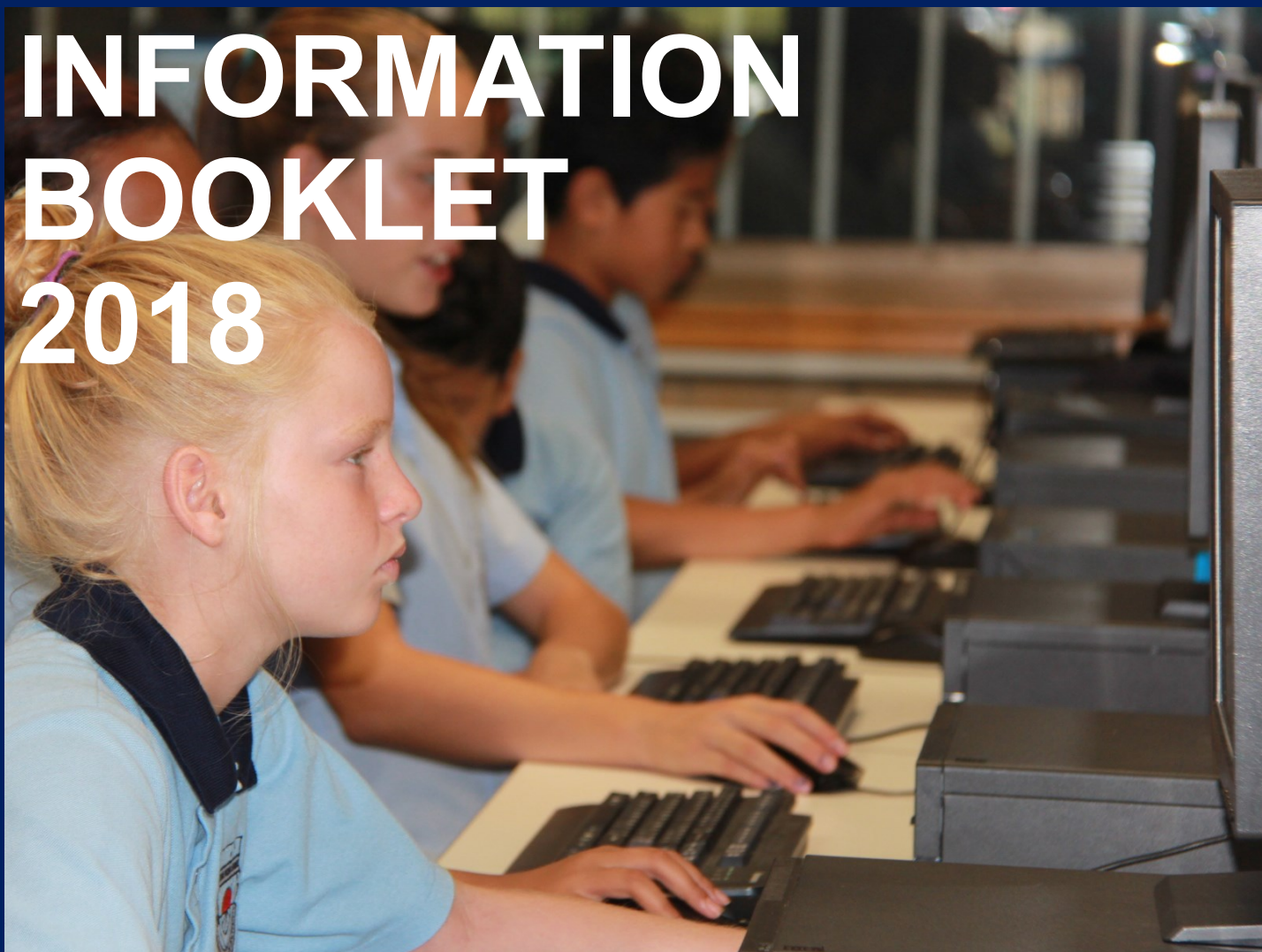


# SARAH REDFERN HIGH SCHOOL STUDENT INFORMATION BOOKLET 2018



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**Information in this booklet is accurate at time of printing and may be subject to change at any time.**



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# WELCOME TO SARAH REDFERN HIGH SCHOOL

## Mission Statement

Sarah Redfern High School believes that learning empowers each individual to achieve their greatest potential. SRHS is committed to inspiring students to achieve the highest standards of intellectual and personal development through a stimulating and engaging learning environment. Within a caring, respectful, diverse environment, the school is committed to providing students with a desire to learn, to make calculated and informed decisions, and to accept challenges. We are committed to ensuring students are self motivated, confident individuals, who will be valued members of our community and society. Students, Staff and Parents are committed to providing a safe and nurturing environment at Sarah Redfern High School.

### The Core Values of Department of Education and Communities

The Government recognises the importance of the following core values to the community.

These values represent the aspirations and beliefs of the Australian community as a whole, including its concern for equity, excellence and the promotion of a caring, civil and just society. They are common to a range of secular and religious world-views and are found in most cultures.

#### The core values are:

<b>INTEGRITY</b>	Being consistently honest and trustworthy.
<b>EXCELLENCE</b>	Striving for the highest personal achievement in all aspects of Schooling, individual and community action, work and life-long learning.
<b>RESPECT</b>	Having regard for yourself and other, lawful and just authority and diversity within Australian society and accepting the right of others to hold different or opposing views.
<b>RESPONSIBILITY</b>	Being accountable for your individual and community's actions towards yourself, others and the environment.
<b>COOPERATION</b>	Working together to achieve common goals, providing support to others and engaging in peaceful resolution of conflict.
<b>PARTICIPATION</b>	Being a proactive and productive individual and group member, having pride in and contributing to the social and economic wealth of the community and the nation.
<b>CARE</b>	Concern for the wellbeing of yourself and others, demonstrating empathy and acting with compassion.
<b>FAIRNESS</b>	Being committed to the principles of social justice and opposing prejudice, dishonesty and injustice.
<b>DEMOCRACY</b>	Accepting and promoting the rights, freedoms and responsibilities of being an Australian citizen.

