



Year 7 Information Guide

2019

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Front cover art courtesy of

7E GaT Archibull project
Year 8 students

TABLE OF CONTENTS

	Page
Principal welcome	3
Year Adviser message	4
2019 Term Dates	5
2019 Bell Times	5
School Map	6
School Blocks	7-8
Common Values	9
Anti-Bullying Plan	10
Student Recognition System	11-12
Role of the Year Adviser	13
Role of the Head Teacher Student Welfare	13
Role of the Supervisor of Girls	14
Role of the School Counsellor	14
Role of the Student Leadership Group	14
Role of the Student Representative Council	15
Purpose of the School Diary	15
Homework Procedure	16
Referencing Procedure	17-18
General Procedures	19-22
Emergency Evacuation Map	23
Emergency Evacuation Procedures	24
Lock Down – Lock Up Procedures for Students	25
Attendance	26
Sport Organisation	27
School Opal Card/Bus Service timetables	28-30
School Fees and Contributions Year 7 2019	31
Year 7 Contributions and Subject Specific Fees 2019	32
2019 Requirements for Year 7 2019 and ordering information	33-35
Parent Assistance	36
Canteen menu	37
School Uniform	38-39
School Uniform Code	40
Acceptable and Unacceptable Shoes	41

PRINCIPAL WELCOME

Picnic Point High School was established in 1962 and has an excellent reputation for providing quality education within a caring and well-disciplined environment. Our school strives to create a dynamic learning environment that encourages all students to achieve their personal best and become responsible, informed citizens.

Our school vision for 2018-2020 is:

Picnic Point High School provides innovative, relevant and engaging learning experiences, which challenge students in a safe, inclusive and supportive learning environment. Teachers, students and the community work collaboratively to enhance the culture of high expectations in all aspects of teaching and learning. Students and staff of Picnic Point High School are encouraged and inspired to embrace learning as a lifelong process, which allows ongoing growth towards responsible and productive citizenship.

The wide range of students' sporting achievements contributes to the strong reputation of our school. Picnic Point High School students and sporting teams perform with distinction in Bankstown Zone, Sydney South West Region and at NSW Combined High Schools.

There is also been a long standing Performing Arts tradition and extra-curricular Dance, Drama, Music continue to be both very popular and successful programs at Picnic Point High School. Performing Arts events also highlight the talents of our students in VET Entertainment classes that run the technical aspects of all shows and events throughout the calendar year.

Picnic Point High School offers a comprehensive and diverse curriculum, including four Vocational and Education and Training framework courses; Construction, Entertainment, Hospitality and Sport Coaching in Years 11 and 12, while still maintaining a strong, nurturing student welfare program focused on close contact with students and their parents.

Our facilities and resources include:

Specialised Classrooms	21 st Century Learning
<ul style="list-style-type: none"> 6 refurbished science laboratories; a commercial kitchen; a specialised dance room; a specialised drama room; a music practice room; 4 computer rooms; A learning centre for individual student assistance; an international sized sporting gymnasium; School Hall; a weights/fitness centre. 	<ul style="list-style-type: none"> connected classroom technology enabling video conferencing; interactive whiteboards; 21st Century learning space (Library Mezzanine); an ICT learning space (Library Mezzanine); library refurbishment; tablets in library, science, special education, visual arts faculties; chromebooks in the library and special education; laptops with specialized software in the music faculty; an afternoon tutorial program staffed by teachers;
Accessibility	Facilities
<ul style="list-style-type: none"> elevator access to all blocks in the school; ramp access to all ground floor spaces; a 25 seater school bus. 	<ul style="list-style-type: none"> outdoor Café; 'My Place' Gazebo – the product of the Year 7, 2018 PBL; a commercial coffee machine for VET Hospitality (Food & Beverage); outdoor basketball courts; an AstroTurf futsal court; an Amphitheatre.

The Parents and Citizens Association support the school in partnership with teachers to collaboratively influence the future directions of the school and ensuring that school facilities meet the needs of the school community.

YEAR 7 ADVISER MESSAGE

It is with great pleasure that I take this opportunity to welcome students and parents/carers joining Picnic Point High School in 2019.

The transition from primary school to high school can seem daunting at first, but for many students it will be an exciting experience where they can learn and prosper. My role as Year 7 Adviser is to ensure all students to feel supported at Picnic Point High school. I am committed to assisting all students to develop strategies to overcome adversities and build resilience. I will oversee the cohort's social progress and assist students' self development during their time at of high school.

I am available in the PDHPE Faculty for students and parents to contact me. If I am unavailable, students can report to either the Assistant Year Adviser, Mrs Robinson, the Head Teacher of Student Welfare, Ms Marquis or the Year 7 Deputy Principal, Mr Baczynskyj.

I look forward to meeting all students and parents/carers for 2019 and I am confident that we will experience a rewarding first year of high school together.

Mr G. Arvanitis
Year 7 Adviser

2019 TERM DATES

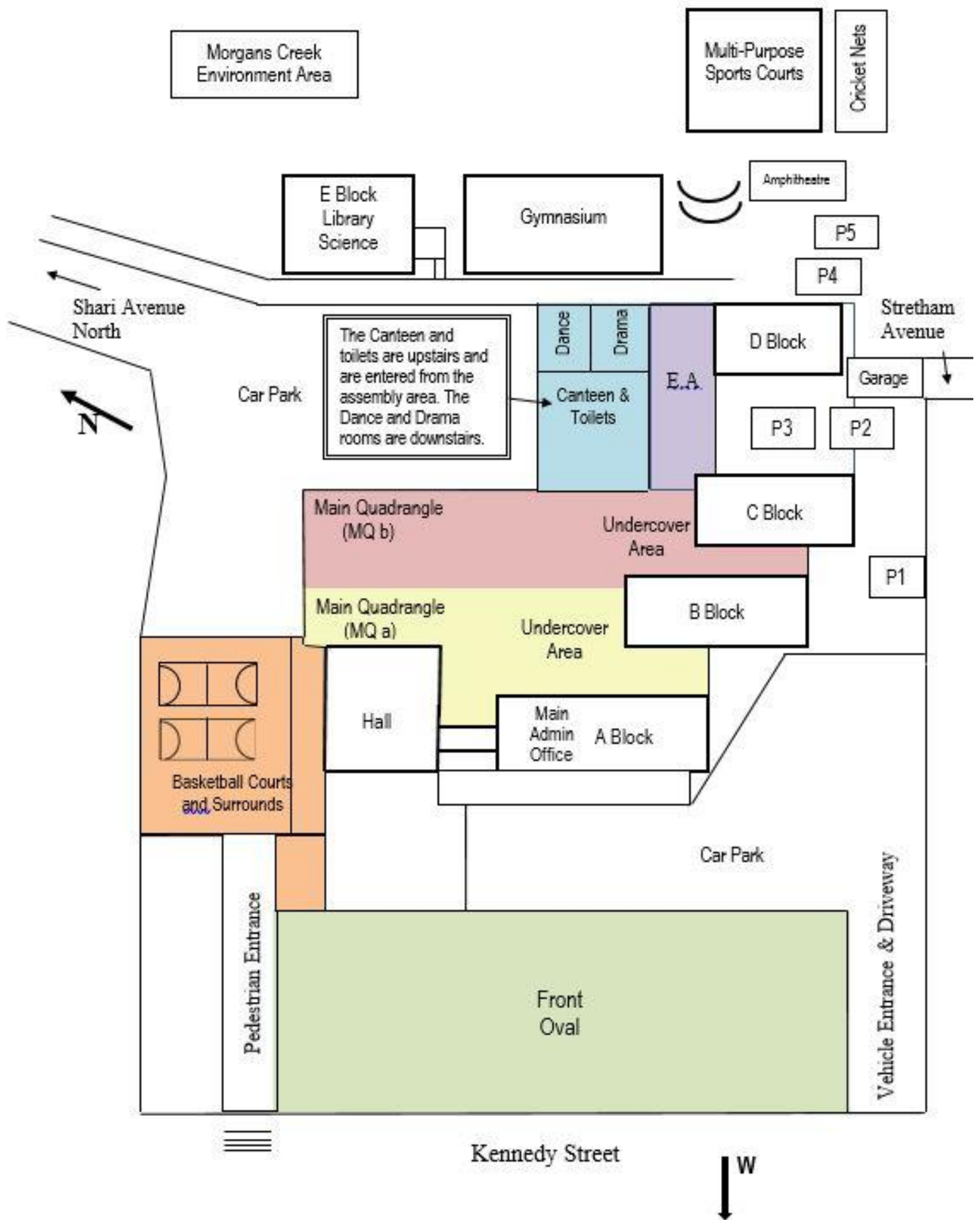
Term 1	First day	Tuesday, 29 January	Staff only
		Wednesday, 30 January	Year 7, 11, 12
		Thursday, 31 January	Whole school
	Last day	Friday, 12 April	
Term 2	First day	Monday, 29 April	Staff only
		Tuesday, 30 April	Whole school
	Last day	Friday, 5 July	
Term 3	First day	Monday, 22 July	Staff only
		Tuesday, 23 July	Whole school
	Last day	Friday, 27 September	
Term 4	First day	Monday, 14 October	Whole school
	Last day (students)	Wednesday, 18 December	
	Last day (staff)	Friday, 21 December	

2019 BELL TIMES

The times given are the start of each lesson or break

Period	Mon, Wed, Fri	Tuesday	Thursday
0	7.45 – 8.45	7.45 – 8.45	7.45 – 8.45
Assembly	8.45 - 8.56	8.45 - 8.56	8.45 - 8.56
1	8.56 - 9.58	8.56 - 9.58	8.56 - 9.49
2	9.58 -11.00	9.58 -11.00	9.49 -10.42
Recess	11.00 -11.20	11.00 -11.20	10.42 -11.02
3	11.20 -12.22	11.20 -12.22	11.02 -11.55
4	12.22 -1.24	School sport on Tuesdays finishes at 2.21	11.55 -12.48
Lunch	1.24 -2.04		12.48 -1.28
5	2.04 - 3.06		1.28 - 2.21

SCHOOL MAP



The floor plan shows a central corridor with rooms on both sides. On the left side, from top to bottom, are: Room B18 (Maths), Room B17 (English/Language), Room B16 (Computer Lab), Room B15A (empty), Room B15 (English), and a Book Room. On the right side, from top to bottom, are: Room B19 (Textiles), Room B20 (Textiles), a Meeting Room, a Store, and Room B21 (Language). There is a Lift at the bottom right. Stairs are located at the top and bottom of the plan.

