



Information Booklet

Year 7 2024

INSPIRED LEARNING

The logo was designed by graphic artist Glenn Newton. It was inspired by the local fauna 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.

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

Mrs Jack - Deputy Principal Year 7 & 12

Ms Blissett – Deputy Principal Year 8

Mr Laird - Deputy Principal Year 9

Mr Scandizzo - Deputy Principal Year 10

Mr Fitzgerald - Deputy Principal Year 11

Mr Golotta, Mrs Harper & Ms Scott - Head Teacher Wellbeing 1 & 2

Mrs Jones & Ms Still - Head Teacher Administration 1 & 2

Ms Hosler - Senior Administrative Manager (SAM)

Mrs Perry - Head Teacher Secondary Studies (Stage 4)

Mr Thomas - Head Teacher Secondary Studies (Stage 5)

Ms Raghunandan - Head Teacher Secondary Studies (Stage 6)

Mrs Wilson and Mrs de Jesus - Head Teacher Teaching & Learning 1 & 2

Ms Dolstra, Mr Ruckendorfer & Ms Voukelatos – Head Teachers English

Mrs Fernandez & Mr Tolentino - Head Teacher Mathematics

Ms Nicholls & Mrs Dawson - Head Teacher PDHPE

Ms Bansal & Mr Mudaliar - Head Teacher Science

Mrs Akrong & Mrs Darabi - Head Teacher Human Society and Its Environment

Mrs Morrison - Head Teacher Creative and Performing Arts (CAPA)

Mr Skelton & Ms Bell - Head Teachers 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 –Ms Sutton, Ms Hunt & Mr Boileau (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.

ascia
www.ascia.org.au

ACTION PLAN FOR Anaphylaxis
for use with EpiPen® or EpiPen® Jr adrenaline autoinjectors (with blue safety release and orange needle end)

Name: _____
Date of birth: _____

Photo: _____

Confirmed allergens: _____

Family/emergency contact name(s): _____
Work Ph: _____
Home Ph: _____
Mobile Ph: _____

Plan prepared by: _____
Dr: _____
Signature: _____
Date: _____

How to give EpiPen® or EpiPen® Jr

1. Form for around EpiPen® and pull OFF BLUE SAFETY RELEASE

2. PLACE CHARGE END against outer mid-thigh (left or right) and hold for 10 seconds

3. REMOVE EpiPen® and massage the red area for 10 seconds

4. INJECT EpiPen® and hold for 10 seconds

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 peanuts)

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/throatness 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® is a registered trademark for all ages, ages 12-18 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

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 and is also available to view via the TPHS website 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.

Holidays and term dates for 2024

• Term 1

Years 7, 11 & 12 students & Peer support leaders from Year 10 start school on Thursday 1 February

Years 8, 9 & 10 students return to school on Friday 2 February

Term 1 ends on Friday 12 April

• Term 2 Students return to school on Tuesday 30 April

Term 2 ends on Friday 5 July

• Term 3 Students return to school on Tuesday 23 July

Term 3 ends on Friday 27 September

• Term 4 Students return to school on Monday 14 October

Term 4 ends on Thursday 19 December (teachers finish on Friday 20 December)

School photos

The School Photographer has been booked for **TERM 1 WEEK 2 - Monday 5th & Friday 9th February**.

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

NAME _____ **DOCTOR'S CONTACT DETAILS** _____ **EMERGENCY CONTACT DETAILS** _____
DATE _____ **NAME** _____
MOBILE ASTHMA CHECK-UP SHEET _____ **PHONE** _____
_____ **Relationship** _____

WHEN WELL *Asthma under control / asthma not changing* **ALWAYS CARRY YOUR RELIEVER WITH YOU**

Your prescriber is: _____ **OTHER INSTRUCTIONS** _____
Take: _____ puff(s) _____ times every day _____
How often with your inhaler: _____
Take: _____ puff(s) _____ times _____
When you have symptoms like wheezing, coughing or shortness of breath _____
How often with your inhaler: _____

WHEN NOT WELL *Asthma not under control / asthma getting worse* **OTHER INSTRUCTIONS** _____
Take: _____ puff(s) _____ times every day _____
How often with your inhaler: _____
Take: _____ puff(s) _____ times _____
How often with your inhaler: _____

IF SYMPTOMS GET WORSE *Asthma getting worse / asthma getting worse* **OTHER INSTRUCTIONS** _____
Take: _____ puff(s) _____ times every day _____
How often with your inhaler: _____
Take: _____ puff(s) _____ times _____
How often with your inhaler: _____

DANGER SIGNS *Asthma emergency / asthma emergency* **DIAL 000 FOR AMBULANCE** _____
_____ **Call ambulance immediately** _____
_____ **For this this is an asthma emergency** _____
_____ **Keep taking your inhaler as often as needed** _____

National Asthma Council Australia
www.nationalasthma.org.au

Year 7 Welcome and Parent Information Evening

Students and parents/carers are invited to an information session at TPHS on **Tuesday 6th February**.