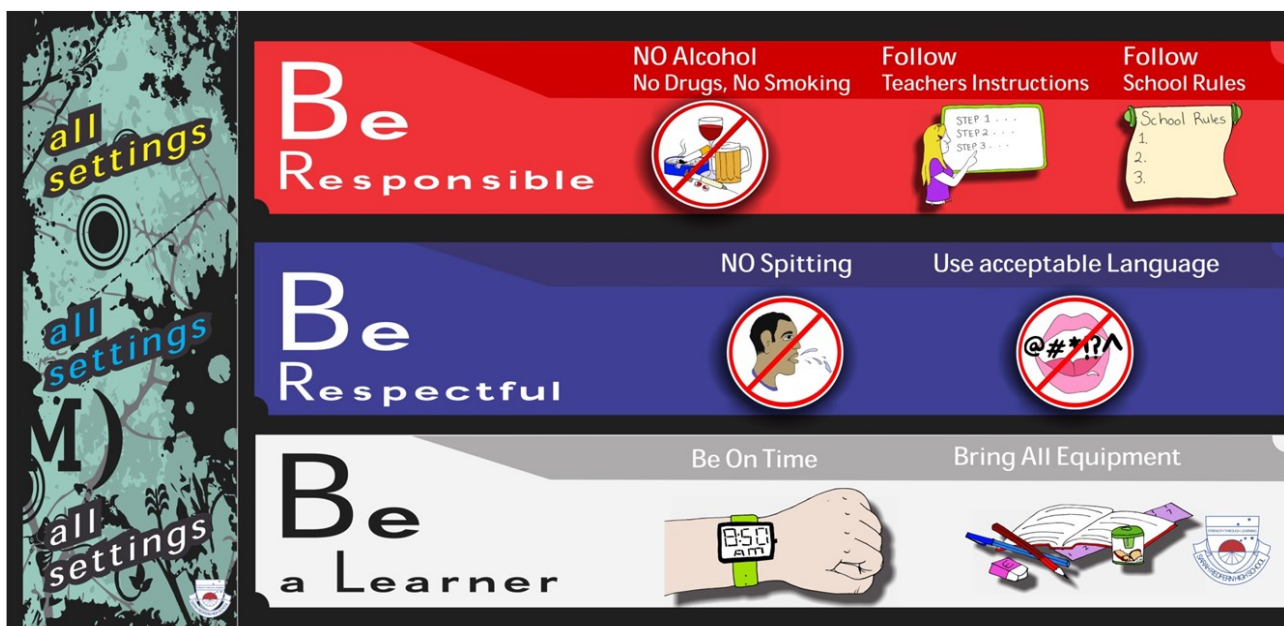
# PBL

## POSITIVE BEHAVIOUR for LEARNING

**Sarah Redfern High School believes that learning empowers each individual to achieve their greatest potential. We are committed to inspiring students to achieve the highest standards of intellectual and personal development.**

### PBL

- P - Positive**
- B - Behaviour**
- L - Learning**



# SARAH REDFERN HIGH SCHOOL - A SHORT HISTORY

Sarah Redfern High School was established in 1981 as part of the Sarah Redfern complex comprising of a high school, primary school and special purpose school. It includes combined school/community facilities such as a library, gymnasium, hall and playing fields.

The Sarah Redfern complex was built to accommodate local students from the Minto area which included the newly established Minto public housing estate. Prior to the opening of the school, students from the Minto area had to attend nearby high schools. (Records show that when the school opened in 1981, 168 Year 7 and 8 students that had been attending Leumeah High School in 1980 transferred to their new school Sarah Redfern High School). In 1981, Samantha Murphy, a student at the school won the competition to design the school badge and school motto "Strength through Learning". The first Year 12 students completed their Higher School Certificate in 1984. Over the years, the students of the school have excelled in many areas of school life which have led them into diverse fields as they moved into being adult members of society. Students have gone on to excel in areas of academia, creative and performing arts and sport - particularly rugby league.

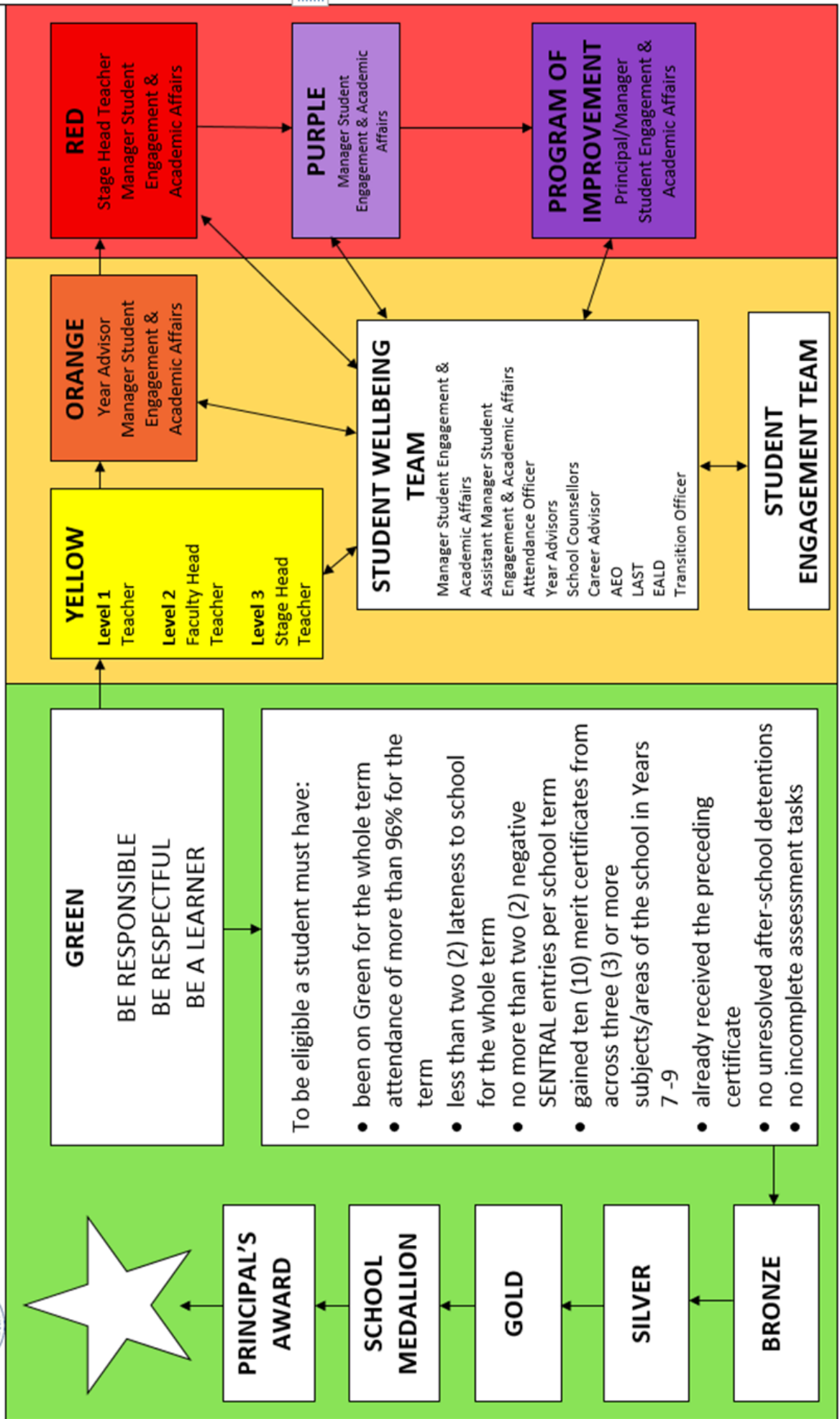
The school has been recognised for its contribution to education and learning by receiving the NSW Department of Education Director General Awards for Innovative School Curriculum (1988), Student Management System (2005) and Community of Schools (2012). The school also is held in high regard in the fields of creative and performing arts, being State and National winners of Rock Eisteddfod and winners of the University Shield Rugby League competition.

The Sarah Redfern community complex was named after Sarah Redfern. She was born Sarah Wills on 23 April 1796 in Middlesex England and came to Australia with her mother as a free settler. On the same ship as her father who had been transported to Australia as a convict. On the 14 April 1811 at the age of 14 she married Dr William Redfern who was a prominent surgeon in Sydney. They were granted a large lease of land (320 hectares) called Campbellfield which covered most of the present day Minto. They lived at Campbellfield House which can still be found on the hill behind Minto Mall. Dr Redfern and Sarah were prominent local identities who prospered from their vineyards and sheep farms on the Campbellfield estate. They had 2 children; William Lachlan Macquarie Redfern and Joseph Foveaux Redfern. In 1833, during a trip to Edinburgh Dr Redfern passed away. Sarah, who was now 'a considerably wealthy woman' returned to England in 1834 and never returned. She died on the 10 January 1875 at Roke Manor, Hampshire, England.





