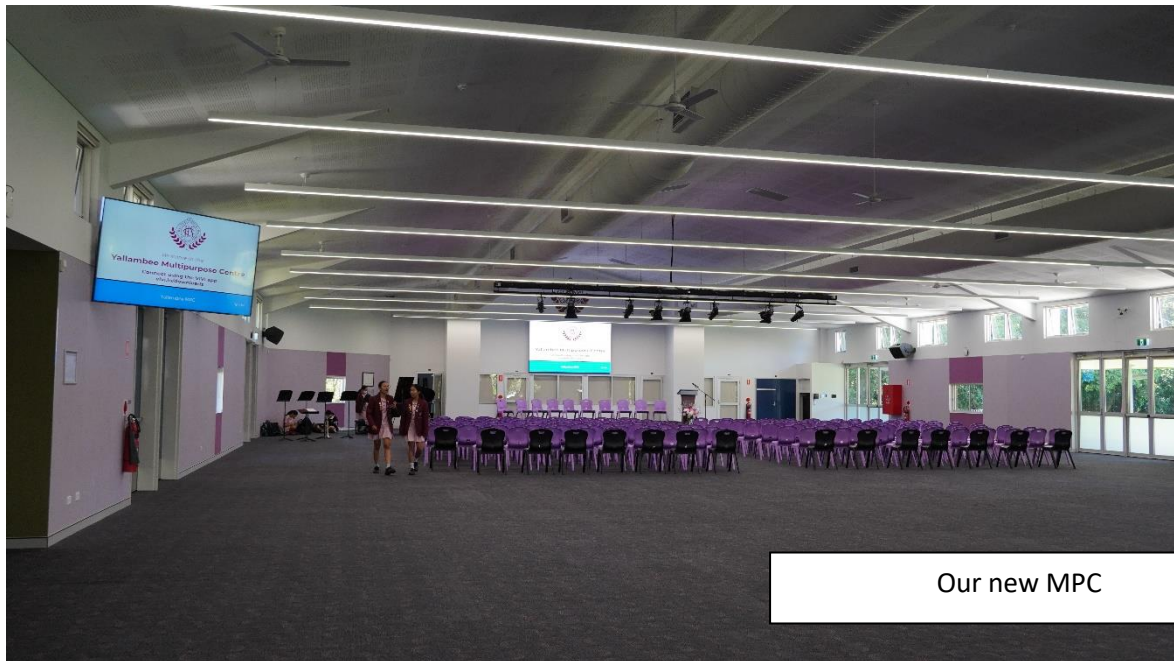


# 2023

# Student Wellbeing Handbook



Cheltenham Girls' High School



Our new MPC

**What does wellbeing at school mean?** Wellbeing regards how safe and happy you and the whole school community is across a range of areas. These being cognitive, emotional, social, physical and spiritual wellbeing.

School wellbeing aims for you to be connected to your learning, have positive and respectful relationships and feel belonging to our school and community. We promote positive, collaborative relationships built on respect and concern for others so that together everyone feels respected, valued, encouraged, supported and empowered to succeed. This is reflected in our school motto:

**Truth Unity and Concord**

This handbook is a student reference for the School Wellbeing Policy 2023 available on the school website, refer to it for more detailed information.

**How am I expected to behave at school?** Our schools code of conduct reflects the core rules and values of the Department of Education.

### **School Code of Conduct**

#### **Respect**

- Treat one another with dignity
- Speak and behave courteously
- Cooperate with others
- Develop positive and respectful relationships
- Value the interests, ability and culture of others
- Dress appropriately
- Take care with property

#### **Safety**

- Model and follow school codes of behaviour and conduct
- Negotiate and resolve conflict with empathy
- Take personal responsibility for behaviour and actions
- Care for self and others

#### **Engagement**

- Attend school every day
- Arrive to school and class on time
- Actively participate in learning
- Aspire to achieve the highest standards of learning.

**When does school start?** School starts in **Period 1**. Your roll is taken at 8:35 every morning of the school week.

**What do I do if I am late to school?** If you arrive after 8.35am, go to Mrs. Johnson (Front Office) with your student ID card and your late note explaining your lateness.

You will be issued a late slip. Go to class and show this to your teacher. Late slips are then to be returned signed by your parent/carer with a brief explanation included the next day.

Place returned late slips into the box in reception.