LOTE/WELFARE Staffroom

B18
Maths

B17
English/
Language

B16
Computer
Lab

B15A

B15
English

Book Room

B19
Textiles

B20
Textiles

Meeting Room

Store

B21
Language

Lift

The floor plan of the first floor is as follows:

- Top Left:** A staircase.
- Top Row (Left to Right):**
 - Classroom A3: Special Ed
 - Classroom A4: English
 - Classroom A5: Special Ed
- Middle Row (Left to Right):**
 - Classroom A2: Art
 - Classroom A1: Art
 - DP (Drama/Physical Education)
 - DP (Drama/Physical Education)
- Bottom Row (Left to Right):**
 - Back of office/ First Aid
 - Tea/Meeting Room
 - Toilet
 - Staff Toilet
 - Paper Store
 - Duplicating
 - DP (Drama/Physical Education)
- Other Rooms:**
 - Reception
 - Principal
 - Senior SASS
 - Server/File Room
- Staircase:** Located at the top left, with an arrow pointing to a door leading to a lower level.

B12
Food Technology

B11
Food Technology

Food Tech Prep Room

Main Switch

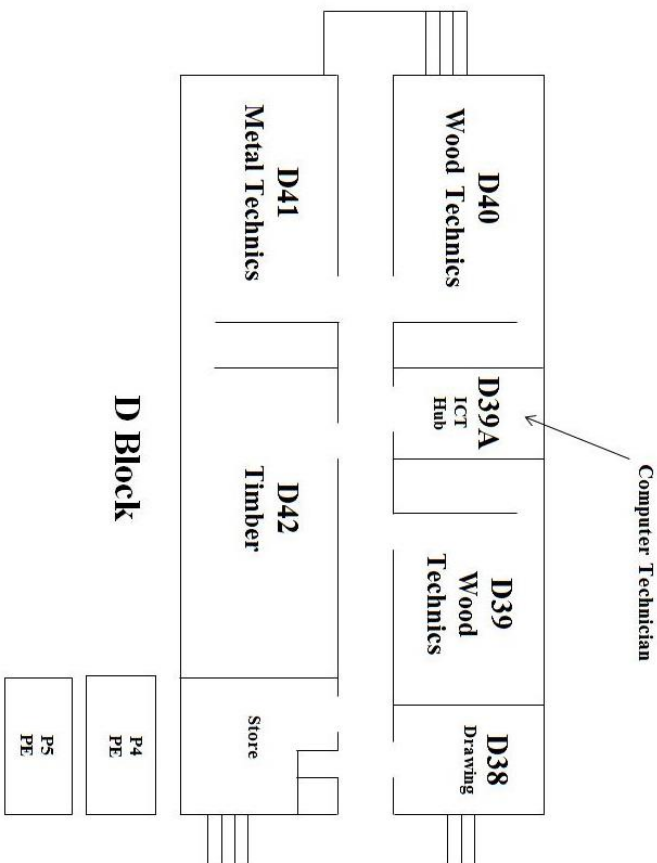
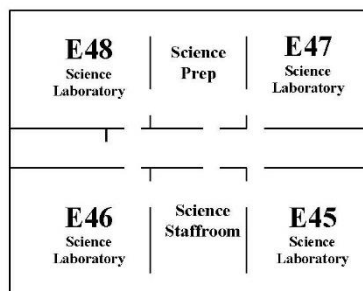
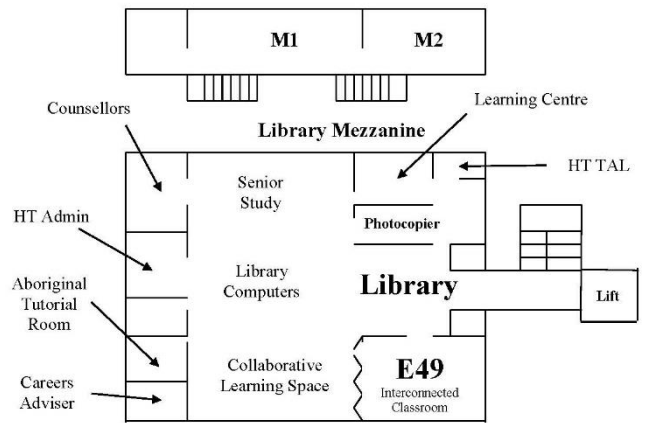
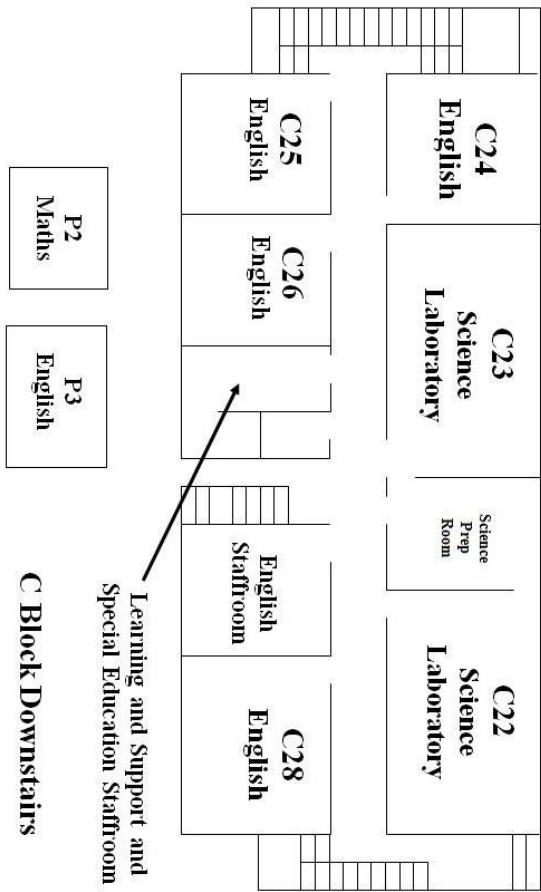
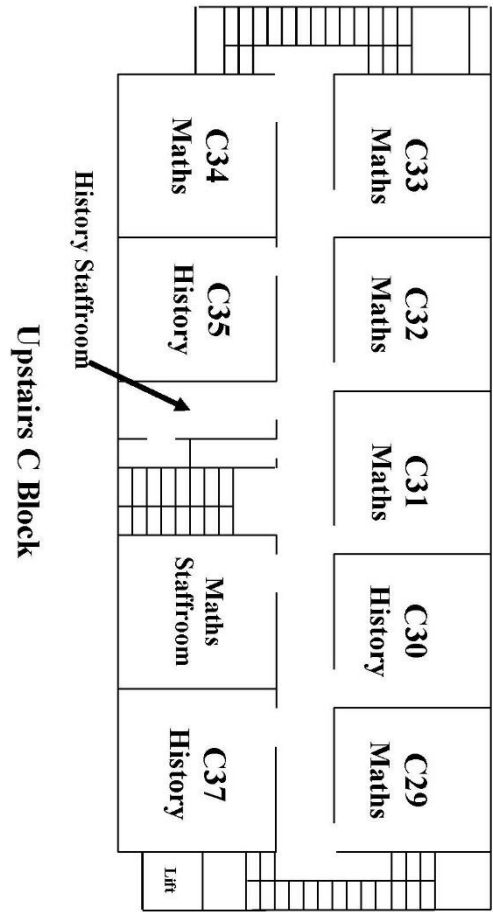
Laundry

B13
Computer Lab.

