



Year 7 2025

School Information

Welcome from the Principal



I would like to extend to you a warm welcome to The Ponds High School. Our team is working tirelessly to build a culture and environment that aims to give all students the best opportunity to reach their potential in a caring, safe, supportive and technologically advanced environment.

Choosing the right secondary school for your child is one of the most important decisions you will make. Parents need to be comfortable their child is given every opportunity to succeed. Whether it is academically, in the creative and performing arts or on the sporting field. Our school offers such opportunities. The facilities at our school are modern, and the staff are motivated, experienced and caring. They are supportive of one another and our students in both wellbeing and the curriculum.

Commencing Year 7 is an exciting time. Students will be provided with an enormous range of new experiences including a variety of specialist teachers rather than the one class teacher they have had in primary school, and a varied curriculum (including a focus on STEM and many electives) that includes everything from traditional to practical subjects.

As well as being an exciting time, starting Year 7 can be a little daunting. Students will find they are in a cohort that is larger than their primary school and the size of the school grounds may take some getting use to. However, students and parents should be reassured that The Ponds High School has an effective wellbeing system and a range of positive programs that allows everyone to be integrated into the life of the school.

With a primary school on-site, we have growing opportunities for leadership and support as our students work with and guide primary school students. We are looking forward to continue to develop these positive relationships with Riverbank Public School, and indeed with our local primary schools.

I hope you make the most of your time at our innovative and exciting secondary school which offers a multitude of opportunities for your child.

Yours sincerely,

Jenny Weal

Principal

Dear Year 6 students,

Welcome to The Ponds High School. Your first few weeks might feel out of place. You might feel excited yet overwhelmed about the massive journey ahead, but don't worry, we completely understand as we have all been through it. You'll be introduced to new things like timetables, getting homework from most subjects every day, different teachers, new subjects and many students making their way around the school. Keep in mind that you have the whole school community behind you, ready to help you in any way possible.

Our school provides you with the knowledge you need to grow, the motivation you need to achieve and the energy you need to be inspired. You will make some of your fondest memories at high school. You will get to soak up all of the culture and diversity our school opportunities provide, in meeting new friends, Multicultural Day and Gala Day. Your first day at school will be jam packed and we hope you're looking forward to it. Get ready to make the most of everything!

Our school offers a wide range of activities which cater for everybody. We have a diverse range of extra-curricular activities which we encourage you to join. You might find yourself in one of The Ponds High School clubs. The Debating Team or Social Justice might be the way to go if you want to expand and challenge yourself. These are just some of the various extra-curricular activities offered at The Ponds High School.

During your time at our high school, you will grow and learn to achieve your potential. The 5Ps (Prompt, Prepared, Positive, Polite and Productive) form the basis of our value system at TPHS. You might face speed bumps or obstacles, but this road will assist you to become responsible students in the school community. Eventually, you will blossom into great individuals who will be assets to society, as well as The Ponds High School.

I hope you are excited and ready for the adventure of high school.

Good luck, we can't wait to meet you next year!

Best wishes,

Year 7 student (2023)

Why THE PONDS High School?

The Ponds High School, opened in 2015 as a co-educational, comprehensive secondary school with an on-site primary school. The school has approximately 2200 students from a variety of different backgrounds and caters for a diverse population through the enrichment program, many electives and targeted learning assistance programs. The school is quickly expanding both in size and in the number of extra curricular activities offered.

Students should expect to find an area of interest in the creative and performing arts, speaking and debating, the sporting arena and also the opportunity to participate in multicultural celebrations and leadership opportunities. The facilities are up to date and state of the art. A wireless network facilitates student learning through the 'Bring Your Own Device' (BYOD) program and Canvas online learning platform. Students at The Ponds High School are supported by an active wellbeing team where teachers take part in ongoing professional learning linked to student achievement and wellbeing. Participation and engagement are key components for all members of the community of The Ponds High School

Year 7 and 8 Curriculum

The Ponds High School offers an extensive curriculum that has technology integrated into all courses of study.