# SARAH REDFERN HIGH SCHOOL – STUDENT MANAGEMENT SYSTEM



# BELL TIMES AT SARAH REDFERN HIGH SCHOOL



			WEEK A					WEEK B				
			Mon A	Tue A	Wed A	Thu A	Fri A	Mon B	Tue B	Wed B	Thu B	Fri B
<b>Period 0</b>	<i>For seniors, only if necessary</i>											
<b>Period 1<sup>^</sup></b>	8.50 – 10.10 am	80 min										
<i>Morning Tea</i>	10.10 – 10.25 am	15 min										
<b>Period 2</b>	10.25 – 11.40 am	75 min										
<i>Lunch</i>	11.40 – 12.10 pm	30 min										
<b>Period 3</b>	12.10 – 1.25 pm	75 min										
<i>Afternoon Tea</i>	1.25 – 1.40 pm	15 min										
<b>Period 4</b>	1.40 – 2.55 pm	75 min		*					*			
<b>Period 5</b>	<i>For seniors, only if necessary</i>											

\* Early finish for students at 2.20 pm Tuesday

## SCHOOL TERMS - 2018

**Term 1:** Years 7/11/12 return to school on Tuesday 30th January  
 Years 8/9/10 return to school on Wednesday 31st January  
 Term 1 ends – Friday 13th April

**Term 2** Students return to school on Tuesday 1st May  
 Term 2 ends on Friday 6th July

**Term 3** Students return to school on Tuesday 24th July  
 Term 3 ends on Friday 28th September

**Term 4** Students return to school on Monday 15th October  
 Term 4 ends on Wednesday 19th December



# INFORMATION YOU SHOULD KNOW

## **Communication with School Staff**

Parents are welcome and indeed encouraged to make contact with the school to discuss any matters of concern regarding the progress and general welfare of their children.

It is important that an appointment is first arranged through the school office by phoning 9820 1566 or calling into the school office.

## **Changing Student or Parent /Guardian information**

It is important that information concerning each student, particularly their medical background and family contacts are kept up to date and correct at all times.

## **Medication Administration**

When a student needs to take regular medication during school hours please inform the school office as soon as possible. Some medications require an 'Medical Indemnity Form' to be signed. Please enquire at the front office.

## **Bus Passes**

Students who are eligible for the School Student Transport Scheme; Opal Card must apply directly online at [transportsw.info/school-students](http://transportsw.info/school-students). To report a lost, stolen or damaged Opal card, customers should phone 131 500 or visit the above website.

## **School Pupil Identification Concession Cards**

For travel at child rate of fare on Government bus, rail or ferry for students 16 years and older a concession card is distributed from Student Services Block 8 office.

## **Student ID Cards**

Each student in Year 7/9/11 is issued with a photo ID card after school photos have been taken each year. If the card is lost, the replacement cost is \$8, this is charged prior to replacement. **It is expected that all students have their Student ID card with them at all times when at school.**

## **Sun Care Policy**

For recess, lunchtime and P.E. lessons, parents are encourage to provide their children with:

- SPF 30+ Sunscreen
- A wide brimmed hat

# Sarah Redfern

## HIGH SCHOOL POLICY INFORMATION

### School Fee Policy

#### “Strength through Learning”

Sarah Redfern High School believes that learning empowers each individual to achieve their greatest potential. SRHS is committed to inspiring students to achieve the highest standards of intellectual and personal development through a stimulating and engaging learning environment. Within a caring, respectful, diverse environment, the school is committed to providing students with a desire to learn, to make calculated and informed decisions, and to accept challenges. We are committed to ensuring students are self motivated, confident individuals, who will be valued members of our community and society. Students, Staff and Parents are committed to providing a safe and nurturing environment at Sarah Redfern High School.

#### School Contribution Fee

School contribution fees are used on items that go directly towards student programs such as paper, textbooks, library books, sporting equipment and musical instruments.

The school contribution fee for 2017 for all students is \$50 per student.

#### Elective Subject Fees

Students in Year 9 to 12 choosing electives should consider the fees involved when selecting elective subjects.

Upon finalising subjects, students are **required to pay a 50% deposit/organise a payment plan/advise of other methods of payment** ie scholarship/ABSTUDY for the elective subjects between 7 and 18 December **to secure a position in the course**. Failure to provide deposit could put at risk a students position in the chosen elective.

All school contribution and elective fees are billed to families at the end of Week 3 Term 1; an account will be posted out to all families. Regular statements are posted out throughout the year with any balances owing. Fees can be paid in full or by instalments. If paying by instalments, a payment plan must be negotiated with the school by the end of Term 1.

#### All fees are due to be paid in full by the end of Term 1.

Fees can be paid in full or by instalments. If paying by instalments, a payment plan must be negotiated with the school by the end of Term 1.

If the elective subject fees are not paid by the end of Term 1, students may be unable to continue with the elective subject and may be required to choose another, non-fee based, elective course.

#### Method of Payment

Payments can be made at any time at the front office. Options available are cash, cheque or EFTPOS (cheque/savings/credit card– American Express not available). Alternatively, payments can be made online at the school website - <http://www.sarahredfe-h.schools.nsw.edu.au> by clicking on **\$ Make a payment**.

#### Laptops

Please refer to lease and purchase agreement for details. If laptop instalments are not paid each year as per agreements referred to laptops may be confiscated until instalments are made.

#### Important Contact Information

Sarah Redfern High School  
1 Monaghan Street Minto NSW 2566  
Telephone (02) 9820 1566  
Fax (02) 9820 3050

Principal  
School Administration Manager

Lyndel Clowry  
Karen Moroney

Email [sarahredfe-h.school@det.nsw.edu.au](mailto:sarahredfe-h.school@det.nsw.edu.au)

# SCHOOL CONTRIBUTIONS 2018

The funds generated by School Contributions will be retained by the school and may be supplemented by other school activities and funds raised for the benefit of students. Funds raised will be used to supplement educational resources such as: Computer Equipment, Sports Equipment, Teaching Resources & Library Books

CONTRIBUTION FEES	YEAR 7	YEAR 8
	\$50.00	\$50.00
<b>CONTRIBUTION FEES</b>	<b>YEAR 9</b>	<b>YEAR 10</b>
	\$50.00	\$50.00
<b>ELECTIVE SUBJECT FEES</b>	<b>YEAR 9</b>	<b>YEAR 10</b>
COMMERCE	-	-
FOOD TECHNOLOGY	\$80.00	\$80.00
INFORMATION & SOFTWARE TECH	\$50.00	\$50.00
IT-BUILDING & CONSTRUCTION	\$80.00	\$80.00
IT-ENGINEERING	\$80.00	\$80.00
MUSIC	\$25.00	\$25.00
PASS	-	-
PHOTO. & DIGITAL MEDIA	\$50.00	\$50.00
VISUAL ART	\$50.00	\$50.00
S/I - COMMUNICATIONS	-	-
S/I - CRITICAL STUDIES	-	-
S/I - TOURISM	-	-
S/I - RUGBY DEVELOPMENT	\$20.00	\$20.00
S/I - SPORT ENRICHMENT	\$20.00	\$20.00
S/I - TRANSITION TO TRADES	\$40.00	\$40.00
S/I - FOOD SERVICES	\$40.00	\$40.00

