INFORMATION

FOR

NEW STUDENTS

AND

THEIR PARENTS

2012
THE SCHOOL SONG

The School Song is sung at every formal occasion, and every year assembly. All students are expected to learn the song and sing it with pride. Ardentibus Nil Ardui – to the ardent nothing is too arduous or – to those who are committed and passionate, nothing is too difficult. Our plain English version is “To Strive is to Achieve”

ARDENTIBUS NIL ARDUI

As we gather here, let every heart be pledged anew, Proudly to uphold the honour of the Red and Blue To Port Hacking High we pledge our steadfast loyalty, United in our creed - Ardentibus Nil Ardui.

May the love of truth and fellowship imparted here Be our inspiration when we seek a wider sphere; May Port Hacking’s fame to students to all a beacon be A guiding star of life - Ardentibus Nil Ardui.
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STATEMENT OF PURPOSE

Port Hacking High School aims to provide a caring, supportive and stimulating environment in which students are encouraged to fulfil their academic potential. As well as providing for intellectual growth, the School seeks to foster the physical, emotional, social, creative, moral and spiritual development of each student.

PRINCIPAL’S MESSAGE

Welcome to Port Hacking High School. I am pleased that you have made a commitment to this school, and I am confident that you will enjoy your involvement here in future years. Port Hacking High is known as an effective and disciplined learning environment in which students receive individual care and recognition. Our school motto is ”Ardentibus nil ardui”, to strive is to achieve, and we expect our students to develop self discipline in pursuit of their goals and pride in their achievements during their high school years. We ask you to share in and support these values so that you too can be a proud member of the Port Hacking community.

Port Hacking teachers bring out the best in students by rewarding their achievements, by raising the standards of their learning and by communicating closely with parents. We take pride in offering the widest range possible of academic, sporting and performing arts programs, so that your children grow into well-balanced, confident young adults. Parents and students currently involved with the school tell us that we achieve these goals with a great deal of success. I congratulate you on your enrolment and I look forward to working with you in future years.

Greg McGrath
Principal
ASSISTANCE AVAILABLE IN THE SCHOOL

In addition to the assistance always available from all members of staff, there are members of staff with particular functions in the school. The persons named below have a number of administrative and management roles but all are committed to ensuring Port Hacking High School is a safe and happy learning environment.

School Postal Address: 637 Kingsway, Miranda NSW 2228

School Office Hours: 8:00 am – 4:00 pm

LOCATION

MAIN OFFICE
  Mr G McGrath - Principal
  Ms J Collis - Deputy Principal
  Ms L van Dulst - Deputy Principal
  Mrs C Preston - School Admin Manager
  Mrs N Goddard - Reception

HEAD TEACHERS
  Mrs P Northey - Administration
  Mr P Hardwick - English
  Mrs S Carter - Mathematics
  Mrs D Alleyn - Science
  Mrs J Wyatt - HSIE
  Mrs K Murphy - TAS: Food & Textiles
  Mr R Gowan - TAS: Industrial Arts
  Mrs T Brain - Performing Arts
  Mrs L Malcolm - Visual Arts
  Mrs S Turner - PD/Health/PE
  Mr H Papangelis - Welfare

SUPPORT TEACHERS
  Ms T Martin - Careers Education
  Ms S Martinov - School Counsellor
  Ms L Warner - School Counsellor
  Ms K Fouracre - STLA
  Mrs P Procter/Ms L Moorhouse - ESL
  Mrs D Royal - Librarian

STUDENT LEADERS
  Laura Barter - School Captain 2012
  Tyce Barton - School Captain 2012
  Stephanie Deller - School Vice Captain 2012
  Tom Hayes - School Vice Captain 2012
WELFARE NETWORK

The welfare of our students is important, and in order to provide the care support program which is a notable feature of our school, a network of welfare staff has been established.

Among teachers with particular welfare functions are the Head Teacher Welfare – Mr H Papangelis and Deputy Head Teacher Welfare Ms Stock, School Counsellors – Ms S Martinov and Ms L Warner and Ms T Martin, Careers Education Teacher. If a student needs special care or attention from the school, Head Teacher Welfare can be contacted, either by telephone or letter. A student who needs counselling assistance is advised to make an appointment to see the School Counsellor. If a student needs vocational guidance, an appointment should be made with Ms T Martin.

Student Advisers provide an immediate contact for assistance with school and personal problems. They give pastoral care, co-ordinate the Year’s activities and advise on matters involving school progress. Our welfare team now also includes Elaine Roberts from Shire Wide, utilising our community resources.

Year Student Advisers in 2012 are:

<table>
<thead>
<tr>
<th>Year Adviser</th>
<th>Assistant Year Adviser</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 7 -</td>
<td>Ms R Buchanan</td>
</tr>
<tr>
<td>Year 8 -</td>
<td>Ms R Toyer</td>
</tr>
<tr>
<td>Year 9 -</td>
<td>Mrs N Waser</td>
</tr>
<tr>
<td>Year 10 -</td>
<td>Mrs M Howie</td>
</tr>
<tr>
<td>Year 11 -</td>
<td>Ms S Kumar</td>
</tr>
<tr>
<td>Year 12 -</td>
<td>Ms Z Hammoud</td>
</tr>
</tbody>
</table>

If students have a problem, they should see their Student Adviser or we will arrange for them to see somebody who can help with their problems.

PEER SUPPORT PROGRAM

A Peer Support Program operates during Term 1 with the new Year 7 intake. Two Year 11 students are allocated to each group of Year 7 students for one session per week. The Year 11 students are trained at the end of the previous year. Each group is supervised by a staff member. Year 11 Peer Support Leaders also accompany Year 7 students on the Term 1 Camp.

The Peer Support Program trains senior students to help junior students. It develops a feeling of caring in the school community and reinforces the school environment by providing more personal contact between younger and older students. It gives senior students opportunities to extend their leadership skills and teaches them to look at the world realistically and find practical answers to personal and social problems. It provides junior students with a safe and friendly environment in which to develop their own individuality and discuss issues. Teachers trained for the Peer Support Program are at hand to monitor and evaluate the groups’ activities.

SPECIAL PROGRAMS

- **Positive Psychology** trains students to deal with a variety of situations whether at school or in the community in an assertive and positive manner. This program is coordinated by Ms Martinov and Ms Warner.

- **Rock & Water** – This program operates through many schools in Australia. It focuses on developing student self-control, self reflection and self confidence.

- **Year 9 Mentoring Program** – Every student in Year 9 is mentored and assisted with developing learning strategies and goal setting.
DAILY PROCEDURES

Generally, students should aim to arrive at school from about 8.40 am.

The school day starts at 8:50 am with a combined roll call and reading program called RAGE (Read and Engage in Learning).

Staff are rostered for playground duty during recess and lunch.

All students are dismissed at 3.05 pm except on Thursday. On Thursday (Sports afternoon) students are dismissed at various times, depending on what sport they choose, where it is played, etc. In general, no student should be dismissed before 2.30 pm.

A regular school detention is held from 3.05 to 4:00 pm each Wednesday. Parents will be given at least 24 hours notice in writing if a student is required to attend.

The Principal and Deputy Principals supervise the main exits of the school and students should return home by the most direct route. Any problems after dismissal time each day should be referred to the Principal or Deputy Principal (phone 9524 8816).

SUPERVISION

The supervision plan recognises agreed duty of care principles and conditions existing at Port Hacking High School. The supervision plan provides for supervision of students during recess and lunch and for the half hour before school commences at 8:50 am.

Recess Supervision is provided over the 20 minutes allocated to this break from lessons. Students have been allocated specific areas which are in-bounds for recess. All areas are under direct supervision. Teachers (on roster) patrol each of these areas. Head Teachers (on roster) are also on duty to assist.

Lunch Supervision is provided in two sections (Lunch 1 and L2) over several specified areas designated as in-bounds. Teachers (on roster) actively patrol each area. Head Teachers on roster are also on duty to assist. Referral of issues arising are made to the Deputy Principals and Principal.

Before School Supervision - Students have been instructed not to arrive at school before 8:25 am unless there are special circumstances. Some senior classes have been set down to begin from 8:00 am each morning and a number of teachers have organised specific coaching of sports teams or music practices at the beginning of a number of school days. Students have been instructed to stay within the Quadrangle and Basketball Courts areas. No running games or kicking ball games are permitted to be played in these areas. No games without teacher supervision are allowed in other areas. Students have been instructed to report to the nearest staffroom to seek assistance and first aid.

In relation to matters of concern, minimal supervision will be provided from 8:25 am. Any issues which arise are to be referred to the Deputy Principals or Principal.

Traffic – Vehicular entry is restricted to authorised traffic. Parents are not to drive into school grounds. Note street parking restrictions.

