



# **STUDENT HANDBOOK**

**WELCOME TO PICTON HIGH SCHOOL 2024**

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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 2024

**Office Hours:** 8.30am – 3.00pm

**Address:** 480 Argyle Street, Picton 2571

**Website:** [www.picton.h.schools.nsw.edu.au/](http://www.picton.h.schools.nsw.edu.au/)

**Email:** [picton-h.school@det.nsw.edu.au](mailto:picton-h.school@det.nsw.edu.au)

**Phone Number:** 4677 1242

**SENTRAL Parent Portal:** <https://pictonhs.sentral.com.au/portal/login>

## Contacts

**Senior Executive: By appointment ONLY**

**Principal:** Luke Farthing

**Deputy Principals:** Matt Tesoriero Years 7 & 10

Amy Packer Years 8 & 11

Tim O'Neill Years 9 & 12

Olga Tesoriero Years 7 – 12 Inclusion

## Faculty Head Teachers:

**English** Matthew Wilson

**Maths** Bret Metcalfe

**Science** Katrina Walker

**HSIE** Miranda Dunn

**TAS** Steven Woodhouse

**Support Unit** Teagan Hunter

**PE/PD/Health** Shayne Walsh

**CAPA** Jessica Cunich / Brandon Madern

**Sport** Donna Wilkinson

**Head Teacher Wellbeing:** Rachael Hopewell, Penny Laidlaw & Morgan Reason

**Head Teacher Secondary Studies:** Evan Jones

**Head Teacher Administration:** James McManus

**ARCO:** Belinda Dodd

**Stage 4:** Darren Baker

**Stage 5:** Siobhan Dougherty

**Stage 6:** TBA

# General Information 2024

## Year Advisers 2024

<b>Year 7:</b>	Jeremy Austin/ Ally Francis
<b>Year 8:</b>	Melanie Aitken/ Lian Holloran
<b>Year 9:</b>	Lisa McPhee/ Emmett McCoskery
<b>Year 10:</b>	Jessica Mant/ Scott Miranda
<b>Year 11:</b>	Angelina Vujicic/ Brooke Baxter
<b>Year 12:</b>	Jack Pearce/ Karley Stoddern

**Library:** Ms Alana McHale

**Careers Advisor:** Mr Evan Jones

## School Term Dates 2024

### TERM 1 – FRIDAY 30 JANUARY TO THURSDAY 12 APRIL

School Development Day: Tuesday 30 January

School Development Day: Wednesday 31 January

**Students return to school:**

**Year 7/11/12:** Thursday 1 February

**Year 8/9/10:** Friday 2 February

**Autumn Vacation – Monday 15 April to Friday 26 April**

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### TERM 2 – MONDAY 29 APRIL TO FRIDAY 5 JULY

School Development Day: Monday 29 April

**All Students return to school** Tuesday 30 April

**Winter Vacation – Monday 8 July to Friday 19 July**

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### TERM 3 – MONDAY 22 JULY TO FRIDAY 27 SEPTEMBER

School Development Day: Monday 22 July

**All Students return to school:** Tuesday 23 July

**Spring Vacation – Monday 30 September to Friday 11 October**

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### TERM 4 – MONDAY 14 OCTOBER TO FRIDAY 20 DECEMBER

**All Students return to school:** Monday 14 Oct

School Development Day: Friday 20 Dec

**Summer Vacation – Monday 23 December to Thursday 30 January 2025**





# Principals Message

Dear Parents and Carers

I would like to take this opportunity to warmly welcome you and your child/children to Picton High School. We provide a diverse and challenging academic pathway for our students. We also have a strong Vocational Educational (VET) Program that commences around year 9. We have been honoured with a past title of VET School of the Year. We are a 'Visible Learning' school that embraces future focus teaching and learning practices. We believe students should be creative, motivated, resilient, reflective, and adaptable, to ensure they are prepared for life beyond the school gates. At Picton high School, school uniform is compulsory. In 2024 year 7, year 11 and any student wishing to get a uniform will purchase the new design. Within three years all students will then be in the new school uniform.

We do not accept interruptions to classroom learning by poor behaviour or the use of unnecessary distractions. Students will be supported with difficulties but not at the expense of students striving to achieve their best. As per NSW Department of Education policy mobile phone use is banned from all schools.

Picton High School has been operating within the Wollondilly Community for over six decades and has recently undergone some significant changes. Our old brick school was demolished in 2019 and a new school was built. We moved into the new buildings in March of 2021. The school continues to invest in facilities that continue to be installed. Playground and sporting facilities and machinery for students to use, are some examples. The most significant building innovation we are working on currently is the refurbishment of our school hall. It was not included in our new school designs, but the community felt that the 30 year old hall needed a refurbishment. It should have been completed in 2022 however; delays caused by environmental factors beyond the builder's control, to the building company going into receivership the completion did not occur. Unfortunately, I have no completion date as of time of printing.