CONTRIBUTION FEES	YEAR 11	YEAR 12
<b>ELECTIVE SUBJECT FEES</b>		
COMMUNITY & FAMILY STUDIES*	\$30.00	\$30.00
CONSTRUCTION - VET	\$90.00	\$90.00
ENTERTAINMENT - VET	\$115.00	\$30.00
FOOD TECHNOLOGY	\$60.00	\$60.00
HOSPITALITY	\$90.00	\$90.00
HOSPITALITY - FOOD & BEVERIDGES	\$90.00	\$90.00
INFORMATION PROCESSES & TECH	\$30.00	\$30.00
INDUSTRIAL TECHNOLOGY - TIMBER*	\$60.00	\$60.00
MUSIC	\$30.00	\$30.00
PDHPE	\$30.00	\$30.00
PHOTOGRAPHY, VIDEO & DIGITAL IMAG-	\$90.00	\$90.00
SPORTS COACHING	\$30.00	\$30.00
SPORT, LIFESTYLE & RECREATION	\$30.00	\$30.00
VISUAL ART*	\$90.00	\$90.00
VISUAL DESIGN*	\$30.00	\$60.00

**\*Yr 12 Courses will have additional costs for Major Works.**

# SCHOOL ATTENDANCE

## It's not OK to be away

### **Responsibility of students**

Attend school every day.

Be punctual to classes, school meetings and out-of-school programs.

Inform the school as soon as you know that you will be away.

Bring in medical certificates, appointment slips or other evidence that explains your absence as soon as you return to school.

Sign in at the front office (Block 1) when late.

Sign out at the Student Services office (Block 8) and hand in a note of explanation when leaving early.

### **Tips for keeping on track**

Take attendance seriously.

When you attend school regularly and get to class on time, you are able to perform at a higher standard and enjoy school more.

### **Attend regularly**

Have you ever gone into a class and been embarrassed or feel unsettled because you can't figure out what's going on? Maybe it is because you missed something important the day before and now it feels like you have lost the plot? Once this cycle starts, it's hard to stop.

### **Keep the school and teachers in the loop if you are away.**

If you are away let the school and teachers know. When the teachers are aware of your situation then they can work with you to set up a plan and they will be more understanding when you get back to school.

### **Catch up with class teachers**

If you have missed some classes make sure you see your teachers to find out how to catch up. They will usually be very understanding and may even have some short cuts to make it easier. Teachers are sometimes busy and may not be able to help straight away; just keep trying.

### **Be smart in school**

Learn to use a diary to note important days like assessment due dates and excursions. Don't schedule shopping trips, doctor and dentist appointments during the school day.

### **Develop/learn social skills/develop friend network**

School is a great place to make friends. As part of this process you will develop important social and team-work skills.

### **Understand your out-of-school program -VET, work placement, work experience**

Don't fall into the trap of getting a bit slack just because out of school programs seem new and different. These are part of your normal program and have attendance requirements just like school classes.

### **Family Holidays**

It is imperative that students keep absentees to a minimum, as missed school work is very difficult to catch up, and it becomes difficult for teachers to assess students abilities. If holidays are scheduled during school time it is important that the school be informed in writing prior to the holiday so that we are able to adjust our records. If students are expected to be absent for an extended period this being more than 30 school days, the school must complete an "Application for Exemption from Attendance at school" form. This form must be completed and signed by the parent and the school.

# SCHOOL ATTENDANCE

## ATTENDANCE FOR ALL SCHOOL DAYS AND TIMETABLED LESSONS IS COMPULSORY

### BE PUNCTUAL FOR SCHOOL DAYS AND LESSONS

The information that follows outlines the attendance procedures which must be followed by every student. Failure to attend the required percentage of school days and lessons does not enable students to satisfy course outcomes at an acceptable level. It is imperative for senior students to attend all timetabled classes if they are to be successful in their studies.

#### Attendance

Student attendance must be regular (according to law) unless there is a good reason. In particular, the HSC may not be awarded to students whose attendance is less than 85%. Wherever possible students should provide a doctor's certificate.

#### Arrival at school

Students should not arrive before 8.00am but well before the 8.50am bell. They must not block the area outside the front office or school car parks.

#### Late to school

Students who arrive late must sign in at the Front Office Block 1 for a late slip. Students need to explain their lateness. This can be done by: bringing a note, have their parents/ caregivers ring the front office or come with them to the front office.

Students who are persistently late will be given a detention and their parents/ caregivers will be notified. Senior students can also have Centrelink payments suspended for consistent lateness.

#### Early leavers

A Leave Pass will be issued to the student to be picked up at Student Service Block 8 office before their departure. If a student is required to leave during school hours, please send your child to school with a note stating what time they will be collected from school and the reason why. This note needs to be presented to the Manager Operations for approval before being taking to Student Services Block 8.

***Under no circumstances are students to leave school grounds without a leave pass.***

#### Who can you talk to if there is an attendance problem?

Your Year Advisor or another teacher you feel comfortable with.

You can be referred to a counsellor.

# FLEXIBLE ATTENDANCE

Senior students who do not have allocated classes during the school day due to:

- Reduction in Year 12 subjects - student with parent permission have reduced their subject load.
- Period 0 or 5 - student may complete a subject where classes are conducted before or after school hours.
- Being a “Pathways” student - they may have a full study allocation and additional periods where leave can be granted.
- Attend TAFE as part of their study program.
- Majority of Senior students have periods which are allocated to study.

Students are permitted to leave after their **LAST TIMETABLED PERIOD**.

Senior students exercising this privilege **must** observe the following conditions:

Students must sign out (using the swipe card) at Student Services Block 8 office at every occasion they leave school. **This is vital so that the school can account of every student during an evacuation or other emergency.**

- All students must attend **ALL** allocated **study periods** in the School Library.
- All students must attend their student reviews and any whole school assemblies, such as Assemblies of Excellence and Year group meetings, regardless of whether these are scheduled in non-timetabled periods.
- Students must be punctual for **ALL** classes.
- Students are required to maintain a regular pattern of attendance for EACH subject (minimum 85%).
- Students must not travel in other student’s cars unless they have Principal or Deputy Principal permission which will require specific written permission provided by parents/caregivers.
- Students must not convey other students in their cars unless specific written permission has been provided by parents/caregivers.
- Student must behave responsibly and respectfully while making their way to and from school.

**Students who do not meet these requirements will  
forfeit the privilege of flexible attendance.**

# LEGAL REQUIREMENTS

**Until the age of Seventeen, every child is required by law, to attend school every day.**

## **Absences**

Each day after period one the office staff will SMS parents/guardians of each student who has been marked absent to find out why they are away from school. Students who are absent must bring a note from a parent/caregiver giving a brief explanation for the absence. The note must be given to Student Services Block 8 office as soon as the student returns to school. Students on any Centrelink payments must have a doctor's certificate. The school has to notify Centrelink of the days that students are late, leave early and are away. It is the student's responsibility to approach class teachers regarding missed work and assessment tasks.

## **Sickness**

If a student is feeling sick at the beginning of the day they are better off to stay at home.