Parking is restricted within the grounds. Travel past the administration block is restricted to one way traffic. During school hours parents should drive onto school grounds only if they need to pick up a sick child. Pick up at the end of the school day or drop off in the school grounds at the beginning of the school day should not occur unless negotiated with the Principal.
BELL TIMES

The school operates on a 10 day cyclic timetable: - Week A, Week B

**Week A**

<table>
<thead>
<tr>
<th>MONDAY DAY 1</th>
<th>TUESDAY DAY 2</th>
<th>WEDNESDAY DAY 3</th>
<th>THURSDAY DAY 4</th>
<th>FRIDAY DAY 5</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAGE/Roll Call</td>
<td>8:50 - 9:05</td>
<td>RAGE/Roll Call</td>
<td>8:50 - 9:05</td>
<td>RAGE/Roll Call</td>
</tr>
<tr>
<td>Period 1 (58)</td>
<td>9:05 - 10:03</td>
<td>Period 1 (59)</td>
<td>9:05 - 10:04</td>
<td>Period 1 (58)</td>
</tr>
<tr>
<td>Assembly (10)</td>
<td>11:01 - 11:11</td>
<td>Assembly (10)</td>
<td>11:01 - 11:11</td>
<td>Assembly (10)</td>
</tr>
<tr>
<td>Lunch 2 (20)</td>
<td>1:47 - 2:07</td>
<td>Lunch 1 (20)</td>
<td>1:26 - 1:46</td>
<td>Period 4 (58)</td>
</tr>
<tr>
<td>Period 5 (59)</td>
<td>2:07 - 3:05</td>
<td>Period 5 (59)</td>
<td>2:06 - 3:05</td>
<td>Period 5 (59)</td>
</tr>
</tbody>
</table>

**Week B**

<table>
<thead>
<tr>
<th>MONDAY DAY 6</th>
<th>TUESDAY DAY 7</th>
<th>WEDNESDAY DAY 8</th>
<th>THURSDAY DAY 9</th>
<th>FRIDAY DAY 10</th>
</tr>
</thead>
<tbody>
<tr>
<td>RAGE/Roll Call</td>
<td>8:50 - 9:05</td>
<td>RAGE/Roll Call</td>
<td>8:50 - 9:05</td>
<td>RAGE/Roll Call</td>
</tr>
<tr>
<td>Period 1 (58)</td>
<td>9:05 - 10:03</td>
<td>Period 1 (59)</td>
<td>9:05 - 10:04</td>
<td>Period 1 (58)</td>
</tr>
<tr>
<td>Assembly (10)</td>
<td>11:01 - 11:11</td>
<td>Assembly (10)</td>
<td>11:01 - 11:11</td>
<td>Assembly (10)</td>
</tr>
<tr>
<td>Lunch 1 (20)</td>
<td>1:27 - 1:47</td>
<td>Lunch 1 (20)</td>
<td>1:26 - 1:46</td>
<td>Lunch 1 (25)</td>
</tr>
<tr>
<td>Lunch 2 (20)</td>
<td>1:47 - 2:07</td>
<td>Lunch 2 (20)</td>
<td>1:46 - 2:06</td>
<td>Lunch 2 (25)</td>
</tr>
<tr>
<td>Period 5 (59)</td>
<td>2:07 - 3:05</td>
<td>Period 5 (59)</td>
<td>2:06- 3:05</td>
<td>Period 5 (59)</td>
</tr>
</tbody>
</table>

**NOTES AFTER ABSENCE**

An SMS message is sent to parents of absent students each day. An SMS reply to this will explain the absence. Alternatively, on the first day of return after an absence from school through illness or any other reason, the student can present to the Roll Teacher a note indicating:

(i) the student’s full name  
(ii) roll class  
(iii) date(s) of absence  
(iv) reason for absence

Notes must be written and signed by the *parent*. Please print your child’s name and roll class at the bottom of all notes. A contact *phone number* should also be included on all notes. Notes are filed and may be required for later interviews.

Absence note forms are provided within an early edition of Deeban.
LATE ARRIVAL

All students late to school should bring a note from their parents explaining the reasons for late arrival. Such a note may need to be provided on the day following late arrivals. Students must report to the Main Office for a permission note to enter class. A school detention will be organised and/or the Home School Liaison Officer will be contacted for students who are continually late.

An SMS will be sent informing parents of students’ lateness if they do not supply a note from their parent.

SWIPE CARDS

Following the school photographs in March, all students will be issued with an identification card (commonly called a swipe card). Students are to carry their swipe card at all times. The swipe cards are used for:
  * Borrowing books in from the library
  * Activating the attendance system for students who are late or for those students who are leaving early.

EARLY DEPARTURE

If a student has to leave early, parents should send a note showing name, year, roll class, reason, time and telephone number. The note should be given to the Deputy Principal (Ms van Dulst for Years 7, 9 and 11 students or Ms Collis for Years 8, 10 and 12 students) before Roll Call so that an Early Pass can be issued. The Early Pass may be requested by routine truancy checks outside the school. All appointments for doctors, dentists, etc should be made outside school hours. For this purpose, sports afternoon is regarded as school time.

ABSENCES FROM SPORT

Parents are requested to provide a note for sport absence. Sport is an important part of the school curriculum. Dental, doctor and other appointments should not be made for sports afternoons.

LATENESS TO CLASS

Students who are detained by a teacher, causing them to be late for their next class, must obtain a note from that teacher. Late notes in these circumstances will not be issued by the Deputy Principal.

Any students out of class at any time should be in possession of an OCA (out-of-class authority) issued by the class teacher or by the teacher requiring the student’s presence. Students should present the OCA to any teacher who asks to sight it.

SICKNESS AT SCHOOL

If a student becomes sick at school he/she is to report to the Office. If necessary, parents will be contacted and asked to pick up the student as soon as possible, as we do not have staff to look after them at school. All parents are requested to provide a telephone number at which they may be reached in an emergency. Students are not permitted to leave school unless the Front Office staff have had contact with a parent, guardian or carer.
MEDICATION

If a student has to take tablets for a medical reason, parents are requested to send a note to indicate the hours and reason for the medication. When a student with a medical condition requires the administration of prescribed medication during the school day, certain proformas, available from Ms Soothill (PD/H/PE Dept) must be completed by the parent or guardian. Tablets or medicine should be left at the Office. A special “pass-out” card will be issued. The school cannot supply any medication, including analgesics, and these are not available at the school.

ANAPHYLAXIS

Port Hacking High School is committed to providing a safe and supportive educational environment for every student. All teachers have an improved understanding of allergic reactions, the signs and symptoms of anaphylaxis and its emergency treatment. Students with severe allergic reactions must inform the school on the enrolment form with relevant health care plans.

SCHOOL CONTRIBUTIONS

To enable the School to budget for its expenditure, we rely on the prompt payment of School Contributions at the beginning of the school year.

The payment of the General School Contribution entitles a student to:

- the loan of all text books;
- the use of lending and reference libraries and computer and language laboratories;
- copies of relevant handbooks published by the School;
- photocopied notes, maps, examination papers and other supplementary material distributed by class teachers;
- the use of sporting equipment and materials;
- the use of clinic supplies;
- the benefits of other amenities and general equipment purchased from school funds;

A School Contribution Schedule is issued yearly to students. This details the relevant school general contribution and additional costs required for elective or practical subjects.

If parents experience financial difficulty in relation to payment of school contributions, elective fees, excursions or provision of uniforms, they are requested to contact Mr McGrath (Principal). All matters will be dealt with confidentially. Please do not leave such contact to the end of the year.