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 sent home 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. A more comprehensive report will 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 in each subject.

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 students 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.

Parent Portals

We have two parent portals as follows:

1. **Sentral Parent Portal** where parents/carers can view student absences, academic reports, parent/teacher interview bookings, student timetables and the school calendar.
2. **School Bytes** where parents/carers can access permission notes for school events/excursions, make payments for events/excursions and school resource purchases such as book packs.

Mobile Telephone Policy

The use of mobile phones is banned in all NSW public schools from Term 4 2023.

Social media

In today's technological age, the role of parents in monitoring their children's digital devices and social media cannot be overstated, particularly as Year 7 students transition to high school. Digital devices and social media platforms offer young adolescents a gateway to an interconnected world, providing valuable opportunities for communication and learning. However, they also pose significant dangers, such as cyberbullying, exposure to inappropriate content, and privacy breaches. Parents play a crucial role in ensuring the safe and responsible use of these technologies by their children. By actively monitoring their child's online activity, parents can identify and address potential threats, educate their child on digital etiquette, and maintain open channels of communication about online experiences. A session will be run on cyber safety and social media at a P&C meeting in Semester 1 next year where parents can further enhance their knowledge in this space.

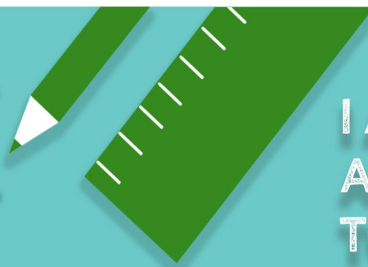
THE PONDS HIGH SCHOOL
PONDS PRIDE
5 Ps

PROMPT



**I ARRIVE ON
TIME AND MEET
DEADLINES**

PREPARED



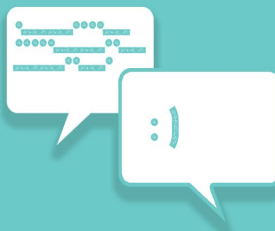
**I AM EQUIPPED
AND READY
TO LEARN**

POSITIVE



**I DEMONSTRATE A
POSITIVE ATTITUDE**

POLITE



**I SHOW RESPECT
AND
CONSIDERATION**

PRODUCTIVE



**I CONTRIBUTE AND
DO MY BEST**

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 sake. The cost of the book pack is \$48.00.

- 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

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



The book pack & calculator can be purchased from Friday 3 November via School Bytes @ <http://portal.schoolbytes.education/>

7

Year 7 Camp

The Year 7 camp will be held in **Term 2 Week 4 from 22nd May to 24th May 2024**. It will be held at the Great Aussie Bush Camp (Kincumber). This program offers a combination of challenging outdoor experiences as well as Peer Support and Welfare 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

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

Riverbank Primary School bell times

Start 8.45 am

Recess 10.45 am

Lunch 1.00 pm

Finish 2.45 pm

Year 7 Classes



Students will be placed in one of the core classes (7.1-7.16). 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 enrichment class

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 for Year 8 enrichment class placement as this is reviewed on an individual basis.

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 Ponds High School website.

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!

This letter after most of your classes is your Core class. This student is in class 7.1

