

# 7 2024 Year 7 Handbook



Achieving Excellence

# WELCOME TO YEAR 7, 2024

## A Message from the Principal

Welcome to Grafton High School!

You will discover in time that there are many similarities, and many differences, between primary school and high school. Teachers are still here to help you learn and develop in a supportive environment, but one difference is that you will have several teachers across a range of subjects to care for you. Our specialist learning spaces for practical subjects might be a difference that you notice as well.



As a student of Grafton High School, I expect you to understand that there are also high expectations of you, and responsibilities to uphold in order to help keep our school community strong. Our SHARE values are:

*Safety. Honesty. Acceptance. Responsibility. Effort*

I expect all students to demonstrate these values during their time at Grafton High School and beyond. Success in high school will not come in any individual moment but will come from a cumulative effort and commitment during your time here. I expect that you try your best in all areas, both within and beyond the classroom, and to be proud of your school and community. There are many opportunities to contribute and to achieve at Grafton High School and I look forward to helping you continue your learning, and preparing you for a lifetime of learning and achievement.

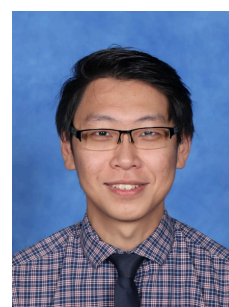
*Mr Dinham*  
*Principal*

## A Message from the Year Advisers

Welcome to Grafton High School!

Ms Sieradzan and I have thoroughly enjoyed meeting and getting to know you on our transition days and are looking forward to making the next 6 years of high school the best possible experience!

We cannot wait to begin this new journey with you and hope that this booklet helps make your transition to Grafton High School that much easier. It contains important information meant to further familiarise you with staff and the daily structure here at Grafton High School. We are dedicated to providing as much support and guidance as possible to help you overcome any struggles and difficulties, and to help you become successful individuals, both at school and beyond. We are also very eager to organise fun and rewarding activities including our Year 7 Camp and annual excursions! 2024 will be very exciting for us all and we look forward to creating a rich and memorable time for you!



*Mr Yong*  
*Year Adviser*

*Miss Sieradzan*  
*Assistant Year Adviser*

## GENERAL INTRODUCTORY MATTERS

- Each day begins at 9.00am. You are expected to arrive at school no earlier than 8.30am, when minimal supervision begins.
- If you are late to school, you will need to report to the Attendance Window (located in the Front Office) and sign in.
- If you need to attend a medical appointment during school hours, you will need to bring a note from home explaining the reason and obtain a pass out from the Attendance Window (attend to this BEFORE school starts).
- 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 office in D Block (if unattended, report to the Front Office). Your parent/carer will be contacted regarding your visit to Sick Bay.
- A Year Assembly is held in Week B. Year 7 meet in the Year 7 QUAD with their Year Advisers – Mr Yong and Miss Sieradzan.
- A book pack of workbooks and equipment needed for Year 7, 2024 is available from the canteen. This book pack is available from 1 December 2023.
- Textbooks will be lent to you in some subjects. Please look after them. The loan of textbooks is contained within the school fee structure.
- School fees should be paid to the Front Office or online as soon as possible.
- Formal reports to parents/carers on your progress at school are made in Term 1, Term 2 and Term 4. Parent Teacher Interviews occur just after the release of reports to students (dates to be advised via school communication channels such as the School Newsletter, email, Facebook etc.).
- School uniforms 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. If families are experiencing difficulty with purchasing a school uniform, a Student Assistance Scheme form is available from the Front Office to support families.
- New uniforms or second-hand uniforms can be purchased from the canteen.
- The canteen will be open during the holidays on 22, 23, 24 & 25 January 2024 from 8am to 2pm to assist parents with purchasing book packs or school uniforms.
- Each day, lunch can be purchased from the school canteen. Orders can be placed before school or at Recess.

## CONTACT DETAILS

School Telephone Number:

(02) 6642 3355

School Canteen Number:

0408 411 579

Postal Address:

97 Mary Street

PO Box 458

Grafton NSW 2460

Email:

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

Website:

[www.grafton-h.schools.nsw.edu.au](http://www.grafton-h.schools.nsw.edu.au)

A.B.N.

