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Information Disclaimer: While care has been taken to ensure that information contained in this publication is true and correct at the time of publication, changes in circumstances after the time of publication may impact on the accuracy of this information. Please refer to the PHS website or administration staff if you require any clarification.
# General Information

**Office Hours:** 8.30am – 3.30pm  
**Address:** 480 Argyle Street, Picton 2571  
**Website:** www.picton.h.schools.nsw.edu.au/  
**Email:** picton-h.school@det.nsw.edu.au  
**Phone Number:** 4677 1242  

## Contacts

**Senior Executive:** By appointment ONLY  
**Principal:** Mr Warren Parkes  
**Deputy Principals:**  
- Mrs Linda Vella Years 7 & 10  
- Mr Timothy O’Neill Years 8 & 11  
- Mr Andrew Stephens Years 9 & 12  
- Mr Mark Lucas Student Services

**Faculty Head Teachers:**  
- **English:** Mr Matthew Wilson  
- **Maths:** Mr Matthew Lee  
- **Science:** Mr Andrew Tann  
- **HSIE:** Mrs Miranda Dunn  
- **Home Economics:** TBC  
- **Industrial Arts:** Mr Steven Woodhouse  
- **Support Unit:** Mr Mark Lucas  
- **PE/ Health/sport:** Mr Matthew Tesoriero/ Mr Shayne Walsh  
- **CAPA:** Ms Jessica Gauci

**Head Teacher Wellbeing:** Ms Jaclyn Thompson  
**Head Teacher Secondary Studies:** TBC  
**Head Teacher Teaching and Learning:** Ms Rachael Hopewell  
**Head Teacher Administration:** Mr James McManus
General Information continued

Year Advisers 2020

Year 7  Ms Angelina Vujicic/ Ms Caitlyn Dennehy
Year 8  Mrs Penny Laidlaw/ Ms Justine Hill
Year 9  Mrs Donna Wilkinson/ Ms Chantal Page
Year 10  Ms Mia Westbrook/ Mr Michael Pickard
Year 11  Mr Wade Anderton/ Ms Lisa McLaughlin
Year 12  Mr Evan Jones/ Mrs Emma Stewart

Library:  Ms Mia Westbrook

Careers Advisor:  Mr Evan Jones

School Term Dates 2020

TERM 1 – TUESDAY 28 JANUARY TO THURSDAY 9 APRIL
School Development Day:  Tuesday 28 January
Students return to school:
Year 7/10/12:  Wednesday 29 January
Year 8/9/11:  Thursday 30 January

Autumn Vacation – Monday 13 April to Friday 24 April

TERM 2 – MONDAY 27 APRIL TO FRIDAY 3 JULY
School Development Day:  Monday 27 April
All Students return to school:  Tuesday 28 April

Winter Vacation – Monday 6 July to Friday 17 July

TERM 3 – MONDAY 20 JULY TO FRIDAY 25 SEPTEMBER
School Development Day:  Monday 20 July
All Students return to school:  Tuesday 21 July

Spring Vacation – Monday 28 September to Friday 9 October

TERM 4 – MONDAY 12 OCTOBER TO FRIDAY 18 DECEMBER
All Students return to school:  Monday 12 October

School Development Days:  Thursday 17 & Friday 18 December

Summer Vacation – Monday 21 December to Tuesday 26 January 2021
Dear Parents and Carers,

I would like to take this opportunity to warmly welcome you and your child to the Picton High School community.

Picton High School is a very exciting place to be, as we look forward to the completion of a state of the art comprehensive high school that will nurture the interests and potential of its students. This embodies our school philosophy of Creating Opportunities, Achieving Success where students are treated as individuals who all have different aspirations in their life journey.

We provide a comprehensive curriculum with a variety of different pathways to success. Not only do we provide a diverse and challenging academic pathway for our students, we also have a strong Vocational Education Program and have been honoured with the title of VET School of the Year previously. We are a ‘Visible Learning’ school that embraces future focus teaching and learning. We believe students should be creative, motivated, resilient reflective and adaptable, to ensure they are prepared for life beyond the school gates.

The school operates a strong wellbeing program that aims to support student participation in all aspects of school life. This includes opportunities to participate in a range of cultural and sporting activities as well as promote positive mental health.

We have highly skilled teachers who are not just passionate about delivering quality educational outcomes but are passionate about the school and its role in the wider community.

We look for opportunities to engage parents in our school and its decision making. We have a small and committed P&C which we would love more parents to join and we have a range of information and presentation activities that we encourage parent participation.

I look forward to talking with you and meeting with you in person and hope you and your child enjoy their time at Picton High School as much as I do.

Mrs Vella
Deputy Principal
Leadership Team 2020

Captains

Samuel Jenks  
Joshua Hawke

Vice Captains

Ethan Oddy  
Chloe Townsend

Prefects

Madelyn Goldie  
Alexandra Shanahan  
Bethany Shanahan  
Rachel Cager

Hannah Huxley  
Stephanie Gardner  
Lauren Turnbull  
Montana O’Rourke

Sports Captains

Kristina Dodd  
Joshua Chivers  
Paige Knapp
Bell Times

Each school day starts at 9:00am with a 10 minute roll call. School finishes each day at 3:10pm, except Wednesday which finishes at 1:40pm.

Students will follow a Week A and Week B timetable. Monday Week A consists of a five period day (60 minutes), all other days of Week A and Week B consist of four periods (75 minutes) except Wednesday which consists of three.