- Students in Years 7 and 8 follow a fixed curriculum which includes English, Mathematics, Science, History, Geography, Technology, PD/Health/PE, Language (Japanese), Music, Drama and Computing Skills.
- Years 9 and 10 students study the core courses of English, Mathematics, Science, PD/Health/PE, History and Geography and then have a wide choice of elective courses that build toward the Record of School Achievement (RoSA).

House System



Year 7 students from 2015 decided on the names for our houses.

The houses include:

HAWKESBURY - **red** for the many banksias grown along the Hawkesbury River.

MURRIMBIDGEE - **blue** for the Bluebells, the floral emblem of the ACT that grow in that area.

LACHLAN - **yellow** for the wattles and grevillea that grow in lower central NSW.

NEPEAN - **green** for the eucalypt, the symbol of our school.

The house system at The Ponds High School combines sport and cultural events and activities building a fun, inclusive and competitive environment. Students receive points for participation and representation in school events. We have enrolled students in the Premier's Sporting challenge where students compete individually and as a house to determine the champion house overall.

Sport at The Ponds High School

Students at The Ponds High School participate in integrated, recreation and grade sport, and a separate PDHPE program. We are part of the Zone program and play sports against other schools in The Macquarie Zone. Unlike primary school, students bring their PE uniform to school and get changed at school for PDHPE. In Year 8, students have a dedicated sports day where they wear uniform all day. However, it is essential that students who have Science or TAS have leather school shoes in compliance with DoE Health & Safety requirements.

Other sporting events/activities include:

- A strong house system for our three school carnivals: swimming, cross country and athletics
- Lunch time sporting clubs
- Knockout teams catering for a large variety of sports
- Gala days for students in Years 7 and 8
- Student eligibility for zone, regional and combined high schools (CHS) selection

Cultural Opportunities

Students are actively encouraged to participate in debating and public speaking – areas of development that provide vital confidence to students for school and post school life.

The school has a performance band, dance groups and vocal group. Students have the opportunity to learn an instrument without the need to travel to and from their homes after school.

We have a sister school in Japan of whom we host students. Japanese elective students from TPHS have also travelled to Japan.

We are looking forward to our Multicultural day later in the year which celebrates the diversity of students at The Ponds High School.

Student Wellbeing, Leadership and Support

A comprehensive wellbeing program is a great strength of The Ponds High School providing a clear awards scheme, fair but firm consequences for inappropriate behaviour and a strong student support network which incorporates programs for students. Other features include a Pastoral Care program, and an innovative and inclusive student leadership program that ensures many students in the school have a leadership role and share in building a positive culture.

At The Ponds High School, we have an experienced and exceptional Wellbeing Team (Year Advisors) who oversee, support and guide the wellbeing needs of the students. The school has a Counsellor, a Student Support Officer, a Learning Support Team and strong links with student services at Nirimba to ensure programs and systems are well supported. Student Wellbeing is a regular part of staff professional learning.

Cognitive learning

An important part of learning is understanding how and why people learn the way that they do. Students will be introduced to activities designed to increase their understanding of different ways of learning, studying and note taking. This program will become an important aspect of teaching and learning across the school.

Class Placement

Students will be placed in a core class. They will be with the same students in their core class for English, Mathematics, Science, History, Geography, Drama, PDHPE and Language. Each class will have a mixture of students from the different primary schools. Year 7 students will be in different classes for Visual Arts and Technology. Two or three core classes will be mixed together to form these classes.

THE PONDS HIGH SCHOOL ENRICHMENT CLASS in Year 7 and 8

In order to provide the appropriate opportunity, stimulation and experiences to develop the potential of gifted and talented students, there are Stage 4 classes that cater specifically for students who are talented in literacy and numeracy. These classes are provided with a range of challenging enrichment and extension opportunities that are academically rigorous and intellectually stimulating. There is currently one class in Year 7 and one class in Year 8. Students are in the Enrichment class for English, Mathematics, Science, History, Geography, Language, Drama and PDHPE, and are in mixed ability groups for Music, Visual Arts and Technology. Beyond Stage 4, the curriculum is differentiated in a variety of ways to best meet the needs of gifted and talented students.

