

# Chatham High School

Excellence • Innovation • Opportunity • Success



## Chatham High School Information Booklet 2021

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## TERM DATES

TERM	FIRST DAY OF TERM	LAST DAY OF TERM
<b>Term 1 for students</b>	Friday, 29 January 2021	Thursday, 1 April 2021
<b>Term 2 for students</b>	Tuesday, 20 April 2021	Friday, 25 June 2021
<b>Term 3 for students</b>	Tuesday, 13 July 2021	Friday, 17 September 2021
<b>Term 4 for students</b>	Tuesday, 5 October 2021	Thursday, 16 December 2021

## PARENTS & CITIZENS ASSOCIATION AND ABORIGINAL EDUCATION CONSULTATIVE GROUP

The Chatham High School Parents and Citizens Association meets on the third Monday of each month in the Q Block Common Room at 7.00 pm. This allows parents to become actively involved in their child's education. All parents and carers are invited to join the P & C Association and to attend its meetings. The AECG meets twice a term at schools in the Taree area on rotation. If you would like details on the next AECG meeting please contact the school.

### ***How can you help your child in High School...***

1. Be involved whenever possible.
2. Attend Parent / Teacher interviews.
3. Ensure your child has the appropriate equipment, including books and pens.
4. Ensure your child attends school regularly. Irregular attendance, poor behaviour and bad grades are often closely linked.
5. Join the P&C Association and/or the AECG.
6. Volunteer in the school canteen. The canteen is run by the P&C with all profits going back to the school. The canteen is always in need of volunteers and would appreciate any help you can offer, even a few hours or one day a month would make a difference to your children.
7. Ensure your child wears our school uniform.
8. Parents / Caregivers should contact the school if they have any queries or concerns about their child's progress.
9. Support the school by encouraging your child to follow the Code of Conduct.

## COMMUNICATIONS

Communication with parents is an important aspect of our school. Students play a key role in this process. *You are the essential link in the chain.*

1. **Sentral** is our preferred communication platform which will keep you informed about everything happening at our school. With Sentral, you will have the ability to track attendance and assessment tasks, book Parent Teacher Interviews on line and communicate directly with your child's teachers. To log on to Sentral you must register at <https://chatham.sentral.com.au/portal/register> using the access key provided by us, then download the free app. Please contact us if you have not received your key.
2. If you would like to keep up-to-date with events at Chatham High School, please check our facebook page <http://www.facebook.com/chathamhightareeofficial>. This is the ONLY official page created by Chatham High School, Taree. School policy and other information can be found on our website <http://www.chatham-h.schools.nsw.edu.au>
3. **Student notices** are produced daily and read during roll call. The notices contain information about important meetings, excursions, competitions, debating, rehearsals, sporting information etc.
4. **Interviews** - Parents are encouraged to make interview appointments with staff whenever they see a need or have a concern. The best people to contact are The Principal, Deputy Principals or your child's Year Adviser. They can arrange contact with teachers as necessary.
5. **Parent / Teacher Interviews**, commencing at 3.45pm, are conducted twice yearly during Term 1 and Term 3. These are designed for parents / carers to discuss, at greater length, student's progress. It is recommended that wherever possible your son / daughter participate in the interview. Students should book appointments with their teachers. Booking sheets are distributed to students, who arrange appointments with their teachers. Please take the opportunity to speak to all your child's teachers.
6. **Visiting the School** - Parents are encouraged to visit the school as the need arises. However, it is departmental policy that parents sign in and out at the Front Office. Please ensure you have called ahead to make an appointment with the staff member.



## PREPARED FOR LEARNING

When students come to school ready to learn they have a greater sense of belonging to their school community and a greater sense of responsibility for their own learning. Well-prepared students allow teachers to spend more time on teaching instead of supplying and collecting equipment.

Following is the list of equipment required for all students, Years 7-10 at Chatham High School. Senior students will be advised by their class teachers.

Book packs are available from Officeworks in Taree or may be purchased separately from any stationery supplier.