Reminder notes on outstanding fees will be sent out every term.
### GENERAL AND MATERIALS CONTRIBUTIONS 2012

<table>
<thead>
<tr>
<th>Year</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>YEAR 7</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General School Contribution</td>
<td>please refer to contribution letter for details</td>
<td>$110.00</td>
</tr>
<tr>
<td>Music/Band</td>
<td>covers maintenance of a wide range of instruments</td>
<td>$25.00</td>
</tr>
<tr>
<td>Science equipment</td>
<td>covers the cost of science materials</td>
<td>$5.00</td>
</tr>
<tr>
<td>Technology</td>
<td>covers the cost of practical materials</td>
<td>$55.00</td>
</tr>
<tr>
<td>Visual Art</td>
<td>covers ceramic materials, canvas, extra paint</td>
<td>$20.00</td>
</tr>
<tr>
<td>Year 7 Sport</td>
<td>covers maintenance of a wide range of equipment</td>
<td>$95.00</td>
</tr>
<tr>
<td>Diary</td>
<td>$8.00</td>
<td></td>
</tr>
<tr>
<td>P &amp; C Annual Subscription (one payment per student)</td>
<td>used to purchase equipment, grounds maintenance, etc</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>YEAR 8</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General School Contribution</td>
<td>please refer to contribution letter for details</td>
<td>$110.00</td>
</tr>
<tr>
<td>Languages</td>
<td>covers a range of resources used</td>
<td>$30.00</td>
</tr>
<tr>
<td>Performing Arts</td>
<td>covers maintenance of wide range of instruments</td>
<td>$10.00</td>
</tr>
<tr>
<td>Science equipment</td>
<td>covers the cost of science materials</td>
<td>$5.00</td>
</tr>
<tr>
<td>Technology</td>
<td>covers the cost of practical materials</td>
<td>$55.00</td>
</tr>
<tr>
<td>Visual Art</td>
<td>covers art and extra materials for major works</td>
<td>$35.00</td>
</tr>
<tr>
<td>Diary</td>
<td>$8.00</td>
<td></td>
</tr>
<tr>
<td>P &amp; C Annual Subscription (one payment per student)</td>
<td>used to purchase equipment, grounds maintenance, etc</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>YEAR 9</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General School Contribution</td>
<td>please refer to contribution letter for details</td>
<td>$130.00</td>
</tr>
<tr>
<td>Child Studies</td>
<td>covers the cost of materials</td>
<td>$25.00</td>
</tr>
<tr>
<td>Dance</td>
<td>covers the cost of materials eg tapes, CDs</td>
<td>$10.00</td>
</tr>
<tr>
<td>Drama</td>
<td>covers the cost of drama materials eg masks, makeup</td>
<td>$10.00</td>
</tr>
<tr>
<td>Food Technology</td>
<td>covers the cost of food practicals and experiments</td>
<td>$70.00</td>
</tr>
<tr>
<td>French / Japanese Workbook</td>
<td>covers the cost of the workbook</td>
<td>$30.00</td>
</tr>
<tr>
<td>Graphics Technology</td>
<td>covers the cost of a range of equipment and materials</td>
<td>$25.00</td>
</tr>
<tr>
<td>Electronics</td>
<td>covers the cost of technics materials</td>
<td>$50.00</td>
</tr>
<tr>
<td>Industrial Technology Metal</td>
<td>covers the cost of technics materials</td>
<td>$40.00</td>
</tr>
<tr>
<td>Industrial Technology Multi-Media</td>
<td>covers the cost of consumables and software</td>
<td>$35.00</td>
</tr>
<tr>
<td>Industrial Technology Wood</td>
<td>covers the cost of technics materials</td>
<td>$40.00</td>
</tr>
<tr>
<td>Info Software &amp; Technology</td>
<td>covers the cost of consumables and software</td>
<td>$30.00</td>
</tr>
<tr>
<td>Music</td>
<td>covers repair/replacement of wide range of instruments</td>
<td>$25.00</td>
</tr>
<tr>
<td>Photography</td>
<td>covers the cost of practical materials</td>
<td>$35.00</td>
</tr>
<tr>
<td>Science equipment</td>
<td>covers the cost of science materials</td>
<td>$5.00</td>
</tr>
<tr>
<td>Textiles Technology</td>
<td>covers the cost of textiles sundries</td>
<td>$30.00</td>
</tr>
<tr>
<td>Visual Art</td>
<td>covers art and extra materials for major works</td>
<td>$40.00</td>
</tr>
<tr>
<td>Diary</td>
<td>$8.00</td>
<td></td>
</tr>
<tr>
<td>P &amp; C Annual Subscription (one payment per student)</td>
<td>used to purchase equipment, grounds maintenance, etc</td>
<td>$50.00</td>
</tr>
<tr>
<td><strong>YEAR 10</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General School Contribution</td>
<td>please refer to contribution letter for details</td>
<td>$130.00</td>
</tr>
<tr>
<td>Careers &amp; Resources</td>
<td>covers personal info folder and work experience organisation</td>
<td>$10.00</td>
</tr>
<tr>
<td>Child Studies</td>
<td>covers the cost of materials</td>
<td>$25.00</td>
</tr>
<tr>
<td>Dance</td>
<td>covers the cost of materials eg tapes, CDs</td>
<td>$10.00</td>
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<td>covers the cost of the workbook</td>
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<tr>
<td>Graphics Technology</td>
<td>covers the cost of a range of equipment and materials</td>
<td>$25.00</td>
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<tr>
<td>Ind Technology Electronics</td>
<td>covers the cost of technics materials</td>
<td>$50.00</td>
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</tr>
<tr>
<td>Industrial Technology Multi-Media</td>
<td>covers the cost of consumables and software</td>
<td>$35.00</td>
</tr>
<tr>
<td>Industrial Technology Wood</td>
<td>covers the cost of technics materials</td>
<td>$40.00</td>
</tr>
<tr>
<td>Info Software &amp; Technology</td>
<td>covers the cost of consumables and software</td>
<td>$30.00</td>
</tr>
<tr>
<td>Music</td>
<td>covers repair/replacement of wide range of instruments</td>
<td>$25.00</td>
</tr>
<tr>
<td>Photography</td>
<td>covers the cost of practical materials</td>
<td>$45.00</td>
</tr>
<tr>
<td>Science equipment</td>
<td>covers the cost of science materials</td>
<td>$5.00</td>
</tr>
<tr>
<td>Textiles &amp; Design</td>
<td>covers the cost of textiles and sundries</td>
<td>$30.00</td>
</tr>
<tr>
<td>Visual Art</td>
<td>covers Art and extra materials for major works</td>
<td>$40.00</td>
</tr>
<tr>
<td>Diary</td>
<td>$8.00</td>
<td></td>
</tr>
<tr>
<td>P &amp; C Annual Subscription (one payment per student)</td>
<td>used to purchase equipment, grounds maintenance, etc</td>
<td>$50.00</td>
</tr>
</tbody>
</table>
## General and Materials Contributions 2012

### Year 11

<table>
<thead>
<tr>
<th>Contribution</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>General School Contribution</td>
<td>please refer to contribution letter for details</td>
<td>$150.00</td>
</tr>
<tr>
<td>Careers &amp; Resources</td>
<td>covers the cost of programs and computer access</td>
<td>$10.00</td>
</tr>
<tr>
<td>Construction</td>
<td>covers the cost of practical materials</td>
<td>$40.00</td>
</tr>
<tr>
<td>Dance</td>
<td>covers the cost of materials eg tapes, CDs</td>
<td>$10.00</td>
</tr>
<tr>
<td>Design &amp; Technology</td>
<td>covers the cost of practical materials</td>
<td>$45.00</td>
</tr>
<tr>
<td>Drama</td>
<td>covers the cost of drama materials eg masks, makeup</td>
<td>$10.00</td>
</tr>
<tr>
<td>Food Technology</td>
<td>covers the cost of food practicals and experiments</td>
<td>$70.00</td>
</tr>
<tr>
<td>Japanese / French Workbook</td>
<td>covers the cost of the workbook</td>
<td>$30.00</td>
</tr>
<tr>
<td>Hospitality</td>
<td>covers the cost of food practicals and experiments</td>
<td>$90.00</td>
</tr>
<tr>
<td>Industrial Technology</td>
<td>covers the cost of practical materials</td>
<td>$45.00</td>
</tr>
<tr>
<td>Information Processes</td>
<td>covers the cost of consumables and software</td>
<td>$30.00</td>
</tr>
<tr>
<td>Music</td>
<td>covers repair/replacement of wide range of instruments</td>
<td>$25.00</td>
</tr>
<tr>
<td>Science equipment</td>
<td>covers the cost of science materials</td>
<td>$5.00</td>
</tr>
<tr>
<td>Textiles &amp; Design</td>
<td>covers the cost of textiles sundries</td>
<td>$30.00</td>
</tr>
<tr>
<td>Visual Art</td>
<td>covers artwork materials, excluding major works</td>
<td>$50.00</td>
</tr>
<tr>
<td>Visual Design</td>
<td>covers the cost of practical materials</td>
<td>$40.00</td>
</tr>
<tr>
<td>Diary</td>
<td></td>
<td>$8.00</td>
</tr>
<tr>
<td>Text Book Deposit</td>
<td>covers years 11 and 12 refund when books returned</td>
<td>$60.00</td>
</tr>
<tr>
<td>P &amp; C Annual Subscription</td>
<td>used to purchase equipment, grounds maintenance, etc</td>
<td>$50.00</td>
</tr>
</tbody>
</table>