Students need to make a separate application for the Year 7 Enrichment class and are assessed for placement using multiple criteria to ensure that the selection process is fair and reliable. This includes a parent support statement, Year 5 NAPLAN Test results, academic reports, academic awards, and information provided by the primary school directly to our school. During Year 7, if there is a vacancy in the Enrichment class, placement will be by class teacher referrals only.

Placement in the Year 8 Enrichment class is by class teacher referrals based on a student's performance throughout Year 7. There is no entrance test or application process. Student placement in both the Year 7 and 8 Enrichment classes are reviewed at the end of each semester.

By meeting the educational, cultural, social and emotional needs of students, we encourage high achievement, originality, problem-solving, higher order thinking skills and creativity in all students from Years 7 to 12.

Stage 4 Subjects – Year 7 and 8

Computing Skills

Computer skills is an essential part of the TAS Curriculum, not only because students need to know how to use the technology tools effectively they have on their device, but also because they need to learn how to organise themselves in a digital environment. Year 7 students study Computing Skills for one period a week and in Year 8, one period per fortnight. Students learn about the safety and ethical issues related to multimedia technology and participate in competency-based programs that develop skills to create, work with and modify documents and files. They use a range of computer software including word processing, spreadsheets, databases, graphics, internet, intranet and multimedia.

Drama

Students study two periods over two weeks. In Year 7 and 8, students study voice and movement, puppetry and characterisation, improvisation, working with scripts, mime and drama games.

English

Students engage in studying a variety of texts from a range of cultures and perspectives, including Indigenous and Asian perspectives. Units of learning focus on an area of study in order to allow students to make connections between texts. Themes and issues in these texts allow students to participate in activities that develop skills in reading, writing, speaking, listening, viewing and representing. The use of explicit literacy strategies is a key component of English at The Ponds High School.

There are opportunities for students to become involved in extra-curricular activities, such as public speaking and debating.

Human Society and Its Environment (HSIE)

Students engage in a variety of subjects including the Humanities and Social Sciences. In the junior years, Geography allows students to develop an enjoyment of and an interest in the interaction of the physical and human environments. Students develop geographic knowledge, understanding, skills, values and attitudes in order to engage in the community as informed and active citizens. In History, students examine events, people and societies from ancient, medieval and modern times, including twentieth century Australia.

Languages

All students in Year 7 study Japanese. They learn a number of skills including language skills and interpersonal communication skills. Students also have opportunities to learn about Japanese culture. The Japanese program may offer opportunities for students to travel to Japan in later years where they will have the opportunity to visit students in our sister school in Sapporo, or to accommodate Japanese 'buddies' in Australia.

Students can participate in the Japan Club that runs during Lunchtime. In this club, students have further opportunity to develop their language skills through extension activities. They also participate in a large variety of cultural activities such as Japanese paper craft, Sumie (ink art), watching Japanese movies, singing Japanese songs, origami and food tasting.



Mathematics

At The Ponds High School, the Mathematics staff are committed to providing the best learning environment for students to ensure engagement and success in Mathematics. To promote deeper thinking and higher levels of application, lessons use a Flipped Classroom approach.

In essence, “flipping the classroom” means that students gain first exposure to new material outside of class, usually via reading notes, interactive websites or lecture videos, and then use class time to complete the more difficult work of assimilating knowledge, perhaps through problem-solving, discussion, or debates.

At The Ponds High School, students will be required to complete daily “Prep” and learn the material at home, then come to school and have class time to work on problems where the teacher and fellow students are available to answer questions. The Prep will be a mixture of utilising HOTmaths, powerpoints and instructional videos. Students are given a Prep booklet at the beginning of each topic. They can then plan when they will complete required homework around out of school commitments. This teaching technique addresses the typical Maths classroom problem: students passively listen to the lecture, begin the homework (only getting to the easy ones), go home and get stuck. Instead, students are able to tackle the "difficult" part of learning the problems in the classroom where there is immediate help available from the teacher and peers.

Research has shown that utilising the Flipped Classroom Approach in Mathematics, students take greater responsibility for their learning, interact meaningfully and often with their teacher and peers, and by getting and giving frequent feedback, they acquire a deeper understanding of the content and how to use it.

