



Education



Grafton High School Handbook



Achieving Excellence

Welcome to Grafton High School

Situated on Bundjalung land in the picturesque Clarence Valley, Grafton High School is the oldest secondary school in the Clarence and the sixth oldest secondary school in country NSW. Grafton High School prides itself on its excellent achievements in academic, cultural and sporting endeavours. The school aims to create an educational climate in which each student is encouraged and assisted to grow to full intellectual, social, emotional and physical maturity.

Grafton High emphasises quality teaching in a caring environment.

The school is set in pleasant well-kept grounds with a large number of trees and gardens including a rainforest. A student population of approximately 930 is accommodated in a range of teaching facilities.

Grafton High School is a partially Selective High School which offers an extensive academic curriculum. Our students consistently achieve excellent results in state wide examinations and competitions. The Junior curriculum (Years 7-10) offers a very wide range of subjects. Grafton High School offers some unique features such as the availability of a range of Languages other than English (Japanese and French), the teaching of a Special Religious Education program supported and funded by the combined denominations of Grafton, an Independent Learning Program and an elective program which begins in Year 8. Grafton High School recognises the importance of preparing students for the world of work and students in Years 9 and 10 have the opportunity to study an amended program with a vocational emphasis.

Grafton High School is equipped for students with physical disabilities and is the centre for secondary students with intellectual disabilities in the Clarence Valley.

The Senior curriculum (Years 11-12) is distinguished by the offering of a broad curriculum. We offer two Pathways for students to elect. Pathway One offers a wide range of traditional academic subjects and is particularly structured for those students who wish to gain an HSC and continue study at University. Pathway Two offers students an HSC with a mix of the traditional academic but emphasising the Vocational aspirations of students

Grafton High School has a rich and successful sporting heritage, with past State CHS champions in Tennis, Squash, Cricket, Hockey and Rowing as well as many individual champions in Swimming and Athletics. Grafton High School makes extensive use of the excellent local sporting facilities for sports such as tennis, hockey, cricket, swimming, football (all codes), netball, basketball, golf, canoeing and squash including the High Performance Centre.

HOW TO ENROL AT GRAFTON HIGH

Please feel free to telephone on (02) 6642 3355 to make an appointment. We will advise you on the availability of positions in each year and make arrangements for an interview at a mutually agreeable time.

CONTACT DETAILS

School Telephone Number:	(02) 6642 3355
School Facsimile Number:	(02) 6642 3184
School Canteen Number:	(02) 6642 1293
Address:	97 Mary Street
Postal Address:	P.O. Box 458 Grafton NSW 2460
Email:	grafton-h.school@det.nsw.edu.au
Website:	www.grafton-h.schools.nsw.gov.au
ABN:	18 246 198 266
School Motto:	Enitere Ad Finem (Strive to the End)
School Colour:	Blue



SCHOOL PERSONNEL



Mr South
Principal



Mr Bertus
Deputy Principal
(Yrs 7, 9 & 11)



Mr Moar
Deputy Principal
(Yrs 8, 10 & 12)

TEACHERS OF KEY LEARNING AREAS

ENGLISH.....	Mr Piper
MATHEMATICS.....	Mrs Merry
SCIENCE.....	Mrs Hill
HUMAN SOCIETY AND ITS ENVIRONMENT.....	Mr Robertson
LOTE/MUSIC/DRAMA/VISUAL ARTS/DANCE.....	Ms Feeney
PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION.....	Mr Hartmann
TECHNOLOGICAL & APPLIED STUDIES.....	Mr Kelemec
SUPPORT.....	Mrs Moar
TEACHING AND LEARNING.....	Mrs Martin
WELLBEING.....	Mrs Nichols

CAREERS.....Mrs Nichols

HT ADMIN.....Mr Howe

ABORIGINAL EDUCATION OFFICER.....Mrs Williams

SCHOOL COUNSELLOR.....Mrs Lasker / Mrs Jackson

TEACHER-LIBRARIAN.....Mrs Lynch

YEAR ADVISERS / ASSISTANT YEAR ADVISERS

Year 7.....	Mr Nagle / Miss Keats
Year 8.....	Mr Townley / Miss Singh
Year 9.....	Ms Taylor / Ms Hubbard
Year 10.....	Ms Morris / Mr Yong
Year 11.....	Mrs Gorham / Mr Dewberry
Year 12.....	Mrs Strano / Mrs Scott

WELLBEING TEAM



Head Teacher Wellbeing:

Grafton High School cares about student wellbeing. We will ensure that staff and students are equipped to be able to help students with any problems they may have. Mrs Nichols is your Head Teacher Wellbeing and can be located in the Library (upstairs).

We know that changing schools can be a big challenge and we want to help you in any way possible. There is a range of other staff able to give you advice. Class Teachers will help you with problems relating to classwork and homework. Don't be afraid to ask. Year Advisers can give advice or direct students to other people who can help, as well as keep records of your achievements at school.

School Counsellors:

Chrissy and Terri can provide guidance to students, parents and teachers over a wide range of matters, including personal problems and learning difficulties. All interviews are confidential. The Counsellors' office is at the front of D Block.



Chrissy



Terri

Aboriginal Education Officer (AEO):

Fran helps all students develop an appreciation of Aboriginal people and their culture as well as supporting Aboriginal students with health, welfare and educational matters. The AEO office is located on the ground floor of W block.



Learning and Support Teachers:

Learning and Support Teachers (LaSTs) work positively to provide specialist support to students with disabilities in mainstream education. They work through the school's Learning and Support Team by developing and providing adjustments to cater for students' individual needs. LaSTs focus on students' strengths in developing adjustments to improve student outcomes. They are based in W 11 ½ staffroom.



