

Parent Information Booklet





2018

SAFETY • TEAMWORK • ACHIEVEMENT • RESPECT

YENNORA ALLOWAH — BADANAMI ALLOWAH WALKING TOGETHER — LEARNING TOGETHER

CONTACT INFORMATION

Postal Address: PO Box 117, Windsor, 2756

Telephone: (02) 4587 7122 Fax: (02) 4587 7687

Email:windsor-h.school@det.nsw.edu.auWebsite:www.windsor-h.schools.nsw.edu.au

Facebook: https://www.facebook.com/windsorhighschoool

Office hours: 8.15am - 3.30pm

Principal Mrs J Hawken
Deputy Principal Ms K Thompson
Deputy Principal Mr S Smith

Welfare Team

Year 6/7 Transition Adviser
Year 7 Year Adviser
Year 8 Year Adviser
Year 9 Year Adviser
Year 10 Year Adviser
Year 11 Year Adviser
Year 12 Year Adviser
Mrs Z Beale
Mr P Zivkovic
Mr T Fragogiannis
Mrs P Walker
Mrs J Oppy
Mr J Carter
Mr M Cotter

Student Support Officer Ms J Urbina + Ms R Nixon

Counsellor Mr B Decent

Learning & Support Teacher Ms C Keir + Ms V Hyde

Careers Mrs Y Calvert
School Administrative Manager
Librarian Mrs C Murphy
Mrs C Tait

Head Teachers

English Mrs K Brice

Science Mrs R Greenhalgh

PDHPE/LOTE Mr J Muscio
Mathematics Ms M Court
HSIE Ms L Mooney
Support Mrs K Corr
CAPA Mr S Bonaccorso
TAS Mr D Hawes

Welfare Ms A Khalid + Ms J Oppy

Admin Ms F Charles

PRINCIPAL'S MESSAGE TO PARENTS

Dear Parents and Caregivers,

Thank you for entrusting your child's education to the staff and community that makes up Windsor High School. Our mission is to broaden your child's horizons and support them in achieving their goals, while developing global citizens in partnership with parents.

This school will provide the best educational opportunities available for your child both in the classroom and in the many extra-curricular activities we provide. We work hard to ensure each child has the best opportunities within a safe and secure learning environment.

NSW public schools are leaders in the provision of comprehensive education for all students, providing a strong foundation for lifelong learning for the majority of children and young people in NSW. Public schools acknowledge and value the rich diversity of student backgrounds, needs, aspirations, capabilities and capacities in secure, disciplined and caring learning environments.

The Windsor High School staff embody the vision of 'Yennorah allowah – Badanami allowah', an Indigenous phrase from the Darug language meaning 'Walking together, learning together' which demonstrates their commitment to working hand-in-hand with the students, parents, community and each other.

We value:

- Diversity of culture, thought and beliefs
- People and the environment
- Teaching and learning
- The role of technology in innovation
- The dignity of each individual



To achieve our vision, we will develop a learning environment that:

- Develops a deep understanding of ways to build strong partnerships
- Recognises that all members of the school are learners
- Implements processes that foster continuous learning and improvement
- Acts on the belief that all students can learn and succeed
- Develops the truth that all learners are responsible for their own learning
- Sets high expectations for all members of the school community

As parents you expect the school to look after your child and make sure they have the best opportunities within a safe and secure learning environment.

The school also seeks your co-operation in ensuring your child is able to take advantage of these opportunities. You can do this by:

- Talking to your child about school, finding out what work they have completed in class and how they are relating to their peers
- Making certain your child attends and is prepared for school every day e.g. books, pens and uniform
- Encouraging your child to complete homework, assignments and assessment tasks on time
- Becoming involved with the school community in whatever way possible
- Informing the school, as soon as possible, of any issues or concerns you have about the progress
 or behaviour of your child.

I look forward to meeting you and working with you to ensure success for your child at Windsor High School.

Mrs Jennifer Hawken

dellawten

Principal

MESSAGE FROM THE P&C ASSOCIATION

Dear Parents and Carers,

Welcome to the Windsor High School Community. Many parents, carers and grandparents are involved

in their child's primary school but wonder how they can continue with school activities after Year 7.

Here are some of the ways you can participate at Windsor High School, and enjoy meeting other parents

and teachers:

P&C Activities

Helping with sporting and cultural activities

Transport for sporting and cultural activities

Helping the school find work experience placements

Attending parent-teacher interviews and information nights

Coming along to Creative Arts Performance Nights

Being part of school committees.

It can be daunting coming into high school, but at Windsor we encourage parents to participate in the

school community. Many parents find that their teenagers secretly like them to get involved with the

school in some way. It is just as important to your child's future for you to be involved in Years 7 to 12

as it was in primary school.

We hope to meet up with you at Windsor High School soon.

John Moxon P & C President



P&C MEETINGS

If you are a new parent, or you have older students at Windsor High, we invite you to join our P&C, which meets on the fourth Tuesday of each month. We try to make our meetings as enjoyable and interesting as possible, and not too formal.