If you don't return the slip or provide a reason, it remains unjustified as late on your student portal. Three late unjustified days result in an after school detention as you are required to attend school every day.

#### **What do I do if I am absent from school?**

If you are away sick or otherwise your parent or guardian will receive an SMS from the school indicating that you were not at school. Your parent or guardian will need to reply to that text message informing the school with the reason for your absence.

If your parent or guardian has NOT received a text message they must double check that their contact details are up to date. Together you can check your absences which are recorded on your student portal.

**Please note:** Our system does not allow for the viewing of an attachment. Letters from doctors and medical certificates must be handed directly to the front office when you return to school.

Refer to the School Attendance guidelines and School Attendance Policy for more information <https://education.nsw.gov.au/policy-library/policies/school-attendance-policy?refid=285776>

### **What do I do if I know I need to leave early from school?**

Early leave is for SPECIALIST appointments only. (These are appointments you cannot get outside of school hours.)

Early leave is not granted for Year 9 & 10 on Monday / Sport day without permission from Miss Houghton (Sport Coordinator) AND Mrs Muggleton (Leave Coordinator) OR MrsGlanville (HT Sec. Studies)

Notes applying for leave must be received by MrsGlanville OR Mrs Muggleton (and Miss Houghton in PDHPE staffroom on Monday only) by 8.30am

If you are leaving early during a lesson, go to Mrs Johnson in the front office to obtain a pink release slip to show your teacher. When leaving early, students MUST sign out at the front office and carry your out of school pass with you at all times. This is your proof that you are approved to be out of school during school hours.

### **What do I do if I know I will be absent for a day or an extended period of time?**

If you know you will be absent for a day, or an extended period of time, it is important that you apply for leave with **as much notice as possible**. This could be for going on holidays overseas, participating in a major sporting event, etc. You must submit a letter to the front office reception from your parent or caregiver. This letter needs to include:

- Your current address
- The dates and duration of your leave
- The specific reason for your leave from school (for example: an overseas family holiday, exchange programs or representative sporting commitments)

This letter will be cited by the principal and you will receive a letter confirming the approval of leave and you will need to see Mrs Glanville (in B1) or Mrs Muggleton (in PDHPE staffroom) to complete a [Long Term Leave Form](#) in consultation with your teachers and consider any missed classwork or assessment tasks.

Allow a **minimum of TWO WEEKS** to complete the leave process. Exceptions can be made in the event of a family emergency; in this case, refer to the procedure listed first.

**What responsibilities are there around my attendance?** Parents or caregivers of children of compulsory school age are responsible for ensuring their child attends school every day. Children must commence school by age 6 and then complete year 10. Parents or caregivers have a role in communicating with the school when their daughter is unable or unwilling to attend school. Contact can be made with the year advisor by phone or email

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

After Year 10 and until they turn 17, students must be:

- in school or registered for home schooling or
- in approved education or training (e.g. TAFE, traineeship, apprenticeship) or
- in full-time, paid employment (average 25 hours/week) or
- in a combination of work, education and/or training.

**Where do I find lost property?** Make sure your name is clearly on your belongings. Lost property is taken to the front office. Due to the large quantity of lost property periodically it is donated or destroyed, keep your eye out for notices on Sentral and make sure you remember to collect your lost property.

**What can I bring to school?** Along with your required materials for classes, please bring a school hat, sunglasses, and sunscreen for sun protection. You are allowed scissors for paper only.

**What am I not allowed to bring to school?** These are not permitted: razor blades, box cutters, knives of any description, lighters or any illegal and prohibited items. Sharp tools for relevant subjects will be issued and returned during the class time.

These and similar objects are **prohibited**.



### **Can I bring my mobile phone and own device to school (such as a laptop)?**

You may use your mobile phone at school during the first 5 minutes of Period 1 to check Sentral. After the teacher has marked the roll, all mobile phones must be turned off and placed into your school bag for the remainder of the day. You cannot place them on the table during lesson time. They may be removed from bags and turned back on after the final school bell of the day.

Exceptions to this rule are; when a teacher requests that you use your mobile phone in the course of the lesson for educational reasons or when paying for your lunch via Eftpos at the canteen. You must only have your phone out while making a payment. Year 11 and 12 may as a senior privilege use their mobile phones at recess and lunch time in the designated area only. For Year 12 this will be in your senior study room and veranda areas and the Year 12 bush seating area. Year 11 this will be permitted on the Beecroft Road driveway area only.