Ms Heath



Ms Hargreaves

GENERAL INTRODUCTORY MATTERS

- School starts for Years 7, 11 & 12 on Wednesday, 29 January 2020 and Years 8, 9 & 10 on Thursday 30 January 2020.
- Students should arrive for school each day no earlier than 8:30am. Teachers are not on playground duty before this time. The Deputy Principals and Head Teachers are on the premises at 8:15am if problems arise.
- Students who are late must report to the Attendance Window (located at the Front Office).
- Leave valuables such as MP3 players, electronic games and large sums of money at home. Mobile phones are not to be used in class.
- School fees should be paid to the Front Office as soon as possible. Textbooks will be lent to you in some subjects. Please look after them.
- Formal reports to parents/carers, on your progress at school are made in Term 1, Term 2 and Term 4. Parent Information Evening occurs just after the release of reports to students. (dates to be advised via School Newsletter/School Notice board)
- School Uniform must be worn every day. If there is a problem with your uniform, you are expected to bring a note from home explaining the concern. Parents may purchase new or second-hand uniforms from the canteen clothing pool, available during school hours. The canteen will also be open on the 22, 23 and 24 January 2020 from 8:00am to 2:00pm. (cash or cheque only on these days)
- Workbooks and equipment needed for 2020 Year 7 and 8 students are available from the canteen as value packs from 1 December 2019.
- Lunch can be ordered from the canteen before school or at recess.
- If you become ill at school during class time, ask your teacher for a note to report to Sick Bay. During Recess/Lunch report to Sick Bay directly. Sick Bay is located at the half door/photocopying room in D Block (if unattended report to the Front Office). Your Parent/Carer will be contacted regarding your visit to Sick Bay.
- Students with a medical appointment during school hours must bring a note from home explaining the reason and obtain a pass out from the Attendance Window (attend to this BEFORE school starts).
- Please keep outdoor areas and classrooms clean. All classrooms are air conditioned for the comfort of students.

SCHOOL CONTRIBUTIONS

A voluntary general student contribution has been set at \$70 per student. This contribution helps provide additional funds that are used to enhance facilities and provide opportunities beyond the basic funding provided to the school. Your support in paying school contributions is appreciated. Contributions for practical subjects are set on a subject-by-subject basis and are used to recover the cost of consumable materials used for practical activities. It is a requirement that subject contributions are paid in order for students to be able to participate in practical work. If contributions are not paid then a student may be directed to complete alternate work. If you require assistance please contact the Front Office.

P & C MEETINGS

The P & C meet on the 4th Thursday of each month at 7.00pm in the Staff Common Room. All parents/carers are welcome to attend.



THE SCHOOL DAY

School commences at 9:05am each day and concludes each day at 3:15pm. Period times and break times are listed below.

Grafton High's timetable structure is a 10 day cyclic timetable. This means we have 6 periods a day and a Week A and Week B timetable.

Each student's individual timetable will be issued at the start of Term 1 and students will be shown how to read it.



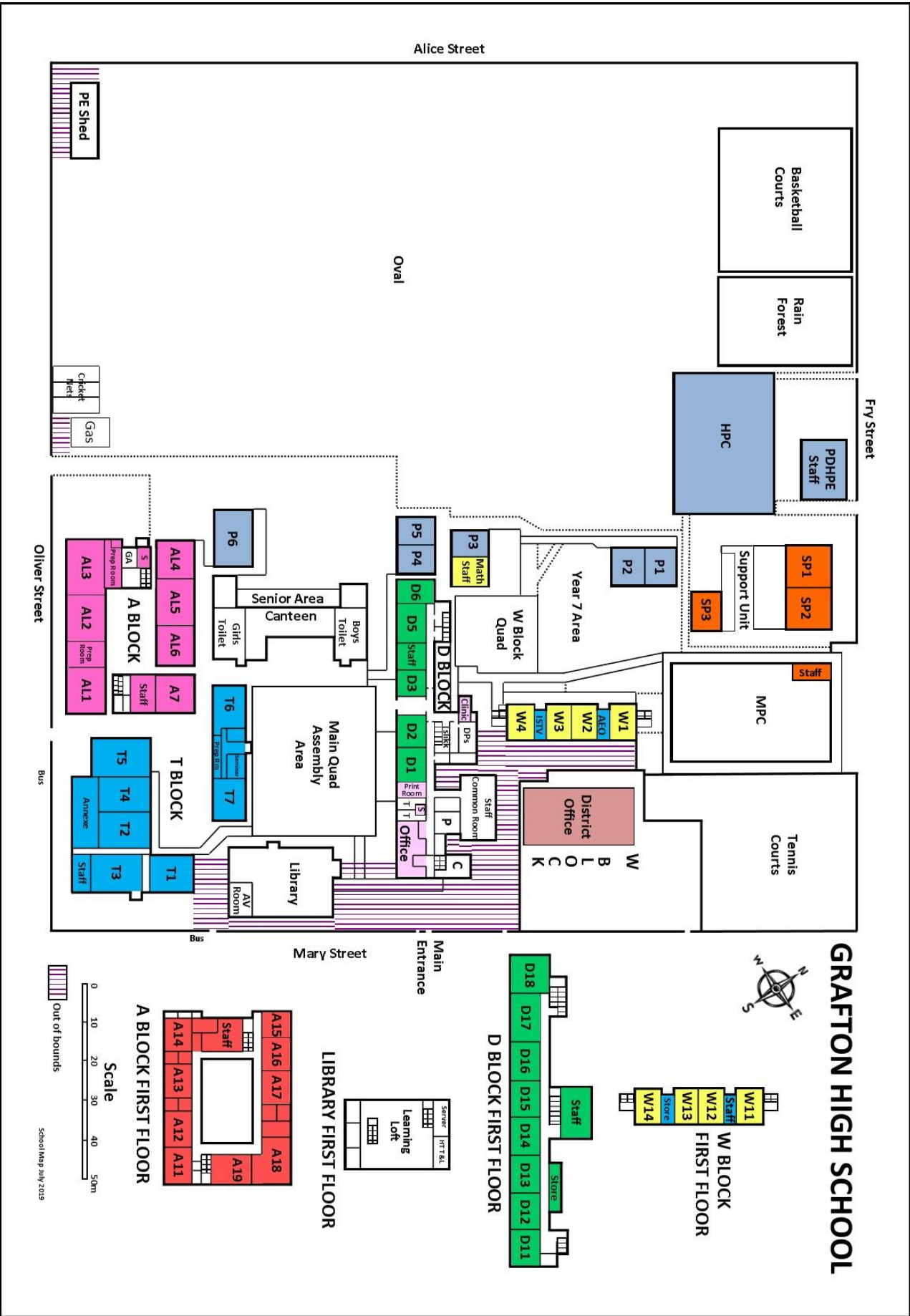
Year 7 has their own special area in which to sit and have their breaks in the W Block Quad.