This is your student number

This is NOT your core class - it is a letter generated by the computer program

Smith, John [9484278731] 7I					
	Mon A	Tue A	Wed A	Thurs A	Fri A
Period_0					
Roll Call	7RC1: WEAJ HS.D.G.30	7RC1: WEAJ HS.D.G.30	7RC1: WEAJ HS.D.G.30	7RC1: WEAJ HS.D.G.30	7RC.1: WEAJ HS.D.G.30
Period_1	7MTH1: WEAJ HS.D.G.32	7PHP1: WEAJ PRAC5	7ENG1: WEAJ HS.D.1.32	7MUS1: WEAJ HS.D.1.08	7ENG1: WEAJ HS.D.G.32
Period_2	7CS1: WEAJ HS.A.1.09	7VARB: WEAJ HS.A.1.40	7TECB WEAJ HS.A.G.42	7VARB: WEAJ HS.A.1.40	7HAG1: WEAJ HS.D.G.10
Recess					
Period_3	7SCI1 :WEAJ HS.A.1.22	7SCI1: WEAJ HS.A.1.22	7SCI1: WEAJ HS.A.1.22	7MTH1: WEAJ HS.D.1.32	7PHP1: WEAJ HS.D.G.01
Period_4	7MTH1: WEAJ HS.D.G.32	7ENG1: WEAJ HS.D.1.32	7PHP1 WEAJ HS.D.G.01	7CSK1 WEAJ HS.A.1.09	7MTH1: WEAJ HS.D.1.32
Lunch					
Period_5	7DRA1: WEAJ HS.D.1.02	7TECB: WEAJ HS.A.G.42	7PHP1: WEAJ PRAC7	7SCI1: WEAJ HS.A.1.22	7MTH1: WEAJ HS.D.1.32
Period_6	7ENG1: WEAJ HS.D.1.32	7TECB: WEAJ HS.A.G.42	7PHP1: WEAJ PRAC7	7LNG1: WEAJ HS.D.G.19	7HAG1: WEAJ HS.D.G.18
Period_7					

The first group of letters is your class
 ENG = English
 TEC = Technology
 MTH = Maths
 DRA = Drama
 PHP = PDHPE
 VAR = Visual Arts
 HAG = History or Geography
 CSK = Computing Skills
 SCI = Science
 MUS = Music
 LNG = Language

The next group of letters is your teacher.
 This class has Mrs WEAL as their teacher

This group refers to the room. The first letters (HS) refer to the high school. The second letter refers to the block (D). The third letter (G - ground) or number (1 - first floor) refers to the level. If the room starts with 1, then the room is on the upper level. If the room starts with G, then the room is on the ground level. This LANGUAGE class (room 19) is in D Block on the ground level.

Note:

- There is a Week A and Week B timetable that rotates throughout the year. Each week is different.
- Year 7 and 8 do not have classes Period 0 or Period 7.
- Only Year 11 and 12 have classes during these times.

TPHS School Uniform

The school uniform has been approved by the school community and all students are required to wear the correct uniform at all times. If a student is unable to wear correct school uniform, a note signed by a parent or caregiver is required.

Uniforms can be purchased from our off-site uniform shop, Cowan & Lewis, located at 156 Main Street, Blacktown PH: 9672 3003. Opening hours are Monday to Friday 8am-4-30pm and Saturday 9am-12pm. Uniform orders and payments can also be made via their website at www.cowanlewis.com.au

Junior Uniform (Years 7-10)

Girls

- Blouse - White with collar and TPHS logo
- Skirt - Black and white check with thin red stripe; or
- Skort (Culotte) - Black and white check with thin red stripe
- Slacks - Charcoal grey
- Cardigan - Red 2-way zip with TPHS logo.
- Jumper - Red V-neck woollen with TPHS logo
- Sloppy Joe – Red with TPHS logo
- Blazer - Black with TPHS logo (optional)
- Microfibre Sport Jacket or Soft-Shell Jacket with TPHS logo
- Shoes - Black leather lace-up or buckle style that covers the top of the foot with a small heel (ballet flats, black joggers, open style shoes are not acceptable)
- Socks – White, plain above the ankle (no sockettes, no colours)
- Tights - Plain black (in winter)



Boys

- Shirt - short sleeved white collared with TPHS logo and collar inset (worn all year)
- Shorts - charcoal grey elastic or tailored
- Trousers - Charcoal grey elastic or tailored
- Microfibre Sport Jacket or Soft-Shell Jacket with TPHS logo
- Jumper - Red V-neck woollen with TPHS logo
- Sloppy Joe – Red with TPHS logo
- Blazer - Black with TPHS logo (optional)
- Tie – Junior tie (Terms 2 & 3)
- Socks, grey with black and red stripe
- Shoes - Black leather lace up shoe that covers the top of the foot with a small heel. (sports joggers & canvas shoes are not acceptable)



Technology Apron

A standard red bib-style apron is required for Technology.



Second hand uniforms may be purchased on our school site on Wednesday and Friday mornings from 8-8:30am. This will be subject to availability.

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 black leather joggers, black sports shoes, black leather skate shoes, black desert boots, black soft leather flat 'ballet' style shoes, black leather open styled 'Mary Jane' shoes, black fabric shoes or any similar styles to those listed.



