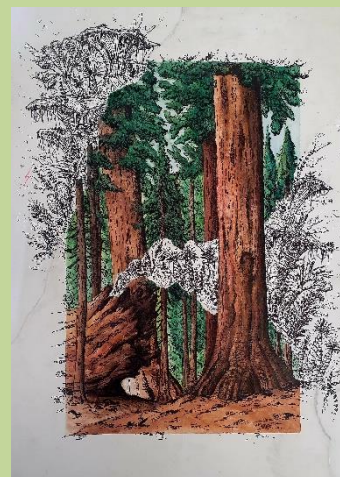


Picnic Point High School



Artwork by Sarah Scott Yr 12, Antonia Touvelos Yr 12, Emily Irving Yr 12, Leica Dorin Yr 9, Clarice Martin Yr 8,
Alex De Angelis Yr 10

General Information Guide 2023

61 KENNEDY STREET
PICNIC POINT 2213
PO BOX 78
PANANIA 2213
PHONE: 9772 1700

EMAIL: picnicpt-h.school@det.nsw.edu.au
www.picnicpt-h.schools.nsw.gov.au

TABLE OF CONTENTS

	Page
Principal welcome	3
2023 Term Dates	4
2023 Bell Times	4
School Map	5
School Blocks	6-9
Common Values	10
Management of Behaviours	11
Behaviour Code for Students	12
Anti-Bullying Plan	13
Student use of Digital Devices and Online Services Procedure	14-16
Student Phone Procedure and Guidelines	17
Student Recognition System	18-19
Role of the Head Teacher Student Wellbeing	20
Role of the Year Adviser	20
Role of the Assistant Year Adviser	21
Role of the Supervisor of Girls	21
Role of the School Counsellor/School Psychologist	21
Role of the Student Support Officer (SSO)	22
Role of the Student Leadership Group	22
Role of the Student Representative Council	22
General Procedures	23-27
Attendance	28
Purpose of the School Diary	28
Homework Procedure	29
Referencing Procedure	30-31
Emergency Evacuation Map	32
Emergency Evacuation Procedures	33
Lock Down – Lock Up Procedures for Students	34
Sport Organisation	35-36
School Uniform	37-38
School Uniform Code	39
Acceptable and Unacceptable Shoes	40
School Opal Card/Bus Service timetables	41-44
School Fees and Contributions	45-52
Equipment Requirements – Years 7 to 12	53-60
Parent Assistance	61
Canteen Price List	62
Hand hygiene recommendations	63

PRINCIPAL 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.

Project based and inquiry based learning in Stage 4, 5 and 6 is integral to 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 our iThrive program in Years 7 and 8, Independent Passion Project (IPP) in Year 9, 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 2022, Picnic Point High School underwent a major upgrade to our Administration block and the TAS and CAPA learning spaces. 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"> 4 science laboratories; a commercial kitchen; wood and metal workshops; 2 music classrooms; 3 music practice rooms; 3 visual arts workshops; a specialised dance/music room; a learning centre for individual student assistance; an international sized sporting gymnasium; a school hall; a weights/fitness centre; Indigenous student designed learning space. 	<ul style="list-style-type: none"> interactive whiteboards; BYOD program for Years 7, 8, and 9 in 2023; full NSW DoE Wi-Fi upgrade; use of virtual classrooms across all subjects for continuity of learning; use of digital learning platforms for formative assessment and online engagement; equity options for access to BYOD; 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; inclusive programs and specialist staff; a 25-seater school bus; secure school with automated gate access. 	<ul style="list-style-type: none"> outdoor café; 'My Place' Gazebo – a product of the Year 7, 2018 PBL; a commercial coffee machine for VET Hospitality (Food & Beverage) and Food Technology; outdoor basketball courts; an astroturf futsal court; an amphitheatre; Indigenous garden; air-conditioning upgrade to all classrooms completed in 2021 meeting ventilation regulations.

2023 TERM DATES

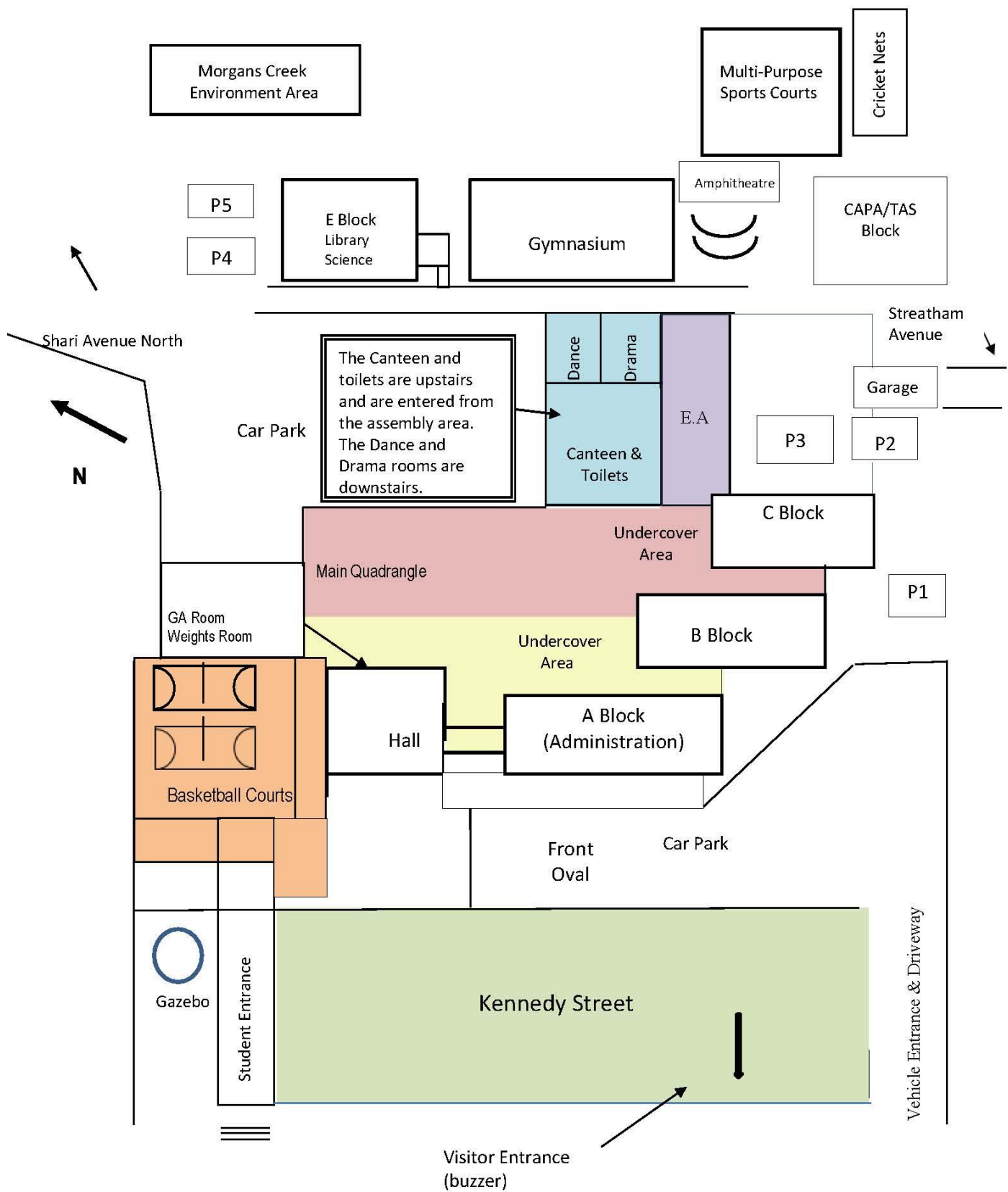
Term1	First day	Friday 27 January	Staff only
		Monday 30 January	Staff only
		Tuesday 31 January	Years 7, 11 and 12 only
		Wednesday 1 February	Whole school
	Last day	Thursday 6 April	
Term 2	First day	Monday 24 April	Staff only
		Wednesday 26 April	Whole school
	Last day	Friday 30 June	
Term 3	First day	Monday 17 July	Staff only
		Tuesday 18 July	Whole school
	Last day	Friday 22 September	
Term 4	First day	Monday 9 October	Whole school
	Last day (students)	Friday 15 December	
	Last day (staff)	Tuesday 19 December	Staff only