Students who are sick in class must get a note from their teacher before they go to Student Services Block 8 office. The school does not have a clinic. Students are kept at the Student Services Block 8 office for a short periods of time until parents/caregivers can be contacted. Students will only be sent home when permission has been given.

***It is important that the school is advised of any change of address, phone number or emergency contact. If parents cannot be contacted the student may have to go back to class or if required an ambulance will be called.***

**Staff cannot give students painkillers.**

## **Extended leave**

Families are encouraged to travel during school holidays. If travel during school term is necessary, you will need to discuss this with your child's school principal. An *Application for Extended Leave* will 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.

An exemption form must be filled for students who will be absent for more than 50 school days. This form is available from the Front Office Block 1.

Students on Centrelink payments must seek approval or they will have their payments stopped.

## **Class rolls**

Each lesson the teacher marks the roll electronically, if a student is absent from class without a reason, a parent may be contacted. See also Truancy.

For senior students on extended unexplained absences will result in the issue of a Preliminary or HSC Warning Letter from each course studied.

## **Attendance on Special Days**

Attendance at sports carnivals, excursions and other special events is compulsory unless a notice is issued by the school stating otherwise.

### Anti-Bullying Plan - "Strength through Learning"

Sarah Redfern High School believes that learning empowers each individual to achieve their greatest potential. SRHS is committed to inspiring students to achieve the highest standards of intellectual and personal development through a stimulating and engaging learning environment. Within a caring, respectful, diverse environment, the school is committed to providing students with a desire to learn, to make calculated and informed decisions, and to accept challenges. We are committed to ensuring students are self motivated, confident individuals, who will be valued members of our community and society. Students, Staff and Parents are committed to providing a safe and nurturing environment at Sarah Redfern High School.

#### Definition of Bullying

Bullying occurs when a student (or group) with more power repeatedly and intentionally uses negative words and/or actions against another student/s that cause distress and create a risk to wellbeing. Bullying can be physical, social, verbal, electronic or reputational. Despite the lack of a universally accepted definition, there are three critical features that appear in most definitions.

These features are:

- repetition – repeated hurtful behaviour
- intent to harm – intention to cause physical, psychological and/or emotional harm
- power imbalance between the perpetrator(s) and the victim(s)

All three must be present to constitute bullying.

#### Statement of Purpose

(Individual and Shared responsibilities)

##### Students:

Will act in an appropriate and respectful manner towards all members of the school community.

Will be safe at school, free from bullying, harassment and victimisation.

Will be provided with appropriate support when bullying occurs.

##### Student Responsibilities

- Show respect for all members of the school community.
- Speak out against bullying and report it when they see it.
- Report if you are bullied.
- Support students who are bullied.
- Support the Student Representative Council to assist with anti-bullying suggestions

##### Parents:

Will support their children in all aspects of school life.

Will support their child to develop positive responses to incidents of bullying.

##### Parent Responsibilities

- Support the values of tolerance and respect in the home.
- Encourage children to exercise these values in all contexts including at school.
- Report bullying and encourage their child to do so.
- Provide support and encourage their child to seek help.
- Work with the school to resolve bullying issues.

##### Teachers:

Will respond and provide support to the concerns of students (for both the subjects of, and those responsible for, the behaviour).

Will apply the school's student management system if necessary.

Will be proactive in reducing the incidences of bullying.

##### Teacher Responsibilities

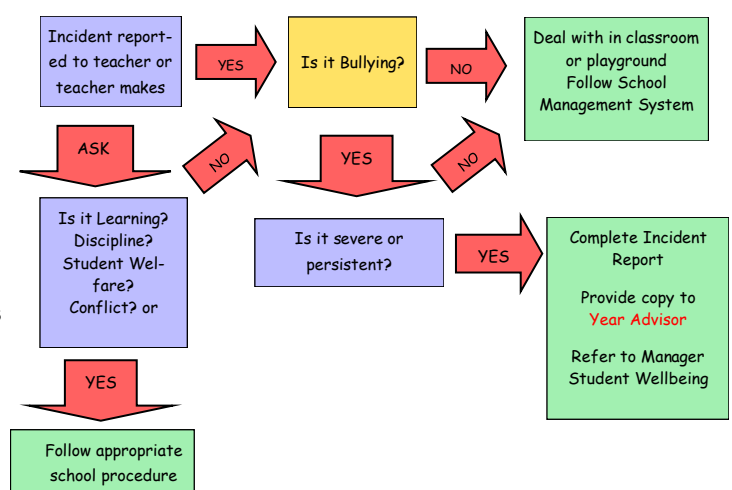
- Model anti-bullying attitudes and behaviour.
- Encourage the teaching of tolerance, respect and valuing of difference and diversity through Key Learning Areas.
- Listen to and respond to reports of bullying. Provide support and refer as needed.
- Implement the DoE Values, Core Rules and Anti-bullying policy.

#### IDENTIFYING BULLYING

Reported incidents will be dealt with quickly and effectively.

The repeated and recurring nature of bullying will be identified by checking Sentral and student records.

The Student Engagement Team will be informed of suspected issues, for follow up and response.





### Anti-Bullying Plan

#### PROCEDURES

Reports can be made by any member of the school community.

Intervention can be made by all members of the school community.

Help and support will be provided to students, parents and caregivers as deemed appropriate by the Student Wellbeing Team.

#### Responding to Bullying

##### School Responses

The school responds to bullying in the following ways:

- provides a range of curriculum materials across faculties to promote respect, resilience and an anti-bullying culture. These include Mindmatters materials, school developed activities, PDHPE curriculum materials and specific programs such as Anti-bullying Week with a series of lessons for all junior year groups.
  - provides support from school executive and support staff to members of the school community who have been bullied and to provide disciplinary action and other interventions as required.
  - works collaboratively with parents to respond to specific incidents of serious bullying. Reports can be made by any member of the school community.
- 
- Help and support will be provided to students, as deemed appropriate, by members of the Student Engagement Team
  - Correction in class
  - Counselling
  - Detention at lunch time
  - After school detention
  - Restitution or community service
  - Placement on a conduct improvement program
  - Placement on the monitoring card system
  - Withdrawal from class
  - Short suspension
  - Post suspension behaviour monitoring
  - Long suspension
  - Expulsion

#### Teacher Responses

Teachers primarily have responsibility for ensuring that students learn. However, in their day to day work they observe many behaviours among students which may require correction or intervention. These include behaviours in the areas of learning, discipline, student welfare, conflict and bullying. Teachers will make professional judgements and respond to these behaviours in different ways. For example, learning difficulties may require extra assistance or referral to the Student Engagement Team or student welfare concerns may require referral to the school counsellors.

When teachers observe student interactions they will distinguish between conflict and bullying. Conflict can occur between two people who are on an equal footing and may not be primarily about causing harm or hurt. Bullying on the other hand involves an intentional attack and/or an abuse of power.

#### MONITORING

We will review the anti-bullying policy and procedures in response to need and feedback from the school community. This may also involve working with consultants to review practices and provide training and support to staff.

#### Important Contact Information

Sarah Redfern High School  
1 Monaghan Street Minto NSW 2566

Telephone (02) 9820 1566  
Fax (02) 9820 3050

Email: sarahredfe-h.school@det.nsw.edu.au

Principal	Lyndel Clowry
Head Teacher Middle School	Margaret Downey

School Counsellors	Leelum Moodley Mandy Clayton
--------------------	---------------------------------

### “Strength through Learning”

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Within a caring, respectful, diverse environment, the school is committed to providing students with a desire to learn, to make calculated and informed decisions, and to accept challenges. We are committed to ensuring students are self motivated, confident individuals, who will be valued members of our community and society.