In this new high school campus students will increasingly access learning online, anytime, and anywhere. Connections with their learning can happen online and even outside of school hours. Your child may have been exposed to digital resources in primary school such as Google Classroom and One Note. At Picton High we still access these however, we utilise an online learning system called Canvas. Your child will be able to tell you more about our learning systems over the year. The world of work outside of school is changing and we want our students to have every advantage. Next year's year 7 learning programs will not only build an understanding of traditional subject areas, but they will also undertake units of works that will operate across many subjects, robotics and coding, environment and climate and many other possibilities.

The school operates a strong wellbeing program that aims to support student participation in all aspects of school life. This includes a range of activities such as, leadership, cultural programs, sporting activities as well as a range of adolescent growth and personalised support programs.

We look for opportunities to engage parents in our school and its decision making. We have a committed P&C which we would love more parents to join.

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

Luke Farthing

Principal

# Leadership Team 2024

## School Captains



Lilly Kaya



William Timbs

## Vice School Captains



Jessica Davis



Coen Furtner

# Leadership Team 2024

## School Prefects



Lucia Brooks



Aimee Claydon



Charlotte Jenks



Byron Keating



Jack Maher



Dharini Pandian



Timothy Rowe



Liam Sutcliffe

# Bell Times

Each school day starts at 9:00am. Rolls are taken at the beginning of the day and where possible, every period. School finishes each day at 3:10pm except Tuesday's classes finish at 1.10pm. followed by a student break until 1.40pm.

For 2024 early buses will be available on Tuesdays departing from 1.10pm for most students to be transported home. Regular 3.10pm buses also still run on Tuesdays.

**Years 7 and 8 participate in sport on Tuesday Week B and Years 9 and 10 participate in sport on Tuesday Week A.** The week students participate in sport they will attend their period 1 lesson and sport runs period 2, 3 and 4. Alternate year groups will attend periods 1 – 4 as timetabled finishing at 1.10pm with a student break until 1.40pm.

Students will follow a Week A and Week B timetable. All days (except Tuesdays) consist of five periods of 60 minutes.

## Week's A & B

Period		Monday	Tuesday	Wednesday	Thursday	Friday
Roll Call	10	9:00- 9:10	9:00- 9:10	9:00- 9:10	9:00- 9:10	9:00 - 9:10
Period 1	60	9:10-10:10	9:10-10:10	9:10-10:10	9:10-10:10	9:10 - 10:10
Period 2	60	10:10 - 11:10	10:10 - 11:00	10:10 -11:10	10:10 -11:10	10:10 - 11:10
Morning Break	30	11:10-11:40	11:00 -11:30	11:10-11:40	11:10-11:40	11:10 -11:40
Period 3	60	11:40-12:40	11:30 -12:20	11:40-12:40	11:40-12:40	11:40 -12:40
Period 4	60	12:40 - 1:40	12:20 -1:10	12:40 - 1:40	12:40 - 1:40	12:40 - 1:40
Afternoon Break	30	1:40- 2:10	1:10- 1:40	1:40 - 2:10	1:40 - 2:10	1:40 - 2:10
Period 5	60	2:10 - 3:10		2:10 - 3:10	2:10 - 3:10	2:10 - 3:10



# 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' 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 Sentral 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



# 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, instils 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:**

**Any students wearing the incorrect uniform will be provided with the correct pieces for the day.**

### **Processes for out of uniform**

- 1** Students out of uniform will be sent to the front office prior to roll call and will be issued with the correct pieces of uniform they are missing which is to be worn for the day.
- 2** Students will be given a uniform slip which will allow them to come back up to the office 15 minutes before the end of the day bell to return the uniform to be washed.
- 3** Out of uniform incidents will be created and recorded and issued with a Lunch 1 detention.
- 4** Students who refuse to change into the school uniform will be placed into an allocated learning space for the day with work to complete. This will include detentions in the first instance for Lunch 1 and Lunch 2. The second occurrence of this will be accompanied with a formal caution and the third incident of refusal to comply with uniform may lead to the student being placed on a suspension.

# Yeronga Uniform Shop

## Uniform Shop

The PHS Uniform Shop, operated by Yeronga Uniforms is located at -

Shop 8 – 148 Remembrance Drive (Corner of Larkin Street) Tahmoor

**Online shop:** <https://www.yerongauniforms.com/product-category/schools/picton-high-school/>

## Trading hours at Tahmoor

Tuesday: 9.30 – 4.30

Wednesday: 9.30 – 4.30

Thursday: 12.00 – 5.30

**Trading hours and prices see below and is continually updated on our PHS Facebook**  
<https://www.facebook.com/pictonhighschoolofficial/>



**YERONGA  
SCHOOL  
UNIFORMS**  
*We like to feel proud of them too.*

### PRICE LIST Picton High School

*The Experienced School Uniform Specialist*

Our mission is to help our communities dress their students with ease in premium quality school uniform that is affordable.