18 246 198 266

School Motto:

Enitere Ad Finem (Strive to the End)

School Colour:

Blue



## SCHOOL CONTRIBUTIONS

Mandatory subjects in Years 7 & 8 will not attract a fee. Contributions will only be charged for elective subjects from Year 8 onwards.

We are asking parents to pay a voluntary school contribution. The contribution will go towards funding for major rejuvenation works within the school. The General Voluntary Contribution is \$70.00.

The above fee may be paid by instalments and a receipt is issued. It is appreciated if fees are paid promptly. Your support in paying school contributions is appreciated. If you require assistance please contact the Principal.



## 2024 TERM DATES

Term 1 – Tuesday 30 January to Friday 12 April

**\*Year 7 students start the school year on Thursday 1 February**

Autumn school holidays – Monday 15 April to Friday 26 April

Term 2 – Monday 29 April to Friday 5 July

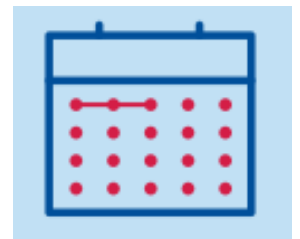
Winter school holidays – Monday 8 July to Friday 19 July

Term 3 – Monday 22 July to Friday 27 September

Spring school holidays – Monday 30 September to Friday 11 October

Term 4 – Monday 14 October to Friday 20 December

Summer school holidays – Monday 23 December to Thursday 30 January 2025



## SCHOOL CANTEEN

The canteen is open from 8:00am. If you are ordering your lunch, please 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 food for a few hours, once or twice a month. Find out what really goes on in the school!

Things to know!

- Contact Nolene Chevalley at the canteen. Ph 0408 411 579.
- A price list will be available Day 1, Term 1, 2024.
- Book Packs and Uniforms will be available from 1 December 2023.
- The canteen will be open during the holidays on 22, 23, 24 & 25 January 2024 from 8am to 2pm to assist parents with purchasing book packs or school uniforms.





## BOOKS AND EQUIPMENT

The following items are required for Year 7 in 2024.

A comprehensive, good value pack is available from the school canteen for \$50.00 (not including Calculator) Calculators are available for \$30.00. They will be needed in Semester 1 for Year 7. Food Technology Aprons are available for \$15.00

Subject	Number	Book Size
English	1	A4 Binder Book 192 Page
Mathematics	1	A4 Binder Book 128 Page
	1	Calculator
Science	1	A4 Binder Book 128 Page
History & Geography	1	2x A4 Binder Book 96 Page
Cultural Perspectives	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) This book is used over 2 years**
Music	1	Small Music books - to be used in Years 7 and 8. Can be purchased from the school canteen.
Mandatory Technology	1	Ruler, Eraser, HB Pencil, Pen
	1	Protective Glasses
	1	Food Technology Apron

\*\*Visual Arts - A4 Spiral Sketch Book 120 Page (Clear cover with acid free pages) are available for purchase at the Canteen for \$6.50



## **BRING YOUR OWN DEVICE (BYOD)**

Grafton High School has a 5GHz Wireless (Internet) system. This has been upgraded to include indoor and outdoor wireless connectivity via a stable, state of the art Aruba WIFI network. Wireless connectivity allows GHS students to work anywhere in the school. This gives GHS students instant access to an ever-expanding range of digital learning units.

### **Google Chrome**

Google Chrome is an integral part of our BYOD program because students can access their information anywhere there is a wireless internet connection. This means that students can access their data from Desktops in the school, Chromebooks or any device that has Google. Students can log into their @education Google Account anywhere, at any time and access, share and collaborate. Google Chrome allows student groups and their teachers at GHS to use Google Drive and Google Apps in the Google Workspace to share and collaborate in the teaching and creation of resources and tasks.

### **Chromebook Student sessions**

At the start of the school year, students are introduced to Chromebooks and how to access the Google Workspace.

### **Chromebook Class sets**

Grafton High School has Chromebook class sets in carts in each faculty. The class sets enhance the BYOD program to ensure when we have tests and classwork that all students can access a Chromebook.