Windsor High School P&C Association Incorporated is an important forum for the exchange of ideas and information about what's happening at school and in the school community. Our meeting is an opportunity to meet other parents and to talk with the school's Principal, Deputy Principals and Head Teachers. As parents, our ideas and opinions are regularly asked for at Windsor High.

P&C doesn't need to stop after primary school – we encourage you to continue attending at high school. For those who did not attend P&C meetings at primary school, we encourage you to try the high school meeting. It can really help you to understand what's new and what's happening at school.

Over the past years Windsor High School P&C has -

- Enjoyed presentations on school reports, the SRC and student leadership, Creative and Performing Arts, History, Geography, Commerce and Business Studies (HSIE), Sport and PDHPE;
- Participated in the selection of the school captains;
- Donated funds and supported SRC fundraising activities;
- Financially supported school programs and activities;
- Represented on committees for school reports, the SRC and selection panels.

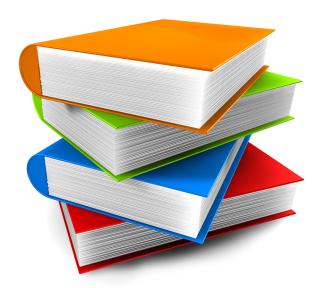
Please help us, if you can, by attending P&C, and supporting our wonderful students and staff at Windsor High.

- President-John Moxon
- Vice President TBA
- Secretary- Joanne Roughley
- Treasurer-TBA



NEW ENROLMENT CHECK LIST

- ☐ Enrolment Form completed and handed in at the School Office
- ☐ School Opal Card has been applied for
- ☐ Internet Agreement signed and hand in at the School Office
- ☐ Exercise books and stationery needs arranged
- School uniform requirements arranged
- ☐ School Contribution/Subject Course Fees can be paid at the School Office.
- ☐ Permission to Publish form completed and handed in at the School Office.



SCHOOL DATES AND TIMES

TERM DATES 2018

<u>TERM</u>	<u>Year 7,11 & 12</u>		Years 8, 9, 10	
	<u>Start</u>	<u>End</u>	<u>Start</u>	<u>End</u>
TERM 1	30 January	13 April	31 January	13 April
TERM 2	1 May	6 July	1 May	6 July
TERM 3	24 July	28 September	24 July	28 September
TERM 4	15 October	19 December	15 October	19 December

STAFF DEVELOPMENT DATES

 Term 1
 29 January
 Term 2
 30 April

 Term 3
 23 July
 Term 4
 20-21 December

PERIOD	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
0 8.20 - 9.00 40 min					
1	9.00 - 10.20 80min	Assembly 9.00 - 9.15 10min 9.15 - 10.30 75min	9.00 - 10.20 80min	9.00 - 10.16 76min	9.00 - 10.20 80min
Recess 1 15 min					
2	10.35 - 11.54 79min	10.45 - 12.00 75min	10.35 - 11.54 79min	10.31 - 11.47 76min	10.35 - 11.54 79min
Recess 2 15 min					
3	12.09 - 1.27 78min	12.15 - 1.30 75min	12.09 - 1.27 78min	12.02 - 1.17 78min	12.09 - 1.27 78min
Lunch 1 15 min				Lunch 1.17 -1.27 10 min	
Lunch 2 15 min				Interest Groups 1.27-1.57 30min	
4	1.57 - 3.15 78min	2.00 - 3.15 75min	1.57 - 3.15 78min	1.57 - 2.37 40min	1.57 - 3.15 78min
5 3.15 - 3.55 40 min					

EQUIPMENT LIST 2018

The equipment needed for many subjects are listed below. Exercise books are expected. Due to the need to collect and review student work, it is recommended that loose-leaf sheets, multiple subject books and/or folders must not be used.

General Equipment

- Ruler
- Pens/Biro (red, blue, black)
- Eraser
- Glue
- Scissors
- Sharpener
- Pencils (HB), Coloured Pencils
- Water based Textas
- Highlighter
- Pencil Case
- Geometry Set
- Calculator
- USB



Subject Equipment

ENGLISH A4 128 Page Binder Book

MATHEMATICS A4 240 page grid book

Casio fx-82 AU Scientific Calculator

SCIENCE A4 128 page binder book

HSIE A4 240 page binder book + Display Folder (Year 7 & 8)

CREATIVE ARTS

A4 Music Workbook with stave paper in the middle

Art -2x 2B Pencil and a Faber Soft eraser

PDHPE A4 128 page binder book + Sports Uniform for practical lessons

LANGUAGE A4 128 page binder book

TAS Display Folder

Book Packs and Scientific Calculators can be purchased from the Front Office.

SCHOOL CONTRIBUTIONS FOR 2018

These contributions, which are set and reviewed each year by the Executive Staff and P&C, are necessary to provide the students with many needed items, including sports gear, equipment and books. Expendable supplies e.g. food for cooking, art materials, timber and metal are purchased from specialist subject contributions.