No food is to be eaten on the school oval. Students are only allowed onto the oval during breaks after eating areas are free from rubbish and two bells have been rung.

BELL TIMES – 2020

Week A and B

	MONDAY Week A/B	TUESDAY Week A	TUESDAY Week B	WEDNESDAY Week A/B	THURSDAY Week A/B	FRIDAY Week A/B
1	9:05 – 9:53 (48)	9:05 – 9:53 (48)	9:05 – 9:53 (48)	9:05 – 9:53 (48)	9:05 – 9:53 (48)	9:05 – 9:51 (46)
2	9:53 – 10:41 (48)	9:53 – 10:41 (48)	9:53 – 10:41 (48)	9:53 – 10:41 (48)	9:53 – 10:41 (48)	9:51 – 10:36 (45)
ASSEMBLY		10:41 – 11:05 <i>Assembly</i>	10:41 – 11:05 <i>Year Assembly</i>			
Home Group	10:41 – 11:05 (24)			10:41 – 11:05 (24)	10:41 – 11:05 (24)	10:36 – 11:00 (24)
Recess	11:05 – 11:25 (20)	11:05 – 11:25 (20)	11:05 – 11:25 (20)	11:05 – 11:25 (20)	11:05 – 11:25 (20)	11:00 – 11:25 <i>Communication Meeting (25)</i>
3	11:25 – 12:13 (48)	11:25 – 12:13 (48)	11:25 – 12:13 (48)	11:25 – 12:13 (48)	11:25 – 12:13 (48)	11:25 – 12:13 (48)
4	12:13 – 1:01 (48)	12:13 – 1:01 (48)	12:13 – 1:01 (48)	12:13 – 1:01 (48)	12:13 – 1:01 (48)	12:13 – 1:01 (48)
Lunch	1:01 – 1:41 (40)	1:01 – 1:41 (40)	1:01 – 1:41 (40)	1:01 – 1:41 (40)	1:01 – 1:41 (40)	1:01 – 1:41 (40)
5	1:41 – 2:29 (48)	1:41 – 2:29 (48)	1:41 – 2:29 (48)	1:41 – 2:29 (48)	1:41 – 2:29 (48)	1:41 – 2:29 (48)
6	2:29 – 3:15 (46)	2:29 – 3:15 (46)	2:29 – 3:15 (46)	2:29 – 3:15 (46)	2:29 – 3:15 (46)	2:29 – 3:15 (46)



SCHOOL CANTEEN

The canteen is open from 8:15am. If you are ordering your lunch, do so before school or at recess. A wide range of healthy food is available as well as stationery items. We would certainly appreciate any new additional volunteers to help prepare and serve for a few hours, once or twice a month. Find out what really goes on in the school! Contact Jenny Sneesby or Nolene Chevalley at the canteen. Ph 6642 1293.

A price list will be available Day 1 Term 1, 2020.

Book Packs and Uniforms will be available from 1 December 2019.

The canteen will be open from 8:00am to 2:00pm on **22, 23 and 24 January 2020**. Payments by cash or cheque only on these days.



TERM DATES 2020

Semester 1	Term 1:	Staff :	Tuesday, 28 January	to	Thursday, 9 April
		Yrs 7,11,12:	Wednesday, 29 January		
		Yrs 8,9,10:	Thursday, 30 January		
	Term 2:	Staff:	Monday, 27 April	to	Friday, 3 July
		Students:	Tuesday, 28 April		
Semester 2	Term 3:	Staff:	Monday, 20 July	to	Friday, 25 September
		Students:	Tuesday, 21 July		
	Term 4:	Staff:	Monday, 12 October	to	Friday, 18 December
		Students:	Monday, 12 October		
				to	Wednesday, 16 December

GRAFTON HIGH SCHOOL UNIFORM

Junior Uniform

- Plain sky blue, short sleeve shirt with collar (No T-shirts)
- Plain black shorts (No coloured trims)
 - Please note:
 - Black shorts MUST be worn by ALL students when completing sport/physical activity subjects. Shorts should be of an appropriate length (i.e. reaching mid-thigh at their shortest).
- Blue tartan school skirt (May be worn with black stockings)
- Royal blue Grafton High School jumper/hoodie or plain royal blue jumper/hoodie
 - Please note:
 - Jumpers, even if royal blue, will not be accepted as uniform if they contain other designs and/or motifs.
 - Junior students should not wear past or current senior jerseys. They will be considered out of uniform if this occurs.
 - Blue Combined High School (CHS) jumpers will be considered as uniform. North Coast representative jumpers and PSSA jumpers will not be considered uniform and all other jackets/jumpers/hooded jumpers, will not be considered Grafton High School uniform.
- Plain black track pants, $\frac{3}{4}$ pants or slacks (No coloured trims, no tights)
- Fully enclosed shoes/joggers with leather or solid uppers
 - Please note:
 - Student shoes must be flat or with a minimal heel, have a good grip and fit well (No thongs or sandals will be permitted)
 - Leather upper shoes are mandatory for practical subjects
 - See below for additional information
- White socks
- Students are encouraged to wear the school cap or bucket hat for sun protection