TAS Staffroom

B14
Art

A 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

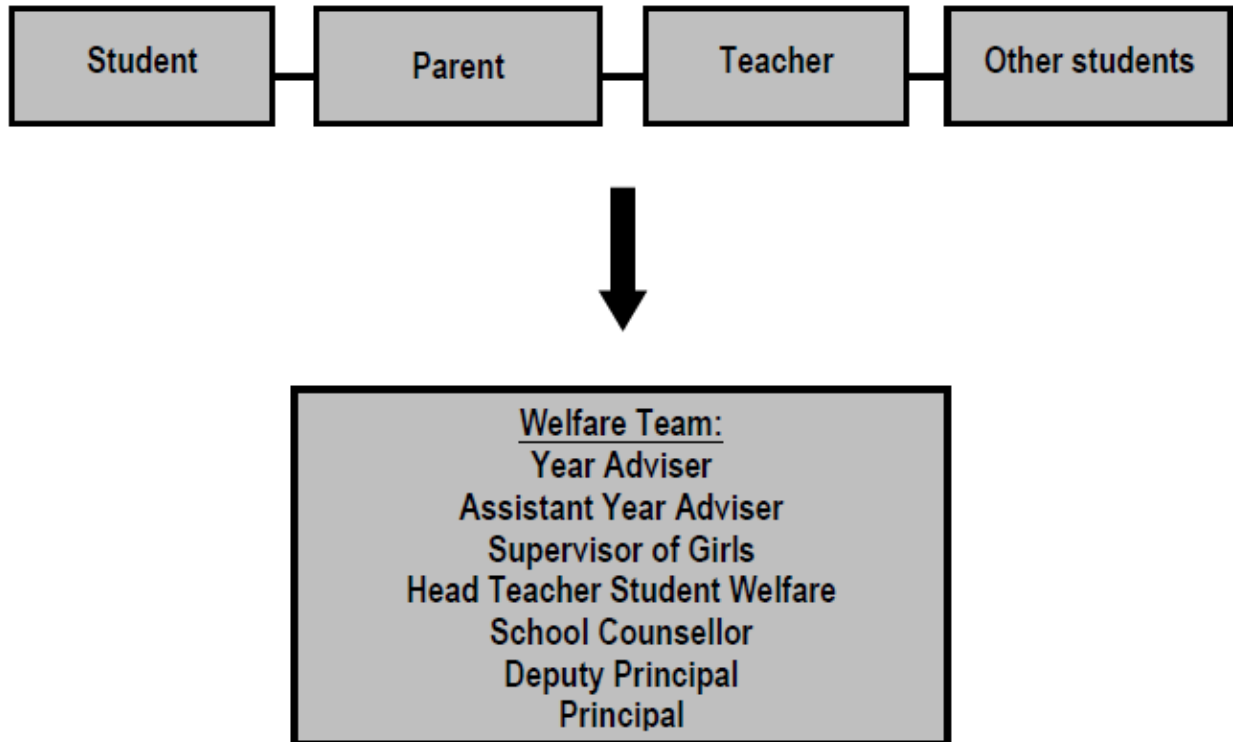
Participation

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

ANTI-BULLYING PLAN

How can bullying be reported?



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 warning for suspension or suspension from school may result
- A mediation may be conducted by the Year Adviser, Head Teacher Student Welfare, School Counsellor or the Deputy Principal
- Parents of both parties may be contacted
- The incident will be recorded on Millennium

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, general class work, assessment tasks.

B. POSITIVE POINTS:

In-School Service:	Any student who has provided a service to the school, for example, assisting a teacher, tidying up of a learning environment etc.
Recognition of Appropriate Behaviour	Any student who has demonstrated behaviour above what is normally and reasonably expected. This category is also useful for those students who at times experience difficulties in managing their behaviour.
School Representation	Any student who participates in extra curricular activities, for example, debating, Peer Support, knockout sporting teams, SRC, Prefects etc.
Deputy Principal Morning Tea (3 Points)	Awarded to the top 20 ranked students and also the most improved students at the end of Semester One and Semester Two reporting periods.
Student of the Month Certificate (5 Points)	Awarded each month to one student from each year group at Morning Assemblies.

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

C. REWARDS:

1. Four Reward Days are offered each year at the end of each term. Rewards Days may include a barbecue at school, an 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 used.

D. NEGATIVE POINTS: (Generally of 1 point value at each stage of intervention)

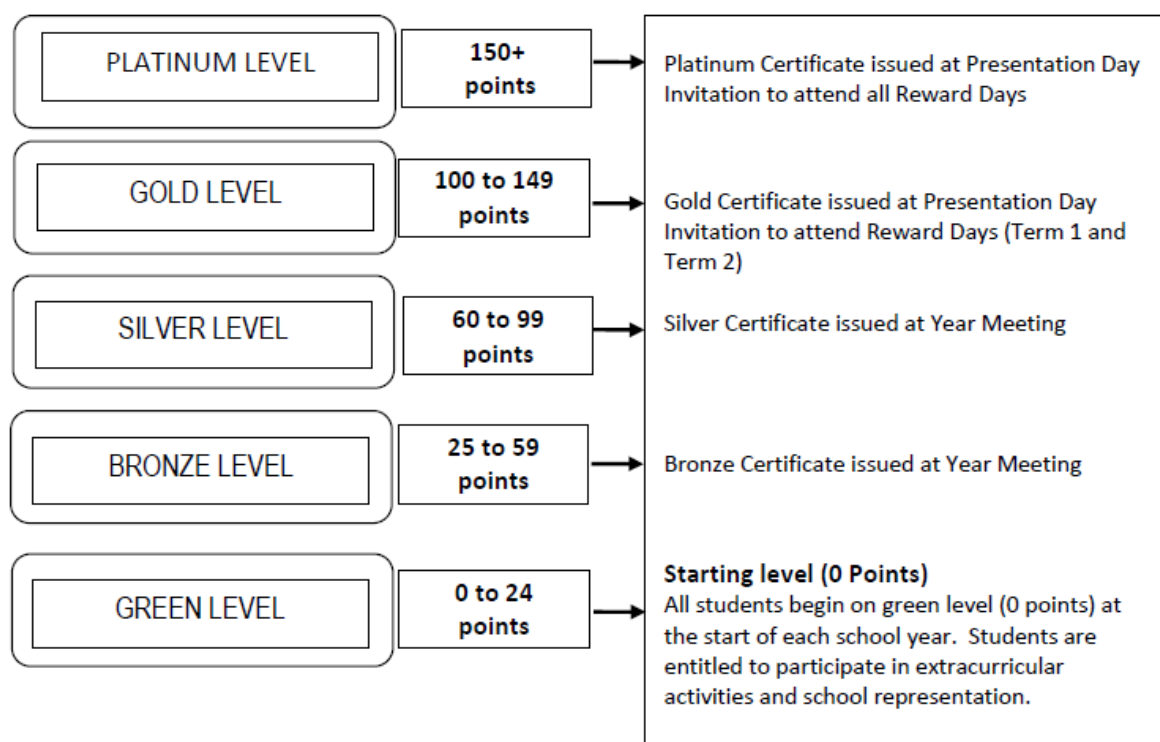
An example of a negative point would be a classroom misdemeanour. If the issue is serious the classroom teacher will impose an action (such as a detention) and a negative point will be issued. If the issue is subsequently resolved at this point, the student has lost a point. However, if the student fails to fulfil the required consequence, the Head Teacher referral results in a further point loss. If still not resolved at this stage, referral to Deputy Principal will result in a third point loss.

- All students starting at school begin on GREEN LEVEL (0 points) at the beginning of each year.
- Students will move up and down through the levels as they accrue or lose points.
- Students issued a Warning for Suspension (-1 point), Short Suspension (-10 points) or Long Suspension (-10 points) are not allowed to represent the school or attend excursions and will be placed on Orange then Yellow monitoring cards by the Deputy Principals. 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 Accountability for the Collection of Points and Merits

- Each student carries a 'Points Passport' in their diary which is presented to their teacher when they are awarded positive points. Teachers will record and sign against these points on the card.
- Merit certificates and completed passports are collected and recorded by the Assistant Year Adviser. It is the students' responsibility to submit these merits and completed passports to their Assistant Year Adviser and have them counted by any relevant cut off dates for Rewards Days.
- Merits 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.
- Students on positive levels will have their names printed and displayed on their Year Adviser's noticeboard.

E. REWARD SYSTEM SCALE



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.
- Monitor attendance patterns and liaising with the student, parents, Deputy Principal and the Head Teacher Student Welfare.
- 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 Welfare, the Deputy Principal and other outside agencies in making appropriate referrals regarding students when necessary.

ROLE OF THE HEAD TEACHER STUDENT WELFARE

- Being available to counsel and provide guidance to all students with needs relating to learning and personal issues.
- Liaising with Executive Staff, School Counsellors, 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 Welfare Team.
- Liaising with teachers and providing feedback regarding student welfare issues as deemed appropriate.
- Assisting Year Advisers, Principal and Deputy Principal with parent, teacher and student interviews.
- Consulting with and being a consultant to teachers and students regarding aspects of students' behaviour and wellbeing.
- Communicating with teachers and parents regarding the wellbeing, health and behavioural issues of students.
- Facilitating the implementation of preventative and remedial programs for student welfare, for example, personal development, health, school attendance and anti-bullying education.
- Assisting in the formulation and review of the school welfare programs.
- Co-ordinating the organisation of school welfare programs.
- Liaising and networking with community welfare agencies including Department of Community Service, Community Health Centres, Youth Refuges, Juvenile Justice and Family Planning Association.
- Identify students with health and behaviour needs and liaise with staff to develop appropriate strategies for classroom management.
- Facilitating and organising professional learning opportunities for staff.

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 interests in high school. The specific roles of the Supervisor of Girls include:

- Interviewing and counselling girls.
- Advising the Principal/Deputy Principal/HT Welfare of any matters causing concern.
- Liaising with the School Counsellor for skilled support when required.
- Referring students to the School Counsellor for counselling or specialised assistance.
- Liaise with school staff when relevant and appropriate.
- Following consultation with the Principal or the Deputy Principal, contacting parents to discuss students' emotional and social concerns (if necessary).
- Maintaining records of girls noting special needs, circumstance or problems.
- Keeping records of interviews.
- Driving the implementation of special initiatives for girls within the school.
- Coordinate immunisations.
- Contact person for girls who get sick during the day.