YEARS 7 and 8

Subject	Year 7 (per year)	Year 8 (per year)
General Contribution	\$70	\$70
Subject Consumable Fee	\$25	\$25

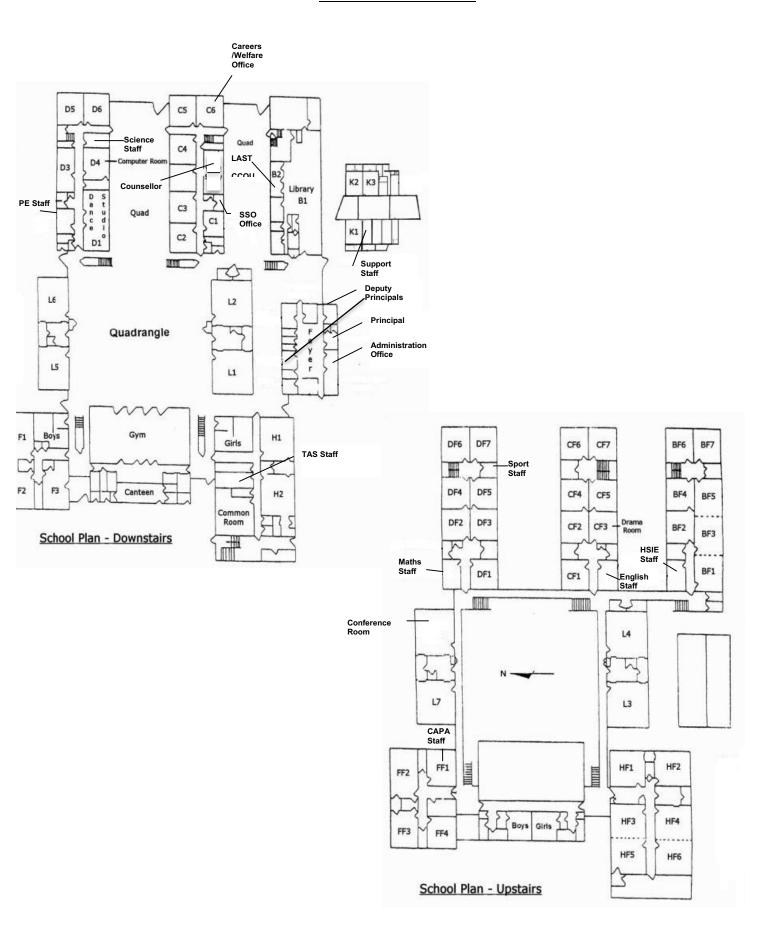
YEARS 9 and 10

	Year 9 (per year)	Year 10 (per year)
General Contribution	\$70	\$70
Agriculture	\$20	\$20
Food Technology	\$80	\$80
Industrial Technology Metal	\$60	\$60
Industrial Technology Wood	\$60	\$60
Music	\$25	\$25
Photography	\$60	\$60
Visual Arts	\$55	\$55

YEAR 11 and 12

	Year 11 (per year)	Year 12 (per year)
General Contribution	\$70	\$70
Business Services	\$10	\$10
Design & Technology	\$40	\$40
Entertainment	\$40	\$40
Food Technology	\$120	\$120
Hospitality	\$120 + Tool Kit (\$90) and	\$90
	Uniform (\$80)	
	Uniform Hire \$20 per year	
Industrial Technology / Timber	\$55	\$60
		+ own material for major
		works
Music	\$50	\$50
Photography	\$80	\$80
Primary Industries	\$50	\$50
Retail	\$20	\$20
Textiles & Design	\$15	\$15
VET Metals & Engineering	\$120	\$120
Visual Arts	\$80	\$80

SCHOOL LAYOUT



UNIFORM CODE

School uniforms are a policy in all New South Wales high schools. The uniform policy at Windsor High School has been developed to ensure:

- Student Safety- the wearing of school uniform makes our students readily identifiable and easy to differentiate between outsiders that may enter school grounds;
- Affordability- it is widely recognised that uniform items are the most economical form of attire; and
- School Image- the wearing of uniform projects a positive image of unity and pride in the wider community.

Windsor High School requires that students wear a neat and tidy school uniform at all times.

Acceptable Uniform Items

Item	Boys	Girls
Shirt	Green WHS logo polo shirt (juniors)	
	• White WHS logo collared shirt or polo	shirt (seniors)
Shorts	WHS Black shorts	WHS Black shorts (Knee length)
Skirt		School tartan skirt with two inverted
		pleats in the front (length of skirt needs to
		be mid thigh or longer
Trousers	Black trousers	Black tailored trousers
Jumper/Jacket	Bottle green WHS logo sloppy-joe or V-neck WHS Knitted jumper	
	Bottle green and yellow school jacket	
Footwear	• White socks	White socks
	Black protective shoes	 Natural or Black Stockings
		Black protective shoes
Headwear	Plain caps or hats	
Jewellery	Small and discreet. Studs or sleepers only.	
Accessories		Bottle green or gold scarves
		Headbands