Senior Uniform

- Plain white, short sleeve shirt with collar (No T-shirts)
- Boys: Plain grey shorts (No coloured trims)
- Girls: Plain black shorts (No coloured trims)
 - Please note:
 - Shorts MUST be worn by ALL students when completing sport/physical activity subjects. Shorts should be of an appropriate length (i.e. reaching mid-thigh at their shortest).
- Navy blue school skirt (May be worn with black stockings)
- Royal blue Grafton High School jumper/hoodie, plain royal blue jumper/hoodie or senior jersey
 - Please note:
 - Jumpers, even if royal blue, will not be accepted as uniform if they contain other designs and/or motifs.
 - Blue Combined High School (CHS) jumpers will be considered as uniform. North Coast representative jumpers and PSSA jumpers will not be considered uniform and all other jackets/jumpers/hooded jumpers, will not be considered Grafton High School uniform.
- Plain black track pants, $\frac{3}{4}$ pants or slacks (No coloured trims, no tights)
- Fully enclosed shoes/joggers with leather or solid uppers
 - Please note:
 - Student shoes must be flat or with a minimal heel, have a good grip and fit well (No thongs or sandals will be permitted)
 - Leather upper shoes are mandatory for practical subjects
 - See below for additional information
- White socks
- Students are encouraged to wear the school cap or bucket hat for sun protection.



PRACTICAL SUBJECTS SAFETY REQUIREMENTS

Due to Department of Education and Communities regulations, no student will be able to participate in TAS or Science practical lessons unless they have the following:



Technology and Applied Studies (TAS)

- Long hair tied back
- Leather, covered shoes – not soft cotton/canvas, ballerina, plastic shoes or sandals
- Apron, which will be supplied for all practical classes
- Safety glasses must be worn in all areas. A limited number will be available within each workshop or alternatively they are available for purchase from the canteen for \$3.50



Science

- Long hair tied back
- Leather, covered shoes – not soft cotton/canvas, ballerina, plastic shoes or sandals
- Safety glasses must be worn in all areas. A limited number will be available in each classroom



ACADEMIC CURRICULUM

Grafton High has, as essential aspects of its curriculum philosophy, a commitment to the education of the whole person, to the individual as a learner and the provision of a broad, comprehensive education which empowers students to deal with the complexities of our rapidly changing society.

GOLD STANDARD CLASSES 7-10

Motivated students who are independent learners have the opportunity to apply to join the gold standard classes in Years 7-10. These classes are designed for students who wish to push themselves as far as possible, to achieve their personal best in all aspects of their work. Students must complete a Gold class application for each subject and these application forms are available from the front office.

YEAR 7

All students follow a core curriculum designed to provide experience of a wide range of subjects.

SUBJECTS	
Design & Technology	Personal Development, Health and Physical Education
English	Science
Geography or History	STEM
LOTE	Visual Arts
Mathematics	

YEAR 8

Year 8 is similar to Year 7 with students studying a variety of subjects. Each student chooses Two (2) electives. This program adds variety to the curriculum and gives students a “taste” of what they might choose for Years 9 and 10.

The elective subjects students may choose from include:

Elective Line 1	Elective Line 2
Drama	Agriculture
Food Technology	Dance
Industrial Technology - Wood	Food Technology
Physical Activities and Sport Studies	Industrial Technology - Engineering
Physical Activities and Sport Studies - Rugby	Industrial Technology - Metal
Photographic & Digital Media	Industrial Technology - Wood
Textiles Technology	Physical Activities and Sport Studies

YEAR 9

All students follow a core curriculum of English, Maths, Science and History/Geography. The major curriculum change for Year 9 is the Elective Program. Each student will study two (2) electives.

Elective Line 1	Elective Line 2
Agriculture	Food Technology
Child Studies	Industrial Technology - Multimedia
Food Technology	Japanese
Industrial Technology - Wood	Physical Activities and Sport Studies
Marine Studies	Physical Activities and Sport Studies
Music	Physical Activities and Sport Studies - Rugby
Photographic & Digital Media	Visual Arts
Textiles Technology	Work Education

YEAR 10

The Year 10 pattern of study is essentially the same as the core and electives in Year 9 with a few minor adjustments for students. Students study both History and Geography to meet Board of Studies requirements.

Elective Line	Elective Line 2
Agriculture	Drama
Cultural Discoveries	Food Technology
Dance	Industrial Technology - Wood
Food Technology	Marine Studies
Industrial Technology - Multimedia	Photographic & Digital Media
Music	Physical Activities and Sport Studies
Physical Activities and Sport Studies	Visual Arts
Physical Activities and Sport Studies - Rugby	Work Education

PRELIMINARY and HSC COURSES

At Grafton High School, students entering the Senior School have a choice of three Pathways to follow in studying for their HSC.

PATHWAY ONE

Pathway One provides for a HSC focused entirely on a general, academic pattern of study that is geared towards an ATAR. This Pathway offers senior students a wide variety of subjects which are 2 Unit, with the exception of extension courses which are 1 unit.

PATHWAY TWO

Pathway Two students follow a pattern of study which includes both general education and recognised vocational education and training components. Students also have the opportunity to select from a range of vocationally orientated courses. Students may select from these courses regardless of which Pathway they choose. They carry what is termed a dual accreditation. This means that the course counts towards both the HSC and TAFE accreditation. The Vocational Courses offered at Grafton High are Hospitality, Construction, Metals and Engineering, Primary Industries and Sports Coaching.