Years 7 and 8 participate in sport on Wednesday Week A and Years 9 and 10 participate in sport on Wednesday Week B. The week students participate in sport they will attend their period 1 lesson and sport runs period 2 and 3. Alternate year groups will attend periods 2 and 3 as normal.

### WEEK A – Monday

<table>
<thead>
<tr>
<th>Period</th>
<th>Monday</th>
</tr>
</thead>
<tbody>
<tr>
<td>Roll Call</td>
<td>9:00- 9:10</td>
</tr>
<tr>
<td>Period 1</td>
<td>9:10-10:10</td>
</tr>
<tr>
<td>Period 2</td>
<td>10:10-11:10</td>
</tr>
<tr>
<td>Morning Break</td>
<td>11:10-11:25</td>
</tr>
<tr>
<td>Period 3</td>
<td>11:10-12:25</td>
</tr>
<tr>
<td>Lunch Break</td>
<td>12:25-12:55</td>
</tr>
<tr>
<td>Period 4</td>
<td>12:55- 1:55</td>
</tr>
<tr>
<td>Afternoon Break</td>
<td>1:55- 2:10</td>
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<tr>
<td>Period 4</td>
<td>2:10- 3:10</td>
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</table>

### WEEK A – Tuesday to Friday

<table>
<thead>
<tr>
<th>Period</th>
<th>Monday</th>
<th>Tuesday</th>
<th>Wednesday*</th>
<th>Thursday</th>
<th>Friday</th>
</tr>
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<tbody>
<tr>
<td>Roll Call</td>
<td>9:00- 9:10</td>
<td>9:00- 9:10</td>
<td>9:00- 9:10</td>
<td>9:00- 9:10</td>
<td>9:00- 9:10</td>
</tr>
</tbody>
</table>

**Wednesday**
- Year 7 & 8 Sport: Period 1 lesson and sport runs periods 2 & 3
- **Wednesday A** (Periods 1-3 as normal Yr 9 & 10)

**Year 9 & 10 Sport:** Period 1 lesson and sport runs periods 2 & 3
- **Wednesday B** (Periods 1-3 as normal Yr 7 & 8)
Attendance at School

School commences at 9am and all students at school must attend roll call and be marked present for the day. Whether a student arrives at school by bus, is dropped off by a parent/carer or walks to school, once on school grounds they are not permitted to leave.

Lateness

If a student arrives late to school, they should proceed to their roll call room if prior to 9.10am. After this time, they need to attend ‘Student Central’ (see map: A02) to be marked present at school. Parents can either send a note with the student explaining their reason for being late or reply to the PHS absence SMS. Repeated unexplained lateness will be subject to the school’s disciplinary procedures.

Whole Day Absences

If a student is marked absent from school a reason must be provided by the parent/carer within 7 days of the absence. A SMS will be sent by the school which can be replied to. Alternatively, please call the school on 46771242 and speak to the Administration Staff or provide a note/Medical Certificate to the school. Please ensure the note contains the student’s name, year group, date of absence and detailed reason for absence.

Leaving School Early

If a student must leave the school early, a signed and dated letter from the parent/carer must be provided to the Deputy Principal explaining the reason. The Deputy Principal may ring to verify the note and it will be given to the student to take to ‘Student Central’ at the time they are needing to sign out. ‘Student Central’ staff will manage the sign out procedures.

Attendance Monitoring

Parents can monitor and check their child’s attendance at any time through the Sentra Parent Portal attendance Tab at https://pictonhs.sentral.com.au/portal/login.

Unexplained Absences

The Home School Liaison Officer (HSLO), attends our school each fortnight to follow up on absenteeism. Parents will receive phone calls and/or notes from the school and/or the Department of Education for interviews if a student’s attendance falls below expected levels or is of concern. Periodically, the HSLO runs attendance improvement days at the school where students are interviewed to determine how absences can be reduced.

Senior Flexi Pass

Senior students on reduced units are able to apply for a flexi pass at ‘Student Central’ if they don’t have a scheduled class in either period 1 or period 4. At all other times during the day, students must report to the Senior Study where their attendance will be recorded. Students who meet the requirements of a Senior Flexi Pass will need to attend ‘Student Central’ and be signed in or out of the school officially for the day.
Uniform at PHS

Through collaboration with community groups and in community forums it was decided that a school uniform will be worn by all students. At Picton High School we care about our students and their image in the community. The way students present themselves conveys a strong message about the students themselves and our school.

A uniform dress code reinforces in students pride in their own appearance, instills recognition of themselves as an integral part of the school community, and assists in developing pride in representing their school. Issues of equality, expense, and health and safety are also factors that contribute to the establishment of the Uniform Policy.

“The Department of Education supports the wearing of school uniforms by students and the upholding of high standards of dress by students and staff.”

THE UNIFORM PROCEDURES ARE AS FOLLOWS:

1. Period 1 Teachers will record all students out of uniform.

2. Students out of uniform without a valid reason will be issued with a uniform detention. These will take place during Lunch 2, Tuesday (Years 7 and 9), Thursday (Years 8 and 11), Friday (Years 10 and 12).

3. Students who are repeatedly out of uniform will be referred to the Uniform Officer for further follow up. Students will be supported in the purchasing of appropriate uniform.

4. If after this, the issue still remains unresolved a referral to their Deputy Principal will be made and consequences will be imposed in accordance with the school discipline procedure.