ROLE OF THE SCHOOL COUNSELLOR

The role of the School Counsellor is to support the social, emotional and educational needs and overall wellbeing of students. The School Counsellor also collaborates with parents and teachers to support students' wellbeing. School Counsellors can also assist to identify and address difficulties that affect student learning, assess student learning and behaviour, assist parents in making informed decisions about their child's education and provide counselling to students.

Students can self-refer to the school counsellor or be referred by staff or parents. Students are encouraged to self-refer by filing in the referral form that can be found in the folder attached to the counsellor's office door in the library. The referral forms can be handed to the counsellor or delivered to the counsellor's office. Students can also speak to the counsellor to make an appointment to meet. Appointments can also be made on behalf of a student by the Year Adviser, Head Teacher Welfare, Deputy Principal or Principal.

ROLE OF THE STUDENT LEADERSHIP GROUP

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 occur in Terms 1 and 3, are compulsory for the SRC and Prefects and are offered to any students in Years 7 to 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 Student Representative Council of Picnic Point High School comprises of 16 students from Years 7 to Year 10, 2 male and 2 female representatives from each year group. These students are elected by the Student Leadership Group in Term 2 via an election process which involves being nominated by peers and presenting a speech.

The role of the elected students is to represent their year group by presenting the recommendations, concerns and proposals from their fellow students during SRC meetings. These SRC meetings are held each fortnight and additional meetings are held as required. Specific concerns and proposals can then be discussed with the Principal (if the SRC considers them appropriate). The SRC also presents proposals on various charity and fundraising topics to the Principal. SRC representatives from each year then report at every Formal Assembly the results of these proposals and discussions. The SRC are actively involved in the Student Leadership Program and often complete further representative roles at school and within the wider school community. The SRC are responsible for the sponsorship of Crecentia Banda from Zambia through the charity World Vision.

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 caregivers as partners in education
- provides parents and caregivers with insights into what is being taught in the classroom and their child's progress
- encourages students to take responsibility for their homework, supported by their parents or caregivers
- includes feedback and follow-up regularly to students

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

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

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	Checklist	Example
Book (one author)	<ul style="list-style-type: none"> *The author's or editor's name. *The year the book was published *The title of the book, *The city where the book was published: *The name of the publisher. 	Adair, J. (1988). <i>Effective time management: How to save time and spend it wisely</i> . London: Pan Books.
Book (two or more authors)	<ul style="list-style-type: none"> *The author's or editor's name. (or names) *The year the book was published *The title of the book, *The city where the book was published: *The name of the publisher. 	McCarthy, P. & Hatcher, C. (1996). <i>Speaking persuasively: Making the most of your presentations</i> . Sydney: Allen and Unwin.
Website (author available)	<ul style="list-style-type: none"> *Author/editor or compiler. *Year of the most recent version *Title, *When it was viewed: Day, Month, Year. *URL either full location details or just the main site details 	Young, C. (2001). <i>English Heritage position statement on the Valletta Convention</i> . Retrieved August 24, 2001, from http://www.archaeol.freeuk.com/EHPositionStatement.htm
Website (no author found)	<ul style="list-style-type: none"> *Year of the most recent version. *Title *When it was viewed: Day, Month, Year. *URL either full location details or just the main site details 	(2001). <i>New child vaccine gets funding boost</i> . Retrieved March 13, 2012, from http://news.ninemsn.com.au/health/story
Journal Article	<ul style="list-style-type: none"> *Author *Year *Title of article *Title of the journal and volume number in italics *Pages containing the whole article 	<p>One author</p> <p>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>With multiple authors</p> <p>Ainscow, M., Hargreaves, D. H., & 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

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

GENERAL PROCEDURES

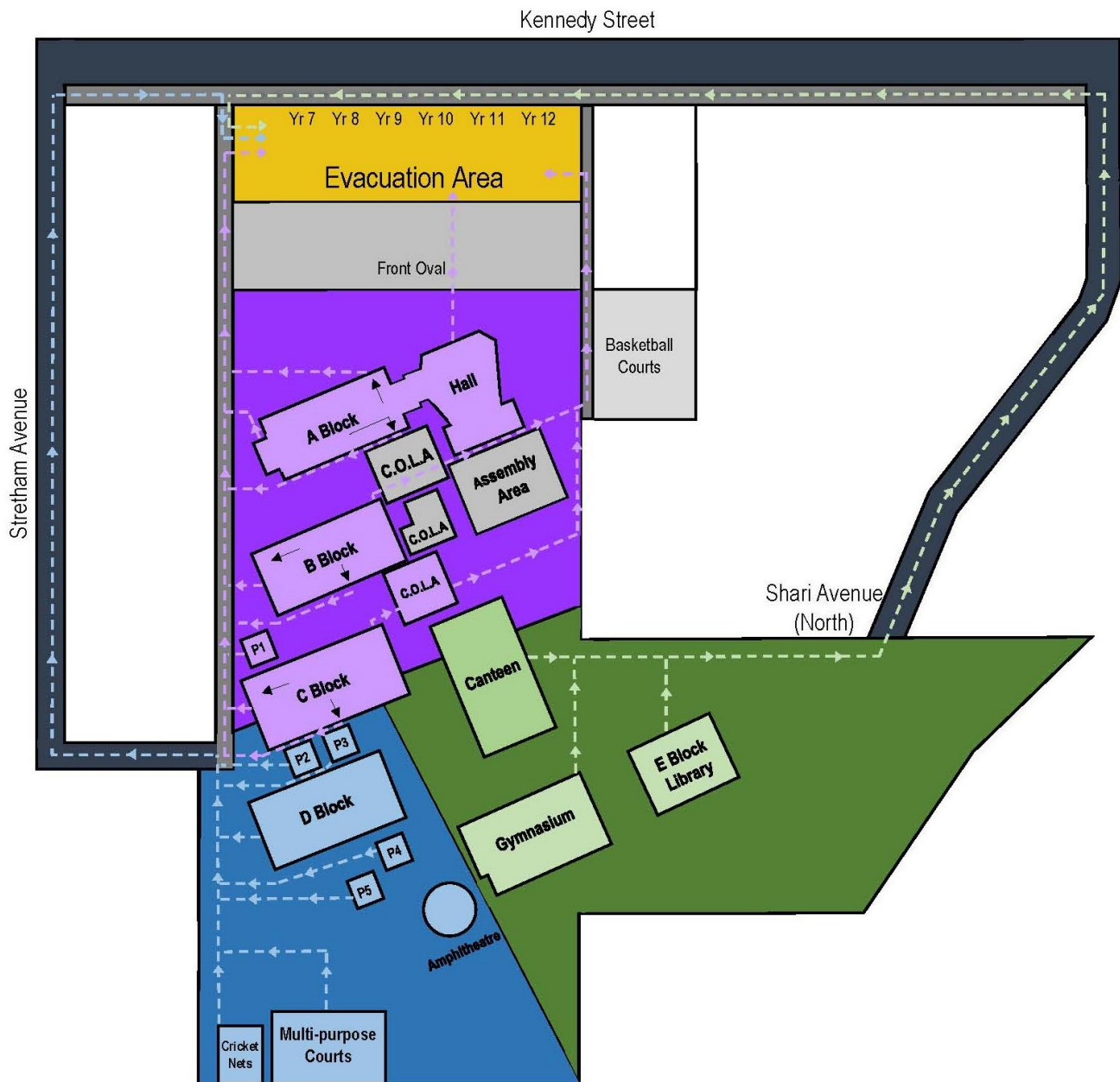
Absences from school	<ul style="list-style-type: none"> • All absences from school must be explained by the parent/carer the next day the student returns to school. • Notes are to be given to the roll call teacher. • Parents who provide up to date mobile numbers will receive an SMS message on the day of absence and may respond via text message. Phones which do not accept SMS from private numbers will not be able to receive an SMS message from the school.
Accident insurance for students	<ul style="list-style-type: none"> • The NSW Department of Education does not provide accident or medical insurance for students enrolled in government schools.
Assembly / Roll Call	<ul style="list-style-type: none"> • Assembly at 8.45am on Monday, Tuesday, Thursday and Friday except for Wednesday. • Students to assemble in roll call classes in alphabetical order. • Indoor roll call at 8.45am every Wednesday or on rainy days.
Banned items	<ul style="list-style-type: none"> • Banned items (by the school) will be immediately confiscated. • Items may be collected from reception by the student AFTER SCHOOL. • In the case of repeat offences, the parent/carer will be required to collect the item from reception. • Students ARE NOT permitted to use cameras or laser pointers inside the school grounds. • Aerosol cans ARE NOT permitted.
Bicycles	<ul style="list-style-type: none"> • Bicycles are brought to school at the student's own risk. • The school takes no responsibility for supervision of bicycles or parts of bicycles. • Bicycles must not be ridden in the school grounds. • Bicycle racks are provided beside the canteen. • Bikes should be locked to the racks. • All bike riders must leave and enter from the Shari Avenue entrance. DO NOT enter or leave through the Kennedy Street gates. • The law states that if you ride a bicycle you must wear an approved helmet. • Skateboards, roller blades and scooters are NOT to be brought to school.
Bus and Train Passes	<ul style="list-style-type: none"> • Information about the School Opal Card can be found on page 28.
Canteen	<ul style="list-style-type: none"> • Opens at 8.30am before assembly and at recess and lunch only. • Lunch orders should be written on the bags provided, put into the canteen and paid for before school or at recess.
Digital Devices	<ul style="list-style-type: none"> • The Digital Devices Procedure is located on the Picnic Point High School website: https://picnict-h.schools.nsw.gov.au/about-our-school/rules-and-policies/digital-device-policy.html
Driving into the school grounds	<ul style="list-style-type: none"> • Student pick up and drop off should be outside the school grounds. Parents should avoid driving onto the school premises wherever possible.