#### Yeronga School Uniforms

**Trading Hours**  
Tuesday 9.30 – 4.30  
Wednesday 9.30 – 4.30  
Thursday 12.00 – 5.30

**January Trading Hours**  
Tuesday 9.30 – 4.30  
Wednesday 9.30 – 4.30  
Thursday 9.00 – 5.30  
Friday 9.00 – 12.00

**Payment Details**  
EFTPOS / Credit Card  
Layby Available

**Tahmoor**  
Shop 8 – 148 Remembrance  
Driveway Tahmoor 2573

P: 02 7255 0658  
E: [tahmoor@yerongauniforms.com](mailto:tahmoor@yerongauniforms.com)

[www.yerongauniforms.com](http://www.yerongauniforms.com)

Uniform	Size	Price
<b><u>GIRLS</u></b>		
Blouse S/S Senior (Yr 11-12) White & Logo	All Sizes	\$43.00
Blouse S/S Junior (7-10)	All Sizes	\$43.00
Polo Short Sleeve Junior (Yr 7-10) Sky & Grey Logo	All Sizes	\$40.00
Skirt (Yr 7-12) Grey & Sky Check	All Sizes	\$48.00
Pants (Yr 7-12)	All Sizes	\$50.00
Skorts (7-12) Grey & Sky Check (Please Note Limited Stock)	All Sizes	\$39.00
<b><u>BOYS</u></b>		
Shirt S/S Senior (Yr 11-12) White & Logo	All Sizes	\$36.00
Polo Short Sleeve Junior (Yr 7-10) Sky & Grey Logo	All Sizes	\$40.00
Elastic Shorts (Yr 7-12) Grey	All Sizes	\$43.00

Uniform	Size	Price
<b><u>UNISEX</u></b>		
School Jacket Grey & Sky Logo	All Sizes	\$70.00
Sport Polo Grey, White, Sky	All Sizes	\$40.00
Sport Shorts Grey, White, Sky	All Sizes	\$33.00
Sloppy Joe Grey	All Sizes	\$45.00

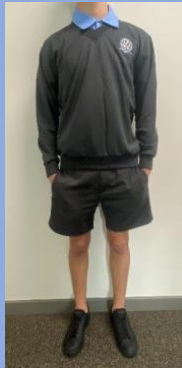
Prices subject to change without notice

Nov 2023

# Yeronga Uniform Shop



**Junior Boys Uniform variations**



**Junior Girls Uniform Variations**



## **Senior Girls and Boys Uniform**

**Variations of shorts, skirts, long pants, jumpers, and jackets are the same as the junior uniform above.**

# School Shoes

## CORRECT SCHOOL SHOES

**Fully enclosed  
Lace Up  
Black LEATHER**



## INCORRECT **X** 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 **X** SPORT SHOES

**Open/unenclosed  
Slip ons**





# Support Unit

In 2024, the Picton High School Support Unit will consist of eleven classes.

These classes support students with a disability through access to specialised learning spaces, smaller class sizes, specialist staff and an adjusted curriculum.

Support Unit staff work with students, families and school staff to create and implement Personalised Learning and Support Plans (PLaSPs) which establish individualised goals for each student to work towards. All support students are challenged to meet their academic goals through access to mainstream or lifeskills curriculums.

Picton High School's Support Unit students are offered a range of opportunities over their educational journey, which may include:

- ◆ Access to a quieter playground space as well as school wide playground spaces Support Unit Camp
- ◆ Community based learning experiences
- ◆ Involvement in looking after our bush tucker and vegetable garden. Access to mainstream classes including electives (year 9 & 10)
- ◆ Work experience (years 10-12) TVET courses (year 11 and 12)

**Teagan Hunter**

**Head Teacher Support**

**Picton High School**



# Student Central

## **Services located in 'Student Central' 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**

If your child has a medical condition or requires medication to be administered during school hours, please provide information – noting there are specific forms on the Picton High School website under the 'Supporting our students' & 'Student health and safety' tabs for asthma/anaphylaxis/ prescribed medications/individual health care plans. These plans should be completed in consultation with a medical practitioner. If your child requires prescribed medication during school hours, we request that it is provided in a Webster pack for safety of administration. If you have any questions, please phone 46 771 242 between 8.30am-3.30pm Mon-Fri.

<https://picton-h.schools.nsw.gov.au/supporting-our-students/student-health-and-safety.html>

## **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 (9.20am) or are required to leave school before the end of day are required to attend 'Student Central' to sign in/out.

## **School Counsellor Wellbeing staff**

The School Counsellor and Wellbeing office is located within the 'Wellbeing Hub' Building A. Students can make a self-referral at Student Central.

# School Communication

## Sentral for Parents Portal Access



The Sentral Parent Portal Access/App has been designed for parents. This app makes it very easy access to your child's school reports each semester and booking teachers for parent teacher nights.