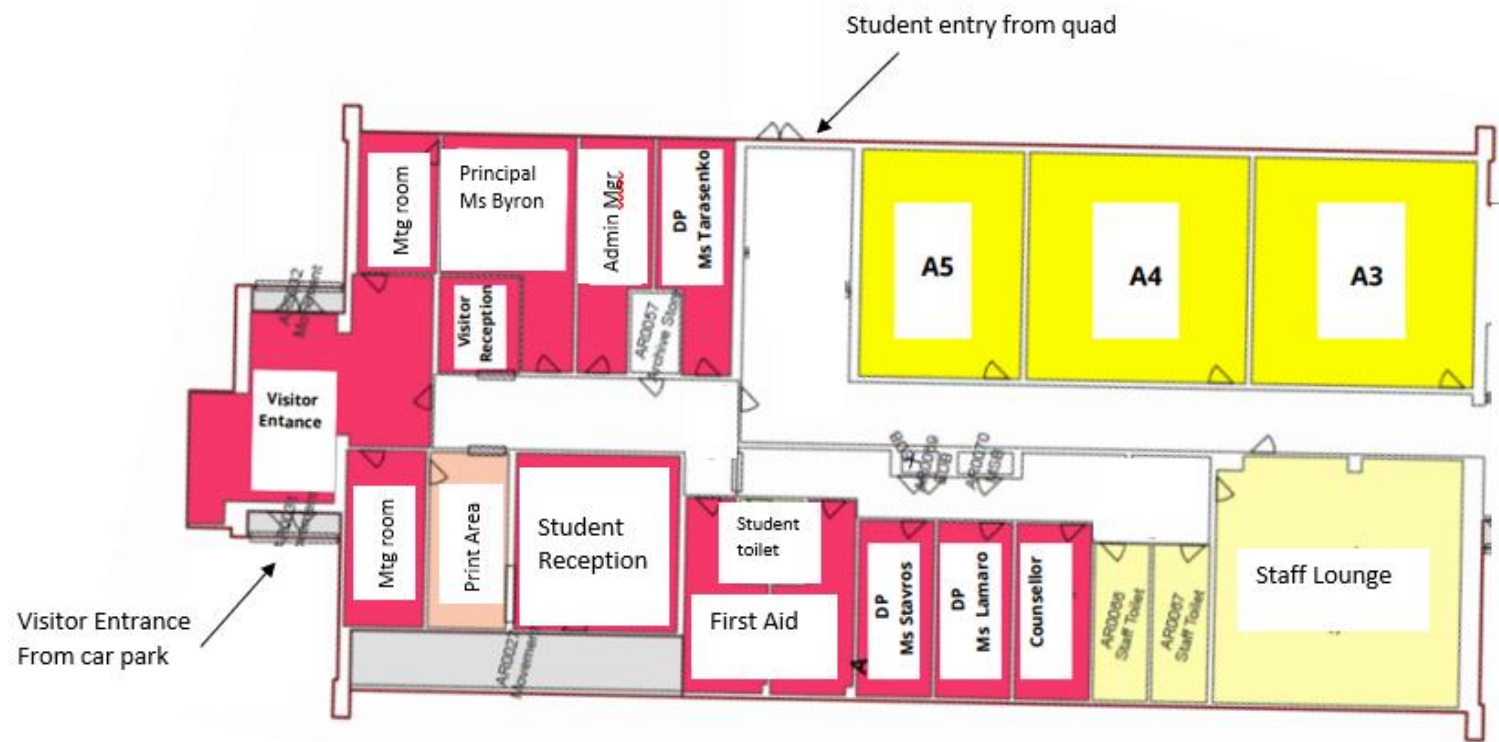
2023 BELL TIMES

The times given are the start of each lesson or break

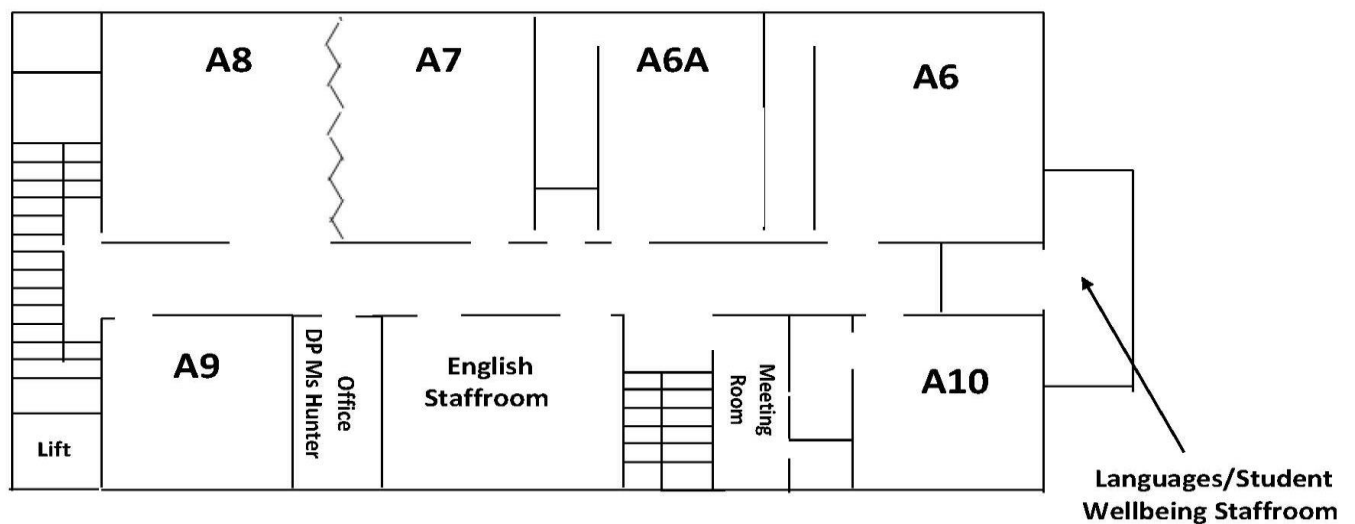
Period	Mon, Wed, Fri	Tuesday	Thursday
0	7:45-8:45	7:45-8:45	7:45-8:45
Assembly	8:45-8:56	8:45-8:56	8:45-8:56
1	8:56-9:58	8:56-9:58	8:56-9:49
2	9:58-11:00	9:58-11:00	9:49-10:42
Recess	11:00-11:20	11:00-11:20	10:42-11:02
3	11:20-12:22	11:20-12:22	11:02-11:55
4	12:22-1:24	School sport on Tuesdays finishes 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

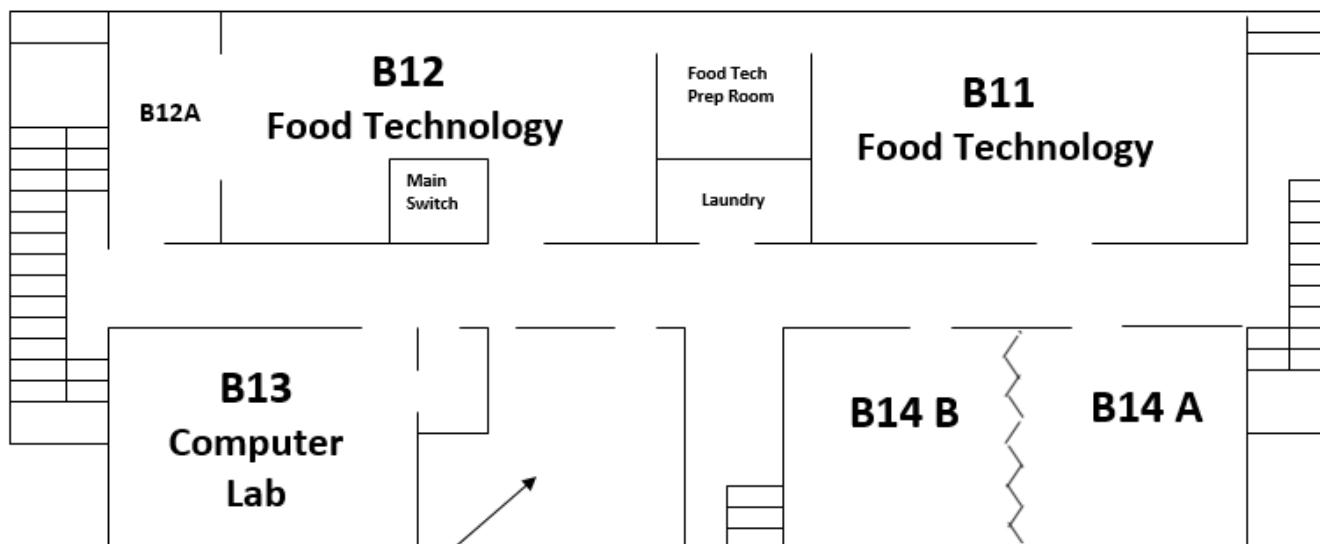




A Block Downstairs

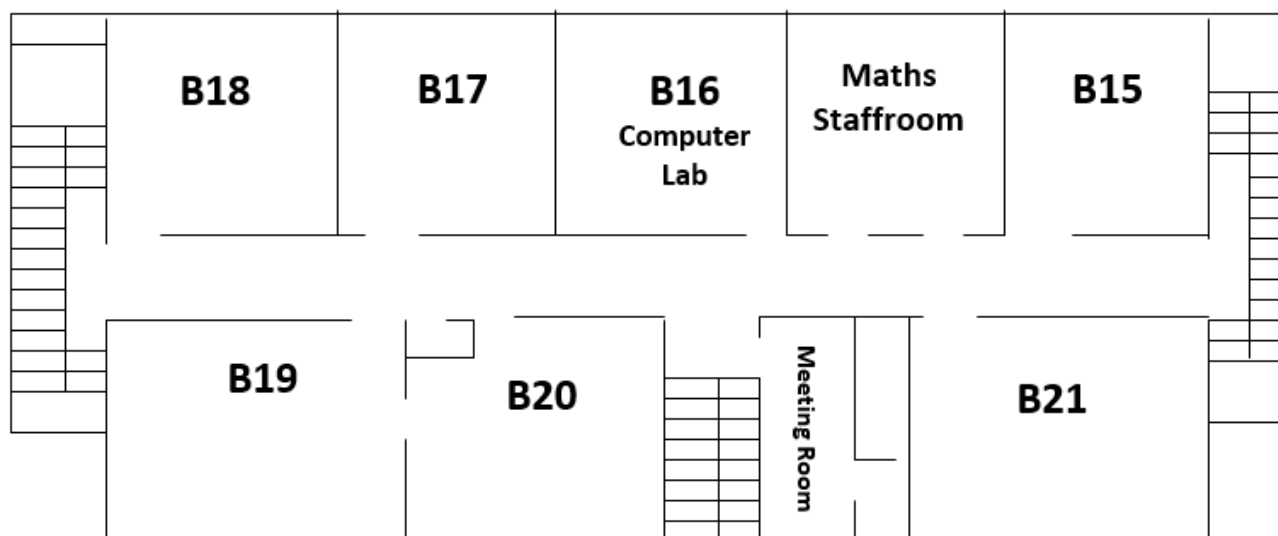


A Block Upstairs



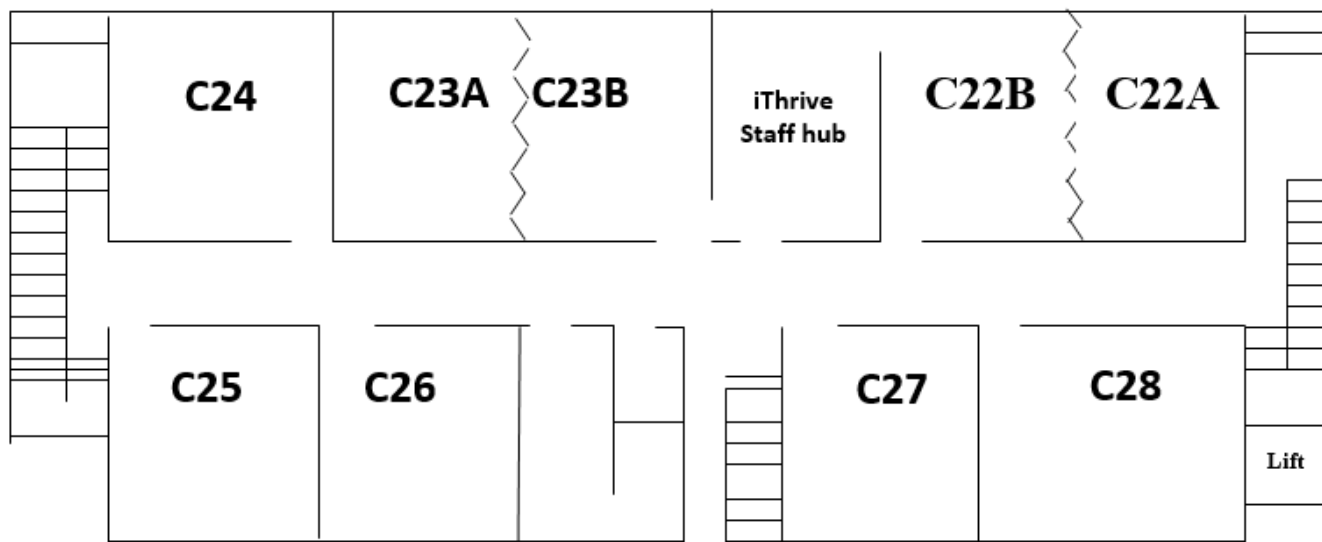
Learning and Support
/ Inclusive Education
Staffroom