Early Departures from School	<ul style="list-style-type: none"> To get an Early Leaver's Pass students must bring a note from parent/carer stating: <ol style="list-style-type: none"> Student's name and roll class Date and time leave pass is required Reason for departing early Contact phone number The note must be signed by a parent/carer. The note should be handed to the Deputy Principal before school. The student's diary is stamped by the office to indicate time of departure. The student collects their Early Leaver's Pass from reception before they leave the school grounds. In some cases early departure notes will be withheld until verification by the parent/carer can be established.
Exams and Assessment	<ul style="list-style-type: none"> The school's policy on all related matters will be issued to all students.
Harassment including bullying or discrimination	<ul style="list-style-type: none"> Report any incidents of discrimination, whether racist or otherwise. Inform your Year Adviser of harassment or bullying immediately.
Injury or Illness (minor) at school	<ul style="list-style-type: none"> Report to the office A trained First Aid support staff will give attendance Parents may be contacted An accident form may be filled out in certain circumstances (available from the office) No student will be sent home without parent permission/request.
Injury or Illness (serious) at school	<ul style="list-style-type: none"> Student will be assisted by First Aid personnel (teachers and/or SASS staff) and a decision made to call ambulance, if deemed necessary, and parent/carer. An ambulance will be called immediately in cases judged life-threatening or very serious.
Lateness to school	<ul style="list-style-type: none"> Report to reception desk. Students will be issued with an entry docket which then needs to be signed by the Deputy Principal. Parents must provide notes to explain lateness. Persistent lateness will be followed up. If a late bus or train results in a number of students arriving late, they should report to the Deputy Principal or an Office Assistant. These students will be granted automatic entry to class once their names have been recorded on the school rolls. Students who are late without a justified reason, will be required to report to their Head Teacher Lateness during recess and lunch.
Library borrowing	<ul style="list-style-type: none"> Students may borrow up to 6 books at a time, for 3 weeks. To borrow a book, see one of the Library Staff. Bringing your library card with you is recommended. It is possible to re-borrow and reserve books.
Lockers	<ul style="list-style-type: none"> Lockers are available for hire - cost includes \$20 to hire plus \$10 key deposit paid to the office. Lockers are located throughout the school.

Lost property	<ul style="list-style-type: none"> The reception desk handles lost property, whether found or claimed.
Mobile phone	<ul style="list-style-type: none"> Mobile phones are not permitted to be used at school unless explicitly permitted to do so by their teacher. If permitted, the phone must be on the table and visible at all times. Students can only use their phones at recess and lunch on the playground in a responsible manner.
Office Duty	<ul style="list-style-type: none"> Students from Year 8 will be rostered on to these tasks in Term 1. Year 7 students are rostered from Term 2. Students should bring school work to do at times during the day when not busy.
Out of Class	<ul style="list-style-type: none"> Any student out of class for any reason must have their diary signed by their supervising teacher. Failure to get a note may mean that the matter is treated as fractional truancy.
Out of School Uniform	<ul style="list-style-type: none"> All students not in uniform will be noted on the morning assembly. 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. Students PERSISTENTLY out of uniform will receive a letter home and may be placed on after school detention. Students wearing unsafe footwear will not be permitted to move throughout the school. Parents will be contacted by a Deputy Principal. Families experiencing difficulties in providing uniforms for their children can be assisted by the school. These matters should be referred to the Administrative Manager.
Photocopying for students	<ul style="list-style-type: none"> Students may photocopy material or print from the computers or external storage devices (flash drives) in the library at a minimal charge per copy.
Prohibited items	<ul style="list-style-type: none"> Prohibited items include firearms, weapons, drugs and other dangerous items. Prohibited items will be immediately confiscated. The police will be notified. Suspension from school will result.
School Counsellor	<ul style="list-style-type: none"> 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 Welfare/Deputy Principal to make an appointment on their behalf.
School Detention	<ul style="list-style-type: none"> School detention is conducted on Thursday afternoon from 2.20pm to 3.20pm. Students may be placed on detention for: <ul style="list-style-type: none"> * serious out-of-class misdemeanours * continued fractional truancy * persistent failure to comply with faculty requirements. A letter will be given to the student, 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. 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.

School Monitoring	<ul style="list-style-type: none"> • Students will be placed on school monitoring for the following reasons: <ul style="list-style-type: none"> * behaviour monitoring * non-completion of faculty monitoring * parent request * warning for suspension * returning from suspension * truancy • Deputy Principal Monitoring is imposed for two weeks, but may be extended if thought beneficial. • If a student is placed on Deputy Principal Monitoring they are not permitted to attend school excursions or represent the school in extra-curricular activities. • Where instructed, students mobile phones will be submitted to the admin office. • Students on monitoring must remain at the top of the main quad for recess and lunch
Staff Rooms	<ul style="list-style-type: none"> • Students wishing to see 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.
Timetable	<ul style="list-style-type: none"> • See the office or your Year Adviser or Deputy Principal if you have lost your timetable. • Parents can log into the Millennium Parent Portal and print a copy of the timetable.
Toilet - recess & lunch	<ul style="list-style-type: none"> • Students must use the toilets during recess or lunch breaks. • The toilets will be locked during lesson time. • Students are not to loiter in the toilets. • Students must have written permission from their teacher to go to the toilet during lesson time. This will be recorded in their diary.
Visitors	<ul style="list-style-type: none"> • All visitors to the school must visit reception for every visit, to sign in, receive an orientation to the school and a visitor's badge. Visitors should sign out at the end of their visit.

EMERGENCY EVACUATION MAP



If you are in:

Move to the FRONT OVAL via the SIDE WALKWAYS	Move to the FRONT OVAL via the STRETHAM AVENUE	Move to the FRONT OVAL via the SHARI AVENUE
A Block B Block C Block Hall Basketball courts Room P1 Assembly area Front car park Front oval	D Block Room P2 Room P3 Room P4 Room P5 Playground between C and D Blocks Cricket nets Multi-purpose courts	E Block Gymnasium Drama Room Dance Room Canteen Canteen toilets

CONTINUOUSLY RINGING BELLS = EVACUATION

FIVE SHORT BELLS = LOCKDOWN

THREE LONG BELLS = ALL CLEAR - ASSEMBLY

EMERGENCY EVACUATION PROCEDURES

CONTINUOUS RINGING OF THE BELLS - AN EMERGENCY EVACUATION IS REQUIRED	
DURING CLASS TIME	<ul style="list-style-type: none"> 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. Move directly to the exit as shown on the Emergency Evacuation Map and walk to the Front Oval as per instructions. PE Classes or other classes outside must immediately go to the front oval using the appropriate exit. Do not go back to the classroom or PE change room for personal belongings. Students to report to their roll call area, sit in alphabetical order and adhere to staff instructions.
DURING RECESS OR LUNCH	<ul style="list-style-type: none"> Students must move to the front oval under teacher instruction. Follow the path shown on the Evacuation Map for the zone they are located in at the time.
OFFSITE LOCATION (if necessary)	<ul style="list-style-type: none"> Students are to move under the direction of staff to Picnic Point Public School located in Prince Street, Picnic Point.
STAFF ROLES	<p>Teachers</p> <ul style="list-style-type: none"> Teachers lead their class to the Front Oval as per the path shown on the Evacuation Map Teachers not on class at the time to assist with supervision of students at exit points Roll Call Teachers to mark their rolls and supervise their roll group throughout the evacuation Report any missing students to the Year Advisor <p>Year Advisors / Assistant Year Advisors</p> <ul style="list-style-type: none"> Hand out rolls to teachers Reinforce Roll Marking Instructions to staff. For each student, mark an 'a' for absent or '.' for present in the same column of the evacuation date. Report any missing students to the Deputy Principal in charge of the year. <p>Head Teachers</p> <ul style="list-style-type: none"> Check classrooms/blocks/areas as per assigned Head Teacher role on the Evacuation Map Assist with supervision of year groups at the Front Oval evacuation area. Confirm attendance of Faculty Staff and report to the Principal. HT Administration to check attendance of Casual Staff and report to the Principal. <p>Office Administration Staff</p> <ul style="list-style-type: none"> Ensure rolls, absentee sheets, medical kit are taken to the front oval. SAM to check attendance of office staff and any visitors onsite and report to the Principal Confirm with Canteen Manager the attendance of all canteen staff <p>Deputy Principal</p> <ul style="list-style-type: none"> Setup Portable PA system on the front oval Report Student Attendance to the Principal Assist in Organisation of Year Groups on the Front Oval <p>Principal</p> <ul style="list-style-type: none"> Contact the appropriate emergency services if required Inform Safety and Security, Director and other services as required Liaise with DP, SAM and HT Administration re attendance of staff and students
PREFECT ROLES	<ul style="list-style-type: none"> Report to the Prefect Coordinator to have Prefect Roll marked Hand out Rolls to YA / AYA. Once rolls completed, return the rolls to the Office Admin Staff

LOCK DOWN – LOCK UP PROCEDURES FOR STUDENTS

A lock down – lock up will be signalled by five (5) short bell rings. If possible, the public address system will be used as well to explain the situation.