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.

Parents can log in to access their child's school reports. Student Reports: Year 7 – 11 students reports are issued at the end of term 2 and 4 via 'sentral for parent' portal. Year 12 student reports are issued at the end of term 1 and term 3 via 'sentral for parents' portal. An access 'key' is issued and posted home to new parent/carers early term 1.

<https://pictonhs.sentral.com.au/portal/login>

## 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.

## Parent – Information Nights

During the course of the year parents will also be invited to various information nights on a range of topics; subject selection, vocational education, literacy and many parent information sessions that become available.

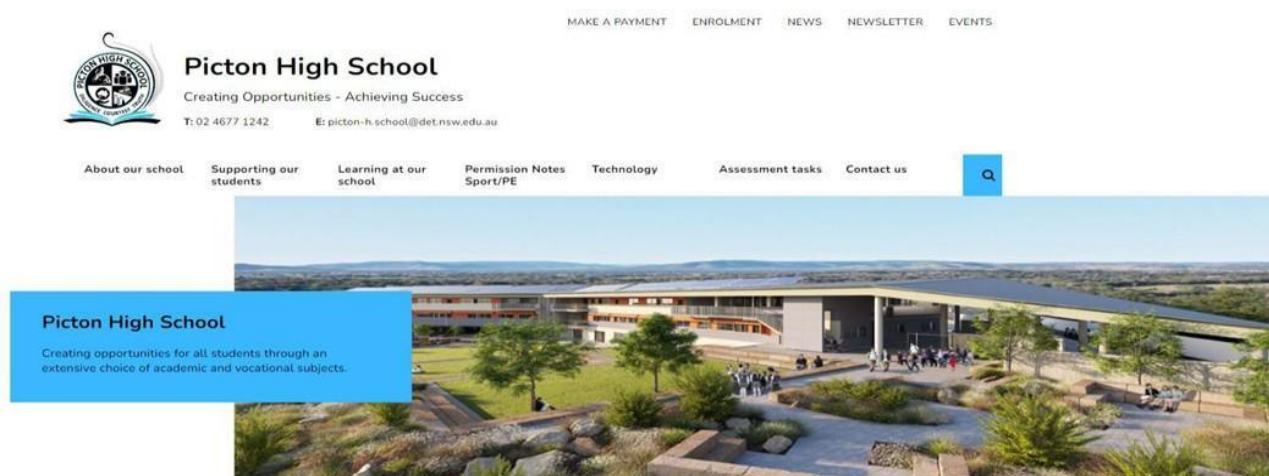


# School Communication

## PHS Website

The PHS website is a comprehensive resource offering parents, carers and students access to assessment tasks, important events and dates, school policies and procedures and updates from the NSW Department of Education.

<https://picton-h.schools.nsw.gov.au/>



## 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 a method of communicating with the school and it is requested that you observe a few basic rules:



Keep all comments respectful with no swearing or personal criticisms. Inappropriate content will be removed and reported.

Please be aware of others' privacy. Don't post images or private or identifying details (including surnames) of children or adults without their permission.

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.

# School Communication



Picton High School uses School Bytes for all correspondence, excursion, and payments.

**A current email address is required to facilitate this process.**

## Correspondence

School Bytes allows schools to send personalised email correspondence to parents/carers such as newsletters and general notifications including:

Personalised email correspondence, newsletters and general notifications are emailed to parents/carers. Students sport selections are made through School Bytes for students to select their sport each term.

Once the sport selection is made, a sport permission note and payment link will be emailed to parents/carers. Excursion information permission notes and a direct secure link for payment are emailed to parents/carers. Multiple email addresses per family can be setup to ensure no one misses out on important communications.

School Bytes portal will be available for you to register and begin using once your child is enrolled at PHS.

**Link: <https://portal.schoolbytes.education> Or use the APP below on your mobile device**

## What is the School Bytes portal

The School Bytes portal provides flexibility for you to conveniently:

- Make school payments online
- Use a family credit to pay for an activity or school contributions
- Download a receipt for payments made
- View all historical payments in one place
- Complete and submit digital permission notes
- View the status of all permission notes
- Request a refund if required



This can be done where you want at any time: day or night. Through the portal, you will easily be able to download a receipt, have access to view all historical payments when needed. Online payments are processed in real-time and can be viewed by school staff immediately. Parent payments via credit/debit cards are processed through Westpac's Parent Online Payment (POP) system.

While our preference is for payments to be made via the portal, we will still accept payment via cash, cheque, money order and EFTPOS.

**School Bytes' system seamlessly integrates with the Westpac POP system which eliminates the need for School Bytes to store any sensitive payment information. School Bytes is a Level 1 PCI DSS certified service provider and can provide our attestation of compliance (AOC) upon request.**



# School Finance & Payments



The PHS Finance Department is located within the Main Administration Office. Payment for excursions, purchases, school fees and voluntary contributions can be made by cash, cheque and School Bytes Online Payment (see page 17). Statement of Invoices will be issued in Term 1 and distributed via School Bytes emailed to all parent/carers.

