



Orientation Day
2023

Year 7 2024

INSPIRED LEARNING

The logo was designed by graphic artist Glenn Newton. It was inspired by the local flora and has a balanced and flowing design. Red is a colour of vibrancy, fire and passion, all important elements needed in a new school. The school colours black, red and white have a professional corporate feel that students of The Ponds High School can be proud of.

Welcome from the Principal

I would like to extend a very warm welcome to all students who will be attending The Ponds High School, a comprehensive, coeducational high school that aims to give all students the best opportunity to reach their potential in an innovative, caring and safe environment.

Year 7 2024 will attest that at high school you will face an enormous range of new experiences that are both exciting and sometimes a little daunting. The biggest change is meeting a variety of new specialist teachers rather than having one or a small group of teachers like you do in Year 6. You will find that you are possibly in a cohort that is larger than your previous school, however, all students should be reassured that the school works hard to provide a range of positive experiences. The curriculum is varied and exciting and includes a range of subjects including practical lessons. It is important that we face these new experiences with a positive attitude and talk to others if times are difficult.

Everyone has something to offer the school no matter what level of ability you have. Are you a sportsperson? Someone interested in helping others. Someone who always tries their best. Are you a good dancer or artist? Do you have good organisational ability? Do you like gardening and can help to maintain our gardens?

I hope you are looking forward to the challenge of achieving your potential in a secondary school which has high expectations for student learning, behaviour and dress.

All the best,

Mrs Weal
Principal

Meet our Executive Team

Ms Jack - Deputy Principal (Year 7 & 11)
Mr Laird - Deputy Principal (Year 8)
Mr Scandizzo - Deputy Principal (Year 9)
Mr Fitzgerald - Deputy Principal (Year 10)
Miss Blissett - Deputy Principal (Year 12)
Ms Jones - Head Teacher Administration 1
Mr Golotta - Head Teacher Wellbeing 1 (rel)
Mrs Harper - Head Teacher Wellbeing 2
Mrs Perry- Head Teacher Secondary Studies (Stage 4)
Mr Thomas - Head Teacher Secondary Studies (Stage 5)
Ms Raghunandan - Head Teacher Secondary Studies (Stage 6)
Ms Hosler - Senior Administrative Manager (SAM)
Ms Pronin - Head Teacher Teaching & Learning
Ms Nicholls - Head Teacher PDHPE (rel)
Mr Ruckenford (rel), Ms Still & Ms Dolstra - HTs English
Mrs Fernandez & Mr Tolentino - Head Teacher Mathematics
Mrs Wilson (rel) & Ms Bansal - Head Teachers Science
Mrs Akrong and Ms Darabi - Head Teacher HSIE
Mrs Morrison - Head Teacher Creative and Performing Arts (CAPA)
Mr Skelton & Mr Simpson - Head Teacher Technological and Applied Studies (TAS)
Mrs A. Singh - Head Teacher Languages

Faculty Head Teachers are responsible for the courses of study provided in each of their respective subject areas. They coordinate the programs of work and monitor the progress of students and classes in their subject areas. They should be contacted if you have concerns about your child's progress in their particular subject area.

Year Advisers – Mr Boileau, Ms Hunt & Ms Sutton (the first point of contact for students and parents)

Students Requiring Individual Health Care Plans

Individual health care plans should be developed for students:

- **with type 1 diabetes, epilepsy, ADHD, ADD and any other medical conditions**
- diagnosed as being at risk of an emergency
- who require the administration of specific medications

If your child has ANY medical condition, parents or caregivers and the student's doctor (medical practitioner) will need to complete a general Health Care Plan. Plans will need to describe the student's condition and outline the procedures to be followed at school if the condition worsens or an emergency arises. These procedures may need to be negotiated between a parent and the school. Plans should be reviewed annually or when the parent or caregiver notifies the school that the student's health needs have changed. If your child requires a Health Care Plan, please contact the office.

Anaphylaxis – Allergic Reactions

It is the role of the parent or caregiver to:

- inform the school of the health needs of your child upon enrolment and when the health needs of your child change;
- ask your child's medical practitioner (doctor) to complete the **ASCIA Action Plan** and return it to the school (signed by the doctor) BEFORE your child starts at the school;
- provide the equipment and consumables for carrying out health care support procedures as specified in the student's ASCIA Action Plan, including an EpiPen and/or antihistamine;
- replace the EpiPen or antihistamine when it expires or after use;
- provide a photograph of your child for display in the school; and
- provide permission for the school to administer prescribed medications;
- Ensure your child has an EpiPen in their bag at all times;
- If your child requires an ASCIA Action Plan, please contact the office to obtain the appropriate form.

ACTION PLAN FOR Anaphylaxis

Name: _____

Date of birth: _____

Photo

Confirmed allergens:

Family/emergency contact name(s):

Work Ph: _____

Home Ph: _____

Mobile Ph: _____

Plan prepared by:

Dr _____

Signed



Date: _____

How to give EpiPen® or EpiPen® Jr



Form fist around EpiPen® and PULL OFF BLUE SAFETY RELEASE.



