

7

# 2021 Year 7 Handbook

7



## Achieving Excellence

# WELCOME to YEAR 7, 2021

Welcome to Grafton High School

High school is an exciting and busy place. In many ways, primary school and high school are not that different. They are both about learning in a caring environment, supported by your teachers. A difference is, at high school, you will have more teachers to learn from and to care for you and a great variety of different subjects to learn.

As a student at Grafton High School, I have high expectations of you. There are three things that I expect from you:

- Commitment to your studies – through hard work, study and always trying your best
- Commitment to others – through consideration and kindness to others at all times
- Commitment to your school – through pride in your school and taking every opportunity to contribute to its achievement in academics, sport, creative and performing arts and other important endeavours

I hope that I live up to your expectations as principal and I look forward to helping you through the next stage of your life-long learning journey.

*Mr Peter South*  
Principal



## Mr Maginnity & Mrs Blackburn, Year 7 Advisers 2021

Welcome to Grafton High School, the beginning of Year 7 is an exciting time and we are delighted to be on this journey with you.

Most of you already know us from our Taster Mornings and Orientation Day, where you familiarised yourself with GHS to ensure you are ready for high school. This booklet contains all the information you and your family need in preparation for next year.

I am Mr Maginnity and with the help of Mrs Blackburn, we will support you through your time at GHS. We are both located in the Science staffroom in A Block.

I am the Year Adviser and Mrs Blackburn is the Assistant Year Adviser. Our job is to help you settle into high school and support your journey to become a happy and successful member of our school community. We are responsible for organising activities such as the Year 7 Camp, meeting with you at Year Assemblies as well as being there for you to offer support and guidance through high school.



Mr Maginnity

Year 7 is going to be an exciting, challenging and rewarding experience and we look forward to going on the journey with you. Enjoy your summer break and we will see you in 2021 where you will be Grafton High School's New Year 7 class!



Mrs Blackburn

# GENERAL INTRODUCTORY MATTERS

- Each day begins at 9.05am. 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 MPC with their Year Advisers – Mr Maginnity and Mrs Blackburn.
- A book pack of workbooks and equipment needed for Year 7, 2021 is available from the canteen. This book pack is available from the canteen from 1 December 2020.
- 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 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 Interview 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. 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 20, 21 and 22 January 2021 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.

**We enjoy having students who are well spoken and responsible.**

## CONTACT DETAILS

<i>School Telephone Number:</i>	(02) 6642 3355
<i>School Facsimile Number:</i>	(02) 6642 3184
<i>School Canteen Number:</i>	(02) 6642 1293
<i>Address:</i>	97 Mary Street
<i>Postal Address:</i>	PO Box 458 Grafton NSW 2460
<i>Email:</i>	<a href="mailto:grafton-h.school@det.nsw.edu.au">grafton-h.school@det.nsw.edu.au</a>
<i>Website:</i>	<a href="http://www.grafton-h.schools.nsw.edu.au">www.grafton-h.schools.nsw.edu.au</a>
<i>A.B.N.</i>	18 246 198 266
<i>School Motto:</i>	Enitere Ad Finem (Strive to the End)
<i>School Colour:</i>	Blue



# 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 Nolene Chevalley at the canteen. Ph 0408 411 579.

A price list will be available Day 1 Term 1, 2021.

Book Packs and Uniforms will be available from 1 December 2020.

The canteen will be open from 8:00am to 2.00pm on **20, 21 and 22 January 2021**.

## BOOKS AND EQUIPMENT

These items are required for Year 7 in 2021.

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

Calculators are also available for \$25.00 (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 96 Page
History or Geography	1	A4 Binder Book 96 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

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

# BRING YOUR OWN DEVICE (BYOD) CHROMEBOOK PROGRAM

Grafton High School introduced a new Chromebook BYOD program in 2015. In this time, we have seen student groups gain competence in study-based communication using technology. This is a valuable skill for students to use in education and in life.

Our BYOD Chromebook program includes year 7 to year 12.



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.