Junior Everyday Uniform



Senior Everyday Uniform



Acceptable Sports Uniform Items

Item	Boys & Girls
Shirt	Yellow and green WHS sport shirt
Shorts	WHS black shorts
Trousers	WHS black track pants
Jumper	Bottle green WHS logo sloppy-joe
Shoes	• Sport shoes



Acceptable Footwear

Unacceptable Footwear





Unacceptable Uniform Items

Item	Boys & Girls	
Shirt	• Non WHS shirt	Exposed midriff or low cut tops
	 Coloured undershirts 	Folded Sleeves
	• Coloured shirts, coloured t-shirts or	
	shirts with logos	
	• Folded Sleeves	
Shorts	• Non WHS shorts	• Board shorts
	• Corduroy shorts	• Boxer shorts visible above shorts.
	• Denim shorts	• Cuffs
	 Colours or patterns 	• Shorts with shaped hemlines e.g. scoops
		on side
Skirt	Corduroy skirts	Black or coloured skirts
	• Denim skirts	
Trousers	Non WHS tracksuit pants	Coloured pants
	• Denim jeans	Striped or checked patterns
	• Cargo pants	• Leggings
	• Fleece track pants	• NO LOGOS
Jumper/Jacket	Coloured sloppy-joes or jumpers	Coloured jackets, NO LOGOS or slogans
	 Hooded jumpers 	
Footwear	Coloured socks or stockings	• Thongs or sandals
	• Coloured or white shoes	• Canvas shoes or volleys
	Open-toed footwear	Ballet slippers
Headwear	Caps or hats with offensive logos or	Bandanas
	promoting alcohol or drugs.	
Jewellery	Big, sharp or dangerous jewellery that	
	could injure a student, be a safety risk or	
	be used as a weapon	
Accessories	Coloured scarves and headbands	• Belts

WINDSOR HIGH SCHOOL UNIFORM SHOP

Back to Basics operates the uniform shop and you can purchase the uniform in the following ways:

- School shop operating on Thursday 8:00-10.00am
- Visit the Back to Basics Shop (52 Cox Avenue, Kingswood)
- Order over the phone by contacting Back to Basics (47217422) and items will be delivered to the school.
- Order online by visiting http://www.backtobasicsschoolwear.com.au

Uniform Price List



WINDSOR HIGH SCHOOL

UNIFORMS

SENIOR BOYS SHIRT	\$35.00
SENIOR POLO	\$30.00
JUNIOR POLO	\$35.00
BOYS TROUSERS	\$40.00
BOYS SHORTS (B2B036)	\$25.00
SENIOR GIRLS BLOUSE	\$35.00
GIRLS JUNIOR SKIRT	\$55.00
GIRLS SENIOR SKIRT	\$55.00
GIRLS SLACKS	\$40.00
BLACK STOCKINGS	\$10.00
SPORTS SHORTS	\$25.00
GIRLS SPORT SHORTS	\$25.00
SPORTS POLO	\$35.00
MICROFIBRE JACKET	\$70.00
TRACKPANTS	\$45.00
WOOL JUMPER	\$80.00
SLOPPY JOE	\$35.00
APRONS	\$10.00
4 PAIRS WHITE SOCKS	\$15.00
SCARVES	\$10.00
GLOVES	\$ 5.00

HOURS: Monday to Friday 8am-4.30pm & Saturday 9am-12noon Order Online at www.cowanlewis.com.au

Prices effective 15/08/2017 ~ Subject to change without notice ~ Includes 10% GST



--BACK TO BASICS---SCHOOLWEAR & SPORTSWEAR

SCHOOLWEAR & SPORTSWEAR

52 Cox Ave Kingswood 2747 Phone: (02) 4721 7422 Fax: (02) 4721 7429 Email: basics@backtobasicsschoolwear.com.au

STUDENT RIGHTS AND RESPONSIBILITIES

The rights and responsibilities of all members of the Windsor High School community are linked to our core values of SAFETY, TEAMWORK, ACHIEVEMENT and RESPECT.

These core values form the Windsor Star. Students will achieve recognition by practising the rights and responsibilities shown below.

	STAR	RIGHTS Students have the right to:	RESPONSIBILITIES Students have the responsibility to:
S	Safety	 Feel secure and safe in all areas of the school Be free from harassment and bullying 	 Behave in a safe and responsible manner Display tolerance and consideration of others
Т	Teamwork	 Work cooperatively with others in a positive learning environment Be good citizens 	 Work together to achieve quality outcomes for everyone Contribute as a member of the whole school community
A	Achievement	 Learn in a challenging and productive environment Be recognised for achievements 	 Work to the best of your ability at all times Display pride in achievement
R	Respect	 Be valued as a member of the school Be treated in a fair and respectful manner 	 Represent the school in a positive manner Display fairness and respect for others

THE WINDSOR STAR

The Windsor High School merit award system is based on the Windsor Star. Four points of the star represent our core values:

SAFETY, TEAMWORK, ACHIEVEMENT and RESPECT

Windsor High School uses Vivo Rewards. Vivo is an online rewards system, which aims to motivate students to work hard at school. Teacher's award student's Vivos (electronic points) for a range of categories based on the schools core values.