Sometimes there may be exceptional circumstances where school uniform cannot be worn. In these instances, a student must provide a written note from their parents and:

- Come to school looking neat and tidy. Singlets, tights, open shoes, crop tops, short shorts and similar items are not appropriate. Students deemed inappropriately dressed will be removed from school grounds and either be sent home to change or will be provided with a school uniform at school.
- Provide their parent note to their Deputy Principal who will issue an out of uniform pass prior to Period 1.
- Students who arrive after the bell must sign in at ‘Student Central’ and receive an out of uniform pass.
- If a student fails to follow correct procedures or is repeatedly out of uniform without a valid reason, the student will be required to complete a uniform detention.
- Teachers may request students to produce their uniform pass at any time. If a student is unable to demonstrate that they have complied with the above procedures, the teacher will log the matter on the school’s central database and the student will be required to a uniform detention.
- Students who persistently present to school without full school uniform, with or without a note, will be interviewed by the Year Advisor to develop a plan of support.

There is no reason for any student to be out of uniform. If you are experiencing financial hardship, please contact the Deputy of your child’s year group.
CORRECT SCHOOL SHOES

- Fully enclosed
- Lace Up
- Black LEATHER

INCORRECT SCHOOL SHOES

- Open/unenclosed
- Slip Ons
- Canvas or Synthetic Uppers

CORRECT SPORT SHOES

- Fully enclosed
- Provide ankle sport
- Appropriate to play sport

To be worn on Sports Days & during PE Lessons (only)

INCORRECT SPORT SHOES

- Open/unenclosed
- Slip on s
The school Uniform Shop is open:

**Tuesdays** 8.30am – 2.30pm

**Fridays** 8.30am – 10.30am

Alternatively, online purchases are also available: [http://www.daylighsportswear.com/picton/](http://www.daylighsportswear.com/picton/)

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**Daylight Sportswear Pty Ltd**
ABN 76 069 733 455
6 - 8 Lone Pine Pl, Smeaton Grange NSW 2567
Tel: (02) 4648 1066 Fax: (02) 4647 0143
Email: daylight@daylightcorp.com

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**Picton High School UNIFORM SHOP**

**Price List**

<table>
<thead>
<tr>
<th>NAME:</th>
<th>YEAR:</th>
<th>DATE:</th>
<th>REC#:</th>
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**Item**

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<tr>
<th>ITEM</th>
<th>PRICE</th>
<th>SIZE</th>
<th>QTY</th>
<th>TOTAL INCL GST</th>
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<td>Short Sleeve Senior White Blouse</td>
<td>38.00</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Girls Shorts</td>
<td>37.00</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Black Pleated Skirt</td>
<td>39.00</td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Black Girls Slacks</td>
<td>40.00</td>
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</tr>
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<td>Short Sleeve Senior White Shirt</td>
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<tr>
<td>Boys Beltloop Shorts</td>
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<td>Boys Beltloop Trousers</td>
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<tr>
<td>Junior Blue Polo</td>
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<tr>
<td>School Jacket</td>
<td>62.00</td>
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<td>School Sloppy Joe</td>
<td>37.00</td>
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<td>Microtex Shorts</td>
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<td>Microfibre Trackpants</td>
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<td>Sport Polo Shirt</td>
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<tr>
<td>Bucket Hat With Piping</td>
<td>13.00</td>
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<tr>
<td>School Tie</td>
<td>19.00</td>
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<td>Eco Bag</td>
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**Purchase Online: daylighsportswear.com/picton**

**MASTERCARD VISA EFTPOS NOW AVAILABLE, CHEQUES NOT ACCEPTED. NO LAYBY.**

**Prices are subject to change without notice.**

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**NOTE:**

**ORIENTATION DAY - UNIFORM SHOP WILL BE IN THE HALL**

**OPEN DURING SCHOOL TERMS, CLOSED PUBLIC HOLIDAYS**
‘Student Central’

Services located in ‘Student Central’ (see map: A02)

Sick Bay

If an accident, injury or illness occurs at school basic first aid will be administered and where appropriate parents/carers will be contacted. For this reason, it is essential that parents/carers inform the school if contact or emergency details have changed.

Health Care Plans and Medication

An individual health care plan formalises the support for students with complex health care needs. For example, this may be students who have allergies, anaphylaxis, asthma, or require medication administered in school hours.

Lost Property

Students are responsible for the safety of their own bag and personal equipment. PHS encourages that all student belongings be clearly marked with the student’s name. Enquiries regarding lost (or found) property are to be made at ‘Student Central’.

Student Sign In – Late Arrivals and Early Leavers

All students who arrive to school after roll call (9.10am) or are required to leave school before the end of day are required to attend ‘Student Central’ to sign in/out.

Uniform Shop

The PHS Uniform Shop, operated by Daylight Sportswear is located within ‘Student Central’. (Please refer to page 15 for further information).

School Counsellor

The School Counsellor’s office is located within the ‘Student Central’ Building.
School Communication

Sentral for Parents Portal Access

Manage all your children’s education progression on one platform.

The new parent portal and app empowers parents; keeps you fully updated and helps you manage and control everything related to your child’s education.

The Sentral Parent Portal Access/App has been designed for parents to be more informed and in control of information. This app makes it very easy to monitor and manage all aspects of your child’s education and interaction with the school.

All families will be provided a parent portal key from the school to activate your portal, and to link your child to your account, upon commencement at PHS.

Sentral’s parent portal provides parents with 24/7 access to their child’s data. Parents can log in to access their child’s report, attendance information and wellbeing details as well as updating family contact details and scheduling Parent Teacher Night bookings.

Features of Sentral for Parents:

1. BETTER INFORMED
   • Receive push notifications about everything that’s important for your child.

2. INFORMATION AT YOUR FINGERTIPS
   • Information that’s most relevant and needs your attention appears clearly on your mobile device.