PLACE ORANGE END against outer mid-thigh (with or without clothing).



PUSH DOWN HARD until a click is heard or felt and hold in place for 10 seconds.



REMOVE EpiPen®. Massage injection site for 10 seconds.

© ASCIA 2008. This plan was developed by ASCIA.

for use with EpiPen® or EpiPen® Jr adrenaline autoinjectors (with **blue safety release** and **orange needle end**)

MILD TO MODERATE ALLERGIC REACTION

- swelling of lips, face, eyes
- hives or welts
- tingling mouth
- abdominal pain, vomiting (these are signs of a severe allergic reaction to insects)

ACTION

- For insect allergy, flick out sting if visible. Do not remove ticks
- Stay with person and call for help
- Give medications (if prescribed)
- Dose:
- Locate EpiPen® or EpiPen® Jr
- Contact family/emergency contact



Watch for any one of the following signs of Anaphylaxis

ANAPHYLAXIS (SEVERE ALLERGIC REACTION)

- difficult/noisy breathing
- swelling of tongue
- swelling/tightness in throat
- difficulty talking and/or hoarse voice
- wheeze or persistent cough
- persistent dizziness or collapse
- pale and floppy (young children)

ACTION

- 1 Lay person flat, do not stand or walk. If breathing is difficult allow to sit
- 2 Give EpiPen® or EpiPen® Jr
- 3 Phone ambulance*- 000 (AU), 111 (NZ), 112 (mobile)
- 4 Contact family/emergency contact
- 5 Further adrenaline doses may be given if no response after 5 minutes (if another adrenaline autoinjector is available)

If in doubt, give EpiPen® or EpiPen® Jr

EpiPen® Jr is generally prescribed for children aged 1-5 years.

*Medical observation in hospital for at least 4 hours is recommended after anaphylaxis.

Additional information

Asthma

It is the role of the parent or caregiver to:

- inform the school of the health needs of your child upon enrolment and when the health needs of your child change;
- ask your child's medical practitioner (doctor) to complete the **Asthma Action Plan** and return it to the school (signed by the doctor) BEFORE your child starts at the school;
- provide the equipment and consumables for carrying out health care support procedures as specified in the student's Asthma Action Plan;
- provide permission for the school to administer prescribed medications.

Contact Details

Address

Telephone – home, mobile and work

Email address

Emergency contact name and telephone

ASTHMA ACTION PLAN
Take this ASTHMA ACTION PLAN with you when you visit your doctor

NAME _____
DATE _____
WEEKLY ASTHMA CHECK-UP SHEET

DOCTOR'S CONTACT DETAILS
Name _____
Phone _____
Relationship _____

EMERGENCY CONTACT DETAILS
Name _____
Phone _____
Relationship _____

WHEN WELL *Asthma under control (fewer or no symptoms)* **ALWAYS CARRY YOUR RELIEVER WITH YOU**
Your reliever is: _____
Take: _____ puffs/huffs _____ times a day
Your reliever is: _____
Take: _____ puffs _____
When you have symptoms like wheezing, coughing or shortness of breath
☐ Use your reliever as needed

WHEN NOT WELL *Asthma getting worse (needing more reliever e.g. more than 7 puffs per week, waking up at night, needing extra inhalers, more symptoms than usual, asthma is interfering with school or work)* **ALWAYS CARRY YOUR RELIEVER WITH YOU**
Keep using your reliever: _____
Take: _____ puffs/huffs _____ times a day
Your reliever is: _____
Take: _____ puffs _____
When you have symptoms like wheezing, coughing or shortness of breath
☐ Use your reliever as needed

IF SYMPTOMS GET WORSE *Asthma is getting worse (needing more reliever e.g. more than 7 puffs per week, waking up at night, needing extra inhalers, more symptoms than usual, asthma is interfering with school or work)* **ALWAYS CARRY YOUR RELIEVER WITH YOU**
Keep using your reliever: _____
Take: _____ puffs/huffs _____ times a day
Your reliever is: _____
Take: _____ puffs _____
When you have symptoms like wheezing, coughing or shortness of breath
☐ Use your reliever as needed

DANGER SIGNS *Asthma emergency (severe breathing problems, symptoms are worse than usual, reliever not working, or you are very short of breath)* **ALWAYS CARRY YOUR RELIEVER WITH YOU**
DIAL 000 FOR AMBULANCE
Call an ambulance immediately
Sign this into an ambulance
Keep using reliever as often as needed

National Asthma Council Australia
www.nationalasthma.org.au

Our school will use email for school newsletters, financial accounts and other relevant material. We also use text messaging to notify you about your child's absence from school and urgent messages to all parents. Reports will be collected from a site with a log in. Flexischools will mean that you can order and pay for student lunches and your school uniforms on-line. To maintain accurate contact details, please notify the school immediately to change contact details.