Students can save and redeem their Vivos on the rewards they want from an online catalogue in the Vivo Shop. Students can check their Vivo balance by logging on to their account through the vivomiles.com website or the Vivo App (for Android and iPhones).

Not only do students earn Vivo points to gain rewards they are also working towards working through the school's merit system.

WINDSOR HIGH SCHOOL	PROCEDURE FOR AWARDING STUDENT MERIT
	Principal Award
	2700 VIVO POINTS
	Deputy Principal Award
	900 VIVO POINTS
	Year Adviser Award
	300 VIVO POINTS



THE A TO Z OF WINDSOR HIGH SCHOOL

Attendance

It is important for your child to attend school each day, as it is widely known that students who attend school regularly are likely to benefit more from their schooling.

Absence from school

Only the Principal can approve absence from school. If your son/daughter is absent from school for illness, for part or all of a day a note is required. They need to take the note to the Front Office on the first day back with a name, year, the days absent and the reason stated on the note. If your son/daughter is going to be absent for illness for more than two days, it is helpful to contact the school, as DEC regulations require the school to send out a formal request for information after three days of unexplained absence. A written note from home is required when they return, even if you have phoned the school. In relation to any other absences you must obtain approval in writing.

Swipe Cards

Students will be issued with a picture swipe card. This card is used when students are late or need to leave school early. If a swipe card is lost, students need to request a new card from the Front Office at a cost of \$5.

Lateness

All students are required to be at school before 8:55am. If students arrive at school after this time they should have a note from home to explain reasons for being late. When arriving late, students must 'swipe in' at the Front Office as soon as they arrive at school and go directly to a deputy to explain the reason for your lateness.

SMS System

Upon marking the morning roll in Period 1 of each day, the office will send out an SMS Alert, notifying parents of their child's absence from school. This is done to ensure that each student has arrived safely at school and is accounted for; as well as to ensure that other aspects of student welfare is monitored. In the event that the SMS Alert is sent out incorrectly, parents should contact the school immediately.

Arrival to School

Students are to enter the school through the front gates at the bus bay and go directly to the Main Quad. Please do not drop your child off in the Staff Car Park due to safety reasons. The playground is supervised from 8:30am. Students are required to be in the main quad upon arrival at school until the 9am bell goes.

Leaving Early

In cases of necessity, students may be granted permission to leave school before the end of the school day. A letter from parents is required and should show the date it is written, student's name, year group, the time and date when the student wishes to leave, the reason for the request and a signature of a parent/guardian. This letter should be handed to the Deputy Principal before 8:45am of that day. If permission is granted, the student must go the Front Office to be issued a leave pass and leave the school grounds at the allocated time.

If you require picking your child up early without previous notification, parent's must go to the Front Office to sign their child out. Parents should not contact their child personally to meet them in the Front Office as this is a breach of the Windsor High School Mobile Phone policy.

Bell Times	School begins at 9:00am every day and finishes at 3:15pm on Monday, Tuesday,
Ben Times	Wednesday and Friday. On Thursday formal classes finish at 2:37pm. Students are
	expected to remain at school until 3:15pm unless parents seek approval.
Bicycles/Skateboards/	On arrival, students are to walk their bike to the bike racks at the back of the front
Scooters	office. Students are to secure their bike with a lock and chain.
ocooters	It is not desirable for students to come to school with a scooter or skateboard.
	However, if they do, they are to walk through the school and take to the designated
	staffroom before the school bell.
	Students are not to ride their bike, scooter or skateboard through the school
	grounds
Bullying	Windsor High School has proactive and reactive ways of dealing with students who
	bully or harass others. Firstly, when bullying occurs it needs to be reported and
	both parents and students are encouraged to contact the school. We can't help if
	we don't know. Secondly, we have a number of programs related to preventing
	bullying. Relationship and friendship dynamics is taught in PD/H/PE and
	throughout our Welfare programs including Year 7 and 8 Home Group. Parents
	are encouraged to view the school's Anti-Bullying Plan which is available on the schools website.
Buses	Many students attending Windsor High School travel by bus. Information about
Duses	buses and opal cards can be obtained from the Front Office. The Department of
	Transport is responsible for deciding if applications for opal cards are acceptable.
Canteen	The School Canteen operates five days a week for the benefit of students and staff.
Currecti	The canteen is leased from the school.
Curriculum	In Years 7 and 8, students are to follow a fixed pattern of study to fulfil Board of
	Studies requirements. In Year 9 and 10, students may choose to concentrate on a
	narrow range of electives. In Years 11 and 12 students can study a traditional
	'academic' curriculum or extend their experiences through Vocational Education
	and Training courses (VET) or TAFE delivered courses (T-VET).
Emergency Procedures	In the event of an emergency it may be necessary for the school to be evacuated.
	The signal for evacuation is one (1) continuous bell. Students are to follow the
	instructions of their teachers and line up in designated areas on the basketball
	courts.
	In the event of an emergency it may be necessary for the school to be locked down. The signal for lock down is five (5) bells. Students are to follow the
	instructions of their teacher, stay quiet and wait for further instructions.
Excursions	Excursions form a valuable part of our educational program. Parents will be fully
Excursions	informed in writing of all details of any school excursion. The teacher running the
	excursion collects all permission notes and money for excursions can be paid
	through the payment office during opening hours. Receipts will be issued. If the
	excursion is not compulsory, then all school fees must be paid before the payment
	will be accepted.
Extra Curricula	Windsor High School offers a range of extra curricula activities for students. These
Activities	include dance, debating as well as numerous sporting teams, show team, Duke of
	Edinburgh and many more.
Fees	School fees or any payments can be paid by students before school, recess or lunch
	of any day. Receipts will be issued. Payment of school contributions and fees can
	be made by cash, cheque, EFTPOS and online through the school website. We also
	have a credit card facility. For your convenience, credit card payment details can be
	given by calling the Front Office and receipts will be available for students to collect
	the following day.