3. COMMUNICATE EASILY
   • With our instant messaging feature, have conversations with the school staff and get the feedback you want.

To see how you can utilise Sentral to engage in your child’s education, please refer to the following video: https://vimeo.com/219935761

Sentral for Students Portal Access

Sentral’s Student Portal is a one-stop shop for everything your student community needs. Using their current individual login for the school network, students can access their timetable, attendance history and reports from anywhere at any time.

School Communication continued

PHS Website

The PHS website is a comprehensive resource offering parents, carers and students access to assessment tasks, important events and dates, permission notes and school policies and procedures.


PHS Facebook

The PHS Facebook page is a great way for students and parents/carers to stay in touch with current school events and information. However, please note the PHS Facebook page is not the recommended method of communicating with the school and it is requested that you observe a few basic rules:

1. Keep all comments respectful with no swearing or personal criticisms. Inappropriate content will be removed.
2. Please be aware of others’ privacy. Don’t post images or private or identifying details (including surnames) of children or adults without their permission.
3. DoE policy advises that staff should not be friends on social media with parents or students. Please respect their obligation by not sending them ‘Friend Requests’ and by understanding why they will not accept requests.

Parent – Teacher Nights

Our parent teacher nights are an ideal opportunity for parents and staff to meet each other, discuss student learning and progress and build partnerships to support your child’s learning. All bookings for parent teacher interviews are made via the Sentral Parent Portal, which provides a faster, simpler and more convenient way for you to organise interviews with your child’s teachers.
School Finance & Payments

'The PHS Finance Department is located within the Main Administration Office (see map: A01). Payment for excursions, book pack purchases, school fees and voluntary contributions can be made by cash, cheque, EFTPOS or POP (Parent Online Payments). Statement of Invoices will be issued in Term 1 and distributed to all students.

Please note payments can only be accepted by the office within office hours, outside of office hours it’s recommended to use the POP Parent Online Payment system. POP is a secure payment page hosted by Westpac. Payments can be made using either a Visa or MasterCard credit or debit card, and can be made via computer, tablet or mobile phone. The payment page is accessed from the front page of the PHS website by selecting ‘Make A Payment’. The POP system requires the following information to be entered; the student name and class or the students name and date of birth.
Who do I need to talk to?

**MY CHILD IS EXPERIENCING DIFFICULTIES WITH:**

**CLASSWORK, ASSIGNMENTS OR TEACHER MONITORING**

1<sup>ST</sup> CONTACT: CLASSROOM TEACHER

The classroom teacher needs to be the first point of contact for issues relating to class work, assignments, classroom behaviour or Teacher Monitoring Cards.

2<sup>ND</sup> CONTACT: HEAD TEACHER OF THE FACULTY AREA CONCERNED

The second point of contact should be the Faculty Head Teacher who can manage issues concerning assignments and Head Teacher Monitoring. The Head Teacher can make referrals to the Student Wellbeing and Support Team (SWST).

If the issue remains unresolved

3<sup>RD</sup> CONTACT: DEPUTY PRINCIPAL OF THE YEAR GROUP

The Deputy Principal of the year group can answer questions relating to Deputy Principal monitoring Cards and make contact with Faculty Head Teachers and Principal as needed. They are also able to make referrals to the SWST and other agencies.

**OTHER STUDENTS**

1<sup>ST</sup> CONTACT: CLASSROOM TEACHER

The classroom teacher can manage issues relating to minor classroom wellbeing.

2<sup>ND</sup> CONTACT: YEAR ADVISER

The Year Adviser should be contacted if wellbeing issues are ongoing.

3<sup>RD</sup> CONTACT: HEAD TEACHER WELLBEING

If an issue is more complex or serious the Head Teacher Wellbeing should be contacted, who is able to make referrals to the school counsellor, SWST, other agencies or provide other appropriate supports to students.

If the issue remains unresolved

4<sup>TH</sup> CONTACT: DEPUTY PRINCIPAL OF THE YEAR GROUP

The year group Deputy Principal can manage incidents involving DP Monitoring Cards, Formal Cautions, suspensions and make referrals where needed.
Go with the Code...

Discipline at Picton High School is based on the New South Wales Department of Education Behaviour Code for Students. The school has developed and refined a code of behaviour over the last few years that focuses around being a valued member of the school community and the dispositions of Visible Learning.

Discipline at Picton High School aims to support students in better decision making through the use of an extensive monitoring system, collaboration with parents and care givers, specialised staff and programs and the Department of Education’s Suspension and Expulsion Policy.

**Pride**
- Dress appropriately complying with the school uniform and dress code
- Keep your bookwork neat and organised
- Display exceptional behaviour in both the school community and the wider community
- Happily accept recognition publicly
- Become involved in school activities
- Keep the school environment neat and tidy

**Hight Expectations**
- Attend School every day (unless legally excused)
- Be at school on time
- Aspire and strive to achieve the highest standards of learning
- Be prepared to learn every lesson
- Be organised and submit work on time
- Live the dispositions of Visible Learning: be creative, motived, adaptable resilient and reflective

**Safety**
- Treat all members of the school community with respect and kindness
- Take personal responsibility for your actions
- Be in the right place at the right time
- Follow directions of staff at all times
- Avoid behaviour that is dangerous that cause injury to yourself or others
- Wear appropriate footwear and clothing in practical areas
Behaviour code for students
NSW public schools

NSW public schools are committed to providing safe, supportive and responsive learning environments for everyone. We teach and model the behaviours we value in our students.