If the emergency occurs during class time:

1. Remain seated in the classroom.
2. P.E. classes at the front of the school to go to the hall. P.E. classes at the back of the school are to go to the gymnasium. This also applies for any other classes which may be conducting a lesson outdoors.
3. Any classes under the covered area are to go to the hall.
4. Ensure you are marked present on the class roll.

If the emergency occurs during recess or lunch:

1. Find which room you would be going to during the next period, Period 3 if it is recess or Period 5 if it is lunch, then go directly to that room.
2. P.E. classes to go to the gymnasium.
3. Remain seated in the room.
4. Ensure you are marked present on the class roll.

Do not leave the room or unlock any door or window until the Principal or one of the Deputy Principals announces that it may be done.

ATTENDANCE

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

1. At 8.45am on Monday, Tuesday, Thursday and Friday each morning there is a full school assembly. Students sit in roll call classes and are supervised by their roll call teachers. On Wednesday, rolls are marked in roll call rooms.
2. Rolls are marked by teachers.
3. The rolls are electronically updated by the office staff.
4. Teachers electronically mark their class rolls every lesson.

Parents are notified via SMS messaging if their child is absent or late to school. Parents 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. If the school is not notified by any of the above, the absence is classified as unexplained.
5. If the absence is not explained, the Year Adviser may contact the parents by phone. In cases of many absences, the Home School Liaison Officer may be notified and interviews may be conducted during school time with the Head Teacher Welfare.

It is essential that students attend school on time. If a student is late to school without a justified reason, the student is removed from the playground at recess and lunch to remain at the Head Teacher Lateness' staffroom. The Head Teacher Lateness may issue an After School Detention for persistent lateness.

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's 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.

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 Terms 1, 2 and 3. Payment for Year 7 sports will be included in the annual fees.

- Terms 1, 2 and 3 – Rotational school sport
- Term 4 – Will follow traditional sport with the rest of the school

Students may trial for Grade Sport in Terms 1, 2, 3 and 4. The schedule and sports will vary from term to term.

School Sport

Sport in Years 8 – 11 follows the traditional Grade and Recreational structure. Sport has three seasons this year. 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. Sport begins at 1pm and concludes at 2.21pm.**

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

1. Grade selections will occur before recreational sports.
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.
5. Students must pay and bring in permission notes in the allocated time period.
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).

Attendance at Sport

Attendance at sport is compulsory. Sport is a part of all Board of Studies requirements (including the Higher School Certificate). 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.

Any student who receives a pass-out 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 1.00pm until 2.21pm.

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.

SCHOOL OPAL CARD

The School Opal card gives eligible students free or subsidised travel on public transport between home and school on trains, buses and ferries and light rail in the Opal network.

Who can apply?

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

Years 7 – 12 (Secondary): 2.0 km straight line distance or 2.9 km walking.

Who needs to apply?

An application is needed if the student

- is applying for a School Opal card for the first time
- is requesting an additional pass as a result of a new shared parental responsibility (joint custody) situation

A parent or guardian must apply for students who are under 16 years of age. Students 16 years and over must apply for themselves. All applications are subject to selection criteria that can be accessed:



How to apply (when applying for a new School Opal card)

Step 1

Complete the application form at <https://apps.transport.nsw.gov.au/ssts/applyNow>

Step 2

Save and print a copy of the application for your records. Your application will be forwarded by Transport for NSW to the school for online endorsement.

Step 3

Transport for NSW then processes the application. Once approved, the School Opal card will be sent to the home address provided in the application.

When to update your application:

You will need to update your application if you have a current School Opal card and your circumstances change, e.g. change of school, home address or school year outside of the normal progression. Complete the application form at <https://apps.transport.nsw.gov.au/ssts/updateDetails>

Using a School Opal card:

The School Opal card is only for travel to and from school on school days and does not cover travel to After School Care, school excursions, sport and other activities away from school. For all personal travel you will need a Child/Youth Opal card:

http://www.opal.com.au:80/en/about-opal/opal_for_kids/.

Already have a School Opal card? Keep it for next year:

Don't throw out this year's School Opal card because eligible cards will be automatically updated for the new school year.

Using your School Opal card:

School Opal cards can only be used for approved travel on school days between the student's home and school between 6.30am and 7pm.

This does not include travel to and from:

- before and after school care or child-minding premises
- before and after school activities
- school excursions
- sport events
- work experience
- Vocational Education and Training (VET) at a location away from where the student is enrolled
- Multi-campus high schools, weekend schools, pre-schools or mini schools (except for full-time geographically isolated distance education students).
- Students must comply with the Student Code of Conduct.



SCHOOL BUS TIMETABLE

www.transdevnsw.com.au
T: (02) 8700 0555



Opal, the only way to travel to and from school
Although some might have a free pass,
all students must tap on and tap off, every time
so we can adjust services if necessary.
Report lost, stolen, or damaged card immediately.
While waiting for the replacement Opal card, students must
use a Child/Youth Opal card or purchase a Single Trip ticket.
Visit transportnsw.info/school-students or call **131 500**

Picnic Point High School (Panania)

T: (02) 9772 1700

Route Number	Departure Time	MORNING Route Description
S124	07:30	From Padstow, cnr Gibson & Bryant via Gibson (L) Cahors, Memorial (L) Howard (Padstow Station) (R) Faraday (L) Alma (R) Chamberlain (L) Clancy (R) Dilke (R) Villiers (L) Henry Lawson (R) The River (L) Ferndale (L) Kennedy to school (07:53)
S162	07:40	From UWS Milperra via Bullecourt (L) Henry Lawson (R) Pozieres (R) Raleigh (R) Henry Lawson (L) Maclaurin (L) Broe (L) Forrest, Lehn (L) Lucas, Tower (R) The River (R) Ferndale (L) Kennedy to school (08:05)
S125	08:00	From Padstow Heights via (R) Dilke (R) Villiers (L) Roma (L) Playford (L) Dilke (L) Clancy (R) Chamberlain (L) Alma (R) Faraday (L) Padstow (L) Howard (R) Uranus (L) Hydrae (R) Mars (L) The River (R) Ferndale (L) Kennedy to school (08:17)
924	08:02	From East Hills cnr Childs & Park via Park (L) Maclaurin (East Hills Station 08:07) (L) Broe (L) Forrest, Lehn (R) Lucas (L) Henry Lawson (L) Freda (L) Lambeth (L) Tower (R) Anderson Panania Station (8:20) (R) Weston (R) Hinemoa (L) Tower (R) Eastern (L) Ferndale (set down) (08:26)
962	08:03	Connecting bus from Bankstown then via Route 962 to cnr Eldridge & Chapel via Gibson, Cahors, Memorial (L) Howard to Padstow Station (08:17) – transfer to Route S132
S166	08:05	From Bankstown Station (South Tce) via (R) Restwell (R) Macauley (L) Chapel (R) Canterbury (L) The River (R) Ferndale (L) Kennedy to school (08:27)
923	08:05	From Picnic Point Boatshed via Carinya (L) Henry Lawson (R) Picnic Point (L) Lawler (R) Lambeth (L) Tower (R) Anderson (Panania Station 08:18) (R) Weston (R) Hinemoa (L) Tower (R) Picnic Point (L) Burns, Kennedy (08:27)
S132	08:25	From Padstow Station NightRide stop (Howard Ave) via Howard (R) Uranus (L) The River (R) Ferndale (L) Kennedy to school (08:40)

Legend:

(L) Bus turns Left.
(R) Bus turns Right.
Route numbers in *Italic* refer to public bus services.

Update: 1 February 2018

Page 1 of 2

SMBSC 13

SCHOOL BUS TIMETABLE

www.transdevnsw.com.au
T: (02) 8700 0555



Opal, the only way to travel to and from school
Although some might have a free pass,
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so we can adjust services if necessary.

Report lost, stolen, or damaged card immediately.
While waiting for the replacement Opal card, students must
use a Child/Youth Opal card or purchase a Single Trip ticket.
Visit transportnsw.info/school-students or call 131 500

Picnic Point High School (Panania)

T: (02) 9772 1700

Route Number	Departure Time	AFTERNOON Route Description Monday, Wednesday, Friday
S121	15:15	To Padstow Heights via (L) Prince (R) The River (L) Henry Lawson (R) Dilke (R) Villiers (L) Roma (L) Playford (L) Dilke (L) Clancy (R) Chamberlain (L) Alma (R) Faraday to Doyle
S127	15:15	To St Lukes (join bus opposite school) via (R) Ferndale (L) The River (L) Beaconsfield (L) Victoria (R) Bransgrove to Polo
S147	15:15	To Milperra via (R) Burns (R) Picnic Point (L) Tower (R) Park (R) MacLaurin (R) Henry Lawson (L) Pozieres (R) Raleigh (R) Newland (L) Amiens (R) Henry Lawson (L) Bullecourt
S164	15:15	To Milperra (join bus opposite school) via (R) Ferndale (L) The 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
S168	15:15	To Padstow (First stop Padstow Station) (15:24) then via Howard (L) Memorial, Cahors (R) Gibson to Turvey
923	15:17	To Bankstown Station (join bus opposite school) via Route 923 via The River Rd and Revesby Station (15:23) then to Bankstown Station
923	15:24	To Picnic Point Boatshed via (R) Burns (R) Picnic Point (L) Tower to Panania Station (15:33), then via Picnic Point Rd (L) Henry Lawson (R) Carinya to Picnic Point Boatshed
S119	15:30	To Padstow Heights (join bus opposite school) via Kennedy (R) Ferndale (R) The 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

Route Number	Departure Time	AFTERNOON Route Description Tuesday, Thursday
923	14:22	To Bankstown Station (join bus opposite school) via Route 923 via The River Road and Revesby Station (14:28) then to Bankstown Station (14:45)
923	14:26	To Picnic Point Boatshed via (R) Burns (R) Picnic Point (L) Tower to Panania Station (15:35)
S119	14:30	To Padstow Heights (Thursdays only) via Kennedy (L) Prince (R) The River (L) Henry Lawson (L) Clancy St (R) Chamberlain (L) Alma (R) Faraday (L) Doyle to School Pde
S164	14:30	To Milperra (join bus opposite school) via (R) Ferndale (L) The 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
S168	14:30	To Padstow (First stop Padstow Station) (14:42) then via Howard (L) Memorial, Cahors (R) Gibson to Turvey
S121	14:35	To Padstow Heights via (L) Prince (R) The River (L) Henry Lawson (R) Dilke (R) Villiers (L) Roma (L) Playford (L) Dilke (L) Clancy (R) Chamberlain (L) Alma (R) Faraday to Doyle
S147	15:15	To Milperra via (R) Burns (R) Picnic Point (L) Tower (R) Park (R) MacLaurin (R) Henry Lawson (L) Pozieres (R) Raleigh (R) Newland (L) Amiens (R) Henry Lawson (L) Bullecourt

Legend:

(L) Bus turns Left.