Downstairs B Block



Upstairs B Block

P1

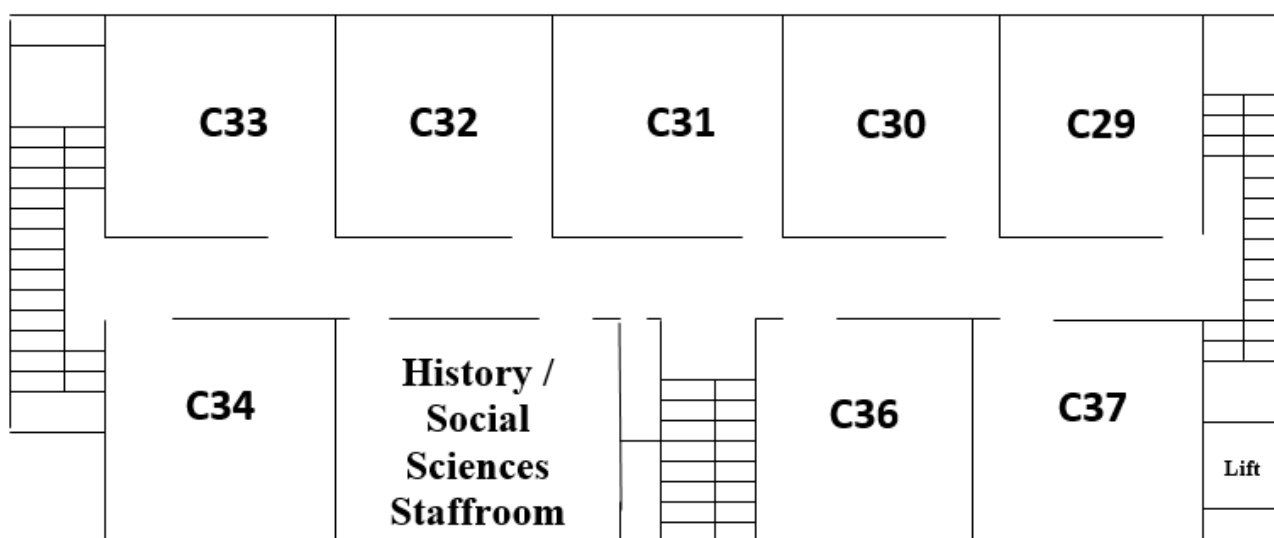


Garage
School Bus

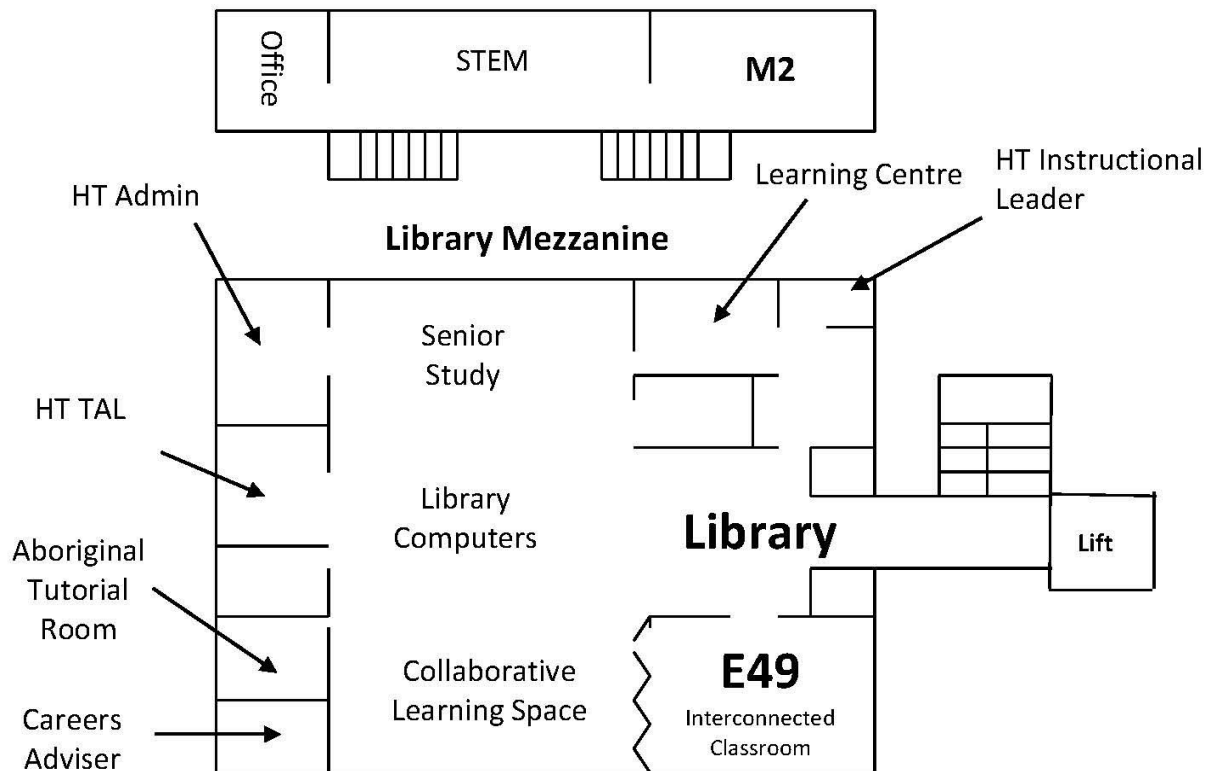
P2

P3

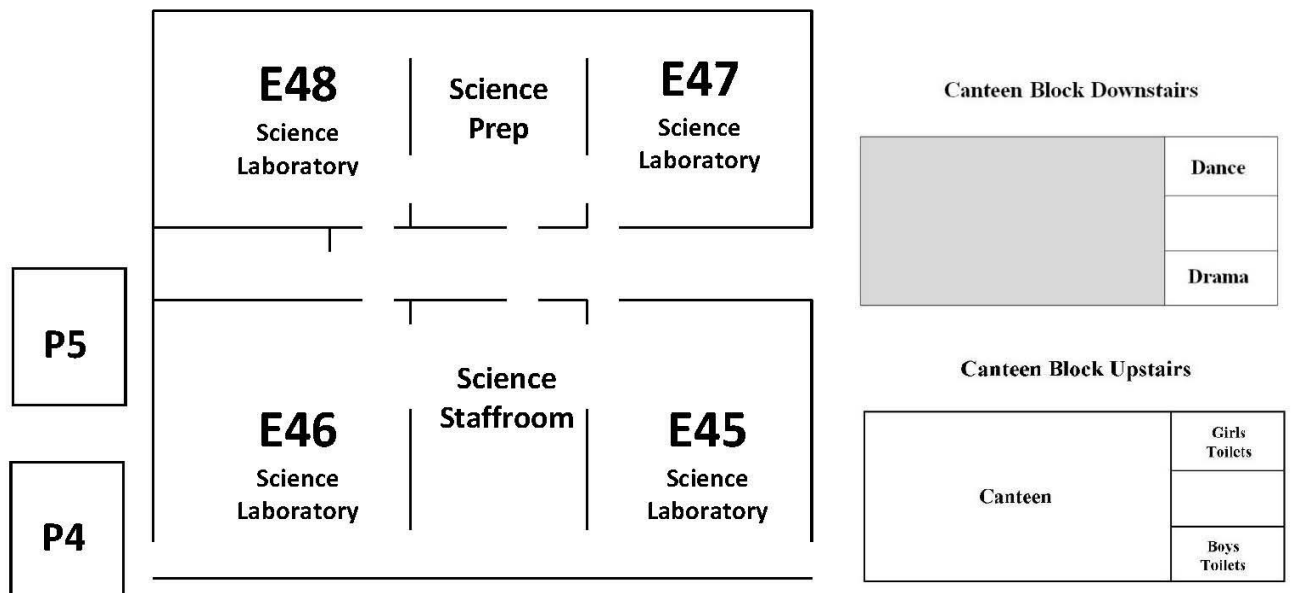
C Block Downstairs



C Block Upstairs



E Block Upstairs - Library



E Block Downstairs – Science



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

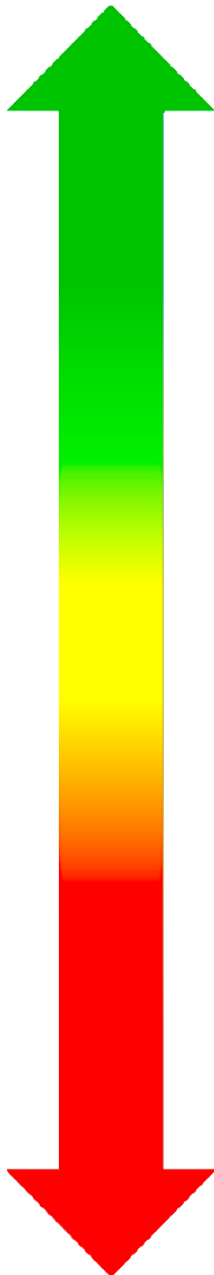
- * Follow instructions first time
- * Bring all necessary equipment
- * Carry our diary and a copy of our current timetable
- * Are safe with all equipment
- * Are active only in areas designated for that purpose
- * Are in the right place at the right time

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
RESPECT <ul style="list-style-type: none"> * 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 		<ul style="list-style-type: none"> * Positive reinforcement for students who: complete their work, use correct language, value other student contributions, follow instructions, interact positively, use their diary * Provide passport stickers, Quick Merits, Letters of Commendation * Share positive student news via phone calls/emails to parents/carers * Ensure student safety including necessary equipment and uniform * Develop seating plans for optimal learning * Establish appropriate peer models to direct off task students through verbal/non-verbal prompts to repair harm and restore positive relationships * Place students on detention for repeated disruptions and provide clarity around expectations for learning * Negative Millennium entry for ongoing inappropriate behaviour including misuse of devices * Request device to be left on teacher's desk/office * Phone calls/emails to parents/carers for unsafe/inappropriate behaviours in class 	<ul style="list-style-type: none"> * Acknowledging outstanding student work * Positive reinforcement for students who are actively engaged in their learning within their faculty * Sharing positive student news via The Point * Promote the right place at the right time for students * Promote a clean environment through litter and graffiti free areas * Promote positive interactions during student movement and waiting for classes, including hands off approach * Communicate ongoing student uniform or lateness concerns to the Deputy Principal * Utilise Faculty Monitoring cards for continued unsafe/inappropriate behaviour * Send faculty N Warning letters for incomplete tasks (Stages 5-6 only) * Support staff with Head Teacher interventions for inappropriate behaviour, allowing teachers to teach * Provide short term alternate learning spaces to help resolve conflict and assist with healthy relationships 	<ul style="list-style-type: none"> * Acknowledging students who are positive ambassadors within our school * Share positive student news via phone calls/SMS/email/The Point to parents/carers * Promote active areas and positive behaviours * Deputy Principal Morning Tea for students who are actively engaged in all areas of their learning and completing tasks to the best of their ability across all subjects * Send Letter of Concern for students not actively engaged in their learning or not interacting positively in their subjects * Place students on Formal Caution for Suspension after several negative incidents across multiple subjects for repeated inappropriate behaviour * Contact parents/carers for unsafe/inappropriate behaviour, holding individuals and groups accountable * Place student on Behaviour/Attendance monitoring cards to support student self-regulation * Conduct Peer Mediation if approved by parents/carers and students 	<ul style="list-style-type: none"> * Acknowledging positive student contributions on assembly via Student of the Month * Consult stakeholders to align school processes with school community needs * Acknowledging students who are positive Ambassadors for our school in the wider community * Visits to classrooms and sporting events to encourage participation * Coordination of external support services to reduce, prevent, and improve harmful behaviours * Ensure school processes support the NSW Department of Education Behaviour Code for Students, and the Student Behaviour Policy including Formal Cautions, Suspensions, and Expulsions * Align school procedures with the NSW Department of Education's Inclusive, Engaging and Respectful (IER) Schools framework to ensure every student is engaged and learning, and all school members are safe at school.
RESPONSIBILITY <ul style="list-style-type: none"> * 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 <ul style="list-style-type: none"> * 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 					

Behaviour code for students

NSW public schools

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

In NSW public schools students are expected to:

- Respect 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
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

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

Behaviour Code for Students: Actions

Promoting the 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 to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

Respect

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code
- Take care with property