In NSW public schools students are expected to:

- Respect other students, their teachers and school staff and community members
- Follow school and class rules and follow the directions of their teachers
- Strive for the highest standards in learning
- Respect all members of the school community and show courtesy to all students, teachers and community members
- Resolve conflict respectfully, calmly and fairly
- Comply with the school's uniform policy or dress code
- Attend school every day (unless legally excused)
- Respect all property
- Not be violent or bring weapons, illegal drugs, alcohol or tobacco into our schools
- Not bully, harass, intimidate or discriminate against anyone in our schools

Schools take strong action in response to behaviour that is detrimental to self or others or to the achievement of high quality teaching and learning.

Behaviour Code for Students: Actions

Promoting the learning, wellbeing and safety of all students in NSW Public Schools is a high priority for the Department of Education.

We implement teaching and learning approaches to support the development of skills needed by students to meet our high standards for respectful, safe and engaged behaviour.

Respect
- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships and think about the effect on relationships before acting
- Value the interests, ability and culture of others
- Dress appropriately by complying with the school uniform or dress code
- Take care with property

Safety
- Model and follow departmental, school and/or class codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others
- Avoid dangerous behaviour and encourage others to avoid dangerous behaviour

Engagement
- Attend school every day (unless legally excused)
- Arrive at school and class on time
- Be prepared for every lesson
- Actively participate in learning
- Aspire and strive to achieve the highest standards of learning

The principal and school staff, using their professional judgment, are best placed to maintain discipline and provide safe, supportive and responsive learning environments. The department provides a policy framework and resources such as Legal Issues Bulletins, access to specialist advice, and professional learning to guide principals and their staff in exercising their professional judgment. In this context the NSW Government and the Department of Education will back the authority and judgment of principals and school staff at the local level.
Student Expectations

Mobile Phones

The current process at Picton High School is that during class time mobile phones are in bags and either switched off or on silent. If you wish to contact your child during class time please contact the friendly office staff who will arrange for your child to come to the office and facilitate contact. Mobile phones cause a distraction in learning for both the student and other students in the class. Sometime early in 2020 the Department of Education will be releasing new guidelines for mobile phones in schools. Parents and carers will be informed and consulted when this information is made available.

Aerosol Cans

Aerosol deodorant, perfumes and body sprays are not permitted at PHS. Students are not permitted to bring aerosol deodorant to school or on school organised activities as they have been known to trigger asthma attacks and could have other negative impacts on students and staff.

Chewing Gum

Chewing gum is not permitted at PHS. Chewing gum presents numerous issues in a school environment; it is unhygienic and can contribute to the spreading of diseases; is costly to remove and can cause damage to school property and student uniforms.

Energy Drinks

The PHS P & C supports the Department of Education ban on selling energy drinks at PHS. Energy drinks do not comply with the Healthy School Canteen Strategy guidelines. Energy drinks can also be detrimental to the health of young people. Students are not to bring or consume energy drinks onto school grounds.
Student Expectations continued

Working in Practical Classrooms & Workshops

Entering Practical Classrooms and Workshops

When entering practical workshops or classrooms it is extremely important to do so in an orderly manner. Line up sensibly outside the room and wait for your teacher. Do not enter the classroom/workshop without the permission of your teacher. When entering the workshop be aware of your surroundings and DO NOT touch any projects, tools or equipment that may be present without direction from your teacher. Make sure bags are placed in the designated area.

General Behaviour

Follow all the teachers’ instructions. Work only on your own project and ensure it is stored away in its correct place at the end of each lesson.

Create a positive learning environment by encouraging others and using appropriate language when communicating. Do not touch other students’ projects or throw objects across the room or to peers. When the teacher is talking, listen and remain quiet to ensure all instructions are heard, this is vital in making sure correct techniques and tools are used in a safe manner so that high quality project work can be completed.

Notify the teacher of any injury or spills that occur in the classroom.

Clothing

As stated by the Department of Education, always wear leather upper shoes. Remove heavy and bulky coats, loose clothing and jewellery, and tie back long hair. Wear appropriate Personal Protective Equipment (PPE) when necessary e.g. safety glasses, apron, earmuffs and gloves.

Movement

Keep all movement around the classroom/workshop to a minimum and at a safe pace. Watch where you are going and keep clear of other people especially those using tools and machines. Carry tools/knives by your side, with the cutting edge facing down. Never lift objects which are too heavy, always ask for assistance.

Tidiness

Replace tools and equipment in their correct places promptly after use. Lay tools on their sides in the centre of the bench if you are going to use them again. Keep machines, benches and the surrounding floor clear from waste material. Clean up any mess and spills immediately and notify your teacher of any spills in the room. Clean equipment, immediately after use. Remember that cleaning is everyone’s responsibility!
Visible Learning

Picton High School is a Visible Learning School. Visible Learning is the result of 15 years’ research by John Hattie defines Visible Learners are students who can:

- Articulate what they are learning
- Explain the next steps in their learning
- Set learning goals
- See errors as opportunities for further learning
- Know what to do when they are stuck
- Seek feedback

Picton High School has integrated Visible Learning into all aspects of teaching and learning in order to provide students the skills to become independent learners who are able to recognise and monitor their own educational growth and achievement.

Several structures have been effectively implemented in the school, based on John Hattie’s research. These structures include:

- Using Learning Intentions and Success Criteria (LISC) in every lesson taught
- Implementing and integrating learning dispositions (outlined in the table below) into our school merit, behaviour monitoring and reporting systems
- Maintaining the use of the Visible Learning Language in our teaching and learning

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The learners at Picton High School are ...