PATHWAY THREE

Pathway Three is a Life Skills pathway available to students in the Support Unit. This pathway may include a pattern of all Life Skills subjects or a combination of Life Skills and mainstream subjects.

TAFE COURSES

A variety of TAFE courses are offered. A separate prospectus booklet is available from the school Careers Adviser – Mrs Nichols.



There is a separate prospectus for the Senior School which lists all of the available subjects. This can be found on our School website or by contacting the school.

SPOT ON COFFEE

Spot on Coffee @ GHS was introduced in 2011, to provide selected Year 10 students with an opportunity to gain employment experience while studying at school.

The program involves students taking time out of class for four periods per week in order to prepare the coffee for the staff. In addition to this experience, students also gain valuable skills in customer service, counting money, taking orders and book keeping. Adding to the on the job training that the students receive, the program has also seen a dramatic increase in attendance for the students involved, proving that they thoroughly enjoy the challenge.



SCHOOL BAGS (OPTIONAL)

Harlequin Anatomic Tuff-Pack



Internal "S" shaped spinal rod for additional support
High grade water repellent Duragarde™ fabric
Two large main compartments
Padded internal laptop pocket
Music/Phone pocket and ear bud hole

Reinforced D-ring
Capacity: 28 Litre
Weight: 0.9kg
Height: 46.5cm

\$75

Harlequin Genius Tuff-Pack



High grade Duragarde™ fabric
Water repellent
Anatomical Back System™
Cushioned soft base
Phone/Music pocket and ear bud hole

Internal padded laptop pocket
Capacity: 35 Litre
Weight: 0.8kg
Height: 48cm

\$65

These bags can be purchased from the canteen.

BOOKS AND EQUIPMENT

These items are required for Year 7 in 2020.

A comprehensive, good value pack is available from the school canteen for \$50.00.

Calculators are also available for \$23.00 (needed in Semester 1 for Year 7).

Food Technology Apron for \$12.00.



Subject	Number	Book Size
	1	ID Card Holder
English	1	A4 Binder Book 192 Page
Mathematics	1	A4 Binder Book 128 Page
	1	Calculator
Science	1	A4 Binder Book 192 Page
History or Geography	1	A4 Binder Book 192 Page
Languages	1	A4 Binder Book 48 Page
Visual Arts	1	2B Lead Pencil
	1	A4 Spiral Sketch Book 120 Page (Clear cover with acid free pages) <i>This book is used over 2 years</i>
Mandatory Technology	1	Ruler, Eraser, HB Pencil, Pen
	1	Protective Glasses
	1	Food Technology Apron

These items are required for Year 8 in 2020.

A Stationery Pack is available from the school canteen for \$30.00.

Subject	Number	Book Size
English	1	A4 Binder Book 192 Page
Geography	1	A4 Binder Book 192 Page
History	1	A4 Binder Book 192 Page
Language	1	A4 Binder Book 64 Page
Mathematics	1	A4 Binder Book 192 Page
Music	1	Sovereign Music Book 96 page
Science	1	A4 Binder Book 192 Page

***Visual Arts** - A4 Spiral Sketch Book 120 Page (Clear cover with acid free pages) are available for purchase at the Canteen for \$4.00.

CHROMEBOOK

Beginning with Year 7 in 2015, Grafton High School has adopted a specialised Digital Learning initiative, utilising Google Chromebook computers. This program has so far been extremely successful and will continue in 2020, expanding to cover years 7 to 12 students. In summary, this exciting educational program comprises:

- All year 7 students accessing Google Apps for Education through Chromebook computers.
- Students purchase the computer at their own cost and have ownership of the device.
- Class sets of Chromebooks are available for all year groups.
- All school PC computer labs able to run Google Apps for Education so students can access their files from anywhere in the school.
- Only approved devices are allowed to access the school network. All devices need to be commissioned onto the network with appropriate software by school technical support personnel.
- Student files will be stored online in the “cloud” on their own Google Drive. Students will be able to access their work from home or anywhere with access to the Internet. They can even access their files from a PC or other device that runs the Google Chrome Browser.
- Teachers will be able to communicate, send files and provide feedback online. Students can work collaboratively and send and receive work online. All this can be managed by the teacher using tools such as Hapara teacher dashboard and the Chrome Management Console.

Minimum Specs for GHS BYOD Devices

Here are the minimum specifications that Grafton High School requires for devices to work on the system:

- 11 Inch screen minimum
- 5GHz Wireless N, AC or ABGN. (802.11 wireless ABGN will work in both 5 GHz and 2.4 GHz.)

NB: Wireless ABGN must contain the letter “A” for this device to work on our system. BGN on its own will not work in the school.

- 6-8 Hour Battery Life
- 4GB RAM or Better
- A protective case or cover for their laptop or Chromebook.
- Insurance and Warranty should also be a consideration when purchasing a device.

NB: We do not allow phones and tablets for use by students and they will not be connected to our internet. (iPads, iPhones, Android Phones/Tables, etc.)

WARNING: If this device is "BGN" WiFi, this will not work on our system, it will require purchase of a WiFi adapter.

WE DO NOT RECOMMEND PURCHASING LAPTOPS THAT ONLY HAVE "BGN" WIFI.

Please do not hesitate to contact our IT Support at Grafton High School. They will let you know if the device you are considering will work on our system.

SCHOOL ATTENDANCE

Students must by law attend school each day it is open. If students are unable to attend for some reason then the following procedures should be followed:

A Parent/Carer should notify the school by telephone, email, or fax before 10:00 am on the day of absence to prevent an SMS or letter being sent home. Following an absence from school, a verbal or written explanation must be provided within 7 days. Alternatively, a parent/carers can respond to the absence notification text.