First Aid	Students should report to the Front Office and in serious situations students
	should remain where the injury occurred and send to the Front office for a first
	aider.
Flood Days	 aider. Unfortunately, there are times when the Hawkesbury River floods and many students and staff are unable to get to school. During flood times: Listen to 101.7FM and 96.1FM for announcements concerning schools. Students must attend school unless genuinely prevented from attending by floodwater. Regardless of the reason, if your son/daughter is absent from school they MUST bring a signed and dated note explaining the absence as soon as they return to school. Lessons will be held at school, as normally as possible, except if the school is closed. The announcement would be made over 101.7FM and 96.1FM in the morning. If students cannot attend school because of floods: Years 7-10- complete homework, assignments, read your novels and textbooks, look over your notes. Years 11-12- Work on assignments or homework, read set texts, study – read, take notes, actively recall information. Senior students who need help with their work or direction should ring the school. Contact Numbers Windsor High School - 45877122 Windsor SES – 45751261 101.7 FM – 96712411 96.1 FM – 8899 9961 Windsor Railway Station – 45773002 Mulgrave Railway Station – 45773069
	Busways - 4574 9200
	Hawkesbury Valley Buses - 45723410
Front Office	Student access to this office is from 8:15am until the beginning of period 1, as well as at recess and lunchtime.
Homework	It is generally believed that an average student should spend at least one hour a night in Year 7 on homework and revision. This amount of time should be increased as the student progresses through the school. Parents are encouraged to take an interest in the amount of homework done and when it is due.
Internet	All students have access to the internet. Our internet connection is in the Library and all classrooms. Parents must sign approval for students to use the internet by completing the Internet contract (available in the Front Office).
Library	Successful students are good library users. Students should take advantage of all the opportunities available to learn how to effectively use the school library. Some research will be done in the library during class time, as a member of a class group or a small group. At other times students will need to work in the library during lunch breaks or to borrow resources to use at home. The library is open at second recess and lunch each day so that students can carry out research, complete homework, read quietly or borrow or return books.
Lockers	The school has a small number of lockers that will be available for hire by all students. There are not enough lockers for all students; therefore they are hired to those who can establish a need for one. The cost to hire a locker for the year is \$10. If you have any questions regarding lockers please contact the Front Office.

Lost Property	All items brought to school including books, equipment and clothing should be
,	clearly identified with the owner's name. Inquiries regarding lost property can be
	made at the Front Office.
Mobile	While not banned, mobile phones, iPods and other electronic equipment are not
Phones/iPods/Electronic	to be used during class time by students. The school takes no responsibility for
equipment - Improper	their loss, damage or theft. They should not be taken into examinations.
Use	All phones must be switched off (not put on silent mode) and in your school
Osc	bag. Any phones seen or being used in class will be confiscated by the classroom
	teacher.
Newsletter	The school newsletter will be posted online weekly via the school website and
	facebook. The newsletter contains reports by the Principal, Deputy Principal and
D 10'4'	other important information about school activities. The P&C Association would like to welcome all new students and their parents to
Parents and Citizens	our school community. Our meetings are held on the fourth Tuesday of each
Association	month from 7:00pm in the Staff Common Room. Our aim is to provide assistance
	to education, fundraising activities and other activities designed to generate a close
	relationship between parents, teachers and students.
Parent/Teacher Nights	Parent Teacher nights are held at designated times throughout the year to enable
Turenty remained regards	parents to receive feedback on their children's academic progress. Parents will
	receive advice about the dates of these meetings throughout the year.
	Parents and teachers may arrange a meeting to discuss a student's progress at any
	time throughout the year, although in all such cases the student's Year Advisor
	should be consulted.
Personal Belongings	All items should be clearly labelled indicating the student's name. Valuables should
	not be brought or worn to school. This includes mobile phones and iPods etc.
	Students are advised to only bring small amounts of money for daily requirements
	and keep this on their person and not in their school bag. Please note – the school
D.	will take no responsibility for lost or damaged student belongings. These are issued to students after Semester 1 and at the end of Semester 2. If a
Reports	
	report has not been received by this time please contact the relevant Year Advisor. Year 7 and Year 11 parents will also receive a progress report mid Term 1 to provide
	a snapshot of how their child has been going following their transition to high
	school or senior studies.
Student Assistance	Financial assistance is available through the student's assistance scheme
	administered by the school. Fees and uniform can be paid for through this scheme.
	Please contact the Head Teacher Welfare should you require assistance. Requests
	are dealt with in a very confidential manner.
School Contributions	Please refer to school contributions section of this handbook.
Sickness	Students should not come to school without adequate care being taken of injuries
	already received or if illness is anticipated. The function of the school clinic is to
	give first aid to assist students to return to class. It is not a recovery room, a rest
	centre or hospital. Sometimes it is necessary to send sick students home. If this is
	necessary, parents or guardians will be notified by telephone. Please note students
	will not be sent home to an empty house when sick. Arrangements will be made
	with the parent or guardian or emergency care contact (e.g. relative or neighbour).
	Emergency contact numbers are therefore very important and can be kept updated
	by telephoning the office. No medication will be administered for any reason by a
	teacher. If it is necessary to take medication during the day it must be left at the
	office. Students are not to have pills in their possession at school.

