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NARACOORTE HIGH SCHOOL

Information Booklet



Every Student, All of the Time, Without Exception.

EDUCATIONAL PRINCIPLES

Our mission at Naracoorte High School is to promote and deliver an education of excellence in which initiative, creativity, effectiveness and efficiency are valued and celebrated. A priority for Naracoorte High School is to foster best practice in the areas of teaching and learning; to live our motto 'Seize the Day' in relation to attainment of available opportunities. It is the School's firm belief that teaching and learning is the core business of our School.

The provision of a quality curriculum and vibrant learning environment define the philosophy of our teaching and learning principles. These include:

- A broad, balanced and coherent curriculum
- Developing students' motivation and capacity to continue lifelong learning
- Providing students with competencies and skills for effective participation in work, higher education and other social settings
- Promoting dynamic education programs that take account of national, regional and global perspectives
- An ethos by which students value success through hard work and strive to maximise their abilities and talents
- High expectations and standards for staff and students
- An equitable distribution of opportunities for all students
- Acknowledgement and promotion of initiative and creativity in students
- Teachers promoting continual improvement to ensure success for our students.



STATEMENT OF VALUES AND BELIEFS

At Naracoorte High School our Core Values and beliefs influence how people communicate, work together and make decisions on a daily basis. They are reflected in our policies and procedures and that of the South Australian Department for Education.

Our Core Values guide our School and the learning experiences for students and how they are provided. They are the pillars around which our School culture and our Code of Conduct are built.

VALUES

EVERY STUDENT, ALL OF THE TIME, WITHOUT EXCEPTION

OUR

COMMITMENT

We achieve our personal goals by positively engaging with and putting our best effort into all learning activities regardless of our abilities. We acknowledge our mistakes and view constructive feedback as an opportunity to grow.

OPPORTUNITY

We encourage students to “seize the day”, taking advantage of the many and varied opportunities to develop skills and learn new concepts. As a School we maximise the opportunities for all students through the provision of equitable and relevant teaching and learning programmes. We recognise the value of strong community partnerships and extra curricula activities that enable new skills and interests to be discovered and developed.

RESPECT

Treating each other respectfully provides the foundation for positive relationships that are conducive to effective teaching and learning. As a School we accept diversity without prejudice and respect the rights of others to hold different or opposing views. Furthermore, we are accountable for our individual actions towards those we work with and the environment in which we work.

ENJOYMENT

Enjoyment is important for successful learning and well-being. We can choose to have an optimistic and positive outlook towards our learning and future. As a School we support a safe and enjoyable learning environment through providing a well structured and vibrant curriculum with opportunities to celebrate successes

CODE OF CONDUCT

In order to maximise our **opportunities** and **enjoyment** in learning, we promote **respect** and **commitment** as the underpinning values of our behavioural expectations at Naracoorte High School.

As a community we will:

Respect

- Respect others and their rights to learn and teach
- Look after all property and the environment in which we work
- Communicate with each other positively and politely
- Support the School's policies including the School's dress code
- Make safe responsible choices in all situations
- Treat others fairly and resolve conflict with fairness and dignity
- Acknowledge and tolerate each other's differences and opinions
- Take responsibility for our own learning and behaviour
- Not accept bullying or harassment from or towards others.

Commitment

- Strive to achieve our personal best in learning
- Stay on task and work productively
- Be organised and reliable
- Act on constructive advice and feedback
- Be positive about challenges and celebrate successes.



SCHOOL STRUCTURE AND FACILITIES

The School is organised into Year Levels for subjects and Vertical Home Groups. The Middle School encompasses Years 8 -10 and the Senior School, Years 11 and 12.

Through Vertical Home Groups we provide a focus for personal and social development in a supportive environment. Many extra curricula programmes offer students the opportunity to explore a large range of activities. Home Group Teachers are a valuable contact for parents.

Naracoorte High School has excellent facilities, set in magnificent grounds:

- Library Resource Centre
- Video conferencing and call conferencing facilities
- School Hall equipped as a gymnasium
- Wide range of Outdoor Education equipment
- Extensive Computing/Multimedia Suite
- Laptop hubs available for class use across the School, with Year 10, 11 and 12 students allocated their own individual laptop
- Music and Drama Suite
- State of the art STEM learning facility
- Science Laboratories
- Design & Technology Centre (including industry machines and future technologies e.g. 3D printers) and laptops
- Visual Arts and Design Centre
- Vineyard
- Agricultural block including cattle and sheep yards, shearing shed and poultry yard
- Industrial kitchen.