### **BYOD non-Chromebook (Laptops)**

WARNING: WINDOWS 10S operating system cannot install the Chrome browser. For more information about Windows 10S or free software for student laptops, please go to our GHS website and look at our BYOD information pages.

WARNING: Laptops must have Wireless ABGN WIFI to connect to our system. Please see our website BYOD pages for more information.





If you need advice, please do not hesitate to contact our Tech Support Team at Grafton High School. PH: (02) 6642 33 55

Grafton High School Website: <https://grafton-h.schools.nsw.gov.au/>

Google Workspace



# SCHOOL PERSONNEL

Senior Executive			
			
Mr Dinham Principal	Mrs Hill Deputy Principal Years 7, 9 & 11	Ms Baker Deputy Principal Years 8, 10 & 12	Mrs Martin Deputy Principal Inclusion & Support
Key Learning Area			Head Teacher
English			Ms Hubbard
Mathematics			Mrs Merry
Science			Mr Strano
Human Society and its Environments			Mr Robertson
Personal Development, Health and Physical Education			Mr Hartmann
Technical and Applied Sciences			Mr Kelemec
Creative and Performing Arts and Languages			Ms Feeney
Support			Mrs Moar
Wellbeing			Ms Blanch
Teaching and Learning			Mrs Strano
Administration			Mr Howe
Specialised Staff			Staff/Teacher
Teacher Librarian			Ms Hargraves
School Counsellor			Mrs Fietz
Careers Adviser			Mrs Piper/Mrs Nichols
Student Support Officer			Ms Johnston
Student Wellbeing Officer			Tara Mansfield
Aboriginal Education Officer			Fran Williams
Learning and Support Teacher			Mrs Robertson

2024 Year Advisors/Assistants	Year Group
Mr Yong / Miss Sieradzan	Year 7
Mr Skinner / Miss Sommer	Year 8
Mrs Moss / Ms Blanch	Year 9
Mrs Blackburn / Ms Bruce	Year 10
Mr Nagle / Miss Keats	Year 11
Ms Townley / Miss Singh	Year 12

## STUDENT REPRESENTATIVE COUNCIL

The Student Representative Council (SRC) is an important part of your student voice. They empower students to influence and change their school and community, providing students with a sense of ownership and agency.

Representatives from Year 7 are elected to the SRC in Term 1. The SRC is elected annually by the students.



## ASSESSMENT AND REPORTS

Students are assessed on a combination of assignments, and tests. Early in Term 1 you will receive a booklet outlining your assessments, and when they are due, for the year.

In Year 7, three reports will be issued: an Interim report during Term 1; a Mid Course report during Term 2; and the Yearly report during 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.



## THE SCHOOL DAY

School commences at 9:00am each day and concludes each day at 3:10pm. Period times and break times are listed below.

Grafton High School's timetable structure is a 10-day cyclic timetable. This means we have 5 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.

## BELL TIMES

### Week A and B

Sessions	Bell Times		Period Length
Period 1	9.00am	10.01am	61 minutes
Period 2	10.01am	10.58am	57 minutes
Recess	10.58am	11.28am	30 minutes
Period 3	11.28am	12.25pm	57 minutes
Period 4	12.25pm	1.22pm	57 minutes
Lunch	1.22pm	1.52pm	30 minutes
Home Room	1.52pm	2.13pm	21 minutes
Period 5	2.13pm	3.10pm	57 minutes

## GHS PHONE POUCHES

In line with Department of Education policy, mobile phones are banned at Grafton High School. To support students in following these rules, the school provides each student with a pouch to house their devices throughout the day. Students are expected to place their phone and wireless headphones in their GHS phone pouch as they enter the school gates. Year 7 students will be provided with their pouch in the first week of school and will be given further instructions on how to use it and the consequences of using their phone while at school.





## 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 or email 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 [graffton-h.school@det.nsw.edu.au](mailto:graffton-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.