Checklist:

- |   |                                       |
|---|---------------------------------------|
| •1 x 192 page book (English)              | •2 x black, red and blue pens         |
| •1 x 240 page grid book (Maths)           | •1 x Casio fx-82AU PLUS II calculator |
| •1 x 96 page book (LOTE)                  | •1 x 10cm protractor                  |
| •1 x 128 page book A4 (Geography)         | •1 x compass                          |
| •1 x 96 page book A4 (History)            | •1 x sharpener                        |
| •1 x 192 page book (Science)              | •1 x large eraser                     |
| •1 x 96 page book (PDHPE)                 | •1 x HB pencil                        |
| •2 x 48 page books (Technology Mandatory) | •1 x glue stick                       |
| •1 x display folder with plastic sleeves  | •1 x ruler                            |

# UNIFORM



## Chatham High School Uniform



Senior  
School  
Uniform



Junior  
School  
Uniform



### Girls Uniform

#### Junior - Years 7-10

Green and white check uniform with white tab.

Green and grey Chatham High polo shirt

White button up shirt with CHS logo

Grey skirt or black shorts

Black long pants

Bottle green jumper with CHS logo

#### Senior – Years 11 and 12

Green and white check uniform with white collar and grey tab

Green and grey Chatham High polo shirt

White button up shirt with CHS logo

Green check skirt

Black shorts or long pants

Bottle green jumper with CHS logo

## **Boys Uniform**

### **Junior - Years 7-10**

Green and grey Chatham High polo shirt

White button up shirt with CHS logo

Grey or black shorts

Grey or black long pants

Bottle green jumper with CHS logo

### **Senior – Years 11 and 12**

Green and grey Chatham High polo shirt

White button up shirt with CHS logo

Grey or black shorts

Grey or black long pants

Bottle green jumper with CHS logo

We supply bottle green blazers and ties for official occasions

## **Footwear**

Black shoes

It is a requirement of the Department of Education that all students wear leather or other appropriate, protective footwear in all practical lessons.

Students are also advised to wear footwear which is suitable for the general school environment such as enclosed shoes, which are flat, that have a good grip and fit well.

Chatham High School's school uniform can be purchased from both Workwise, in Elizabeth Street, Taree and Lowes, in Manning Mall. Our clothing pool is with the Head Teacher Welfare in B Block. Donations of uniforms are always welcome. Where needed, student assistance is available to assist families purchase uniforms.

## MOBILE PHONE POLICY

The staff and P&C of Chatham High School acknowledge that most students and their families own a mobile phone. It is recognised that some parents/carers request their child carry a mobile phone to school for before and after school safety and security reasons.

However, our core business is the pursuit of quality teaching and learning in an environment free from unnecessary distractions or disruptions. To this end, our mobile phone policy has been developed with support from students through the SRC, parents through the P&C and staff at Chatham High School based on results from student and staff surveys. The full policy can be accessed on the school website.

Students bring mobile phones to school at their own risk. The school and members of staff will not be held responsible for any loss, damage to, or theft of mobile phones, or for the investigation of any such loss or damage. Therefore, the school strongly discourages the bringing of mobile phones to school by students.

### Communication with School and Students

- Parents wishing to contact their child should phone the school on 65522588 and our Administration staff will contact the student.
- Students needing to phone home during the day should do so via the front office with the permission from a Head Teacher, Deputy Principal or the Principal.
- Students who are feeling unwell must report to front office where Administration staff will contact parents and direct the student to sick bay until they are collected by their parent or carer.

The key points of Chatham High School's Mobile Phone Policy are:

- No mobile phones or electronic devices are to be used at any time in the classroom unless at teacher direction.
- If a student breaches this policy and fails to comply with teacher directions, the mobile phone may be confiscated and a letter may be sent home.
- For repeat offences, parents or carers may be required to collect the device from the school.