School Newsletter

The Ponds Newsletter will be emailed home each fortnight. It is important for you to receive this regular contact from the school so that you remain informed about upcoming events. The DoE often blocks Hotmail accounts, so it is much better for you to have an email account that is not a Hotmail account. It is also important for you to set up this account to enable attachments to be received. Please notify the school immediately if you change your email address. The Ponds High School App is also available.

Holidays and term dates for 2024

- **Term 1**
Years 7, 11 & 12 students & Peer support leaders from Year 10 start school on Thursday 1st 2024
Years 8, 9 & 10 students return to school on Friday 2nd February 2024
Term 1 ends on Thursday 12th April 2024
- **Term 2** Students return to school on Tuesday 30th April 2024
Term 2 ends on Friday 5th July 2024
- **Term 3** Students return to school on Tuesday 23rd July 2024
Term 3 ends on Friday 27th September 2024
- **Term 4** Students return to school on Monday 14th October 2024
Term 4 ends for students on Wednesday 18th December (for teachers on Friday 20th December 2024)

<https://education.nsw.gov.au/public-schools/going-to-a-public-school/calendars/future-and-past-nsw-term-and-vacation-dates>
(accessed on 10.11.2023)

School photos

The School Photographer has been booked for Monday 5th February 2024 (Term 1, Week 2) Monday 9th February 2024 (Term 1, Week 2) and Friday 19th February 2024 (Term 1, Week 4) is the catch-up day.

Year 7 Welcome and Parent Information Evening

Parent and students of Year 7 students are invited to an information evening on Tuesday 6th February. This is an opportunity to find out about how Year 7 are settling into high school and ask questions about high school related topics.

Semester Reports

Parents will receive all reports via the Parent Portal in Sentral. Please notify the school immediately if you change your email address.

For Year 7, an interim report will be available to parents in Week 9 Term 1. The purpose of this report is to indicate whether there are issues of concern in the transition process to High School. If students are satisfactory no comment will accompany the report. If the student is unsatisfactory, a comment will be added as to the nature of the concern. At this stage, parents may wish to contact the relevant Head Teacher for an interview. A more comprehensive report will be written and be able to be downloaded on the final day of Term 2 and Term 4. Each of your child's teachers will provide information about their progress. These reports are meant to inform you about your child's progress over the semester period.

Assessment tasks

Students will receive a one-page planner in 2024 that outlines what tasks are due and when they are due. The full copy of the assessment booklet is available on the students' Canvas site as well as The Ponds High School website.

Parent/Teacher Interviews

Parent/Teacher Interviews for Year 7 will be held on Tuesday 2nd April: 3.30pm - 7.30pm. It is essential that you book interview times via Sentral as soon as you receive information about the online interview booking system. Teachers are limited in the number of slots available for interviews so the sooner you book an interview, the more likely you are to arrange a suitable time.

BYOD @ The Ponds High School

You have received specifications for a 'Bring Your Own' Device (BYOD) that will be used in class to support student learning. Every effort will be made to ensure students are able to access The Ponds High School internet, Sentral and Canvas servers in the first weeks of school.

THE PONDS HIGH SCHOOL
PONDS PRIDE
5 Ps

PROMPT



I ARRIVE ON
TIME AND MEET
DEADLINES

PREPARED



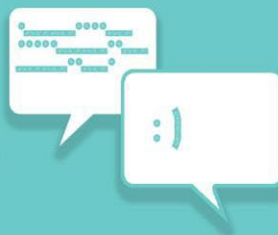
I AM EQUIPPED
AND READY
TO LEARN

POSITIVE



I DEMONSTRATE A
POSITIVE ATTITUDE

POLITE



I SHOW RESPECT
AND
CONSIDERATION

PRODUCTIVE



I CONTRIBUTE AND
DO MY BEST

Subject Equipment List

Book pack - The contents include start up exercise books for each subject and some spares. There is no obligation to buy them from the school, it is merely for convenience. The cost of the book pack is \$48.00.

The book pack contains:

- 1 x Ponds High School folder for exercise books
- 1 x 48 page workbook for English
- 1 x 128 page grid book for Mathematics
- 1 x 48 page workbook for Science
- 1 x 48 page workbook for History
- 1 x 48 page workbook for Geography
- 1 x 48 page workbook for Language
- 1 x 48 page workbook for PDHPE
- 1 x Visual Arts Diary
- 1 x 20 page display folder
- 1 x document wallet for sheets
- 1 x Hand Sanitiser

(2 x spare books for when the 48 page books are full)

Other inclusions:

- 1 x set of geometrical equipment
- 1 x 8GB USB
- 1 x eraser
- 1 x ruler
- 1 x scissors
- 4 x blue pens
- 1 x black pen
- 1 x red pen
- 2 x HB pencils
- 1 x 4B pencil
- 1 x 2B pencil
- 1 x sharpener
- 1 x 12 colouring pencil pack



Calculator – (Casio FX-82AU Plus II 2nd Edition) NESA approved – Cost is \$30.00

Payments

We encourage you to pay student Financial Contributions and to order book packs and calculators before Orientation Day. We ask parents to compare the total cost of our Financial Contributions package to the cost of a child in Day Care for five days. Our package is less than this cost.