CURRICULUM

Naracoorte High School offers a broad range of subjects designed to engage and challenge students and help to prepare them for their future lives, careers and further education choices. Information about all subjects is outlined in the Naracoorte High School Curriculum Handbooks. Copies are available from the Front Office, or can be downloaded from our website.

Subjects offered at Naracoorte High School include: Agriculture, Art, Biology, Information Processing & Publishing, Drama, English, Home Economics, Geography, Health, History, LOTE/Indonesian, LOTE (Open Access), Information Technology, Mathematics, Modern History, Music, Outdoor Education, Physical Education, Personal Learning Plan, Photography, Physics, Chemistry, Society and Culture, Design and Technology (Woodwork and Metalwork) and Textiles. Students complete Work Experience placement in Year 10 as part of the Personal Learning Plan and Senior School students can complete independent Work Experience if required.

Naracoorte High School also offers a number of Vocational Education and Training (VET) subjects, which have a vocational focus and may include work placements. These provide National accreditation. A number of students also complete Australian School Based Apprenticeships, TAFE courses and Community Learning options. VET courses currently offered at Naracoorte are Doorways 2 Construction, Agricultural Pathways program and Commercial Cookery, with students accessing other courses through other outside providers.

NARACOORTE HIGH SCHOOL INDEPENDENT LEARNING CENTRE

For flexible learning, students have the opportunity of attending our other campus, the Naracoorte High School Independent Learning Centre, situated at 157 Smith Street. Their core values are Commitment, Opportunity, Respect and Equality.

The Naracoorte High School Independent Learning Centre caters for students in Year 11 and 12 who require flexibility in their schooling. Students range from sixteen years to mature age adults.

All compulsory SACE subjects are offered in an independent learning environment where students take responsibility for their own learning.

Other subjects offered include SHINE, Art, Workplace Practices, Community Studies, Garden, Onya Bike, Reno Rescue, Foods, Life Skills Development, Photography, Love n' Life and Head, Heart and Hand Holiday (HHHH). Three extra programmes delivered by the part time Youth Worker are Step Up, Evolve and Free to Be.

SCHOOL STRUCTURE AND FACILITIES

Where possible, we utilise community resources, giving our students the opportunity to make life community connections and integration.

Students at the Independent Learning Centre can choose to be involved in extra curricula activities at the Main Campus as well as mainstream subjects.

Students from the Main Campus can negotiate to undertake a subject through the Independent Learning Centre.

The Independent Learning Centre operating hours are:

Monday	Closed
Tuesday	9:00am – 3:30pm
Wednesday	11:00am – 6:00pm
Thursday	10:00am – 4:45pm
Friday	9:00am – 3:15pm

Appointments for the Naracoorte High School Independent Learning Centre can be made by telephoning 8762 2011. If a student is transferring from the Main Campus, permission must be given from the Principal first.

WELLBEING PROGRAMS

Naracoorte High School offers a range of Wellbeing Programs to cater for the individual needs of students. Participating in Wellbeing Programs has allowed many students to develop their ability and resilience to cope with issues that may arise during their day to day lives. The Wellbeing Programs offered are tailored accordingly and students participating are those recommended by Staff and are supported to do so throughout the term.

EXTRA CURRICULA ACTIVITIES

The School offers many extra curricula programmes to give students the chance to explore a large range of activities.

Students may participate in: Camps, Excursions, Sports competitions, Student Governing Council (SGC), Public speaking, Debating, Duke of Edinburgh Awards, Visiting performances, Industry visits, Subject competitions, Art exhibitions, Career expos, Assemblies, Drama productions, Music concerts, catering activities and Led Steers competition or other agricultural activities.

At the end of each year a Year 12 Celebration Dinner is held as well as a Whole School Presentation Assembly to celebrate student achievements.



SCHOOL STRUCTURE AND FACILITIES

VOLUNTEERING PROGRAM

The Community Volunteering Project is a new whole School initiative created to assist our students to recognise their place in the community and develop into responsible and caring citizens. Individuals within the School community are encouraged to develop empathy for 'making a difference' through their engagement and commitment to Community Volunteering with the support of the teaching and learning environment. The benefits include community needs being addressed, opportunities to participate and contribute to a variety of projects, building social networks and experiencing cohesion and connections. Students have the power to choose their project contributions and directions. Integral to their learning are the SACE capabilities including Personal and Social Development, Critical and Creative Thinking, Ethical Understanding and Intercultural Diversity. The opportunities to serve are extensive, teaching students the value of helping others with mutual benefits for participants and recipients.