**Note: It is a criminal offence to use a mobile phone to menace, harass or offend another person.**

**Legislation** - Students must not take photographs or videos or recordings of other students or staff. They must not contact staff by phone unless given specific permission to do so on a particular occasion eg. An overnight field trip where phone contact is required. Breaches of these rules are not only a serious matter under the school's discipline code, but could also breach legislation such as Children and Young Persons Care and Protection Act, Privacy Act and Workplace Health and Safety Act.

**Examinations and Tests** - The mobile phone can provide an opportunity to cheat in examinations and tests. Therefore, phones must be turned OFF and secured in students' bags. "Mobile phones are not permitted in an examination room under any circumstances" (Board of Studies, NSW Students online 2015). If caught with a mobile phone, students risk their examination paper being cancelled.

**This policy was made in consultation with students, staff and P&C from Chatham High School June 2015. The complete policy can be found on our website <http://www.chatham-h.schools.nsw.edu.au>. It should be read in conjunction with the NSW Department of Education's [Student Discipline in Government Schools Policy](#).**



At Chatham High School  
*learning means mobile phones are*

**OFF AND AWAY  
ALL DAY**





## ATTENDANCE

If a student is away from school, a note from a Parent or Carer explaining the absence must be provided on their immediate return to school. Books of absentee slips are available from the front office for you to complete and hand in at the front office. When you are aware that an absence is going to be more than 2 days you will need to notify the school. Absences need to be justified with a valid reason such:

- Sickness (In cases where sickness is in excess of four school days, the school may request a medical certificate detailing the nature of the illness and the duration).
- Visits to Doctors, Dentists, Optometrists and other specialist services. (These appointments should be made outside school hours where possible).
- Misadventure and unforeseen events e.g. accident, flood.
- Participation in special events e.g. Eisteddfod.
- Family holiday unable to be taken within the normal school vacation period.
- Family reasons e.g. serious illness or death of an immediate relative, moving residence.

**Absences will be marked as an Unjustified Absence if:**

- A note is not provided **within 7 days** of the absence (whether there was a good reason for the absence or not).
- A note is received but there is **no reason** or **the reason is unacceptable** (e.g. shopping, hairdresser appointment, parent gives permission to leave school without any of the reasons stated above).

## SCHOOL CONTRIBUTIONS

With the agreement of this school's community it is intended to seek, from parents and guardians, a Voluntary General School Contribution. Our school values your contribution as this will significantly improve the resources made available to students for all areas of their education.

Funds raised will be used for the following: library books, printing and photocopying costs, student and parent notices, recording media, sporting equipment, student booklets, and other items that support student education.

The funds from the General School Contribution will need to be supplemented by other school activities and funds raised by parent organisations for the benefit of students.

Should you wish, please contact the school to discuss any difficulties including exemptions, support and options for payment by instalments.

### General School Contribution 2021

Junior School (Years 7 to 10)	\$60.00
Senior School (Years 11 to 12)	\$65.00

Students will be required to bring money to school to pay for such things as bus trips, excursions, entry fees to swimming pool, tennis and ten-pin court hire, competition fees, sporting venue fees, entrance fees for visiting performers, drama, music groups etc.

## CHECK IN

“Check In” is a whole school initiative committed to building on strengthening the respectful, positive relationships of students with their peers and staff at Chatham. The daily learning experiences of the “Check In” program aims to build on feelings of belonging and wellbeing within the school community supporting the social, emotional and educational wellbeing of students.

“Check In” will provide an organised program of activities where students have regular opportunities to meet with an identified staff member who can provide advice, support and assistance to help students fulfil their potential. Consequently, fostering confidence in students in identifying a staff member they can turn to when in a moment of need and starting the day in a positive manner to set the tone for their learning.

“Check in” occurs at the beginning of the school day and runs for twenty minutes. Within this time rolls will be marked, notices read to students then a “Check In” lesson will occur with the class. Each week the lessons will focus on varying themes linked to the emotional, social and educational wellbeing of students at Chatham.