School Financial Contributions, Year 7 book packs and calculators can be purchased by using the link that will be emailed with the financial statement to your family email address by School Bytes on Monday, 7 November. For purchases made by Friday, 18 November, your child's book pack and calculator will be available for pick up outside the school hall on Orientation Day.

Year 7 Camp

The Year 7 camp will be held at The Great Aussie Bush Camp from Wednesday 22nd May to Friday 24th May 2024 (Term 2 Week 4). This program offers a combination of challenging outdoor experiences as well as Peer Support and wellbeing activities that link to our curriculum. It will be a chance for students to make further friends and develop new relationships.

Bell Times



Monday, Tuesday, Thursday & Friday	
BELL TIMES	
Period	Time
Roll Call	8:30-8:40
1	8:40-9:33
2	9:33-10:26
Recess	10:26-10:57
3	10:57-11:50
4	11:50-12:43
Lunch	12:43-1:14
5	1:14-2:07
6	2:07-3:00

Wednesday	
BELL TIMES	
Period	Time
Staff Meeting/Planning	8:15-9:15
Roll Call	9:23-9:33
2	9:33-10:26
Recess	10:26-10:57
3	10:57-11:50
4	11:50-12:43
Lunch	12:43-1:14
5	1:14-2:07
6	2:07-3:00

Muster Days

Monday - Year 9

Tuesday - Year 8

Wednesday - Year 7

Thursday - Year 10

Friday - Year 11 / Year 12

On Muster days, students meet in the Hall or COLA on their allocated day instead of going to roll call. Students line up in their roll call group in alphabetical order.

Year 7 will have a **Muster** in the hall instead of Roll Call at **8.30 am every Wednesday morning**.

Riverbank Public School bell times

Start 8:45am

Recess 9:45am Years K –2, 10:15am Years 3 –4, 10:45am Years 5-6

Lunch 12pm Years K – 2, 12:30pm Years 3 – 4, 1pm Years 5-6

Finish 2.45 pm

Year 7 Classes



Students will be placed in one of the core classes (1-14). Students will be with the same students in their core class for English, Mathematics, Science, History, Geography, Drama, PDHPE, Music and Language. With the exception of the enrichment class, all classes are mixed ability classes. This means core classes ARE NOT graded. Each class also has a mixture of students from different primary schools. Students will be in different classes for Visual Arts and Technology. Two or three core classes will be mixed together to form these classes. Rolls will be marked every period and recorded electronically.

High Potential and Gifted Education (HP&GE)

There is one class that has been established to provide a range of challenging enrichment and extension opportunities. Students are in this class for English, Mathematics, Science, HSIE, Drama, PDHPE, Music and Language and are in mixed ability groups for Visual Arts and Technology.

Multiple criteria are used to determine this class and to ensure the selection process is fair and reliable. Placement of students in the Year 8 enrichment class is based on student achievement in Year 7 and recommendations from Year 7 teachers. There is no application process or entrance examination for Year 8 enrichment class placement as this is reviewed on an individual basis.

Mobile Telephone Policy

While the school does not encourage students to bring mobile phones to school, it does recognise that students may require mobile phones to facilitate communication with family before and after school. However, their use should not intrude on the education of students or the operation of the school. Students should not use a mobilephone in class or in the playground and the phone must be on 'silent' and stored in the student's bag (not in pockets) so that no disturbance is caused by any incoming calls or messages. Students may be asked to place bags in a specific location. Mobile phones must be turned off and kept in bags during exams, performances and assemblies. Out of class, no mobile phone calls should be accepted by a student. **All** students have a right to privacy and therefore, phones **must not** be used for taking photographs or video footage of other students. The school cannot accept responsibility for the loss, theft or damage to mobile phones.

Drink Bottles

At the start and end of the year it can get very hot in some of the classrooms. Students are encouraged to bring a drink bottle of water for use during class time. Generally, students will not be given permission to leave the classroom to get a drink during lesson time. The P&C have donated chilled drinking water fountains for students to fill their water bottles.

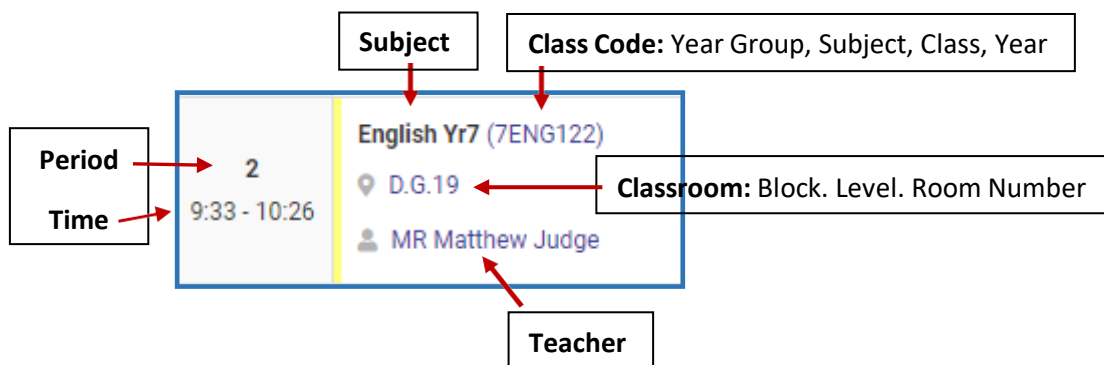
Timetables

Your child will receive a copy of their timetable on the first day of school. The timetable will also be available on Sentral.