<table>
<thead>
<tr>
<th>SELF-MOTIVATED</th>
<th>SELF-REFLECTIVE</th>
<th>RESILIENT</th>
<th>ADAPTABLE</th>
<th>CREATIVE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>IN ALL SETTINGS</strong></td>
<td><strong>IN LEARNING ENVIRONMENTS</strong></td>
<td><strong>IN ALL SETTINGS</strong></td>
<td><strong>IN LEARNING ENVIRONMENTS</strong></td>
<td><strong>IN ALL SETTINGS</strong></td>
</tr>
<tr>
<td>I keep myself safe</td>
<td>I create a positive learning environment</td>
<td>I take responsibility for my actions</td>
<td>I value others and celebrate diversity</td>
<td>I take the initiative to seek solutions</td>
</tr>
<tr>
<td>I attend school every day and come prepared to learn</td>
<td>I set challenging goals for myself and am ready to do my best</td>
<td>I am aware of how my actions impact others</td>
<td>I engage in positive relationships</td>
<td>I share great ideas</td>
</tr>
<tr>
<td>I know the steps to improve my learning</td>
<td>I take ownership of my own learning journey</td>
<td>I am able to resolve my issues and move forward</td>
<td>I seek help to resolve my learning needs</td>
<td>I make connections to the real world in my learning</td>
</tr>
<tr>
<td>I am able to effectively self-regulate</td>
<td>I am able to cope and thrive in the face of negative events or challenges</td>
<td>I use my mistakes as an opportunity to learn</td>
<td>I am able to respond to uncertainty and make changes to embrace opportunities</td>
<td>I use my imagination to invent or create something original</td>
</tr>
</tbody>
</table>
Student Recognition

Students are recognised for their efforts in academic, sporting, cultural and school spirit areas. Students are recognised at regular assemblies, Assembly of Achievement, Sports Presentation Night, Presentation night as well as on social media and the school website.

Merit awards are embedded into our Visible Learning framework and students work through different levels of achievement.

These entries are recorded on our SENTRAL school administration system around the dispositions of:

- Self-Motivated
- Reflective
- Resilient
- Adaptable
- Creative

**Merit Award:**
Awarded for receiving 10 positive entries for a single disposition

**Bronze Award:**
Awarded after receiving a Merit Certificate (above) for each of the 5 dispositions

**Silver Award:**
Awarded after receiving 2 Bronze Awards

**Gold Award:**
Awarded after receiving 2 Silver Awards
Student Welfare

Our approach to wellbeing at Picton High School is built on the foundations of the NSW Wellbeing Framework whereby we are committed to creating quality learning opportunities for young people to connect, succeed and thrive in an enabling and inclusive school environment.

As a school we take into account that wellbeing encompasses many dimensions of health which include the physical, emotional, social, mental, spiritual and environmental aspects of the individual.

Our approach to wellbeing ensures that students create meaningful and positive relationships which are shaped by the Picton High School values and expectations. Within our framework of values and expectations students are encouraged to become self-reflective, adaptable, self-motivated, resilient and creative students who are encouraged to become lifelong learners and responsible young citizens within society.

As a school we are dedicated to knowing and working with each student and their family, to ensure that the journey of learning is a shared and consultative process, in order for students to reach their full potential and personal goals.

We offer a range of support at Picton High School which includes year advisor tailored programs, these focus on building skills, attributes and resources that the young person requires in order to experience positive wellbeing.

All staff are responsible for fostering a positive climate and assist in monitoring and supporting the wellbeing of young people both in and out of the classroom.

Wellbeing Hub

The Wellbeing Hub is a central location for students to access wellbeing support at school. The Wellbeing Hub is built on the Student Wellbeing Framework which aims to ensure that all students have the opportunity to Connect, Succeed and Thrive in an Enabling School Environment.

The Wellbeing Hub provides tools and knowledge that assists in:

- Promoting the social and emotional development and wellbeing of students.
- Nurturing student responsibility and resilience.
- Building a positive school culture.
- Fostering respectful relationships.
- Responding to key contemporary issues and topics that impact on student wellbeing.

STYMIE

Stymie is an anonymous harm reporting tool that PHS proactively uses to support students to say something without fear. Students are empowered to stand up for their peers to disrupt the cycle of bullying, cyberbullying and harm; making PHS an even safer place to learn! All students are encouraged to visit the stymie website and make a notification if they see bullying happen at PHS!

Anti Bullying Plan 2019/2020

The beliefs and principles on which the PHS anti-bullying plan has been developed are that students and staff have the right to a safe environment where they can play, learn, work and express themselves without fear of victimisation. We strive to be an inclusive environment where diversity is affirmed and individual differences are accepted, respected and celebrated.

Our aim is to promote and provide a supportive learning environment for everybody. We endeavour to apply a transparent and consistent approach to reporting and responding to incidents of bullying. We encourage all members of our community to take a proactive approach in helping to minimize bullying behaviours.

The PHS school community will work together to resolve incidents of bullying in line with DoE guidelines because to ignore is to condone.

The complete Anti Bullying Plan can be viewed on the PHS website at https://picton-h.schools.nsw.gov.au/content/dam/doe/sws/schools/p/picton-h/localcontent/Anti_bullying_procedure_2018.pdf

Anti Racism

At PHS we reject all forms of racism. We are committed to creating a safe learning and workplace environment where students, staff and visitors are free of all forms of racism, including direct racism, racial vilification and harassment. All staff and students work together to eradicate racism by promoting acceptance of Australia’s cultural, linguistic and religious diversity. We aim to eradicate expressions of racism at PHS and challenge the attitudes that allow them to emerge and provide clear procedures to support those experiencing racism.