Music

In Year 7, students study sound sources, getting the beat, instruments of the orchestra and Australian music. The instrumental focus is keyboards and the glockenspiel. In Year 8 Music students look at African music, Folk and the Blues, and then embark upon an exploration through various forms of Popular Music. The instrumental focus is guitar.

PDHPE

Students study eight periods over a two-week cycle in Year 7 and seven periods per cycle in Year 8. In the theory component, Year 7 students study bullying and harassment, including cyber bullying and safety, child protection, smoking awareness, nutrition, body image, self-esteem, and growth and development. The Year 8 theory program covers information on drugs, disease, discrimination, pregnancy and child birth, road safety and risk taking, and a healthy lifestyle. Over Year 7 and 8, students will participate in a range of sporting activities including netball, soccer, touch football, basketball, Australian rules football, cricket, gymnastics, dance, athletics and swimming. Fitness is an integral part of all units. Sport is integrated into PDHPE lessons.

Science

Students undertake Science as a core subject. They are given the opportunity to learn through hands on activities, often by discovery, with fun and engaging practical activities. Students develop analytical skills, as well as developing numeracy and scientific literacy skills. Our students at The Ponds High School see the relevance of Science to the wider world.

Visual Arts

The Year 7 Visual Arts course is the first of a two-year module that forms Stage 4 Visual Arts. Students participate in 3 lessons of Visual Arts per fortnight.

Visual Arts offers students the opportunity to develop a broad range of skills through the practice of making and studying art.

Art making Students produce artworks using their immediate world as a source of ideas. They learn about different techniques and approaches to making art that can be used to both express their ideas and appeal to audiences. Students create artworks in a variety of forms, including drawing, painting, ceramics, printmaking, photography and computer-generated imagery.

Art studying (art historical and critical studies) Students learn about the practice of artists and how they respond to their world. They engage in the practice of art historians and critics, gaining knowledge and skills which enable them to respond to artworks through discussion and written texts.

Extra-Curricular Activities

There are a number of extracurricular activities students can participate in. However, it is the student's responsibility to contact the teacher in charge or KLA to find out specific participation requirements and details. Extracurricular activities operate at different times during the year.