It is important that you make a number of copies of the timetable. Paste a copy in your child's diary and in the back of your child's books. Also, place a copy above your child's desk at home and even one on the fridge. This way there is no chance of your child losing their timetable!

How To Read a Timetable

- Each student will receive their own timetable that outlines each lesson for each day over a two-week cycle (Weeks A and B).
- The timetable is structured so that each day has its own column. Starting with Roll Call, students read down the column to locate their lessons.
- When Sentral is available at the start of the year, your timetable will be available online.
- There are codes to represent different courses and codes for rooming. The map in the student diary may assist with locating classrooms.



	MonA	TueA	WedA	ThuA	FriA
	Monday	Tuesday	Wednesday	Thursday	Friday
	06/11/2023	07/11/2023	08/11/2023	09/11/2023	10/11/2023
0 8:00 - 8:30					
RC 8:30 - 8:40	Roll Call Yr7 (7RC723) Room: D.1.30 MR Josh Flavell	Roll Call Yr7 (7RC723) Room: D.1.30 MR Josh Flavell (8:30 - 8:40)	Roll Call Yr7 (7RC723) Room: MUSTER 7 MR Josh Flavell (8:30 - 8:40)	Roll Call Yr7 (7RC723) Room: D.1.30 MR Josh Flavell (8:30 - 8:40)	Roll Call Yr7 (7RC723) Room: D.1.30 MR Josh Flavell (8:30 - 8:40)
1 8:40 - 9:33	History & Geography Yr7 (7HAG723) Room: D.G.09 MR William Norton	Digital Technology 1 Yr7 (7TECDigital23) Room: D.1.13 DR Chandan Kalra (8:40 - 9:33)	Science Yr7 (7SCI723) Room: E.37 DR Jasroop Aneja (8:40 - 9:33)	Languages Yr7 (7LNG723) Room: E.26 MR Alaaddin Sari (8:40 - 9:33)	English Yr7 (7ENG723) Room: D.1.33 MS Jane Walker (8:40 - 9:33)
2 9:33 - 10:26	Science Yr7 (7SCI723) Room: A.1.15 DR Jasroop Aneja	English Yr7 (7ENG723) Room: D.1.33 MS Jane Walker (9:33 - 10:26)	Home Group Yr7 (7HGP723) Room: E.30 MR Jack Tuxford (9:33 - 10:26)	Drama Yr7 (7DRA723) Room: D.1.02 MR Larry Kroehnert (9:33 - 10:26)	Maths Yr7 (7MTH723) Room: D.G.36 MRS Fatemeh Hosseini (9:33 - 10:26)
R 10:26 - 10:57					
3 10:57 - 11:50	Visual Arts Yr7 (7VAR123) Room: A.G.46 MRS Kim Clemson	PDHPE Yr7 (7PDHPE723) Room: PRAC.3 MR Adrian Menjivar (10:57 - 11:50)	Music Yr7 (7MUS723) Room: D.1.10 MR Nicholas MacFarlane (10:57 - 11:50)	English Yr7 (7ENG723) Room: D.1.33 MS Jane Walker (10:57 - 11:50)	Digital Technology 1 Yr7 (7TECDigital23) Room: D.1.13 DR Chandan Kalra (10:57 - 11:50)
4 11:50 - 12:43	PDHPE Yr7 (7PDHPE723) Room: PRAC.3 MR Ed Pearce	Computing Skills Yr7 (7CSK723) Room: D.1.11 Emma Toh (11:50 - 12:43)	Languages Yr7 (7LNG723) Room: E.21 MRS Kirsten Hope (11:50 - 12:43)	Digital Technology 1 Yr7 (7TECDigital23) Room: D.1.13 DR Chandan Kalra (11:50 - 12:43)	History & Geography Yr7 (7HAG723) Room: D.G.17 MR William Norton (11:50 - 12:43)
L 12:43 - 13:14					
5 13:14 - 14:07	English Yr7 (7ENG723) Room: D.1.33 Justine Smith	Maths Yr7 (7MTH723) Room: D.G.36 MRS Fatemeh Hosseini (13:14 - 14:07)	Communication Skills Yr7 (7COM723) Room: HUB1 MRS Ozlem San (13:14 - 14:07)	PDHPE Yr7 (7PDHPE723) Room: D.G.12 MR Ed Pearce (13:14 - 14:07)	PDHPE Yr7 (7PDHPE723) Room: PRAC.3 MR Adrian Menjivar (13:14 - 14:07)
6 14:07 - 15:00	Maths Yr7 (7MTH723) Room: D.G.36 MISS Rebecca Yang	History & Geography Yr7 (7HAG723) Room: D.G.09 MR William Norton (14:07 - 15:00)	Maths Yr7 (7MTH723) Room: D.G.36 MRS Fatemeh Hosseini (14:07 - 15:00)	Science Yr7 (7SCI723) Room: A.1.17 DR Jasroop Aneja (14:07 - 15:00)	PDHPE Yr7 (7PDHPE723) Room: PRAC.3 MR Adrian Menjivar (14:07 - 15:00)