Anti Racism at PHS adheres to the values of PHS Code: Pride, High Expectations and Safety.

PHS has four qualified Anti Racism Officers (ARCO), Ms Dodd, Mr Lee, Mr Nicholls and Mr Tesoriero. The role of the ARCO is to receive and mediate complaints of a racial nature.

School Counsellor

School Counsellors are qualified teachers and psychologists that are employed by the NSW Department of Education to assist students with educational, social and emotional issues. There is a full time School Counsellors at PHS. Ms Willis can be located in the office next door to ‘Student Central’. To see the counsellor, you can:

- Make an appointment through the Year Advisor or Head Teacher Wellbeing
- Fill out a self-referral slip at the office
Sport

House System

Picton High School Houses have a long standing history at the school relating to our Nation’s First People. House Organisation is as follows:

**ARALUEN** Blue Surnames A-D
**BIRRABAN** Yellow Surnames E-L
**CALOOLA** Red Surnames M-R
**DERRIWONG** Green Surnames S-Z

Carnivals

Picton High School holds three full school carnivals each year, for 2020 these are:

Swimming           Wednesday 12 February 2020
Athletics           Friday 3 March 2020
Cross Country       Term 2 (date to be advised)

These are normal school days and we encourage parents to ensure students are in attendance to encourage pride, a sense of connectedness and belonging to their school.

Knock Out Teams & School Representation

Picton High School provides a plethora of opportunities for students to get involved in extra-curricular sporting competitions. There are Rugby League teams that span all ages as well as Netball, basketball and many other choices. The school also collaborates with primary schools on a variety of gala days in a variety of sports such as Tiger Tag.

This provides a great opportunity for students of all ability levels to represent the school, zone or region in their sport of interest or talent.

Please see Ms Page in the PE staffroom for more information.
Gymnastics

Gymnastics will be run in PE classes for Year 7 & 8, involving floor, tumbling, bars, balance beams, air floor, rings, ropes, vault, trampoline and mini-tramp.

On top of compulsory classes, there will be a “Picton High Gymnastics Team” selected to train for 6 months, once a week at lunchtime to compete in the SSW Gymnastics Competition in June. This team will be trained by Ms Wilkinson, an experienced gymnastics, trampolining and tumbling coach.

Cheerleading

Cheerleading “Bring It On” style will be running a performance team, involving stunts, tumbling and dance. Students will be selected to train from February - July, once a week at lunchtimes, committing to performing at various events and competitions in the first half of the year. All students are encouraged to try out from beginners to advanced students. If selected, it is vital to commit to practices as stunt work is not safe without all students present.

From July to December, there will be a smaller “Mini-elite Cheer Squad” chosen to train and compete, training 1-2 sessions per week, performing more advanced skills and tricks. Teachers will select these students from student’s abilities and commitments to sport.

Dance

Dance is an extra-curricular activity as well as an elective subject here at Picton High School.

Students get the opportunity to make up their own dances, learn to perform, create film using dance and design costumes all in the dance department. Students will be able to explore many genres of dance including hip hop, jazz, contemporary, street style, ballet but also dive into the making of a dancer like training and conditioning.

We have numerous troupes of all ability levels that rehearse weekly into perfect routines for performances. These performances can be at our school assemblies, local community events or even at school competitions like Wakkakirri and Dance Festival, in full costume and makeup.

Dance can be chosen as a sport which runs on Wednesday afternoons. This is a great time to learn and rehearse pieces for performances, but it also gives the students a chance to choreograph dances for their friends. Students can choose dance as a sport in any term regardless if your year group is selected to participate in house or external sport.
The school library is often described as the heart of the school, and it isn’t hard to see why at Picton High School! Our library is the central “hub” of the school community – a place for students to connect, collaborate, journey, and learn. In addition to being a place of learning for students and staff from all faculties and year levels, the school library can provide a comfortable, nurturing space in which to dream, play, explore, and create. Students are encouraged to come into the library to play, read, and study or just hang out with friends. The Non Fiction library also offers resources in an open plan learning environment. The library also offers a Homework club on Tuesdays during each Lunch break for extra assistance. We have over 50 games and activities to choose from and an extensive collection of non-fiction. We are open each lunch break most days……come and visit!

Mr Jones is the PHS Careers Advisor and can be located in the Careers Office which is in the Senior Study (G11). Please visit the Careers Office at break to seek advice or make an appointment. Mr Jones is able to provide students with current information about:

- Apprenticeships and traineeships;
- University and TAFE Courses: entrance requirements, scholarships and alternative entry pathways;
- Labour Market Trends;
- Group Training Providers;
- Employment: how to apply for a job, write a resume and cover letter and interview skills and preparation.
Aboriginal Education

Picton High AECG (NSW Aboriginal Education Consultative Group Inc)

Junior AECG’s provide advice and ideas that they have rather than parents and elders telling young people what they want. The Junior AECG’s structure provides leadership opportunities for youth to lobby for what they want and how they want it done.

Benefits of young people becoming junior AECG members:
- It gives young people a chance to provide input and ideas on issues relating to Aboriginal education and local events at their school or town.
- It helps young people develop important skills such as leadership skills, communication skills and public speaking skills
- It gives young people a voice and a way to express their opinions and perspectives
- It empowers young people in local communities to speak about youth topics and issues they face
- It helps them to engage in education and their local community

Aims of the Junior AECG
- To promote improvement in school
- Open to all Aboriginal students Year 7 – 12
- To empower Aboriginal and Torres Strait Islander students through real and active participation in school decision making
- To provide a forum for Aboriginal students
- To promote Aboriginal Education
- To promote “school spirit”
- Support members could be; the Principal, Aboriginal Community Liaison Officer (DET), Teachers, and/or an Aboriginal Education Consultant
Drama Club

Drama club is a very fun club run every week for all the ‘drama kings’ and ‘drama queens’ out there. It is a special space where students can explore drama and acting for the fun of it. We work through several drama activities including improvisation and role plays. The group meets weekly to create, devise and put together little skits and performances for the school and other performance opportunities.