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## Uniform Policy

### AIM

Sarah Redfern High School is a 'uniform school' where students are expected to be in full school uniform every day. Our uniform is functional, distinctive and helps students to dress neatly and be identified with the school. It should be worn with pride.

### REASONS FOR A UNIFORM

School uniform is a desirable feature of our school for the following reasons:

#### Safety of Students:

Intruders to the school grounds are easily identified if all students wear the required school uniform. Given experiences overseas and the fact that some intruders may have ulterior motives, this is essential.

#### Learning Social Responsibility:

There are many rules within society which we must comply with eg: road rules, taxation laws and civil laws. Sometimes the welfare of the whole society over-rides the individual beliefs of some of its members.

#### Promoting a Positive Image to Our Community:

A positive image definitely benefits students if the school is perceived as a GOOD school. e.g: reputation in the community, offers of support for work experience, sponsorship, employment of students, donations. It gives all students a sense of pride in their personal appearance. It encourages identification with the school and promotes school spirit.

#### Training for the Workplace:

Uniform and acceptable dress are common place in society. Many companies insist their employees wear uniform and non-compliance often means non employment. Students need to be prepared for this when they leave school.

#### Uniform Prevents Competition:

Having a uniform prevents students competing with each other by wearing expensive brand name clothing. A uniform provides a low cost and sensible clothing option. The uniform is long lasting and economical. It disguises disadvantages, providing all students with equal opportunities for participation in the full range of school activities.



Junior Girls and Boys Uniform

### WH&S Policy

Work Health and Safety Legislation 2012 requires the Department (and therefore Sarah Redfern High School) to identify any foreseeable hazard that has the potential to harm the health and safety of any person on its premises and to take steps to identify and eliminate or control such risks. Examples of where a school has a duty to require a standard of dress in the educational setting include, but are not limited to:

- requiring students to wear appropriate closed in leather footwear, eyewear or other protective clothing so as to avoid injury (see attached sheet for acceptable footwear).
- requiring that jewellery or other items that could, within the reasonably foreseeable future, cause an injury to themselves or other students are not worn.
- Excessive make up is not be worn to school.

### Shoe Policy

Students should wear full closed in black leather footwear at all times. Attached is a sheet showing acceptable footwear. Students in incorrect footwear **will be sent home** by the Stage Head Teacher.

### SRHS Years 7-10 School Uniform Requirements

Girls 7-10	Requirements	Where to Purchase
	Blue Checked Skirt Navy Pants Navy Shorts	Online: <a href="http://www.yerongauniforms.com">www.yerongauniforms.com</a>
	Light Blue Polo	Online: <a href="http://www.yerongauniforms.com">www.yerongauniforms.com</a>
	Blue Blouse with emblem	Online: <a href="http://www.yerongauniforms.com">www.yerongauniforms.com</a>
	Navy Sloppy Joes	Online: <a href="http://www.yerongauniforms.com">www.yerongauniforms.com</a>
	Black leather closed in lace up shoes	Local retailers
<b>Boys 7-10</b>	Navy Pants Navy Shorts	Online: <a href="http://www.yerongauniforms.com">www.yerongauniforms.com</a>
	Light Blue Polo Shirt	Online: <a href="http://www.yerongauniforms.com">www.yerongauniforms.com</a>
	Blue Shirt with emblem	Online: <a href="http://www.yerongauniforms.com">www.yerongauniforms.com</a>
	Navy Sloppy Joes	Online: <a href="http://www.yerongauniforms.com">www.yerongauniforms.com</a>
	Black leather closed in lace up shoes	Local retailers

**NB: Jeans, tracksuit pants and hooded jumpers are not acceptable for school uniform.**

### SRHS Years 11-12 School Uniform Requirements

	Requirements	Where to Purchase
<b>Girls</b>	Navy Blue Skirt Navy Pants Navy Shorts	Online: <a href="http://www.yerongauniforms.com">www.yerongauniforms.com</a>
	White Polo Shirt	Online: <a href="http://www.yerongauniforms.com">www.yerongauniforms.com</a>
	White Blouse with emblem	Online: <a href="http://www.yerongauniforms.com">www.yerongauniforms.com</a>
	Navy Sloppy Joes	Online: <a href="http://www.yerongauniforms.com">www.yerongauniforms.com</a>
	Black leather closed in lace up shoes	<b>Local retailers</b>
<b>Boys</b>	Navy Blue Pants Navy Shorts	Online: <a href="http://www.yerongauniforms.com">www.yerongauniforms.com</a>
	White Polo Shirt	Online: <a href="http://www.yerongauniforms.com">www.yerongauniforms.com</a>
	White Shirt-short sleeve with emblem	Online: <a href="http://www.yerongauniforms.com">www.yerongauniforms.com</a>
	White Shirt-long sleeve with emblem	Online: <a href="http://www.yerongauniforms.com">www.yerongauniforms.com</a>
	Black leather closed in lace up shoes	<b>Local retailers</b>

**NB: Jeans, tracksuit pants and hooded jumpers are not acceptable for school uniform.**

# Sarah Redfern

## HIGH SCHOOL POLICY INFORMATION

**No coloured jumpers or colour T-shirts are to be worn with the school uniform.**

This policy is supported by all stakeholders of the school community. Long term exemptions from wearing uniform must be negotiated with the principal and will only be provided when:

- an aspect of the school uniform requirements prevents students from complying with a requirement relating to their ethno-religious background
- the student has a particular health conditions that requires a modification of an aspect of the requirements.

### Sports Uniform

All students are to bring their sport uniform and proper sports shoes to wear to PE and sport. Jeans, singlet tops, thongs, sandals and bare feet are not acceptable for school sport.



Sports uniform shirt and shorts both with embroidered logo for all students.

Available from the SRHS Uniform Shop.

### SRHS Sports Uniform Requirements -

**Jeans and tracksuit pants and tops are not acceptable as school uniform.**

	Requirements	Where to Purchase
<b>Girls</b>	SRHS Sport Shorts	SRHS Uniform Shop
	SRHS Sport Shirt	SRHS Uniform Shop
	Joggers	
	White Socks	
<b>Boys</b>	School Tracksuit	SRHS Uniform Shop
	SRHS Sport Shorts	SRHS Uniform Shop
	SRHS Sport Shirt	SRHS Uniform Shop
	Joggers	
	White Socks	
	School Tracksuit	SRHS Uniform Shop

## Yeronga School Uniforms

**SRHS uniforms are purchased online through Yeronga School uniforms.**



**"We Like To Feel Proud Of Them Too"**

[www.yerongauniforms.com](http://www.yerongauniforms.com)

**SARAH REDFERN H.S.**

**Roselands**  
900 Canterbury Rd  
Roselands, 2196  
P.O Box 32, Punchbowl 2196  
Phone: (02) 9759 1555

**Camden**  
Shop 12 Capitol Arcade  
85-91 Argyle St.  
Camden, 2570  
Phone: (02) 4655 5839

**Trading Hours**  
Mon - Thu 9-5 / Sat 9-2  
Open 7 Days In January

EFTPOS / Credit Card  
Prices Subject To Change  
Without Notice

**Layby Available**  
**Off Street Parking**

JUNIOR SKY POLO

PRICE \$28.00

SENIOR WHITE POLO

PRICE \$28.00

SPORT SHORTS

PRICE \$28.00

SPORTS SHIRT

PRICE \$32.00

SENIOR WHITE SHIRT (UNISEX)

