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## PRINCIPAL'S WELCOME

Picnic Point High School promotes an inclusive, collaborative and reflective learning environment based on the common values of Respect, Responsibility and Participation. Students and staff are encouraged to use enquiry based learning and explicit teaching, with a focus on literacy and numeracy, to build the strong foundations needed to meet the complexities of the modern world. We endeavour that every student and every teacher in our school is known, valued and cared for as they pursue excellence in all aspects of school life.

Our wider school community forms an integral part of our learning environment and the school works closely with all stakeholders to ensure that learning is inclusive, nurturing and tailored to meet individual learning needs. The school has an active and engaged Parents and Citizens Association who raise funds to support school programs. Student voice and achievement is supported through student leadership programs, debating, school musicals, sport, wellbeing initiatives and mentoring partnerships with local schools.

We pride ourselves on providing opportunities for students to grow and thrive as they navigate the social, emotional and intellectual landscape. Our school offers a comprehensive and diverse curriculum, including a Senior Preparation Program (SPP) in Year 10 and Vocational and Education Training framework courses.

Our Indigenous Program provides opportunities for both Aboriginal and non-Aboriginal students to embrace their identity and learn about indigenous heritage and culture through celebrations and national events including Wellbeing Days/Week and NAIDOC.

In 2024, Picnic Point High School continued to upgrade and improve our learning spaces including our external learning spaces and facilities. This is part of our commitment to continuous improvement for our school community and provides opportunities for our students to learn in modern facilities with state of the art equipment.

### Our facilities and resources include:

Specialised Classrooms	Innovative Learning
<ul style="list-style-type: none"> <li>▪ 4 science laboratories;</li> <li>▪ a commercial kitchen;</li> <li>▪ wood and metal workshops;</li> <li>▪ 2 music classrooms;</li> <li>▪ 3 music practice rooms;</li> <li>▪ 3 visual arts workshops;</li> <li>▪ a specialised dance/music room;</li> <li>▪ a learning centre for individual student assistance;</li> <li>▪ an international sized sporting gymnasium;</li> <li>▪ fitness room;</li> <li>▪ a school hall;</li> <li>▪ indigenous student designed learning space.</li> </ul>	<ul style="list-style-type: none"> <li>▪ interactive whiteboards;</li> <li>▪ BYOD program for all year groups;</li> <li>▪ full NSW DoE Wi-Fi upgrade;</li> <li>▪ use of virtual classrooms across all subjects for continuity of learning;</li> <li>▪ use of digital learning platforms for formative assessment and online engagement;</li> <li>▪ equity options for access to BYOD;</li> <li>▪ future focused and flexible learning spaces;</li> <li>▪ STEM room.</li> </ul>
Accessibility	Facilities
<ul style="list-style-type: none"> <li>▪ elevator access to all blocks in the school;</li> <li>▪ ramp access to all ground floor spaces;</li> <li>▪ inclusive programs and specialist staff;</li> <li>▪ a 25-seater school bus;</li> <li>▪ secure school with automated gate access.</li> </ul>	<ul style="list-style-type: none"> <li>▪ outdoor café;</li> <li>▪ 'My Place' Gazebo – a product of the Year 7 2018 PBL;</li> <li>▪ a commercial coffee machine for VET Hospitality (Food &amp; Beverage) and Food Technology;</li> <li>▪ outdoor basketball courts;</li> <li>▪ an astroturf futsal court;</li> <li>▪ an amphitheatre;</li> <li>▪ Indigenous garden;</li> <li>▪ air-conditioning upgrade to all classrooms completed in 2021 meeting ventilation regulations.</li> </ul>

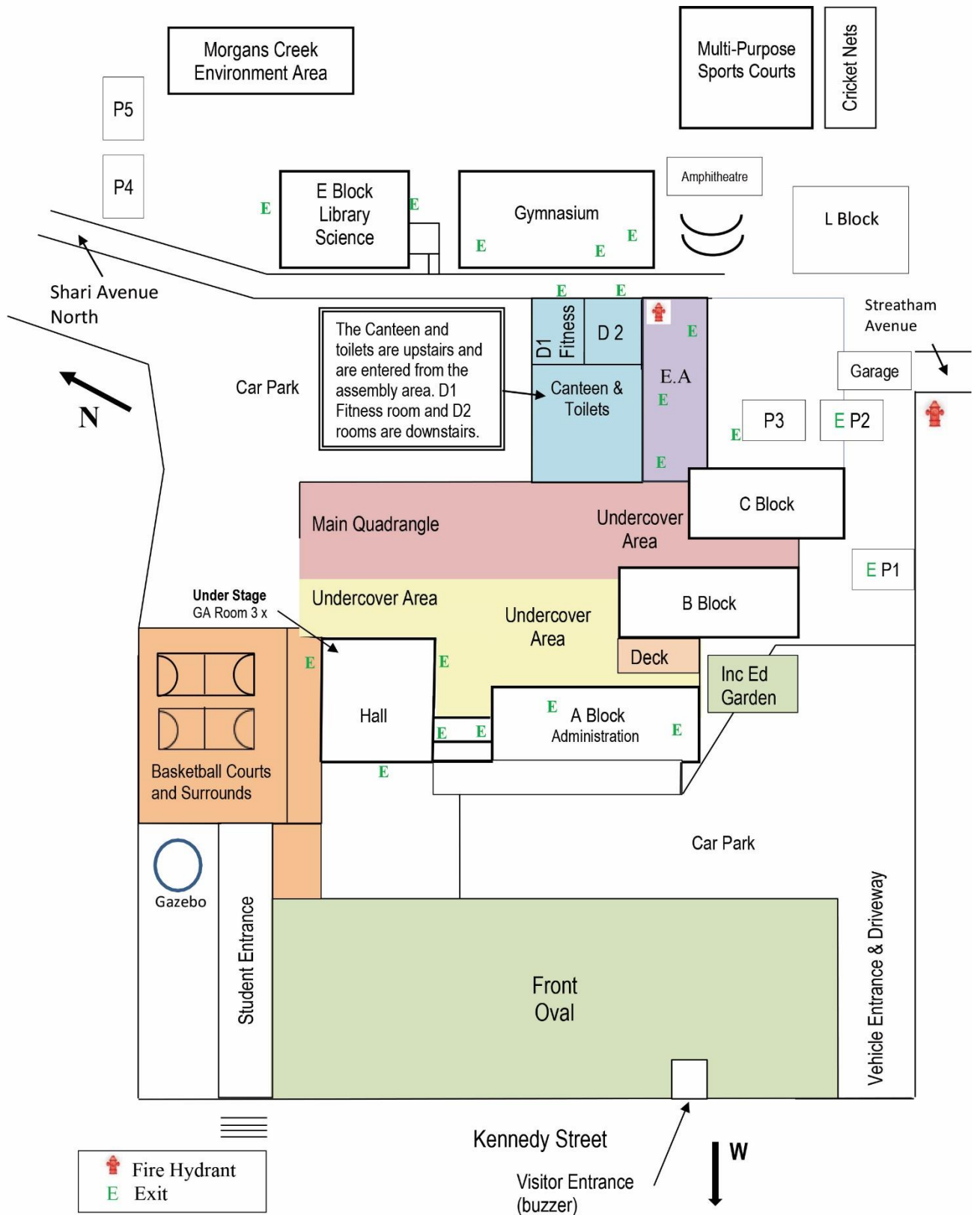
# 2025 TERM DATES

<b>Term 1</b>	<b>First day</b>	Friday 31 January – Wednesday 5 February	Staff only
		Thursday 6 February	Whole school
	<b>Last day</b>	Friday 11 April	
<b>Term 2</b>	<b>First day</b>	Monday 28 April - Tuesday 29 April	Staff only
		Wednesday 30 April	Whole school
	<b>Last day</b>	Friday 4 July	
<b>Term 3</b>	<b>First day</b>	Monday 21 July	Staff only
		Tuesday 22 July	Whole school
	<b>Last day</b>	Friday 26 September	
<b>Term 4</b>	<b>First day</b>	Monday 13 October	Staff only
		Tuesday 14 October	Whole school
	<b>Last day</b>	Friday 19 December	

# 2025 BELL TIMES

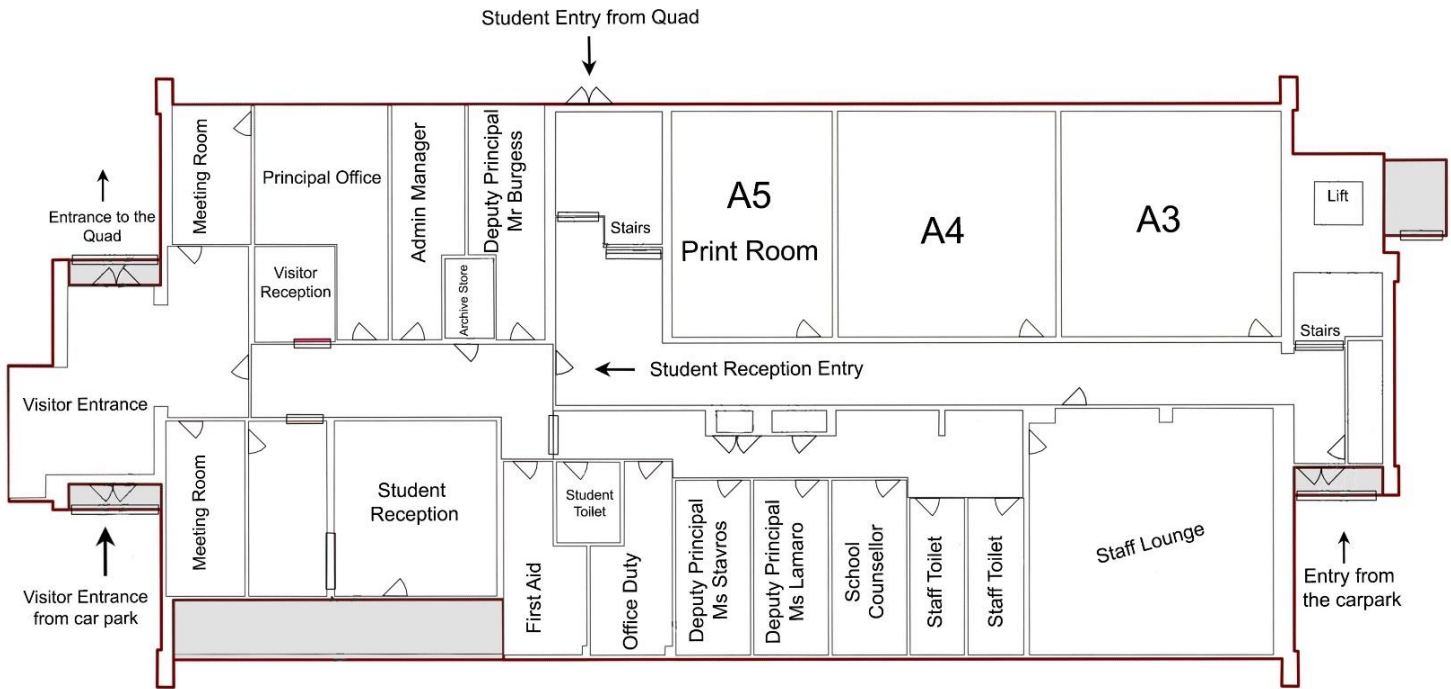
Period	Mon, Wed, Thurs, Fri	Tuesday
0	7.45 – 8.45	7.45 – 8.45
Assembly / Roll call	8.45 – 9.05	8.45 Roll Call / Period 1
1	9.05 – 10.05	8.45 – 9.45
2	10.05 – 11.05	9.45 – 10.45
Recess	11.05 – 11.25	10.45 – 11.05
3	11.25 – 12.25	11.05 – 12.05
4	12.25 – 1.25	12.05 – 1.05 Period 4 Year 11 and 12 12.05 – 12.25 Lunch 12.25 – 2.20 Sport Year 7 - 10
Lunch	1.25 – 2.05	
5	2.05 – 3.05	