School Uniform

The school uniform has been approved by the school community including the P&C Association. All students are required to wear the correct uniform at all times. If a student is unable to wear the correct school uniform, a note signed by a parent or caregiver is required. Uniforms are available from our school supplier Cowan and Lewis, 156 Main Street, Blacktown, telephone 4721 7422. Uniforms can be purchased in store or online via the shop's website www.cowanlewis.com.au. Delivery for online orders can be to your home address or to The Ponds High School's administration office for collection by your student between 8:15am – 3:00pm.



Junior Uniform (Years 7-10)

Girls

- Blouse, White with collar and TPHS logo
- Skirt, black and white check with thin red stripe; or
- Skort, black and white check with thin red stripe
- Trousers, charcoal- grey stretch (optional for Winter)
- Cardigan, red 2-way zip with TPHS logo.
- Jumper, red V-neck woollen with school logo
- Microfibre Sport Jacket or Soft-Shell Jacket (Universal or Ladies fit)
- Shoes, black leather shiny, business-conventional lace-up styled shoe that covers the top of the foot and has a small heel. Buckle-style shoe are accepted as long as the shoe covers the top of the foot. (Ballet flats, black joggers, open style shoes are not accepted)
- Socks, white plain above the ankle or Tights, plain black
- Blazer, black with school logo (optional)

Boys – Summer (Terms 1 and 4)

- Shirt, short sleeved white collared shirt with school logo and collar insert, worn all year
- Shorts, charcoal grey elastic or tailored
- Socks, grey with red stripe
- Shoes must be black leather shiny business-conventional type, lace up shoe that covers the top of the foot and have a small heel. (sports joggers, canvas shoes are not acceptable)
- Microfibre Sport Jacket or Soft-Shell Jacket

Boys – Winter (Terms 2 and 3)

- Shirt, as for summer
- Trousers, charcoal grey elastic or tailored
- Socks, grey with red stripe
- Tie, black with red stripe
- Jumper, red V-neck woollen with school logo
- Microfibre Sport Jacket or Soft-Shell Jacket
- Blazer, black with school logo (optional)
- Black leather shoes

Technology Apron

A standard red bib-style apron is required for Technology. These are available from the uniform shop.



Footwear Requirements

The Department of Education Health and Safety Directorate, clearly states in the publication *Footwear Guidelines* (October 2012) that to comply with government policy, enclosed leather footwear must be worn by students to ensure their safety. Areas where enclosed leather footwear is required are:

- Industrial Arts and workshop areas
- Science laboratories
- Food Technology areas
- Canteen

If students present for class with inappropriate footwear, the student will be offered alternative educational activities.

Acceptable Styles

The school expects that students wear black leather shiny, business-conventional type, lace-up styled shoes. They must cover the top of the foot and have a small heel. Buckle styled shoes will be accepted as long as the shoes cover the top of the foot. The following shoe styles have been endorsed by the school community:



Styles that are Not Acceptable

Students **MUST NOT** wear the following styles with the summer or winter uniform: joggers, black sports shoes, black leather skate shoes, black desert boots, soft black leather flat 'ballet' style shoes, black leather open styled 'Mary Jane' shoes, black fabric shoes or any similar styles to those listed.



PE Uniform

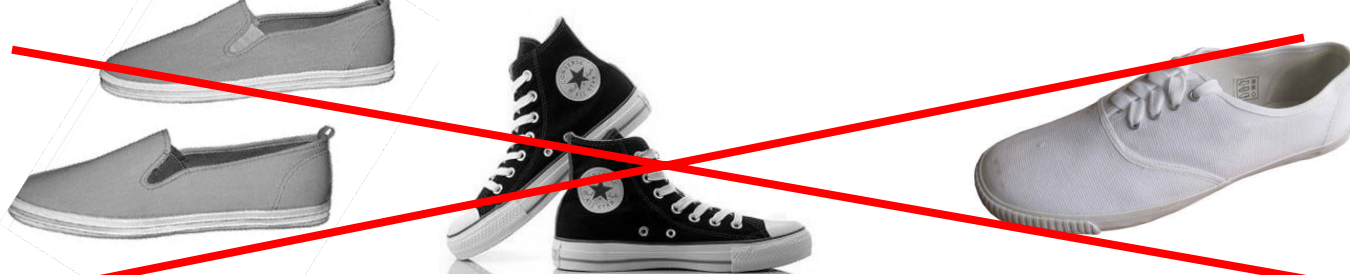
This uniform is to be worn by both girls and boys only during designated PE lessons.