## Why Chrome and Why Chromebooks?

- Any kind of Chromebook will work on our WIFI network and connect to our GHS Google domain.
- Chromebooks run on the FREE Chrome operating system.
- Inside Chrome there is Google Workspace (formerly called G-Suite). Workspace allows students to use a suite of online software that save instantly but can also be used offline and saved later. Google Workspace allows students and teachers to collaborate in real time.
- When connected to our system, the Chromebook gets education level filtering applied and all software gets auto updates from the school.
- If the Chromebook is lost, it can be shut down by the school.
- All school Desktops can run the Chrome APP and students can access their saved Chrome Workspace files.



## Where to buy a Chromebook.

You are welcome to purchase Chromebooks from any retailer online or locally. Any Chromebook will work on our system.



## Why 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 GHS Google Account anywhere at any time and access, share and collaborate.

If anything happens to a device, data is not lost because it is stored in our own managed GHS GOOGLE drive.

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.



Students can access their GHS Google Workspace documents from home, school or wherever there is a Wireless (internet) connection.



Chromebooks allow instant access, longer battery life and should a student leave, the device can be returned as a normal Chromebook.

Once it is set up to work in the school students can:

- Participate online in classes
- Share work
- Collaborate with classmates and with teachers

The Chromebook will:

- Run the Grafton High School Google Domain (GHS)
- If lost - can be deactivated with a screen message asking for it to be returned to Grafton High School
- When found- can be reactivated and will work as normal
- Have filtered WIFI student access
- Last all day with no need to charge (Chargers are not permitted at school)

### **Chromebook Parent info sessions:**

We run sessions for parents every year. Information on Chromebook nights will be released closer to the time.

### **Chromebook Student sessions:**

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

### **Chromebook Class sets:**

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

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

WARNING: WINDOWS 10 S operating system cannot install the Chrome browser.

For more information about Windows 10 S 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/>



# SCHOOL PERSONNEL



Mr South  
Principal



Mrs Martin  
Relieving Deputy  
Principal

TBA  
Relieving Deputy  
Principal

## 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 Metcalfe
SUPPORT.....	Mrs Moar
TEACHING AND LEARNING.....	Mrs Brejwo
WELLBEING.....	Mrs Nichols
<b>CAREERS</b> .....	Mrs Piper / Mr Harland
<b>HT ADMIN</b> .....	Mr Howe
<b>ABORIGINAL EDUCATION OFFICER</b> .....	Mrs Williams
<b>SCHOOL COUNSELLOR</b> .....	Ms Bell / Mrs Jackson
<b>TEACHER-LIBRARIAN</b> .....	Mrs Lynch
<b>YEAR ADVISERS / ASSISTANT YEAR ADVISERS</b>	
Year 7.....	Mr Maginnity / Mrs Blackburn
Year 8.....	Mr Nagle / Miss Keats
Year 9.....	Mr Townley / Miss Singh
Year 10.....	Ms Taylor / Ms Hubbard
Year 11.....	Mrs Brejwo / Mr Yong
Year 12.....	Mrs Gorham / Mr Dewberry

# 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.

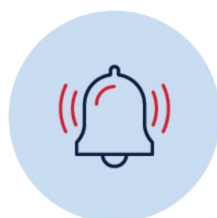
Grafton High's timetable structure is a 10-day cyclic timetable. This means we have 6 periods a day and a Week A and Week B timetable.

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

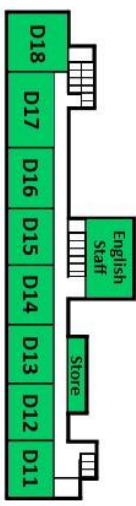
	MONDAY Week A/B	TUESDAY Week A	TUESDAY Week B	WEDNESDAY Week A/B	THURSDAY Week A/B	FRIDAY Week A/B
1	9.05 – 9:53 (48)	9.05 – 9:53 (48)	9.05 – 9:53 (48)	9.05 – 9:53 (48)	9.05 – 9:53 (48)	9.05 – 9:51 (46)
2	9:53 – 10:41 (48)	9:53 – 10:41 (48)	9:53 – 10:41 (48)	9:53 – 10:41 (48)	9:53 – 10:41 (48)	9:51 – 10:36 (45)
Home Room	10:41 – 11:05 (24)	10:41 – 11:05 (24) Assembly	10:41 – 11:05 (24) Year Assembly	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 (25)
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)