### Year 12

<table>
<thead>
<tr>
<th>Contribution</th>
<th>Description</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
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<tr>
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<td>Dance</td>
<td>covers the cost of materials eg tapes, CDs</td>
<td>$10.00</td>
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<tr>
<td>Design &amp; Technology</td>
<td>covers the cost of practical materials</td>
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<td>Drama</td>
<td>covers the cost of drama materials eg masks, makeup</td>
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<tr>
<td>Food Technology</td>
<td>covers the cost of food practicals and experiments</td>
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<td>$30.00</td>
</tr>
<tr>
<td>Hospitality</td>
<td>covers the cost of food practicals and experiments</td>
<td>$70.00</td>
</tr>
<tr>
<td>Industrial Technology</td>
<td>covers costs of practical materials</td>
<td>$45.00</td>
</tr>
<tr>
<td>Information Processes</td>
<td>covers the cost of consumables and software</td>
<td>$30.00</td>
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<tr>
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<td>$8.00</td>
</tr>
<tr>
<td>P &amp; C Annual Subscription</td>
<td>used to purchase equipment, grounds maintenance, etc</td>
<td>$50.00</td>
</tr>
<tr>
<td>Text Book Deposit</td>
<td>new students enrolling in year 12 this year only</td>
<td>$60.00</td>
</tr>
</tbody>
</table>

Contributions may be paid at the Main Office from 8.15 am, Recess and Lunch 1. Receipts will be issued for all contributions paid.
GENERAL INFORMATION

SCHOOL COUNCIL
The School Council operates within the context of relevant legislation and the stated policies and priorities of the Government and the Department of Education and Communities.

The aim of the School Council is to promote and enhance the opportunities of the students of Port Hacking High School, by developing a partnership with the community, staff and students and have these groups participate in effective decision making processes in the School.

The composition of the Council is as follows: The Principal as Executive Member, the President of the P & C Association, 2 parent members, 2 school staff members and 2 school student members.

The School Council meets before the P & C meeting, once per term at 5:45pm.

PARENTS AND CITIZENS’ ASSOCIATION
The Parents and Citizens’ Association meets on the second Monday of each month at 7.30pm in the Library. All parents are invited to attend.

Guest speakers are invited to address parents and there is a continuing policy to keep informed on educational practices which benefit the experience of students within the school. “Deeban”, the ‘message stick’ of the P & C, is published regularly by the school, and contains advance details and reports on each meeting. It is sent to all families through email. A printed copy may be obtained at the front counter.

The annual subscription for a student is $50.00. This is combined with and to be paid at the same time as the school contribution.

LIBRARY
Our new library provides a modern learning centre with 26 computers for student use. Our librarian, Mrs Royal, is always on hand to support students in their learning.

Borrowing: Year 7 - 10 are allowed to borrow 4 books at one time, Year 11 & 12 are allowed 6 books (not all from the same topic) for a period of 2 weeks. Books may be re-borrowed if there is no waiting list to borrow.

Library Hours: Before school from 8:15 a.m.
Recess daily except Tuesday when there is a staff meeting.
Lunch daily except Thursday, sports afternoon.
After school: all students until 3:30 and 2 days per week until 5 p.m. for senior students.

Students may come to the Library independently at any of the above times. Students coming to the Library with a teacher are to wait under the covered walk way until their teacher supervises their entry. Senior students may use the Library during study periods. Seniors may use seminar rooms during study periods if booked with the Library staff. Computers may be used by students outside class time. Students doing research or preparing the presentation of their work will be given priority.

Printing
Students may print their work in black and white free of charge. If a student wishes to download information from the Internet a fee of 20 cents per page applies.
Photocopy

There is a colour photocopy machine that students may use. The costs are 20 cents per page for black and white, $1 for A4 colour and $2 for A3 colour print.

A card must be purchased to operate the photocopy machine. The cards cost $3 or $5 with the value of $2 and $4 available for photocopying. If the card is not damaged a refund of 50 cents will be given on purchase of the next card. Cards are purchased from the Library staff.

Bags

No bags are to be brought into the Library. Please take anything of value from your bag and leave it in the bag area before you enter the Library proper.

Library Staff:      Mrs D Royal, Teacher Librarian
                   Mrs W Wong, Library Assistant

CAREERS

The Careers Adviser's office is located in the Library next to the Senior Study area.

Careers Adviser:  Ms T Martin

CANTEEN

The Canteen is open before school, during recess and lunch periods and operates throughout the year. The canteen is privately run.

Students must form up in orderly queues at the canteen. Those who are not being served at that time stand behind the yellow line. Students are not allowed to purchase for others. This is the same as pushing into a queue.

Lunches should be ordered before school or at recess. There is a special window where these lunches can be collected at lunchtime.

The canteen is an area for passive use only, including on wet days. No ball games or running are allowed. Students should make a purchase from the canteen and then leave the canteen area. The exception to this is wet weather when the canteen area is needed for shelter. Years 11 and 12 students wanting a quiet place to sit should use the Senior Courtyard located near the Deputies’ offices.

TEXTBOOKS AND EXERCISE BOOKS

Textbooks are supplied on loan by the school. Textbooks are costly items and should be treated with care. They should be covered, bear the student’s name and must be returned on request. Students will be required to pay for any book lost or negligently damaged.

Students are expected to bring text and exercise books needed for the day’s lessons. It is a good idea for students to include a writing pad in their bags so that they have a ready supply of loose sheets of paper for tests.
LAPTOPS

Years 9-12 have laptops on long term loan from the school. These are a tremendous tool for learning, but any damage or loss due to malice or negligence must be paid for. Students should carry the laptop in its protective cover at all times. Laptops must be brought to school fully charged each day.

Laptop Rules

Students are to follow the clear guidelines set out in their signed laptop charter/contract.

In Class

- Follow teachers directions about appropriate usage
- A laptop does not replace a subject workbook so a book and writing materials must be brought to each lesson
- The laptop remains in your bag until requested by your teacher
- Laptop lids are to be closed or turned to the side when the teacher requires attention
- Class work and notes produced on the laptop must be provided to the teacher upon request
- Playing Games, filming, photographing, recording etc without permission is NOT permitted

At Home

- Ensure your laptop is charged overnight
- Set up a separate subject folder for each course
- Clean and organise your notes each night
- Keep a backup of all work off site

Consequences

Breaking your signed laptop charter OR failing to follow teachers’ instructions could lead to:

- Isolation to a separate desk
- Shutdown of laptop for 10 minutes
- Placement on a stage
- Confiscation of laptop for duration of lesson or longer
- Random checks of laptop by the Deputy Principal or Technical Support Officer (TSO)

CHARITY COLLECTIONS

The School regularly supports a number of charities eg Stewart House, Red Cross and SIDS. Special appeals are also conducted when needed, usually in conjunction with a mufti day or SRC collection day.

INTER-SCHOOL CHRISTIAN FELLOWSHIP (I.S.C.F.)

ISCF is an interdenominational Christian group. At Port Hacking High the group is run by a team of student leaders who meet on Friday mornings. The main meeting takes place at lunchtime on Tuesdays, where students study the Bible, pray and have fellowship together. Smaller Bible study groups are run during the year for students who wish to investigate Christianity.
EXCURSIONS

For some subjects an excursion forms an essential part of the curriculum. For others it is an adjunct to learning.

Parents are urged to encourage their children to attend these excursions. Parents are expected to cover the cost of the excursions. However, cases of hardship should be discussed with the Principal. Notes of information and permission are issued for each excursion.

All teachers are required to have Emergency Care Training. In the case of overnight excursions or excursions involving water activities, an accompanying member of staff will also have a current CPR certificate. First aid kits are available for use by staff on excursions.

All excursions are in full school uniform unless otherwise indicated on the note.

PHYSICAL EDUCATION

Physical Education is part of the Personal Development/Health/Physical Education Key Learning Area and is a pre-requisite for the award of the School Certificate. All students are expected to take part (except those who are medically unfit). Students unable to participate in the Physical Education lesson or students not bringing the appropriate uniform to change into, must present a note to the Physical Education teacher, explaining briefly the circumstances involved. Sport uniforms must be worn for PE lessons.

SPORT

All students (except Year 12) are expected to take part in some form of sporting activity every Thursday afternoon. Students are expected to have an appropriate outfit for the sport they are playing.

Boys and girls in Year 7 are placed into co-educational, mixed ability groups and do ‘skill’ type sessions for three week periods in Terms 1 - 3 in order to improve technique and also introduce some sports that they may not have encountered.

Students in Years 8 - 11 (and Year 7 in Term 4) have the opportunity to participate in competition or recreation sport. The year for sport is divided into two seasons: a summer season for Terms 1 and 4; a winter season for Terms 2 and 3.

Each year Swimming, Cross Country and Athletic Carnivals are held by the School, with the Houses competing against each other. Swimming and Athletics Carnivals are held outside the school grounds. All students are expected to attend. School representative teams are then selected to compete at Zone, Regional and State levels. The school provides the opportunity for elite level sportspeople to compete in state-wide knock-out competitions in a wide variety of sports.