HOUSE STRUCTURE

Naracoorte High School has a new House structure that has been co-designed by students and staff. Students are assigned to one of three Houses: Carter, Murdoch and Flynn. Each House is served by two Captains and one Vice-Captain who lead regular House Meetings, plan and lead House Assemblies twice a year and organise participation in Inter House competitions including Sports Day. Vertical Home Groups for Years 8 -11 are a feature of the School and are grouped together according to their Houses to encourage greater positive interaction between year levels as well as developing a strong allegiance to their House. Students have the opportunity to undertake activities that attract points for both their House and individually. A great emphasis is placed on individual student progress, with students gaining significant points for demonstrating improvement in their subjects. Points are also allocated for participation in various community service activities. Students have the opportunity to receive Merit Awards (20 points), Achievement Awards (50 Points), Outstanding Achievement (100 points) and the School's highest honour, the School Medallion (500 points).



EXTRA CURRICULA ACTIVITIES

SPORTING EVENTS

Term 1 commences with swimming trials at the Naracoorte Swimming Lake to select the swim team that competes with Penola and Millicent at the South East Interschool Carnival.

During Term 1 there are four athletic meetings. Each student is encouraged to practise athletic events during PE lessons and at lunchtime trainings. Standards Day gives all students in Years 8 and 9 the opportunity to compete in all events and determine selection of athletes for Sports Day events. On Sports Day, students compete as members of a House team. Parents are actively encouraged to attend and be involved in Sports Day. From Sports Day some students will be selected to represent the School at Interschool Athletics. Interschool Athletics is a competition between eight South East Secondary Schools, and generally occurs in Week 8 of Term 1. Following this, some students will be selected to compete in Adelaide, late in Term 1, against the best athletes from other State Schools.

In Term 2 we have our House and Interschool Cross Country events. Students are encouraged to participate and there are a number of lead up training sessions.

Throughout the year there may be opportunities for students to participate in Knockout challenges and/or Championship events in a chosen sport including: football, golf, basketball, hockey, netball, soccer, indoor squash, indoor soccer, tennis and cricket. A Knockout Sports Policy has been implemented by the School to promote strong sporting performances and improved student behaviour and attitudes. Nine-a-side football and other come and try competitions are also held. Parent involvement is always encouraged and greatly appreciated at these events to ensure our students and School make the most of all opportunities available.



SCHOOL ORGANISATION

Our School day is organised as follows-

8:30am	Students are allowed on School grounds
8:40am	Warning Bell to proceed to Home Group
8:45-9:00am	Home Group
9:00-9:45am	Lesson 1
9:45-10:30am	Lesson 2
10:30-10.55am	Recess
10:55-11:40am	Lesson 3
11:40-12:25pm	Lesson 4
12:25-1:10pm	Lesson 5
1:10-1:55pm	Lunch
1:55-2:40pm	Lesson 6
2:40-3:25pm	Lesson 7
3.30pm	Buses depart

All students are expected to move to their Home Group at 8:40am ready to start at 8:45am. Students who arrive at School after 8:45am are expected to report to the Student Services Office and sign in on a computerised system. They are expected to show their teacher a written explanation from their Parents for their lateness.

TERM DATES – (2019-2020)

	Term 1	Term 2	Term 3	Term 4
2019	29 Jan - 12 Apr	29 Apr - 5 Jul	22 Jul - 27 Sep	14 Oct - 13 Dec
2020	28 Jan - 9 Apr	27 Apr - 3 Jul	20 Jul - 25 Sep	12 Oct - 11 Dec

SCHOOL UNIFORM

Governing Council endorses the use of a School uniform for Naracoorte High School and we expect that parents and students support us in this. Students, parents and staff have worked together to develop our uniform.

Special Considerations

Naracoorte High School understands that a student may be unable to comply with the School dress code for a short period of time. This may be due to:

- Financial hardship
- New enrolment throughout the school year, to be given two week exemption to purchase School uniform
- Itinerant students
- Mature aged students
- Genuine medical or family sickness
- Any other additional grounds that the Principal (or delegate) deems appropriate.

In order to arrange special consideration, it is required that students and their Parents/Caregiver seek written approval from the Principal. Students who do not arrange written approval from the Principal will be in violation of the School dress code.

SCHOOL UNIFORM

Additional Items of Clothing

All students are expected to comply with the School dress code. Some students are required to wear additional items of clothing due to their cultural or religious practices. Naracoorte High School acknowledges this, and requires that these students and their parents arrange a meeting with the Principal in order to discuss their individual expectations.

If a student has been given permission by the Principal to wear additional items of clothing (for example a long sleeve top to cover their arms), this clothing must be white in order to comply with the School's uniform.