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.

Written explanation notes should be handed in at the Attendance Window which is at the Front Office. Notes must clearly state: student's full given name and surname, year, date or dates absent, reason for absence and signed by parent or guardian.

NB: There is a form available from school (see below). This form ensures all necessary information is included and assists in the filing of notes. Please use it whenever possible.

If a student is going to be absent for any day please notify the school. This can be done by:

- Telephoning 6642 3355
- Emailing the School grafton-h.school@det.nsw.edu.au
- Delivering or sending a note to the Attendance Window at the Front Office.

If a student is to be absent for a period of greater than 20 school days then parents need to apply for an exemption from attendance through the Front Office.

Students who arrive late to school must report to the Attendance Window, preferably with a note from their parent/carers stating the reason for being late. They will then be issued with a Late Arrival slip. Students will not be admitted to class unless they produce this Late Arrival slip.

Students who wish to leave the school during the day must bring a note from home requesting permission to do so. This note must be submitted before school, at recess or lunch before the pass out can be issued. Students must be signed out at the Attendance Window before leaving and signed in at the Attendance Window when they return to school.

The procedures outlined are designed for the safety and welfare of all students, to reduce the level of truancy and to assist the running of the school.



GRAFTON HIGH SCHOOL

PHONE: 6642 3355

FAX: 6642 3184

E-MAIL: grafton-h.school@det.nsw.edu.au

STUDENT NAME (Please print) : _____ **YEAR :** _____

DATES of WHOLE DAY ABSENCES: _____

DATE of PARTIAL ABSENCE: _____ **TIME:** _____

REASON for ABSENCE: _____

NOTE: Illness and family emergencies are the only lawful reasons for leave. School sport is compulsory.

SIGNATURE OF

PARENT/GUARDIAN: _____ **DATE:** _____ **PHONE NO:** _____

ASSESSMENT AND REPORTS

Students are assessed on a combination of assignments, and tests. In Year 7 three reports will be issued: an Interim report during Term 1, Mid Course report for Term 2, and the Yearly report in Term 4.

Homework is an essential part of the school's education program. As well as providing for both revision and extension of work done in class, it is intended to develop self-organisation and independent work habits in students. Students who follow a regular homework/study program throughout the year perform better in exams than those who leave study until the last minute.

COMMUNICATION AND PARENT/TEACHER INTERVIEWS

There are a number of ways in which parents can find out what is happening in the school and seek answers to any concerns.

- *The School Newsletter* is published and is distributed by email. A hard copy is always available for students, parents and carers at the Front Office. It is also published on the Grafton High School website. It celebrates student and school achievements and provides up to date information on school activities. Please ensure your contact details are up to date including your email address.
- *Facebook* is a quick and easy forum where we like to connect with our school community. We post and share the amazing things our students achieve, videos of the high school experience, inform parents/carers of upcoming events, when excursions are due to leave and arrive back home, and reiterate information handed out to students or in the newsletter. "Like" the Grafton High School Facebook page to view posts, photos and videos about the creative and talented students we have here at GHS.
- *Parent/teacher afternoons:* Parents are encouraged to attend these sessions to discuss their child's progress. They occur after reports are issued for Term 1 Interim for Year 7 only and Mid Course. You will be notified of the date and time via the School's Newsletter, Website and Facebook Page.
- *Direct contact with individual teachers:* Please feel free to call or email class teachers about specific subject issues. The Head Teacher of each particular subject area is also available and their names can be found in this booklet.
- *Wellbeing concerns:* Your Year Adviser, Assistant Year Adviser and Mrs Nichols, Head Teacher Student Wellbeing, are the people you call. Your Deputy Principal has the overall responsibility for welfare and discipline issues.
- *Learning and Support Teacher:* Ms Heath and Ms Hargreaves provide direct assistance to students in regular classes who have additional learning needs in conjunction with regular classroom teachers. Parents who have concerns about their child's progress should contact their subject teacher.

Communication with your son/daughter/ward during school hours: If you need to contact your child urgently, please call the Front Office staff for assistance. Parents should not contact students directly by mobile phone as this can cause significant disruption in the classroom. Students are not permitted to use mobile phones or electronic devices in class unless instructed by their teacher as part of their learning.

STUDENT REPRESENTATIVE COUNCIL

Representatives from Year 7 are elected to the SRC in Term 1.

The SRC is elected annually by the students.



GIFTED AND TALENTED STUDENTS

The needs of Gifted and Talented students are met in many ways at Grafton High School. The Selective Class provides an opportunity for students identified as academically talented to work at a challenging standard. Places in this class are determined by state wide testing. Our Gold Standard classes offer opportunities for students who have demonstrated a high level of commitment and motivation to learn. Students must apply through the school to be placed in a Gold Standard class. Teachers of Gold Standard classes are committed to provide a range of interesting extension activities to challenge and inspire students. Students in a Gold Standard class will set a high standard in attendance, classwork, behaviour, homework completion and organisation. Selective and Gold Standard students will be expected to participate in a range of activities outside of the classroom.

Subjects run graded classes and within those classes the curriculum is differentiated and presented so as to give Gifted and Talented students the opportunity to enrich their learning.

Grafton High School is a large school and is able to offer a wide range of subject choices and electives in all years. This allows students to develop their own skills and interests.

All students are encouraged to enter a wide range of School, Regional, State and National competitions, plus become involved in the extracurricular activities mentioned in this booklet.



SUPPORT UNIT

Grafton High School Support Unit provides the opportunity for eligible students to access enrolment in an IO/AU, IO/IS or IM support class or MC program.

Grafton High School Support Unit is committed to providing a comprehensive education for all its students. Programs focus on learning outcomes in each KLA in Years 7-12 as each student works towards achieving their Higher School Certificate. Each student's program will be designed to meet their individual needs and may involve all mainstream courses, all Lifeskills courses or a mix of mainstream and Lifeskills courses depending on their ability.