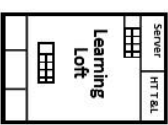
# GRAFTON HIGH SCHOOL



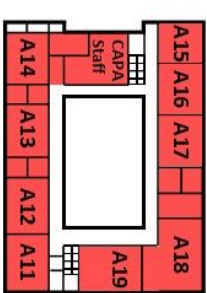
W BLOCK  
FIRST FLOOR



D BLOCK FIRST FLOOR



LIBRARY FIRST FLOOR

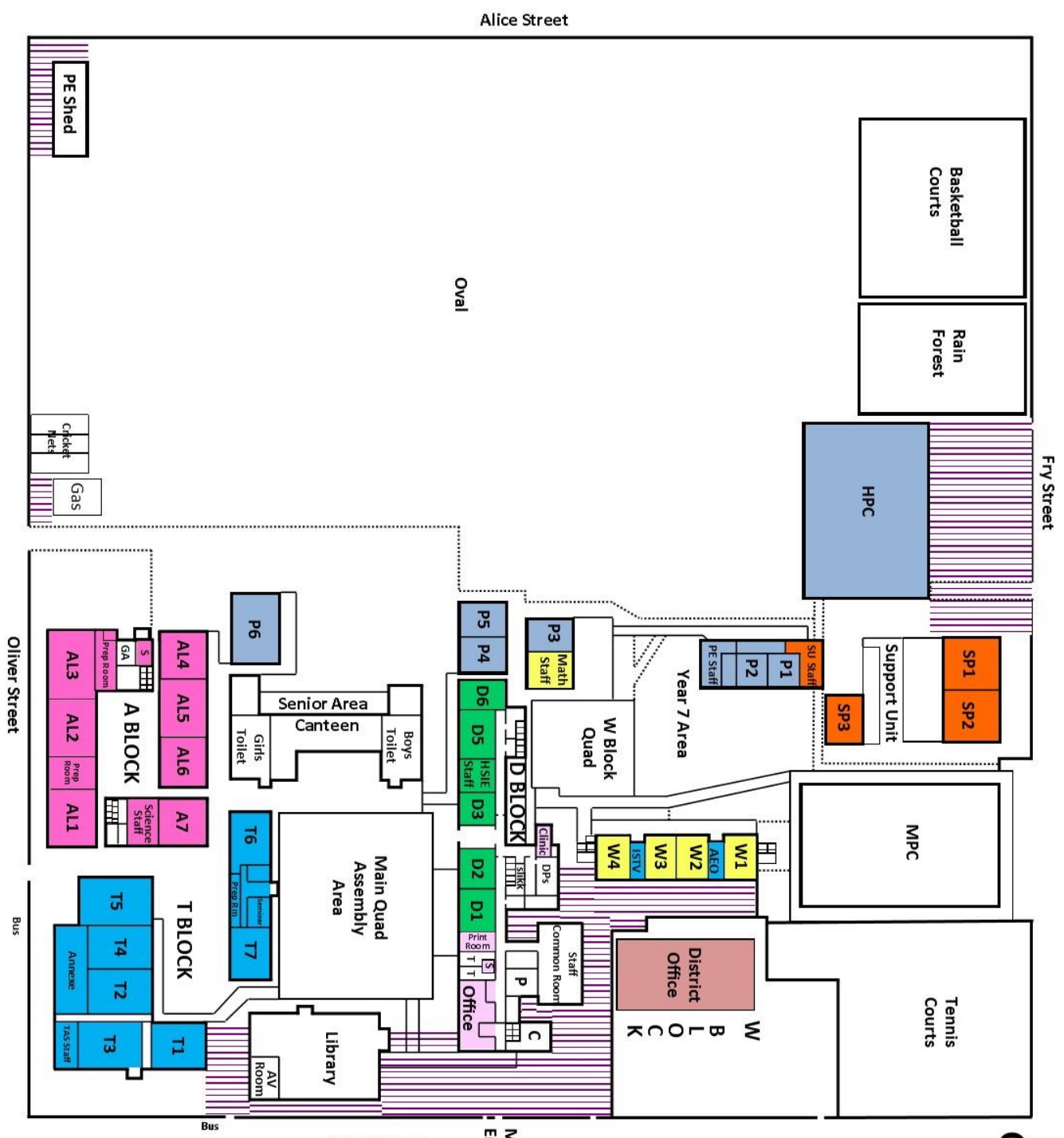


A BLOCK FIRST FLOOR

Scale



School Map July 2019



# 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 [grifton-h.school@det.nsw.edu.au](mailto:grifton-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> GOVERNMENT	<b>Education</b> Public Schools	<b>PHONE: 6642 3355</b> <b>FAX: 6642 3184</b> <b>E-MAIL: <a href="mailto:grifton-h.school@det.nsw.edu.au">grifton-h.school@det.nsw.edu.au</a></b>	 <b>Grafton</b> High School
<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><b>NOTE: Illness and family emergencies are the only lawful reasons for leave. School sport is compulsory.</b></i>			
<b>SIGNATURE OF PARENT/GUARDIAN:</b> _____ <b>DATE:</b> _____ <b>PHONE NO:</b> _____			

## 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*: Mr Maginnity your Year Adviser, Mrs Blackburn, your Assistant Year Adviser and Mrs Nichols, Head Teacher Wellbeing, are the people you call. Your Deputy Principal has the overall responsibility for welfare and discipline issues of Year 7 students.
- *Learning and Support Teacher*: Ms Heath 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 their subject teacher or Mr Maginnity, Mrs Blackburn or Mrs Nichols.
- *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 Yondr mobile phone pouches, students will not have access to their phones until the end of the day.

## P & C MEETINGS

The P & C meet on the 4<sup>th</sup> Thursday of each month at 6.30pm in the Staff Common Room.

All parents/carers are welcome to attend.



# STUDENT REPRESENTATIVE COUNCIL



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

## CURRICULUM

### **English**

Students will develop skills in reading, writing, listening, speaking and viewing. In a wide range of language situations, they will make meaning of what is said, how it is said, why it is said, and the worth of what is said. Language competence will be seen in the contexts of everyday communication, personal expression, literature and multi media.

English also involves students working on tasks at home.

### **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 Egypt 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.

### **Languages**

Japanese and French are studied as a cultural awareness program in preparation for language selection in Year 8.

### **PDHPE**

Personal Development, Health and Physical Education

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

**Visual Arts** - Students explore and develop their awareness of how they visually interpret their world through:

- Artmaking: drawing, painting, printmaking, sculpture and ceramics
- Art Study: investigating ways in which other artists interpret their world

## **Technology Mandatory**

Technology Mandatory engages students in design and production activities as they develop solutions to identified needs and opportunities. Through the practical application of knowledge and understanding they learn about Agriculture and Food Technologies, Digital Technologies, Engineered Systems and Material Technologies.