Attendance at Sport is a requirement of the Department of Education and Communities. Leave from sport is granted only in certain circumstances and after the agreement of the Principal. Should any student request leave during the period allocated to sport, a note explaining the circumstances is to be brought to the Deputy Principal. Dental or medical appointments should be made outside of normal school hours, and not during sport or other periods.

Students not participating in sport must produce a note signed by a parent, explaining the reason for non-participation. Provision will be made for these students to undertake supervised private study at school.

In cases where accidents occur at sporting venues, where medical attention is obviously necessary and a parent is not available, staff will send for an ambulance and inform the parent as soon as possible of the action taken.
ROLLS

Each morning students are to attend their allocated Roll Call at 8:50 am for an attendance check. It is the responsibility of each student to ensure he/she is marked present.

The remainder of the 15 minute Roll Call period is spent in a variety of ways:
Year 7 – 10 participate in a reading program called RAGE (read and engage in learning)
Year 11 and 12 – read or study during roll call.
Year 12 will have a Year meeting during roll call once per fortnight; these are compulsory for all Year 12 students.

HOUSES

There is a system of House Organisation based on Rolls. Students are placed in one of the four Houses:
BURRANEER (green) GUNNAMATTA (blue) JIBBON (red) YOWIE (yellow).
Athletics and Swimming Carnivals include House Competitions. House Captains are elected.

STUDENT REPRESENTATIVE COUNCIL

Each Year has representatives on the Student Representative Council:
TenYear 12; eight Year 11; five Year 10; four Year 9; two Year 8 and two Year 7.

The purpose of the Student Council is to promote student participation within the school and to plan and implement changes for the benefit of the whole school community. Students should be sure that their representatives carry the opinions of their Year to SRC meetings. When school policy is being determined, opinions of the Student Council are expressed by the two elected student members on the School Council. The school Captains, Vice Captains and Prefects (all from Year 12) provide leadership on the SRC, and meet regularly with the school principal.

SCRIPTURE

On Tuesday, half of the students in Years 7 - 9 have one period of scripture for three weeks. After this period of time these students return to normal lessons and the other half has scripture. The scripture groups consist of no more than fifteen students per teacher and this allows teachers to fulfil lesson aims.

Periodically, all day or part day scripture seminars are arranged to meet the needs of senior students.

REPORTS

School Reports are issued twice yearly. Reviews of progress and contact with parents may occur at any time.

Parent Teacher Evenings are held for all Years. Notification for interview times will be made before each Parent/Teacher Evening.
STUDENT WELFARE

Our Beliefs
All members of the school community
• have a responsibility to work together to achieve quality outcomes
• should be treated with courtesy and respect
• have a responsibility to work to enhance school ethos and reputation

Our Values
• fostering self-esteem and resilience
• valuing the responsibilities and rights of all members of the school community
• ensuring that students have respect and pride in themselves, each other and the school community
• providing a diverse, challenging and relevant curriculum which meets the needs of all students
• providing opportunities for success in academic, creative, leadership, performing arts and sport programs
• enhancing the quality of teaching through ongoing professional development
• engaging with the wider community

ANTI-BULLYING PLAN

Statement Of Purpose
Every student at Port Hacking High School has the right to learn in a safe and happy environment free from intimidation.
Staff, students, parents, carers have the responsibility to show respect for each other and actively work together to resolve incidents of bullying.

Policy
We believe that schools should be places of mutual support and caring. Social, emotional and academic growth is optimised in a supportive environment which is free from feelings of humiliation or distress. Bullying denies a student their rights as set out in the Port Hacking High School Welfare Policy. Bullying behaviour is not acceptable at Port Hacking High School.

Definition
Bullying is repeated deliberate incidents involving
• a bigger, stronger or more powerful child on a smaller or weaker child, or
• a group of students on a single child.

It is not bullying when two young people of about the same strength have the odd quarrel.

Identifying Bullying
Bullying includes:
• Verbal: eg name calling, put downs, threats, teasing, abuse, sarcasm
• Physical: eg hitting, tripping, poking, kicking or belongings are stolen or damaged
• Social: eg the child is left out, ignored, ostracised, alienated or rude gestures are made
• Psychological: eg rumours are spread, the child is stalked or given dirty looks, malicious SMS and email messages, inappropriate use of telephones, mobile phones or cameras, and social media, eg, Facebook.
Cyber-Bullying
Cyber bullying is an intentional aggressive act carried out by a group or individual using electronic forms of contact, repeatedly and over time against another student.

Cyber-bullying can be carried out through an internt service such as:
- Email
- Chat room
- Discussion group or forum
- Instant messaging
- Social networking websites such as Facebook, YouTube or MySpace

Cyber-bullying can also include bullying through mobile phones by:
- Text and picture messaging
- Video Clips
- Phone calls

MANAGING BULLYING

Reporting Incidents of Bullying
Bullying should be reported by students, parents/caregivers or teachers.

Students will be encouraged to report bullying to their classroom teacher, Year Adviser or the Head Teacher (Welfare).

Parents/Caregivers should make contact with the school via Year Adviser/Head Teacher Welfare, Deputy Principal or Principal.

Teachers
- First Offence or Low Level Bullying
  Label the behaviour: “Please don’t call people names in my class.” Give an example of positive behaviour eg “At this school we speak politely to each other.”
- Repeat or more serious bullying
  Record on Student Incident Report and forward copies to the Head Teacher Welfare, the Year Adviser, the Counsellor and the Deputy Principal.

Head Teacher Welfare
- Where a student is involved in further cases of bullying, the Head Teacher Welfare will refer bully and victim to the Deputy Principal.

Deputy Principal will
- Contact parents/caregivers of victim and bully.
- Place the bully on school detention or Stages system and refer bully and victim for counselling/mediation.
- Serious or repeat offences will be referred to the Principal for possible suspension and continued referral to the Counsellor.

The Welfare Team will
- Monitor individual cases.
- Keep records of incidences of bullying and evaluate the success of procedures and strategies used.
- Promote an Anti Bullying culture within the school.
- Remind staff and students of procedures each year.
PHHS CODE OF CONDUCT

ATTENDANCE

Students are required to attend school regularly and arrive punctually. Irregular attendance is the main cause of poor progress. Attendance will be shown on the school reports.

Parents should be aware that they are legally responsible for ensuring that their child attends school regularly. Reasons must be registered by the school for non-attendance; therefore parents must provide a note of explanation or response to our SMS notifying absence. Parents are requested to notify the school by telephone where an absence will exceed two days. If a student is absent for three days without contact having been made with the school, an official Departmental absence note will be sent to parents requesting an explanation. This note explaining absences should be returned to the school as soon as possible, at the latest on the date of return to school. Absences of 15 days or more require an exemption form to be completed. These are available from the office.

LEAVING SCHOOL GROUNDS

After arrival at school no student is permitted to leave the school grounds during the school day without the permission of the Principal or Deputy Principal. Year 11 and 12 students must swipe in by 10:00 am if they are free period 1. They can swipe out at the end of their timetabled periods.

TRAVELLING TO SCHOOL

The school rules regarding uniform and behaviour apply to students during their travel to and from school. Students are to be polite and considerate of others. In the case of bus and train travel, students must always behave to ensure their personal safety and the comfort and convenience of the public with whom they travel. Students should not occupy a seat while a fare paying passenger is standing.

Parents are urged to impress upon their children the necessity of coming straight to school and going straight home. Loitering on street corners, in shopping centres or on stations is to be strongly discouraged.

Bicycles at school present many problems, so students are encouraged to walk to school. Parents are asked to assist in helping ensure that those students using bikes do so with care and courtesy and obey normal traffic regulations. Bikes at school must be chained and left in the Bike Bay. Bicycle helmets must be worn, as required by law.

Application forms for bus or train passes are issued by the Main Office. To be eligible for a bus pass, a student must reside more than 2.0 kilometres from the school (radial distance) measured from the centre of the school, or live within the 2 km radial distance and be required to walk more than 2.9 km to school.

The school is issued with a map, by the Department of Education, which determines the eligibility of the student for bus/train passes. The final decision is that of the Department, not the School. A student may travel by school bus, even though the student is ineligible for a pass, as long as the required bus fare is paid.

Senior students may need to obtain special passes for travel to TAFE in school hours.
MOVEMENT WITHIN THE SCHOOL

Students should move in an orderly manner within the school. Conversations and general noise levels should be low. No running is permitted. Students should keep to the left, especially in stairwells.