PE Uniform

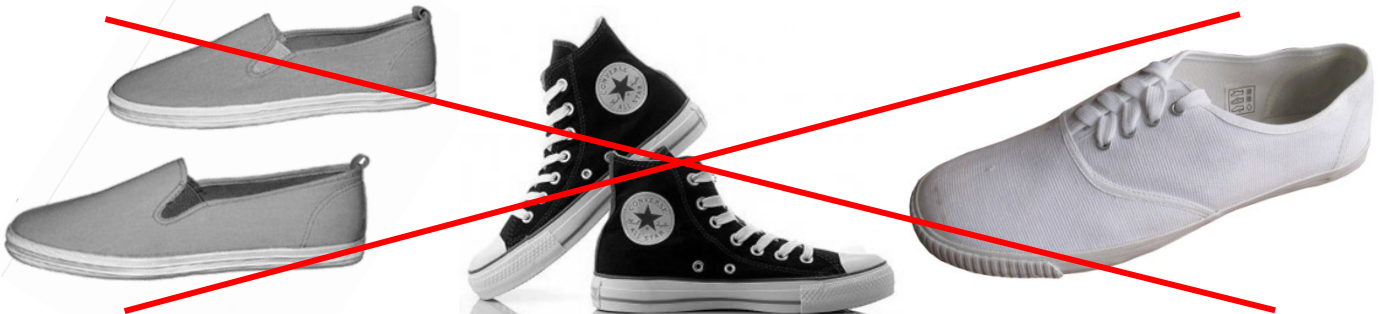
This uniform is to be worn by both girls and boys only during designated PE lessons.

Shirt	TPHS polo shirt
Shorts/ Pants	TPHS black shorts with red stripe or black track pants with red stripe
Cap/Hat	TPHS black cap. This TPHS cap is compulsory for all P.E. lessons, Terms 1-4 inclusive
Socks	White sports socks
Shoes	Sports shoes
Jacket	TPHS sports jacket or TPHS soft shell jacket - 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 able to wear their PE uniform to school if they have PE period 1. If they have PE during other lessons, they must change at the start of the lesson in the PE Change Rooms. Students may wear their PE uniform home if they have PE period 6.

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:

- assignments
- homework questions and tasks
- completing unfinished class work
- pasting in worksheets
- catching up on missed work due to absences
- revising work for class tests

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 testing window is from **13th – 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 roll call room/muster 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. Students will need to collect a pass from the Front Office before leaving school.

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 or send a text message to TPHS mobile on 0427 294 015 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.

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. 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. Unexplained absences and lateness may result in a student's placement on a Plan and inclusion in a reflection session. 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. This may result in a plan and/or an after school reflection session.

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.

- * Parent/carer only need to reply to one notification, either email or SMS message
- * Parent/carer need to send separate SMS responses for each child
- * TPHS mobile no. 0427 294 015 is available for a parent/carer to send a text message for student absences and late arrivals

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.

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 in The Ponds High School by attending the P&C meetings.

When are the P&C meetings?

The P&C holds a general meeting twice a term 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 2024 are:

Term 1

Monday 12th February

Monday 18th March

Term 2

Monday 13th May

Monday 17th June

Term 3

Monday 5th August

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

Online Lunch Orders

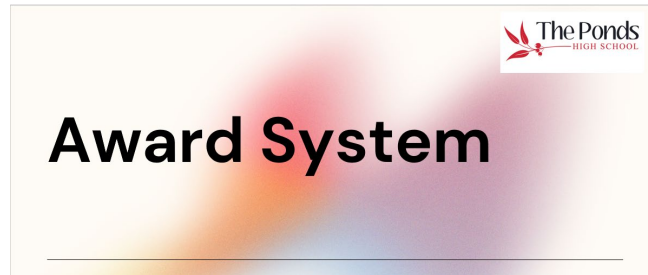
Parents can order lunches online through www.flexischools.com.au. Register by visiting the site, clicking 'register now' on the top right hand side of the screen. An email is then sent with a link to the registration page. Complete the registration form, enter your child's name and class, choose a username 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



The Award System



Introduction

- The Ponds High School award system aims to **recognise and reward students for their commitment and involvement across a broad spectrum of curricular and enrichment activities**. Students can accumulate awards throughout their Ponds experience until they attain the highest level, Ponds Medallion.

Merits

Merit week – WEEK 5 of EVERY term

How do you get merits?