Students develop knowledge and understanding of the four Technology contexts through the Design and Production of solutions to meet identified needs or opportunities.

In Agriculture and Food Technologies students learn about the processes of food and fibre production and investigate the innovative and sustainable supply of agriculturally produced raw materials. Students are provided with opportunities to develop knowledge and understanding about food selection and preparation, food safety and how to make informed choices when experimenting with and preparing nutritious food.

The Digital Technologies context encourages students to develop an empowered attitude towards digital technologies, use abstractions to represent and deconstruct real-world problems, and implement and evaluate digital solutions. Students have the opportunity to become innovative creators of digital technologies in addition to effective users of digital systems and critical consumers of the information they convey. Students are provided with opportunities to develop fluency in a general-purpose programming language and use these skills to solve information problems and to automate repetitive tasks.

The Engineered Systems context focuses on how force, motion and energy can be used in systems, machines and structures. Students are provided with opportunities to experiment and develop prototypes to test their solutions. They are led to understand how forces and the properties of materials affect the behaviour and performance of engineered systems, machines and structures. Knowledge of these principles and systems enables the design and production of sustainable, engineered solutions.

The Material Technologies context focuses on the application of specialist skills and techniques to a broad range of traditional, contemporary and advancing materials. Students develop knowledge and understanding of the characteristics and properties of a range of materials through research, experimentation and practical investigation. These are applied when they produce products to satisfy identified needs and opportunities.



## **STEM**

The STEM (Science, Technology, Engineering and Mathematics) subject is a cross-curricular class where students will undertake projects that incorporate parts of the Science, Mandatory Technology and Mathematics syllabus. This subject is designed to engage students' interest in STEM-related fields and improves students' problem-solving and critical-analysis skills. Students will undertake STEM projects both individually as well as in small groups within their class. Within these projects students will follow the STEM process of research, understand, design, test, analyse and evaluate and document their learning through a digital portfolio. Projects that students may undertake include robotics and coding, bridge construction, electronic car design and racing.