We do a lot of collaborating with other faculties, for example music, for Musical Theatre pieces and Dance for a ‘storytelling performances.’ The drama group will be involved in casting opportunities for future musicals and shows, however any ability level and experience is welcome – the more the merrier.

Environmental Club

‘Show your worth, save the Earth’

PHS’s Environmental Club members believe that school is a great way to get students energised about taking care of the Earth and the community whilst learning about some of the most important issues facing the world in the 21st century. The Environmental club hope to inspire, motivate and give students opportunities to make positive changes in their school environment.

The Environmental club meet each week. All students are welcome to join and contribute thoughts and ideas. The mission of the environmental club is to:

- Provide students with the opportunity to learn more about their surroundings and participate in projects at school and in the community
- Promote environmental awareness and develop social and life skills to increase student awareness of environmental issues and give them the ability to make a change
- Provide opportunities for students to become directly involved in a variety of projects relating to the environment
- Promote awareness of environmental issues and the responsibility and opportunity each of us have to make a difference.
Student Representative Council

The PHS Student Representative Council (SRC) provides an avenue for students to express views and become part of the decision making process with regard to issues that affect the student body. It also provides an opportunity for students to take on leadership roles as they will be responsible for upholding and developing a culture that encourages students to live the school values of Picton Code and the traditions of PHS both within the school and in the wider community.

The Student Representative Council (SRC) at Picton High School represent students and their views. This opportunity gives us an avenue to express our views and become part of the decision-making process about issues that affect the student body. It also provides us with an opportunity to develop leadership and teamwork skills to assist in school and community-based programs and projects, attend school and community-based events, organise fundraising for charity. Some examples include attending ANZAC Day and Remembrance Day ceremonies, organising and running regular whole school assemblies, organising Jeans for Genes day, RSPCA Cupcake Day, White Ribbon Day, Valentine’s Day and Christmas candy cane fundraiser. We also attend a meeting once a week to talk about our ideas and organise all our events. Being part of the SRC is fun, educational and you get to make a lot of new friends.

SRC President

PHS: P & C Association

On behalf of Picton High School P & C Association, we would like to welcome all parents/carers and students to PHS. We extend to you our hospitality and look forward to you joining us as active members of the P & C. As P & C members we actively contribute to supporting the PHS students and its community: bringing together parents, students and teaching staff to promote the best interests of the school; undertaking fundraising activities to assist with the provision of new and improved student facilities and equipment; as well as collaborating and contributing to educational issues and policy development.

In recent years, PHS P & C has contributed to the design and introduction of the new PHS uniform and also with the implementation of a voluntary P & C levy and several fundraising activities we were able to purchase new computers for the school.

The PHS P & C Association meets twice a term. An SMS is sent to parents advising details of the meetings. We welcome all parents and community members, new and returning. For any further information on joining the PHS P & C please do not hesitate to contact PHS Administration on 46771242. Come along, participate and contribute to your school!

Mrs Toni Turner
PHS P & C President
Canteen

PHS Canteen operates according to the guidelines of the *Healthy School Canteen Strategy*. The *NSW Healthy School Canteen Strategy* is all about giving students across NSW a taste for healthy foods and to make the healthy choice, the easy choice. The Strategy addresses NSW school canteens to support healthy growth and development of students.

The school canteen is open before school and at each break (morning, lunch and afternoon) for students to make purchases.

Transport

Buses

*Picton Buslines* provides transport to and from PHS for students residing in the Wollondilly Shire. Being a School Student Transport Scheme (SSTS) travel company, *Picton Buslines*, is able to provide eligible students with travel to and from school at no cost to the parents or guardians. To check your child’s eligibility or to make an application for free travel, please refer to the *Picton Buslines* website.

Details of bus services can be located on the *Picton Buslines* website.

Students travelling to school by bus will access the school grounds using the temporary entrance on Argyle Street.

Car Travel & Parking

The PHS Administration Office is accessible from Wonga Road (opposite the Wollondilly Shire Council Nursery and Animal Facility). Parking is limited in this area. The construction of the Wonga Road roundabout may result in further changes to visitor parking and school access. Please refer to the PHS website and Facebook page for up to date information regarding parking access and restrictions.
Emergency Procedures

Bushfire Emergency

In the event of a bush fire emergency an “Emergency” announcement will be sounded over the school PA system. Students are to remain in their classrooms and follow the directions of the class teacher. If the “Emergency” announcement sounds whilst students are at break, they are to proceed to their next timetabled class.

Evacuation

In the event of an emergency evacuation an “Evacuate” announcement will be sounded over the school PA system. Students are to follow the directions of the class teacher.

Lock Down

A lockdown will be initiated when there is a credible threat to student and staff safety. In the event of a school lockdown a “Lockdown” announcement will be sounded over the school PA system. Students will remain within their classroom and are to follow the directions of the class teacher. If students are in the playground when the announcement is sounded they are to take shelter in their nearest classroom or the school hall and await further instructions. In some instances, a LOCK OUT may be implemented where Senior Executive will be responsible for securing the school perimeter and monitoring for any potential issues. Students may be directed to remain in their classroom and outdoor activities may be suspended.
School Map