 <b>NSW</b> <small>GOVERNMENT</small>	<b>Education</b>	<b>PHONE: 6642 3355</b> <b>FAX: 6642 3184</b> <b>E-MAIL: <a href="mailto:graffton-h.school@det.nsw.edu.au">graffton-h.school@det.nsw.edu.au</a></b>	 <b>Grafton</b> <b>High School</b>
<b>STUDENT NAME (Please print) :</b>		<b>YEAR :</b>	
<b>DATES of WHOLE DAY ABSENCES:</b>			
<b>DATE of PARTIAL ABSENCE:</b>		<b>TIME:</b>	
<b>REASON for ABSENCE:</b>			
<i>NOTE: Illness and family emergencies are the only lawful reasons for leave. School sport is compulsory.</i>			
<b>SIGNATURE OF PARENT/GUARDIAN:</b>		<b>DATE:</b>	
<b>PHONE NUMBER::</b>			

## 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.

- **Parent Fortnightly Summaries** are sent out at the start of each fortnight to parents via text or email. They contain learning summaries outlining the unit of work being taught, content activities and any assessment or homework requirements. We encourage parents to utilise these summaries to engage in conversations with their students about their learning.
- **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:** Mr Yong (Year Adviser), Miss Sieradzan (Assistant Year Adviser) and Ms Blanch (Head Teacher Wellbeing), are the people you call. Your Deputy Principal, Mrs Hill, has the overall responsibility for welfare and discipline issues of Year 7 students.
- **Learning and Support Teacher:** Mrs Robertson provides 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 the subject teacher or Mr Yong, Miss Sieradzan or Ms Blanch.
- **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. With the implementation of GHS mobile phone pouches, students will not have access to their phones until the end of the day.

## P & C MEETINGS

The P & C currently meet on the fourth Thursday of each month at 6.30pm in the Staff Common Room. Changes to these times will be published by the P & C and on school communication platforms. The P & C aims to improve Grafton High School's community and facilities. The P & C is funded by the School Canteen and Uniform shop. All parents/carers are welcome to attend.



## CURRICULUM

- **English:** In Year 7, students will be introduced to many elements of English, focusing on developing a strong foundation for their studies at high school. Through their study of a diverse range of texts, students will extend their skills in the communication modes of reading, writing, listening, speaking, and viewing. They will learn about interpreting meaning from written, visual and spoken texts, and will be given many opportunities to create their own. Across the year, each topic will focus on fostering enjoyment in the study of English, and extending literacy capabilities as well as skills in writing imaginatively and analytically.
- **Mathematics:** The syllabus in Year 7 covers the areas of Problem-solving, Geometry, Measuring, Statistics, Numbers, Algebra. In Year 7, the students consolidate their basic number skills as tools for later study in Mathematics. Students also have access to Education Perfect as a home study tool.
- **Science:** Throughout the year, students will develop knowledge, understanding and skills in applying the processes of working scientifically. They will be required to plan, conduct, and report on practical experiences as well as develop critical problem-solving skills. Students will start Year 7 learning the basic skills needed to work scientifically and then progress through the topics of Matter and Heat, Mixtures, Classification, Introduction to Ecosystems, Forces, Space and Amazing Cells throughout the year. Students will complete a range of assessment tasks including Practical Tests, Theory Tests, and an Arthropod Research Task.
- **History:** Students will study History in Semester 1. Students will study how archaeologists investigate history; learn to use terms and concepts relating to historical time and how sources are used by historians. They will investigate the societies of ancient Rome and China using a range of archaeological and written sources. Students will conduct a local site study.
- **Geography:** Students will study Geography in Semester 2. Geography aims to instil in its students a love of the environment. Students look at 21st Century issues like water scarcity and urban living. Students also have the opportunity to conduct fieldwork and use mapping skills.
- **Cultural Perspectives:** Japanese, French and Bundjalung are studied as a cultural awareness program in preparation for language selection in Year 8. Students will have 1 lesson per fortnight of Bunjalung (the local Aboriginal language) and study Japanese for the first semester and French for the second semester.
- **PDHPE:** The *Physical Education* component focuses explicitly on the value of movement, physical literacy, and skill development. It concentrates on developing movement skills students need to participate in physical activities with confidence, creativity, and competence. *Health* provides an opportunity for students to build knowledge and enhance their ability to understand and use health information and services to promote and maintain health, safety, and wellbeing. *Integrated Sport* enables students to participate in a variety of movement contexts in a specialised environment where movement skills can be practised and refined.
- **CAPA Creative and Performing Arts**
  - Music - Students explore and develop their understanding of musical concepts through learning a variety of instruments and exploring the world of music.
  - Visual Arts - Students explore and develop their awareness of how they visually interpret their world through:

- \*\* It is expected that all students entering Year 7 will satisfactorily complete a four year course resulting in the award of a Record of School Achievement (RoSA) at the end of Year 10. Satisfactory attendance, completion of learning tasks that address outcomes, and good behaviour are essential if the RoSA is to be awarded.***



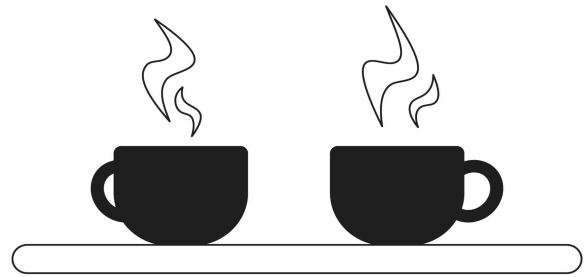




## SPOT ON COFFEE

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

The program involves students taking time out of class for up to 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 bookkeeping. 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.



## SENTRAL PARENT PORTAL

From the Parent Portal you will be able to see how many positives your child has for the year across each term. Please take the time to check your child's Sentral entries and discuss with them the possible reasons why they have been entered. You will receive information on how to access the Parent Portal if the incoming Year 7 student is the first child in the family to start at GHS. If you have any questions or are having difficulties accessing the Parent Portal once the school year starts, please contact the school's Front Office for assistance.

Grafton High School  
Parent Portal

Logout

Wellbeing

Dashboard
My Timetable
Resources
Attendance
Wellbeing
Reporting
School Records

Overview
Awards
Levels

2020

Summary for 2020

	2020	Term 1	Term 2	Term 3	Term 4
<b>Negatives</b>	0 Incidents	-	-	-	-
<b>Positives</b>	109 Incidents	43	27	39	-
<b>N-Awards</b>	0 Incidents	-	-	-	-
<b>Level Placements</b>	0 Levels	-	-	-	-
<b>Awards</b>	0 Awards	-	-	-	-

The Grafton High School Student and Parent Portal is powered by Sentral

SENTRAL EDUCATION

# 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)

- **Leather, covered shoes** – not soft cotton/canvas, ballerina, plastic shoes or sandals
- **Safety glasses** must be worn in areas when directed (eg working with machines). A limited number will be available within each workshop or alternatively they are available for purchase from the canteen for \$3.50.
- **Long hair tied back**



## Science

- **Long hair tied back** - when completing experiments in the laboratory.
- **Leather, covered shoes** – not soft cotton/canvas, ballerina, plastic shoes or sandals
- **Safety glasses** must be worn in all areas of the laboratory and when doing experiments. A pair is included in the Year 7 book pack; however, a limited number will be available in each classroom for day to day use if needed (note: these are UV cleaned regularly to ensure the health and safety of students, however it is advised that students bring their own)

## POSITIVE BEHAVIOUR FOR LEARNING (PBL)

Grafton High School (GHS) is a PBL School. The five core values of GHS are Safety, Honesty, Acceptance, Responsibility and Effort. Teachers at Grafton High School embrace PBL because it creates a safe and inclusive teaching and learning environment.



The whole school PBL system set up at GHS promotes a positive culture amongst staff and students by providing a model of teaching expected behaviour. Aspects such as connectedness, accountability for actions and mutual respect are foundational skills which are embedded into our core school values of SHARE. All staff and students endeavour to maintain these values at Grafton High School. We aim to ensure our students are model citizens within the school and the broader community.

Students will learn more about how to exemplify these values as well as being rewarded for demonstrating these core school values during their time at GHS. PBL allows students to have consistency across the multitude of subjects. PBL explicitly outlines student expectations in different settings around the school. PBL focuses on being proactive (support) rather than reactive (punishment).

Below is an example of how our core values can be demonstrated in all settings, in the classroom and in the playground.