Shirt	TPHS polo shirt
Shorts/ Pants	TPHS black shorts with red stripe black track pants with red stripe
Cap/Hat	TPHS black cap. This cap is compulsory for all P.E. lessons, Terms 1-4 inclusive
Socks	White sports socks
Shoes	Sports shoes
Track top	TPHS track top or RED TPHS school jumper – no alternate tops permitted

Acceptable Styles – The school expects students to wear lace up sports shoes.



Styles that are Not Acceptable – Students MUST NOT wear canvas shoes.



Students are to bring their PE uniform in a separate bag to change into at the start of each lesson and back into their school uniform at the end of the lesson in the PE Change Rooms. Labelling each item of clothing with the student's name will assist with any misplaced property. PDHPE Staff will advise of any adjustments to the wearing of PE uniform.

Clothing items that are NOT permitted to be worn during the school day at any time:

- Hoodies
- Non-school uniform jumpers
- Non-school uniform caps
- Non-school uniform tracksuit pants



Homework

It is expected that students will receive regular homework. This should be written in the student's diary. There are a range of tasks that could be completed for homework:

- assessment tasks
- revision questions, quizzes and activities
- completing unfinished class work
- reading texts
- catching up on missed work due to absences
- preparing for examinations

National Testing (NAPLAN)

All Year 7 students in Australia will sit the National Assessment Program - Literacy and Numeracy (NAPLAN) tests covering language, writing, reading and mathematics. Parents will receive a report showing how their child has performed against national benchmarks. NAPLAN test window is 13th to 25th March 2024.

Attendance

Expectations

Students are expected to attend school each day and to be punctual. Every day starts at 8:30am. Every student must be at his or her room on time. The roll will be marked and an electronic notice sheet will be read out. School finishes at 3.00pm.



Leaving Early – Planned

Any student wishing to leave school premises during normal school hours must provide a note signed by a parent/caregiver requesting permission for the student to leave at the stated time.

1. This note is to be taken to the student window **BEFORE SCHOOL**. It will be entered on the attendance system before 9.30am. Teachers will see the student is an early leaver when they mark their roll.
2. The student will ask the teacher politely if they may leave class at the designated time.
3. The student reports to the student window to collect their printed early leave receipt.
4. Keep the receipt with them in case they are questioned by teachers or police as evidence that they have permission to be absent from the school.

Leaving Early – Unplanned

Parents must contact the school in person or by telephone (not by email) to arrange for students to leave early on short notice and **not by calling their child's mobile telephone**. Students will need to collect a pass from the Front Office before leaving school.

Students must not call parents to arrange to go home. All contact about early leave must go through the Front Office.

Arriving Late

1. On the day your child is running late to school, send a note in with your child, **OR**
2. Telephone the school office on 9626 3562 and notify the office staff before school starts, **OR**
3. Come in with your child to the student window.
4. If none of the above has been done before your child signs in you can send a reply SMS to the SMS that the school has sent you. (Your child may have already received detention).

Please note that we are unable to receive your SMS message unless we have sent one to you first.

Notes Explaining Absences

If your child is absent for any reason, parents or caregivers are required to send a note to school within 7 days of absence (which is required under the Education Act 1990) explaining the reason for the absence. Notes must be signed and dated and clearly state the **student's name and year**. This note should be handed in at the student window or placed in the 'Absence/Late Notes' box outside the student window. Please be advised that any days where a note is not provided, including late arrivals, will be recorded as an Unexplained Absence on the student's semester report.

Leave in Advance

Applications for 'Exemptions from School' and for 'Extended Leave' must be made if you know your child is going to be absent from school for a period of 10 school days or more eg. taking holidays during the term, travelling overseas. This form can be obtained from the front office and **MUST** be completed **BEFORE** your child goes on leave. A copy of the travel itinerary needs to be attached to the application. The Principal will then consider your application for Extended Leave.

Unexplained Absences

Parents will be notified of any unexplained absence and continued lateness to school. All absences will be recorded on the student's semester report.

Fractional Truancy

Student attendance is closely monitored. Fractional truancy is when a student is out of class without the written permission of a teacher or member of staff.

Notification of Absences by both Emails & SMS Messaging

The Ponds High School uses SMS messaging software to notify parents or caregivers of their child's whole or partial absence from school. Parents or caregivers can respond to the SMS message with a text message back to the school to explain the reason for the absence from school. It is essential that parents notify the school if/when their mobile phone number changes.

- * Parents only need to reply to one notification, either email or SMS message
- * Parents need to send separate SMS responses for each child

Illness at School

Students who are sick during the school day should:

1. See a teacher for written permission to go to the sick bay.
2. Present themselves promptly to the front office.
3. Follow instructions from the administrative staff politely.
4. Stay at school until the administrative staff have contacted parents.

Students must not telephone parents to arrange for the parent to collect the student from the front of the school/office.

The sick bay is to be used for a **short time only** and students will be monitored by video camera. If the problem persists, parents or caregivers will be contacted & if asked to collect their student, they do so within a short period of time. For serious problems, parents or caregivers will be contacted immediately and for very serious cases medical assistance will be sought.