Safety

- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

Engagement

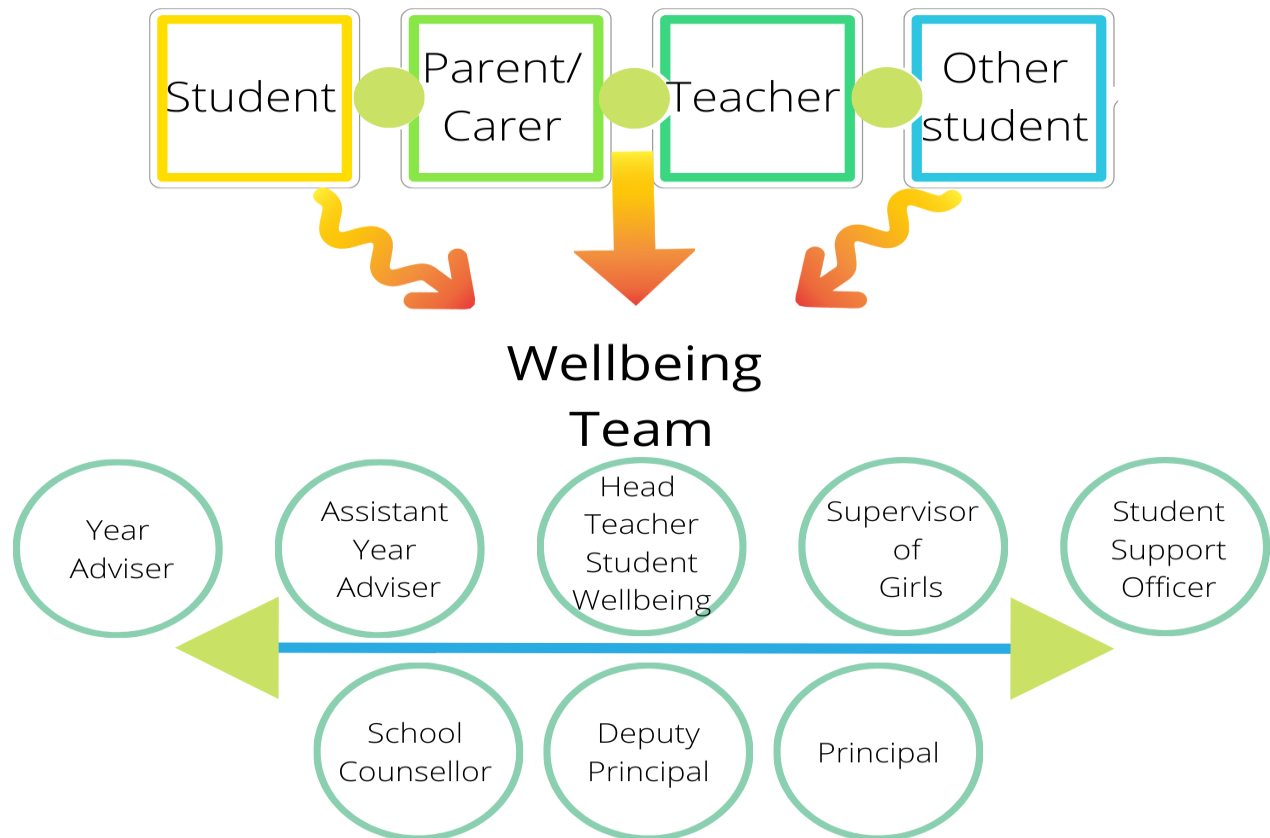
- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides 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.

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

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 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 closed 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.
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 class room 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.*

Exemptions

An exemption from parts of this 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 is referred to the Deputy Principal.
- The student's digital device is confiscated by a staff member.
- Confiscated devices are returned at the end of the school day.
- Confiscated devices are handed in to the school office and can be collected at the end of the day by the student or parent/carer.
- The incident may be recorded on Millennium as 'Misuse of Technology'.
- The Deputy Principal may suspend your privilege to use your device at any time.
- The student's access to the school email is restricted through the EMU tool on the DoE portal.
- The Deputy Principal/Principal may arrange a meeting with the student's parent or carer.

- Confiscated devices are held in the office until a parent or carer collects the device.
- Formal Caution or Suspension as per the NSW Department of Education (DoE) Student Behaviour Policy and the Behaviour Code for Students.
- Reporting to external agencies including NSW Police, NSW DoE Media/Social Media Unit, Child Wellbeing Unit.

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 and the message will be passed on to your child on your behalf. Following this process will actively show parent/carers support of the school procedure which is supported by our school community through a consultation process in 2020 and review of this procedure 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>

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.
- 2) Place their phone inside their Pouch and secure it in front of school staff.
- 3) Store their Pouch in their backpack for the day.

At the end of the day, students will open their Pouch, remove their phone and put their Pouch in their backpack. Students must bring their Pouch to school with them each day.

Students arriving late or leaving early will pouch/unpouch 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 will 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, general class work, assessment tasks.

B. POSITIVE POINTS/QUICK MERITS:

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 extracurricular activities, for example, debating, Peer Support, knockout sporting teams, SRC, Prefects etc.
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 Reward Days are offered each year at the end of each Semester. Rewards Days may include a barbecue at school or an incursion.
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 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, the student has lost a point.

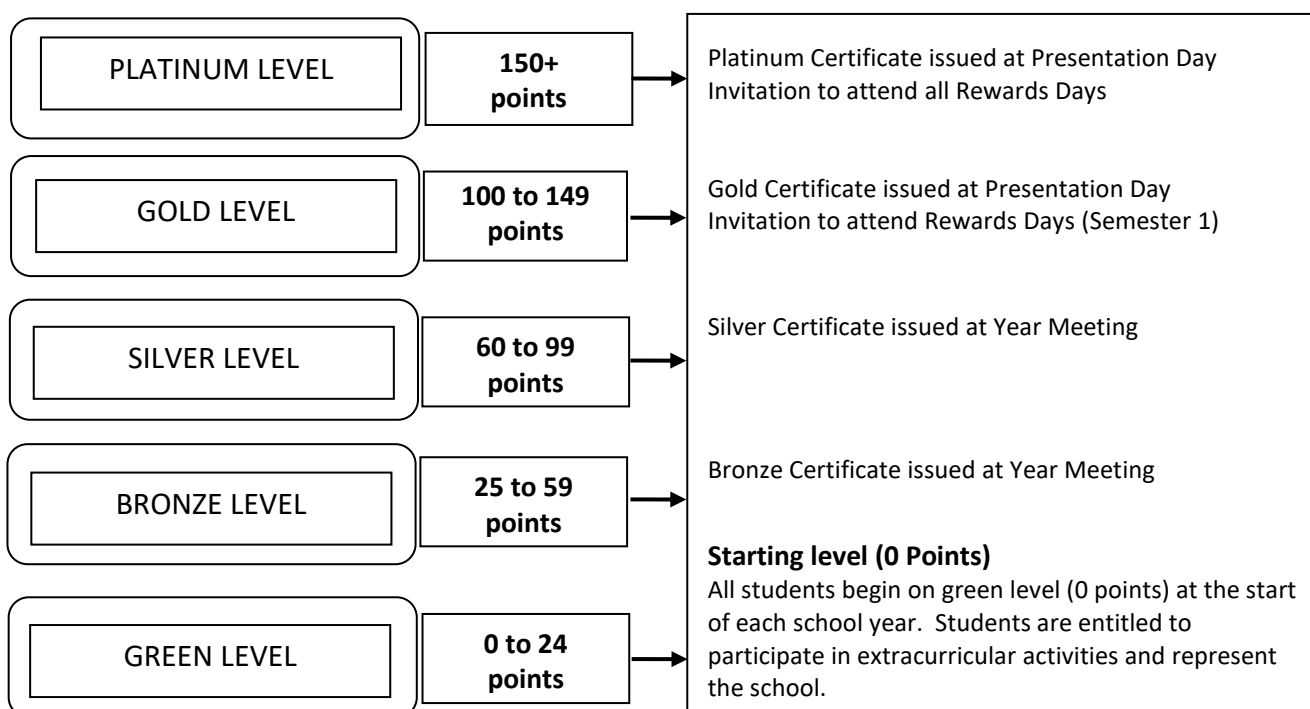
However, if the student fails to fulfil the required consequence, a Head Teacher referral results in a further point loss. If still not resolved at this stage, referral to the Deputy Principal will result in a third point loss.

- 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 (-1 point), or a 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 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 positive points. Teachers will record and sign against these points on the card.
- Teachers may also award points on Millennium called Quick Merits.
- Merit certificates and completed passports are collected and recorded by the Assistant Year Adviser. It is the students' responsibility to submit these 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 wellbeing programs, for example, personal development, school attendance and 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.
- Liaising and networking with community wellbeing agencies including Department of Communities and Justice, headspace, Family Referral Service, the Youth Liaison Police.
- Facilitating and organising professional learning opportunities for staff.
- Organising information meetings for parents.

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, 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 other 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 adviser is absent
- Assisting the Year Adviser to organise whole year group events [administrative support]
- Collecting Merits and Passports and entering data onto Millennium
- 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 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.
- Encourages and 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

Absences from school	<ul style="list-style-type: none"> ❖ Parents/carers can report student absences either by phone or email prior to, or on the day of the absence. ❖ All absences from school must be explained by the parent/carer. ❖ 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. ❖ Notes can be given to the student office to explain their absence on the student's return to 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. The Department is insured so that it can meet the financial impact of any legal liabilities arising from its activities. ❖ 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. ❖ 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.
Assembly / Roll Call	<ul style="list-style-type: none"> ❖ Outdoor assembly is 8:45am on Monday, Tuesday and Thursday. ❖ Students to assemble in roll call classes in alphabetical order. ❖ Indoor roll call is 8:45am every Wednesday and Friday 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 the student office by the student after school. ❖ In the case of repeat offences, the parent/carer will be required to collect the item from the office. ❖ Students are not permitted to use cameras or laser pointers inside the school grounds. ❖ Aerosol cans, firecrackers and vapes 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. ❖ Bicycles 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 at https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/child-student-concessions/primary-secondary-school ❖ More information can be found in the General Information Guide.

Canteen	<ul style="list-style-type: none"> ❖ The canteen usually opens at 8am. This depends on the COVID restrictions in place at any given time. ❖ 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. ❖ Flexischools is now available for online ordering. Student ID cards can also be used for cashless purchases.
Child Protection	<ul style="list-style-type: none"> ❖ Students can disclose information to any teacher but it will be reported to the Principal and other agencies.
Communication with parents/carers	<ul style="list-style-type: none"> ❖ Picnic Point High School uses School Bytes to communicate with parents/carers. ❖ Statements of account, fee reminders and correspondence are sent via email. ❖ Parents/Carers must notify the school if changes are made to email addresses.
Digital devices	<ul style="list-style-type: none"> ❖ The Digital Devices guidelines is located on the Picnic Point High School website: https://picnicpt-h.schools.nsw.gov.au/about-our-school/rules-and-policies/bringing-your-own-digital-device-to-school.html
Driving into the school grounds	<ul style="list-style-type: none"> ❖ Student pick up and drop off should be outside the school grounds ❖ 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.
Early departures from school	<ul style="list-style-type: none"> ❖ To organise an Early Leaver's Pass students must bring a note from a parent/carer stating: ❖ 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 student office to indicate time of departure. ❖ The student shows their stamped diary to the student office 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 Assessments	<ul style="list-style-type: none"> ❖ The school's assessment and examination procedures will be issued to all students during class time and /or year meetings.
Flexi cards for senior students	<ul style="list-style-type: none"> ❖ Senior flexi passes will be issued to senior students where appropriate. ❖ When arriving at school after normal school start time the flexi card should be shown at the student office. Flexi starts will not count as being late to school. Students leaving with a flexi card before standard school finishing time, must sign out through the student office. ❖ Flexi cards are only issued with parent/carer permission.
Harassment including bullying or discrimination	<ul style="list-style-type: none"> ❖ 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.