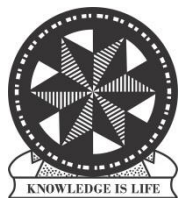
(R) Bus turns Right.

Route numbers in *Italic* refer to public bus services.

Update: 1 February 2018

Page 2 of 2

SMBSC 13



PICNIC POINT HIGH SCHOOL

Statement of School Fees and Contributions Year 7 – 2019

A. FEES		\$
Industrial Technology (TAS)		80.00
Japanese – Obento Deluxe workbook (for use in Years 7 and 8)		36.00
Mathspace		12.50
Music		20.00
Year 7 Compulsory Sport		30.00
Visual Arts		45.00
School Diary		10.00
Total (A)		\$233.50
B. GENERAL SCHOOL CONTRIBUTIONS		\$
Textbooks		
Resources		
Computer Network usage		
Sport equipment		
Total (B)		\$95.00
C. P&C EDUCATION ENHANCEMENT		\$
Total (C)		\$20.00
TOTAL PAYABLE (A+B+C)		\$348.50

Payment can be made:

1. through parent online payments (POP) via the school website, stating your child's name and Year 7 2019;
2. in person at the school office (by cash, credit card, EFTPOS or cheque);
3. by calling the school on 9772 1700 and paying by credit card; or
4. by returning this Statement with your payment to the school office.

Amount:	
Method of payment (<i>please tick</i>):	<input type="checkbox"/> POP <input type="checkbox"/> cash <input type="checkbox"/> cheque <input type="checkbox"/> credit card (<i>by calling or visiting the school</i>)

YEAR 7 CONTRIBUTION AND SUBJECT SPECIFIC FEES SCHEDULE 2019

The School Finance Committee, an elected body made up of parents and staff, serves Picnic Point High School by overseeing the preparation of the annual budget, monitoring income and expenditure throughout the year and approving the annual financial statement. The Finance Committee has set the School Contributions and Subject Specific Fees payable for 2019.

Fees:

These fees are vital and they cover the purchase of consumable materials in Industrial Technology and Visual Arts. It covers the use of teaching materials used in Music and the cost of external programs for compulsory sport. In addition it covers the cost of:

- **Japanese – Obento Deluxe workbook** (for use in Year 7 and Year 8)
- **Mathspace** – allows students to complete problems on the iPad and makes the work as it is completed. The software provides hints on how to answer questions. If requested, parents can have a password so they can access their child's work on Mathspace.
- **School Diary** – a valuable resource for recording the following:
 - School timetable
 - Homework record for students
 - Assessment task or assignment planning for students
 - Communication between staff and parents/carers
 - Each student will carry a 'Points Passport' in their diary which they need to present to their teacher when they are awarded positive points.

The General School Contribution:

This contribution provides essential funds for the purchase of text books, resources, computer network usage, sporting equipment and materials to support the education of all our students. By paying this contribution, we are able to provide the best education for our children.

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 etc. The other major source of P&C funds comes from the P&C run canteen.

Excursions (including camps and sport):

Payment for excursions/camps/transport for sport is not included in these fees. Permission letters with payment details will be sent home with students, prior to the excursion/camp/sport event, and will be available on our website.

Any families who are experiencing financial difficulty should contact our School Administrative Manager, Chris Millar, to discuss payment options. **If you are paying by instalments, the statement will show the balance still owing.**

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.

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

Picnic Point High School, Picnic Point, NSW
61 Kennedy Street, Picnic Point, Picnic Point, NSW, 2213



2019 Requirements List for Year 7
Your Access Key: 6ZX2V

Please order at [OfficeMaxSchools.com.au](https://www.officemaxschools.com.au)

OfficeMax has been working with schools for over 40 years and we love Back to School. We want you to have a strong start to the new school year, which is why we have worked with your school so you can order everything from your requirements list with us. We make Back to School hassle free.

HOW TO ORDER

Ordering is fast, secure and convenient, just visit [OfficeMaxSchools.com.au](https://www.officemaxschools.com.au) and follow these easy steps:

1. Search for your school Picnic Point High School, Picnic Point, NSW and enter your school access key 6ZX2V if required.
2. Complete the student's details and select Year 7.
3. Review your requirements list and make changes (if required).
Please note: some list items have been denoted by your school as a requisite for the subject or year.
4. If you need additional items, top up from our Back to School special range, and checkout.
Please note: For home deliveries only, if you have more than one student at the same school repeat above steps.

Once completed, an order confirmation will be sent to your email address.

Please note: Any technology items you order will be sent separately to the rest of your items.

ORDER DEADLINES and DELIVERY INFORMATION

Home Delivery:

Your order will be delivered to your nominated address.

- Orders placed on or before 2nd December 2018 will be delivered free of charge before the end of December 2018
- Orders placed between 3rd December 2018 and 16th December 2018 will be delivered free of charge before the start of Term 1 2019
- Orders placed between 17th December 2018 and 31st December 2018 will incur a delivery fee of \$12.95, and be delivered before the start of Term 1 2019
- Orders placed after 31st December 2018 will incur a delivery fee of \$12.95 and cannot be guaranteed before the start of Term 1, 2019

Australia Post - Orders are delivered via Australia Post's eParcel service. As soon as your order is dispatched an email will be sent to let you know the Australia Post tracking ID Number. Your order can be tracked at auspost.com.au.

Note: PO Box addresses are not accepted by Australia Post.

Payment Methods Accepted



HAVE A QUESTION?

If you need help placing your order, returns or refunds, delivery information or have a general enquiry, please visit [OfficeMaxSchools.com.au/help](https://www.officemaxschools.com.au/help)

To view our full terms and conditions regarding your order, please visit our [OfficeMaxSchools.com.au/terms](https://www.officemaxschools.com.au/terms)

Please order online [OfficeMaxSchools.com.au](https://www.officemaxschools.com.au)



Picnic Point High School, Picnic Point, NSW
61 Kennedy Street, Picnic Point, Picnic Point, NSW, 2213



2019 Requirements List for Year 7
Your Access Key: 6ZX2V

QTY	ITEMS	UNIT PRICE	QTY	ITEMS	UNIT PRICE
ENGLISH			LANGUAGES		
<input type="checkbox"/> 1	2202115 OfficeMax A4 Refillable Display Book Insert Cover 20 Pocket Black	\$2.73	<input type="checkbox"/> 1	2517051 OfficeMax A4 Premium Exercise Book 8mm Ruled 70gsm Red Margin 96 Pages	\$1.10
<input type="checkbox"/> 1	1301233 Olympic A4 Binder Book 8mm Ruled NSW/Act 192 Page	\$6.73	MANDATORY EQUIPMENT		
<input type="checkbox"/> 1	2984466 Macquarie Little Dictionary	\$7.99	<input type="checkbox"/> 1	7907842 Clipcase Tex Protect TC40 259X 192X 40MM	\$7.37
GENERAL REQUIREMENTS			<input type="checkbox"/> 1	2107007 Casio FX-82AU Plus II Scientific Calculator	\$26.35
<input type="checkbox"/> 1	2109522 Staedtler Stick 430 Ballpoint Pen 1.0mm Medium Black	\$0.56	<input type="checkbox"/> 1	7603959 Hepworth Drill Apron Cotton A-Scwp with Pocket White EA	\$10.84
<input type="checkbox"/> 1	2109514 Staedtler Stick 430 Ballpoint Pen 1.0mm Medium Blue	\$0.56	<input type="checkbox"/> 1	7907982 Apron Cotton Drill Bib Style With Pocket Nav	\$11.74
<input type="checkbox"/> 1	2109530 Staedtler Stick 430 Ballpoint Pen 1.0mm Medium Red	\$0.56	MATHS		
<input type="checkbox"/> 1	1048198 UHU Stic Glue Stick 21g	\$2.30	<input type="checkbox"/> 1	2207516 OfficeMax A4 Binder Book 5mm Grid 56gsm 128 Pages	\$0.94
<input type="checkbox"/> 1	1115286 OfficeMax Plastic Ruler 30cm Clear	\$0.69	MUSIC		
<input type="checkbox"/> 2	1022792 Staedtler Tradition 110 B Pencil	\$0.53	<input type="checkbox"/> 1	2339595 OfficeMax A4 Refillable Display Book Insert Cover 20 Pocket Blue	\$2.73
<input type="checkbox"/> 1	1296825 OfficeMax PVC Eraser Free Large	\$0.28	<input type="checkbox"/> 1	2943654 Buddee BD903022-BK In-Ear Earphones Black/Silver	\$9.00
<input type="checkbox"/> 1	2188724 Maped Shaker Canister Sharpener 1 Hole	\$0.86	PD/HEALTH/PE		
<input type="checkbox"/> 1	1456318 OfficeMax Everyday Scissors Stainless Steel 160mm Orange	\$1.47	<input type="checkbox"/> 1	2518058 OfficeMax A4 Premium Exercise Book 8mm Ruled 70gsm Red Margin 128 Pages	\$1.30
<input type="checkbox"/> 1	1977407 Faber-Castell Project Markers Fine Tip Assorted Colours, Pack of 12	\$1.93	SCIENCE		
<input type="checkbox"/> 1	1333704 OfficeMax Correction Tape Front/Side Operating Dispenser 5mmx8m	\$3.10	<input type="checkbox"/> 1	1301233 Olympic A4 Binder Book 8mm Ruled NSW/Act 192 Page	\$6.73
HISTORY			SOCIAL SCIENCE		
<input type="checkbox"/> 1	1301233 Olympic A4 Binder Book 8mm Ruled NSW/Act 192 Page	\$6.73	<input type="checkbox"/> 1	1301233 Olympic A4 Binder Book 8mm Ruled NSW/Act 192 Page	\$6.73