In ALL settings at Grafton High School, students are expected to:

Safety	Honesty	Acceptance	Responsibility	Effort
Wear the appropriate school uniform	Own your actions	Be kind to others	Follow instructions promptly	Do your best
Practise good hygiene	Report unsafe behaviour	Accept others' differences	Be on time	Just keep trying
Keep your hands and feet to yourself	Be truthful	Use appropriate language	Be prepared to learn	Leave your area clean and tidy

In the classroom at Grafton High School, students are expected to:

Safety	Honesty	Acceptance	Responsibility	Effort
Respect the learning of others	Show initiative	Encourage others	Ask for help when needed	Stay on task
Be in the right place at the right time	Ensure all work is your own	Respect others' abilities	Ask permission (eg toilet)	Set personal goals
Use break times appropriately	Return borrowed equipment	Be patient	Use equipment responsibly	Take pride in your work

In the playground at Grafton High School, students are expected to:

Safety	Honesty	Acceptance	Responsibility	Effort
Stay in bounds	Hand in found items	Include others in games	Report bullying and tell the bully to stop	Move quickly to class when the bell rings
Keep walkways clear	Follow the rules of the game	Stay in the eating area until the 10 minute bell	Put rubbish in the bin	Be lined up at class by the 2nd bell
Stay off bikes, scooters, skateboards	Play school approved games only	Be aware of out of bounds areas	Borrow sporting equipment correctly	Use the bathroom during breaks

### **PBL Rewards and Postcards**

At Grafton High School we recognise the positive achievements of the student body in many areas including academic performance, cultural activities, community service, sport, behaviour, attitude, amongst other aspects of the high school life. Teachers may recognise consistent performance through a positive entry in our whole school electronic recording system. These are known as positive Sentral entries. Whilst your child is at Grafton High School, you will be able to access the number of positive Sentral entries your child has by logging onto the Parent Portal of Sentral.

To celebrate students making a sustained effort each term, when students receive 15 Positive Sentral entries a PBL postcard will be mailed home. Students can receive up to 4 postcards per year (1 per term).

### **PBL Merit Awards**

The Merit System recognises and reinforces student achievement. The aims of the Merit System are to:

- recognise and reward the demonstration of our school values
- encourage all students at varying levels to consistently achieve to the best of their ability
- develop and maintain a cooperative and helpful atmosphere between teachers and students
- encourage participation in a wide variety of classroom, extra-curricular and sporting activities

Students will receive multiple awards during their time at Grafton High School if they consistently demonstrate the expected behaviour. Awards will be presented to students at the end of each term at a whole school assembly. A letter will be sent home inviting parents and carers to attend this assembly (pending COVID restrictions).

Students' positive Sentral entries will be tallied throughout the year and will be recognised with the following awards:

- Bronze Award: 30 Positives
- Silver Award: 60 Positives
- Gold Award: 100 Positives
- Diamond Award: 150 Positives
- Platinum Award: 200 Positives

## WELLBEING TEAM

We know that changing schools can be a big challenge and we want to help you in any way possible. 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. There is a range of other staff able to give you advice and support:

### 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. Ms Blanch is your Head Teacher Wellbeing and can be located in the Library (upstairs) or in the PE Staffroom.

### School Counsellor

Mrs Fietz 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 located in the Library (upstairs).

### Student Support Officer (SSO)

Ms Johnston will be your Student Support Officer. She will help students manage a wide range of personal and/or academic issues working closely with all members of the wellbeing team to ensure appropriate support is available to students as needed. The Student Support Office is located downstairs in the library.

### Student Wellbeing Officer

Tara works with students and families to assist and support them with a wide range of wellbeing needs. Tara is located in the library.

### 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 Teacher

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 the Library.





## LIBRARY

Your library is a positive teaching and learning centre and an important part of your school. You will find the library a helpful and friendly place to discover and to produce new information. Learn how to locate helpful information, organise it, and present it in required ways. It is also where you can work with others to create and innovate. Why not invent a new product, write a song, or create a piece of funky jewellery.

The library is also about reading because we read at Grafton High School. We have reading material to cater for different reading levels and interests to suit you. There is a wide range of things to read such as Manga, non-fiction, novels, quick reads, and even magazines. You can leisurely browse through the shelves or simply look up what interests you on our search terminal, locate it, and then borrow it for up to a month.