Hostile behaviour through phones and other devices is not tolerated in any form. This includes verbal abuse and abuse transmitted electronically by email, SMS text messages, voice mail and social media apps and websites. You are not permitted to use mobile phones, smart watches or any device to record images or record students or teachers unless you have been given permission for a class activity. If you engage in cyber bullying and/or harassment using your mobile phone, you may be reported to the police. Refer to the school mobile phone policy for all guidelines.

**Can a teacher confiscate my phone, device or belongings?** Yes, teachers can confiscate your phone, device or belongings if they are being used inappropriately.

### **What does the school do to support my health?**

**For sun protection:** a pump pack of sunscreen 30plus is located outside the PE change rooms and is available for use by all staff and students. 3 - 4 generic Cheltenham peak caps are available on request for students who have failed to bring a hat to school. Hats are compulsory for all outdoor learning and we strongly recommend they are worn, with sunscreen, whilst travelling to and from school and in outdoor areas. Refer to the sun safe policy for more details.

**For collective wellbeing:** we ask that you regularly wash your hands, especially after using the toilet and before eating to reduce the spread of germs. Hand sanitiser is available around the school, please let teachers know if it has run out for replacement.

**For all other medical support needs:** it is important that you or your parents/caregivers let the school know if you may have any health, disability or wellbeing needs. School Student Health Plans are updated annually, but you must inform the school during the year if this information changes in any way. Refer to the sun protection policy and time out procedures for more information.

### **What do I do if I am injured, feeling sick or unwell?**

If you are well enough, report to the front office for all first aid. If you are unable to go to the front office, tell your nearest teacher or send a friend to go get help. It is important that you do not go to the bathrooms to 'wait for it to pass' without sending for teacher help. It is important you do not call your parents, the office can do this for you when you report to them. They will determine if you need an ambulance or other support.

Staff will take actions for the best support and they will call your parents/caregivers and/or an ambulance if they feel you are too unwell to wait. Refer to the wellbeing policy Appendix 4, student health in public schools for more information.

### **Where do I go if I am struggling with learning in class?**

Anyone can experience difficulties with learning and they can vary in cause, nature, intensity and duration. You can have learning difficulties at any time throughout your time at school. You can visit the Homework Centre (see Sentral for details for when it is on), which is usually Tuesdays (3:05 - 4:30 pm) in the library (except first and last weeks of term). You can get some extra support with homework/assessments or just use the space to work individually. It runs once a week 3:10 – 4:30pm in the library except the first and last weeks of term). You can see your Year Advisor, our Student Support Officer, Helena Choi (in B3), the Learning Support team, school counsellor or your classroom teacher for subject specific support.

**How do disability provisions work around assessments?** NSW Educational Standards Authority (NESA) make determinations for support measures for the HSC. These are granted by the NESA to provide students who have disability needs with practical support in the Higher School Certificate examinations. Students' disability needs may include learning, medical, and vision or hearing difficulties. Disability provisions in the HSC are practical arrangements designed to help students who couldn't otherwise make a fair attempt to show what they know in an exam room. The granting of disability provision for year 7 – 11 is the responsibility of the school. See the Learning Support Guidelines or visit the Learning Support Team for more information.

### **What happens when I see a school counsellor or school psychologist?**

School counsellors and psychologists maintain confidentiality around what you discuss with them. They will not disclose this information without your permission unless it relates to child protection matters. You can see the counsellor in A block to book a time when they are available. You can also ask your Year Advisor to organise an appointment time for you. There are also reach-out forms on your grade-Google classroom and outside the Wellbeing Hub (A10).

**Am I being bullied?** Bullying has three main features – it:

- involves a misuse of power in a relationship, is ongoing and repeated, and involves behaviours that can cause harm.
- Bullying can happen in person or online, and it can be obvious (overt) or hidden (covert).
- Bullying can have a lasting impact on everyone involved, including those who witness it. That is why it is important to work together to create safe school communities for everyone.

Bullying might involve repeatedly:

- physically hurting someone
- keeping someone out of a group (online or in person)
- saying mean or humiliating things, or spreading rumours or lies
- sending nasty messages or inappropriate images online
- tagging inappropriate images online.