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 and good behaviour are essential if the RoSA is to be awarded.

## **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.

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.



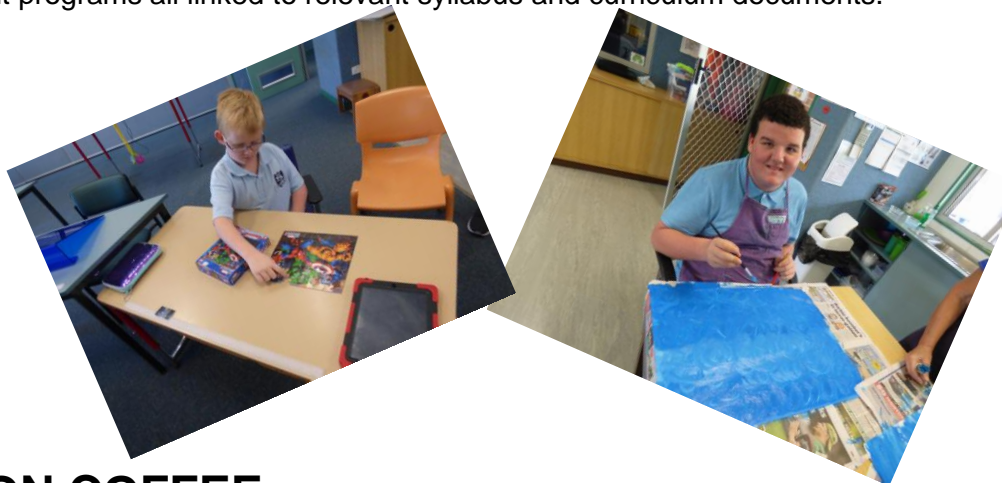


## SUPPORT UNIT

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.



## SPOT ON COFFEE

Spot on Coffee at 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.



# 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

# 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

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.

## Parent Sentral 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.

The screenshot shows the Grafton High School Parent Portal interface. The top navigation bar includes the school logo, name, and a 'Logout' button. The main header is 'Wellbeing'. Below this, there are tabs for 'Overview', 'Awards', and 'Levels'. The 'Overview' tab is selected, showing a 'Summary for 2020' table. The table has columns for '2020', 'Term 1', 'Term 2', 'Term 3', and 'Term 4'. The rows show 'Negatives' (0 Incidents), 'Positives' (109 Incidents), 'N-Awards' (0 Incidents), 'Level Placements' (0 Levels), and 'Awards' (0 Awards). The footer states 'The Grafton High School Student and Parent Portal is powered by Sentral' and the 'SENTRAL EDUCATION' logo.

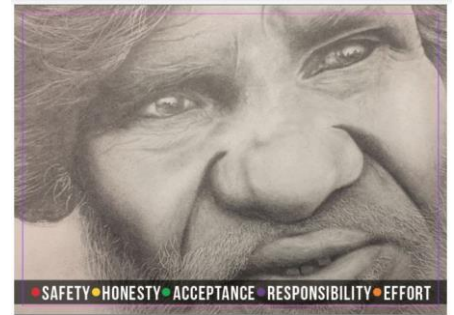
	2020	Term 1	Term 2	Term 3	Term 4
<b>Negatives</b>	0 Incidents	-	-	-	-
<b>Positives</b>	109 Incidents	43	27	39	-
<b>N-Awards</b>	0 Incidents	-	-	-	-
<b>Level Placements</b>	0 Levels	-	-	-	-
<b>Awards</b>	0 Awards	-	-	-	-



## PBL Postcards

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 at all times 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



## 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.





# 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

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.



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:



Ms Heath

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 W11 ½ staffroom.