THE PONDS HIGH SCHOOL CLUBS 2024

CLUB / GROUP	DAY	TIME	CONTACT	CLASSROOM
ART	Wednesday	3:00 - 4:00pm	Mrs Clemson	A.G.47
BASKETBALL	Thursday	3:00 - 4:30pm	Mr Burns	Gym / COLA
BOOK CLUB	Tuesday	3:00 - 4:00pm	Mrs San	Library
CAIT TEAM	Wednesday Wk A	12:43 - 1:14pm	Miss Ding / Mr Son / Mrs Mathur	A.1.22
CHAI TIME (pay it forward)	Friday	12:43 - 1:14pm	Naomi Vaughan	A.1.09
CHAMBER ENSEMBLE <i>Auditions only</i>	Thursday	3:00 - 4:00pm	Mr MacFarlane	D.1.10
CHESS CLUB	Tuesday	3:00 - 4:00pm	Mr Borg	Library
CHOIR	Friday	7:20 - 8:30am	Mr MacFarlane	D.1.10
Community Service	Monday Wk A	10:26 - 10:57am	Miss Burn	HSIE Open
Creative Writers Guild (CWG)	Thursday	3:00 - 4:00pm	Ms Kelly	Library
DANCE: Year 7 Ensemble	Friday	10:26 - 10:57am	Ms Duynhoven	D.1.03
DANCE: Year 8 Ensemble	Wednesday Sport	10:57 - 12:43pm	Ms Duynhoven	D.1.03
DANCE: Stage 5 Ensemble	Wednesday Sport	1:14 - 3:00pm	Miss Elliott	Fitness Lab
DANCE: Senior Dance Company <i>Auditions only</i>	Thursday	7:30 - 8:30am	Ms Duynhoven	D.1.03
DIGITAL ART & MEDIA CLUB <i>MUST bring device</i>	Thursday	12:43 - 1:14pm	Ms Cameron	A.G.45
DRAMA JUNIOR	Tuesday	3:00 - 4:00pm	Miss Brimfield	D.1.01
DRAMA SENIOR	Thursday	3:00 - 4:00pm	Miss Brimfield	D.1.01
ENVIRONMENTAL	Monday	12:43 - 1:14pm	Miss Depares	HSIE Open
GAMES CLUB	Friday	3:00 - 4:30pm	Mr Cefai	Library
GARDENING CLUB	Monday Wk B	3:00 - 4:00pm	Miss Depares	HSIE Open
JAPAN CLUB	Thursday	12:43 - 1:14pm	Mrs Hope / Miss Wickes / Mr Hwang / Miss Hoang	E.27
Mock Trial (Yr 10 & 11 only)	Wednesday Wk A	3:00 - 4:00pm	Ms de Jesus	E.10
Model UN	Wednesday Wk B	3:00 - 4:00pm	Ms de Jesus	E.10
Multicultural Leadership Team	Monday	12:43 - 1:14pm	Ms Buttar	English Open
MUSIC: Band	Tuesday	7:30 - 8:30am	Mr Kroehnert	Performance Space
MUSIC: Rock Band (Yr 7 - 11) <i>Auditions only</i>	Tuesday	12:43 - 1:14pm	Mr Kinsey	Performance Space
MUSIC: Jazz Band (Senior) <i>Auditions only</i>	Thursday	12:43 - 1:14pm	Mr Kinsey	Performance Space
DEBATING STAGE 4	Thursday	3:00 - 4:00pm	Mr Borg	English Open
DEBATING STAGE 5	Thursday	3:00 - 4:00pm	Ms Wood	E.12
RUN CLUB	Tuesday	3:00 - 4:00pm	Mr Burns	D.G.01
SOCIAL JUSTICE	Monday Wk A	12:43 - 1:14pm	Miss Elliott	D.G.02
STEM CLUB	Thursday Wk B	3:00 - 4:00pm	Miss Ding / Mr Son	A.1.22
VOLLEYBALL	Wednesday	3:00 - 4:30pm	Ms Claus	COLA



Year 7 Camp – Term 1

All Year 7 students are expected to attend the Year 7 Camp



This camp aims to give students an educational experience and an opportunity to get to know each other in a fun and relaxed atmosphere. Year 7 students also participate in a range of team building activities. The camp lasts for three days and two nights. Activities include cooperative games, a ropes course, swimming, canoeing, abseiling, archery and a series of Peer Support activities. Night activities are organised for both evenings.

School Uniform



The school uniform has been devised and approved by the school community. All students are required to wear the correct uniform at all times. The school also expects students to wear black leather shiny, business-conventional type, lace-up styled shoes. They must cover the top of the foot and have a small heel. The PE uniform is worn by both girls and boys during designated PE lessons and during sport. Uniforms are available from Cowan & Lewis and can be picked up from school or delivered to your home.

Library



Innovative spaces which include flexible furniture, interactive technology stations, a brainstorming space where students can record their ideas, eBooks and resources for use on students' devices, as well as a student services centre, ensures space is available for the needs of our students.

Internet - <http://www.theponds-h.schools.nsw.edu.au>

The Ponds High School website contains a range of information about the school and its community. You will be able to view school newsletters, read P&C meeting minutes and locate educational resources and links provided by classroom teachers. Additionally, students of The Ponds High School will have access to their timetable, surveys, and online subject and sports selections.



DOE Portal Login

All students joining The Ponds High School from DoE primary schools, private schools, interstate or international schools will receive a DoE login. This will allow students to access the internet at school and provide every student with a DoE e-mail account.

Portal Login Page
The NSW Department of Education and Communities portal

For school students, TAFE students and all staff
Allows you to access the internet, intranet, email and DEC applications and services from anywhere.

new staff portal users
Staff who are now using the new staff portal should go to staff.det.nsw.edu.au

new student portal users
All school students need to go to the new student portal at student.det.nsw.edu.au
When the new portal is ready for TAFE students, it will be announced here.

Log In
DEC User ID (e.g. jsm.c@schools.nsw.edu.au)
Password
Log In
Forgot your DEC user ID or password?
Use your secret questions and answers to reset your password here.