A person can be bullied about many different things such as how they look, sound or speak; their background, religion, race or culture including being Aboriginal; they have a disability; their sex; being lesbian, gay, bisexual, transgender, and/or intersex (LGBTI); their size or body shape; their schoolwork, hobbies or achievements; or any other ways they may be different.

**What is not bullying?** Bullying is not the same as conflict or disliking someone – even though these things may sometimes lead to bullying. If someone teases or behaves in a mean or aggressive way once, it isn't bullying. It is not okay, but it isn't bullying. A fight or disagreement between friends isn't bullying. Some behaviours, while not bullying, are conflicts that still need to be addressed and resolved. Examples include:

- mutual arguments and disagreements (where there is no power imbalance)
- not liking someone or a single act of social rejection
- one-off acts of meanness or spite
- isolated incidents of aggression, intimidation or violence.

**When this occurs, you can:**

- See a school counsellor, they can give you advice on how to talk to them if it is a misunderstanding between you and your friend. They can also provide mediation.
- Talk to a trusted adult, Year Advisor, Welfare team teacher, or any trusted teacher. They can give you advice on how to manage the conflict or disagreement.
- If it continues to be an issue, or other get involved, that is when you should report it to your Year Advisor.

**What do I do if someone is bullying me?**

- Tell someone, even if you don't think it will help. Just talking about a situation can help put it in perspective. You could talk to a friend; a parent; or a trusted teacher who you know will take what you're saying seriously.
- Keep a record of incidents.
- Make a report to your Year Advisors, the Wellbeing hub or by your parents or caregivers contact the school by phone (9876 4481) or email: [cheltenham-h.school@det.nsw.edu.au](mailto:cheltenham-h.school@det.nsw.edu.au)

### **Here are some other things to do:**

- Act unimpressed: pretend not to notice if you're excluded.
- If the bullying is verbal, say something like, "Yeah, whatever" or "Oh, OK" or pretend to agree "Yep, that's what I'm like, alright." Then seek support from a trusted adult.
- Walk away.
- Refuse to retaliate.
- Ask for help.
- Look around for other friendship groups in or out of school.
- Get involved in clubs or activities at school where you'll be safe.
- Don't be a 'bully bystander'. Step in and support the person being bullied. Report it.

### **If you are being cyber-bullied, you can:**

- Block senders
- Keep messages by sending them to someone else. Don't look at them yourself
- Change passwords
- Don't retaliate
- Talk to a friend, parent or teacher
- If there are threats or calls to harm yourself, report the abuse to the police, ISP or website.

If you want to talk to someone other than the school or your family, contact **Kids Helpline**. You can call them for free on 1800 55 1800.

For more information refer to the school anti-bullying guidelines and Bullying of Students – Prevention and Response Policy <https://education.nsw.gov.au/policy-library/policies/bullying-of-students-prevention-and-response-policy>

### **What if negative behaviour is once off or repeated and discriminatory?**

Provisions of the NSW Anti Discrimination Act 1977 says it is unlawful to discriminate against, harass or vilify a person on the following grounds:

- race
- sex
- homosexuality
- transgender
- disability (including HIV/AIDS)
- marital status or
- age.

If you experience this from anyone, it is important that you document it and seek help immediately from your Year Advisor or trusted adult. Refer to the school anti-discrimination policy.

### **What happens if you have breached the school Code of Conduct?**

Inappropriate behaviour in class, in the playground, while travelling to and from school or while representing the school will not be tolerated by staff or student. Such unacceptable behaviours are included in the following list;

- School Uniform Infringements
- Attendance infringements
- Computer network, email and mobile phone abuse
- Disobedience or rudeness to staff, prefects, transport prefects or visitors

- Discourteous or demeaning or unsafe behaviour in public
- Use of offensive or obscene language at school or in public
- Discrimination, harassment or vilification
- Bullying or threatening behaviours including online or in technology based forums
- Littering, vandalism or graffiti
- Theft including shop stealing.
- Smoking
- Drinking alcohol
- Possession, consumption or sale of illegal drugs
- Possession of weapons
- Violence towards students staff or others

The consequences of such unacceptable behaviour may involve detentions or suspension among others. Students can be expected to be suspended from school for;

- Possession of a suspected illegal drug
- Violence or threats of serious physical violence
- Possession of a prohibited weapon
- Persistent disobedience or
- Criminal behaviour related to the school

If behaviour is criminal or there is evidence of a suspected crime, the school is required to notify the police. Students like the rest of the community are subject to the law. Students who are disciplined are entitled and welcome to see our school counsellors for wellbeing support.