GIRLS UNIFORM (purchase from Naracoorte SportsPower, except woollen jumper)

- Blue checked dress
- Midford light blue long/short sleeved shirt – School monogrammed
- Midford plain navy blue shorts
- Blue/grey checked pleated skirt
- Midford plain navy blue trousers
- Navy blue V neck woollen jumper - School monogrammed
- Black or white socks
- Plain navy tights - not to be worn under shorts
- Plain black enclosed toe lace up, t-bar or buckle shoe – **no slip on shoes**
- If a t-shirt is to be worn under the School shirt it must be white
- Jacket - school monogrammed.

BOYS UNIFORM (purchase from Heards Menswear, except woollen jumper and shoes)

- Midford light blue long/short sleeved shirt – School monogrammed
- Midford plain navy blue shorts
- Midford plain navy blue trousers
- Navy blue V neck woollen jumper - School monogrammed
- Black or white socks
- Plain black enclosed toe lace up shoe – **no slip on shoes**
- If a t-shirt is to be worn under the School shirt it must be white
- Jacket - school monogrammed.

The School woollen jumper can only be pre-ordered, with payment, from the School.

OPTIONAL GARMENTS THAT CAN BE WORN WITH THE SCHOOL UNIFORM

- School approved shirt and jumper for Year 12 students with School monogram. Students are not permitted to wear sports jackets eg football, netball or SAPSASA
- School approved tie.

FOOTWEAR

Closed in shoes must be worn at all times in Design and Technology, Agriculture, Science, Art and Home Economics. Sports shoes must only be worn in Physical Education.

PHYSICAL EDUCATION

Physical Education students are expected to wear the full School sports uniform, which includes:

- NHS House/sports t-shirt - can only be pre-ordered, with payment, from the School
- Navy blue sports shorts or footy shorts (appropriate length) or track pants
- Closed in, supportive footwear (no canvas shoes). This requirement is not negotiable.

All students must arrive at School in their full School uniform, regardless what time allocation of their PE lesson is.

Changing time of 5 minutes at the beginning and end of each PE lesson is given to students to change into the sports uniform.

If the PE lesson is held in Lesson 7, the students have permission to leave the School grounds at the end of day in their PE uniform ie. they do not need to change into their full School uniform.

SCHOOL UNIFORM

AGRICULTURE STUDIES

Agriculture Studies students are expected to wear their full School uniform to and from School. Students are to change into their own appropriate clothing and footwear for practical lessons.

JEWELLERY AND MAKE-UP

Any jewellery worn should be minimal. Students with jewellery posing a health and safety risk will be asked to remove said jewellery. Heavy make-up, brightly coloured nail polish and facial piercings are not permitted.

HATS

NHS logo navy hat, which is available for purchase from the School.

Naracoorte High School has a Sun Smart Policy. The purpose of the policy is to ensure that the School community is protected from skin and eye damage caused by the harmful ultraviolet rays of the sun. As part of this we seek to ensure adequate shade is provided and provide SPF 30+ broad spectrum, water resistant sunscreen for staff and student use.

During Terms 1, 3 and 4, the wearing of a bucket or broad brimmed hat is compulsory for Physical Education lessons, for outside lessons in any other subject, and for sporting or any other outdoor activities, including recess and lunch breaks and whenever the UV Index level reaches 3 or above.



PARENT AND STUDENT PARTICIPATION

PARENT PARTICIPATION

Naracoorte High School enjoys the active involvement of its Parent community. We respect and value the opinions and concerns of Parents/Caregivers and encourage their participation in School planning and development.

The Governing Council is valued within the School decision-making process. It has parent, staff and student representatives on its sub-committees: Buildings/Grounds, Canteen, Finance, Uniform, Agriculture/Vineyard and Information Technology.

We maintain regular and effective communication with Parents/Caregivers through subject reports, newsletters, social media, diary notes and information evenings.

We welcome contact with Parents/Caregivers and encourage their involvement in the sporting, cultural, social and fundraising activities within the School. Parents are asked to undertake a Child Related History Screening for ongoing programs.

Parents are welcome to contact the following staff members at any time if assistance is required:

Your child's Home Group Teacher or Subject Teacher
The Middle or Senior School Coordinator
The Wellbeing Coordinator
The Aboriginal Education Teacher
Aboriginal Community Education Worker

The Youth Worker
The EALD (English as Another Language Dialect) Teacher
The Deputy Principal
The Principal

STUDENT PARTICIPATION

At Naracoorte High School, we encourage student involvement in all aspects of School life.

We acknowledge and celebrate the achievements of our students in their academic, sporting and creative pursuits. The School promotes student participation in decision-making and seeks student opinion on key issues.