Starting High School Video



The DoE has produced two short videos about starting high school. There is also a lot of printed information available on the NSW Public Schools website (NSW Government: Education and Training). Go to 'Starting High School'.

Video Link: <http://www.schools.nsw.edu.au/gotoschool/highschool/index.php>

Wellbeing and Discipline Policy

At The Ponds High School, we see good discipline as fundamental to achieving the priorities of:

- providing quality education
- raising educational standards and achievement
- taking responsibility for the care and safety of the students in our care
- developing self-directed, responsible, resilient and tolerant students who achieve their full potential within a caring school.

The Ponds High School implement structures that encourage students to:

- be self-directed and resilient
- accept responsibility for their actions
- understand their behaviour
- make informed choices
- respect the rights of others
- meet accepted standards of behaviour
- respect the property of others
- comply with DoE welfare and discipline guidelines

At one level, discipline relates to the expectations of students' behaviour and at another level is concerned with the broader issue of relationships within the school community. Parents and staff share the responsibility for shaping young peoples' understanding and attitudes about acceptable behaviour.

Parents are responsible for caring for their children, ensuring that they attend school in uniform and for their behaviour outside school hours and as they travel to and from school. Teachers are responsible for providing effective learning, wellbeing programs, caring for students and reporting on students' learning and behaviour.

Students are responsible for their own behaviour, for complying with this policy and for maximising the opportunities offered by the school.

Parent and Caregiver Involvement and Participation

How can I become involved at The Ponds High School?

Parents at The Ponds High School can be involved through the P&C and other voluntary activities throughout the school. You could also help at one of the many functions the P&C caters during the year or undergo training to interview for new staff.

When are the P&C meetings?

The P&C holds a general meeting twice a term (Monday) at 7:15pm in the Library. The meetings feature a presentation providing parents, caregivers and the community the opportunity to learn more about specific programs operating within the school or addressing topical issues relevant to students and families. The meetings are advertised in the newsletter 'REFLECTIONS', TPHS calendar, Facebook and the P&C page on **The Ponds High School** website.

What is the P&C Executive?

The P&C Executive is a group of 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 or attend general meetings.

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

The P&C provides financial support for all Key Learning Areas (KLAs) in order to enhance the educational opportunities available for ALL students at The Ponds High School. This is largely done through the P&C Voluntary contributions paid by parents each year. To enable us to maintain a quality learning and physical environment, your contributions are essential and we would greatly appreciate your support.

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 have a page on the school website, containing previous meeting minutes, news and upcoming dates, contact details of the P&C Executive and other relevant information. Go to **The Ponds High School** website for more information (<http://www.theponds-h.schools.nsw.edu.au>).

School Newsletter

The link to The Ponds High School Newsletter is **emailed** home each fortnight and is viewable on our website. It is important for you to receive this regular contact from the school so that you can keep informed about upcoming events at the school. It is important for you to set up your email account to enable attachments to be received.

Please notify the school immediately if you change your email address.



Semester Reports

Parents will receive all reports via the **Parent Portal** on Sentral. Please notify the school immediately if your details change. The Year 7 interim report is a brief report which will be available via the Parent Portal in late March. This report will let you know how your child has adjusted to the routines and expectations of high school. There are no marks or grades on this report. Detailed reports are emailed home twice a year at the end of each semester. Each of your child's teachers will provide information about their progress. These reports are intended to inform you about your child's progress over the semester period. Reports will not be issued before the date the reports are uploaded on to the Parent Portal.

Parent Teacher Night

There is a Parent Teacher night for Year 7 held in April. Parent teacher interviews will be from 3:30pm to 7:30pm and it is essential that you book interview times 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.

Mobile phones in schools

NSW Education
GOVERNMENT

Are you ready for learning?

It's as simple as 1, 2 and 3!

- 1**
Each morning you will be required to switch your mobile phone off when entering the school.
- 2**
The mobile phone then needs to stay off and out of sight throughout the day.
- 3**
After leaving the school, you are able to switch on your mobile phone again.

The NSW Government and NSW Department of Education has placed restrictions on the use of mobile phones in NSW high schools.