# School Map

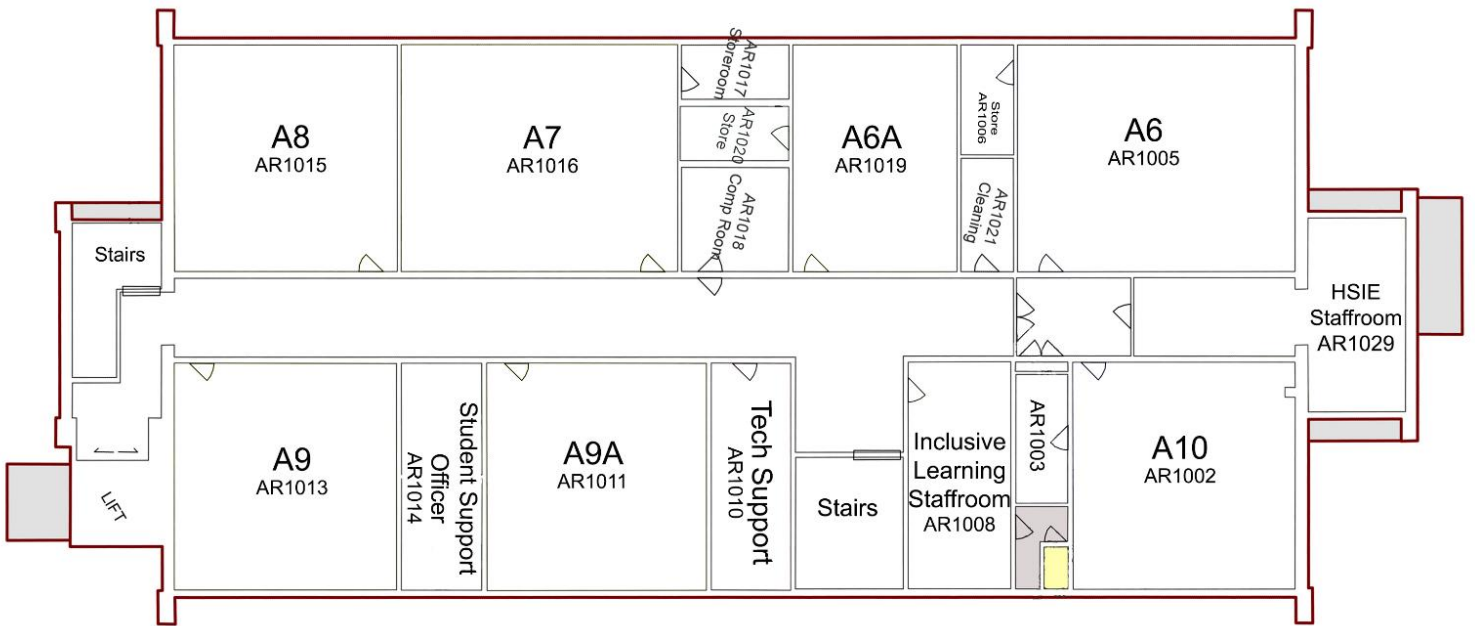




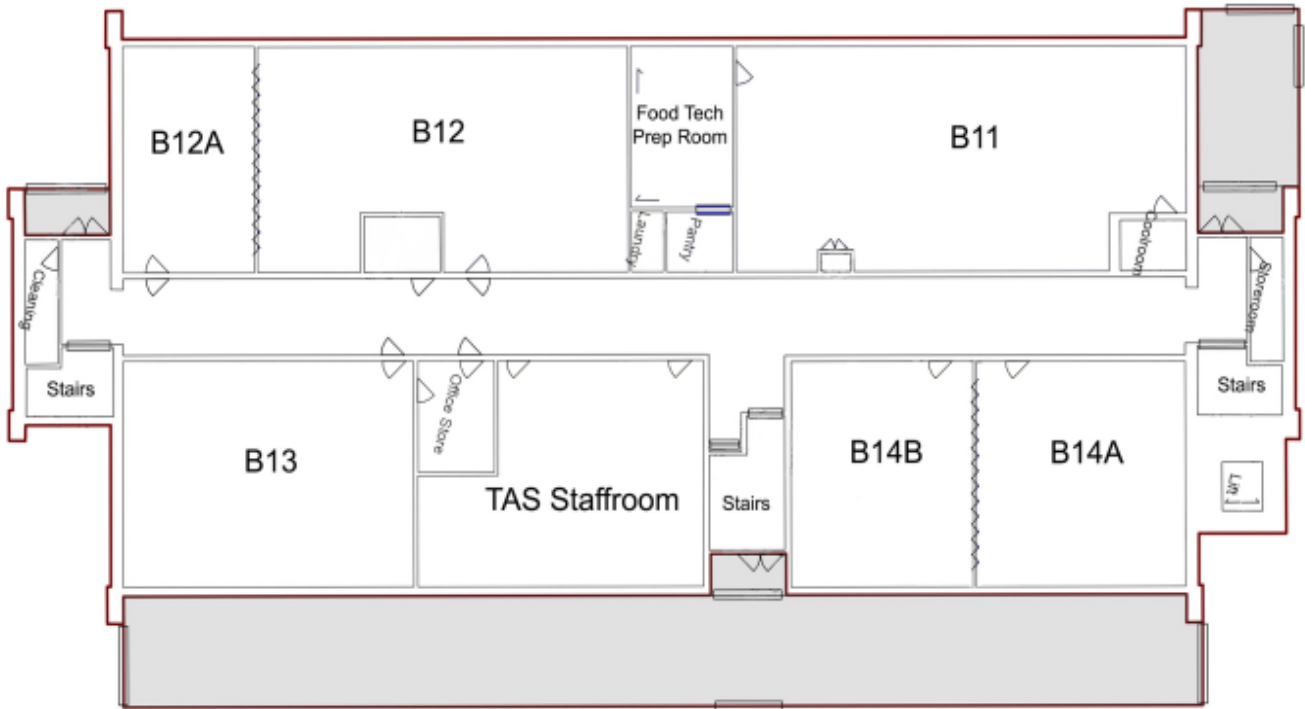
# School Blocks



A Block Downstairs



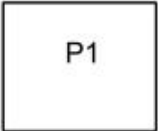
A Block Upstairs



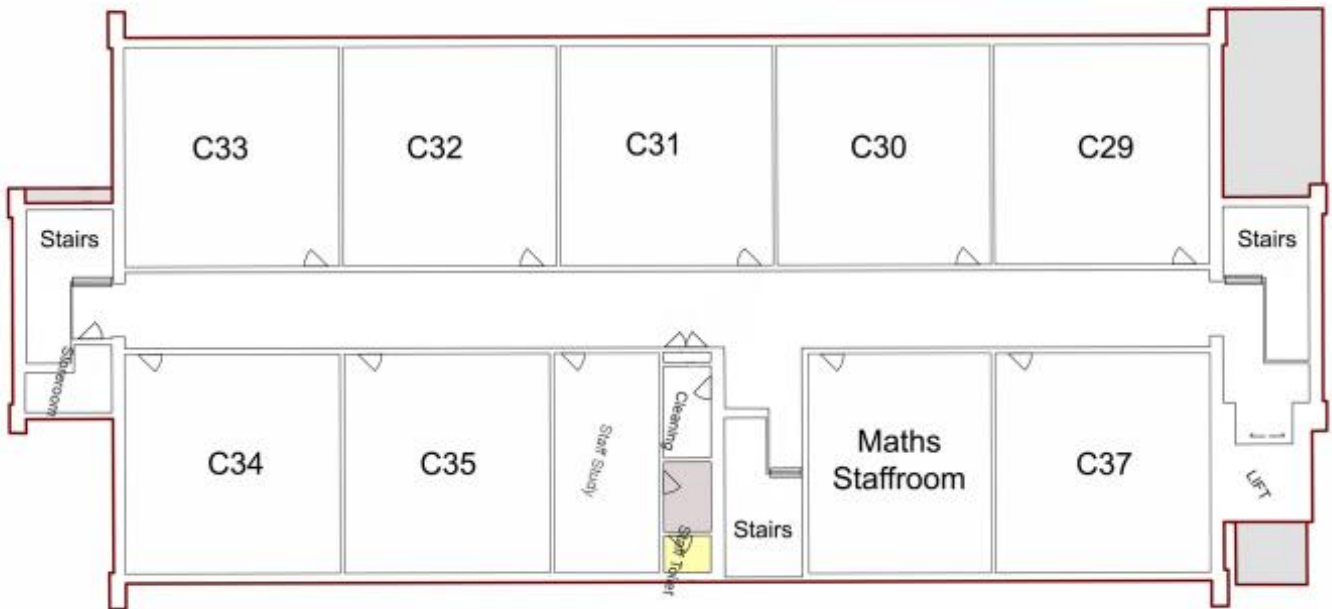
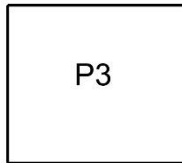
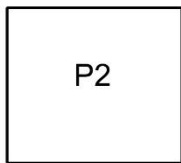
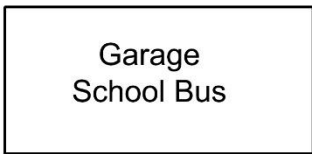
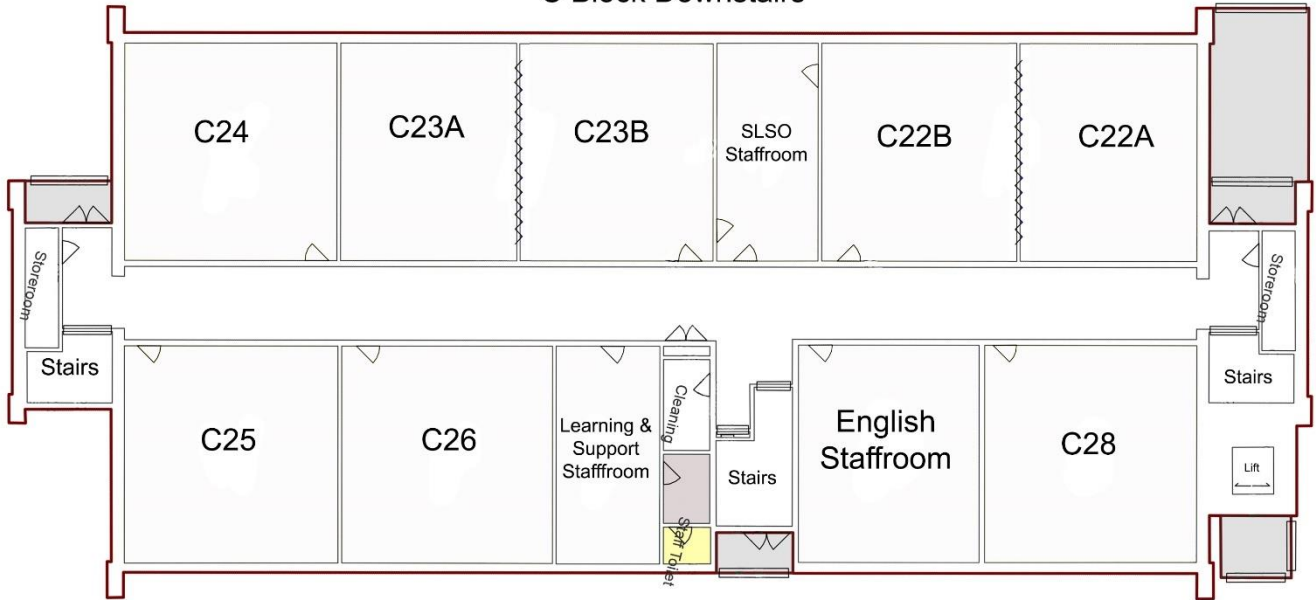
B Block Downstairs



B Block Upstairs



C Block Downstairs



C Block Upstairs



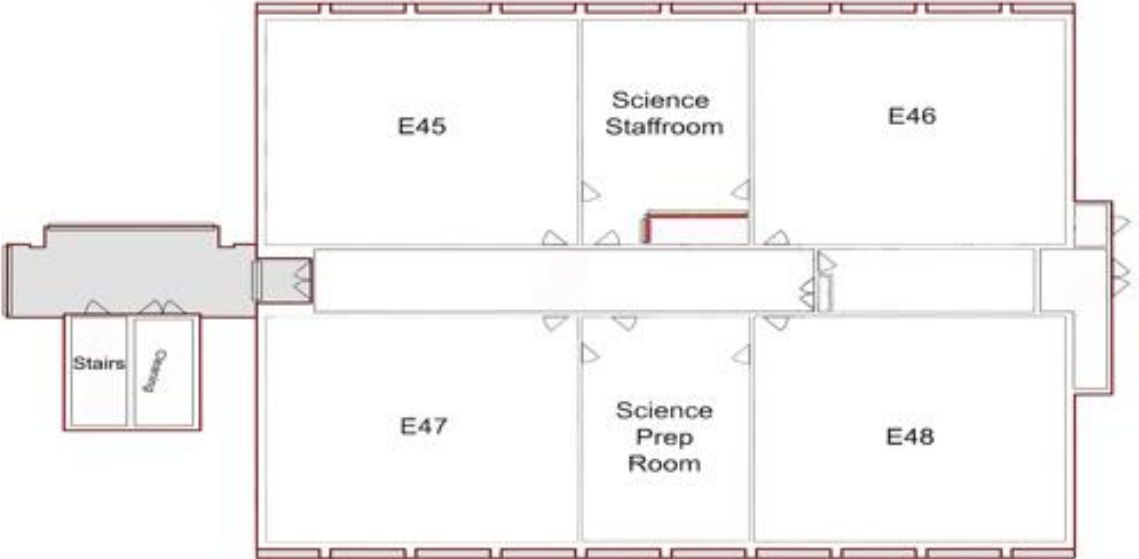
D2

D1  
Fitness  
Room

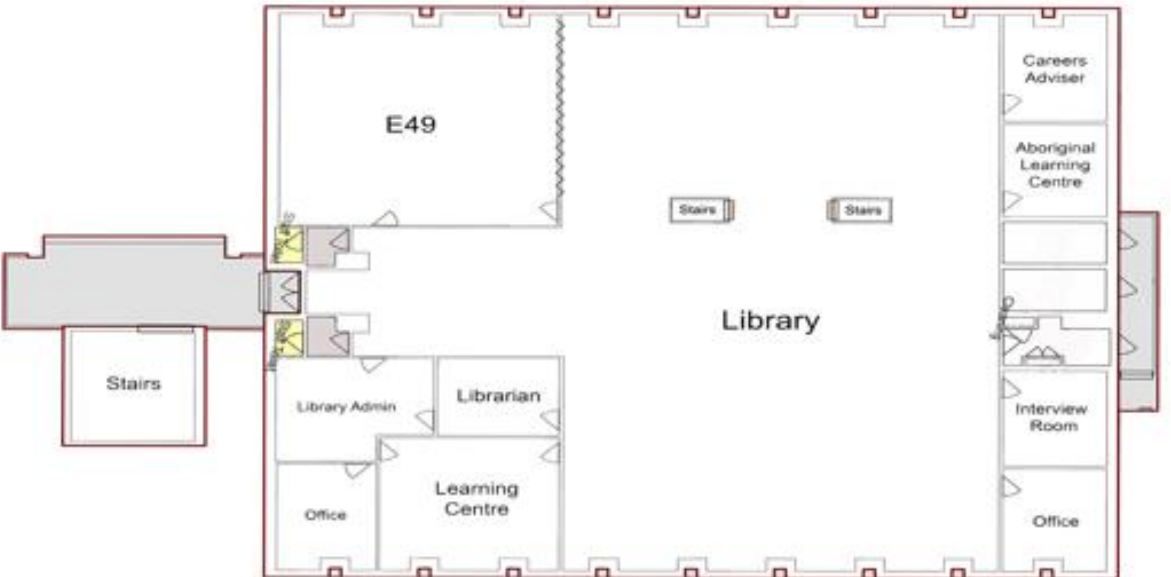
# School Gym



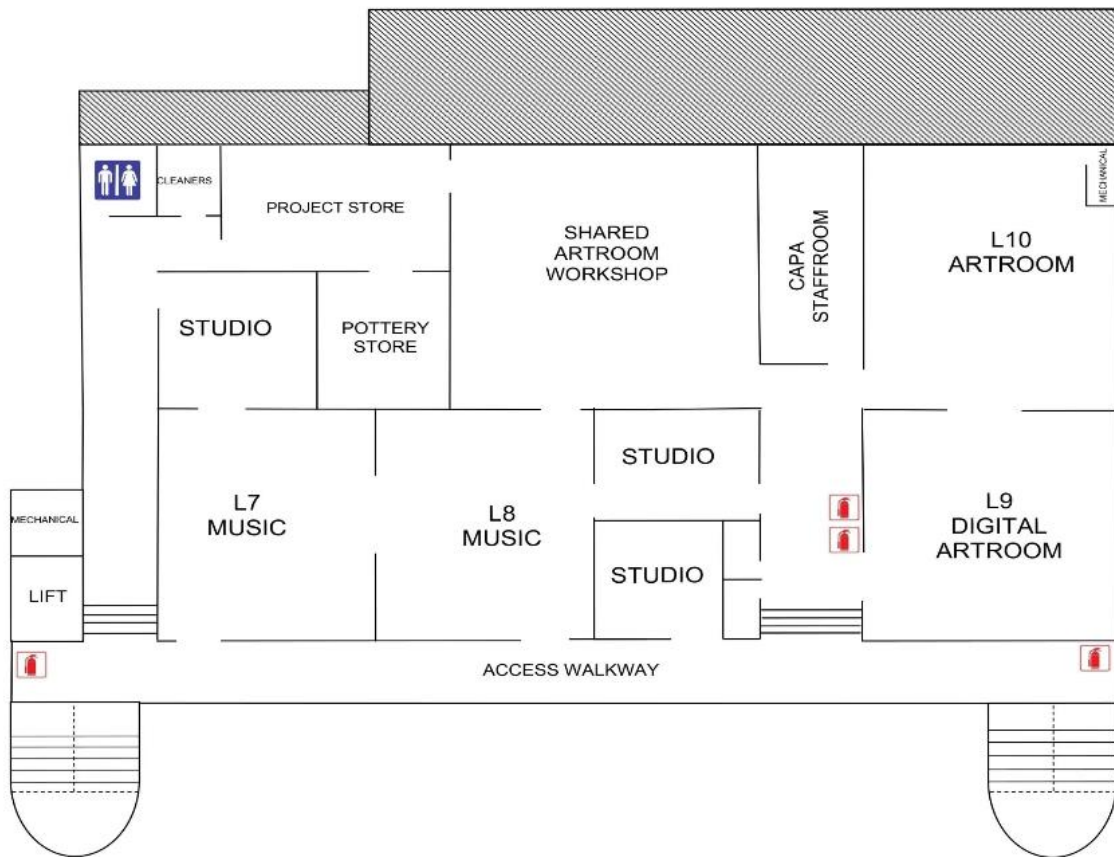
## E Block Downstairs



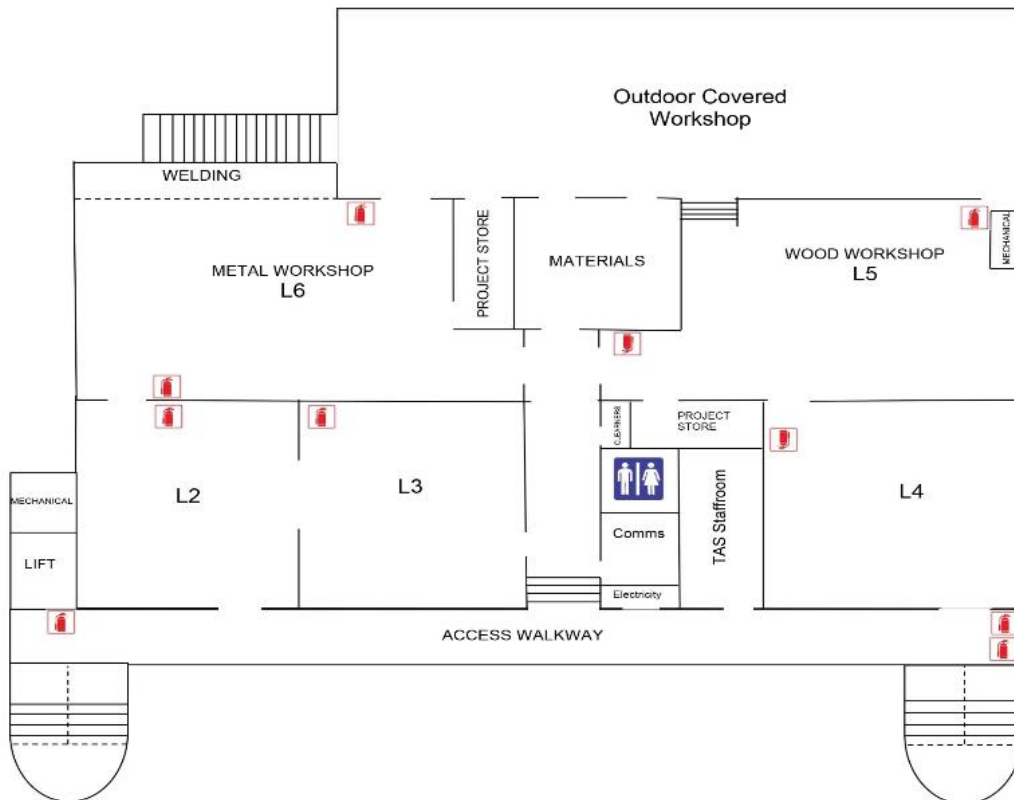
## E Block Upstairs



# L Block Upstairs



# L Block Downstairs





# Picnic Point High School Common Values

At Picnic Point High School, we strive for excellence by displaying:

## Respect

We

- \* Allow our teachers to teach
- \* Allow others to learn
- \* Use appropriate language
- \* Move and wait for class calmly
- \* Value the contributions of others
- \* Keep our school free of litter and graffiti
- \* Ensure each other's safety

## Responsibility

We


- \* Follow instructions first time
- \* Bring all necessary equipment
- \* Carry our diary and a copy of our current timetable
- \* Are safe with all equipment
- \* Are active only in areas designated for that purpose
- \* Are in the right place at the right time

## Participation

We

- \* Wear correct school uniform
- \* Are actively engaged in our learning
- \* Complete all tasks to the best of our ability
- \* Interact positively with others
- \* Use devices appropriately, when instructed by a teacher
- \* Are positive Ambassadors for our school in the wider community

## PPHS Common Values Model - Management of Behaviours

Students		Classroom Teacher	Head Teacher	Deputy Principal	Principal	
<p><b>RESPECT</b></p> <ul style="list-style-type: none"> <li>* Allow our teachers to teach</li> <li>* Allow others to learn</li> <li>* Use appropriate language</li> <li>* Move and wait for class calmly</li> <li>* Value the contributions of others</li> <li>* Keep our school free of litter and graffiti</li> <li>* Ensure each other's safety</li> </ul>		<ul style="list-style-type: none"> <li>* Positive reinforcement for students who: <b>complete their work, use correct language, value other student contributions, follow instructions, interact positively, use their diary</b></li> <li>* Provide passport stickers, Quick Merits, Letters of Commendation</li> <li>* Share positive student news via phone calls/emails to parents/carers</li> <li>* Ensure student <b>safety including necessary equipment and uniform</b></li> <li>* Develop seating plans for optimal learning</li> <li>* Establish appropriate peer models to direct off task students through verbal/non-verbal prompts <b>to repair harm and restore positive relationships</b></li> <li>* Place students on detention for repeated disruptions and provide clarity around expectations for learning</li> <li>* Negative Sentral entry for ongoing inappropriate behaviour including <b>misuse of devices</b></li> <li>* Digital device/mobile phone left at the office for parent collection</li> <li>* Phone calls/emails to parents/carers for unsafe/inappropriate behaviours in class</li> </ul>	<ul style="list-style-type: none"> <li>* Acknowledging outstanding student work</li> <li>* Positive reinforcement for <b>students who are actively engaged in their learning</b> within their faculty</li> <li>* Sharing positive student news via newsletter and social media</li> <li>* Promote <b>the right place at the right time</b> for students</li> <li>* Promote a clean environment through <b>litter and graffiti free</b> areas</li> <li>* Promote <b>positive interactions during student movement and waiting for classes</b>, including hands off approach</li> <li>* Communicate ongoing student <b>uniform or lateness</b> to Deputy Principal</li> <li>* Utilise Faculty Monitoring cards for continued unsafe/inappropriate behaviour</li> <li>* Send faculty N Warning letters for incomplete tasks (Years 10-12 only)</li> <li>* Support staff with Head Teacher interventions for inappropriate behaviour, <b>allowing teachers to teach</b></li> <li>* Provide short term alternate learning spaces <b>to help resolve conflict and assist with healthy relationships</b></li> </ul>	<ul style="list-style-type: none"> <li>* Acknowledging students who are <b>positive ambassadors within our school</b></li> <li>* Share positive student news via phone calls/SMS/email to parents/carers</li> <li>* Promote <b>active areas</b> and positive behaviours</li> <li>* Deputy Principal Morning Tea for students who are <b>actively engaged in all areas of their learning and completing tasks to the best of their ability across all subjects</b></li> <li>* Send Letter of Concern for students <b>not actively engaged in their learning or not interacting positively</b> in their subjects</li> <li>* Place students on Formal Caution for Suspension after several negative incidents across multiple subjects for repeated inappropriate behaviour</li> <li>* Contact parents/carers for unsafe/inappropriate behaviour, <b>holding individuals and groups accountable</b></li> <li>* Place student on Behaviour/Attendance monitoring cards to support student self-regulation</li> <li>* Conduct Peer Mediation if approved by students and/or parents/carers</li> </ul>	<ul style="list-style-type: none"> <li>* Acknowledging positive student contributions on assembly via Student of the Month</li> <li>* Consult stakeholders to <b>align school processes with school community needs</b></li> <li>* Acknowledging students who are <b>positive Ambassadors for our school in the wider community</b></li> <li>* Visits to classrooms and sporting events to encourage participation</li> <li>* Coordination of external support services <b>to reduce, prevent, and improve harmful behaviours</b></li> <li>* Ensure school processes support the NSW Department of Education Behaviour Code for Students, and the Student Behaviour Policy including Formal Cautions, Suspensions, and Expulsions</li> <li>* Align school procedures with the <b>NSW Department of Education's Inclusive, Engaging and Respectful (IER) Schools framework</b> to ensure every student is engaged and learning, and all school members are safe at school.</li> </ul>	
<p><b>RESPONSIBILITY</b></p> <ul style="list-style-type: none"> <li>* Follow instructions first time</li> <li>* Bring all necessary equipment</li> <li>* Carry our diary and a copy of our current timetable</li> <li>* Are safe with all equipment</li> <li>* Are active only in areas designated for that purpose</li> <li>* Are in the right place at the right time</li> </ul>						
<p><b>PARTICIPATION</b></p> <ul style="list-style-type: none"> <li>* Wear correct school uniform</li> <li>* Are actively engaged in our learning</li> <li>* Complete all tasks to the best of our ability</li> <li>* Interact positively with others</li> <li>* Use devices appropriately, when instructed by a teacher</li> <li>* Are positive Ambassadors for our school in the wider community</li> </ul>						



## Behaviour code for students

### Information for students and parents or carers

NSW public schools are committed to providing safe, supportive, and responsive learning environments for everyone across a range of settings. We teach and model the inclusive and safe behaviours we value in our students.