Please note payments can only be accepted by the office within office hours (8.30 – 3.00), outside of office hours it's recommended to use the Parent Online Payment system through School Bytes which 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 School Bytes online payment system requires that the school has an updated email address on your child's record.**

## Student Contributions

### Year 7 & 8

Our school requires students in Year 7 & 8 to pay for certain costs that comes with studying at high school.

### School contribution costs:

#### Year 7

Voluntary Contribution - \$25  
P&C Fundraising Levy - \$20  
Visual Arts - \$30  
Industrial Arts - \$80

#### Year 8

Voluntary Contributions - \$25  
P&C Fundraising Levy - \$20  
Music - \$30  
Home Economics - \$80

### Years 9/10 & Years 11/12

All fees and contributions can be found in the relevant year's subject selection booklets.

# Who do I Talk to?

## My Child is Experiencing Difficulties With

### Classwork, Assignments or Teacher Monitoring

**1st Contact: Classroom Teacher**  
The classroom teacher needs to be the 1<sup>st</sup> point of contact for issues relating to class work, assignments, classroom behavior or teacher Monitoring Cards.

If the issue remains unresolved

### 2<sup>nd</sup> Contact: Head Teacher of the Faculty Area Concerned

The 2<sup>nd</sup> 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)

### 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

**1st Contact: Classroom Teacher**  
The classroom teacher can manage issues relating to minor classroom wellbeing.

**2nd Contact Year Advisor**  
The Year Advisor 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.

### 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.

# Behaviour Code

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

All Settings	Learning Environments	Playground	Off Site Activities	Assemblies	Transition	Buses
<ul style="list-style-type: none"> <li>• wear your uniform appropriately at all times ensuring that it is ironed and wash.</li> <li>• I treat all people with - respect and embrace difference.</li> <li>• I involve myself in school activities.</li> <li>• celebrate diversity and show respect to others.</li> </ul>	<ul style="list-style-type: none"> <li>• I respect all equipment and learning spaces.</li> <li>• I keep my book work and online learning environments well organised.</li> <li>• I respect others work.</li> <li>• I can work 'Online, Offline, Reset' and leave surroundings better than what I found then.</li> <li>• I am willing to accept feedback.</li> </ul>	<ul style="list-style-type: none"> <li>• I care for the school gardens and grounds.</li> <li>• I use the rubbish bins.</li> <li>• I am mindful of other classes still in progress.</li> <li>• I respect the trees and gardens.</li> </ul>	<ul style="list-style-type: none"> <li>• I represent Picton High School by putting my best self forward.</li> <li>• I use appropriate language.</li> <li>• I am respectful in the community.</li> <li>• I am polite and courteous.</li> </ul>	<ul style="list-style-type: none"> <li>• I respond appropriately to speakers and award winners.</li> <li>• I sing the National Anthem.</li> <li>• I accept recognition happily.</li> <li>• I save my applause until the end.</li> <li>• I listen to guest speakers.</li> </ul>	<ul style="list-style-type: none"> <li>• I acknowledge others positively during transition.</li> <li>• I use appropriate and safe behaviour while moving around the school.</li> <li>• I transition to class when the bell goes and listen to teacher instructions.</li> </ul>	<ul style="list-style-type: none"> <li>• I stay in my school uniform.</li> <li>• I stay where I need to be at all times.</li> <li>• I am respectful and follow the instructions of the bus driver and teachers on duty.</li> <li>• I am a role model.</li> </ul>

## High Expectations

All Settings	Learning Environments	Playground	Off Site Activities	Assemblies	Transition	Buses
<ul style="list-style-type: none"> <li>• I am on time and meet all deadlines.</li> <li>• I respect peers and teachers.</li> <li>• I care for classrooms and their content.</li> <li>• I have my hat and phone off unless directed by the teacher.</li> <li>• I attend school every day unless I have a good reason.</li> </ul>	<ul style="list-style-type: none"> <li>• Cooperativity teachers and other students.</li> <li>• I use the dispositions of Visible Learning.</li> <li>• I am prepared and ready to learn.</li> <li>• I submit work on time.</li> <li>• I ask for help or feedback when I need it.</li> <li>• I work to my personal best.</li> </ul>	<ul style="list-style-type: none"> <li>• I move off promptly when the bell goes.</li> <li>• I use all outdoor equipment appropriately.</li> <li>• I stay in the designated Stage area.</li> <li>• I understand passive areas are for passive play.</li> </ul>	<ul style="list-style-type: none"> <li>• I treat community property with respect.</li> <li>• I respect all offsite venues and staff.</li> <li>• I use appropriate language to suit the environment.</li> <li>• I am culturally sensitive.</li> <li>• I hand my note and money in on time.</li> </ul>	<ul style="list-style-type: none"> <li>• I sit in my correct class.</li> <li>• I keep my hands and feet to my yourself.</li> <li>• I listen to speakers and sit quietly.</li> </ul>	<ul style="list-style-type: none"> <li>• I know my timetable and where I should be.</li> <li>• I avoid running when transitioning.</li> <li>• I am prepared to leave before the bell when I am on the basketball courts.</li> <li>• I line up, enter, and exit the room appropriately</li> </ul>	<ul style="list-style-type: none"> <li>• I make sure that I know my correct bus / route.</li> <li>• I treat the bus driver and members of the public with respect.</li> <li>• I am on time.</li> <li>• I have a plan B if I miss my bus.</li> </ul>