MOBILE PHONES / MEDIA ITEMS

The school strongly recommends that students NOT bring mobile telephones or media items (portable computer games, tape recorders, cameras, ipods and mp3 players) to school as students may be exposed to breaching various laws and departmental disciplinary policies. These include:

a) breaches of the ‘Listening Devices Act’ (1984),
b) the ‘Summary Offences Act’ (1988),
c) the ‘Crimes Act’ (1900), and
d) Port Hacking High School – Rules for Student Behaviour

Parents and students need to be aware that mobile telephones have SMS, or text message, photographic, video, recording and data transfer capabilities which, if abused, can result in breaches of laws and policies. Any breach of any law or policy will result in the immediate CONFISCATION of the mobile telephone and if necessary, referral to the relevant legal or educational authority.

Any student, who insists on bringing a mobile telephone or ipod to school, does so at their own risk and the school is NOT, under any circumstance, responsible for any lost, stolen or damaged mobile telephones or media items brought onto school premises. Teachers may confiscate such items if they interfere with the management of students.

SCHOOL UNIFORM

The wearing of an official School uniform is compulsory at Port Hacking High. This was the unanimous decision of a public meeting of the school community and has been supported by the P & C and School Council.

Our uniform identifies the student with this school and gives the student a sense of belonging to the school population. Parents of new students are advised to provide their children with the school uniform as quickly as possible, so that they too can share this pride in the uniform and in the school for which it stands.

If there is good reason for a student to be out of uniform, a note should be brought from home stating the reason and the length of time involved. The student should report before school to the Deputy Principal to obtain an out-of-uniform pass for that day. Failure to keep to school rules may lead to detention.

Students must wear leather, enclosed school shoes. The striped school socks are compulsory. Trousers and shorts should be at waist height and of neat appearance. Students should not wear make-up or jewellery other than a wristwatch, signet ring or studs/sleepers in pierced ears. Discreet religious symbols or medical tags may be worn. Hair should be clean and tidy. Extreme styles and colours are not acceptable. The principal and deputy principal will decide what is acceptable and what is not.

All articles of clothing and personal possessions should be labelled carefully, including shoes.
SCHOOL UNIFORM FOR 2012

On the next pages are details of the school uniform for students.

New items of uniform may be purchased from Lowes (Westfield Shoppingtown, Miranda). Parents are requested to ensure that when purchases are made, specific mention is made of the school name, as Lowes supports the school each year with a donation based on sales.

Claudine’s (Caringbah) also has uniform supplies.

The P & C operates a school Clothing Pool where used items of uniform can be purchased at reduced prices. The Clothing Pool is open every Wednesday between 8.30 and 9.00 am in the School Foyer. Students with items of school uniform they no longer require and wish to donate to the school are asked to hand these items to Mrs Goddard at the Enquiry Counter so they may be added to the Clothing Pool.
Port Hacking High School Junior 2012

Girls Summer Uniform Years 7-10
FROCK: DARK BLUE AND RED CHECK $64.99
JACKET: NEW MICROFIBRE & EMB. CREST $61.99 FOR DAY & SPORTS USE
OVERBLOUSE: WHITE S/S WITH COLLAR TRIM & EMB CREST $36.99
PULLOVER: ROYAL WOOL BLEND – SCHOOL CREST from $57.99
SHORTS: NAVY SPECIAL STYLE & COLOUR $39.99
SOCKS: NEW SHORTER STYLE – STRIPED TOP $ 7.99
SHOES: BLACK, LEATHER, LACE UP, ENCLOSED SHOES

Girls Winter Uniform Years 7 - 10
SKIRT: BLUE CHECK REGULATION LENGTH $54.99
OVERBLOUSE: WHITE S/S WITH COLLAR TRIM & EMB CREST $36.99
OVERBLOUSE: WHITE L/S WITH COLLAR TRIM & EMB CREST $45.99
JACKET: NEW MICROFIBRE & EMB. CREST $61.99 FOR DAY & SPORTS USE
PULLOVER: ROYAL WOOL BLEND – SCHOOL CREST from $57.99
SLOPPY JOE ROYAL SLOPPY JOE WITH SCHOOL CREST from $29.99
SLACKS: LT NAVY 2-WAY STRETCH POLY BLEND $37.99
TIGHTS: BLACK OPAQUE STOCKINGS $6.50

Boys All Season Uniform Years 7-10
OVERSHIRT: WHITE WITH SCHOOL CREST from $35.99
JACKET: NEW MICROFIBRE & EMB. CREST $61.99 FOR DAY & SPORTS USE
SHORTS: GREY ‘BLOCKERS’ from $19.99
SHORTS: GREY COLLEGE BAGGIES $41.99
TROUSERS: GREY BLOCKER LONGS from $29.99
TROUSERS: GREY COLLEGE LONG BAGGIES $51.99
PULLOVER: ROYAL WOOL BLEND – SCHOOL CREST from $57.99
SLOPPY JOE ROYAL SLOPPY JOE WITH SCHOOL CREST from $29.99
TIE: SPECIAL SCHOOL DESIGN – BOYS $26.99
SOCKS: NEW SHORTER STYLE – STRIPED TOP $ 7.99
SHOES: BLACK, LEATHER, LACE UP, ENCLOSED SHOES
CAP: ROYAL BASEBALL STYLE (OPTIONAL) $10.99

Sports Uniform Years 7-10
POLO TOP: NEW MICROFIBRE/COTTON PANEL STYLE from $39.99
SHORTS: MICROFIBRE SHORTS WITH CREST from $29.99
JACKET: NEW MICROFIBRE & EMB. CREST $61.99 FOR DAY & SPORTS USE
TRACKPANTS: SPORTS DESIGN MICRO FIBRE & CREST $49.99

APRONS
White for Food Technology (compulsory for Years 7 and 8) $9.55
Blue for Industrial Arts (compulsory for Years 7 and 8) $9.55
## Girls All Seasons Uniform Years 11-12

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skirt</td>
<td>Royal Blue with Pleats</td>
<td>$49.99</td>
</tr>
<tr>
<td>Overblouse</td>
<td>White L/S with Collar Trim, Emb. Crest</td>
<td>$45.99</td>
</tr>
<tr>
<td>Jacket</td>
<td>New Micro Fibre &amp; Emb. Crest For Day &amp; Sport Use</td>
<td>$61.99</td>
</tr>
<tr>
<td>Sloppy Joe</td>
<td>Royal with School Crest from</td>
<td>$29.99</td>
</tr>
<tr>
<td>Pullover</td>
<td>Royal with School Crest from</td>
<td>$57.99</td>
</tr>
<tr>
<td>Slacks</td>
<td>Lt Navy 2-Way Stretch Poly Blend</td>
<td>$37.99</td>
</tr>
<tr>
<td>Shorts</td>
<td>Navy Special Style</td>
<td>$39.99</td>
</tr>
<tr>
<td>Socks</td>
<td>New Shorter Style – Striped Top</td>
<td>$7.99</td>
</tr>
<tr>
<td>Shoes</td>
<td>Black, Leather, Lace Up, Enclosed Shoes</td>
<td>$6.50</td>
</tr>
</tbody>
</table>

## Boys All Season Uniform Years 11-12

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overshirt</td>
<td>White with School Crest from</td>
<td>$35.99</td>
</tr>
<tr>
<td>Jacket</td>
<td>New Micro Fibre &amp; Emb. Crest For Day &amp; Sport Use</td>
<td>$61.99</td>
</tr>
<tr>
<td>Shorts</td>
<td>Navy College Baggies</td>
<td>$41.99</td>
</tr>
<tr>
<td>Shorts</td>
<td>Navy ‘Blockers’</td>
<td>$19.99</td>
</tr>
<tr>
<td>Trousers</td>
<td>Grey College Long Baggies</td>
<td>$51.99</td>
</tr>
<tr>
<td>Trousers</td>
<td>Grey Blocker Longs</td>
<td>$29.99</td>
</tr>
<tr>
<td>Sloppy Joe</td>
<td>Royal with School Crest from</td>
<td>$29.99</td>
</tr>
<tr>
<td>Pullover</td>
<td>Royal with School Crest from</td>
<td>$57.99</td>
</tr>
<tr>
<td>Socks</td>
<td>New Shorter Style – Striped Top</td>
<td>$7.99</td>
</tr>
<tr>
<td>Shoes</td>
<td>Black, Leather, Lace Up, Enclosed Shoes</td>
<td>$6.50</td>
</tr>
</tbody>
</table>