The Student Governing Council (SGC) is a body of students selected each year through a formal application and interview process. They provide student leadership to the School and represent the student body in decision making processes within the School. Members of the SGC have many opportunities to develop leadership qualities through representing students at official functions and liaising with other students, staff, management, Governing Council and various sub-committees. Leadership of the SGC is provided by the Executive Committee which consists of School Captains and House Captains.

Senior students also have the opportunity to nominate to be Sports House Captains. This role includes helping organise School Sports Days, Cross Country, Knockout Sports and Fundraising/Coaching. Year 11 and 12 Students can also be elected to participate in the Senior School Management Committee (SSMC) who assist with the day to day running of the Senior School.

Each year overseas exchange students hosted, in the district, attend Naracoorte High School. Students are encouraged to apply for exchanges and to apply for or enter many other challenging opportunities and competitions that promote excellence, leadership and self-development.

GENERAL INFORMATION

ARRANGEMENTS FOR THE FIRST DAY OF SCHOOL YEAR

Year 8 and Year 12 students commence School on Monday of Term 1. There will be a short assembly at the start of the first day in the Williamson Hall, commencing at 8:40 in the morning. Students will then be divided into Home Group classes and will be given their timetable. Years 9, 10 and 11 students commence on the Tuesday of the first week of Term 1.

Traffic is always busy on the first few days back at School each year and motorists may not be expecting bicycles on the roads. Please be careful!

APPOINTMENTS

Visitors to the School are most welcome and are required to sign in at the Front Office on arrival. If you wish to see a particular staff member it is advisable to ring to make an appointment to ensure they are available.

ASSESSMENT AND REPORTING

Naracoorte High School recognises the importance of clearly informing parents about their child's progress and achievements at School. This communication occurs in a number of ways throughout the year including written reports, Parent Student Teacher Conferences, meetings, emails and telephone conversations between teachers and parents, subject selection counselling and written correspondence. Reports in Term 1 and 3 include detailed mid semester feedback. Reports in Term 2 and 4 provide a brief final summary of achievement at the end of the semester. More information can be obtained through Parent Student Teacher Conferences in Term 2 and Term 4 or by making an appointment to see the relevant teacher at any time.

Written reports are available on the Parent Portal of Sentral at www.sentral.narahs.sa.edu.au/portal/login.

ATTENDANCE

Regular attendance is essential for student success. Attendance at School is compulsory for all students under the age of 17 years. All 16 year olds are to be in School or another 'approved learning program' (such as apprenticeships, traineeships, TAFE courses etc.) until they achieve a qualification or until they turn 17. An explanation from parents should be given to the Home Group Teacher within two days of every absence or to the School via the following:

- Email - dl.0786.absence@schools.sa.edu.au
- Skoolbag App
- Sentral Parent Portal
- Telephone - 8762 1333 Fax 8762 3452.

Family holidays of five or more days must receive an exemption from the Principal. This can be requested by contacting the School outlining the dates of the holiday and then collecting an exemption form from the Front Office or Student Services Office which is to be filled in and returned. Absences from School of longer than one month require approval from the Education Department. This can be done through the Principal and require significant supporting documentation.

Medical/Dental appointments and driving lessons etc. should be made outside School hours where possible. Students who arrive late or who need to leave School at an irregular time must:

- Provide a written note from Parents/Caregivers
- Sign out and back in through the Student Services Office

GENERAL INFORMATION

BANNED SUBSTANCES

Students are not to use or bring pressure-can deodorants, chewing gum and energy drinks to School. All illegal, dangerous, hazardous and offensive items, substances and activities are banned at School. Students are not to use iPods and ear buds during class, only during breaks. Headphones are a preferred choice.

BREAKAGES

All breakages are to be reported to the Front Office. Parents/Caregivers and students are asked to pay for breakages that are as a result of carelessness or vandalism.

BREAKFAST PROGRAM

School Breakfast programs can help to provide healthy, nutritious food to children who turn up to school hungry. With the support of our local Churches, business's and Foodbank SA, the Breakfast program is held at Naracoorte High School Canteen from 8:20 am to 8:40 am on selected days during the week. Students can refer to the Daily Notices for further information, or ask at the Canteen.

BUS SERVICES - NARACOORTE SCHOOLS

Department for Education Schools in the Naracoorte area are serviced by School buses. All students are entitled to free travel to their nearest School if they live more than 5 km from that School and outside of Naracoorte's 80 km/h speed signs.

To cater for students who live in the northern area of Naracoorte within 5 kilometres of Naracoorte Primary and Naracoorte High Schools, a user pays Town Bus Service has been operating.