# Behaviour Code

## Safety

All Settings	Learning Environments	Playground	Off Site Activities	Assemblies	Transition	Buses
<ul style="list-style-type: none"> <li>I follow school rules, school expectations and the behaviour code.</li> <li>I follow adult instructions the first time.</li> <li>I follow emergency procedures in the event of an evacuation or lockdown.</li> <li>I do not use my device to film or take photos of students, staff or community members.</li> <li>I am an upstander.</li> <li>I take responsibility for my actions.</li> <li>I respect the personal space of others.</li> </ul>	<ul style="list-style-type: none"> <li>I enter and exit the rooms safely and only leave with written permission.</li> <li>I don't use equipment unless instructed to.</li> <li>I wear appropriate clothing and footwear.</li> <li>I am respectful when using online learning platforms.</li> </ul>	<ul style="list-style-type: none"> <li>I stay in bounds.</li> <li>I only use equipment for its intended use.</li> <li>I move in and out of the bathrooms promptly.</li> <li>I am hygienic.</li> <li>I keep toilets clean.</li> <li>I use my own money at the canteen and wait my turn.</li> </ul>	<ul style="list-style-type: none"> <li>I obey teacher instructions.</li> <li>I stay with my teacher at all times.</li> <li>I do not use my device to film or record students or staff.</li> <li>I cross the road at traffic lights and crossings where possible.</li> </ul>	<ul style="list-style-type: none"> <li>I keep my hands and feet to myself.</li> <li>I enter the hall in a calm manner</li> <li>I don't move the furniture unless instructed.</li> </ul>	<ul style="list-style-type: none"> <li>I move when the bell goes.</li> <li>I keep to the left while walking between classes.</li> <li>I report unsafe behaviour to a teacher.</li> </ul>	<ul style="list-style-type: none"> <li>I line up in an orderly fashion.</li> <li>I remain seated in the hall.</li> <li>I allow primary school students to alight the bus first.</li> <li>I have my bus pass ready and travel on the correct bus.</li> <li>I cross the road safely.</li> </ul>

## Picton High Merit System

Merit Tally	House Points	Award Progression
10 Merits	5 Points	1 <sup>st</sup> Bronze Award
20 Merits	10 Points	2 <sup>nd</sup> Bronze Award
30 Merits	15 Points	3 <sup>rd</sup> Bronze Award
40 Merits	20 Points	1 <sup>st</sup> Silver Award
50 Merits	25 Points	2 <sup>nd</sup> Silver Award
60 Merits	30 Points	3 <sup>rd</sup> Silver Award
70 Merits	35 Points	1 <sup>st</sup> Gold Award
80 Merits	40 Points	2 <sup>nd</sup> Gold Award
90 Merits	45 Points	3 <sup>rd</sup> Gold Award
100 Merits	50 Points	1 <sup>st</sup> Platinum Award
110 Merits	55 Points	2 <sup>nd</sup> Platinum Award
120 Merits	60 Points	3 <sup>rd</sup> Platinum Award
130 Merits	65 Points	1 <sup>st</sup> Multi-Platinum Award
140 Merits	70 Points	2 <sup>nd</sup> Multi-Platinum Award
150 Merits	75 Points	3 <sup>rd</sup> Multi-Platinum Award

# Student Expectations

## Mobile Phones

**As from term 4 2023 NSW Department of Education has banned all student's use of mobile phones in all schools.**

**Go to for NSW Department of Educations mobile phone policy - <https://education.nsw.gov.au/policy-library/policies/pd-2023-0480>.**

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. Students who are found to be using their phones in class will be sent to the office where their device will be securely placed in a Yondr pouch, the student will at the end of the day return to the office to have the pouch unlocked. Persistent misuse of mobile devices will result in disciplinary action.

**Go to PHS website to view the most up to date Picton High School Electronic Devices Policy**

## 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 on school grounds.



# Student Expectations

## 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 Behavior

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 jewelry, and tie back long hair. Wear appropriate Personal Protective Equipment (PPE) when necessary eg safety glasses, apron, earmuffs, and gloves.