## Sports Uniform Years 11-12

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Polo Top</td>
<td>New Microfibre/Cotton Panel Style</td>
<td>$39.99</td>
</tr>
<tr>
<td>Shorts</td>
<td>Microfibre Shorts with Crest</td>
<td>$29.99</td>
</tr>
<tr>
<td>Jacket</td>
<td>New Micro Fibre &amp; Emb. Crest For Day &amp; Sport Use</td>
<td>$61.99</td>
</tr>
<tr>
<td>Socks</td>
<td>New Shorter Style – Striped Top</td>
<td>$7.99</td>
</tr>
<tr>
<td>Shoes</td>
<td>White Sandshoes, Joggers, Gymboots</td>
<td></td>
</tr>
<tr>
<td>Trackpants</td>
<td>Sports Design Microfibre &amp; Crest</td>
<td>$49.99</td>
</tr>
</tbody>
</table>

## Acceptable Options Boys & Girls Years 11-12

<table>
<thead>
<tr>
<th>Item</th>
<th>Description</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tie</td>
<td>Special School Design – Boys</td>
<td>$26.99</td>
</tr>
<tr>
<td>Cap</td>
<td>Royal Baseball Style (Optional)</td>
<td>$10.99</td>
</tr>
</tbody>
</table>

N.B.  
(i) PE/Sport uniforms are to be worn each Thursday (sport day) and brought to school and changed into for PE lessons.  
(ii) Students are expected to have an appropriate outfit, approved by the Sport Organiser, for the sport they are playing.
ADDITIONAL UNIFORM AND SAFETY REQUIREMENTS

DESIGN & TECHNOLOGY

Students in Year 7 will actively participate in Design & Technology classes for 5 periods per fortnight. When working in specialist rooms, students must observe strict safety and hygiene practices by wearing a protective apron and sturdy shoes. Shoes made from soft material are not permitted. A blue apron is required for Industrial Arts and a white apron for Home Economics. Aprons may be purchased at Lowes.

Department of Education and Communities regulations state:

“Where a student’s hair is of such length as to create a hazard in the practical workshop, the hair must be confined by a hair net or snood while the student is in the workshop.”

The school supplies safety eye protection which students must wear when operating machines.

Safety issues regarding use of equipment are addressed in class. Students are expected to conform to safety standards.

ATTENDANCE AT SCHOOL FUNCTIONS

All students should support school functions, dramatic performances, musicals, exhibitions, charity activities etc, if not by taking part then by being present.

The school is involved in inter-school competitions in such areas as Bands, Choir, Dance, Debating, Public Speaking and a wide variety of sports. Students selected for representation are expected to behave appropriately and with dignity and concern for the community.

MONEY AND PERSONAL PROPERTY

Students should not carry large sums of money. Any money should be kept in the pocket of the student and not left in a bag. If on occasions this is necessary, the money should be handed into the Main Office for safe-keeping, in an envelope clearly marked with the student’s name, year and the amount enclosed.

Students should not leave valuable items in their bags when these bags are left outside practical rooms, the library or PE change rooms. Valuable items should be taken into the room, left at the Main Office or in the care of a teacher, eg at PE classes.

As many students buy the same type of bag, we suggest that bags be clearly marked on the outside so that they may be easily recognised. This will save a lot of time throughout the year. It is also suggested that students clearly label with their name all articles of uniform and equipment they bring to school. Calculators should be engraved.

Students who find money or personal belongings should hand them in at the enquiry counter. If something is lost, it should be reported at the enquiry counter as well as to the teacher on duty.

Phones should be treated as valuable and not left in bags.
PLAYGROUND AREAS
At recess and lunchtime, students are permitted to be in areas shown on the following diagram. Students are expected to keep the playground clean and tidy. All food scraps, paper, cans etc. should be placed in the bins provided. Teachers will ask students to tidy up their area, and cooperation is expected.

Students should be in the buildings only during lesson times and roll call while under supervision. At all other times buildings are out of bounds unless students have the authority of a teacher or, in the case of Years 11 and 12, are entering the senior quadrangle.

Wet Weather
When it is raining, students are permitted to shelter in the gymnasium, under a teacher’s supervision.

Conditions
: no drinks, liquids or chewing gum.
: food is permitted and all rubbish must be placed in bins provided.
: students are to be seated, not playing games.

NOTE
The following areas are out of bounds
• All internal corridors and stairways
• All Car Parks
• Any area outside the hatched portions
N.B. All steps and passageways unmarked are out of bounds.
# RULES FOR STUDENT BEHAVIOUR

<table>
<thead>
<tr>
<th>Rule</th>
<th>Consequence</th>
<th>Who is Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student must comply with teachers instructions</td>
<td>Stages and/or Incident report and/or Suspension</td>
<td>Teachers and/or Head Teachers and/or Deputies/Principal</td>
</tr>
<tr>
<td>No eating in building or classrooms, including chewing gum</td>
<td>May be asked to dispose of food Community service After school detention</td>
<td>Teacher Teacher Head Teacher</td>
</tr>
<tr>
<td>Students must speak respectfully to all members of school community</td>
<td>Stages and/or Incident report and/or Suspension</td>
<td>Teachers and/or Head Teachers and/or Deputies/Principal</td>
</tr>
<tr>
<td>Mobile phones, iPods and other electronic devices must not interfere</td>
<td>Misuse will result in the device being confiscated and sent to the front office.</td>
<td>All staff DP/P</td>
</tr>
<tr>
<td>with teaching and learning</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Students must not leave school grounds without permission</td>
<td>After school detention Possible suspension for continued disobedience</td>
<td>All teachers</td>
</tr>
<tr>
<td>Full school uniform (including sports) must be worn at all times</td>
<td>Sent to Head Teacher during Roll Call. Clean Up Slip/ASD issued as appropriate</td>
<td>All teachers HT DP</td>
</tr>
<tr>
<td>Students must arrive to class and assembly on time</td>
<td>Make up time Stages</td>
<td>Teachers and/or Head Teachers and/or Deputies</td>
</tr>
<tr>
<td>Students must respect school property</td>
<td>Minor offence - Community service Major offence - Suspension</td>
<td>Teachers and/or Head Teachers and/or Deputies</td>
</tr>
</tbody>
</table>

Suspension will be immediate for:
- violence;
- possession of weapons or illegal substances;
- continued disobedience;
- aggressive behaviour towards a teacher including bullying or verbal abuse.
ADVICE FOR STUDENTS

- Accept the responsibility for your own personal success. Work hard all the time - not a week or a night before the examination or test. By far the most vital qualities are HARD WORK and SELF DISCIPLINE.
- Follow a homework/study program. Make your learning a systematic habit. As you learn your work you will become more confident.
- Pay full attention to the explanations in class. Take part in discussions. Copy your notes carefully. Do not let anything pass that you do not understand. Ask for help. Help others in return.
- Make a note of all homework set in your School Diary.
- Use the Library often. As well as being available during normal periods the Library is open every morning from 8.15am, at recess and lunchtime.
- Each night check the periods and books needed for the next day. Organise yourself in preparation for a good day at school by bringing all books and equipment required for the classes on your timetable.
- Always strive to achieve your best and maintain the fine reputation of our school.

MERIT AWARD SYSTEM

Port Hacking High School Merit Award System is designed to recognise students’ abilities in outstanding effort, academic achievement and school/community service. Merit Awards are issued by the staff in class, at sport and at extracurricular activities. When a student has 6 Merit Awards, these should be handed in to Mrs N Waser. An Opal Award will then be issued to students at their Year Assembly. When a student has collected 3 Opal awards, they are eligible for a Diamond Award. When a student has 3 Diamond Awards, they are eligible for a Rotary Achievement Award, which will be given to students at a Year assembly along with a $100 cheque.

Students who have worked hard and consistently throughout each semester, are eligible for a ‘Strive to Achieve’ Award, which is given out twice a year after the issuing of half-yearly and yearly reports. Students can also be rewarded for exemplary attendance with an ‘Attendance Award’.

Port Hacking High School values the recognition of students’ achievements as a whole school. On Day 10 we have a whole school Award Assembly where students in all subject areas, sport, community service and extracurricular activities are rewarded.

Please see overleaf for Merit Award System flowchart.
Collect 6 Merit Awards and hand them into your Head Teacher Welfare and you will receive an OPAL AWARD

*Remember 3 Attendance Awards = 1 Merit Award

When a student has received 3 OPAL AWARDS they are eligible for a DIAMOND AWARD and a gift voucher

When a student has received 3 DIAMOND AWARDS they are eligible for the Rotary Achievement Award

Students who receive a ROTARY ACHIEVEMENT AWARD will receive a $100 voucher donated by Rotary.
COMPUTER NETWORK

Port Hacking High School currently has six Computer Labs as well as the Library available for student use. All students require a PHHS User ID and Password to connect to the school’s computer network as well as their DET User ID and password, if they wish to gain access to the Internet.

DET User Id

Most students, who attended primary schools within the Sutherland Shire, will have already been provided with their DET User ID and password for Internet and Email Access.