All students new to a particular bus route must complete an "Application to Travel on a School Bus" form available from the Front Office. Regular reviews of School bus services are carried out and changes to bus size and route may occur. These changes are determined by the Transport Section in Department for Education in consultation with the Naracoorte Combined Schools Bus Committee. For information about bus services please contact the Front Office or Naracoorte Primary School (phone: 8762 2277) who administer the School bus services of Naracoorte.

Students not on the roll of a particular bus, who wish to use the service to go to a friend's house, sport practice etc. must receive written permission to travel from the School. A request/permission form is available from the Student Services Office. This request must occur two days prior to travel.

In the event of fires threatening a bus or bus route - any affected buses will not be permitted to leave the School until it is declared safe by the CFS. Parents/Caregivers will be contacted as soon as practically possible and children will be supervised at School for as long as necessary.

CANTEEN

The canteen is open before School, at recess time and lunch time. Students need to order their lunch before School between 8:30am and 8:45am at the canteen. Students collect their lunch from the front area of the canteen. Parent volunteers are welcome to assist the Canteen Manager with canteen duties. Please contact the School if you are able to assist.

GENERAL INFORMATION

CATASTROPHIC BUSHFIRE CONDITIONS

Naracoorte High School is classified as being located in a bushfire prone area. This means that the School must close when the bushfire weather conditions are forecast as Catastrophic (Code Red) level. The Primary Schools in Naracoorte are not classified as being located in a high risk area, so they will not close, however all Naracoorte School bus services will be cancelled on these days. Parents will be advised of School closures the day before forecast catastrophic weather conditions and will need to make alternative arrangements for their children. ABC local radio will broadcast advice on the evening before any closures. Naracoorte High School is located in the Lower South East fire ban district.

CHRISTIAN PASTORAL SUPPORT WORKER

We have a Christian Pastoral Support Worker (CPSW) at our School, who is employed by the Christian Churches in Naracoorte and funded partially by the Department of Education, Employment and Workplace Relations, through the National School Chaplaincy and Student Welfare Programme. The CPSW is provided as a service to our School community and so participation by students, staff and parents is entirely voluntary.

COMPUTER ACCESS/INTERNET/EMAIL

The School maintains extensive computing facilities for student use. These resources need to be used responsibly and for educational purposes only. Internet and email is used in accordance with the School's Internet/Email/Computer Access Contract, which is issued at the start of the School year. This contract must be signed by the student and a Parent/Caregiver before the student can access the facilities. The consequences of improper use may include suspension from using the network, and/or internet/email facilities. Students are given an internet usage and printing allowance. Once this allowance is used, students are required to purchase extra by paying at the Front Office.

DEADLINES POLICY

MIDDLE SCHOOL

When a student does not submit an assignment or is absent on the day of the deadline or classroom presentation:

- An opportunity to meet the requirements of the assessment task will be provided by the subject teacher and a revised deadline for the completion of this work will be set. This will be outlined in a letter sent to parents
- Failure to submit the assignment by the revised deadline will result in teachers using drafts and/or classroom participation to develop a grade based on the subject's assessment criteria. Where this is not possible students will receive a "no grade" for the assignment
- Requests for an extension must occur before the due date of the assignment by the student
- Extensions will only be granted on genuine grounds such as sickness, accidents, family bereavements, or difficulties in gaining access to resources.

SENIOR SCHOOL

When a student does not submit an assignment or is absent on the day of the deadline or classroom presentation:

- Failure to submit the assignment by the deadline will result in teachers using drafts and/or classroom participation to develop a grade based on the subjects assessment criteria. Where this is not possible students will receive a "no grade" for the assignment
- Requests for an extension must occur before the due date of the assignment by the student
- Extensions will only be granted when a Doctors Certificate has been provided, in line with the SACE Assessment Guidelines.

GENERAL INFORMATION

DIARY

As part of our School working towards being environmentally friendly we no longer supply Student Diaries. Teachers will work with students to develop strategies to manage their time using the various free phone apps available to them on their phones or devices. Students can of course, use a regular diary but this will not be supplied by the School.

EXAMS

Exams are held in Years 10 -12 as preparation for final external exams in Year 12. In Year 10, exams will be held for some subjects mid year and at the end of the year to give students an opportunity to revise subject content, develop study skills and experience an exam situation. Year 11 exams are held at the end of each semester for subjects which lead to Year 12 subjects with an external examination component such as Mathematics, Geography, History, Physics, Chemistry, Biology and English. Mid-year exams are held usually late in Term 2 for Year 12 subjects which have external exams at the end of the year.