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Picnic Point High School, Picnic Point, NSW
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2019 Requirements List for Year 7
Your Access Key: 6ZX2V

QTY	ITEMS	UNIT PRICE
TAS		
<input type="checkbox"/> 1	2339587 OfficeMax A4 Refillable Display Book Insert Cover 20 Pocket Red	\$2.73
<input type="checkbox"/> 1	1039326 OfficeMax Plastic Sheet Protector Pockets A4 Clear, Pack of 10	\$0.88
VISUAL ARTS		
<input type="checkbox"/> 1	1022563 Staedtler Tradition 110 2B Pencil	\$0.53
<input type="checkbox"/> 1	1022660 Staedtler Tradition 110 4B Pencil	\$0.53
<input type="checkbox"/> 1	1022733 OfficeMax Hexagonal 6B Pencil Black	\$0.39
<input type="checkbox"/> 1	2964724 Teter Mek/OfficeMax Round Coloured Pencils 3.3mm Lead, Pack of 12	\$2.22
<input type="checkbox"/> 1	2446103 Tjindgarmi A4 Visual Art Diary 120 Pages	\$6.75
<input type="checkbox"/> 1	1468324 OfficeMax Polypropylene Document Wallet A4 Clear	\$1.35

Please order online [OfficeMaxSchools.com.au](https://www.officemaxschools.com.au)



PARENT ASSISTANCE

Parents and Citizens Association

Picnic Point High School has a School Council and a P&C. The P&C is much more than just a fund raising committee; members of the P&C are involved in many aspects of the school:

- Canteen volunteers
- 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 **3rd Monday of each month at 6.30pm 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. We look forward to seeing you and encourage you to be part of your school community.

Parent Volunteer Roster

Each year the school compiles a database of parents 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 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.

Picnic Point High School Canteen

SNACKS

Donuts (Chocolate, Caramel & Strawberry)	\$2.50
Custard Tart	\$3.00
Starburst Lollypop	\$0.50
Lollie Bag	\$1.00
Butter Menthols / Eucalyptus Packs	\$0.50
Mini Pretzels Bag	\$0.80
Mini Choc Chip Cookies	\$0.80
Chips - Grainwave Sour Cream and Chives	\$1.00
Chips - Jumpys	\$1.00
Chips - Red Rock - Honey Soy or Sea Salt	\$1.00
Chips - Smiths - Salt & Vinegar	\$1.00

Seasonal Fruit

from \$0.50

SANDWICHES (White or Wholemeal) – LUNCH ORDER ONLY

Plain Buttered Bread Roll	\$0.50
Vegemite	\$1.50
Tuna	\$3.00
Cheese	\$2.50
Roast Chicken Meat	\$3.00
Ham	\$3.00
Egg (Plain or Curried)	\$2.50
Salad (Lettuce, Tomato, Carrot, Cucumber, Beetroot)	\$3.50

EXTRA SANDWICH FILLINGS (each filling)

Cheese, Tomato or Egg	\$0.70
Lettuce	\$0.30
Beetroot	\$0.40
Salad (Lettuce, Tomato, Cucumber, Carrot, Beetroot)	\$1.50
Mayonnaise or Mustard	\$0.20
Bread Roll (Extra)	\$0.30

SALAD BOXES (Lettuce, Tomato, Carrot, Beetroot, Cucumber)

\$4.00

HOT FOODS (Available Every Day)

Sausage Roll	\$2.50
Meat Pie / Chicken Pie	\$3.00
Potato Pie	\$3.50
Chicken and Corn Roll	\$1.50
Chicken and Corn Roll in a Bread Roll	\$2.00
Hot Dog with Sauce	\$2.50
Lasagne	\$3.00
Macaroni and Cheese Pasta	\$3.00
Spinach and Ricotta Roll	\$2.50
Chicken Wedges (3 Pack) (Gluten-free available)	\$2.00
Hash Brown	\$1.00
Oven Bake Cheese Bread (Recess Only)	\$1.00
Oven Bake Cheese and Bacon Bread (Recess Only)	\$1.50
McCain Pizza (Ham & Pineapple / Ham & Cheese)	\$2.00
Mini Spring Roll	each \$0.50
Chicken Burger with Lettuce & Mayo (Pre-order)	\$3.00
Hamburger with Lettuce, Tomato, Beetroot (Pre-order)	\$3.50

MONDAYS & THURSDAYS

Chicken Burger with Lettuce & Mayo	\$3.00
THURSDAYS WEEK B	
Sushi	\$3.50
Rice Paper Rolls	\$6.00

WEDNESDAYS & FRIDAYS ONLY

Oregano Lebanese Pizza	\$2.50
Cheese Lebanese Pizza	\$4.00
Meat Lebanese Pizza	\$4.50

BREAKFAST OPTIONS BEFORE SCHOOL

Oven Baked Cheese Bread	\$1.00
Oven Baked Cheese & Bacon Bread	\$1.50
Hot Chocolate (Term 2 & 3 Only)	\$2.00
Yoghurt	\$2.00

DRINKS

Plain Milk (300ml)	\$1.00
Oak Thick Milk	\$3.00
Flavoured Milk (300 ml)	\$2.00
Flavoured Milk (600 ml)	\$3.00
Ice Break	\$3.00
Up & Go	\$2.00
Water (600ml)	\$1.00
PUMP Water (750ml) – Plain / Berry / Lime	\$2.50
Powerade (Varieties)	\$3.00
Juice – Orange or Apple	\$2.50
Soft Drinks (Can)	\$2.00
Soft Drinks (600ml Bottle)	\$3.00
Aloe Vera (Varieties)	\$2.50
Waterfords Sparkling Mineral Water (500ml)	\$2.50

ICE CREAMS

Frozen yoghurt, juicies, moosies, paddle pop, icy twist, shaky shake, mini calippo, golden gaytime
(from \$0.50 to \$3.30)

OTHER ITEMS

Tomato Sauce Packet	\$0.20
BBQ or Sweet & Sour Sauce Packet	\$0.30

Don't want to wait in line for your lunch?

Place your order in the box by recess and use the priority lunch order line to get your lunch.

Canteen Prices 2018



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.

Junior Girls All Seasons Uniform

Blouse:	Lemon standard with school crest (and green piping for Years 7 and 8 2019)
Skirt:	Bottle green and gold (to be worn at a modest length)
Slacks:	Bottle green tailored
Dress:	Green and white stripe (to be worn at a modest length) Dresses will be phased out and no longer available in stores from the end of 2017.
Tie:	Bottle green with crest (optional)
Jacket:	Green and gold school jacket
Pullover:	Bottle green with school crest
Sloppy Joe:	Bottle green with school crest
Socks:	White 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 or dress (no holes)

Junior Boys All Seasons Uniform

Shirt:	Green deluxe with 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
Pullover:	Bottle green with school crest
Sloppy Joe:	Bottle green with school crest
Tie:	Bottle green with crest (for all boys in Year 11 2018)
Socks:	White 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

Polo Top:	Gold with school crest Green and gold microfibre for Years 7 and 8 2019
Shorts:	Bottle green knit shorts with emblem
Socks	White 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. If students have PE period 5 then they must be in complete sport uniform including the accepted school shoes to leave the school. Black leather shoes or white sport joggers.

SUN PROTECTION FOR BOYS AND GIRLS

Students may wear any plain hat or cap coloured green, grey or white without logos. The school offers a plain grey cap for students to purchase from the front office.

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.

CORRECT SHORTS:			INCORRECT SHORTS		
				 Tracksuit material	 Quick dry shorts

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:
 - Buttoned up and only the top button may be undone
 - Collars turned down
 - Year 11 girls top button must be done up for the cross over tie
2. School jackets when worn, must have the collar turned down
3. a) The boys school tie is to be worn correctly
b) The girls cross over tie is to be worn correctly with top button done up
4. Girls skirts and dresses 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.			

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