At times students may carry out surveys to gain an insight into the possible future directions for Check In- what the students feel would be most useful for them as the year progresses, along with “Checking In” on how they are feeling emotionally.

## STUDENT ASSISTANCE SCHEME

Student Assistance funding is available from the school to help low income families with some of the schooling expenses for their children. Applications for Student Assistance are available from the school for any parent or carer who has a real need of financial help to pay for a child’s school expenses. As funds are limited each application will be considered by a committee, then funds allocated on the merits of each application.

## STUDENT REPRESENTATIVE COUNCIL (SRC)

This is a group of students within the school who have been elected by their peers. They are expected to be people who care about the school and its surrounds and work together as a team.

The function of the student Representative Council (SRC) is to help the school in decision making and fundraising. They are involved in most school activities including the organisation of school socials. The SRC is an exciting activity in the school where students are able to promote new ideas and achieve fulfilling results

The representatives are nominated by their peers. The nominees address a year assembly and are then voted for by their year group. At least one boy and one girl are to be elected for each Year, except for Year 7 who are expected to elect 2 boys and 2 girls.

<b>Year 7</b>	Four representatives.
<b>Years 8, 9 and 10</b>	Four representatives from each year.
<b>Year 11</b>	Six representatives.
<b>Year 12</b>	Eight senior leaders are elected including the two school captains and two vice captains.

Any student or teacher may observe at Council Meetings provided they approach the Chairperson before the start of the meeting.

## ***What does the SRC do for you?***

The SRC

- Encourages school spirit and pride
- Identifies and voices student opinions and ideas
- Assists and represents students at school functions and in the community
- Assists the organisation and running of student activities and socials
- Works to improve student facilities
- Supports charities
- Most importantly, it is a student voice. Support SRC so that they can support all students!

## **EXTRA CURRICULA ACTIVITIES**

Students are encouraged to participate in School Musicals, Art Exhibitions, Concerts, Drama Teams, School Bands, the Vocal Group, Debating Teams, Sporting Teams and the AMCF (Australian Children's Foundation) Workshops.

### **EXPECTATIONS FOR ATTENDING SCHOOL BASED ACTIVITIES**

Chatham High School continues to set high expectations for all its students and staff. All students have an equal opportunity to excel in their given disciplines. To represent the school or attend an excursion the student must firstly be a good representative for the school. A student may be prohibited from attending a school organised activity while:

- on suspension
- on a whole school monitoring red card
- on an attendance monitoring card
- the student has one or more outstanding NESA Course Warning Letters where the due date for completion of the task is on or before the date of the excursion. (A student can redeem this by completing the task to the teacher's satisfaction and then be available for representation/excursion).
- there are outstanding mandatory elective fees