PRICE \$28.00

GIRLS SKY JUNIOR BLOUSE

PRICE \$29.00

GIRLS JUNIOR SKIRT

PRICE \$47.00

GIRLS SENIOR SKIRT

PRICE \$47.00

BOYS SKY JUNIOR SHIRT

PRICE \$28.00

SLOPPY JOE

PRICE \$31.00

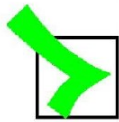
Uniforms available online: [www.yerongauniforms.com](http://www.yerongauniforms.com)

Click online store click on SRH logo start shopping

[roselands@yerongauniforms.com](mailto:roselands@yerongauniforms.com)

[camden@yerongauniforms.com](mailto:camden@yerongauniforms.com)

## ACCEPTABLE FOOTWEAR



**CORRECT SHOES ARE COVERED LEATHER:**



## UNACCEPTABLE FOOTWEAR



**INCORRECT SHOES ARE NOT ENCLOSED OR MADE FROM LEATHER:**



# Sarah Redfern

## HIGH SCHOOL POLICY INFORMATION

### Mobile Phone and Electronic Media Policy

#### “Strength through Learning”

Sarah Redfern High School believes that learning empowers each individual to achieve their greatest potential. SRHS is committed to inspiring students to achieve the highest standards of intellectual and personal development through a stimulating and engaging learning environment.

Within a caring, respectful, diverse environment, the school is committed to providing students with a desire to learn, to make calculated and informed decisions, and to accept challenges. We are committed to ensuring students are self motivated, confident individuals, who will be valued members of our community and society.

Students, Staff and Parents are committed to providing a safe and nurturing environment at Sarah Redfern High School.

#### **Policy for the Use of Mobile Phones, Portable Computer Games, MP3 Players/iPods, Cameras and Similar Devices in Schools by Students.**

##### **Statement of Purpose**

SRHS has a **‘NO MOBILE PHONE’** policy

**Where students bring a mobile telephone, portable computer game, MP3 player/iPod, camera and similar devices to school:**

##### **Student Responsibilities**

The student must take full responsibility for these devices. The school or staff will not be responsible for their loss, theft or damage. Students who bring them to school do so at their own risk.

Students must not use mobile telephones or other devices to disrupt the learning environment or interfere with the operation of the school. Such activities may incur disciplinary action including suspension.

Students must not use mobile telephones or other devices to threaten, bully, intimidate or otherwise harass other people through any SMS or text message, photographic, video or other data transfer system available on the telephone or for any illegal activity. Such activities may incur disciplinary action including suspension.

Under no circumstances will inappropriate use of mobile telephones with cameras be tolerated. Students found to be using any camera will be dealt with under the school management policy.

10/02/2016

#### **Improper use of mobile telephones or other electronic devices may result in:**

Detention or other appropriate disciplinary measure as determined by the school's management policy.

The student being required to hand in their mobile telephone or other electronic device at the beginning of the school day for collection when the student goes home.

Confiscation of the mobile telephone or other electronic devices until such time as their parent or caregiver is able to attend an interview with the Principal.

Other sanctions or contacting the police in cases where students have bullied, threatened or harassed other students or staff via the mobile telephone or other personal communication device or where the device has been used to take photographs or display inappropriate material.

#### **Emergency Contact**

If a parent or caregiver needs to contact a student at school as a result of an emergency, they are required to call the school's main office and a message will be sent immediately to the student.  
**Phone the school on 02 9820 1566**

If a student needs to make emergency contact with anyone they can do so through the school's main office.

## CONSEQUENCES IF STUDENT FOUND WITH MOBILE PHONE

<b>STUDENT ACTION:</b>	A student's phone is seen or heard.
<b>CONSEQUENCE:</b>	The student is to be sent to the Student Services Block 8 office with a note and the office staff will immediately seal the phone in an envelope with the student's name/year written on it. The teacher should inform the student that they must report to Student Services Block 8 to collect the phone or device <b>AFTER</b> school. <b>STUDENTS MUST NOT BE RELEASED EARLY FROM LAST PERIOD CLASSES TO COLLECT PHONES.</b> SASS staff in Student Services Block 8 will enter on Sentral.
<b>STUDENT ACTION:</b>	A student's phone or device is seen or heard and they refuse to take the phone to Student Services Block 8 office.
<b>CONSEQUENCE:</b>	If in a classroom, the teacher will get their Head Teacher to send the student With a note to Student Services Block 8 office at the next possible opportunity. If in the playground, get the Head Teacher on Supervision Duty to send student to Student Services Block 8 office with the phone, or if they are hard to find, seek support from Senior Executive, or a Head Teacher in a nearby staffroom. The Executive member then follows the procedures as previously outlined. They are to enter on Sentral, noting the need for Executive support. intervention.
<b>STUDENT ACTION:</b>	A student has refused to hand over a mobile phone to both classroom and Head Teacher.
<b>CONSEQUENCE:</b>	The Head Teacher refers the student to the Manager Student Wellbeing. The Manager Student Wellbeing will confiscate the phone, and telephone the parent/caregiver to inform them that, due to their child's persistent disobedience, the phone will need to be collected by a parent/caregiver from one of the Senior Executive, or Principal. Manager Student Wellbeing to enter on Sentral, noting the Senior Executive involvement.
<b>STUDENT ACTION:</b>	Student refuses to hand phone over to Senior Executive.
<b>CONSEQUENCE:</b>	Student will be placed in isolation by Senior Executive and immediate parent contact will be made by Executive member, which may lead to suspension.
<b>STUDENT ACTION:</b>	Student is a 'repeat offender' when their mobile phone is visible or audible for the 3 <sup>rd</sup> time.
<b>CONSEQUENCE:</b>	Referral to Principal by Student Services Block 8 staff. The parent or carer will be required to collect the phone from the Principal. This process will apply each subsequent infringement within the current school year.

### Important Contact Information

Sarah Redfern High School  
1 Monaghan Street Minto NSW 2566

Telephone (02) 9820 1566  
Fax (02) 9820 3050  
Email sarahredfe-h.school @det.nsw.edu.au

Principal Lyndel Clowry

# **BANNED AND INAPPROPRIATE BEHAVIOUR**

## **Smoking**

It is against Government and Departmental policy to smoke on school premises. Smoking on school excursions whether on school premises or not is also not permitted. Parents/caregivers will be notified and the student will be placed on detention. Students caught persistently smoking may be suspended.

## **Graffiti**

Writing on any school property or buildings is strictly forbidden. Students who write on or graffiti school property will be required to pay for its removal or clean it themselves after school. Students may also be suspended.

## **Vandalism**

Vandalism to school or another's property is a serious offence and where appropriate the school will notify the police. Restitution is a policy of the school – students will pay the costs of fixing or replacing the item. Students may be suspended.

## **Others**

Gambling – students will be taken to the Principal and consequences given.  
Drinking of alcohol - alcohol is banned. Parents will be notified. Students will be suspended.  
Throwing or being in possession of water bombs, eggs or items of a similar nature -- Students will be issued with an official warning letter, and may suffer additional consequences.