EXCURSIONS

Excursions for some subject areas are a mandatory aspect of the course and may include related assessment. At times students will be asked to pay for the cost of excursions, however, if families have financial concerns they may contact the School to arrange alternative payment methods or extra support. Social excursions, in or out of School time, participation in sporting competitions or other extra curricula excursions are voluntary and often by invitation only. Students who go on extra curricula excursions are expected to inform their subject teachers and catch up on work missed. All excursions are well supervised and the School's Code of Conduct and Behaviour Management Policy applies. Department for Education policy is that there will be no travel out of town when the forecast is for extreme temperature.

EMERGENCY PROCEDURES

In the event of an emergency evacuation, the siren is sounded repeatedly (intermittent blasts). All students, staff and visitors must assemble on the oval. The School conducts practice evacuation drills at various times during the year. In the case of an emergency lockdown the siren will sound continuously. Students are to remain inside until an authorised staff member signifies that the danger has passed.

FIRST AID, ILLNESS AND MEDICATION

If students are ill, they should be kept at home as the School is not equipped to care for very ill students. If students become ill during the day, every endeavour is made to send the student home, provided that adult supervision is available. In the case of serious accidents or extreme illness, the ambulance is called and parents advised.

It is important that the School is kept informed of any relevant student medical information. Health Care plans will be developed for students with significant health issues. Please note Schools are unable to administer any pain medication for students, including panadol, nurofen etc.

GRIEVANCE PROCEDURE

The School's Grievance Procedure is designed to encourage people to pass their concerns on to the appropriate person and achieve a timely resolution. The School will be insistent that this process is followed when concerns arise. The Grievance Procedure can be found on our website or a hard copy can be requested from the School.

GENERAL INFORMATION

HOME GROUP TEACHERS

The Home Group Teacher is responsible for attendance records, monitoring progress, behaviour and general care of the student in the Home Group. He or she is usually the first point of contact for the Parent/Caregiver.

HOMEWORK

Homework is a relevant part of our education programme and is undertaken at all year levels. Homework tasks are usually set for a period of time to allow students to plan and manage their own time.

As a general rule, the following time allocations are suggested per week:

Year 8: 4 hours
Year 9: 6 hours
Year 10: 7 hours

Senior School: The amount of time spent will vary depending on the subjects students have chosen. Students and Parents need to be aware that for a student to successfully achieve their goals a significant amount of work needs to be done outside of scheduled lessons.

Further information is available from Year Level Coordinators and through the relevant policies and documents available from the Front Office.

LIBRARY RESOURCE CENTRE

The Library Resource Centre has a wide variety of written, visual and other resources, including computer and internet access, available to students. Our library staff are able to provide information and assistance with research, reading and the borrowing of a range of other equipment.

Students are responsible for the care and appropriate use of all resources they borrow, including multiple copy textbooks and laptops. An invoice for the replacement cost of any lost or damaged items is issued.

LITERACY AND NUMERACY SUPPORT AND SPECIAL EDUCATION

If students are not coping in a particular subject, a modified program may be negotiated with the Subject Teacher within the mainstream class. Students who need specialised support in particular subjects may also be supported within classes by a School Support Officer or Aboriginal Community Education Officer. Some subjects offer modified practical courses in Years 9 and 10 eg. Mathematics.

Students who have been assessed by a Guidance Officer as a Student with Disabilities under Department for Education guidelines will have a Negotiated Education Plan developed in consultation with teachers, parents and the student. Negotiated programs may also be developed for other students who are considered at risk in areas of personal development or work related pathways. If you are concerned about the progress of your child then you should contact their subject teacher, or the Middle School or Senior School Coordinator.

LOCKERS

All students are issued with a locker to store their bag, books and other learning materials and are asked to keep this locked at all times. A lock can be:

- Purchased from the School at a cost of \$16.50
- Purchased by the student elsewhere

GENERAL INFORMATION

Students supplying their own lock need to be aware that if the key is lost or unavailable, the School has the right to cut the lock to allow access to materials needed for student learning. The School will not be held responsible for keys or locks lost/damaged. Students can supply the Student Services Office with spare keys to their locks.

MENTAL HEALTH AND WELLBEING

Naracoorte High School has many Wellbeing and Mental Health programs to support students from Years 8 to 12.

We have the ability to address students with concerning behaviour, attendance and social/emotional needs through programs run by our Youth Worker and Wellbeing Coordinator.

Our goal here at Naracoorte High School, is to motivate students to stay in School and to perform to their best ability in the classroom. With many community members taking time out of their normal structured working week, students from all backgrounds and stages of their life are able to build positive relationships and feel comfortable to get out of their comfort zone.

Many of the programs offered are structured around mainstream curriculum and allow students to have the opportunity to work on their feelings and attitudes whilst learning to develop positive thoughts regarding family/home life and School/social life.