**In NSW public schools students are expected, to the best of their ability, to:**

- show respect to other students, their teachers and school staff and community members
- follow school and class rules and follow the directions of their teachers
- strive for the highest standards in learning
- act in a courteous and respectful way that makes all members of the school community feel valued, included and supported
- resolve conflict respectfully, calmly and fairly
- meet the school's agreed uniform policy or dress code
- attend school every day (unless legally excused)
- respect all property
- be safe and not be violent or bring weapons, illegal drugs, alcohol, vapes, e-cigarettes or tobacco into our schools
- not bully, harass, intimidate, or discriminate against anyone in our schools.

Schools take action in response to behaviour that is detrimental to self or others or to the achievement of high-quality teaching and learning.

**All students have a right to:**

- safety at school
- access and fully participate in their learning
- be treated with respect by other students, teachers and school staff
- express their views, set goals and self-advocate.

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments and apply an appropriate action when students are not meeting these expectations. The department is responsible for the provision of a policy framework and resources such as legal issues bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context, the NSW

Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.

**Behaviour code for students: Student actions**

Promoting the inclusion, learning, wellbeing, and safety of all students in NSW public schools is a high priority for the Department of Education.

We implement teaching and learning approaches across a range of settings to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

**To meet the expectations set out above, students in NSW public schools, to the best of their ability, should adhere to the following principles.**

#### Respect

- Treat one another with dignity.
- Communicate and behave courteously.
- Act and work cooperatively with other students, teachers, and school staff.
- Develop positive and respectful relationships.
- Value the interests, ability and culture of others.
- Respect the learning needs of other students.
- Dress appropriately by wearing the agreed school uniform or dress code.
- Take care with school property and the property of staff and other students.

#### Safety

- Model and follow school and class rules and expectations around behaviour and conduct.
- Negotiate and resolve conflict.
- Be aware of and take responsibility for how their behaviour and actions impact others.
- Care for self and others.
- Be safe and help others to make safe choices that do not hurt themselves or others.

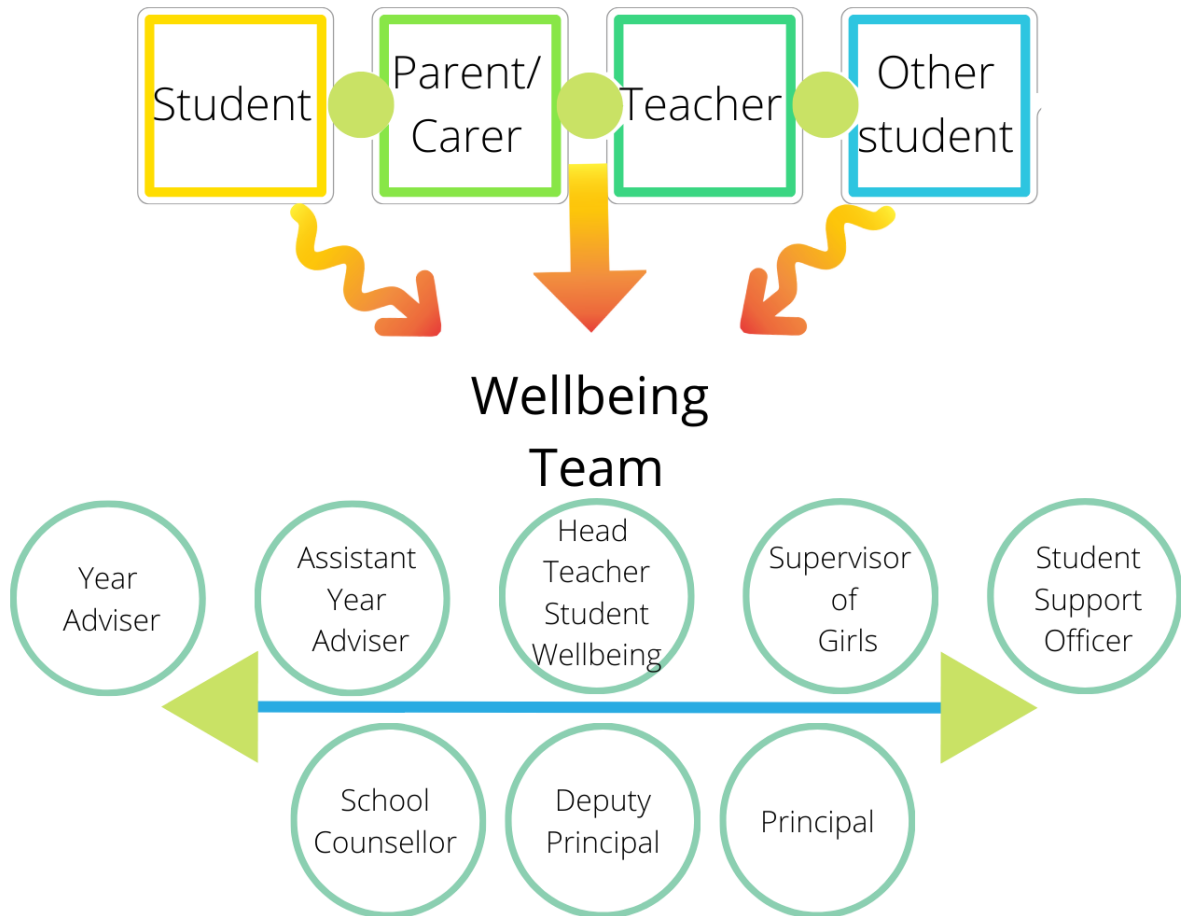
#### Engagement

- Arrive at school and class on time.
- Be prepared for every lesson.
- Actively participate in learning.
- Aspire and strive to achieve the highest standards of learning.

# ANTI-BULLYING PLAN

How can bullying be reported?

**BULLYING. NO WAY!**



When a bullying incident is reported...

- The incident will be investigated.
- Appropriate consequences and counselling will be implemented.
- If the bullying continues after intervention, then a formal caution for suspension or suspension from school may result.
- A mediation may be conducted by the Year Adviser, Head Teacher, Head Teacher Student Wellbeing, School Counsellor, or the Deputy Principal
- Parents of both parties may be contacted.
- The incident will be recorded on Sentral.



# STUDENT USE OF DIGITAL DEVICES AND ONLINE SERVICES PROCEDURE

## Purpose

This procedure guides student use of digital devices and online services at our school. Our school acknowledges the educational value of digital devices and online services in supporting and enhancing educational outcomes and student wellbeing. We also recognise they may cause harm if used inappropriately and that we need to support our students to be safe, responsible and respectful digital citizens.

## Scope

This procedure provides a consistent framework for the safe, responsible and respectful use of digital devices and online services by students in our school. It sets out the shared responsibilities of school staff, students and parents/carers. It also provides a framework to manage potential risks to student safety and wellbeing. This procedure covers student use of digital devices and online services in school-related settings, including on school grounds, at school-related activities and outside of school where there is a clear and close connection between the school and the conduct of students. This procedure covers the use of school-provided and personal digital devices and all online services.

## Our School's Approach

1. **Mobile Phones** - 'No Phone Zone' whereby students may not use mobile phones during school hours unless explicitly permitted by their class teacher and only for educational purposes. From 2023, Yondr pouches were introduced to assist students during school hours. All students lock their phone into their Yondr pouch using the locking stations upon arriving at school. Pouches must remain locked closed and in the student's bag throughout the school day. Students unlock their pouches as they exit the school grounds every afternoon to access their phone after school hours.
2. **BYOD** – Students using laptops for learning are required to follow their teachers' instructions for use of their device during class time and ensure their devices are in their bags during recess and lunch times. Students who wish to complete work during recess or lunch times should attend the library study area or arrange to use a classroom with their teacher.

## NOTE:

- *Students are not permitted to use devices in change rooms or toilets under any circumstances.*
- *Headphones and air pods are not permitted at school.*
- *All smart watches should be on aeroplane mode to prevent notifications from disrupting their learning.*
- *Student @education emails cannot access any gaming or social media sites.*

## Exemptions

An exemption from parts of the NSW DoE policy or the school procedure should be requested by the student and their parent/carer via their Deputy Principal with supporting evidence. Approved exemptions will be notified to staff via the Daily Organisation and students will receive an Exemption Card. These exemptions may cover times when, or places where, use would otherwise be restricted. Except where required by law, the school principal has discretion to consider and approve exemptions and to choose which parts of the school procedure the exemptions apply. The exemption may be ongoing or for a certain time period.

## Consequences for inappropriate use of digital devices and Yondr Pouches include:

- The student's digital device is confiscated by a staff member.
- Confiscated devices are handed in to the school office and may need to be collected at the end of the day by the parent/carer.
- The incident will be recorded on Sentral as 'Misuse of Technology'.
- The Deputy Principal may suspend student device for periods of time.
- The student's access to the school email may be restricted through the EMU tool on the DoE portal.
- The Deputy Principal/Principal may arrange a meeting with the student's parent or carer.

- Formal Caution or Suspension as per the NSW Department of Education (DoE) Student Behaviour Policy and the Behaviour Code for Students for continued misuse.
- Reporting to external agencies including NSW Police, NSW DoE Media/Social Media Unit, Child Wellbeing Unit where necessary.

### **Contact between students and parents/carers during the school day**

During school hours (8:45am – 3:06pm) it is requested that parents/carers make contact with their child via the school office on 9772-1700 as their first option, alternatively, email the school via [picnicpt-h.school@det.nsw.edu.au](mailto:picnicpt-h.school@det.nsw.edu.au) and the message will be passed on to your child on your behalf. Following this process will actively show parent/carer support of the school procedure which is supported by our school community through a consultation process which occurred in 2020 and was reviewed with the P&C in Term 3 2022.

### **Responsibilities and obligations**

#### **For students**

- Be safe, responsible and respectful users of digital devices and online services and support their peers to be the same.

#### **For parents and carers**

- Recognise the role they play in educating their children and modelling the behaviours that underpin the safe, responsible and respectful use of digital devices and online services.
- Support implementation of the school procedure, including its approach to resolving issues.
- Take responsibility for their child's use of digital devices and online services at home such as use of online services with age and content restrictions.
- Communicate with school staff and the school community respectfully and collaboratively as outlined in the 2018 School Community Charter.  
<https://education.nsw.gov.au/public-schools/going-to-a-public-school/school-community-charter>
- Provide digital devices that meet school specifications if your child is participating in the bring your own device program and complete any related paperwork.

#### **Complaints**

If a student, parent or carer has a complaint regarding this procedure, they should email the school with their complaint in writing or call the school to arrange a meeting with the Principal. If the issue cannot be resolved, please refer to the Department's guide for making a complaint about our schools.

<https://education.nsw.gov.au/about-us/rights-and-accountability/complaints-compliments-and-suggestions>

#### **Note**

From Term 4 2023 all NSW Public Schools are required to have a system in place to ensure mobile phones are not used during school hours. The use of our Yondr pouches adheres to this policy.

<https://education.nsw.gov.au/policy-management-schools/student-use-of-mobile-phones>

As of Term 4 2024, the NSW DOE has blocked all student@education emails from accessing games and social media.

# What is safe, responsible and respectful student behaviour?

## Be SAFE

- Protect your personal information, including your name, address, school, email address, telephone number, pictures of you and other personal details.
- Only use your own usernames and passwords, and never share them with others.
- Ask a teacher or other responsible adult for help if anyone online asks for your personal information, wants to meet you or offers you money or gifts.
- Let a teacher or other responsible adult know immediately if you find anything online that is suspicious, harmful, inappropriate or makes you uncomfortable.
- Never hack, disable or bypass any hardware or software security, including any virus protection, spam and filter settings.

## Be RESPONSIBLE

- Follow all school rules and instructions from school staff, including when using digital devices and online services.
- Take care with the digital devices you use: make sure the devices you bring to school are fully charged each day and are stored appropriately when not in use; understand that you and your parents and carers are responsible for any repairs or IT support your personal devices might need; make sure the devices you bring to school have the latest software and an up to date Anti-Virus program installed. Students must also take care with the school-owned devices so that other people can use them after you without any issues.
- Use online services in responsible and age-appropriate ways: only use online services in the ways agreed to with your teacher; only access appropriate content and websites, including when using the school's filtered network and personal, unfiltered networks; and do not use online services to buy or sell things online, to gamble or to do anything that breaks the law.
- Understand that everything done on the school's network is monitored and can be used in investigations, court proceedings or for other legal reasons.

## Be RESPECTFUL

- Respect and protect the privacy, safety and wellbeing of others.
- Do not share anyone else's personal information.
- Get permission before you take a photo or video of someone, including from the person and from a teacher.
- Do not harass or bully other students, school staff or anyone, this includes cyberbullying using a digital device or online service.
- Do not send or share messages or content that could cause harm, including things that might be: inappropriate, offensive or abusive; upsetting or embarrassing to another person or group; considered bullying; private or confidential; and/or a virus or other harmful software.

# STUDENT PHONE PROCEDURE AND GUIDELINES

**Phones are not to be used during school.** Every student is assigned a personal Yondr Pouch. While the Yondr Pouch is considered school property, it is each student's responsibility to bring their pouch with them to school every day and keep it in good working condition.

## DAILY PROCESS

As students **arrive to school**, they will:

- 1) Turn their phone off and unlock their pouch.
- 2) Place their phone inside their pouch and secure.
- 3) Store their pouch in their bag for the day.

At the end of the day, students will:

- 1) Open their pouch and remove their phone.
- 2) Lock the pouch and place it in their bag.

**Students must bring their pouch to school with them each day.**

Students arriving late or leaving early will be able to lock and unlock their phones at the Office.

## VIOLATIONS

### Pouch Damage / Lost Pouch / Using Phone During School

If a student damages their pouch or is caught on their phone, the Deputy Principal will collect the phone/pouch and consequences will be dealt with in line with the Student Behaviour Policy.

Examples of damage:



- Deep scratches on the globe and on the green ring around it
- Intentional pen marks on the inside of the pouch
- Bent pins
- Pin and button not fully recessing, due to pin damage

### Forgotten Pouch

If a student forgets their pouch, **their phone will be collected and the Deputy Principal may call home to remind the parent of the school procedure.** The phone will be returned to the student at the end of the school day.

If a student consistently forgets their pouch, it is considered lost.

**Refer to the Lost Pouch procedure above.**

# STUDENT RECOGNITION SYSTEM

The student merit system is based on awarding merit points to students who demonstrate positive behaviour at school.

Merit awards will be issued to students under the following criteria:

## A. MERIT AWARDS: (3 Point Value)

**Academic Achievement:** Any student who has achieved first, second or third place in a test, assessment task or other assignment.

**Academic Improvement:** Any student judged by teachers as having shown an increased level of academic commitment and/or performance, for example, in general class work, assessment tasks.

## B. POSITIVE POINTS/INCIDENTS:

**In-School Service:** Any student who has provided a service to the school, for example, assisting a teacher, tidying up of a learning environment.

**Recognition of Appropriate Behaviour:** Any student who has demonstrated behaviour above what is normally and reasonably expected. This category is also used for students who, at times, experience difficulties in managing their behaviour.

**Behaviour**

**School Representation** Any student who participates in extracurricular activities, for example, debating, Peer Support, knockout sporting teams, SRC, Prefects.

**Student of the Month Certificate (5 Points)** Awarded each month to one student from each year group.

**Other worthy situations not covered in any of the above guidelines and as deemed appropriate by staff.**

## C. REWARDS:

1. Two Rewards Days are offered each year at the end of each semester. Rewards Days may include a barbecue, school incursion or an excursion.
2. Certificates for Bronze, Silver, Gold and Platinum levels of achievement are issued at the end of the year to students who have finished the year at that level.
3. Interim rewards including canteen vouchers may also be issued.

#### D. **NEGATIVE INCIDENT: (Generally of 1 point value at each stage of intervention)**

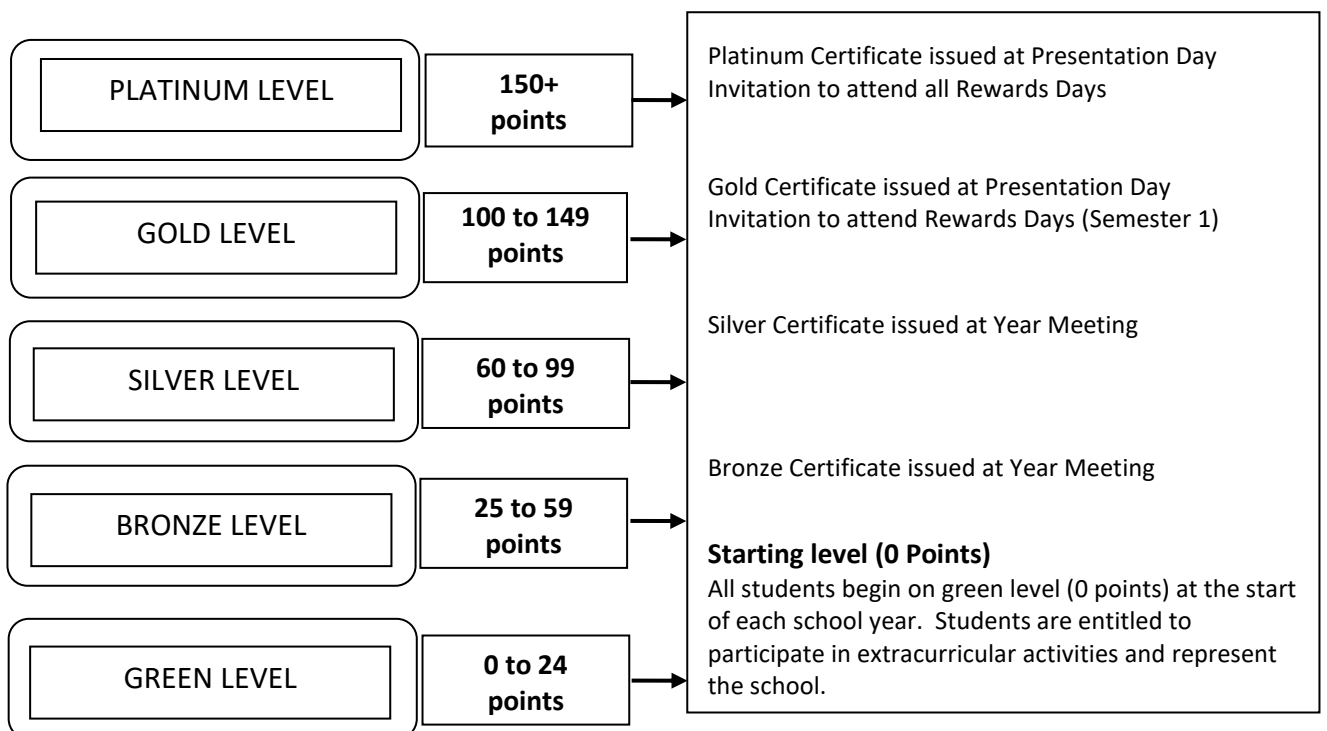
An example of a negative incident would be a classroom misdemeanour. If the issue is serious the classroom teacher will impose an action (such as a detention) and a negative point will be issued. If the student fails to fulfil the required consequence, a Head Teacher referral will follow. If still not resolved at this stage, referral to the Deputy Principal will occur.

- All students begin on green level (0 points) at the start of each year.
- Students will move up and down through the levels as they accrue or lose points.
- Students issued with a Formal Caution or a Suspension are not allowed to represent the school or attend excursions and will be placed on a behaviour monitoring card by their Deputy Principal.
- Any student who is suspended or is on a monitoring card during the organisation of a Rewards Day is ineligible to attend that particular Rewards Day.

#### **Teacher and Student Responsibilities for the Collection of Points and Merit Certificates**

- Each student carries a 'Points Passport' in their diary which is presented to their teacher when they are awarded a positive point. Teachers will record and sign these points on the passport.
- Teachers may also award positive incidents on Sentral.
- Merit certificates and completed passports are collected and recorded by the Assistant Year Adviser. It is each student's responsibility to submit the merit certificates and completed passports to their Assistant Year Adviser and have them counted by any relevant cut off dates for Rewards Days.
- Merit certificates do not carry over to the following term. They are only valid for the current term.
- Incomplete passports do carry over to the following year.