## **Classrooms**

Students are to follow the classroom rules. Students are not to scribble on desks, walls, students work or murals. Students who graffiti will be made to clean up the affected area during their recess or lunchtime. Students are to place all rubbish in the bin provided. Classrooms are to be left neat and tidy. There is to be no eating in classrooms. Students are only allowed to drink water in classrooms.

## **Detention**

Students who fail to obey the classroom rules will be put on a detention by the teachers. Students who fail to attend a teacher's detention (s) will be dealt with by the Head Teacher. After school detentions can be issued by Head Teachers and Senior Executive. Parents/caregivers will be notified by letter of a student detention.

This will be for things such as: out of uniform, out of bounds, refusal to follow the instructions of teachers in the playground etc. The names of the students and the misbehaviour are recorded and this is entered onto Sentral.



# BANNED AND INAPPROPRIATE ITEMS

## Banned items will be confiscated

### **Dangerous & offensive items**

Weapons and replicas of weapons including knives; any items which are capable of being used as a weapon that could cause harm or injury to others. This includes dangerous 'toys' like peashooters, spud guns, slingshots etc. These items will be confiscated and in some cases the police may be notified. Consequences include suspension.

Other banned items include thick textas/permanent markers, liquid paper, spray cans INCLUDING SPRAY DEODORANT, laser pointers, cigarette lighters, matches, and cigarettes, and inappropriate/offensive materials (i.e. adult magazines).

The only equipment that should be brought to school are items directly relating to learning and students' daily needs at school.

### **Illegal drugs**

It is against the law to be in possession of, selling, or using prohibited drugs. The school must notify the police if a student is found to be in possession of illegal drugs. An immediate suspension will be imposed.

## Restricted items

### **Mobile phones**

Mobile phones must be out of sight at all times.

Students whose mobile phones ring or beep (with a message) in class will have their phone confiscated. The phone will then be held by Student Services Block 8 office, until the end of the school day. If a mobile phone is confiscated 3 times or more, the phone must be collected by a parent/guardian from the Principal.

Mobile phones are totally banned from HSC exams. The school follows this strict policy in it's own examination rules. No responsibility will be taken for lost or stolen phones.

### **Cameras**

Students must get permission to take photos of staff and students (including with camera phones). If students are taking photos for a class project they must also ask permission. The unauthorised taking of photos is an invasion of privacy and cameras will be confiscated.

**Items such as scooters and skateboards are not to be brought to school at any time.**

# CONSEQUENCES OF MISBEHAVIOUR

Staff use a range of consequences to deal with poor student behaviour and assisting them in learning to act appropriately. Depending on the seriousness of the behaviour, students may be referred to a Head Teacher, Manager or Principal.

## **Teacher consequences include:**

- Move to another position in the room
- Timeout
- Isolation
- Counselling/warning
- Detention

## **School Executive consequences include:**

- Faculty Conduct Card
- Detention
- Notify parents
- Referral to Welfare Team/Year Adviser/Counsellor/ Learning Support Team
- Faculty warning letter
- Faculty suspension
- Refer to Manager

## **Senior Management and Principal consequences include:**

- Official Warning Letters
- Monitoring/Attendance card
- Timeout/Isolation
- Detention
- Parent interviews
- Restitution
- Referral to Welfare Team/Learning Support Team/outside agencies
- Suspension

## **Serious breaches of conduct**

Where a serious breach of conduct has been made, it may be decided to suspend the student (s) responsible.

Suspension is considered extremely serious, and can jeopardise a student's place at the school. Students returning from suspension must present completed work to each of their teachers. They will also be required to carry a monitoring card for a specified period of time.

# BRING ALL NECESSARY EQUIPMENT TO EVERY LESSON

## Bags

Each student is to have their own bag. Students are not to share a bag. Students will not be allowed out of class to get books from another student. Student bags must be big enough to hold all of the necessary equipment for school, including text books that may be issued for various subjects. Students should keep their bags close to them at all times. Do not leave valuables in them.



Bags can be searched by staff if there is a concern about what is inside.

## Books and equipment

Students must have an individual book for every subject. Multi-subject books are not suitable.

Student's books are to be covered, with their name and class on them and they should be kept neat and tidy. Students must check their timetable each day to make sure they bring the right books.

Students MUST have at least a pen for every lesson. It is strongly recommended that students have several, in case of loss or breakage.

Students must bring their sport uniform for ALL PE and sport lessons.

Black leather covered shoes MUST be worn at all times. Entry to kitchens, workrooms, labs and art rooms will not be permitted to students who are not wearing appropriate footwear.

## Calculators

It is compulsory for all students studying mathematics to have their own calculator. Calculators can be purchased from the school. Mobile phones are NOT allowed to be used as calculators.



## Textbooks

If students are issued with textbooks they are only on loan and must be returned promptly, in good order after use. Lost and damaged books must be paid for.



# COMPUTER USE

All students are encouraged to make use of computers to conduct research and to develop projects and assignments. Considerable time, energy and cost is involved in maintaining functioning computers.

## **Use equipment properly**

All students are expected to bring their laptop fully charged to school every day.

Computers labs are a shared resource - students should make sure their hands are clean before using computers.

Drinks (including bottled water), food of any type (including confectionery, chewing/bubble gum, chips etc) is not to be brought into a computing classroom nor consumed while in there.

Students should not touch the monitors.

Students must not deliberately or through reckless behaviour damage computer hardware, software or peripherals (such as mice, keyboards, printers, monitors).

All damage must be reported to the teacher as soon as discovered.

For safety reasons, students must not tamper with any of the cables.

Students must not change any set up files in Windows and or Mac OS.

Students are not to use portable storage media (floppy discs, USB drives, CD, DVD, cameras, iPods and MP3) without it first being checked by the teacher for viruses and spy ware.

Students must not use earphones, mobile phones or any other device containing speakers (speakers contain magnets which can damage data and displays).

Students may only use software that is assigned by the teacher for the lesson.

Music, regardless of origin is not to be listened to in computer rooms.

Students are not to use "chat" facilities, whether available via the Internet or the intranet unless it is part of the lesson and they are directly supervised by the teacher.

## **Internet Browsing and Printing**

All students and parents sign an Internet Code of Conduct at the beginning of each year, which allows student's access to the Internet under strict conditions.

Students are restricted to browsing only those parts of the computer network that are relevant to their educational needs.

Students must not print documents unless they ask their teacher. They should make sure that the correct local printer has been selected.

A permission note needs to be completed if photos of students are to be published on the internet or other media.

## **Consequences**

Breaches of the above rules may result in loss of access to the Internet or a range of other appropriate consequences.



Sports area and fields,  
2x COLAS  
and  
Primary School area



**Sarah Redfern High School**  
1 Monaghan Street, Minto NSW 2566

# Stay up to date with Sarah Redfern High School



Have a look at our website  
[www.sarahredfe-h.schools.nsw.edu.au](http://www.sarahredfe-h.schools.nsw.edu.au)

## Or keep updated on



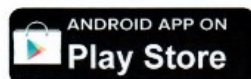
Twitter: @SarahRedfernHS



Find us on Facebook

## Download our phone App

### Sarah Redfern High School App



Ph: 02 9820 1566

Fax: 02 9820 3050

Email: [sarahredfe-h.school@det.nsw.edu.au](mailto:sarahredfe-h.school@det.nsw.edu.au)

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