# Student Wellbeing

## Wellbeing information for parents' carers and the community

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.

We have several staff available all day to assist students in need. 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.

# Student Wellbeing

## Anti Bullying Plan 2020/2023

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 Picton High 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/2022-web-uploads/2022\\_Anti\\_bullying\\_procedure.pdf](https://picton-h.schools.nsw.gov.au/content/dam/doe/sws/schools/p/picton-h/2022-web-uploads/2022_Anti_bullying_procedure.pdf)**

**More info go to NSW government education website: <https://education.nsw.gov.au/schooling/schooling-initiatives/anti-bullying>**

**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 two qualified Anti Racism Officers (ARCO), Ms Dodd and Mr Martin (stage 6). The role of the ARCO is to receive and mediate complaints of a racial nature.

**More info go to NSW government education website : <https://education.nsw.gov.au/schooling/schooling-initiatives/anti-bullying>**

## 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 Counsellor at PHS which is located in the wellbeing unit. To see the counsellor, you can:

**Make an appointment through the Year Advisor or Head Teacher Wellbeing  
Fill out a self-referral slip at Student Central.**

# Sport Leadership Team

## Sport Prefects



**Josh Gordon**



**Emily Milton**



**Picton High Schools representing SSW at  
CHS 2023 Gold medal winners open boys 100m relay team.  
Liam G, Cody H, Cody V and Calem B**

# Sport

## House System

Picton High School has 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**

**CALOOOLA Red Surnames M-R**

**DERRIWONG Green Surnames S-Z**

## Knock Out Teams & School Representation

Picton High School provides a plethora of opportunities for students in extra-curricular sporting competitions. There are many sport and leisure activities including.

- Rugby League
- Softball
- League Tag
- Gymnastics
- Cricket
- Tennis
- Oz Tag
- Netball plus more

The school also collaborates with primary schools on a variety of gala days in a range of sports such as Tiger Tag.

These sports provide a great opportunity for students of all ability levels to represent the school, zone, or region in their sport of interest or their own talent.

Please see the Representative Sports Coordinator should you have any questions about representative sporting teams & events.

## Carnivals

Picton High School holds three full school carnivals each year. For 2024 these are:

Swimming Term 1 – 6th Feb  
Athletics Term 1 - TBA  
Cross Country Term 2 - TBA

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.

## Dance

In 2024 Picton High School will be holding tryouts for students to get students involved in the Dance Performance Team. Selected students will be expected to attend dance and tumbling sessions times & attend special events including.

- Southern Stars
- Local community events such as Thirlmere Steam Festival

Students may be asked to attend additional training sessions leading up to special events.

Other opportunities in dance involve programs run during PE lessons where students can make up dances in hip hop, jazz or line dancing.

An Aboriginal and Torres Strait Islander Dance Group is also run at school where students perform at assemblies, primary schools, and special events.



# Library

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. 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!



# Careers



Mr Jones is the PHS Careers Advisor and can be located in the Careers Office in AS001. Please visit the Careers Office at break times 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 Junior 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
- Helps students 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.

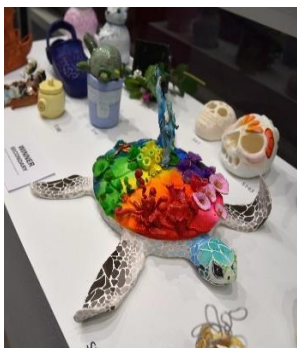


**Ms Dennehy**

# Enviromental 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 fortnight. 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 the community.

**Winning artwork curtesy of Felisha Wiid year 11 2023**

- 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.

**Mrs Dodd**

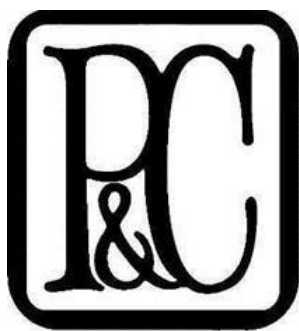
# Student Representative Council

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**

## 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 Susan Jenks**  
**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 make 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.

**CASH and physical keycard payments only NO mobile phone payments.**





# Canteen

## PICTON HIGH SCHOOL

### DAILY SPECIALS

MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
<b>Mexican Street Bowl</b> \$6 Mexican beef, rice, cheese, corn, cornchips & sour cream	<b>Loaded Wedges</b> \$6.50 Wedges, chicken, cheese, sour cream & sauce	<b>Pasta Bolognese</b> \$6 Pasta with beef in rich tomato sauce	<b>Beef Kebabs</b> \$7 Beef, lettuce, cheese & BBQ sauce	<b>Pizza Bar</b> \$4.50 BBQ chicken or cheese

#### CLASSICS @ PHS

Mexican beef nachos  
 Creamy chicken pasta  
 Veggie lasagne

#### BURGERS

Oll's Chicken Burger  
 Peri Peri Chicken Burger  
 Chicken Caesar Burger  
 Veggie Deluxe Burger  
 Cheese Burger