#### E. **REWARD SYSTEM SCALE**





# ROLE OF THE HEAD TEACHER

## STUDENT WELLBEING

- Being available to counsel and provide guidance to all students with needs relating to learning and personal issues.
- Liaising with the School Executive, School Counsellors, Student Support Officer, Careers Adviser, the Home School Liaison Officer and other key personnel with student wellbeing roles.
- Leading and supervising the personnel and resources of the school's Wellbeing Team.
- Liaising with teachers and providing feedback regarding student wellbeing issues as deemed appropriate.
- Assisting Year Advisers, Principal and Deputy Principals with parent/carer, teacher and student interviews.
- Consulting with and being a consultant to teachers and students regarding aspects of students' wellbeing and behaviour.
- Communicating with teachers and parents/carers regarding wellbeing, health and behaviour of students.
- Facilitating the implementation of external wellbeing programs, for example, personal development, anti-bullying education.
- Co-ordinating the organisation of school wellbeing programs.
- Assisting in the formulation and review of the school wellbeing programs.
- Identifying students with wellbeing and behaviour needs and liaising with staff to develop appropriate strategies for classroom management and support.
- Liaising and networking with community wellbeing agencies including Department of Communities and Justice, headspace, Family Referral Service, the School Liaison Police.
- Facilitating and organising professional learning opportunities for staff.

## ROLE OF THE YEAR ADVISER

The roles and responsibilities undertaken by the Year Adviser focus on the student and how to support and monitor their wellbeing. The Year Adviser is supported by the Assistant Year Adviser. Specific roles and responsibilities of the Year Adviser include:

- Being approachable and extending to students trust and confidentiality.
- Promoting happiness, cooperation and a sense of identity with the school.
- Ensuring students are familiar with basic school procedures e.g. leaving early, arriving late, sick and first aid procedures.
- Mediating peer relations to promote positive group relationships.
- Assisting and supporting new students during their enrolment.
- Monitoring attendance patterns and liaising with the student, parents/carers, Deputy Principal and the Head Teacher Student Wellbeing.
- Providing feedback on the Semester 1 and Semester 2 reports based on the criteria of transition, academic progress, commitment to learning and school culture.
- Consulting with the School Counsellor, the Head Teacher Student Wellbeing, the Deputy Principal and external agencies in making appropriate referrals regarding students when necessary.
- Organising progress reports.
- Liaising with the Head Teacher of Learning and Support regarding students with Personalised Learning and Support Plans.
- Organising study skills and other wellbeing programs.

# ROLE OF THE ASSISTANT YEAR ADVISER

The Assistant Year Adviser assists the Year Adviser by:

- Supporting each student in their year group and their overall wellbeing
- Completing the Year Adviser role when the Year Adviser is absent
- Assisting the Year Adviser to organise whole year group events [administrative support]
- Collecting Merits and Passports and entering data onto Sentral
- Organising all year group assemblies, including Formal Assemblies
- Organising Rewards Day events

# ROLE OF THE SUPERVISOR OF GIRLS

The Supervisor of Girls is a female school teacher appointed to advise female school students and to promote their wellbeing and interests in high school.

The specific responsibilities of the Supervisor of Girls include:

- Interviewing and counselling female students
- Advising the Principal, Deputy Principals and Head Teacher Student Wellbeing of any specific female student wellbeing, health, or behaviour concerns
- Liaising with the School Counsellor for support when required
- Referring students to the School Counsellor for counselling or specialised assistance
- Liaising with school staff when relevant and appropriate
- Following consultation with the Principal or the Deputy Principal, contacting parents/carers to discuss students' wellbeing and social concerns
- Maintaining records of information and interviews regarding individual female students
- Organising the implementation of specific initiatives for girls within the school
- Co-ordinating the school immunisation program and other medical support programs
- Being a contact person for female students who become unwell while at school.

The Supervisor of Girls should not be involved in implementing disciplinary measures as this could act as a barrier to promoting or maintaining a trusting relationship with a student. Acquiring the student's confidence and trust is fundamental to ensure all students are successfully supported.

# ROLE OF THE SCHOOL COUNSELLOR/ SCHOOL PSYCHOLOGIST

School counsellors and school psychologists contribute to student wellbeing by providing specialised psychological assessment, counselling and intervention services. They apply expertise in mental health, learning and behaviour to help students succeed academically, socially, behaviourally and emotionally. School counselling staff work with teachers, families, school executives and other professionals to foster a safe, healthy and supportive learning environment. This is achieved by providing counselling to students individually or in groups, assessing students to identify and address difficulties impacting on student learning, working collaboratively with teachers and specialist staff, assisting families in understanding and managing their child's learning and mental health needs and liaising with external agencies or professionals to provide wrap around support for students.

Students can self-refer to school counselling staff or be referred by staff or parents. Students are able to self-refer by completing the online referral form which can be accessed on the school's website or by using the QR code displayed around the school. Students can also speak with counselling staff directly to make an appointment. Appointments can also be made on behalf of a student by the Year Adviser, Head Teacher Student Wellbeing, Deputy Principal or Principal.

# ROLE OF THE STUDENT SUPPORT OFFICER (SSO)

The Student Support Officer's (SSO) role is to enhance and improve the wellbeing, resilience and pro-social behaviours of students. The SSO works to establish support networks for students with staff, the school community and locally based government and community agencies.

The Student Support Officer:

- Works in partnership with the Wellbeing Team and School Counsellors to prioritise and deliver support to students.
- Works with individual and small groups of students to develop effective coping skills and positive relationships at school and at home.
- Is actively involved in school community activities to promote positive relationships with staff and students.
- Assists in the transition process for students from primary to high school.
- Connects students and families to outside organisations and community activities.
- Promotes and educates students about health and wellbeing.
- Promotes school engagement.

## THE STUDENT LEADERSHIP PROGRAM

The Student Leadership Program offers students the opportunity to develop leadership skills and enhance their ability to effectively lead others. The Student Leadership Program enables interested students to participate in a series of workshops which focus on the practical development of their leadership skills. These workshops, which generally occur in Terms 1 and 3, are compulsory for the SRC and Prefects and are offered to any students in Year 7 to Year 11 who are interested in developing their leadership skills. A variety of modules are presented at these leadership workshops, tailored to the students' current roles and responsibilities, future interests, age and skill level. Students who successfully complete these workshops and show a commitment to developing their own leadership skills will be invited to apply to attend the Student Leadership Camp in Term 3. It is compulsory for Year 11 students who wish to be nominated for Prefect to participate in the Leadership Program in the previous year (Year 10).

## ROLE OF THE STUDENT REPRESENTATIVE COUNCIL

The Picnic Point High School Student Representative Council's purpose is to establish a foundation and platform that supports the whole school community. The SRC provides leadership opportunities to students in all year groups, generating a culture of aspiration and modelling quality student leadership for all. The SRC class comprises of 26 students from Years 7 to 10. The SRC has an equal representation from male and female students, with a majority of student representatives drawn from Stage 5. The SRC are selected by the SRC Coordinator and Student Leadership Coordinator. All students who participate in the Student Leadership Program are eligible to be invited to join the SRC each year. Students are selected based on their experiences and reflections of their leadership experience, as well as their future goals for the school community. The SRC collaborate with the community, in consultation with the Principal, and develop ownership over the process of goal attainment and personal development.

## GENERAL PROCEDURES

<p><b>Absences from school</b></p>	<ul style="list-style-type: none"> <li>❖ Parents/Carers can report student absences either by phone or email prior to, or on the day of the absence.</li> <li>❖ All absences from school must be explained by the parent/carer.</li> <li>❖ Parents who provide their mobile phone number will receive an SMS message on the day of absence and may respond via SMS message. Phones which do not accept SMS from a private number will not be able to receive an SMS message from the school.</li> <li>❖ Notes can be given to the student office to explain absences on the student's return to school.</li> <li>❖ Parents can log into the Sentral Parent Portal to check their child's attendance/absences and can explain absences.</li> </ul>
<p><b>Accident insurance for students</b></p>	<ul style="list-style-type: none"> <li>❖ The NSW Department of Education does not provide accident or medical insurance for students enrolled in government schools. The Department is insured so that it can meet the financial impact of any legal liabilities arising from its activities.</li> <li>❖ Parents have the option of taking out private health coverage for their children. This is usually limited to the reimbursement of medical expenses and will not generally provide the breadth of cover provided by a specific student accident insurance policy.</li> <li>❖ The Ambulance Cover Scheme provides assurance that if a student enrolled at a school has an accident or falls ill whilst at school or on an organised school excursion or activity, and requires the ambulance service, the cost will be met through the scheme.</li> </ul>
<p><b>Assembly / Roll Call</b></p>	<ul style="list-style-type: none"> <li>❖ Outdoor assembly is 8:45am on Monday, Wednesday and Friday.</li> <li>❖ Year meeting assembly is 8.45 on Thursday</li> <li>❖ Students to assemble in roll call classes in alphabetical order.</li> <li>❖ Indoor roll call is 8:45am on rainy days.</li> </ul>
<p><b>Banned items</b></p>	<ul style="list-style-type: none"> <li>❖ Banned items (by the school) will be immediately confiscated.</li> <li>❖ Items may be collected from the student office by the student after school.</li> <li>❖ In the case of repeat offences, the parent/carer will be required to collect the item from the office.</li> <li>❖ Students are not permitted to use cameras or laser pointers inside the school grounds.</li> <li>❖ Aerosol cans, firecrackers and vapes are not permitted.</li> </ul>
<p><b>Bicycles and Scooters</b></p>	<ul style="list-style-type: none"> <li>❖ Bicycles and scooters are brought to school at the student's own risk.</li> <li>❖ The school takes no responsibility for supervision of bicycles or parts of bicycles or scooters.</li> <li>❖ Bicycles and scooters must not be ridden in the school grounds.</li> <li>❖ Bicycle and scooter racks are provided at the Shari Ave gate.</li> <li>❖ Bicycles or scooters should be locked to the racks.</li> <li>❖ All bike riders must leave and enter from the Shari Avenue entrance. Do not enter or leave through the Kennedy Street gates.</li> <li>❖ The law states that if you ride a bicycle or scooter, you must wear an approved helmet.</li> <li>❖ Skateboards and roller blades are not to be brought to school.</li> </ul>
<p><b>Bus and train passes</b></p>	<ul style="list-style-type: none"> <li>❖ Information about the School Opal Card can be found at <a href="https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/child-student-concessions/primary-secondary-school">https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/child-student-concessions/primary-secondary-school</a></li> <li>❖ More information can be found in the General Information Guide.</li> </ul>

<b>Canteen</b>	<ul style="list-style-type: none"> <li>❖ The canteen usually opens at 8.00am.</li> <li>❖ Lunch orders can be written on the bags provided and dropped into the mail box outside the canteen back door boxes with the money inside the bag.</li> <li>❖ Flexischools is now available for online ordering. Student ID cards can also be used for cashless purchases.</li> </ul>
<b>Child Protection</b>	<ul style="list-style-type: none"> <li>❖ Students can disclose information to any teacher but it will be reported to the Principal and other agencies.</li> </ul>
<b>Communication with parents/carers</b>	<ul style="list-style-type: none"> <li>❖ Picnic Point High School uses School Bytes to communicate with parents/carers.</li> <li>❖ Statements of account, fee reminders and correspondence are sent via email.</li> <li>❖ Parents/Carers must notify the school if changes are made to email addresses.</li> </ul>
<b>Digital devices</b>	<ul style="list-style-type: none"> <li>❖ The Digital Devices guidelines is located on the Picnic Point High School website: <a href="https://picnicpt-h.schools.nsw.gov.au/about-our-school/rules-and-policies/bringing-your-own-digital-device-to-school.html">https://picnicpt-h.schools.nsw.gov.au/about-our-school/rules-and-policies/bringing-your-own-digital-device-to-school.html</a></li> </ul>
<b>Driving into the school grounds</b>	<ul style="list-style-type: none"> <li>❖ Student pick up and drop off should be outside the school grounds.</li> <li>❖ Where a parent has to drive into the school grounds, i.e. to collect a sick/injured student, the maximum speed limit within the school is 10km/h.</li> </ul>
<b>Early departures from school</b>	<ul style="list-style-type: none"> <li>❖ To organise an Early Leaver's Pass students must bring a note from a parent/carer stating: <ul style="list-style-type: none"> <li>❖ Student's name and roll class</li> <li>❖ Date and time leave pass is required</li> <li>❖ Reason for departing early</li> <li>❖ Contact phone number</li> <li>❖ The note must be signed by a parent/carer.</li> </ul> </li> <li>❖ The note should be handed to the Deputy Principal <b>before school</b>.</li> <li>❖ The student's diary is stamped by the student office to indicate time of departure.</li> <li>❖ The student shows their stamped diary to the student office before they leave the school grounds.</li> <li>❖ In some cases early departure notes will be withheld until verification by the parent/carer can be established.</li> </ul>
<b>Exams and Assessments</b>	<ul style="list-style-type: none"> <li>❖ The school's assessment and examination procedures will be issued to all students during class time and /or year meetings.</li> </ul>
<b>Harassment including bullying or discrimination</b>	<ul style="list-style-type: none"> <li>❖ Report any incidents of discrimination, whether racist or otherwise. Inform the Anti Racism Contact Office, Deputy Principal or Year Adviser of harassment or bullying immediately.</li> </ul>
<b>Injury or Illness (minor) at school</b>	<ul style="list-style-type: none"> <li>❖ Report to the student office.</li> <li>❖ A trained First Aid staff member will assess the injury.</li> <li>❖ Parent/Carer may be contacted.</li> <li>❖ An accident form may be filled out in certain circumstances (available from the office).</li> <li>❖ No student will be sent home without parent/carer permission.</li> </ul>

<b>Injury or Illness (serious) at school</b>	<ul style="list-style-type: none"> <li>❖ Students will be assisted by First Aid personnel (teachers and/or support staff) and a decision made to call an ambulance, if deemed necessary, and parent/carer. An ambulance will be called immediately in cases judged life-threatening or very serious.</li> </ul>
<b>Lateness to class</b>	<ul style="list-style-type: none"> <li>❖ Students will have to make up time with their classroom teacher if they arrive after the second (4 minute) bell for Period 3 and Period 5.</li> <li>❖ Student lateness is recorded on Sentral.</li> <li>❖ Students will need to make up for their lateness at recess/lunch determined by the teacher</li> </ul>
<b>Lateness to school</b>	<ul style="list-style-type: none"> <li>❖ If late during morning assembly, students to proceed to the student office.</li> <li>❖ Once signed in, students to proceed to assembly and sit in front of 7RC1.</li> <li>❖ If late after assembly, students to proceed to the student office where the time of arrival is recorded on Sentral.</li> <li>❖ Parents/Carers must provide notes to explain lateness.</li> <li>❖ Persistent lateness will be followed up.</li> <li>❖ If a late bus or train results in a number of students arriving late, they should report to the student office. These students will be granted automatic entry to class once their names have been recorded on the school rolls.</li> </ul>
<b>Library borrowing</b>	<ul style="list-style-type: none"> <li>❖ Students may borrow up to 6 books at a time, for 3 weeks. To borrow a book, see one of the Library Staff. Bringing a library card to school is recommended. It is possible to re-borrow and reserve books.</li> <li>❖ The cost of any library books that are not returned or have been lost will be added to a student's fees.</li> <li>❖ Online books and audio books: students can use their devices to access ebooks and audiobooks throughout library subscription at <a href="https://picnicpoinths.eplatform.co/">https://picnicpoinths.eplatform.co/</a></li> </ul>
<b>Lockers</b>	<ul style="list-style-type: none"> <li>❖ Lockers are available for hire. \$20 is to be paid to the student office. Students will need to supply their own lock. Lockers are located throughout the school.</li> </ul>
<b>Lost property</b>	<ul style="list-style-type: none"> <li>❖ The student office collects lost property.</li> </ul>
<b>Mobile phones</b>	<ul style="list-style-type: none"> <li>❖ Mobile phones are not permitted to be used during school hours unless explicitly permitted to do so by the teacher only for educational purposes.</li> <li>❖ Yondr Pouches will be used at all times to assist students during school hours. All students will lock their phone into their Yondr pouch using the locking stations upon arriving at school. Pouches must remain locked and in the student's bag throughout the school day. Students will unlock their pouches as they exit the school grounds every afternoon to access their phone after school hours.</li> </ul>
<b>Office duty</b>	<ul style="list-style-type: none"> <li>❖ Students from Year 8 will complete office duty in Term 1. Year 7 students will complete office duty from Term 2.</li> <li>❖ Students should bring school work to complete when on office duty.</li> </ul>
<b>Office hours</b>	<ul style="list-style-type: none"> <li>❖ The school office is open from 8.15am to 3.30pm.</li> <li>❖ Payment can be made through parent online payments (POP) using credit or debit card via the school website, stating your child's name and year group.</li> <li>❖ Students can make payments in person at the student office.</li> </ul>
<b>Out of class</b>	<ul style="list-style-type: none"> <li>❖ Any student out of class for any reason must have their diary signed by their teacher. Failure may mean that the matter is treated as fractional truancy.</li> </ul>



<b>Photocopying for students</b>	<ul style="list-style-type: none"> <li>❖ Students may photocopy material or print from the computers or external storage devices in the library at a minimal charge per page.</li> </ul>
<b>Prohibited items</b>	<ul style="list-style-type: none"> <li>❖ Prohibited items include firearms, weapons, drugs and other dangerous items.</li> <li>❖ Prohibited items will be immediately confiscated.</li> <li>❖ The police will be notified.</li> <li>❖ Consequences will result.</li> </ul>
<b>School Counsellor</b>	<ul style="list-style-type: none"> <li>❖ Students can visit the School Counsellor and make an appointment (before school, during recess or during lunch) or ask their Year Adviser, Head Teacher Student Wellbeing or Deputy Principal to make an appointment on their behalf.</li> <li>❖ Students may also complete the referral form on the school website: <a href="https://picnicpt-h.schools.nsw.gov.au/supporting-our-students/student-health-and-safety/school-counsellor-referral-form.html">https://picnicpt-h.schools.nsw.gov.au/supporting-our-students/student-health-and-safety/school-counsellor-referral-form.html</a></li> </ul>
<b>School detention</b>	<ul style="list-style-type: none"> <li>❖ School detention is conducted on Tuesday afternoon from 3:05pm to 4:05pm.</li> <li>❖ A letter will be given to the student and emailed to the parent/carer, giving at least twenty-four hours warning of the detention. The return slip is to be signed by the parent and returned to the Deputy Principal.</li> <li>❖ Students who do not attend the After School Detention will be given a recess and lunch detention from the Deputy Principal the following day and will be required to attend the After School Detention the following week.</li> </ul>
<b>School monitoring</b>	<ul style="list-style-type: none"> <li>❖ Students will be placed on school monitoring by a Deputy Principal for the following reasons: <ul style="list-style-type: none"> <li>○ behaviour monitoring</li> <li>○ non-completion of faculty monitoring</li> <li>○ parent/carer request</li> <li>○ formal caution for suspension</li> <li>○ returning from suspension</li> <li>○ truancy</li> </ul> </li> <li>❖ Deputy Principal Monitoring is imposed for two weeks, but may be extended.</li> <li>❖ If a student is placed on Deputy Principal Monitoring they may not be permitted to attend school excursions or represent the school in extra-curricular activities.</li> <li>❖ When instructed, students' mobile phones will be submitted to the student office/Deputy Principal.</li> </ul>
<b>School uniform</b>	<ul style="list-style-type: none"> <li>❖ Student uniforms are checked during assembly and morning roll call.</li> <li>❖ Students who do not comply with the school's uniform expectations will not be permitted to spend their recess and lunch breaks in the playground. Instead, they will be required to have recess and lunch inside under the supervision of staff. Students will be allowed to the canteen and toilets in the last 5 minutes of recess and 10 minutes of lunch.</li> <li>❖ Students persistently out of uniform will receive a letter home and may be placed on After School Detention.</li> <li>❖ Students wearing unsafe footwear will not be permitted to move throughout the school. Parents/Carers will be contacted by a Deputy Principal.</li> <li>❖ Families experiencing difficulties in providing uniforms for their children can be assisted by the school. These matters should be referred to the School Administration Manager.</li> </ul>