It is extremely important that the medical information in each student's file is accurate. If there is a change in your child's health status, the school **MUST** be notified. For students who require prescribed medication while at school, parents are required to complete a 'Prescribed Medication' form available from the front office. Prescribed medications must be distributed from the front office, please note this does not extend to students who are reasonably able to self-administer.

The office is unable to give students any medication for headaches, including paracetamol, aspirin or ibuprofen.

Parent and Caregiver Involvement and Participation

How can I become involved at TPHS?

Parents at TPHS can be involved through the P&C and other voluntary activities throughout the school such as helping in the canteen or library (covering books). You could also help at one of the many functions the P&C caters for during the year.

When are the P&C meetings?

The P&C holds a general meeting twice a term, usually Monday of Week 3 and Week 8, beginning at 7.15pm in the Hub (Library). P&C business is conducted in an earlier meeting and therefore, the P&C meeting becomes an information session featuring different aspects of the school and curriculum areas and addressing topical issues relevant to students and families. The meetings are advertised in the newsletter, the TPHS calendar and the P&C page on the TPHS website. The P&C meeting dates for 2023 are:

Term 1

Monday 12th February

Monday 18th March

Term 2

Monday 13th May

Monday 17th June

Term 3

Monday 5th July

Monday 9th September

Term 4

Monday 28th October

Monday 2nd December

What is the P&C Executive?

The P&C Executive is a group of approximately 10 parents who are elected at the Annual General Meeting. Their role is to manage the finances and many other decisions around P&C activities. Parents are welcome to become involved at an Executive level.

Why do we pay P&C Voluntary contributions as part of the school fees?

The P&C provides financial support throughout all Key Learning Areas (KLAs) in order to enhance the educational opportunities available for ALL students at TPHS. This is largely done through the P&C voluntary contributions paid by parents each year. Funds from the Building & Grounds contribution go directly into the improvement of the grounds and facilities. Donations to the Building Fund are tax deductible.

How can I find out what is happening with the P&C?

The P&C has a page on the school website, listing past meeting minutes, news and dates to remember, contact details of the P&C Executive and other relevant information.

Who operates the School Canteen?

The school canteen provides a high standard of service and quality food adhering to the State Government's Healthy Canteen policy.

Online Lunch Orders

Parents can order lunches online through www.flexischools.com.au. Register by visiting the site, clicking 'register now' on the top right-hand side of the screen. An email is then sent with a link to the registration page. Complete the registration form, enter your child's name and class, choose a username and password and then add funds to an account by credit card or bank transfer. This is a fast and convenient way to enable an order to be made.

Orders can be made at any time of the day or night. However, accounts must be in credit to enable an order to be placed. The food prices are the same as over the counter orders with a 29-cent order fee.

There is also an App available for iPhones or iPads!

School Map



Award	Behaviour and Academic Work	School	Community	Sporting/Cultural	Issued/organised by
KLA Certificate	Class work, cooperation, participation, progress greater than normally expected for the student				KLA staff
School Service	eg: Excellence representing the school	School service greater than normally expected	Community service of a noteworthy nature	Ribbons/age championships/ creative art performances	Event coordinators / Year Advisers
	No time limit applies for the award or collection of certificates. A KLA award is issued by the relevant Heed Teacher when three merit awards in that KLA are issued.				
Bronze Award	Eight certificates including at least: Two school service certificates Six KLA certificates.				Application forms from Miss Bell
	The bronze award aims to encourage learning and school citizenship over a longer time period. No time limit applies to this award				
Silver Award	Must hold two bronze awards suggesting a consistent level of good behaviour and academic achievement. Students will not be monitored for behaviour but breaches of the school's Code of Conduct may delay the award	Must make an active and sustained contribution to a school project. This indicates about 15 hours of service time to the school			Application forms from Ms Bell
	The emphasis is on sustained involvement and achievement TIME SPECIFICATION: Minimum of 15 hours with signed documentation re school service				
Gold Award	Must hold a Silver Award and continue a consistent level of academic achievement and good behaviour in the school	Be involved in the organisation and running of a significant school project.. This should indicate about 15 hours of service to the school	Actively contribute to a community project that improves the quality of life of local residents. This should indicate about 15 hours of service to the community		Application forms go to Miss Bell
	The emphasis is on high level involvement, commitment and organisation TIME SPECIFICATION: Minimum of 15 hours of school and 15 hours community service with signed documentation				
The Ponds Medallion	Produce a diligent and conscientious effort in scholastic results over two report periods with clear personal improvements in at least two areas of study	Make an outstanding contribution to at least two school projects in a leadership role	High level involvement in a local community project that directly improves the quality of life of members of the local community	Contribute to either: the <i>sporting success</i> of a team or club over a playing season. A <i>major cultural event</i> demonstrating an improved level of personal performance	Application forms go to Mrs Weal
	Only available to senior students. The emphasis is on personal improvement, leadership and initiative. TIME SPECIFICATION: Minimum of two senior exam periods				