Injury or Illness (minor) at school	<ul style="list-style-type: none"> ❖ Report to the student office. ❖ A trained First Aid staff member will assess the injury. ❖ Parent/Carer 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/carers permission.
Injury or Illness (serious) at school	<ul style="list-style-type: none"> ❖ 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/carers. An ambulance will be called immediately in cases judged life-threatening or very serious.
Lateness to class	<ul style="list-style-type: none"> ❖ 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. ❖ Student lateness is recorded on Millennium.
Lateness to school	<ul style="list-style-type: none"> ❖ If late during roll call, students to proceed to late roll call area where student names will be recorded. ❖ If late after roll call, students to proceed to the student office where the time of arrival is recorded on Millennium. ❖ Parents/carers 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 student office. These students will be granted automatic entry to class once their names have been recorded on the school rolls.
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 to school is recommended. It is possible to re-borrow and reserve books. ❖ The cost of any library books that are not returned or have been lost will be added to a student's fees. ❖ Online books and audio books: students can use their devices to access ebooks and audiobooks throughout library subscription at https://picnicpointhseplatform.co/
Lockers	<ul style="list-style-type: none"> ❖ 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.
Lost property	<ul style="list-style-type: none"> ❖ The student office collects lost property.
Mobile phones	<ul style="list-style-type: none"> ❖ Mobile phones are not permitted to be used during school hours unless explicitly permitted to do so by the teacher only for educational purposes. ❖ 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 closed 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.
Office duty	<ul style="list-style-type: none"> ❖ Students from Year 8 will complete office duty in Term 1. Year 7 students will complete office duty from Term 2. ❖ Students should bring school work to complete when on office duty.

Office hours	<ul style="list-style-type: none"> ❖ The school office is open from 8.15am to 3.30pm. ❖ 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. ❖ Students can make payments in person at the student office.
Out of class	<ul style="list-style-type: none"> ❖ 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.
Photocopying for students	<ul style="list-style-type: none"> ❖ Students may photocopy material or print from the computers or external storage devices in the library at a minimal charge per page.
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. ❖ Consequences 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 Wellbeing or Deputy Principal to make an appointment on their behalf. ❖ Students may also complete the referral form on the school website: https://picnicpt-h.schools.nsw.gov.au/supporting-our-students/student-health-and-safety/school-counsellor-referral-form.html
School detention	<ul style="list-style-type: none"> ❖ School detention is conducted on Thursday afternoon from 2:20pm to 3:20pm. ❖ 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 by a Deputy Principal for the following reasons: <ul style="list-style-type: none"> ○ behaviour monitoring ○ non-completion of faculty monitoring ○ parent/carer request ○ warning for suspension ○ returning from suspension ○ truancy ❖ Deputy Principal monitoring is imposed for two weeks, but may be extended. ❖ 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. ❖ When instructed, students' mobile phones will be submitted to the student office. ❖ Students on Deputy Principal Monitoring must remain at the top of the main quad for recess and lunch.

School uniform	<ul style="list-style-type: none"> ❖ Student uniforms are checked during assembly and morning roll call. ❖ 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 School Administration Manager.
Senior study periods (Years 11 and 12)	<ul style="list-style-type: none"> ❖ Students must go to the library for all senior study periods. ❖ 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. ❖ When the library is closed, alternate areas will be arranged for the senior study periods.
Staff rooms	<ul style="list-style-type: none"> ❖ 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.
Students who become unwell at school	<ul style="list-style-type: none"> ❖ 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. ❖ Students should not text/phone home and arrange to be picked up without permission.
Textbooks	<ul style="list-style-type: none"> ❖ 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. ❖ The cost of any textbooks that are not returned or have been lost will be added to a student's fees.
Timetable	<ul style="list-style-type: none"> ❖ Students should go to the student office, the Year Adviser or Deputy Principal if they have lost their timetable. ❖ Parents can log into the Millennium Parent Portal and print a copy of the timetable.
Toilets	<ul style="list-style-type: none"> ❖ Students must use the toilets during recess or lunch breaks. ❖ The canteen 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 in the student office during lesson time. This will be recorded in their diary and mobile phone submitted to class teacher.
Visitors	<ul style="list-style-type: none"> ❖ 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. ❖ Visitors should check out at the end of their visit.

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, Tuesday and Thursday there is a full school assembly. Students sit in roll call classes and are supervised by their roll call teachers. On Wednesday and Friday, rolls are marked in roll call rooms.
2. Rolls are marked electronically during assemblies by teachers.
3. Teachers electronically mark their class rolls every lesson.

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

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
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 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 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

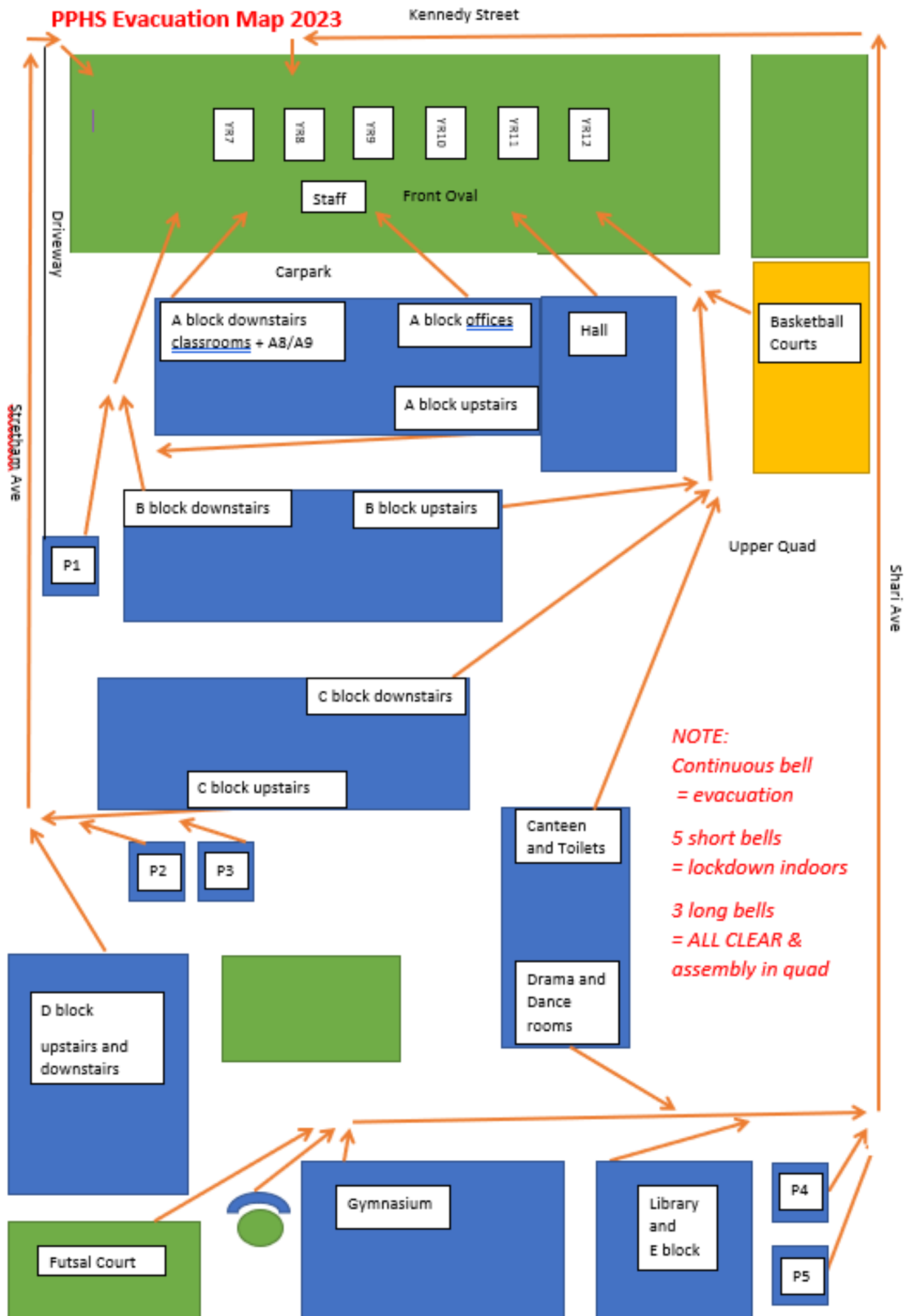
pp. for multiple pages

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)

PPHS Evacuation Map 2023



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 NB: LIFTS MAY NOT BE OPERATIONAL</p> <ul style="list-style-type: none"> Teachers lead their class to the Front 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 end of the oval. Teachers not on class at the time to assist with supervision of students at exit points. Roll Call Teachers receive rolls from Prefects, mark their rolls in the correct date column of the Emergency Roll. Supervise roll group throughout the evacuation until ALL CLEAR. Report any missing students to the Year Adviser. <p>Year Advisers / Assistant Year Advisers</p> <ul style="list-style-type: none"> Reinforce Roll Marking Instructions to staff. For each student, mark an '<i>a</i>' for absent or a dot 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 HT Administration. HT Administration to check attendance of all teaching staff (casual and permanent) and report to the Principal. <p>Office Administration Staff</p> <ul style="list-style-type: none"> Select driveway gate to 'hold open'. Take Medical Kit, Daily Org, Witches Hats, and Emergency Rolls printed from Millennium to the front oval. Obtain staff sign on sheets, including Cleaners, to verify with HT Admin. SAM to confirm with Canteen Manager the attendance of all canteen staff. SAM to check attendance of all non-teaching staff and any visitors onsite and report to the Principal. <p>Deputy Principal</p> <ul style="list-style-type: none"> Setup Portable PA system + extension cord on front oval (PA located in the office of DP nearest entry doors). Assist in Organisation of Year Groups on the Front Oval. Report Student Attendance to the Principal. <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 DPs, 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 Roll Call Teachers, once rolls completed, return the rolls to the Office Admin Staff.
All Staff and students to remain on the oval until the ALL CLEAR has been actioned by the Principal.	

LOCK DOWN – LOCK UP PROCEDURE

A lock down – lock up will be signalled by five (5) short bell rings.

If possible, the 'page all' system will be used, to provide further information about the situation, to school based phones located in staffrooms and offices.

➤ **A. If the emergency occurs during class time:**

1. Students remain in the classroom.
2. Class teacher to ensure students move to the front 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.**
3. Where possible, Head Teacher supervising each building (level) to lock external doors to building.
4. 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. **Supervising teachers follow step 2 above.**
5. Any classes under the covered area are to go to the hall. **Supervising teachers follow step 2 above.**
6. Ensure student attendance is marked on the class roll.

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 Principal or Deputy Principal.

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 Principal or Deputy Principal.

➤ **B. If the emergency occurs during recess or lunch:**

1. Staff and students proceed immediately to the next period, Period 3 if it is recess or Period 5 if it is lunch. **Supervising teachers follow step 2A above.**
2. P.E. classes to go to the gymnasium. **Supervising teachers follow step 2A above.**
3. Ensure student attendance is marked on the class roll.

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 Principal or Deputy Principal.

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 Principal or Deputy Principal.

Do not leave the room or unlock any door or window until the Principal or one of the Deputy Principals announces that it is safe to do so, and ALL CLEAR has been announced or signalled.