<b>Senior study periods (Years 11 and 12)</b>	<ul style="list-style-type: none"> <li>❖ Students must go to the library for all senior study periods.</li> <li>❖ During senior study periods all students are expected to undertake meaningful work. Students must not interrupt other students' work and must comply with the instructions of the librarian.</li> <li>❖ When the library is closed, alternate areas will be arranged for the senior study periods.</li> </ul>
<b>Staff rooms</b>	<ul style="list-style-type: none"> <li>❖ Students who want to speak to teachers in their staff room should always knock and wait at the door until they are invited to enter. No student should enter a staff room or office without the invitation of a teacher.</li> </ul>
<b>Students who become unwell at school</b>	<ul style="list-style-type: none"> <li>❖ If students become unwell at school, they will go to the student office and will be referred to a Deputy Principal. The office staff will then contact the parent/carer.</li> <li>❖ Students should not text/phone home and arrange to be picked up without permission.</li> </ul>
<b>Textbooks</b>	<ul style="list-style-type: none"> <li>❖ Any textbooks that are borrowed from school must be returned at the end of the course or when signing out of Picnic Point High School.</li> <li>❖ The cost of any textbooks that are not returned or have been lost will be added to a student's fees.</li> </ul>
<b>Timetable</b>	<ul style="list-style-type: none"> <li>❖ Students should go to the student office, the Year Adviser or Deputy Principal if they have lost their timetable.</li> <li>❖ Parents can log into the Sentral Parent Portal and print a copy of the timetable.</li> </ul>
<b>Toilets</b>	<ul style="list-style-type: none"> <li>❖ Students must use the toilets during recess or lunch breaks.</li> <li>❖ The canteen toilets will be locked during lesson time.</li> <li>❖ Students are not to loiter in the toilets.</li> <li>❖ Students must have written permission from their teacher to go to the toilet in the student office during lesson time. This will be recorded in their diary.</li> <li>❖ When using the office toilet students must sign in and out using the Kiosk.</li> <li>❖ Students will need to catch up on missed lesson time at recess / lunch at a time determined by the teacher</li> </ul>
<b>Visitors</b>	<ul style="list-style-type: none"> <li>❖ All visitors to the school must visit reception for every visit, to check in, receive an orientation to the school and a visitor's badge.</li> <li>❖ Visitors should check out at the end of their visit.</li> </ul>

# ATTENDANCE

Parents/Carers are responsible for ensuring their children attend school. The school has a number of procedures for checking the attendance of students and informing parents/carers. Below is a summary of the process:

1. At 8:45am on Monday, Wednesday and Friday there is a full school assembly. Students sit in roll call classes and are supervised by their roll call teachers. On Tuesday students go straight to Period 1. On Thursday, students have a year meeting at 8.45am at allocated areas. Students have a timetabled room if indoor roll call is needed.
2. Rolls are marked electronically during assemblies by teachers.
3. Teachers electronically mark their class rolls every lesson, including sports rolls.

Parents/Carers are notified via SMS messaging if their child is absent or late to school. Parents/Carers can then verify their child's absence by the following methods:

1. SMS reply
2. Phone call to the office
3. Note to be given to their child's roll call teacher upon return to school
4. The Sentral Parent Portal

If the school does not receive notification, the absence is classified as unexplained. If the absence is not explained, the Year Adviser may contact the parents/carers. In cases of a large number of absences, the Home School Liaison Officer may be notified and interviews may be conducted during school time with the Head Teacher Student Wellbeing.

It is essential that students attend school on time. The Head Teacher Lateness will issue an After School Detention and contact the parent/carer if a student is consistently late without explanation. A common cause of poor or unsatisfactory school progress is regular absences. Absences due to illness are inevitable; however, absences from school for activities such as shopping, minding small children or family outings are not acceptable. Dental and medical appointments should be arranged outside of school hours, including Tuesday afternoon sport, so that the student learning is not interrupted.

For those students receiving Austudy and Abstudy, Centrelink completes term checks of all attendance records. If a student has more than five unexplained absences per term, the monetary assistance to the student may discontinue.

**Note:** Students **must not, under any circumstances**, leave the school grounds once they have entered without the permission of the Principal or Deputy Principal. If permission is granted an official 'School Leave Pass for Partial Absence' will be issued.

**Attendance at all school events and functions, such as the Swimming and Athletics Carnivals, is compulsory.**

## PURPOSE OF THE SCHOOL DIARY

Students are expected to have the Picnic Point High Diary with them at all times. The diary has the following purposes:

- Homework record for students
- Assessment task or assignment planning for students
- Record of toilet passes during the day
- Messages from staff to parents and parents to staff
- School timetable
- Early leave permission
- Each student will carry a 'Points Passport' in their diary which they need to present to their teacher when they are awarded positive points.

Students and families have the responsibility to ensure that the diary's communication purposes enable a greater knowledge of what students are doing each day at school. Students are expected to keep their diaries in good condition.

# HOMEWORK PROCEDURE

## PURPOSES OF HOMEWORK

**Homework is a valuable part of schooling and is most beneficial when it:**

- allows for practising, extending and consolidating work done in class
- provides training for students in planning and organising time
- develops a range of skills in identifying and using information resources, skills of inquiry and independent study
- establishes habits of study, concentration and self-discipline which will serve students for the rest of their lives
- strengthens home-school links and reaffirms the role of parents and carers as partners in education
- provides parents and carers with insights into what is being taught in the classroom and their child's progress
- reinforces and extends class work and consolidates basic skills and knowledge
- is challenging and purposeful, but not so demanding that it has adverse effects on the student's motivation
- involves parents or carers in the formation and implementation of the school's homework policy
- encourages students to take responsibility for their homework, supported by their parents or carers
- is well co-ordinated and teacher expectations are well communicated
- is set on a regular basis and establishes a routine of home study
- is set by teachers in suitable amounts which are varied and at an appropriate level considering the age, stage of schooling and capabilities of students
- takes into account students' home responsibilities and extracurricular activities such as clubs, sport and part-time employment
- includes feedback and follow-up regularly to students
- develops and extends the core learning skills of inquiry and independent study

## TYPES OF HOMEWORK

The amount of time that students are expected to spend on homework will depend upon the age, ability, home environment, extracurricular activities of students, family and cultural obligations. It is important that students of all ages have opportunities for free time and leisure and physical activities outside of school.

**The three main types of homework are:**

**Practice exercises** – providing students with the opportunities to apply new knowledge, or review, revise and reinforce newly acquired skills, including:

- consolidation exercises e.g. maths, including memorising of tables, formula, spelling words
- practising for mastery e.g. reinforcing mathematical processes, writing in an extended response structure
- revising information about a current topic
- practising words or phrases learnt in a language other than English
- reading for pleasure
- essay writing

**Preparatory homework** – providing opportunities for students to gain background information on a unit of study so that they are better prepared for future lessons, including:

- background reading
- reading e.g. English text for class discussion
- studying for tests and examinations

**Extension assignments** – encouraging students to pursue knowledge individually and imaginatively, including:

- writing e.g. a book review
- making or designing something e.g. an art work
- investigations e.g. science, social science
- researching e.g. history, local news
- information and retrieval skills using current technology
- monitoring e.g. advertising in particular newspapers

Wherever possible homework should recognise the place of technology in today's world and the benefits of using technology such as home computers, email, virtual classrooms (Google/Teams), and the internet for organising and accessing information.

# REFERENCING PROCEDURE

## How to construct a referencing list, bibliography and cite references in research assignments

Picnic Point High School has chosen the **APA Referencing** style as the preferred method of referencing sources for all assessment tasks.

### Use and acknowledgement of sources

When preparing an assignment, a student should have utilised a number of books, articles and other resources including electronic sources on the topic. Your teacher will ask you to either include a reference list or a bibliography.

### Reference lists

A reference list contains *only* the references specifically cited in your assignment. By including a reference list at the end of your assignment it means that the source has been used directly.

At the end of the assignment you must include a separate page titled *References*. The references will be listed in alphabetical order of the authors of the different sources used.

### Bibliography

A bibliography contains the list of all works used in your assignment. These works do not need to be specifically referenced in your assignment if they are not used, however need to be listed in the bibliography.

At the end of the assignment you must include a separate page titled *Bibliography*

Use the scaffold following as a guide to correctly reference.

Type of reference		Example
<b>Book (one author)</b>	<ul style="list-style-type: none"> <li>*The author's or editor's name</li> <li>*The year the book was published</li> <li>*The title of the book</li> <li>*The city where the book was published</li> <li>*The name of the publisher</li> </ul>	Adair, J. (1988). <i>Effective time management: How to save time and spend it wisely</i> . London: Pan Books.
<b>Book (two or more authors)</b>	<ul style="list-style-type: none"> <li>*The author's or editor's name (or names)</li> <li>*The year the book was published</li> <li>*The title of the book</li> <li>*The city where the book was published</li> <li>*The name of the publisher</li> </ul>	McCarthy, P. & Hatcher, C. (1996). <i>Speaking persuasively: Making the most of your presentations</i> . Sydney: Allen and Unwin.
<b>Website (author available)</b>	<ul style="list-style-type: none"> <li>*Author/editor or compiler</li> <li>*Year of the most recent version</li> <li>*Title</li> <li>*When it was viewed: Day, Month, Year</li> <li>*URL either full location details or just the main site details</li> </ul>	Young, C. (2001). <i>English Heritage position statement on the Valletta Convention</i> . Retrieved August 24, 2001, from <a href="http://www.archaeol.freeuk.com/EHPositionStatement.htm">http://www.archaeol.freeuk.com/EHPositionStatement.htm</a>
<b>Website (no author found)</b>	<ul style="list-style-type: none"> <li>*Year of the most recent version</li> <li>*Title</li> <li>*When it was viewed: Day, Month, Year</li> <li>*URL either full location details or just the main site details</li> </ul>	(2001). <i>New child vaccine gets funding boost</i> . Retrieved March 13, 2012, from <a href="http://news.ninemsn.com.au/health/story">http://news.ninemsn.com.au/health/story</a>
<b>Journal Article</b>	<ul style="list-style-type: none"> <li>*Author</li> <li>*Year</li> <li>*Title of article</li> <li>*Title of the journal and volume number in italics</li> <li>*Pages containing the whole article</li> </ul>	<p><b>One author</b> Watt, H. M. G. (2002). Exploring adolescent personal and social gender stereotypes about maths. <i>Change: Transformations in Education</i>, 5, 39-54</p> <p><b>With multiple authors</b> Ainscow, M., Hargreaves, D. H., &amp; Hopkins, D. (1995). Mapping the process of change in schools: The development of six new research techniques. <i>Evaluation and Research in Education</i>, 9, 75-90.</p>

## CITATIONS

A citation is used to note where you researched your point from in the assignment. In the APA system, short citations in the form (author, date of publication, page reference) are included in the text of your assignment. In the *Reference list*, all the citations which occur in the text of your assignment *must* have full publication details printed.

For example if you refer to an idea by Adair on pages 4 and 5 of Effective time management: How to save time and spend it wisely it would look like:

To be an effective manager you need to possess skills such as strong time management to ensure your team is working efficiently (Adair, 1988, pp. 4-5).

Use

p. for one page

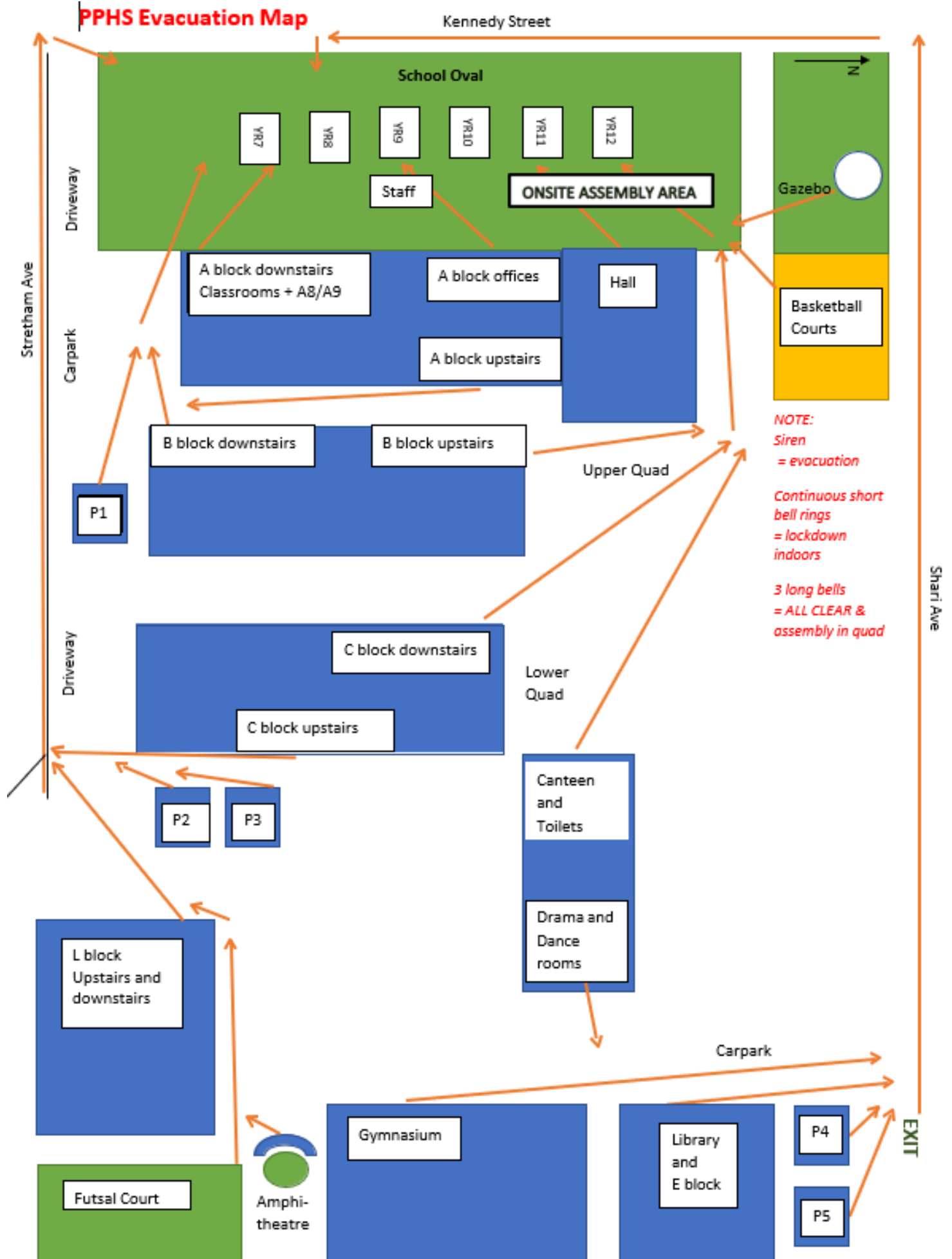
pp. for multiple pages

chap. For chapter

para. For paragraph

<p><b>Different authors; same name</b></p>	<p>Some authors have different first names but the same last name.</p> <p>*First letter of first name *Last name *Year *Page</p>	<p>(S. Smith, 2005, p. 12) (B. Smith, 2011, p. 35)</p>
<p><b>Same author; different works in the same year</b></p>	<p>Add "a", "b", "c" to as many of the same author's publications in the same year.</p> <p>*Last name *Year *Letter in alphabetical order *Page</p>	<p>(James, 2003a, pp. 45-47) (James, 2003b, pp. 53-62)</p>
<p><b>Sources with more than one author</b></p>	<p>For two authors</p> <p>*Last names *Year *Page</p> <p>For more than two authors, the first citation needs to list all the authors, subsequent citations uses abbreviation et al. (meaning others)</p>	<p>(Adams &amp; Hamid, 1997)</p> <p>(Bryan, Carey, Vuong &amp; Jones, 1999, pp. 17-20) Then in the remainder of the assignment (Bryan et al., 1999. Pp.17-20)</p>
<p><b>Website</b></p>	<p>*Author (if no author use title of the site) *Year *Paragraph</p>	<p>(Merryweather, 2003, para 15)</p>

# PPHS Evacuation Map





# EMERGENCY EVACUATION PROCEDURES

<b>SIREN = EMERGENCY EVACUATION REQUIRED</b>	
<b>DURING CLASS TIME</b>	<ul style="list-style-type: none"> <li>• Students to pack bags and leave the room with bag under the direction of the teacher. If a student is out of the room for any reason, the teacher will pack his/her bag and take it with them.</li> <li>• Move directly to the exit as shown on the Emergency Evacuation Map and walk to the School Oval as per instructions.</li> <li>• <b>PE Classes or other classes outside</b> must immediately go to the school oval using the appropriate exit. Do not go back to the classroom or PE change room for personal belongings.</li> <li>• Students to report to their roll call area, sit in alphabetical order and adhere to staff instructions.</li> </ul>
<b>DURING RECESS OR LUNCH</b>	<ul style="list-style-type: none"> <li>• Students must move to the school oval under teacher instructions.</li> <li>• Follow the path shown on the Evacuation Map for the zone they are located in at the time.</li> </ul>
<b>OFFSITE LOCATION (if necessary)</b>	<ul style="list-style-type: none"> <li>• Students are to move under the direction of staff to Panania Public School located in 21 Lawler Street, Panania.</li> <li>• A member of the Senior Executive will activate Evacuation from icon on Sentral mobile site.</li> </ul>
<b>STAFF ROLES</b>	<p><b>Teachers</b> <span style="float: right;"><b>NB: LIFTS MAY NOT BE OPERATIONAL</b></span></p> <ul style="list-style-type: none"> <li>• Teachers lead their class to the School Oval as per the path shown on the Evacuation Map. Roll Call classes should be between the goal post closest to the road and the boundary fence. Year 7 should be closest to the driveway, and Year 12 closest to the Basketball Court end of the oval.</li> <li>• Teachers not on class at the time are to assist with supervision of students at exit points.</li> <li>• Roll Call Teachers mark roles online via Sentral (Nb paper rolls backup)</li> <li>• <b>Report any missing students to the Year Adviser.</b></li> <li>• Supervise students until ALL CLEAR.</li> </ul> <p><b>Year Advisers / Assistant Year Advisers</b></p> <ul style="list-style-type: none"> <li>• Reinforce roll marking instructions to staff. Emergency rolls will be online via optional evacuation.</li> <li>• <b>Report any missing students to the Deputy Principal in charge of the year.</b></li> </ul> <p><b>Head Teachers (HT)</b></p> <ul style="list-style-type: none"> <li>• Check classrooms/blocks/areas as per assigned HT role on the Evacuation Map.</li> <li>• Assist with supervision of year groups on the school oval evacuation area.</li> <li>• Confirm attendance of Faculty Staff and report absences to the HT Administration.</li> </ul> <p><b>HT Administration to check attendance of all teaching staff (casual and permanent) and report absences to the principal</b> (Librarian to assist HT Administration and collect Library Sign On sheets).</p> <p><b>Office Administration Staff</b></p> <ul style="list-style-type: none"> <li>• Select driveway and pedestrian gate to 'hold open', take Medical Kit, Daily Org, A block Sign On sheets, Year group flags, Hi-Vis vests to the oval, and if possible, print Emergency rolls from Sentral for backup.</li> <li>• School Administration Manager (SAM) <b>to check attendance of all non-teaching staff (including Canteen and Cleaners) and visitors onsite, report absences to the Principal.</b></li> </ul> <p><b>Deputy Principal (DP)</b></p> <ul style="list-style-type: none"> <li>• Setup Portable PA system on front oval (PA located in the DP office).</li> <li>• Unlock pedestrian gate padlock.</li> <li>• Assist in organisation of Year Groups on the Front Oval, distribute Hi-Vis to Executive staff if possible.</li> <li>• <b>Report student absences to the Principal.</b></li> </ul> <p><b>Principal</b></p> <ul style="list-style-type: none"> <li>• Contact the appropriate emergency services 000 if required.</li> <li>• Inform Safety and Security, Director, and other services as required.</li> <li>• Liaise with DPs, SAM, and HT Administration re: attendance of staff and students.</li> </ul>
<b>PREFECT ROLES</b>	<ul style="list-style-type: none"> <li>• After attending roll call, follow directions from the Prefect Coordinator to assist staff and students.</li> </ul>
<b>All staff and students to remain on oval until ALL CLEAR has been actioned by the principal and notified to staff.</b>	

# LOCKDOWN and SECURITY ALERT PROCEDURES

## CONTINUOUS SHORT BELL RINGS = LOCKDOWN

**PAGE ALL / EMAIL SYSTEMS WILL NOTIFY STAFF OF A LOCKOUT ALL CLEAR WILL BE SIGNALLED BY 3 LONG BELLS, FOLLOWED BY AN ASSEMBLY IN THE QUAD OR HALL AS NECESSARY**

**LOCKDOWN occurs during class time**

1. Students are to remain in the classroom.
2. Class teacher is to ensure students move to the front/back of the room, away from doors and windows. Close blinds and lock doors where possible, students and teacher to remain quiet in the room until further notice. Instruct all staff and students to place digital devices on silent mode.
3. Ensure the class roll has been marked on Sentral and notify student absences immediately using Staff Broadcast on Sentral. If use app on phone, switch to desktop version. **DO NOT CALL use a quiet messaging service ONLY.**
4. Where possible, the head teacher supervising each building (level) should lock external doors to building and notify staff absences using Staff Broadcast on Sentral. If use app on phone, switch to desktop version
5. Any outdoor classes are to go to the hall. Supervising teachers follow step 2 above.