Refer to the school Wellbeing policy for more information and the Student Discipline in Government Schools Policy <https://education.nsw.gov.au/policy-library/policies/student-discipline-in-government-schools-policy?refid=285776>.

**What uniform should I be wearing?** The school has an immediately recognisable uniform with distinct pink, maroon and blue colours which has been worn for more than 60 years. Students are expected to wear their uniform correctly and conduct themselves in a way that brings credit to their personal family and the wider school family. Refer to the uniform policy guidelines for more details; including summer, winter and PE uniforms, as well as subject specific, cultural specific and mufti-day guidelines.

**What do I do if I don't have the correct uniform on?** You need to visit the front office for a uniform pass before roll call with a note explaining the reason you are not in a full uniform. This will generate a slip to carry for the day, teachers may ask you to display this slip. Refer to the Wellbeing Policy and School Uniform policy <https://education.nsw.gov.au/policy-library/policies/school-uniform-policy?refid=285776>

### **How does the school acknowledge my hard work?**

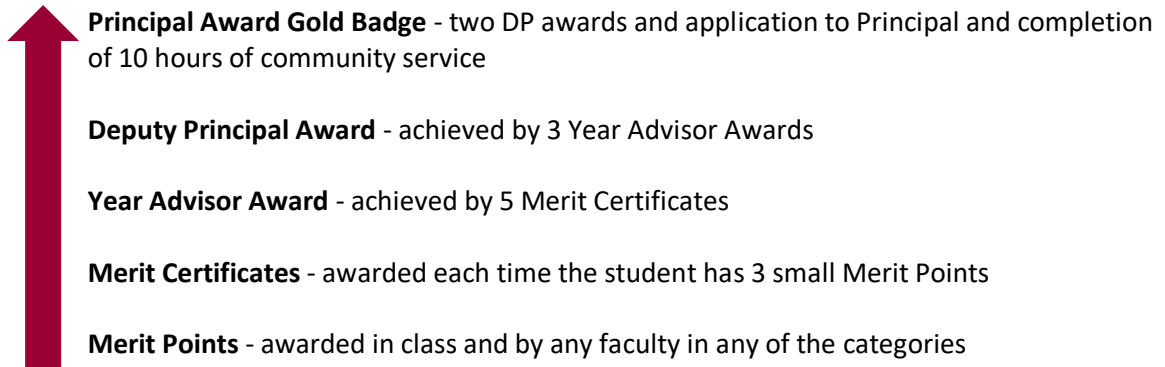
Many teachers will use a range of acknowledgement in class, from stickers, stamps to telling you what a great job you have done. We also use a digital merit system that records your achievements on the school Sentral system.

#### Categories of Merit

- |   |                        |
|---|------------------------|
| • Community Responsibility and Leadership | • School Culture       |
| • Sporting Excellence or Achievement      | • Academic Achievement |
|   | • Classroom Effort     |



### Merit system



Additionally, there are a number of annual ceremonies to recognise achievements. These are: Sports Assembly, Service to School Assembly and Presentation day in the Opera House.

### **How do I achieve a leadership position or participate in extracurricular groups?**

There are a range of leadership positions available in school, many are come you're your involvement in specific extracurricular groups, such as the Social Justice Group, Green Team and Cloud 9. Others are committees that you may need to apply and be voted into, such as the SRC, Sports House Captains, Transport Prefects and Captain.

There are also a number of other interest groups around the school, such as the Anime Club, Chess Club, Cheltenham Sisters of Battle, Gardening Club, Sound and Lighting, Music groups, Friday Fitness and Sporting groups among others.

Keep an eye out on Sentral for more information about when extracurricular groups run and the entry requirements. See the teacher coordinating the group for more specific information.

## Why do we have dogs in school?

*“Interacting with Therapy Dogs has been scientifically proven to lower heart rate, increase speech and memory function and heighten mental clarity. Therapy Dogs can also reduce anxiety, offer a pleasant distraction and provide non-judgemental support to those in need”.*

*<https://www.guidedogs.com.au/guide-dogs/pets-as-therapy>*

Indie and other negotiated dogs have approval to be on the school premises for the purposes of supporting student and staff wellbeing as part of the whole school wellbeing programs.