#### FAVOURITES

Meat Pie  
 Sausage Roll  
 Cheese & Spinach Roll  
 Potato Wedges  
 Corn Cak  
 Chicken Strip  
 Snack Wrap  
 Hot Dog  
 Open Garlic Melt

#### GOLD COIN BREAKFAST

Hash Brown  
 Cheese Toastie  
 Ham & Cheese Toastie  
 Chicken Wrap  
 Fruit Snap

PO Pre-Order by 8am  
 PO Pre-Order by 8am  
 PO Pre-Order by 8am  
 PO Pre-Order by 8am  
 PO Pre-Order by 8am

Special dietary requirements please see Canteen Manager

## SANDWICH BAR

Chicken, Lettuce & Mayo  
 Ham & Cheese  
 Salad  
 Egg & Lettuce  
 Ham, Cheese & Tomato  
 Tuna, Lettuce & Mayo  
 Ham & Salad  
 Chicken & Salad  
 Tuna & Salad  
 Cheese

## GLUTEN FREE

Beef Pie  
 Sausage Roll  
 Chicken Burger  
 Gluten Free Sandwiches & Wraps  
 With lettuce & gluten free mayo  
 Prices from \$5.50.  
 Please discuss with canteen manager

## SIDES N SNACKS

Frozen Juice Icy  
 Muffin  
 Frozen Slushie  
 Whole Fruit

## DRINKS

Water  
 Sports Water  
 Milkshake  
 Thickshakes  
 Oak Milk  
 Ice Break  
 Hot Milo  
 Gatorade  
 Diet Bottles  
 Diet Can  
 Popper Juice

## OL'S CLASSIC ROLLS

Chicken Schnitzel  
 Peri Peri Chicken  
 Salad Roll

## WRAPS

Peri Chicken Wrap  
 Chicken, lettuce & peri mayo  
 Ham Wrap  
 Ham, tomato, lettuce & cheese  
 Salad Wrap  
 Lettuce, tomato, cucumber, carrot and mayo  
 Chicken Caesar Wrap  
 Chicken, lettuce, bacon, cheese & caesar dressing

## SALAD Bar

Fruit Snap  
 Fruit Tub  
 Chicken Caesar Salad  
 Chicken Pasta Salad  
 Oriental Noodle Salad  
 Power Bowl

## MEAL DEAL

\$2.50 BOTTLED WATER  
 With any sandwich / salad / wrap

PO Pre-Order by 8am  
 PO Pre-Order by 8am  
 PO Pre-Order by 8am  
 PO Pre-Order by 8am  
 PO Pre-Order by 8am

Special dietary requirements please see Canteen Manager

## Simplify your school life.

We have partnered with Flexischools, to make school lunches even easier.

1 Order online at anytime  
 2 Enjoy cashless convenience  
 3 Pay with Visa, Mastercard, PayPal or direct deposit

### Set up your account

- Download the Flexischools App**  
Note: for iPhone and iPad please select 'Allow' notifications.
- Login/Register**
  - Already a Flexischools user** – Enter your details and login. To save your login details select 'remember me'.
  - New Flexischools user** – Click 'Register', enter your email address and follow the instructions in the email to set up your account. Once your account is set up, add new student; search for their school, enter student details and select their class.
- Top Up Your Account**  
To make ordering fast and simple, you can set up automatic top ups in your 'User Profile'.

### Order

- Place your Order**  
On the app home screen, scroll down to view your school services such as canteen and uniforms. Then **swipe left and right** to view all available services.
- Make your Selection**  
Find the service and press 'Order', then select the items you wish to order.
- Make Payment**  
Select your payment option and complete payment to place your order.

10 years supporting the school community  
 Committed to healthy eating  
 Over 1,500 happy schools

flexischools

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# 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.

**All year 7 and other new students in 2024 will need to apply (if eligible) for a new bus pass. Go to <https://transportnsw.info/tickets-opal/ticket-eligibility-concessions/school-student-travel> to apply for a new bus pass which is then approved by PHS and issued by mail from Picton Buslines late January.**

Details of bus services can be located on the Picton Buslines website. Students travelling to school by bus will access the school grounds from Argyle Street bus bay.

## Car Travel & Parking

Do not stop in the school bus bay between 8.00am and 9.10am or between 3.00pm and 4.10 pm. The PHS Administration Office is accessible from Argyle Street minimal parking is available in the carpark at the entrance of Picton High School.

Please refer to the PHS website and Facebook page for up to date information regarding parking access and restrictions.

# Emergency Procedures

## 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.



# Contact Information



0246 771 242



[picton-h.school@det.nsw.edu.au](mailto:picton-h.school@det.nsw.edu.au)



480 Argyle St Picton 2571



[picton-h.schools.nsw.gov.au](http://picton-h.schools.nsw.gov.au)