*NOTE: If this occurs during SPORT time, students may be directed to return home directly from the venue while staff should remain at the venue where possible for further information before returning to school.*

**Administration staff** should lock all available doors, windows, and shutters. All staff should move to an area away from external visibility, remain quiet until **ALL CLEAR** announced/signalled by the principal or their delegate. Follow SAMs instructions for checking student/staff absences as required.

**All staff and students not on class** should report immediately to the nearest faculty staffroom/office/library, identify themselves, and enter the room. All windows and doors should be locked, and blinds closed until further notice, where possible text/email other staff in your faculty to let them know you/others are in a different area. Remain quiet until **ALL CLEAR** announced/signalled by the principal or their delegate.

**LOCKDOWN occurs during a break**

1. Staff and students proceed immediately to the nearest building and room.
2. Class teacher is to ensure students move to the front/back of the room, away from doors and windows. Close blinds and lock doors where possible, students and teacher to remain quiet in the room until further notice. Instruct all staff and students to place digital devices on silent mode.
3. Staff to notify which students are with them using Staff Broadcast on Sentral. **DO NOT CALL use a quiet messaging service ONLY.**
4. Where possible, head teacher supervising each building (level) to lock external doors to building.

*NOTE: If this occurs during SPORT time, students may be directed to return home directly from the venue while staff should remain at the venue where possible for further information before returning to school.*

**Administration staff** should lock all available doors, windows, and shutters. All staff should move to an area away from external visibility, remain quiet until **ALL CLEAR** announced/signalled by the principal or their delegate. Follow SAMs instructions for checking student/staff absences as required. Use manual roles and update from Staff Broadcast.

**All staff and students not on class** should report immediately to the nearest faculty staffroom/office/library, identify themselves, and enter the room. All windows and doors should be locked, and blinds closed until further notice, where possible text/email other staff in your faculty to let them know you/others are in a different area. Remain quiet until **ALL CLEAR** announced/signalled by the principal or their delegate.

**Do not leave the room, unlock any door or window, until ALL CLEAR has been announced or signalled.**

**SECURE ALERT**

- This will occur when there is a perceived threat to the safety of the school community by an external person/group/event. External gates will be locked by the GA and closest Head Teachers to the exit point. Normal school routines will likely continue, in certain circumstances, movement to specific areas of the school may be restricted e.g. near school perimeters such as on the Front Oval. Any restrictions will be notified to staff/students via an assembly or through Page All/Staff Broadcast.

**All staff and students to remain in their assigned areas until ALL CLEAR has been actioned by the Principal and notified to staff.**

# SPORT ORGANISATION

At Picnic Point High School there is a wide variety of sporting pursuits in which **students may become involved**.

## Year 7 Sport

Year 7 participate as a group for Season 1 and 2. Payment for Year 7 sports will be included in the annual fees.

- Season 1 and 2 – Rotational school sport and students may trial for Grade Sport across all seasons
- Season 3 – Student choice for Grade or Recreational sports

## School Sport

Sport in Years 8 – 10 follows the traditional Grade and Recreational structure. Sport has three seasons. This may involve travel to compete against other local schools if undertaking Grade sport or travel to local venues if doing Recreational sport. **Students must wear their Sports Uniform to school each Tuesday which includes white leather shoes. Sport begins at 12.25pm and concludes at 2:20pm.**

Sports selections occur each term. The procedure is as follows:

1. Grade selections will occur before recreational sports via School Bytes.
2. Grade trials will occur as required at the beginning of each sports season.
3. All students will receive information stating the sport choices available as well as the date of registration and payment.
4. On the day of registration, students will nominate for their chosen sport via School Bytes.
5. Students must pay and return permission notes in the allocated time period via School Bytes.
6. If a student does not pay for their chosen sport then they will need to be moved into a non-payment sport.
7. Registration for recreation sports will be conducted on a first in basis.
8. Any student who knows they will be absent on registration day must see the Sports Organiser prior to the date set. Other than this situation, registration cannot be done prior to the allotted registration time (that includes by phone).
9. Students who participate in grade sport are required to travel by bus. Payments can be made via School Bytes or directly at the office.

## Attendance at Sport

**Attendance at sport is compulsory. Sport is a part of all NESA requirements in Years 7-10. Families must avoid making medical appointments during school hours. If parents require their child to leave school early then your child must:**

1. Bring a note with an explanation and present it to the Deputy Principal before school.
2. The absence and reason will be recorded in the school attendance system.
3. Any student who does not attend sport without permission will have a truancy placed on their school record and they will be given a sports detention or after school detention.

**Any student who receives an early leaver from school must not attend any sports venue on that day or be seen loitering near any venue.**

- We provide non-sport for students who are unable to participate due to injury or illness. A doctor's certificate may be required. Continual absence will result in official warning letters being sent.

## Non-Sport

Non-Sport is for students who are unable to participate in sport because of illness or injury. Students attending should provide a note outlining the illness or injury where possible. Students who attend non-sport should bring suitable school work to complete during this time. This time will be quiet study time. Non-sport is from 12.25pm until 2:20pm.

## Zone and Knockout Sport

There are many other sporting events in which students may become involved:

- The annual swimming, athletics and cross country carnivals
- State Knockout competitions covering a variety of sports including Baseball, Rugby League, Water Polo, Cricket, Touch Football, Basketball, Netball and Soccer teams.

# SPORT UNIFORM

When representing the school at Grade, Zone, Regional or State level, students MUST wear full sports uniform and/or school tracksuit.

It is compulsory for all students to wear the sport uniform during all PE lessons and for sport, including black leather shoes or white sports joggers. Students are to attend school dressed in sports uniform when they have PE Gym class on their timetable.

## ACCEPTABLE SPORTS SHOES

CORRECT SHOES				
				
These sports shoes are acceptable because they are full leather joggers with white laces and are a majority of white. (They are not canvas, mesh, boat, slip on or Dunlop Volley shoes)				

## UNACCEPTABLE SPORTS SHOES

INCORRECT SHOES				
				
	This sport shoe is made of canvas	This sport shoe has a mesh insert and is not majority white	This sport shoe is not complete leather	This sport shoe is not white and is a boot



### Sporting House Colours

-  Doohan (A - D)
-  Hankin (E - K)
-  Murphy (L - R)
-  Slater (S - Z)

# SCHOOL UNIFORM

Picnic Point High School is a fully uniformed school and all students are expected to be in school uniform each day.

Wearing the school uniform helps students feel part of a purposeful social group. They are entitled through wearing the uniform to display pride in the school, its achievements and what it represents. The wearing of the uniform encourages a sense of unity and pride in co-operative endeavour.

Uniforms are available from Lowes, Bankstown and also Panania Uniforms & Embroidery, 34 Anderson Avenue, Panania.

School ties and blazers may be borrowed from the school for students to wear when representing the school at special events. Approved headwear must be white, grey or bottle green only.

## **Junior Girls All Seasons Uniform (Years 7, 8, 9, 10)**

- Blouse: Lemon with school crest and green piping
- Skirt: Bottle green and gold (to be worn at a modest length)
- Shorts: Bottle green tailored (to be worn at a modest length)
- Slacks: Bottle green tailored (no corduroy pants, cargos, tight jeans, track pants, tights or elasticated ankles)
- Tie: Bottle green with crest (optional)
- Jacket: Green and gold school jacket or black zip up jacket with school crest
- Pullover: Bottle green with school crest
- Sloppy Joe: Bottle green with school crest
- Socks: White, visible ankle style
- Scarf: Plain white, grey or bottle green
- Shoes: All black enclosed full leather shoes with black laces (no canvas, mesh, ballet, boat or Dunlop Volley shoes)
- Stockings: Black; may be worn with skirt (no holes)

## **Junior Boys All Seasons Uniform (Years 7, 8, 9, 10)**

- Shirt: Green with school crest (short or long sleeve)
- Shorts: Grey gabardine or Beare and Ley grey blocker shorts or College shorts (see photographs of correct and incorrect shorts on the following page)
- Trousers: Beare and Ley grey blocker pants, Twill trousers or College trousers (no corduroy pants, jeans, track pants or elasticated ankles)
- Jacket: Green and gold school jacket or black zip up jacket with school crest
- Pullover: Bottle green with school crest
- Sloppy Joe: Bottle green with school crest
- Tie: Bottle green with crest (optional)
- Socks: White, visible ankle style
- Shoes: All black enclosed full leather shoes with black laces (no canvas, mesh, ballet, boat or Dunlop Volley shoes)
- Belt: Black or grey - no studs

## **Senior Girls All Seasons Uniform (Years 11 and 12)**

- Blouse: White with school crest and green piping
- Skirt: Bottle green and gold tartan (to be worn at a modest length)
- Shorts: Grey tailored (to be worn at a modest length)
- Slacks: Grey tailored (no corduroy pants, cargos, tight jeans, track pants, tights or elasticated ankles)
- Jacket: Green and gold school jacket or black zip up jacket with school crest
- Pullover: Bottle green with school crest
- Sloppy Joe: Bottle green with school crest
- Prefect Tie: Striped bottle green with school crest
- Socks: White, visible ankle style
- Scarf: Plain white, grey or bottle green
- Shoes: All black enclosed full leather shoes with black laces (no canvas, mesh, ballet, boat or Dunlop Volley shoes)
- Stockings: Black; to be worn with skirt (no holes)



## Senior Boys All Seasons Uniform (Years 11 and 12)

- Shirt: White with school crest  
Shorts: Grey gabardine or Beare and Ley grey blocker shorts or College shorts (see photographs of correct and incorrect shorts below)  
Trousers: Beare and Ley grey blocker pants, Twill trousers or College trousers (no corduroy pants, jeans, track pants or elasticated ankles). Trousers will be required for graduation (Year 12 boys).  
Jacket: Green and gold school jacket or black zip up jacket with school crest  
Pullover: Bottle green with school crest  
Sloppy Joe: Bottle green with school crest  
Tie: Bottle green with crest (optional)  
Prefect Tie: Striped bottle green with school crest  
Socks: White, visible ankle style  
Shoes: All black enclosed full leather shoes with black laces (no canvas, mesh, ballet, boat or Dunlop Volley shoes)  
Belt: Black or grey - no studs

## Unisex Sports Uniform (Years 7, 8, 9, 10)

- Polo Top: Green and gold microfibre  
Shorts: Bottle green knit shorts with emblem (to be worn at a modest length)  
Socks: White, visible sports style  
Shoes: White full leather joggers – must be lace up joggers that are majority white with white laces (no canvas, mesh, boat, slip on or Dunlop Volley shoes)  
Tracksuit: Bottle green and gold  
Cap: Bottle green, grey or white (plain – no logos)

### Notes:

1. When representing the school at Grade, Zone, Regional or State level, students MUST wear full sports uniform and/or school tracksuit.
2. It is compulsory for all students to wear the sport uniform during all PE lessons and for sport, including black leather shoes or white sports joggers. Students are to attend school dressed in sports uniform when they have PE Gym class on their timetable.

## SUN PROTECTION FOR BOYS AND GIRLS

Students may wear any plain hat or cap coloured green, grey or white without logos.

## SAFETY IN SOME SUBJECTS

Subjects like Industrial Technology, Food and Textiles Technology and Science have a safety requirement that students always wear fully enclosed lace up leather shoes. On sport days, students must bring the correct footwear for these subjects.





# SCHOOL UNIFORM CODE

On many occasions the school community has reaffirmed that Picnic Point High School is a school at which students are expected to wear uniform. It is clear that the community expects all students to wear the correct school uniform.

Not only are students expected to wear the correct school uniform, they are also expected to wear it correctly. This applies equally to senior and junior students as well as males and females.

If out of uniform, students will spend recess and lunch indoors. This is to ensure that the safety of all students is maintained by:

- being able to recognise all students in the playground at all times as students belonging to our school, and
- avoiding injury through the wearing of inappropriate clothing/jewellery and footwear.

Families who are experiencing financial difficulties may approach the school confidentially and assistance will be provided. Please contact the Administrative Manager if you require assistance.

## The school uniform code requires that:

1. Shirts must be worn in the following manner:
  - Collars turned down
  - Buttoned up and only the top button may be undone (for boys)
2. School jackets when worn, must have the collar turned down
3. The school tie is to be worn correctly with the top button of the shirt to be done up
4. Girls skirts and shorts must be worn at a respectful and modest length
5. Belts to be enclosed in the loops of the trousers or shorts. No part of the belt to hang down
6. Underwear must not be visible
7. Any shirt worn under the uniform is to be plain white
8. Jewellery must be kept to an absolute minimum – anything which has the potential to cause injury to the wearer or any other student is unacceptable. Small, discrete earrings (nothing dangling) may be allowed.
9. No heavy make-up or dark lipstick
10. No coloured hair. Natural colouring may be permitted
11. The expectation is that all clothing is to be in a good condition without rips or tears.

## ACCEPTABLE SHOES

CORRECT SHOES:				
				
These shoes are acceptable because they are all black enclosed full leather/suede shoes with black laces. (They are not canvas, mesh, ballet, boat or Dunlop Volley shoes)				

## UNACCEPTABLE SHOES

INCORRECT SHOES:				
				
	This shoe is not full leather (it has mesh)	This shoe is not totally black or totally leather	This shoe is not full leather, it is canvas	This is not a shoe, it is a boot
These shoes are unacceptable because they are not all black enclosed full leather shoes with black laces.				

# The School Opal card

The School Opal card gives eligible students free or discounted travel between home and school using metro, train, bus, ferry and light rail services you nominate in your application.

## Who can apply?

To be eligible for a School Opal card, students may need to live a minimum distance from their school:

### Years K-2 (Infants)

There is no minimum distance.

### Years 3-6 (Primary)

More than 1.6km straight line distance or at least 2.3km walking.

### Years 7-12 (Secondary)

More than 2.0km straight line distance or at least 2.9km walking.



If you live too close to be eligible for free travel, you may still qualify for a School Term Bus Pass, which offers travel on buses between home and school at a discounted rate for the whole school term.

## Who needs to apply

A new application is only required if the student has not had a School Opal card before.

If the student already has a School Opal card and is changing schools, campuses or home address, you will need to update their Opal card for the new school year before mid-December at [apps.transport.nsw.gov.au/ssts](https://apps.transport.nsw.gov.au/ssts)

## How to apply

Applications for next year open at the start of Term 4 this year.

### Step 1

Once the new school has confirmed your child's enrolment, complete the application at [apps.transport.nsw.gov.au/ssts](https://apps.transport.nsw.gov.au/ssts)

### Step 2

The school endorses your application.

### Step 3

Once Transport for NSW has approved the application, a School Opal card will be sent to the address provided on the application.



A parent or guardian must apply for students 15 years and under. Students 16 years and over can apply for themselves.



## Better together

The School Opal card is only for travel to and from school. So it's a good idea to get a Child/Youth Opal card for travel after hours, on weekends or during school holidays.

### Child/Youth Opal card benefits

- Concession fares across the Opal network
- Half-price travel after eight paid journeys each week\*
- \$1 transfer discount for every transfer between modes (metro/train, ferry, bus or light rail) as part of one journey within 60 minutes from the last tap off†
- Set auto top up and link it to your credit or debit card so there's always enough value on the card to travel.

Find out more at [transportnsw.info/opal](https://transportnsw.info/opal) or pick one up from an Opal retailer. To find a retailer in your area visit [transportnsw.info/opal-retailers](https://transportnsw.info/opal-retailers)



Secondary students aged 16 and over can travel with a Child/Youth Opal card when carrying a NSW/ACT Senior Secondary Student Concession Card, available from school offices.

\* Excluding Sydney Airport station access fee.

† The Opal Transfer Discount doesn't apply when transferring between light rail and Sydney Ferries.

#### Privacy

For information on how we handle personal information please refer to the Opal Privacy Policy at [transportnsw.info/tickets-opal/opal-privacy-policy](https://transportnsw.info/tickets-opal/opal-privacy-policy) and the School Pass Terms [apps.transport.nsw.gov.au/ssts/#/termsAndConditions](https://apps.transport.nsw.gov.au/ssts/#/termsAndConditions)



## PICNIC POINT HIGH SCHOOL (PICNIC POINT) SCHOOL TRAVEL ADVICE

U-Go Mobility operates dedicated school specials, buses beginning with an S, and public services that take diversions to schools. This advice sheet describes those buses, when they arrive at the school and when they depart, as well as their route.

For personalised trip planning advice between home and school, either call Transport for NSW (TfNSW) on 131 500 or use their Trip Planner app at [www.transportnsw.info](http://www.transportnsw.info)

You can find out further information on these bus routes, where they stop, and their timetables by going to TfNSW’s website:

<https://transportnsw.info/routes/bus>.

Some services may be provided by another operator and so will not appear on this list. Please make sure to plan your trip.