The Ponds High School's management of this policy includes the restriction of the use of **mobile phones (and Smart watches, and wireless ear/head phones that can be connected to mobile phones)** anywhere on school site during school hours, including break times such as during recess and lunch, as well as during all school-based or offsite activities.

Students are still able to carry their phones while travelling to and from school.

School staff may allow students to use their mobile phones under exceptional circumstances.

At The Ponds High School, students are instructed to have mobile phones turned 'Off and Away'. Procedures will apply for students who do not comply with this policy and for parent/caregiver contact and support.

Below are some steps to assist students with the implementation of the policy:

- Students are to have a hard copy of their timetable, use their diary or their laptop to access their timetables and/or Sentral.
- Students are to use cash or a debit card to pay for items at the canteen or office - payments using mobile phones are not permitted.
- Students are advised to bring a wallet (for a debit card, Opal card, cash etc).
- Students may only use wired (non-Bluetooth) ear/head phones if instructed by a teacher for viewing videos etc. during class.
- Students are advised to wear a conventional watch as Smart watches are not permitted (as they can be connected to mobile phones and social media platforms).
- Office staff will contact parents/carers on behalf of students and relay urgent messages to students.
- Parents/carers will be contacted for their support for student breaches of the policy.

Enrolment Procedure for Year 7 2025

DoE public schools are committed to an education for students that is based around the principles of:

- Extensive curriculum opportunities
- Quality teaching and learning
- High academic outcomes
- Strong values
- Excellent student support

Local area enrolment

Every local school must reserve enough places within their school for local area students. To find out whether you are eligible for enrolment at The Ponds High School visit our website under the 'enrolment' tab then go to 'local enrolment area' and click on 'school finder', enter your address and it will show your local high school. If in doubt check with our office staff.

Parents will be asked to provide multiple documents to prove they live in the school's catchment area. Parents are also reminded that it is a criminal offence to provide misleading information on a statutory declaration. It is not legal to provide a relative or friend's address as proof of evidence and the school is under obligation to pass any questionable documentation to the police for investigation. In the event that statements made in your application later prove to be false or misleading, any decision made as a result of this application may be reversed.

Non-local area enrolment

Expressions of interest (EOI) for non-local placements are examined by an enrolment panel. It is highly unlikely any out of area enrolment applications will be accepted. This is due to pressure to accommodate in-area placements.

Important dates for 2024



By 6 March 2024

DoE primary schools provide parents/caregivers with the digital ***Expression of Interest for Placement in Year 7*** at a NSW Government Secondary School



On 26 March 2024

HPGE Information session at TPHS from 5pm – 7pm in hall/gym (for in-area students only)



By 10 April 2024

DoE Year 6 students' parents/caregivers complete the ***Expression of Interest for Placement in Year 7*** form or by digital link and return it to their child's primary school.

Non-government Year 6 students' parents/caregivers complete the ***Expression of Interest for Placement in Year 7*** form and return it to The Ponds High School



On 27 May 2024

TPHS Enrolment Committee meets and reviews all applications.

The TPHS Enrolment Committee uses the criteria stated in Section C of the ***Expression of Interest for Placement in Year 7*** form for non-local enrolments.



By 4 June 2024

Successful and unsuccessful applicants for Year 7 enrolment will be notified by mail.

Parents/caregivers of successful applicants will be sent an online digital link or an

Application to Enrol in a NSW Government School form to complete



On 7 June 2024

Parents/caregivers can download the **Year 7 2025 Enrichment class application** form from TPHS website – go to 'Learning at our school' then 'High Potential & Gifted Education' (**HPGE**) tab



By 26 June 2024

Parents/caregivers confirm enrolment at TPHS by completing an online enrolment via the digital link or by returning the ***Application to Enrol in a NSW Government School*** form



By 28 June 2024

Parents/caregivers of students applying for the **Year 7 HPGE enrichment class** must return the completed application and support material



On 3 September 2024

HPGE Enrichment Day at TPHS (by invitation only)



By 24 September 2024

The Ponds High School Acceptance Letter will be sent to parents/caregivers confirming enrolment into Year 7, 2025



By 31 October 2024

Parents/caregivers notified of HPGE Enrichment class outcome



By 6 November 2024

Orientation Day packages will be mailed to parents/caregivers



On 3 December 2024

Year 6 into 7 Orientation Day at TPHS (8:45am – 12.30pm)

ALL students AND parents/caregivers are expected to attend

What forms do I need to fill in?