Those students who have not yet received their DET User ID or have issues with using the school computer network should contact the School’s Computer Co-ordinator, Mrs Harvey, in the Industrial Arts Block.

PHHS User Id

Your PHHS Computer User ID is the same as your DET User ID for the Internet (though the password may be different). When logging into the school computers your ID is usually your first name, dot, last name, possibly followed by a number, eg. sam.brown1, ryan.smith54.

Please change your password ASAP

Computer Usage

Students should be aware that they are totally responsible for what is held in their student account and, therefore, must remember to log off properly at the end of each session. Students MAY NOT download *.exe files (executable files/programs), mp3s or mpegs, nor should they have material of an inappropriate nature in their folders. Student folders are scanned on a regular basis and students will be denied further access to the school computers if these rules are not obeyed.
DETENTION
School detentions are organised through the Deputy Principal and are held every Wednesday afternoon from 3:05 pm to 4:00 pm. The Wednesday detention is for students who have broken school rules.

For after school detention, parents will receive 24 hours notice on the appropriate form.
Students who miss detention risk being placed on a higher stage in the discipline system or being suspended for continued disobedience.

STAGE STATEMENT
The Stage System is part of a range of discipline procedures operating within our school including referral to a number of staff and strategies such as detention.

Students are responsible for their own behaviour and ensuring that their behaviours do not adversely affect the learning and welfare of other students. Students are placed on Stage 1 by class teachers, Stage 2 by either a Head Teacher or Deputy, Stage 3 by a Deputy and Stage 4 (suspension) by the Principal.

Students who are placed on a stage have their behaviour monitored for 2 weeks. If behaviour during the 2 week monitoring period is unsatisfactory (and/or a student is placed on Stage 1 in two or more subject areas), the student will immediately progress to Stage 2.

The Stage System as outlined applies to students whose persistent behaviour causes concern. In the event of behaviour such as violence, threat of violence, drug use or criminal activity, suspension and possible expulsion will result in accordance with the Departmental policy. Students who are suspended will remain on Stage 3 for 2 weeks following their return.

1. Students who fail to respect the rights of others will be placed on Stages.
2. There are consequences students must comply with for each stage.
3. Student/Teacher and Student/Executive Agreements must be signed and returned by parents and students.
4. Failure to comply with requirements of Stages will result in further progression through stages.
5. A list of students placed on Stages will be circulated to staff.
Welfare/Discipline Stages

Stage 1
(Yellow)
Student/Teacher Agreement

Person(s) in Charge
Classroom Teacher

Reasons
- not completing set tasks
- disobeying teacher’s instruction
- being rude and or disrespectful to peers/teachers
- disrupting and preventing others from working and learning
- not following school rules
- lateness to class
- not being prepared for lesson

Consequences
- teacher will discuss with the student the reasons for placement on Stage 1
- student will take home student/teacher agreement and return it signed and commented on by student and parent the following day
- a copy of the Student/Teacher Agreement will be forwarded to the DP by HT
- students will be placed on a monitoring card by the teacher for the duration of Stage 1 (2 weeks) to be held by classroom teacher

Consequence to be decided by the teacher from the following options:
- lunch detention with teacher
- clean up faculty area
- isolation within classroom
- complete class work during lunch time

Important Notes
- student will be placed on Stage 1 for a duration of two weeks
- continued failure to comply with the requirements of the student/teacher agreement in Stage 1 will result in immediate progression to Stage 2 by Head Teacher of that faculty
- students who satisfactorily complete Student/Teacher Agreement will return to Stage 0

Intervention by Year Adviser:
Students who receive two or more Stage 1’s concurrently in different subjects/KLA’s the Year Adviser will then:
- place student on monitoring card
- contact parent(s)
- counsel/encourage positive student behaviour

(Consistent unsatisfactory monitoring cards will be referred to DP and possibly school)
Port Hacking High School

Welfare/Discipline Stages

Stage 2
(Orange)
Student/Head Teacher Agreement

Person(s) in Charge
Head Teacher

Reasons
- Students are placed on this stage because they have not complied with Stage 1 requirements

Consequences
- The HT will discuss with student the reason for placement on Stage 2
- students will take home the student/HT agreement and return it signed by student and parent the following day
- students will be placed on a monitoring card by HT of the faculty for the duration of Stage 2 (two weeks) to be held by classroom teacher
Consequence to be decided by the HT from the following options:
  - faculty suspension – removal from class
  - parent interview/contact/phone call
  - lunch detentions
  - students will not represent the school at representative sporting teams, excursion, debating teams, musical groups, dramatic performances etc (Thursday sport exempt)

Important Notes
- students will be placed on Stage 2 for two weeks
- students who satisfactorily complete Stage 2 requirements of the Student/HT Agreement will return to Stage 0
- HT will enter stage 2 details into Academy and generate parent letter

Important Notes
Intervention by Year Adviser:
Students who receive a Stage 2 then the Year Adviser will:
  - contacts parent(s)
  - counsel/encourage positive student behaviour

(Consistent unsatisfactory in Stage 2 will be referred to DP)
Port Hacking High School

Welfare/Discipline Stages

Stage 3
(Red)
Student/Executive Agreement

Person(s) in Charge
Deputy Principal and/or Principal

Reasons
- students are placed on this stage because they have not complied with Stage 2 requirements
  OR
- have committed a single serious misdemeanor
  OR
- have shown a pattern of misbehaviour across the school
  OR
- returning from suspension

Consequences
- students may be placed on ‘inschool suspension’
- students will have meetings with the School Counsellor and/or HT Welfare
- parents will be contacted to discuss the issues and to consider what happens on Stage 4
- students will be placed on a monitoring card for the duration of Stage 3 (two weeks)
- students will not represent the school at representative sporting teams, excursions, debating teams, musical groups, dramatic performances etc
- parent will receive an official warning letter of suspension

Important Notes
- students will be placed on Stage 3 for a duration of two weeks
- students who satisfactorily complete Stage 3 requirements will return to Stage 0
Port Hacking High School

Welfare/Discipline Stages

Stage 4
Suspension

Person(s) in Charge
Principal

Reasons
Immediate suspension:
- physical violence
- possession of a weapon
- possession or use of an illegal substance
Short suspension:
- continued disobedience
- aggressive behaviour
- safety of staff/students
Long suspension:
- use of a weapon
- serious criminal behaviour related to the school
- persistent misbehaviour
Expulsion:
- serious misbehavior
- unsatisfactory participation in learning (post-compulsory age)

Consequences
- the Principal will ask the student's parents to come to the school to discuss student's future
- student will be banned from representing the school as in stage 3 and alternative lesson arrangements may be made for some of student classes
- student will be suspended from school
- student will be recommended for placement in a suitable alternative program or school
- student may be recommended for expulsion from school
- student will be placed on Stage 3 when they return to school and referred to School Counsellor

Important Notes
Suspension and Expulsion are subject to the DET policy:
“Suspension and Expulsion of Students”
found at:
www.det.nsw.edu.au/policies
STUDENT RIGHTS AND RESPONSIBILITIES

The following code of conduct has been developed by the students and staff of Port Hacking High School to help create a positive and progressive environment, in which prime emphasis is placed on the development of self-discipline in each student.

<table>
<thead>
<tr>
<th>RIGHT</th>
<th>RESPONSIBILITY</th>
</tr>
</thead>
</table>
| 1. I have the right to be treated with respect and politeness. | • I have the responsibility to treat others with politeness and respect and to behave so that the community will be proud of the School.  
 • I have the responsibility to respect the authority of teachers.  
 • I have the responsibility to ensure any criticism or comment not be made to offend another individual. |
| 2. I have the right to be safe and happy and to be treated with understanding. | • I have the responsibility not to interfere with the safety of others and to treat them with understanding. |
| 3. I have the right to obtain the maximum benefit from all lessons and learn. | • I have the responsibility to take full advantage of lessons and not to interfere with other students’ right to learn. |
| 4. I have the right to be helped to learn self control. | • I have the responsibility to develop self control. In exercising my rights I should not interfere with the rights of others. |
| 5. I have the right to expect my property to be safe. | • I have the responsibility not to remove, damage or destroy the property of others. |
| 6. I have the right to enjoy pleasant, clean and well-maintained school buildings and grounds. | • I have the responsibility to care for the school environment - to help to keep it clean and tidy. |

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Please return this slip to your Year Adviser on the first day of school, 2012.

CONTRACT – PARENT / SCHOOL

I acknowledge that I have received the Port Hacking High School Code of Conduct (“the Code”). I have read, understood and support the Code and I agree to be bound by it.

Parent Name: __________________________  Parent Signature: __________________________

(please print)

Student Name: __________________________ Student signature: __________________________

(please print)

Principal: __________________________

Year Adviser: __________________________