### MORNING (AM) SCHOOL SPECIALS

Route	Arrival	Route description
S166	08:27	From Bankstown Station (8:05) via Restwell (R) Macauley (L) Chapel (R) Canterbury (L) River (R) Ferndale (L) Kennedy
S725	08:17	From One Tree Point (8:00) via Dilke (R) Villiers (L) Roma (L) Playford (L) Dilke (L) Clancy (R) Chamberlain (L) Alma (R) Faraday (L) Howard (R) Uranus (L) Hydrae (R) Mars (L) River (R) Ferndale (L) Kennedy
S724	07:53	From Gibson Rd, Padstow (7:30) via Gibson, Cahors, Memorial, Padstow (R) Faraday (L) Alma (R) Chamberlain (L) Clancy (R) Dilke (R) Villiers (L) Henry Lawson (R) River (L) Ferndale (L) Kennedy
S162	08:00	From Milperra (7:35) via Bullecourt (R) Henry Lawson (L) Amiens (L) Pozieres (R) Henry Lawson (L) Maclaurin (L) Broe (L) Lehn (L) Lucas (R) Tower (R) River (R) Ferndale (L) Kennedy
S729	08:40	From Milperra (8:00) via Bullecourt (R) Henry Lawson (L) Amiens (R) Newland (L) Raleigh (L) Pozieres (L) Henry Lawson (R) Bullecourt (R) Horsley (L) Beaconsfield (R) River (R) Ferndale (L) Kennedy

## MORNING (AM) ALTERNATE ROUTES (PUBLIC BUSES TAKING SCHOOL DIVERSIONS)

Route	Arrival	Route description
924	08:27	From Park & Childs (8:02) via route 924 then divert (R) Weston (R) Hinemoa (L) Tower (R) Eastern, Kennedy (L) Ferndale

## AFTERNOON (PM) SCHOOL SPECIALS (MONDAY, WEDNESDAY, THURSDAY, FRIDAY)

Route	Departure	Route description
S147	15:15	To East Hills & Milperra via Kennedy (R) Burns (R) Picnic Pt (L) Tower (R) Park (R) Maclaurin (R) Henry Lawson (L) Pozieres (R) Raleigh (R) Newland (L) Amiens (R) Henry Lawson (L) Bullecourt (R) Horsley
S719	15:30	To Padstow Heights via Kennedy (R) Ferndale (R) River (L) Henry Lawson (R) Dilke (R) Villiers (L) Roma (L) Playford (L) Dilke (L) Clancy (R) Chamberlain (L) Alma (R) Faraday (L) Doyle to School Pde
S727	15:15	To Horsley Rd, Milperra via Kennedy (R) Ferndale (L) The River (L) Beaconsfield (L) Victoria (R) Bransgrove (R) Horsley
S168	15:15	To Padstow (FIRST SET DOWN PADSTOW STATION) via Kennedy (L) Prince (L) River (R) Uranus (L) Howard (L) Memorial, Cahors, Gibson
S721	15:09 T/Th 15:15M/W/F	To Padstow via (L) Prince (R) River (L) Henry Lawson (R) Dilke (R) Villiers (L) Roma (L) Playford (L) Dilke (L) Clancy (R) Chamberlain (L) Alma (R) Faraday (L) Howard
S164	15:15	To Milperra via Kennedy (R) Ferndale (L) River (R) Uranus (L) Howard (L) Doyle, Beaconsfield (R) Horsley (L) Bullecourt (L) Dernancourt (R) Hermies (L) Henry Lawson (R) Pozieres (R) Raleigh (R) Newland (R) Amiens (L) Pozieres (L) Henry Lawson

## AFTERNOON (PM) SCHOOL SPECIALS (TUESDAY)

Route	Departure	Route description
S147	15:15	To East Hills & Milperra via Kennedy (R) Burns (R) Picnic Pt (L) Tower (R) Park (R) Maclaurin (R) Henry Lawson (L) Pozieres (R) Raleigh (R) Newland (L) Amiens (R) Henry Lawson (L) Bullecourt (R) Horsley
S168	14:30	To Padstow (FIRST SET DOWN PADSTOW STATION) via Kennedy (L) Prince (L) River (R) Uranus (L) Howard (L) Memorial, Cahors, Gibson
S164	14:30	To Milperra via Kennedy (R) Ferndale (L) River (R) Uranus (L) Howard (L) Doyle, Beaconsfield (R) Horsley (L) Bullecourt (L) Dernancourt (R) Hermies (L) Henry Lawson (R) Pozieres (R) Raleigh (R) Newland (R)Amiens (L) Pozieres (L) Henry Lawson
S721	14:35 & 15:09	To Padstow via (L) Prince (R) River (L) Henry Lawson (R) Dilke (R) Villiers (L) Roma (L) Playford (L) Dilke (L) Clancy (R) Chamberlain (L) Alma (R) Faraday (L) Howard

## PUBLIC BUSES

923

Pick up and drop off on both sides of Kennedy Street out the front of the school.

### CONDUCT ON THE BUS

Students must have a School Student Transport Scheme (SSTS) Opal card issued in their name, Child/Youth Opal card, or pay the correct fare. Opal Cards must be carried and ready for inspection on every trip and tapped on and off at the start and end of every journey. Always arrive at the bus stop at least five minutes before the bus departure time.

Please signal the driver to get on or off the bus.

For further information, please go here: <https://transportnsw.info/student-code-conduct>

Advice Valid from 20 January 2025



# Contribution and Subject Specific Fees Schedule 2025

Your contribution plays a vital part in supporting your child's education. Collective community responsibility is the way to ensure that the school you have chosen for your children continues to fulfil your expectations. School contributions and subject specific fees payable for 2025 are as follows:

1. **Brainstorm Productions (Wellbeing presentation):** a compulsory student wellbeing presentation for all students in Years 7, 8 and 9.
2. **Subject specific fees:** These fees are vital and they cover the purchase of consumable materials in subjects such as Visual Arts, Photography, Music, Japanese, Food Technology, Industrial Technology, and VET courses, i.e., Construction, Entertainment Industry and Hospitality.
3. **Education Perfect (Years 7-10)** - an online learning platform (Maths and Science) also Languages Year 9.
4. **Education Perfect (Years 11-12)** - an online learning platform for Languages.
5. **School Sporting Carnivals:** compulsory attendance for all students.
6. **School Diary:** a valuable resource for recording the following:
  - a. School timetable;
  - b. Homework record for students;
  - c. Assessment task or assignment planning for students;
  - d. Communication between staff and parents/carers, and
  - e. Each student will carry a 'Points Passport' in their diary which they need to present to their teacher when they are awarded positive points.
7. **The General School Contribution:** This contribution provides essential funds for the purchase of textbooks, resources, computer network usage, sporting equipment and materials to support the education of all our students. By paying this contribution, we can provide the best education for our children.
8. **The P&C Education Enhancement contribution:** This contribution enables the P&C to fund major projects in the school, e.g., developing ICT learning spaces, covered outdoor learning areas, and more recently, the outdoor Café. The other major source of P&C funds comes from the P&C operated canteen.
9. **Excursions (including camps and sport):** Payment for excursions/camps/transport for sport are **not** included in these fees. Permission notes and payment details will be sent out via School Bytes, prior to the excursion/camp/sport event.

Payments can be made through School Bytes using credit or debit card.

Students can also make payments in person via cash or EFTPOS, at the student office between 8.30am and 2.00pm.

Please note:

The preferred methods for payment are listed above. If you are unable to pay using one of the preferred methods, please contact the school on 9772 1700 to arrange for an alternative form of payment.

Any families who are experiencing financial difficulty should contact the school to discuss payment options/plans.

Thank you for your valuable support for the programs we offer at Picnic Point High School.





# Statement of School Fees and Contributions

## Year 7 – 2025

<b>A. FEES</b>	
Brainstorm Productions (compulsory Student Wellbeing presentation)	8.50
Education Perfect (online learning platform)	50.00
Music	25.00
School Diary	12.00
School Sporting Carnivals (compulsory)	15.00
Technology Mandatory (TAS)	30.00
Visual Arts (Includes Visual Art Process Diary and all art supplies)	55.00
<b>Total (A)</b>	<b>\$195.50</b>
<b>B. GENERAL SCHOOL CONTRIBUTIONS</b>	
	<b>\$</b>
Textbooks	
Resources	
Computer Network usage	
Sport equipment	
<b>Total (B)</b>	<b>\$95.00</b>
<b>C. P&amp;C EDUCATION ENHANCEMENT</b>	
	<b>\$</b>
<b>Total</b>	<b>\$20.00</b>
<b>D. ADDITIONAL ITEMS</b>	
	<b>\$</b>
Locker Hire (per year) (Students to supply their own lock)	<b>\$20.00</b>

Payment can be made:

- through School Bytes using credit or debit card
- Students can also make payments in person via cash or EFTPOS, at the student office between 8.30am and 2.00pm.

Please note:

The preferred methods for payment are listed above. If you are unable to pay using one of the preferred methods, please contact the school on 9772 1700 to arrange for an alternative form of payment.



# Statement of School Fees and Contributions

## Year 8 – 2025

<b>A. FEES</b>	
Brainstorm Productions (compulsory Student Wellbeing presentation)	8.50
Education Perfect (online learning platform)	76.00
Japanese (Obento Deluxe Workbook)	46.00
Music	25.00
School Diary	12.00
School Sporting Carnivals (compulsory)	15.00
Technology Mandatory (TAS)	50.00
Visual Arts (Includes Visual Art Process Diary and all art supplies)	55.00
<b>Total (A)</b>	<b>\$287.50</b>
<b>B. GENERAL SCHOOL CONTRIBUTIONS</b>	
	<b>\$</b>
Textbooks	
Resources	
Computer Network usage	
Sport equipment	
<b>Total (B)</b>	<b>\$95.00</b>
<b>C. P&amp;C EDUCATION ENHANCEMENT</b>	
	<b>\$</b>
<b>Total</b>	<b>\$20.00</b>
<b>D.ADDITIONAL ITEMS</b>	
	<b>\$</b>
Locker Hire (per year) (Students to supply their own lock)	20.00

Payment can be made:

- through School Bytes using credit or debit card
- Students can also make payments in person via cash or EFTPOS, at the student office between 8.30am and 2.00pm.

Please note:

The preferred methods for payment are listed above. If you are unable to pay using one of the preferred methods, please contact the school on 9772 1700 to arrange for an alternative form of payment.



# Statement of School Fees and Contributions

## Year 9 – 2025

<b>A. SUBJECT FEES</b>	<b>\$</b>
Brainstorm Productions (compulsory Student Wellbeing presentation)	8.50
Education Perfect (online learning platform)	50.00
Food Technology	120.00
Industrial Technology (Timber)	75.00
iSTEM	30.00
Japanese (Obento Supreme Workbook)	73.00
Music	50.00
School Diary	12.00
School Sporting Carnivals (compulsory)	15.00
Visual Arts (Includes Visual Art Process Diary and all art supplies)	105.00
<b>B. GENERAL SCHOOL CONTRIBUTIONS</b>	<b>\$</b>
Textbooks	
Resources	
Computer Network usage	
Sport equipment	
Total (B)	<b>\$95.00</b>
<b>C. P&amp;C EDUCATION ENHANCEMENT</b>	<b>\$</b>
Total	<b>\$20.00</b>
<b>D. ADDITIONAL ITEMS</b>	<b>\$</b>
Locker Hire (per year) (Students to supply their own lock)	20.00

Payment can be made:

- through School Bytes using credit or debit card
- Students can also make payments in person via cash or EFTPOS, at the student office between 8.30am and 2.00pm.

Please note: The preferred methods for payment are listed above. If you are unable to pay using one of the preferred methods, please contact the school on 9772 1700 to arrange for an alternative form of payment.



# Statement of School Fees and Contributions

## Year 10 – 2025

<b>A. SUBJECT FEES</b>	<b>\$</b>
Education Perfect (online learning platform)	50.00
Food Technology	120.00
Industrial Technology (Timber)	75.00
iSTEM	30.00
Marine and Aquaculture Technology	50.00
Music	50.00
School Diary	12.00
School Sporting Carnivals (compulsory)	15.00
Visual Arts (Includes Visual Art Process Diary and all art supplies)	105.00
<b>B. GENERAL SCHOOL CONTRIBUTIONS</b>	<b>\$</b>
Textbooks	
Resources	
Computer Network usage	
Sport equipment	
Total (B)	<b>\$95.00</b>
<b>C. P&amp;C EDUCATION ENHANCEMENT</b>	<b>\$</b>
Total	<b>\$20.00</b>
<b>D. ADDITIONAL ITEMS</b>	<b>\$</b>
Locker Hire (per year) (Students to supply their own lock)	20.00

Payment can be made:

- through School Bytes using credit or debit card
- Students can also make payments in person via cash or EFTPOS, at the student office between 8.30am and 2.00pm.

Please note: The preferred methods for payment are listed above. If you are unable to pay using one of the preferred methods, please contact the school on 9772 1700 to arrange for an alternative form of payment.



# Statement of School Fees and Contributions

## Year 11 – 2025

A. SUBJECT FEES	\$
Food Technology	100.00
Industrial Technology (Timber)	75.00
Japanese Continuers (Wakatta! 1 Workbook and Education Perfect)	74.00
Music	50.00
Photography, Video and Digital Imaging	100.00
School Diary	12.00
School Sporting Carnivals (compulsory)	15.00
VET Construction (including shirt)	100.00
VET Entertainment (including shirt)	70.00
VET Hospitality	150.00
Visual Arts (Includes Visual Art Process Diary and all art supplies)	105.00
B. GENERAL SCHOOL CONTRIBUTIONS	\$
Textbooks	
Resources	
Computer Network usage	
Sport equipment	
Total (B)	<b>\$95.00</b>
C. P&C EDUCATION ENHANCEMENT	\$
Total	<b>\$20.00</b>
D. ADDITIONAL ITEMS	\$
Locker Hire (per year) (Students to supply their own lock)	20.00
School Tie	25.00

Payment can be made:

- through School Bytes using credit or debit card
- Students can also make payments in person via cash or EFTPOS, at the student office between 8.30am and 2.00pm.

Please note: The preferred methods for payment are listed above. If you are unable to pay using one of the preferred methods, please contact the school on 9772 1700 to arrange for an alternative form of payment.

*VET Construction and VET Entertainment students are required to complete the White Card course \$35 will be charged through School Bytes when the course is conducted at school.*



# Statement of School Fees and Contributions

## Year 12 – 2025

<b>A. SUBJECT FEES</b>		<b>\$</b>
Food Technology		100.00
Industrial Technology (Timber)		20.00
Photography, Video and Digital Imaging		100.00
Music 1		50.00
School Diary		12.00
School Sporting Carnivals (compulsory)		15.00
VET Construction		50.00
VET Entertainment		50.00
VET Hospitality		100.00
Visual Arts (Includes Visual Art Process Diary and essential art supplies. Students are required to purchase speciality items for their Body of Work)		105.00
<b>B. GENERAL SCHOOL CONTRIBUTIONS</b>		<b>\$</b>
Textbooks		
Resources		
Computer Network usage		
Sport equipment		
<b>Total (B)</b>		<b>\$95.00</b>
<b>C. P&amp;C EDUCATION ENHANCEMENT</b>		<b>\$</b>
<b>Total</b>		<b>\$20.00</b>
<b>D. ADDITIONAL ITEMS</b>		<b>\$</b>
Locker Hire (per year) (Students to supply their own lock)		20.00

Payment can be made:

- through School Bytes using credit or debit card
- Students can also make payments in person via cash or EFTPOS, at the student office between 8.30am and 2.00pm.

Please note: The preferred methods for payment are listed above. If you are unable to pay using one of the preferred methods, please contact the school on 9772 1700 to arrange for an alternative form of payment.



# EQUIPMENT REQUIREMENTS FOR ALL YEARS

## ALL STUDENTS WILL BE ISSUED WITH A PICNIC POINT HIGH SCHOOL DIARY

**BYOD Year 7 - 12 students are only expected to bring to school their fully charged laptop, display folder, pencil case and notebook each day.** The Maths Grid book is also required on days when students have these timetabled classes. All other work books should remain at home or at school in the classrooms. Students should paste worksheets from their display folders into these work books to develop good routines and organisational skills on a daily basis.

Year 7 and Year 8 2025		
<b>General Requirements:</b>	<ul style="list-style-type: none"> <li>Blue, black and red pens</li> <li>Pencils (B)</li> <li>Sharpener</li> <li>Eraser</li> <li>Glue stick</li> <li>Ruler</li> <li>Scissors</li> </ul>	<ul style="list-style-type: none"> <li>Coloured pencils or textas</li> <li>Correction tape (no liquid paper)</li> <li>Headphones/earphones</li> <li>Highlighters</li> <li>Display folder</li> <li>A4 ruled writing pad</li> <li>Laptop and protective case</li> </ul>
	<b>Additional requirements for specific subjects:</b>	
<b>CAPA</b>	Music	<ul style="list-style-type: none"> <li>A pair of earphones or headphones</li> </ul>
	Visual Arts	<ul style="list-style-type: none"> <li>Pencils – 2B, 4B and 6B</li> </ul>
<b>English</b>		<ul style="list-style-type: none"> <li>Exercise book (A4) 96 pages</li> </ul>
<b>HSIE</b>	History	<ul style="list-style-type: none"> <li>Exercise book (A4) 96 pages</li> </ul>
	Geography	<ul style="list-style-type: none"> <li>180° Protractor</li> </ul>
<b>Mathematics</b>		<ul style="list-style-type: none"> <li>Exercise book (A4) 240 pages</li> <li>Ruler (30cm)</li> <li>Calculator: CASIO fx-82AU PLUS II 2<sup>nd</sup> addition or equivalent (NESA approved)</li> </ul>
<b>PDHPE</b>		<ul style="list-style-type: none"> <li>Display folder A4 clear</li> <li>PE uniform</li> </ul>
<b>Science</b>		<ul style="list-style-type: none"> <li>Exercise book (A4) 96 pages</li> <li>Ruler (30cm)</li> <li>Calculator (NESA approved)</li> </ul>

### Inclusive Education students for all year groups:

Teachers will provide parents/carers with information regarding class specific equipment required.