Sport	Students in Year 7-10 will participate in sport that is integrated into their timetable on a Wednesday. Students must wear their Sports Uniform on this day. Three carnivals are held each year – swimming, cross-country and athletics. There are also a number of representative sporting teams.
Student Progress	Student progress is measured by progressive assessment throughout the year. In most subjects, homework, assignments and projects will be used for assessment as well as class tests, topic tests and practical work. Progress is reported at the end of each semester.
Travelling to and from school	Train and Bus passes Students are reminded that members of the community often judge a school on the behaviour of students travelling to and from school. Students are expected to be polite to members of the community and travel directly between home and school. OPAL Pass information for eligible students is obtainable from the Front Office. The final decision as to eligibility for a Opal Passes is made by Transport NSW and not the school. Train and bus personnel have the right to confiscate passes for unacceptable behaviour.
	Bike/Skateboard/Scooter riding If riding a bike, skateboard or scooter to school students must enter and leave by the Bus Bay gates. After entering the school, students are to walk (not ride) their bike, skateboard or scooter to the designated area of the school. Helmets are compulsory.
Uniform	At a public meeting, the school community decided that school uniform was to be worn and that it was compulsory. The wearing of school uniform encourages pride in the school and assists in the maintenance of morale and good conduct. Community and prospective employer perceptions of a school are frequently formed by the tidiness of its students. We ask parents to assist the school by ensuring that students wear the correct uniform. If students are unable to wear the uniform for the day, they must have a note from a parent/guardian. The school can provide uniforms from the uniform room. Enquiries can be made at the front office.
Welfare and Discipline	Our student welfare and discipline policy has a commendation scheme, which rewards the students who set fine examples to others in the school community. Students at Windsor High have a responsibility to themselves and others, and are expected to respect the rights of other students and teachers. Students who fail to accept these rights and responsibilities are placed on an appropriate discipline level, which gives an opportunity to satisfy certain requirements.