## 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 2021 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

<b>Sport Houses:</b>	<b>Colour:</b>
Cameron	Green
Davies	Blue
Page	Yellow
Smith	Red



# 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, ¾ 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, ¾ 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

- 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

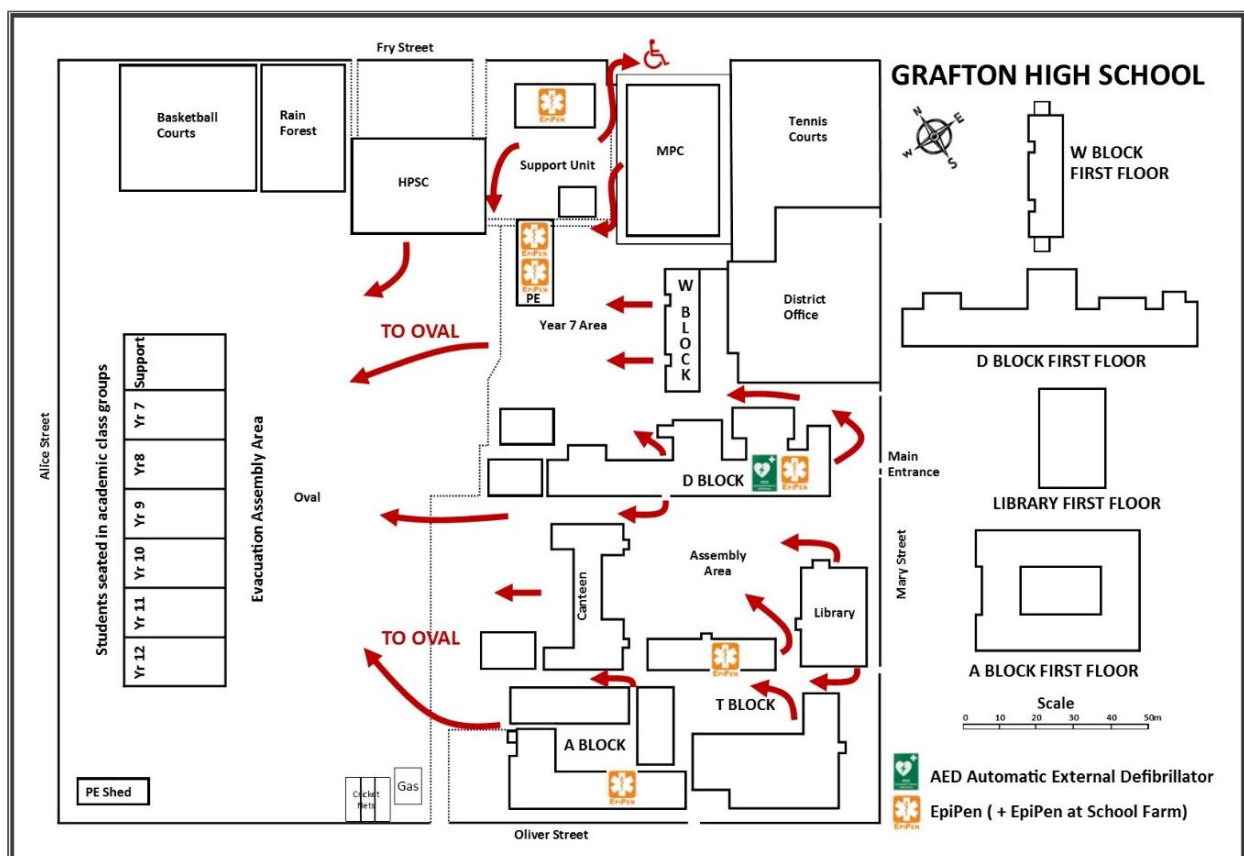
Pulsing bell

## 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.



# 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.

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.