## **HOMEWORK**

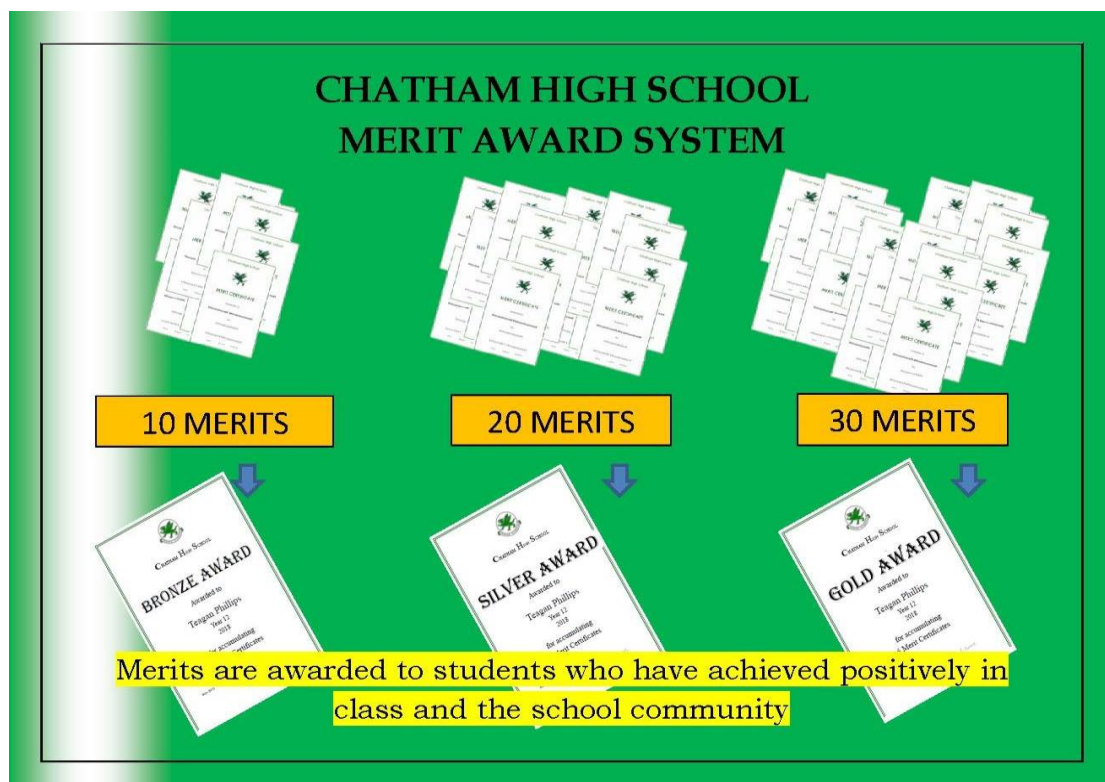
Homework is a useful method of reviewing work done in class, as a means of extending work previously done and as preparation for work to be attempted at a future date. Essays and projects are set well in advance so that there is no overload on students at any particular time. In the case of assignments, many students leave the work to be done until the last minute, and are then swamped with work, and little time. With planning and organisation, no homework assignment need cause this problem. The use of a school homework diary will make it possible for students to keep track of due dates for all homework and assignments. Students should check with their teachers if they are unsure of what to do.

## PBL POSITIVE BEHAVIOUR FOR LEARNING

At Chatham High we promote Positive Behaviour for Learning through our expectations of Respect, Safety and Learning.

RESPECT	SAFETY	LEARNING
<ul style="list-style-type: none"> <li>• We follow instructions</li> <li>• We speak politely</li> <li>• We care for others and property</li> </ul>	<ul style="list-style-type: none"> <li>• We wear correct uniform</li> <li>• We are in the right place at the right time</li> <li>• We move around safely</li> </ul>	<ul style="list-style-type: none"> <li>• We do our best</li> <li>• We are prepared</li> <li>• We allow others to learn</li> </ul>
		

## MERIT AWARD SYSTEM



## BELL TIMES

Chatham High School    2021 Bell Times V2					
Mon - Fri		Length	Tues		Length
Check-In Whole School Assembly (Mon 1) Year Meetings (Mon 2)	9:00 - 9:20	20 mins	Check-In		20 mins
Period 1	9:20 - 10:20	60 mins	Period 1		60 mins
Period 2	10:20 - 11:20	60 mins	Period 2		60 mins
Break 1	11:20 - 11:50	30 mins	Break 1		30 mins
Period 3	11:50 - 12:50	60 mins	Period 3		60 mins
Period 4	12:50 - 1:50	60 mins	Break 2		30 mins
Break 2	1:50 - 2:20	30 mins	Period 4 - Sport		60 mins
Period 5	2:20 - 3:20	60 mins	Period 5 - Sport		60 mins

## SUPPORT STAFF

Our support staff strive to create teaching and learning environments that enable students to connect, succeed and thrive. Positive, respectful relationships with the school community will be our focus, underpinned by student and staff wellbeing.