If you attend a Department of Education School or a **non-government school** you must complete the ***Expression of Interest for Placement in Year 7*** form which you should receive from your primary school. If you attend a DoE school you must return this form or online digital link to your primary school by 28 March 2024. If you attend a non-Government school you must return this form to The Ponds High School by 28 March 2024.

If you are a non-local applicant, you **MUST** complete Section C.

You can attach additional information.

You can collect EOI form from any DoE primary school or download it from the NSW Public Schools website at <http://education.nsw.gov.au/public-schools/going-to-a-public-school/enrolment/high-school-enrolment>

You will be required to complete an ***Application to Enrol***. This form must be returned to The Ponds High School, or submit an online Application to Enrol via our website under the 'Enrolments' tab, by 26 June 2024.

By 28 June 2024, parents applying for the Year 7 HPGE Enrichment class need to return the **HPGE Enrichment class application** form & support material.

If you are dissatisfied with the outcome of the Application to Enrol and feel you have not been treated fairly or that the result is unreasonable, you may lodge an appeal. The appeal should be made in writing to the principal.

What happens if your rental agreement expires before the end of 2024?

If your rental agreement expires on or before the first day of Year 7, 2025 you will be required to provide a rental agreement renewal.

What happens if you move out of the local area?

Local area enrolments who move out of the area before the end of 2024 will have to reapply as a non-local enrolment and their new application will be assessed by The Ponds High School enrolment committee. This may result in a reversal of the original decision to accept your child at TPHS.

If you move out of the local area within the first 12 months of starting at TPHS, your child's placement at this school will be reviewed and it may result in your child having to leave this school and enrol at their local high school.

Anaphylaxis, Allergic Reactions and Asthma

Students with anaphylaxis, allergic reactions or asthma will be required to submit an ASCIA plan or Asthma Action Plan. This must be completed by your child's medical practitioner (doctor) and must include a photograph of your child. This form must be returned on your child's first day at school. Parents/caregivers must also provide the school with an EpiPen if their child is anaphylactic.

Who to contact if you want more information about enrolling at The Ponds High School?

Enrolment Officers: Mrs Joy Reid & Miss Danielle Ryan

This involves:

collating enrolment applications

- distributing enrolment packages which contain the Application to Enrol form and information package
- application for the Year 7 enrichment class
- coordinating the Year 6 Orientation Day at TPHS which will be held on Tuesday, 3 December 2024 (8:45am – 12.30pm). You will be advised of this date when you receive the confirmation of enrolment letter in September.

The enrolment officers work closely with the transition officer and Principal to ensure the needs of students are met. They work together to determine the most appropriate class placement of students in their core and practical classes.

The Year Advisers and/or Head Teacher Stage 4 should be the ***first people contacted*** if you have any questions or concerns related to enrolment, curriculum, discipline or welfare.

Key personnel who may be able to help you with specific enrolment enquiries include:

Mrs Joy Reid & Miss Danielle Ryan - Enrolment Officers

Process all enrolment applications and maintains records

Mrs Lisa Perry - Head Teacher Stage 4

Coordinates Year 7 and 8 wellbeing and administration

Ms Stella Ding - HPGE Coordinator

Coordinates the HPGE class entrance examination and student placements in the HPGE class

Mr Matt Golotta - Head Teacher Student Wellbeing (Years 7-10)

Coordinates whole-school student wellbeing programs and supports Year Advisers

Ms Rhea de Jesus, Priti Mann, Ms Catherine Pearce - Learning Support Teachers

Coordinate programs for students with intellectual, emotional and/or physical disabilities

Ms Sally-Anne Rusden, Ms Sophie Ladomatos & Ms Paula Anderson - School Counsellors

Provide counselling services and psychological assessments

Ms Naomi Vaughan – Student Support Officer

Provides students and families with information and access to support services