Also, drop in to relax with friends or to work on your assessments in the morning, recess, or lunch. You can also play board games, use the computers, or curl up in a comfy nook with a good book. Everyone is welcome.

*Ms Hargreaves – Teacher Librarian*

*“Libraries continue to remind us of the good in the world,”  
(Lauren Ward)*

## SCHOOL SPORT REPRESENTATION

Students are given every opportunity and are encouraged to participate in representative opportunities in all sports. Many students from the school gain Regional and State Representation opportunities. In recent years, Grafton High School has been successful in being North Coast and NSW CHS champions in several sports, with our girls Hockey team becoming state champions in 2023!

Sport Houses	Colour
Cameron	Green
Davies	Blue
Page	Yellow
Smith	Red



# GRAFTON HIGH SCHOOL UNIFORM

## Grafton High School 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.



## Grafton High School 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.



# EMERGENCY PROCEDURES

## Emergencies

- If there is an emergency, students are to let a teacher or member of staff know immediately.

## Exits

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

## Evacuation Alarm

- A prerecorded message will sound ("This is an evacuation") with a rising siren.

## Evacuation Procedures

- Evacuate the building and proceed to the assembly area on the school oval (identified on the map below) and await further instructions.
- Do not re-enter the site until advised to do so by the Principal.
- All-clear is indicated by 3 long pulsing bells and a PA announcement will be given with further directions.

## Lockdown Alarm

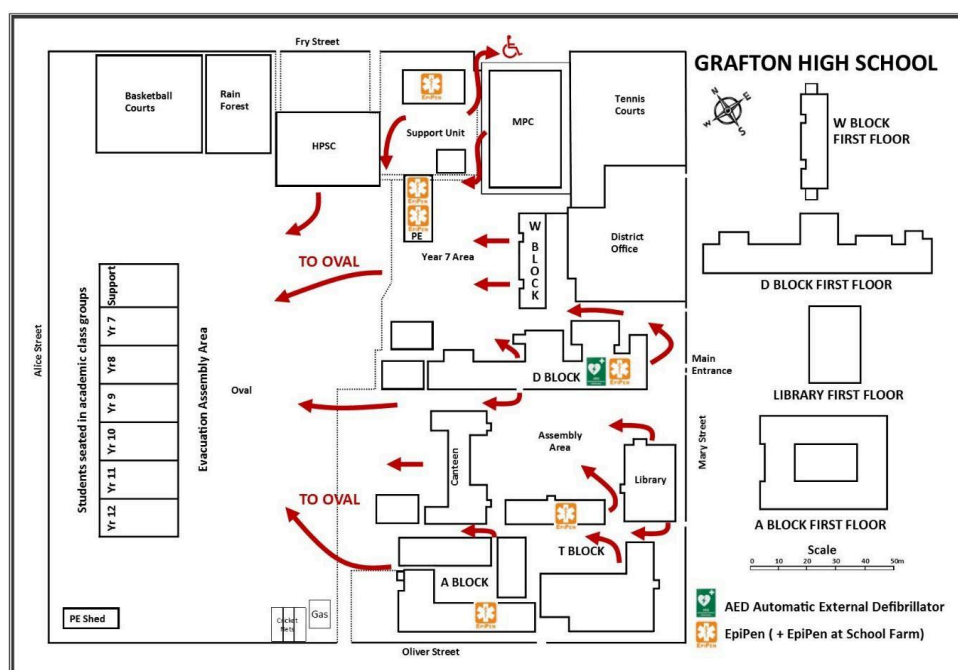
- A prerecorded message will sound ("Lockdown, lockdown, lockdown") with a ding-dong bell.

## 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 3 long pulsing bells and a PA announcement will be given with further directions.
- 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, epi pens and a defibrillator are located in the school's Front Office.





## GRAFTON HIGH SCHOOL

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.

*Quality Teaching, Quality Learning, in a Caring Environment*

PO Box 458, 97 Mary Street  
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*We acknowledge the Bundjalung Nation, the traditional custodians of this land*