Year 9 and 10 2025		
<b>General Requirements</b>	<ul style="list-style-type: none"> <li>• Blue, black and red pens</li> <li>• Pencils (B)</li> <li>• Sharpener</li> <li>• Eraser</li> <li>• Glue stick</li> <li>• Display folder</li> </ul>	<ul style="list-style-type: none"> <li>• Ruler</li> <li>• Scissors</li> <li>• Coloured pencils or textas</li> <li>• Correction tape (no liquid paper)</li> <li>• Scientific calculator</li> <li>• Laptop and protective case</li> </ul>
Additional requirements for specific subjects:		
<b>CAPA</b>	Music	<ul style="list-style-type: none"> <li>• Display folder (A4)</li> </ul>
	Visual Arts	<ul style="list-style-type: none"> <li>• Pencils – 2B, 4B and 6B</li> </ul>
<b>English</b>		<ul style="list-style-type: none"> <li>• Exercise book (A4) 96 pages</li> </ul>
<b>HSIE</b>	Commerce	<ul style="list-style-type: none"> <li>• Exercise book (A4) 240 pages (for each subject)</li> </ul>
	Geography	
	History	
	History Elective	
	International Studies	
	Psychology	
	Work Education	
<b>iSTEM</b>		<ul style="list-style-type: none"> <li>• Laptop</li> </ul>
<b>Languages</b>	Japanese	<ul style="list-style-type: none"> <li>• Exercise book (A4) 96 pages</li> </ul>
<b>Mathematics</b>		<ul style="list-style-type: none"> <li>• Exercise book (A4) 240 pages</li> <li>• Ruler (30cm)</li> <li>• Calculator: CASIO fx-82AU PLUS II 2<sup>nd</sup> addition or equivalent (NESA approved)</li> </ul>
<b>PDPHE</b>	PDHPE	<ul style="list-style-type: none"> <li>• Display folder A4 clear</li> <li>• PE uniform</li> </ul>
	PASS	<ul style="list-style-type: none"> <li>• Display folder A4 clear</li> <li>• PE uniform</li> </ul>
<b>Science</b>		<ul style="list-style-type: none"> <li>• Exercise book (A4) 96 pages</li> <li>• Ruler (30cm)</li> <li>• NESA approved calculator</li> </ul>
<b>TAS</b>	Computer Technology	<ul style="list-style-type: none"> <li>• Display book (A4) - clear view</li> </ul>
	Food Technology	<ul style="list-style-type: none"> <li>• Display book (A4) - clear view plus Food container</li> </ul>
	Industrial Technology Timber	<ul style="list-style-type: none"> <li>• HB Lead Pencils x 2</li> <li>• Eraser</li> </ul>
	Marine and Aquaculture Technologies	<ul style="list-style-type: none"> <li>• HB Lead Pencils x 2</li> <li>• Eraser</li> </ul>

Year 11 2025		
<b>General Requirements</b>	<ul style="list-style-type: none"> <li>• A4 Slimline (25mm) Ring folder</li> <li>• Blue, black and red pens</li> <li>• Pencils (B)</li> <li>• Sharpener</li> <li>• Eraser</li> <li>• A4 loose leaf paper</li> </ul>	<ul style="list-style-type: none"> <li>• Scissors</li> <li>• Highlighters</li> <li>• A4 dividers</li> <li>• plastic sleeves</li> <li>• Correction tape (no liquid paper)</li> <li>• Laptop and protective case</li> </ul>
Additional requirements for specific subjects:		
	Photography, Video and Digital Imaging	<ul style="list-style-type: none"> <li>• Sketch book (A4)</li> <li>• 8GB USB and 8GB memory card (minimum)</li> </ul>
	Visual Arts	<ul style="list-style-type: none"> <li>• Pencils – 2B, 4B and 6B</li> </ul>
<b>English</b>	All courses	<ul style="list-style-type: none"> <li>• Paper – lined (A4) – loose leaf</li> </ul>
<b>HSIE</b>	Business Studies	<ul style="list-style-type: none"> <li>• Paper – loose leaf (A4)</li> <li>• NESA approved calculator</li> </ul>
	Geography	<ul style="list-style-type: none"> <li>• Paper – loose leaf (A4)</li> <li>• Coloured pencils</li> <li>• Geometry set and 30cm ruler</li> <li>• NESA approved calculator</li> </ul>
	History (all courses)	<ul style="list-style-type: none"> <li>• Paper – loose leaf (A4)</li> </ul>
	Legal Studies	<ul style="list-style-type: none"> <li>• Paper – loose leaf (A4)</li> </ul>
	Society and Culture	<ul style="list-style-type: none"> <li>• Paper – loose leaf (A4)</li> </ul>
	Work Studies	<ul style="list-style-type: none"> <li>• Paper – loose leaf (A4)</li> <li>• Geometry set and 30cm ruler</li> <li>• NESA approved calculator</li> </ul>
<b>Languages</b>	Japanese	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>Mathematics</b>	All courses	<ul style="list-style-type: none"> <li>• Calculator: CASIO fx-82AU PLUS II 2<sup>nd</sup> addition or equivalent (NESA approved)</li> </ul>
<b>PDHPE</b>	Community and Family Studies	<ul style="list-style-type: none"> <li>• Paper – loose leaf (A4)</li> </ul>
	PDHPE	<ul style="list-style-type: none"> <li>• Paper – loose leaf (A4)</li> </ul>
	SLR	<ul style="list-style-type: none"> <li>• Paper – loose leaf (A4)</li> <li>• PE uniform</li> </ul>
	Exploring Early Childhood	<ul style="list-style-type: none"> <li>• Paper – loose leaf (A4)</li> </ul>
<b>Science</b>	Biology	<ul style="list-style-type: none"> <li>• Paper – loose leaf (A4)</li> <li>• PE uniform</li> <li>• Compass and protractor</li> <li>• NESA approved calculator</li> <li>• Geometry set and 30cm ruler</li> </ul>
	Chemistry	
	Investigating Science	
	Physics	
<b>TAS</b>	Food Technology	<ul style="list-style-type: none"> <li>• Food container</li> </ul>
	VET Construction	<ul style="list-style-type: none"> <li>• Steel cap shoes (work placement)</li> </ul>
	VET Hospitality	<ul style="list-style-type: none"> <li>• Food container</li> </ul>

Year 12 2025		
<b>General Requirements</b>	<ul style="list-style-type: none"> <li>• A4 Slimline (25mm) Ring folder</li> <li>• Blue, black and red pens</li> <li>• Pencils (B)</li> <li>• Sharpener</li> <li>• Eraser</li> <li>• A4 loose leaf paper</li> </ul>	<ul style="list-style-type: none"> <li>• Scissors</li> <li>• Highlighters</li> <li>• A4 dividers</li> <li>• plastic sleeves</li> <li>• Correction tape (no liquid paper)</li> <li>• Laptop and protective case</li> </ul>
Additional requirements for specific subjects:		
<b>CAPA</b>	Music	
	VET Entertainment	
	Visual Arts	<ul style="list-style-type: none"> <li>• Pencils – 2B, 4B and 6B</li> <li>• A3 Sketch book – spiral bound with PVC cover</li> <li>• Loose leaf folder</li> <li>• Supply practical materials for Body of Work</li> </ul>
<b>English</b>	All courses	<ul style="list-style-type: none"> <li>• Paper – lined (A4) – loose leaf</li> <li>• Plastic sleeves</li> </ul>
<b>HSIE</b>	Aboriginal Studies	<ul style="list-style-type: none"> <li>• Paper – loose leaf (A4) – loose leaf</li> <li>• Plastic sleeves</li> </ul>
	Business Studies	<ul style="list-style-type: none"> <li>• Paper – loose leaf (A4) – loose leaf</li> <li>• Plastic sleeves</li> <li>• NESA approved calculator</li> </ul>
	Economics	<ul style="list-style-type: none"> <li>• Paper – loose leaf (A4) – loose leaf</li> <li>• Plastic sleeves</li> <li>• NESA approved calculator</li> </ul>
	Geography	<ul style="list-style-type: none"> <li>• Paper – loose leaf (A4) – loose leaf</li> <li>• Coloured pencils</li> <li>• Plastic sleeves</li> <li>• Geometry set and 30cm ruler</li> <li>• NESA approved calculator</li> </ul>
	History	<ul style="list-style-type: none"> <li>• Paper – lined (A4) – loose leaf</li> <li>• Plastic sleeves</li> </ul>
	Legal Studies	<ul style="list-style-type: none"> <li>• Paper – lined (A4) – loose leaf</li> <li>• Plastic sleeves</li> </ul>
	Modern History	<ul style="list-style-type: none"> <li>• Paper – lined (A4) – loose leaf</li> <li>• Plastic sleeves</li> </ul>
	Society and Culture	<ul style="list-style-type: none"> <li>• Paper – lined (A4) – loose leaf</li> <li>• Plastic sleeves</li> </ul>
	Work Studies	<ul style="list-style-type: none"> <li>• Paper – lined (A4) – loose leaf</li> <li>• Plastic sleeves</li> <li>• NESA approved calculator</li> </ul>
<b>Languages</b>	Japanese Continuers	<ul style="list-style-type: none"> <li>• Paper – lined (A4) – loose leaf</li> <li>• Plastic sleeves</li> </ul>
<b>Mathematics</b>	All courses	<ul style="list-style-type: none"> <li>• Ruler (30cm)</li> <li>• Calculator: CASIO fx-82AU PLUS II 2<sup>nd</sup> addition or equivalent (NESA approved)</li> </ul>

Year 12 2025		
<b>PDHPE</b>	Community and Family Studies	<ul style="list-style-type: none"> <li>• Paper – lined (A4) – loose leaf</li> <li>• Plastic sleeves</li> </ul>
	PDHPE	<ul style="list-style-type: none"> <li>• Paper – lined (A4) – loose leaf</li> <li>• Plastic sleeves</li> </ul>
	SLR	<ul style="list-style-type: none"> <li>• Paper – lined (A4) – loose leaf</li> <li>• Plastic sleeves</li> <li>• PE uniform</li> </ul>
	Exploring Early Childhood	<ul style="list-style-type: none"> <li>• Paper – lined (A4) – loose leaf</li> <li>• Plastic sleeves</li> </ul>
<b>Science</b>	Biology	<ul style="list-style-type: none"> <li>• Paper – lined (A4) – loose leaf</li> </ul>
	Chemistry	<ul style="list-style-type: none"> <li>• Ruler (30cm)</li> </ul>
	Investigating Science	<ul style="list-style-type: none"> <li>• Compass and protractor</li> <li>• NESA approved calculator</li> </ul>
	Physics	<ul style="list-style-type: none"> <li>• Physics - Geometry set and 30cm ruler</li> </ul>
<b>TAS</b>	Food Technology	Food container
	VET Construction	<ul style="list-style-type: none"> <li>• Steel cap shoes (work placement)</li> </ul>
	VET Hospitality	<ul style="list-style-type: none"> <li>• Food container</li> </ul>

# Device and software specifications/considerations

## HARDWARE SPECIFICATIONS

Your device must meet all of the following requirements:

<b>Configuration</b>	Laptop device
<b>Screen size</b>	Minimum screen size: 11 inch (approximately 28 cm)
<b>Operating platform</b>	One of the following operating systems: <ul style="list-style-type: none"><li>• Microsoft Windows 10 or newer</li><li>• Apple macOS 10.13 (High Sierra) or newer</li><li>• Apple iOS 11 or newer</li></ul> <p><b>Note:</b> Android devices are intentionally omitted from the specification. <b>Note:</b> Chromebooks are not advised as they cannot support lockdown browsers for external assessments such as NAPLAN.</p>
<b>Wireless compatibility</b>	<b>Device must have 5GHz 802.11n support</b>  This may be advertised as: <ul style="list-style-type: none"><li>• Wi-Fi 6</li><li>• Dual Band Wireless</li><li>• 802.11ac</li><li>• 802.11abgn</li><li>• 802.11agn</li><li>• Gigabit Wireless</li></ul> <p><b>Note:</b> Devices marketed as “802.11bgn” probably do not support the required standard.</p>
<b>Battery life</b>	Advertised battery life of at least <b>(6) six hours. There is no provision for student charging in classrooms.</b>
<b>Weight</b>	Maximum weight: 2kg
<b>Recommendations</b>	Minimum RAM: 8GB UHD Graphics (or best graphics available for all Visual Arts elective students) Webcam built-in 2 x USB ports or USC



# Software Specifications

Your device must meet all of the following:

<b>Web browser</b>	Any modern web browser. Please install at least 2 browsers such as Firefox, Edge, Chrome.
<b>Security software</b>	Windows laptops should run: Microsoft Defender (built-in) plus you should also have an additional Antivirus program such as TotalAV <a href="https://www.totalav.com/ultra-deal">https://www.totalav.com/ultra-deal</a>
<b>NSW DoE students only software</b>	Students have free access to Google Workspace and Microsoft Office 365 via their Student Portal. Cloud based products such as Google Docs, Google Sheets, Word and PowerPoint as well as virtual classrooms such as Google Classroom and Teams. Additionally, students can download free or minimal priced software provided by the NSW Department of Education. <b>Go to</b> → <a href="https://nsw-students.onthehub.com">https://nsw-students.onthehub.com</a>  <i><b>NB:</b> You will need to click <b>Sign In</b> and use your NSW Department of Education E-Mail Address and credentials. Program links/Product Keys are sent to student emails for download to one device only.</i>

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## ADDITIONAL CONSIDERATIONS

The following are *not* requirements of the BYOD program, however parents/carers should give considerations to:

<b>Theft and damage</b>	Students are responsible for securing and protecting their devices at school. Any loss or damage to a device is not the responsibility of the school or the NSW Department of Education.
<b>Maintenance and support</b>	Students are solely responsible for the maintenance and upkeep of their devices.
<b>Ergonomics</b>	Students should ensure they are comfortable using their device during the school day particularly in relation to the screen size, sturdy keyboard etc.
<b>Data back-up</b>	Students are responsible for backing-up their own data and should ensure this is done regularly on a personal USB.
<b>Insurance/warranty</b>	Students and their parents/carers are responsible for arranging their own insurance and should be aware of the warranty conditions for their device.

# Purchase options

Our school has collaborated with Hewlett Packard (hp) to provide an online portal for you to purchase your device. The devices available on this portal meet the minimum specifications determined by our ICT Coordinator. **Purchases from this portal are not compulsory.**

You may purchase your device from any supplier including JB HiFi, Harvey Norman, The Good Guys, etc. There are certain advantages when purchasing via the hp portal as seen in the infographic below.

To purchase from the hp portal go to →

<https://www.hp.com/au-en/shop/byod-store>

log in code is **PicnicPHS**

**Purchase Options**

VS

Own choice vs HP School Portal

### MINIMUM SPECIFICATIONS

- Laptop, tablet device or convertible device with a minimum screen size of 11".
- A tablet device must have a physical keyboard attachment with separate keys for A - Z and 0 - 9 and which physically move when depressed.
- One of the following operating systems: Microsoft Windows 10 or newer, Apple macOS 10.13 (High Sierra) or newer, Apple iOS 11 or newer.
- Device must have 5GHz 802.11n support.
- Advertised battery life of at least (6) six hours.

### WARRANTY

Own choice	HP School Portal
Usually 12 months, often there is an optional purchase for extended warranty.	36 months (3 years) onsite support plus option of accidental damage protection (extra cost). Call centre team to help parents choose the right device.
Shop around, look out for the specials especially in January.	More expensive due to the extended warranty and additional support. Finance options available. FREE delivery Australia-wide and a 14-day change of mind policy.

### COST

### YOUR CHOICE

Many different suppliers and brands vs HP

Made with VISME

# PARENT ASSISTANCE

## **Parents and Citizens Association (P&C)**

The P&C is much more than just a fund-raising committee! The P&C is about people just like you, working closely with the school to strengthen the school community where all our children benefit. Members of the P&C are involved in many aspects of the school:

- Canteen volunteers
- Fundraising support for the school
- Scribes for examinations
- Interviewing panels for staff placements
- Selection panels for Year 7 enrolments
- Various committees e.g. Canteen, site, uniform, performing arts and social
- Annual Report writing
- Textbook covering as required

Picnic Point High School P&C meetings are usually held on **2nd Monday of each month at 6:00pm in A Block** and all are welcome. This is an opportunity to ask questions, find out what's going on at the school, get to know how things run, offer suggestions and get to know other parents.

*There is no obligation to be involved with any committees or take a position on the P&C.*

If you have any questions please ring the school and they will put you in touch with a member of the P&C Executive Committee. We look forward to seeing you and encourage you to be part of your school community.

## **Parent/Carer Volunteer Roster**

Each year the school compiles a database of parents/carers who are willing to assist the school and the students in a wide variety of ways e.g. reader / writer for examinations, sports umpire/coaches, working bees, library, canteen etc.

If you can assist in any way, please complete the 'Parent Volunteer' form that will be in the Orientation Day pack. All help is greatly appreciated.

Email : [pphspandc@gmail.com](mailto:pphspandc@gmail.com)

# We've partnered with *flexischools*

Australia's #1 online ordering app for schools



## The **all-in-one** cashless school app!

With Flexischools, you can start ordering your child's school lunch, uniforms, and more online. It is easy to use and takes just a few minutes to sign up!



### **Canteen**

Manage school lunches with the ability to order, pay and manage special dietary requirements all online.



### **Uniform Shop**

Select from a range of school supplies including school uniform and merchandise for easy payment and pick-up.



### **Events**

Book tickets and pay for events and fundraisers all online.



### Check out the new pre-paid card & savings app by Flexischools



- Teaching kids to earn, save and spend!
- Set up pocket money transfers and monitor spending from your Flexischools parent wallet!

Find out more: [getFLX.com.au](http://getFLX.com.au)

[flexischools.com.au](http://flexischools.com.au)





## How to set up your Flexischools account

### 1 Download the Flexischools App

Note: for iPhone and iPad please select 'Allow' notifications.



### 2 Login/Register

- **Already a Flexischools user** - Enter your details and login. To save your login details select 'remember me'.
- **New Flexischools user** - Click 'Register', enter your email address and follow the instructions in the email to set up your account. Once your account is set up, add new student; search for their school, enter student details and select their class.

### 3 Add your School and Year Level/Class

Click on the search icon, enter your school name, select your school and year group, or groups relevant to you.

## How to order

### 1 Place your Order

Click the 'Order food' button located across the top of the app home screen and select your student.

### 2 Make your Selection

Select the items you wish to order.

### 3 Make Payment

Select your payment option and complete payment to place your order.

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[flexischools.com.au](http://flexischools.com.au)



# Canteen Menu 2025

## SNACKS

Seasonal Fruit
Fruit Salad
Yoghurt
Vege Sticks and Hummus Dip
Grainwaves – Sour Cream
Breadsticks
Red Rock Chips – Sea Salt
Banana Bread (GF available)
Mamee Rice Sticks / Pretzels
Bread Roll (plain or with sauce)
Edamame (Wed-Fri only)
Boiled Egg

## SANDWICHES

Cheese / Vegemite
Chicken and Avocado
Tuna / Ham / Chicken
Chicken, Lettuce & Mayo
Ham, Cheese and Tomato
Egg (Plain or Curried) and Lettuce
Salad (Lettuce, Tomato, Carrot, Cucumber, Beetroot)

\* = Halal

GF = Gluten Free

Price	SALADS & SUSHI (Sushi Wed-Fri only)
\$1.00	Sushi Maki Roll (Tuna, Chicken, Beef) (GF)
\$3.50	Rice Paper Roll (Vegetable or Chicken) (GF)
\$3.00	Sushi 2 for 1 Deal
\$3.00	Sushi Salad Cup – Teriyaki Chicken (GF)
\$2.00	Chicken / Tuna / Ham Salads
\$3.00	Salad Box (Lettuce, Tomato, Carrot, Beetroot, Cucumber)
\$2.00	Vietnamese Chicken Noodle Salad (Wed-Fri only) (GF)
\$3.00	<b>HOT FOOD</b>
\$1.00	Macaroni & Cheese Pasta
\$1.00	Twista Pasta Bolognese *
\$5.00	Lasagne *
\$1.00	Chicken Wedges* (with roll \$3.50)
	Gluten Free Chicken Nuggets
	Hash Brown
\$3.00	Mini Meatballs *
\$5.00	Garlic Bread
\$4.50	Spinach and Ricotta Roll / Sausage Roll (incl. sauce)
\$5.00	Hot Dog *
\$5.00	Chicken Burger * with Lettuce & Mayo
\$4.00	Beef Burger / Vege Burger
\$6.00	Noodle Cup –chicken or beef (GF available)
	Chicken or Pork Gyozas (GF) (Wed-Fri only)
	Chicken Fried Rice *
	Butter Chicken & Rice *
	Thai Chicken Curry & Rice *
	Manoush – Oregano
	Manoush – Cheese
	Manoush – Meat * / Spinach

Sauce Sachets 50c

Price	DRINKS	Price
\$4.00	Flavoured Milk – Choc / Iced Coffee / Strawberry	\$3.00
\$4.00	Up & Go – Choc / Vanilla / Banana / Strawberry	\$3.00
\$7.00	Up & Go Protein - Choc / Vanilla	\$3.00
\$6.00	Fruit Juice – Orange / Apple / Blackcurrant	\$2.50
\$7.00	Water (600ml)	\$2.00
\$6.00	PUMP Water (750ml)	\$3.50
\$5.00	Glee (sparkling 99% fruit juice)	\$2.50
\$5.00	Sugar Free Soft Drinks	\$2.50
\$5.00	Groove	\$2.50
\$3.00	Hot Chocolate (Terms 2 & 3 only)	\$2.50

## ICE CREAMS

Quelch Sticks	\$0.50
Juicies	\$1.00
Moosies	\$1.50
Juicy Cups	\$1.00

- Order online using the **Flexischools** app, or place your order bag and money in the box outside the canteen back door by the end of recess.
- You can pay for purchases using your student ID card. Load money onto your Flexischools account and enter your student barcode number in the relevant field. Then just scan your card when buying items at the canteen.
- We do not accept credit or debit cards.

Canteen Prices Term 4 2024 (v.1)