ALL CLEAR will be 3 long bells followed by an assembly in the quad, in the case of bad weather, the assembly will be held in the hall.

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 – 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. 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).
9. Students who participate in grade sport are required to travel by bus. 10 trip bus passes or single trip bus tokens can be purchased from the front office.

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 1pm 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.

Sport will be conducted under COVID-19 guidelines and advice to schools. This may include, though is not limited to, students wearing masks on buses, carnivals being competitor events only, no spectators allowed at sporting venues and/or sport being conducted within year groups. Any advice given to schools will be relayed to students, parents/carers by the school.

If a lockdown was to be put in place in 2023, students will undertake a sports program designed to be participated in whilst learning from home. Students will be presented with 4 options each week. They are to choose a minimum of two of these activities to participate in. Students then will record these activities and any relevant comments in their school diary under the date they occurred. All student's attendance, achievements and feedback will be reviewed when our school would resume to face to face learning.

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

- 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
- 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

- 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
- 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

- 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
- Pullover: Bottle green with school crest
- Sloppy Joe: Bottle green with school crest
- Prefect Tie: Striped bottle green (Prefect tie 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

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
Pullover:	Bottle green with school crest
Sloppy Joe:	Bottle green with school crest
Tie:	Bottle green with crest (optional)
Prefect Tie:	Striped bottle green (Prefect tie 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

Polo Top:	Green and gold microfibre
Shorts:	Bottle green knit shorts with emblem
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. 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.

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:
 - 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.			

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

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

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

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 or pick one up from an Opal retailer. To find a retailer in your area visit 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/opal-privacy-policy and the School Pass Terms at apps.transport.nsw.gov.au/ssts/#/termsAndConditions





Picnic Point High School (Picnic Point)

T: 02 9772 1700	Bell times:	8:45 AM	15:06 PM
Valid from: 1/11/2021			

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	07:35	From UWS Milperra via Bullecourt (R) Henry Lawson (L) Amiens (L) Pozieres (R) Henry Lawson (L) Maclaurin (L) Broe (L) Forrest, Lehn (L) Lucas, Tower (R) The River (R) Ferndale (L) Kennedy to school (08:00)
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)
S129	08:00	From UWS Milperra via Bullecourt (R) Henry Lawson (L) Amiens (R) Newland (L) Raleigh (L) Pozieres (L) Henry Lawson (R) Bullecourt (R) Horsley (L) Beaconsfield (R) The River (R) Ferndale (L) Kennedy to School (08:40)
M92	08:07	Connecting bus from Bankstown via (R) Restwell (R) Macauley (L) Chapel, Gibson (L) Cahors to Padstow Station (08:21) – 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.

Page 1

For more info Sydney.transdev.com.au or www.transportnsw.info



Picnic Point High School (Picnic Point)

T: 02 9772 1700	Bell times:	8:45 AM	15:06 PM
Valid from: 1/11/2021			

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 (15:24), 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

Legend: (L) Bus turns Left. (R) Bus turns Right.

Page 2

For more info Sydney.transdev.com.au or www.transportnsw.info



Picnic Point High School (Picnic Point)

T: 02 9772 1700	Bell times:	8:45 AM	15:06 PM
Valid from: 1/11/2021			

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.

Page 3

For more info [Sydney.transdev.com.au](https://sydney.transdev.com.au) or www.transportnsw.info



Statement of School Fees and Contributions Year 7 – 2023

A. FEES	\$
Brainstorm (compulsory Student Wellbeing presentation)	8.00
Education Perfect (online learning platform)	75.00
Japanese – Obento Deluxe workbook	35.00
School Diary	12.00
School Sporting Carnivals (compulsory)	15.00
Sport (compulsory)	30.00
Technical Support Officer fee	40.00
Technology Mandatory (TAS) (including blue apron)	30.00
Music	60.00
Total (A)	\$305.00
B. GENERAL SCHOOL CONTRIBUTIONS	\$
Textbooks	
Resources	
Computer Network usage	
Sport equipment	
Total (B)	\$95.00
C. P&C EDUCATION ENHANCEMENT	\$
Total	\$20.00
TOTAL PAYABLE (A+B+C)	\$420.00

Payment can be made through parent online payments (POP) via 'MAKE A PAYMENT' through the [school website](#), stating your child's name and Year 7 2023.

Students can make payments in person via cash/EFTPOS/credit card, at the student office between 8.30am and 2pm.

Please note:

The preferred methods for payment are listed above. We appreciate that not all parents and carers may have access to the internet. If you are unable to pay using one of the preferred methods, please visit the school between 8.30am and 2pm.

Year 7 Contribution and Subject Specific Fees Schedule 2023

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 2023 are as follows:

Fees: These fees are vital and they cover the purchase of consumable materials in Technology Mandatory, the use of teaching materials used in Music and the cost of external programs for compulsory sport. In addition, they cover the cost for:

- **Brainstorm Productions (Wellbeing presentation):** a compulsory Student Wellbeing presentation for all Year 7 students;
- **Education Perfect:** an online learning platform;
- **Japanese – Obento Deluxe workbook;**
- **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, and
 - Each student will carry a 'Points Passport' in their diary which they need to present to their teacher when they are awarded positive points.
- **School Sporting Carnivals:** compulsory attendance for all students;
- **Technical Support Officer fee:** providing students with technical support.

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 are 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 the school to discuss payment options.

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



Statement of School Fees and Contributions

Year 8 – 2023

A. SUBJECT FEES		\$
Brainstorm (compulsory wellbeing presentation)		8.00
Education Perfect (online learning platform)		75.00
School Diary		12.00
School Sporting Carnivals (compulsory)		15.00
Technical Support Officer fee		40.00
Technology Mandatory (TAS)		80.00
Visual Arts		80.00
Total (A)		\$310.00
B. GENERAL SCHOOL CONTRIBUTIONS		\$
Textbooks		
Resources		
Computer Network usage		
Sport equipment		
Total (B)		\$95.00
C. P&C EDUCATION ENHANCEMENT		\$
Total		\$20.00
D. ADDITIONAL ITEMS		\$
Locker Hire (per year) (Students to supply their own lock)	<input type="checkbox"/>	20.00
Apron for TAS – white/blue (price per apron)	<input type="checkbox"/>	10.00
Maths Scientific Calculator (Casio FX82AU Plus Mark 2)	<input type="checkbox"/>	22.00
Total (D)		\$ _____
TOTAL PAYABLE (A+B+C+D)		\$ _____

Payment can be made:

- through parent online payments (POP) using credit or debit card via the school website, stating your child's name.
- students can make payments in person via cash/EFTPOS/credit card, at the student office between 8.30am and 2pm.

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 – 2023

A. SUBJECT FEES		\$
Brainstorm (compulsory wellbeing presentation)		8.00
Food Technology	<input type="checkbox"/>	120.00
Education Perfect (online learning platform)		75.00
Industrial Technology (Timber)	<input type="checkbox"/>	80.00
Japanese Obento Supreme Workbook (Years 9 and 10)	<input type="checkbox"/>	36.00
Music	<input type="checkbox"/>	50.00
School Diary		12.00
School Sporting Carnivals (compulsory)		15.00
Visual Arts	<input type="checkbox"/>	100.00
Total (A)		\$ _____
B. GENERAL SCHOOL CONTRIBUTIONS		\$
Textbooks		
Resources		
Computer Network usage		
Sport equipment		
Total (B)		\$95.00
C. P&C EDUCATION ENHANCEMENT		\$
Total I		\$20.00
D. ADDITIONAL ITEMS		\$
Locker Hire (per year) (Students to supply their own lock)	<input type="checkbox"/>	20.00
Maths Scientific Calculator (Casio FX82AU Plus Mark 2)	<input type="checkbox"/>	22.00
Total (D)		\$ _____
TOTAL PAYABLE (A+B+C+D)		\$ _____

Payment can be made:

- through parent online payments (POP) using credit or debit card via the school website, stating your child's name.
- students can make payments in person via cash/EFTPOS/credit card, at the student office between 8.30am and 2pm.

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 – 2023

A. SUBJECT FEES		\$
Food Technology	<input type="checkbox"/>	120.00
Industrial Technology (Timber)	<input type="checkbox"/>	75.00
Japanese Obento Supreme (\$36 – if not paid for in Year 9 2022)	<input type="checkbox"/>	57.00
Education Perfect Online Subscription (\$21.00)	<input type="checkbox"/>	50.00
Music	<input type="checkbox"/>	12.00
School Diary		15.00
School Sporting Carnivals (compulsory)		100.00
Visual Arts	<input type="checkbox"/>	
Total (A)		\$ _____
B. GENERAL SCHOOL CONTRIBUTIONS		\$
Textbooks		
Resources		
Computer Network usage		
Sport equipment		
Total (B)		\$95.00
C. P&C EDUCATION ENHANCEMENT		\$
Total I		\$20.00
D. ADDITIONAL ITEMS		\$
Locker Hire (per year) (Students to supply their own lock)	<input type="checkbox"/>	20.00
Maths Scientific Calculator (Casio FX82AU Plus Mark 2)	<input type="checkbox"/>	22.00
Total (D)		\$ _____
TOTAL PAYABLE (A+B+C+D)		\$ _____

Payment can be made:

- through parent online payments (POP) using credit or debit card via the school website, stating your child's name.
- students can make payments in person via cash/EFTPOS/credit card, at the student office between 8.30am and 2pm.

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 – 2023

A. SUBJECT FEES		\$
Food Technology	<input type="checkbox"/>	140.00
Industrial Technology (Timber)	<input type="checkbox"/>	80.00
Japanese Continuers	Wakatta Workbook 1 (\$31) Education Perfect licence (\$21)	<input type="checkbox"/> 52.00
Music 1	<input type="checkbox"/>	50.00
School Diary		12.00
School Sporting Carnivals (compulsory)		15.00
VET Construction (** including shirt and White Card)	<input type="checkbox"/>	130.00
VET Entertainment (* including shirt and White Card)	<input type="checkbox"/>	80.00
VET Hospitality (including apron)	<input type="checkbox"/>	140.00
Visual Arts	<input type="checkbox"/>	100.00
Total (A)		\$_____
B. GENERAL SCHOOL CONTRIBUTIONS		\$
Textbooks		
Resources		
Computer Network usage		
Sport equipment		
Total (B)		\$95.00
C. P&C EDUCATION ENHANCEMENT		\$
Total		\$20.00
D. ADDITIONAL ITEMS		\$
Locker Hire (per year) (Students to supply their own lock)	<input type="checkbox"/>	20.00
School Tie	<input type="checkbox"/>	25.00
Maths Scientific Calculator (Casio FX82AU Plus Mark 2)	<input type="checkbox"/>	22.00
Total (D)		\$_____
TOTAL PAYABLE (A+B+C+D)		\$_____

Payment can be made:

- through parent online payments (POP) using credit or debit card via the school website, stating your child's name.
- students can make payments in person via cash/EFTPOS/credit card, at the student office between 8.30am and 2pm.