Each student's program will also contain an emphasis on an evolving work experience program and may also focus on community-based programs, community leisure programs, living skills and personal management programs all linked to relevant syllabus and curriculum documents.



SHARE PROGRAM



Grafton High School is a PBL School. PBL stands for Positive Behaviours in Learning. The five core school values of GHS are Safety, Honesty, Acceptance, Responsibility and Effort. Students will learn more about how to exemplify these values as well as being rewarded for showing these core school values during their time at GHS.

The GHS PBL Matrix, which shows students acceptable behaviours around the school, is displayed below.

VALUES	Classrooms	Playground	All Settings
Safety	<ul style="list-style-type: none"> Wear all appropriate uniform. Use equipment appropriately. Sit on all four legs of your chair. Keep your hands and feet to yourself. 	<ul style="list-style-type: none"> Stay in bounds. Keep your hands and feet to yourself. Follow instructions. Keep to the left when moving around the school. Keep walkways clear. 	<ul style="list-style-type: none"> Wear school uniform. Stay in bounds. Keep your hands and feet to yourself. Follow instructions. Keep to the left when moving around the school. Keep walkways clear.
Honesty	<ul style="list-style-type: none"> Tell the truth. Do your own work. Ask permission to borrow equipment and return it. Ask permission to leave the classroom. 	<ul style="list-style-type: none"> Hand in found items. Follow the rules of the game. 	<ul style="list-style-type: none"> Tell the truth. Ask permission to borrow equipment and return it. Follow instructions.
Acceptance	<ul style="list-style-type: none"> Be kind. Use school language. Let others have their opinions. 	<ul style="list-style-type: none"> Be kind. Use school language. Create an inclusive environment. 	<ul style="list-style-type: none"> Be kind. Use school language. SHARE a SMILE
Responsibility	<ul style="list-style-type: none"> Wear school uniform. Bring correct equipment. Follow instructions. Put rubbish in the bin. Report bullying and tell the bully to stop. 	<ul style="list-style-type: none"> Wear school uniform. Put rubbish in the bin. Report and tell others to stop bullying. Follow instructions. 	<ul style="list-style-type: none"> Wear school uniform. Be on time. Have a note if late or out of class. Follow instructions. Put rubbish in the bin. Report bullying and tell the bully to stop. Be in the right place at the right time.
Effort	<ul style="list-style-type: none"> Do your personal best. Show improvement. Show excellence in your behaviour. Show kindness. 	<ul style="list-style-type: none"> Move to class quickly when the bell rings. Put rubbish in the bin. 	<ul style="list-style-type: none"> Move to class quickly when the bell rings. Show respect.

POSITIVE REWARDS PROGRAM

Grafton High School recognises the positive achievements of the student body in many areas including academic performance, cultural activities, community service, sport and behaviour and attitude, amongst other aspects of high school life.

Teachers use a wide variety of ways to recognise student achievement. Informally, teachers may recognise consistent performance through a positive entry in our whole school electronic recording system and by issuing SHARE tokens.



Currently the Positive Rewards Program is being revised and students, parents and carers will be informed of any changes in the coming months.

YEAR GROUP MERIT ASSEMBLIES



Awards presented at the formal year group assemblies are given by teachers for performance in class, for cultural participation, for school service and community service, and for sporting achievement. These awards occur two times annually.

EXTRA CURRICULAR ACTIVITIES

Keep Up Club

Keep Up Club provides students with extra help and resources needed to "keep up" with their homework and assessment tasks. Keep Up Club takes place on Mondays in the Library: before school from 8:30 to 9:00am, and at lunch time from 1:01 to 1:41pm. Students have access to computers, books and printers, as well as teachers to help them complete tasks. Students are always welcome in the library to use the computers and read during the first half of lunch every day. For more information, please see Mrs Lynch (Teacher Librarian).

Debating/Public Speaking

This activity is a lot of fun and available to students from all years. Students participate in competitions organised by the Department of Education and Training and in local competitions. See Mrs Castle or Mr Piper in the English D Block staffroom for more information.



Performance Ensembles

Students interested in joining instrumental and vocal groups will have the opportunity to participate in rehearsals. If you play an instrument or sing, see Mr Townley for more information. The school has many performance opportunities for students. These include the school band that meets every Wednesday 3:30 - 4:30pm in the Music room (A14). The School Choir meets every week at lunch in the school's Music room (A14). Instruments are available for hire at a cost of \$20.00 per semester for students who perform in these groups.

LIBRARY



The library is a fun teaching and learning centre and an important part of your education. You'll find the library a helpful and friendly place to learn and discover new and interesting ideas. During your Year 7 Library Orientation, all library services and procedures will be explained. See the Grafton High School website for opening times and library updates.



It's all about reading! A diverse range of literature and variety of featured authors ensures there will always be something to interest you. Reading for pleasure can have a very positive influence on academic achievement. It also improves wellbeing as it develops empathy for others and helps you 'walk in another's shoes'. All Year 7 students are encouraged to read regularly and participate in the 2020 Premier's Reading Challenge. Ask Mrs Lynch how to register for the next PRC.

At Grafton High School we promote a positive attitude towards knowledge seeking. Our extensive range of non-fiction and reference books will help you research topics and find information to assist with your assignments. The library is also a digital learning centre with computers and iPads available for student use. The AV Room is used for video presentations and documentaries. The Outback Room is a versatile learning and teaching room where you can play chess and checkers at break times. We are proud of our students' achievements and have regular displays in the library to showcase their great work.

Mrs Lynch – Teacher Librarian

'Time in the library is time well spent!'