Once a student is selected to be a participant in a program, they will receive the support to work towards an exit strategy. This exit strategy will allow them to leave a specific Wellbeing program once enough confidence has been built and their self esteem has been lifted.

PERSONAL ELECTRONIC EQUIPMENT

The School will not accept responsibility for lost, stolen or damaged electronic equipment brought to School or taken on camps and excursions. Mobile phones must not be used in class unless instructed by a teacher. They must be switched off and out of sight during lessons. Illegal behaviour involving mobile phones may be referred to the Police.

Students needing to make an urgent phone call are able to make the call from the Student Services Office at a cost of 40 cents.

NEWSLETTER

A newsletter is published fortnightly as an information update on School activities and developments. It is the responsibility of the students to take the newsletter home. It is distributed via the Skoolbag App, emailed to parents and is available to view on the School website www.narahs.sa.edu.au.

PAYMENT OF MONEY

Payments for any excursion, invoice or additional internet/printing are to be made at the Front Office from 8:30 am. Payments can be made by cash, cheque, credit card, eftpos (debit your savings or cheque account) or internet direct deposit to NHS bank account: BSB 105-043 A/c 185012140. Instalments are welcome.

POLICIES

The following policies are available on our School website www.narahs.sa.edu.au or can be obtained from the Front Office: Student Behaviour Management Policy, Bullying and Harassment Policy, Knockout Sports Policy and Grievance Procedure.

GENERAL INFORMATION

SCHOOL CARD

The School Card Scheme is administered by the Department for Education and provides financial assistance towards the cost of educational expenses for school students of eligible families. The eligibility criteria is based on whether the applicant's combined family gross income is within the School Card income limits. Eligibility is not dependant on any member of the family receiving any Centrelink benefits or Family Tax benefits. Application forms are available from the school, or enter online at www.sa.gov.au under the heading Education, Skills and Learning.

SCHOOL PHOTOS AND STUDENT ID CARDS

School photos are taken during Term 1. Families will have the opportunity to purchase individual and class photos. All students will receive a Student Identification Card required as proof of identity for public transport and admissions. Replacements of lost cards are available for a fee.

STUDENT ENGAGEMENT AND WELLBEING

Support for students is available for assistance with basic counselling, referrals to other agencies, subject selection, study, family or financial issues and learning support through the Flexible Learning Options. A Wellbeing Coordinator and qualified Youth Worker is available to support students.

STUDENT GOVERNING COUNCIL

The Student Governing Council (SGC) is a body of students selected each year through a formal application and interview process to provide student leadership to the School and represent the student body in decision-making processes within the School.

STUDENT PROPERTY

All student property should be clearly labelled. Valuable items should not be brought to School under normal circumstances. If it is necessary, the item should be left at the Student Services Office. Lost property is located in the Student Services Office. Unclaimed lost property will be donated to charity at the end of each term.

STUDENT RECORDS

To ensure parents can be contacted quickly in the case of an emergency all student personal records must be kept up to date. Please notify the Front Office or Student Services Office of any change of residential or postal address, email address or changes to home or work telephone numbers and emergency contacts.

TRAVELLING TO AND FROM SCHOOL

Traffic in the School grounds is ONE WAY between 8:30 am and 9:00 am in the morning and 3:15 pm and 3:45 pm in the afternoon. **Please observe our 10 km/h speed limit. Please park/pull up only on the left hand side of the driveway.** Vehicles of Senior School students must be parked in the student car park on Wattle Avenue. Students are not permitted to park in the Staff Car Park.

Cyclists must obey traffic laws at all times and must enter the School via the bike track and School crossing. **They must get off their bikes and walk (not ride) them across the crossing.** Bicycles must be placed in the racks provided at the School. The School can take no responsibility for bicycles.

GENERAL INFORMATION

VISITORS TO THE SCHOOL

All visitors to the School are expected to report to the Front Office where they sign the visitor's register. This includes past students of the School.

WEBSITE

Naracoorte High School's website www.narahs.sa.edu.au is an excellent resource to access newsletters, policies, handbooks, consent forms, term calendars and general information. Please forward feedback to us at any time so that we are able to improve our service to you.





OVAL

Fort Dunstan

- A = Administration
- B = Main Bldg (front)
- C = Main Bldg (back)
- D = D Block
- Skills Centre/Library
- E = Agriculture Room
- G = Science Labs
- H = H Block
- I = Technology
- K = Home Economics
- L = Art

Naracoorte High School
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Telephone: 08 8762 1333
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CRICOS Name: Department for Education | CRICOS Number 00018A



Government of South Australia
Department for Education