**If your child is studying both VET Construction and VET Entertainment, the \$35 White Card payment is only payable once.*

*** If your child has completed the White Card course at school in Year 10, the fee for VET Construction and/or VET Entertainment will be less \$35 for the White Card.*



Statement of School Fees and Contributions

Year 12 – 2023

A. SUBJECT FEES		\$
Food Technology	<input type="checkbox"/>	100.00
Industrial Technology (Timber)	<input type="checkbox"/>	20.00
Japanese Continuers	Wakatta Workbook 2 (\$31) Education Perfect licence (\$21)	<input type="checkbox"/> 52.00
Music 1	<input type="checkbox"/>	50.00
Photography, Video & Digital Imaging	<input type="checkbox"/>	100.00
School Diary		12.00
School Sporting Carnivals (compulsory)		15.00
VET Construction	<input type="checkbox"/>	50.00
VET Entertainment	<input type="checkbox"/>	40.00
VET Hospitality	<input type="checkbox"/>	100.00
VET Sport Coaching	<input type="checkbox"/>	25.00
Visual Arts (General consumables covered in fee. Students are required to purchase speciality items for their Body of Work)	<input type="checkbox"/>	30.00
Total (A)		\$ _____
B. GENERAL SCHOOL CONTRIBUTIONS		\$
Textbooks		
Resources		
Computer Network usage		
Sport equipment		
Total (B)		\$95.00
C. P&C EDUCATION ENHANCEMENT		\$
Total C		\$20.00
D. ADDITIONAL ITEMS		\$
Locker Hire (per year) (Students to supply their own lock)	<input type="checkbox"/>	20.00
School Tie	<input type="checkbox"/>	25.00
Maths Scientific Calculator (Casio FX82AU Plus Mark 2)	<input type="checkbox"/>	22.00
Total (D)		\$ _____
TOTAL PAYABLE (A+B+C+D)		\$ _____

Payment can be made:

- through parent online payments (POP) using credit or debit card via the school website, stating your child's name.
- students can make payments in person via cash/EFTPOS/credit card, at the student office between 8.30am and 2pm.

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.

Year 8, 9, 10, 11 and 12 Contribution and Subject Specific Fees Schedule 2023

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 2023 are as follows:

1. **Brainstorm Productions (Wellbeing presentation):** a compulsory student wellbeing presentation for all students in Years 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 8-9) – an online learning platform.
4. **Education Perfect for Japanese** (Years 9-11 only) – an online learning platform.
5. **School Sporting Carnivals:** compulsory attendance for all students;
6. **Technical Support Officer fee** (Year 8 only): providing students with technical support.
7. **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.
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 letters with payment details will be sent home with students, prior to the excursion/camp/sport event, and will be available on our website.

Payment can be made via the school website through parent online payment (POP), stating your child's name and year students can make payments in person via cash/EFTPOS/credit card, at the student office between 8.30am and 2pm.

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

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

EQUIPMENT REQUIREMENTS FOR ALL YEARS

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

LARGE FELT TIPPED PENS OR MARKERS ARE NOT TO BE BROUGHT TO SCHOOL

Year 7 2023		
General Requirements:	<ul style="list-style-type: none"> • Blue, black and red pens • Pencils (B) • Sharpener • Eraser • Glue stick • Ruler • Scissors 	<ul style="list-style-type: none"> • Coloured pencils or textas • Correction tape (no liquid paper) • Headphones/earphones • Highlighters • Display folder • A4 ruled writing pad • Laptop and protective case
Additional requirements for specific subjects:		
CAPA	Music	<ul style="list-style-type: none"> • Display folder (A4) • A pair of earphones or headphones
English		<ul style="list-style-type: none"> • Exercise book (A4) 96 pages • Pocket dictionary
History		<ul style="list-style-type: none"> • Exercise book (A4) 96 pages
iThrive		<ul style="list-style-type: none"> • Exercise book (A4) 192 pages
Languages	Japanese	<ul style="list-style-type: none"> • Exercise book (A4) 96 pages
Mathematics		<ul style="list-style-type: none"> • Exercise book (grid preferred) (A4) 240 pages • Ruler (30cm) • Calculator: CASIO fx-82AU PLUS II 2nd Edition
PE	PD/Health/PE	<ul style="list-style-type: none"> • Exercise book (A4) 128 pages • PE uniform
Science		<ul style="list-style-type: none"> • Exercise book (A4) 240 pages • Ruler (30cm) • Calculator (NESA approved)
Social Sciences	Geography	<ul style="list-style-type: none"> • Exercise book (A4) 96 pages
TAS	Technology Mandatory	<ul style="list-style-type: none"> • Display folder (A4) – clear view

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

Support Unit students for All Years:

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

Year 8 2023		
General Requirements	<ul style="list-style-type: none"> • Blue, black and red pens • Pencils (B) • Sharpener • Eraser • Glue stick • Ruler • Scissors 	<ul style="list-style-type: none"> • Coloured pencils or textas • Correction tape (no liquid paper) • Headphones/earphones • Highlighters • Display folder • A4 ruled writing pad • Laptop and protective case
Additional requirements for specific subjects:		
CAPA	Visual Arts	<ul style="list-style-type: none"> • Pencils – 2B, 4B and 6B • Sketchbook – spiral bound with PVC cover (A4) 120 pages
English		<ul style="list-style-type: none"> • Display folder (A4) • Exercise book (A4) 250 pages • Pocket dictionary
History		<ul style="list-style-type: none"> • Exercise book (A4) 96 pages
iThrive		<ul style="list-style-type: none"> • Exercise book (A4) 192 pages
Mathematics		<ul style="list-style-type: none"> • Exercise book (A4) 240 pages • Ruler (30cm) • Calculator: CASIO fx-82AU PLUS II or equivalent (NESA approved)
PE	PD/Health/PE	<ul style="list-style-type: none"> • Exercise book (A4) 128 pages • PE uniform
Science		<ul style="list-style-type: none"> • Exercise book (A4) 240 pages • Ruler (30cm) • Calculator (NESA approved)
Social Sciences	Geography	<ul style="list-style-type: none"> • A4 exercise book – 96 pages
TAS	Technology Mandatory	<ul style="list-style-type: none"> • Display folder (A4) – clear view

NOTE: BYOD Year 8 students are only expected to bring to school their fully charged laptop, display folder, pencil case and notebook each day. The Maths Grid book and PE uniform is also required on days when students have these timetabled classes. All other work books should remain at home. Students should paste worksheets from their display folders into these work books to develop good routines and organisational skills on a daily basis.

Year 9 2023		
General Requirements	<ul style="list-style-type: none"> • Blue, black and red pens • Pencils (B) • Sharpener • Eraser • Glue stick 	<ul style="list-style-type: none"> • Ruler • Scissors • Coloured pencils or textas • Correction tape (no liquid paper) • Scientific calculator • Laptop and protective case
Additional requirements for specific subjects:		
CAPA	Music	<ul style="list-style-type: none"> • Display folder (A4)
	Visual Arts	<ul style="list-style-type: none"> • Pencils – 2B, 4B and 6B • Sketchbook – spiral bound with PVC cover (A3)
English		<ul style="list-style-type: none"> • Exercise book (A4) 250 pages • Pocket dictionary • Folder (plastic sleeves)
History	History	<ul style="list-style-type: none"> • Exercise book (A4) 240 pages (for each subject)
	History Elective	
	Psychology	
Languages	Japanese	<ul style="list-style-type: none"> • Exercise book (A4) 96 pages
Mathematics		<ul style="list-style-type: none"> • Exercise book (A4) 240 pages • Ruler (30cm) • Textbook clipcase • Calculator: CASIO fx-82AU PLUS II or equivalent (NESA approved)
PE	PD/Health/PE	<ul style="list-style-type: none"> • Exercise book (A4) 128 pages • PE uniform
	PASS	<ul style="list-style-type: none"> • Exercise book (A4) 200 pages • PE uniform
Science		<ul style="list-style-type: none"> • Exercise book (A4) 240 pages • Ruler (30cm) • NESA approved calculator
Social Sciences	Commerce	<ul style="list-style-type: none"> • Exercise book (A4) 96 pages (for each subject)
	Geography	
	Work Education	
TAS	Food Technology	<ul style="list-style-type: none"> • Display book (A4) - clear view • Apron (white)
	Industrial Technology Timber	<ul style="list-style-type: none"> • Display booklet • Pencils • Apron (blue)
	Information and Software Technology	<ul style="list-style-type: none"> • Display book (A4) - clear view

NOTE: BYOD Year 9 students are only expected to bring to school their fully charged laptop, display folder, pencil case and notebook each day. The Maths Grid book and PE uniform is also required on days when students have these timetabled classes. All other work books should remain at home. Students should paste worksheets from their display folders into these work books to develop good routines and organisational skills on a daily basis.

Year 10 2023		
General Requirements	<ul style="list-style-type: none"> • Blue, black and red pens • Pencils (B) • Sharpener • Eraser • Glue stick • Ruler 	<ul style="list-style-type: none"> • Scissors • Coloured pencils or textas • Highlighters • Correction tape (no liquid paper) • Scientific calculator
Additional requirements for specific subjects:		
CAPA	Music	<ul style="list-style-type: none"> • Display folder
	Visual Arts	<ul style="list-style-type: none"> • Pencils – 2B, 4B and 6B • Sketchbook – spiral bound with PVC cover (A3)
English		<ul style="list-style-type: none"> • Exercise book (A4) 250 pages • Pocket dictionary • Folder (plastic sleeves)
History	History	<ul style="list-style-type: none"> • Exercise book (A4) 240 pages
	History Elective	
	Psychology	
Languages	Japanese	<ul style="list-style-type: none"> • Exercise book (A4) 96 pages
Mathematics	All courses	<ul style="list-style-type: none"> • Exercise book (A4) 240 pages • Ruler (30cm) • Textbook clipcase • Calculator: CASIO fx-82AU PLUS II or equivalent (NESA approved)
PE	PD/Health/PE	<ul style="list-style-type: none"> • Exercise book (A4) 128 pages • PE uniform
	PASS	<ul style="list-style-type: none"> • Exercise book (A4) 200 pages • PE uniform
Science		<ul style="list-style-type: none"> • Exercise book (A4) 240 pages • Ruler (30cm) • NESA approved calculator
Social Sciences	Commerce	<ul style="list-style-type: none"> • Exercise book (A4) 96 pages (for each subject)
	Geography	
TAS	Food Technology	<ul style="list-style-type: none"> • Display book – clear view • Apron (white)
	Industrial Technology	<ul style="list-style-type: none"> • Display booklet
	Timber	<ul style="list-style-type: none"> • Pencils • Apron (blue)
	Information and Software Technology	<ul style="list-style-type: none"> • Display book – clear view

Year 11 2023		
General Requirements	<ul style="list-style-type: none"> • Blue, black and red pens • Pencils (B) • Sharpener • Eraser • Glue stick 	<ul style="list-style-type: none"> • Ruler • Scissors • Highlighters • A4 ring folders • Correction tape (no liquid paper)
Additional requirements for specific subjects:		
CAPA	Music 1	<ul style="list-style-type: none"> • Display folder (A4)
	Photography, Video and Digital Imaging	<ul style="list-style-type: none"> • Sketch book (A4) • Display folder – plastic inserts • 8GB USB and 8GB memory card (minimum)
	VET Entertainment	<ul style="list-style-type: none"> • Display folder
	Visual Arts	<ul style="list-style-type: none"> • Pencils – 2B, 4B and 6B • Sketchbook – spiral bound with PVC cover (A3)
English	All courses	<ul style="list-style-type: none"> • Paper – lined (A4) – loose leaf • Plastic sleeves • Folder
History	History (all courses)	<ul style="list-style-type: none"> • Paper – loose leaf (A4) or book
	Society and Culture	
Languages	Japanese Continuers	<ul style="list-style-type: none"> • Exercise book (A4) 128 pages
Mathematics	All courses	<ul style="list-style-type: none"> • Exercise book (A4) 240 pages • Ruler (30cm) • Calculator: CASIO fx-82AU PLUS II or equivalent (NESA approved)
PE	Community and Family Studies	<ul style="list-style-type: none"> • Writing book (A4) 200 pages • Ring folder (A4)
	PD/Health/PE	<ul style="list-style-type: none"> • Paper – lined (A4) • Writing book (A4) 200 pages • PE uniform
	SLR	<ul style="list-style-type: none"> • Exercise book (A4) 120 pages • PE uniform
	VET Sport Coaching	<ul style="list-style-type: none"> • Writing book (A4) 120 pages • PE uniform
Science	Biology	<ul style="list-style-type: none"> • Exercise book (A4) or ring binder and paper (A4) – loose leaf • Display folders x 5 • Ruler (30cm) • Compass and protractor • NESA approved calculator • Physics- Geometry set and ruler
	Chemistry	
	Investigating Science	
	Physics	