### Year Advisers –

Year 7	Amanda Hutchen and Sasha Gray
Year 8	Claire Martin and Jan Kleynhans
Year 9	Felicity van Vree and Jordan Hinton
Year 10	Charlie Cavanagh and Collette Eadndel
Year 11	Stephen Thompson and John Thomson
Year 12	Sean Peterson and Joe Dewdney

### Girls Supervisor – Felicity van Vree



The Girls Supervisor supports the Year Adviser team by mentoring girls and developing special welfare programs for females.

### Student Support Officer – Jane Lynch

Student Support Officers provide both whole school wellbeing initiatives and targeted strengths-based supports for students requiring personalised assistance. They also have a pivotal role in working collaboratively with external child and family support agencies and other government agencies to support students and their families. To contact Jane, phone or email

[jane.lynch2@det.nsw.edu.au](mailto:jane.lynch2@det.nsw.edu.au)





### Head Teacher Welfare – Rebecca Humphreys



The Head Teacher Welfare coordinates and oversees the school's Learning and Support and Welfare team members. As part of this executive role, they plan and implement welfare policies and programs, as well as mentoring students and liaising with parents/caregivers, staff and outside welfare agencies. To contact the Head Teacher Welfare, please phone or email [rebecca.humphreys@det.nsw.edu.au](mailto:rebecca.humphreys@det.nsw.edu.au)

### School Counsellor - Libby Purcell and Alycia Ferguson

As registered psychologists, School Counsellors provide guidance and counselling to students, as well as provide support to their families. Their aim is to enhance the wellbeing of all students, especially those experiencing emotional and behavioural difficulties. They liaise with other health and welfare agencies and make referrals when required to assist those students in need. To contact Libby or Alycia please email [ELIZABETH.PURCELL@det.nsw.edu.au](mailto:ELIZABETH.PURCELL@det.nsw.edu.au) or [alycia.ferguson@det.nsw.edu.au](mailto:alycia.ferguson@det.nsw.edu.au)

### Learning and Support Teachers – Deb Shaw, Cathy Groth, Anthea Morrison, Amanda Hutchen

The Learning and Support Teachers, through the school's learning and support team, provide specialist assistance to students in regular classes with additional learning and support needs. Learning and Support Teachers also provide assistance to classroom teachers with additional learning strategies.

Contact Deb if you would like to know more about additional assistance by phoning or emailing [debra.shaw1@det.nsw.edu.au](mailto:debra.shaw1@det.nsw.edu.au)

### Leader Community Engagement Officer – Hope Labutis-Mays



The Leader Community Engagement Officer liaises with teachers about the needs of individual students, works with students on projects involving heritage and culture, links the school with services that support students and works with the community to make sure they are aware of the services available to help them. To contact Hope please email [hope.a.saunders@det.nsw.edu.au](mailto:hope.a.saunders@det.nsw.edu.au)

### Deputy Principal – Joel Wood and Darren Williams



The Deputy Principal provides guidance to students regarding academic, personal, behavioural or vocational issues, along with dealing with attendance and discipline issues. They work in partnership with staff, families and support services to ensure your students' educational opportunities at Chatham High School are maximised. To contact the Deputy Principal, phone or email [joel.wood7@det.nsw.edu.au](mailto:joel.wood7@det.nsw.edu.au) or [DARREN.WILLIAMS9@det.nsw.edu.au](mailto:DARREN.WILLIAMS9@det.nsw.edu.au)



### Principal – Daryl Irvine



The Principal is an active member of the support team who regularly attends fortnightly Learning and Support and Welfare meetings. He ensures the teams are working towards the schools strategic directions and targets for Whole School Wellbeing and are in-line with Departmental policies and guidelines. To contact Daryl, please contact the school or email [Daryl.Irvine@det.nsw.edu.au](mailto:Daryl.Irvine@det.nsw.edu.au)

### School Learning Support Officers and Hearing Itinerant Teachers

Chatham High School employ a range of trained paraprofessional such as School Learning Support Officers and Regional Support staff such as Itinerant Support Teachers (Hearing) to work directly with students in the classroom. They implement support plans under the supervision and direction of a teacher, by assisting in classroom activities.