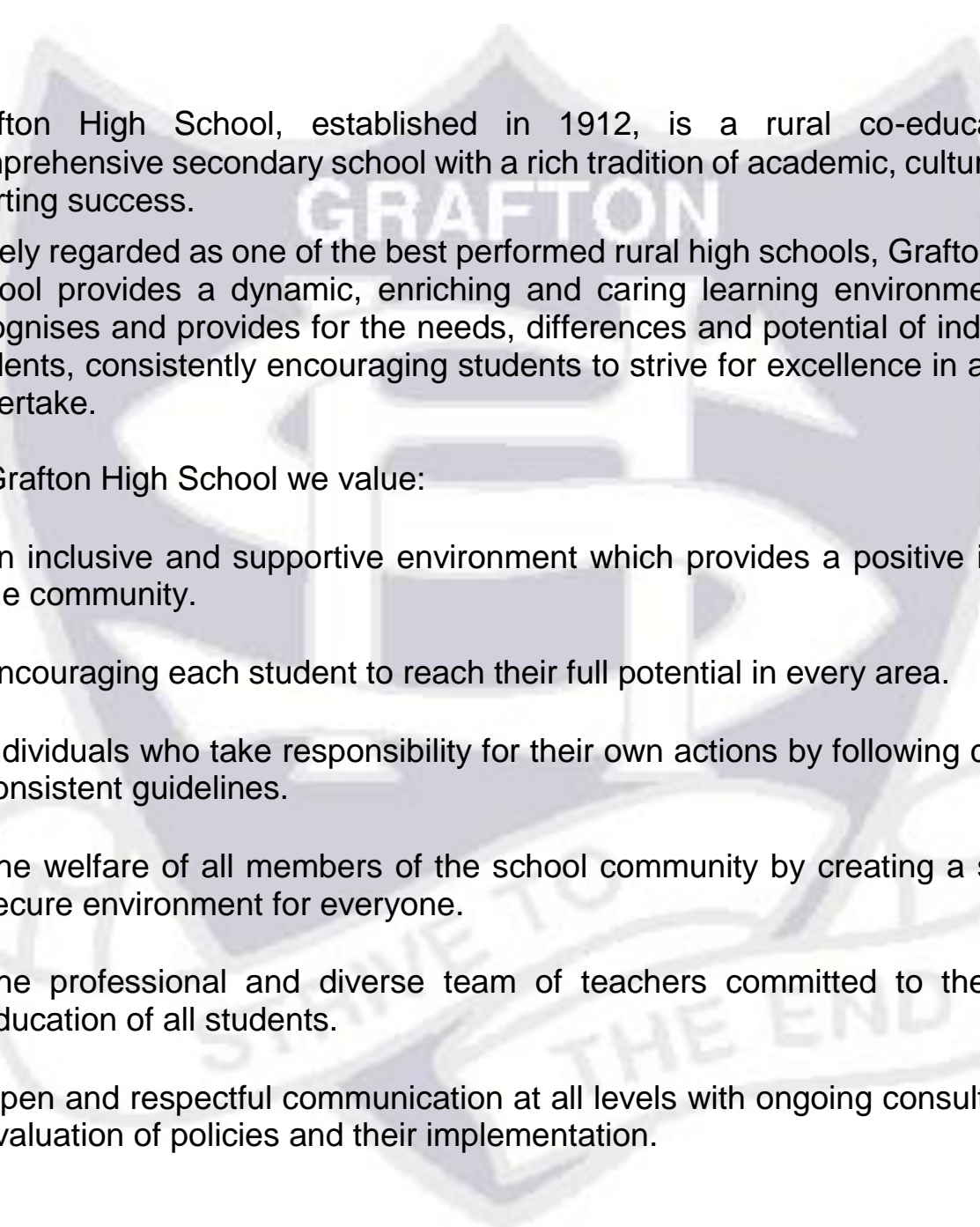
If you require assistance please contact the Principal.



## 2021 TERM DATES

Semester 1	Term 1:	Staff :	Wednesday, 27 January	to	Thursday, 1 April
		Years 7,11,12:	Friday, 29 January		
		Years 8,9,10:	Monday, 01 February		
	Term 2:	Staff:	Monday, 19 April	to	Friday, 25 June
		Students:	Tuesday, 20 April		
Semester 2	Term 3:	Staff:	Monday, 12 July	to	Friday, 17 September
		Students:	Tuesday, 13 July		
	Term 4:	Staff:	Tuesday, 05 October	to	Friday, 17 December
		Students:	Tuesday, 05 October		
				to	Thursday, 16 December





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  
Grafton NSW 2460

[www.grafton-h.schools.nsw.edu.au](http://www.grafton-h.schools.nsw.edu.au)  
Email [grafton-h.school@det.nsw.edu.au](mailto:grafton-h.school@det.nsw.edu.au)  
[www.facebook.com/GraftonHighSchool](https://www.facebook.com/GraftonHighSchool)

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*We acknowledge the Bundjalung Nation, the traditional custodians of this land*