PERSONAL DEVELOPMENT, HEALTH AND PHYSICAL EDUCATION AND SPORT

Grafton High School is one of the leading sporting schools on the North Coast. In recent years, the school has won state championships in Squash, Tennis, Cricket, Hockey and Rowing. The school is also very competitive in Rugby League, Rugby Union, Netball, AFL and Athletics.

Students are given every opportunity and encouraged to participate in representative fixtures in all sports. Many students from the school gain Regional and State Representation. Elite athletes at Grafton High School will have every opportunity to reach their full potential with the use of the High Performance Centre. This allows individual athletes to train and develop personal skills.

Year 7 students follow an integrated Personal Development, Health and Physical Education and Sport program. If students are unable to participate in Physical Education, they must supply the school with a note.

Students will have 9 periods of Personal Development, Health and Physical Education and Sport per cycle.

Mr Hartmann

Head Teacher Personal Development, Health and Physical Education

Sport Houses: Colour:

Cameron

Green

Davies

Blue

Page

Yellow

Smith

Red



Emergency Procedures

- In a life threatening emergency **DIAL 000** for fire, police and ambulance
- In ALL CASES, advise the Principal.

Exits

For your safety, make sure you know the location of your nearest exit.

Evacuation Alarm

Continuous ringing of bell.

Evacuation Procedures

- Evacuate the building and proceed to the assembly area on the school oval (identified on the map) and await further instructions.
- Do not re-enter the site until advised to do so by the Principal.

Lockdown Alarm

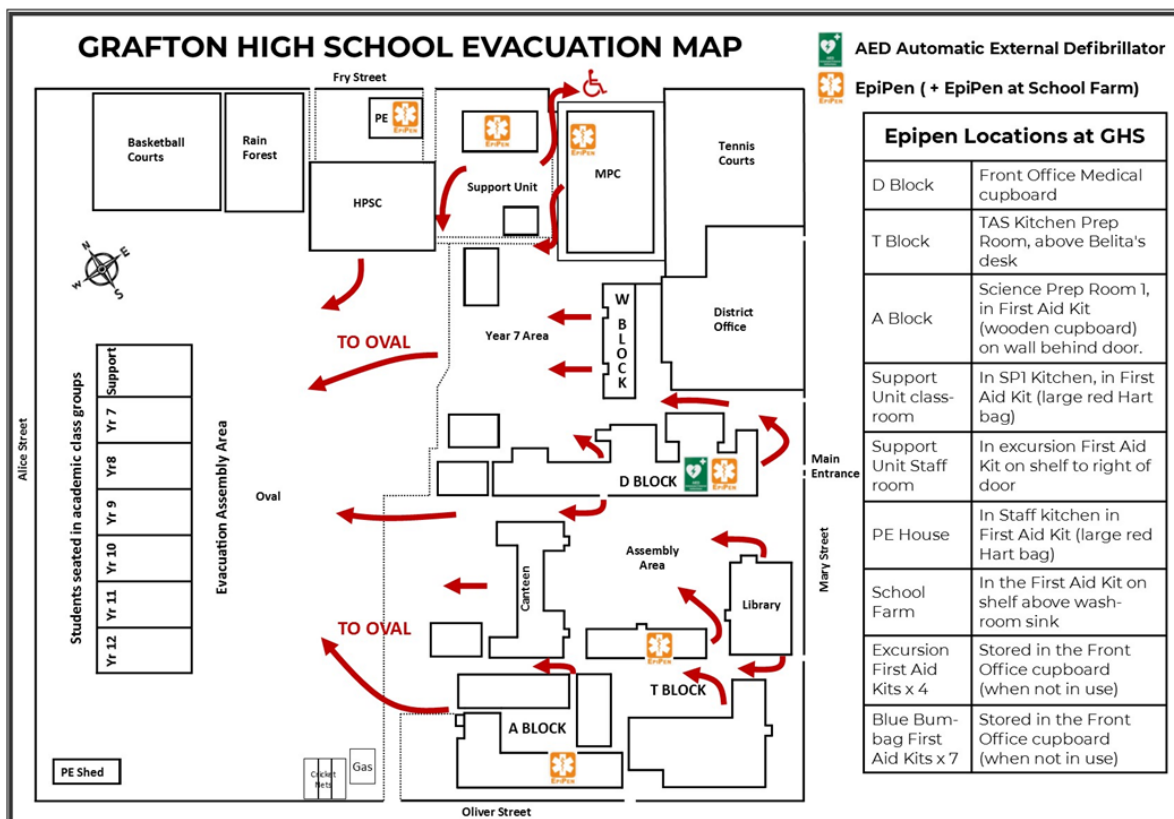
Pulsing bell

Lockdown Procedures

- Enter the nearest secure room and follow the direction of school staff.
- Do not leave the room until the all-clear is indicated by the ceasing of pulsing bells and ringing of three bells.
- All visitors should then proceed to the front office where they will be debriefed by the office manager.

First Aid

- Trained first aid officers, first aid kits and a defibrillator are located in the school admin office.



Grafton High School, established in 1912, is a rural co-educational comprehensive secondary school with a rich tradition of academic, cultural and sporting success. Widely regarded as one of the best performed rural high schools, Grafton High School provides a dynamic, enriching and caring learning environment. It recognises and provides for the needs, differences and potential of individual students, consistently encouraging students to strive for excellence in all they undertake.

At Grafton High School we value:

- An inclusive and supportive environment which provides a positive image to the community.
- Encouraging each student to reach their full potential in every area.
- Individuals who take responsibility for their own actions by following clear and consistent guidelines.
- The welfare of all members of the school community by creating a safe and secure environment for everyone.
- The professional and diverse team of teachers committed to the holistic education of all students.
- Open and respectful communication at all levels with ongoing consultation for evaluation of policies and their implementation.