- Academic:** classwork, cooperation, participation, improvement, or progress
- Sport:** results in carnivals, grade sport success
- School service:** representing the school or doing something that benefits the school (ie school courier)

** Awarded digitally on Sentral

KLA Certificates

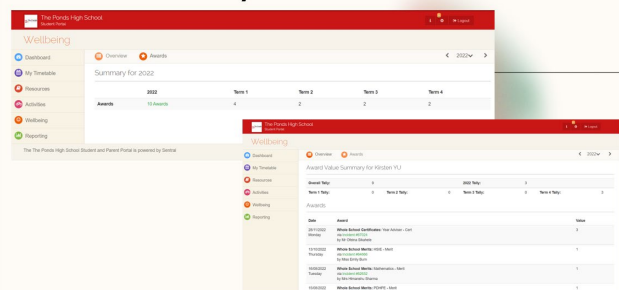
Automated through Sentral

How do you get a certificate?

- Academic:** 3 merits for a particular KLA or achievement
- Sport:** 3 merits or excellence in sport
- School service:** 3 merits in school service or representing the school of a noteworthy nature
- YA or executive award:** excellent report or contribution to school life.

** Awarded digitally on Sentral

How do I find my awards?



Bronze Award

Aims to encourage learning and school citizenship over a longer period of time.



1. Accumulated 8 KLA certificates

Can be from any faculty. Check this through Sentral

2. Fill out the Application Form

These can be found in Staffroom 1. Your key details & the KLAs you have

Will be lodged on Sentral, and will be received in a Muster presented by YAs

Silver Award

Emphasis on sustained involvement, achievement, and providing the school with service.



1. Accumulated 2 Bronze awards

Check this through Sentral

2. Complete 15 hours of school service

Document this through the application form - teacher signatures are required

3. Fill out the Application Form

These can be found in Staffroom 1. Your key details, dates of Bronze awards & record of school service

Will be lodged on Sentral, and will be received in a Muster presented by YAs

Gold Award

Emphasis on sustained involvement, achievement, and providing the school and the community with service.



1. Accumulated 1 Silver award

Check this through Sentral

2. Complete 15 hours of school service

Document this through the application form - teacher signatures are required

3. Complete 15 hours of community service

Document this through the application form - teacher signatures are required

4. Fill out the Application Form

These can be found in Staffroom 1. Your key details, date of silver award & record of school & community service

Will be lodged on Sentral, and will be received in a formal assembly

The Ponds Medallion

Emphasis on personal improvement, leadership, and initiative. Only open to Stage 6 Students (Year 11 & 12). No previous projects are considered.



1. Accumulated 1 Gold award

2. Evidence of meeting 2 significant academic goals

3. Lead 2 significant school leadership projects

4. Lead a community-based project

Negotiated in conjunction with DP4 & Awards Coordinator. Issued at graduation.

System of Support



The RED Zone

Deputy Principals who identify students with serious behaviour or unsuccessful ORANGE Plans should use Reality Therapy and place students on a RED Plan. Students whose behaviour warrants immediate intervention will be dealt with accordingly. Students who have not engaged with behavioural plans and continue to disobey instructions will be issued a Warning of Suspension. This shall proceed to a suspension if there is no change while on a RED Plan. At the Principal's discretion, students who are placed on a RED Plan multiple times may be targeted for alternative educational settings or expulsion, especially if they are of post-compulsory-schooling age.

The ORANGE Zone

Head Teachers who identify students with escalating behaviour or multiple YELLOW Plans across KLAS should use Reality Therapy and negotiate an ORANGE Plan with them. If appropriate, the relevant classroom teacher could be invited to this conversation. An ORANGE Plan has close contact with parents and agreed upon consequences for the student such as a letter of apology, playground clean-up or after-school catch-up session. An ORANGE Plan applies to all of the student's subjects and is used to monitor their improvement across the whole school. If their behaviour continues to remain the same, or escalates, a Deputy Principal should be notified: see the RED Zone.

The YELLOW Zone

Classroom teachers who identify students with low-level behaviour should use Reality Therapy and negotiate a YELLOW Plan with them. This is a great opportunity to model positive choices and set realistic goals for the student to improve, for example 'arrive at class on time' or 'stay focused and complete the set work'. Think of a YELLOW Plan as a behaviour monitoring card - you and the student are both going to keep an eye on the choices they make over the next few lessons. If things aren't improving, it might be time for a Head Teacher referral: see the ORANGE Zone.

The GREEN Zone

Students are expected to engage in GREEN Zone behaviours across the school: in the classroom, practical spaces, the office and the playground. All teachers should instruct students to follow the 5 Ps and remind students exhibiting YELLOW Zone behaviours to reconsider their actions. Classroom teachers who identify students with low-level behaviour should refer to the YELLOW Zone.