All precautions have been taken to ensure the health and safety of students with allergies to dog and animal dander.



## What is the Wellbeing Hub?

We have two Wellbeing Hubs, one digitally and one at school. You can find the school Wellbeing hub in A10, it is where the two Head Teacher Wellbeing are located. We also have a digital Wellbeing hub, located at:

<https://sites.google.com/education.nsw.gov.au/cghs-wellbeing-hub/CGHS-Wellbeing-Hub>

You can also find it by going to the important links page on our school website, or via the Google Classroom for your year group.

**Who do I go to if I have a question?** If your question relates to day-to-day classwork you can see your class teacher. For subject-specific questions, see the **Subject Head Teacher**, for all other issues, see your **Year Advisor**.

## Who can I see around school apart from my class teacher?

**Principal** Mrs S Lawrence

### **Deputy Principals**

Ms S Hope (Year 7 and 10)  
Ms T Macmillan (Year 8 and 11)  
Ms L Wark (Year 9 and 12)

## 2023 Head Teachers

**English** Mrs B Virwani

**Maths** Mrs S Hamper

**Science** Mrs S Saligram

**Creative and Performing Arts**

Mr G Hughson

**PDHPE** Mr S Smith

**Social Science** Mrs R Taylor

**History** Mrs A Inman (Relieving)

**Languages** Ms S Hope

**Technology & Applied Studies**

Mrs L Goodhue

**Secondary Studies** Mrs K Lovett and

Mrs S Glanville

**Learning Support** Mr D Cunningham

**Teaching and Learning** Mr P Wilson and  
Ms N Roberts

## 2022 Wellbeing Team

### **Year 7**

**Year Advisors:**

Mr J De Paoli, Ms C McGilchrist

### **Year 8**

**Year Advisors:** Mr J Fraser, Mrs L Latty

### **Year 9**

**Year Advisors:**

Ms A Giritharan, Ms N Hawton

### **Year 10**

**Year Advisors:** Mr L Lim,

Mrs C Narsai

### **Year 11**

**Year Advisors:** Mr M Lam,

Mr A Tsambouniaris & Mrs E Muggleton

### **Year 12**

**Year Advisors:** Ms H Latif, Mr L Tsui

### **Youth Worker**

Miss Erica Mercer

### **Student Support Officer**

Mrs H Choi

### **School Counsellors/Psychologists:**

Ms E King, Ms K Princi,  
Ms M Thompson Williams

### **Head Teacher Wellbeing**

Ms C Watson (Year 8, 10, 12)

Mrs J Bendt & Ms N Hawton  
(Year 7, 9, 11)

See our school website for phone numbers you can call for urgent help.

<https://cheltenham-h.schools.nsw.gov.au/supporting-our-students/emotional-health/i-need-urgent-help.html>

See our wellbeing hub for wellbeing activities, mindfulness sessions and how to reach out.

<https://sites.google.com/education.nsw.gov.au/cghs-wellbeing-hub/CGHS-Wellbeing-Hub>

**Remember, no question is a *silly* question. Questions are made to be shared, so if you have one, you can always ask.**

If you are unsure, you can always ask an anonymous question in the **'Asking for a friend'** box. It is located in the Wellbeing Hub (A10). Answers are read during Junior and Senior Assemblies.

## THE SCHOOL DAY

School Hours: 8:35AM - 3:00PM

BELL TIMES	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
PERIOD 1	8:35-9:40	8:35-9:40	8:35-9:40	8:35-9:40	8:35-9:40
PERIOD 2	9:40-10:40	9:40-10:40	9:40-10:40	9:40-10:40	9:40-10:40
READ	10:40-11:00	10:40-11:00	10:40-11:00	<b>ASSEMBLY/ SRE</b> 10:40-11:20	10:40-11:00
RECESS	11:00-11:20	11:00-11:20	11:00-11:20	11:20-11:40	11:00-11:20
PERIOD 3	11:20-12:20	11:20-12:20	11:20-12:20	11:40-12:40	11:20-12:20
PERIOD 4	<b>LUNCH 1</b> 12:20-12:40 <b>LUNCH 2</b> 12:40-1:00	12:20-1:20	12:20-1:20	12:40-1:40	12:20-1:20
LUNCH1 LUNCH2	<b>PERIOD 4</b> 1:00-2:00	1:20-1:40 1:40-2:00	1:20-1:40 1:40-2:00	<b>END OF DAY</b> 1:40	1:20-1:40 1:40-2:00
PERIOD 5	2:00-3:00	2:00-3:00	2:00-3:00		2:00-3:00