WELFARE PROGRAM OVERVIEW

Program	Year	Description
Home Group Lessons	7-8	At Windsor High School students are supported through fortnightly Home Group classes.
		Students are taught explicit core values and expectations regarding the whole school
		Positive Behaviour for Learning program.
SRC	7-12	Leadership training for students; providing a representative from all years to establish
		strong communication with the community and provide a student voice.
Cyber Crime, Bullying	7-8	Presented by Police Youth Liaison Officer; targeting Year 7 and 8 students. Follow up
and Harassment		lessons during Home Group lessons.
Shine	7-9	Welfare program designed to improve female self-concept, self-image and personal issues.
Strength	7-9	Welfare program designed to improve male self-concept, self-image and personal issues.
Crossroads	11	Senior mandatory course designed to minimise harm with drug use and foster better understanding of relevant health issues including driver safety and relationships.
Camps	7-12	All students will be offered leadership development opportunities within structured year camps.
Links to Learning	9	Program designed to engage "at risk" students who will receive support and education from community welfare workers and teachers.
Fast forward	7-12	Program run by Western Sydney University to promote university education opportunities to gifted and talented students.
Premiers Volunteer program	9-12	Students are expected to demonstrate commitment to community and school -based programs to build leadership and communication skills. Links to Duke of Edinburgh
program		program.
Peer support leadership	9-10	Students in Year 9 are targeted to become peer support leaders for the following Year 7
training	, 10	cohort. Training takes place term 4.
Peer support- Year 7	7	Year 7 students are aligned with Year 10 mentors who support students both academically and personally as they begin their school life at Windsor High School.
Vaccinations	7&11	A government initiative which promotes community health through vaccinations to Year 7 and 9 students.
Work education	10-12	Students are provided with specialised educational programs addressing their needs and
program/TAFE Links		interests. These programs establish skills to enhance school to work opportunities and are
		facilitated between TAFE, school and external providers.
Duke of Ed Award	9-12	The program offers students the opportunity to gain valuable skills in a number of areas including: Outdoor recreation.
Year 6-7 Transition	5-6	The transition program provides support to new students from feeder Primary Schools. The
Program		Orientation day, sports gala day and faculty school visits help in providing a seamless movement to High School.
Safe Celebrating	10	Targeting Year 10 students to encourage harm minimisation at the end of the year in
Ü		regards to alcohol use and decision making.
Exit planning	10-12	Meetings to determine students future goals and aspirations and possible assistance that the school may provide.
RFS cadets	9-10	Designed to encourage students to participate and gain knowledge in the Rural Fire fighting Service. Teamwork, communications and respect are promoted.
Drum Beat	7-10	A flexible program that combines experiential learning with Cognitive Behavioral Therapy,
		and engages young people and adults who may be anxious or resistant to 'talk based'
		therapies.
Coordinated Support	7-12	Is a process of providing high level integrated support for a limited number of students
Program		exhibiting behaviours of significant concern (internalising and externalising).
Breakfast Club	7-12	Breakfast and activities are provided for students before school on Monday and Friday
		mornings run by Hawkesbury Community Services.
Cyber-Bullying	7-10	The current workshops are delivered by the Police School Liaison Officer. Students are
		informed about their rights and responsibilities when using technology. Students will also
		complete a unit in Home Group on positive relationships.
Peer Mediation	7-12	Peer Mediation teaches students to resolve low-level conflicts using their peers as mediators.
BAM	7-10	A Boxing and Anger Management Program run by community youth services.
Student Support	7-10	Run by the school's Student Support Officer for students in Years 7-10 to work on creating
Officer Programs		and maintaining positive relationships.

ROLES AND RESPONSIBILITIES

Principal

Mrs Hawken is responsible for the organisation, management, supervision and efficiency of the school. Parents and students who wish to discuss issues with the Principal can make appointments through the Front Office.

Deputy Principals

Ms Thompson & Mr Smith are responsible for the efficient operation of school organisation and the general supervision of staff and pupils. They assist the Principal in the development of teaching programs and curriculum planning. They share matters relating to school discipline and the welfare of the students. Parents and students who wish to discuss issues with one of the Deputy Principals can make appointments through the Front Office.

Head Teacher Welfare

Mrs Khalid assists the Principal and Deputy Principals in ensuring the welfare and safety of students through the monitoring of attendance and the implementation of whole school welfare programs.

Faculty Head Teachers

They are responsible for the planning and teaching of the courses of study provided in each of their respective subjects. They place students in appropriate levels and are responsible for determining student progress and assessment. They are available by appointment for discussions with parents and students.

Year Advisors

They are responsible for the personal welfare of the students in their respective year groups including checks on progress, attendance, behaviour, general wellbeing, and if necessary contacting parents. Students should always feel free to approach the Year Advisor. Parents, by appointment, may obtain a full report on the progress, conduct and adjustment of their child from the Year Advisor. Parents are encouraged to meet the Year Advisor and should feel free to make contact when necessary.

Sports Coordinators

Teachers within the PD/H/PE faculty organise all timetabled sport for Year 7-10 and all sporting carnivals.

School Counsellors

They are available three days per week to support students who may be experiencing some personal difficulties. They also deal with problems referred by the Principal or member of staff. Parents may make appointments for interviews through the Front Office.

Careers Advisor

Mrs Calvert provides guidance and advice to students with regard to their selection of careers. Parents and students may arrange interviews with the Careers Adviser by appointment.

Learning Assistance Support Teachers

They assist those students experiencing difficulties in their learning. Assistance and support are given on withdrawal and team teaching basis. Withdrawal teaching involves withdrawing students from class for short periods for intensive learning. Team teaching involves collaborative consultation with class teachers so as to provide appropriate programs for the students. The support teacher also regularly monitors the student's class and homework and maintains contact with parents if there is an area of concern.

Student Support Officer (SSO)

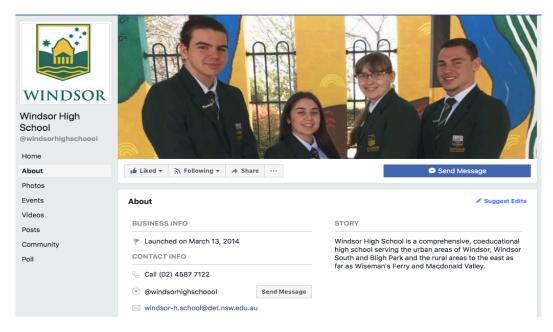
Jessica Urbina and Rochelle Nixon assist the Welfare Team to provide support to students, with a particular focus on reaching and engaging more vulnerable students. The SSO assists in strengthening and developing student resilience and wellbeing and connect young people and their families with staff and local community services, activities and supports.

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