Year 11 2023 (cont.)		
Social Sciences	Business Studies	<ul style="list-style-type: none"> • Paper – loose leaf (A4) • Plastic sleeves • Board approved calculator
	Economics	<ul style="list-style-type: none"> • Paper – loose leaf (A4) • Plastic sleeves • Board approved calculator
	Geography	<ul style="list-style-type: none"> • Paper – loose leaf (A4) • Coloured pencils • Plastic sleeves • Geometry set and ruler • Board approved calculator
	Legal Studies	<ul style="list-style-type: none"> • Paper – loose leaf (A4) • Plastic sleeves
	Work Studies	<ul style="list-style-type: none"> • Paper – loose leaf (A4) • Plastic sleeves • Board approved calculator
TAS	Food Technology	<ul style="list-style-type: none"> • Apron (white)
	Industrial Technology Multimedia	<ul style="list-style-type: none"> • Paper (A4) – loose leaf • Display book
	Industrial Technology Timber	<ul style="list-style-type: none"> • Pencils • Apron (blue)
	VET Construction	<ul style="list-style-type: none"> • Apron (blue) • Pencil
	VET Hospitality	<ul style="list-style-type: none"> • Apron (white) • Food container

Year 12 2023		
General Requirements	<ul style="list-style-type: none"> • Blue, black and red pens • Pencils (B) • Sharpener • Eraser • Glue stick 	<ul style="list-style-type: none"> • Ruler • Scissors • Highlighters • A4 ring folders • Correction tape (no liquid paper)
Additional requirements for specific subjects:		
CAPA	Music 1	<ul style="list-style-type: none"> • Display folder (A4)
	Photography, Video and Digital Imaging	<ul style="list-style-type: none"> • Sketch book (A4) • Display folder – plastic inserts • 8GB USB and 8GB memory card (minimum)
	VET Entertainment	<ul style="list-style-type: none"> • Display folder
	Visual Arts	<ul style="list-style-type: none"> • Pencils – 2B, 4B and 6B • A3 Sketch book – spiral bound with PVC cover • Loose leaf folder • Supply practical materials for Body of Work
English	All courses	<ul style="list-style-type: none"> • Paper – lined (A4) – loose leaf • Plastic sleeves • Folder
History	History (all courses)	<ul style="list-style-type: none"> • Paper – loose leaf (A4) or book
	Society and Culture	
Languages	Japanese Continuers	Exercise book (A4) 128 pages
Mathematics	All courses	<ul style="list-style-type: none"> • Exercise book (A4) 240 pages • Ruler (30cm) • Calculator: CASIO fx-82AU PLUS II or equivalent (NESA approved)
PE	Community and Family Studies	<ul style="list-style-type: none"> • Writing book (A4) 200 pages • Ring folder (A4)
	PD/Health/PE	<ul style="list-style-type: none"> • Paper – lined (A4) • Writing book (A4) 200 pages • PE uniform
	SLR	<ul style="list-style-type: none"> • Exercise book (A4) 120 pages • PE uniform
	VET Sport Coaching	<ul style="list-style-type: none"> • Writing book (A4) 120 pages • PE uniform
Science	Biology	<ul style="list-style-type: none"> • Exercise book (A4) or ring binder and paper (A4) – loose leaf • Display folders x 5 • Ruler (30cm) • Compass and protractor • NESA approved calculator • Physics- Geometry set and ruler
	Chemistry	
	Investigating Science	
	Physics	
Social Sciences	Business Studies	<ul style="list-style-type: none"> • Paper – loose leaf (A4) • 1 x ring binder folders (A4) • Plastic sleeves

		<ul style="list-style-type: none"> • Board approved calculator
	Economics	<ul style="list-style-type: none"> • Paper – loose leaf (A4) • Plastic sleeves • Board approved calculator
	Geography	<ul style="list-style-type: none"> • A4 paper – loose leaf • Coloured pencils • Plastic sleeves • Geometry set and ruler • Board approved calculator
	Legal Studies	<ul style="list-style-type: none"> • Paper – loose leaf (A4) • Plastic sleeves
	Work Studies	<ul style="list-style-type: none"> • Paper – loose leaf (A4) • Plastic sleeves • Board approved calculator
TAS	Food Technology	<ul style="list-style-type: none"> • Apron (white)
	Industrial Technology Multimedia	<ul style="list-style-type: none"> • Paper (A4) – loose leaf • Display book
	Industrial Technology Timber	<ul style="list-style-type: none"> • Pencils • Apron (blue)
	VET Construction	<ul style="list-style-type: none"> • Apron (blue) • Pencils
	VET Hospitality	<ul style="list-style-type: none"> • Apron (white) • Food container

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 **3rd Monday of each month at 6:30pm via Zoom** 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.

PPHS Canteen Menu 2023

SNACKS

Seasonal Fruit	
Fruit Salad	
Yoghurt	
Vege Sticks and Hummus Dip	
Grainwaves - Sour Cream	
Breadsticks - Plain	
Red Rock Chips - Sea Salt	
Banana Bread (Gluten free available)	
Mamee Rice Sticks - Cheese	
Bread Roll (plain or with sauce)	

SANDWICHES

Vegemite	
Cheese	
Chicken and Avocado	
Tuna/Ham	
Chicken, Lettuce & Mayo	
Ham, Cheese and Tomato	
Egg (plain or curried) and Lettuce	
Salad (Lettuce, tomato, carrot, cucumber, beetroot)	

* = Halal

Canteen Prices Term 1 2023 v.1

Price SALADS & SUSHI

\$1.00	Sushi Maki Roll (Tuna, Chicken Beef) (Gluten-free)
\$4.00	Rice Paper Roll (Vegetable or Chicken)
\$2.50	Sushi 2 for 1 Deal
\$5.00	Sushi Salad Cup – Teriyaki Chicken
\$2.00	Chicken / Tuna / Ham Salads
\$3.00	Salad (Lettuce, tomato, carrot, cucumber, beetroot)
\$2.00	
\$2.50	HOT FOOD
\$1.00	Macaroni & Cheese Pasta
\$0.50	Twista Pasta Bolognese *
	Lasagne *
	Chicken Wedges* (3 Pack)
	Gluten Free Chicken Nuggets (5 Pack)
\$2.50	Hash Brown
\$3.00	Meatballs (6 pack) *
\$4.50	Garlic Bread
\$4.00	Spinach and Ricotta Roll / Sausage Roll (incl. sauce)
\$4.50	Hot Dog *
\$4.50	Oregano Lebanese Pizza
\$4.00	Cheese Pide
\$5.00	Spinach & Cheese Pide
	Meat & Cheese Lebanese Pizza *
	Chicken Fried Rice *
	Butter Chicken & Rice * (Gluten-free)
	Thai Chicken Curry & Rice *
	Chicken Burger * with Lettuce & Mayo
	Mamee Noodle Cup (Chicken/Beef)
	Sauce Sachets

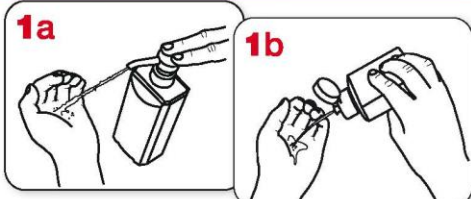
Price DRINKS

\$4.50	Flavoured Milk (300ml)	\$2.50
\$4.50	Up & Go	\$2.50
\$8.00		
\$4.50	Fruit Juice – Orange / Apple / Blackcurrant / Tropical	\$2.00
\$6.00		
\$5.50	Water (600ml)	\$2.00
	PUMP Water (750ml)	\$3.50
	Mt Franklin Sparking Water – Lime (while stocks last)	\$2.50
\$4.00		
\$4.00	Sugar Free Soft Drinks	\$2.00
\$4.00	Groove	\$2.50
\$2.00	Glee (sparkling 99% fruit juice)	\$2.00
\$3.00		
\$1.00		
\$3.00	Hot Chocolate (Terms 2 & 3 only)	\$2.00
\$1.00		
\$3.50	ICE CREAMS	
\$3.00	Quelch Sticks	\$0.50
\$4.00	Juicies	\$1.00
\$5.50	Moosies - chocolate	\$1.00
\$5.50	Juicy Cups	\$1.00
\$5.50		
\$5.50		
\$5.50		
\$6.00		
\$6.00		
\$4.50		
\$3.00		
\$0.20		

· Order online using the **Flexischools** app, or place your order and money in the boxes 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. We do accept cash.

How to handrub?

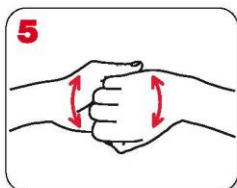
WITH ALCOHOL-BASED FORMULATION



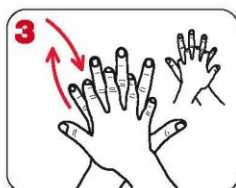
Apply a palmful of the product in a cupped hand and cover all surfaces.



Rub hands palm to palm



backs of fingers to opposing palms with fingers interlocked



right palm over left dorsum with interlaced fingers and vice versa



rotational rubbing of left thumb clasped in right palm and vice versa



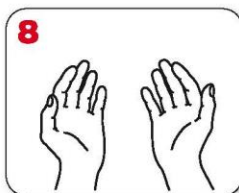
palm to palm with fingers interlaced



rotational rubbing, backwards and forwards with clasped fingers of right hand in left palm and vice versa



20-30 sec



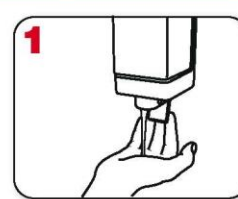
...once dry, your hands are safe.

How to handwash?

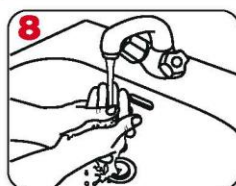
WITH SOAP AND WATER



Wet hands with water



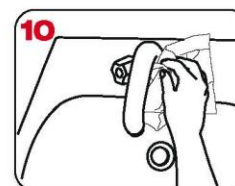
apply enough soap to cover all hand surfaces.



rinse hands with water



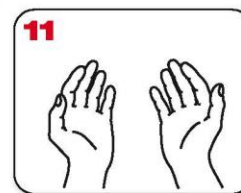
dry thoroughly with a single use towel



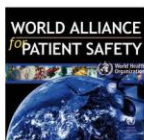
use towel to turn off faucet



40-60 sec



...and your hands are safe.



WHO acknowledges the Hôpitaux Universitaires de Genève (HUG), in particular the members of the Infection Control Programme, for their active participation in developing this material.



October 2006, version 1.