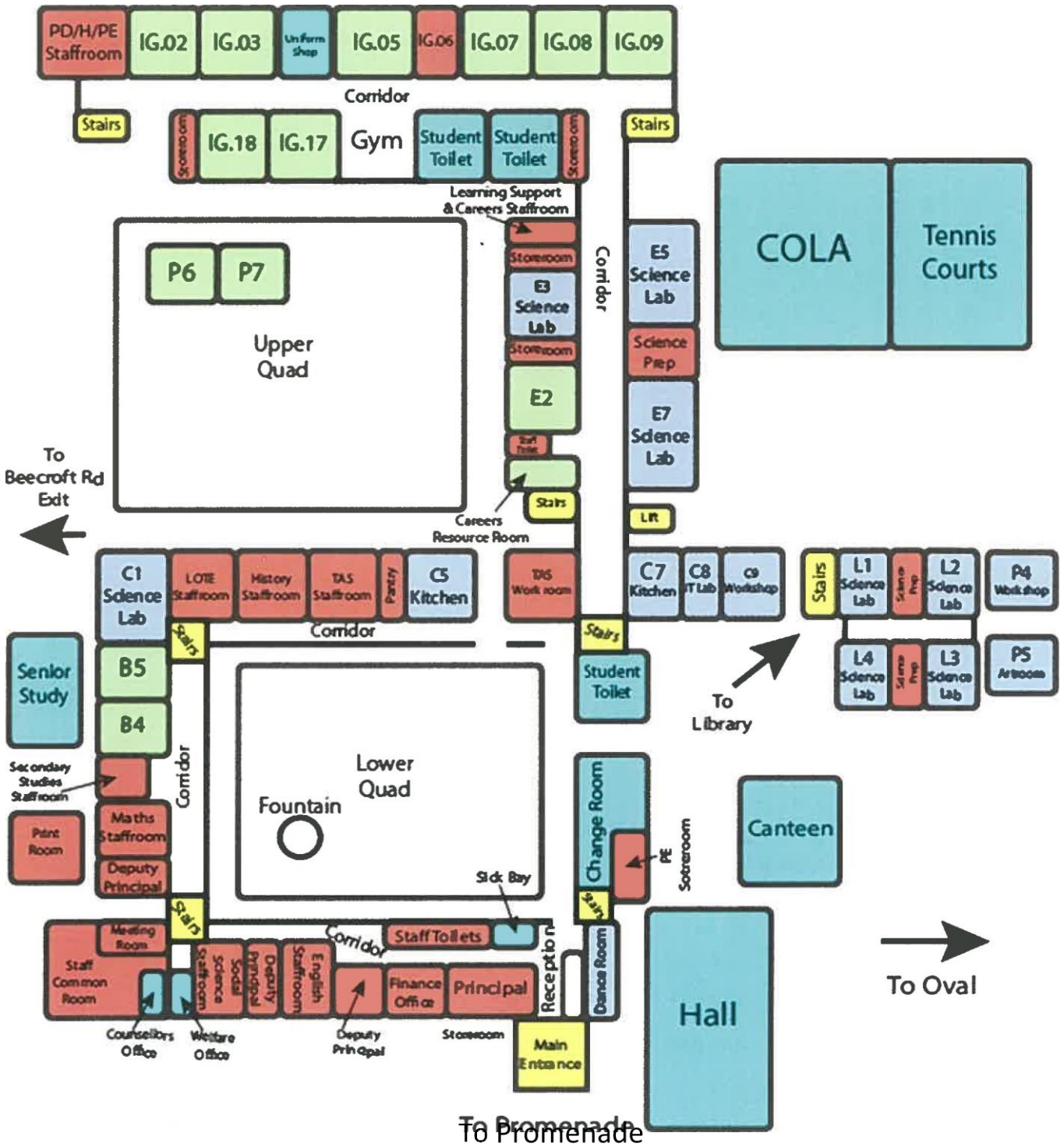
Students should arrive early enough to go to lockers and be punctual to class. There are five lesson periods each day. There are ten school days in each cycle of the timetable. Each week is either Week A or Week B.



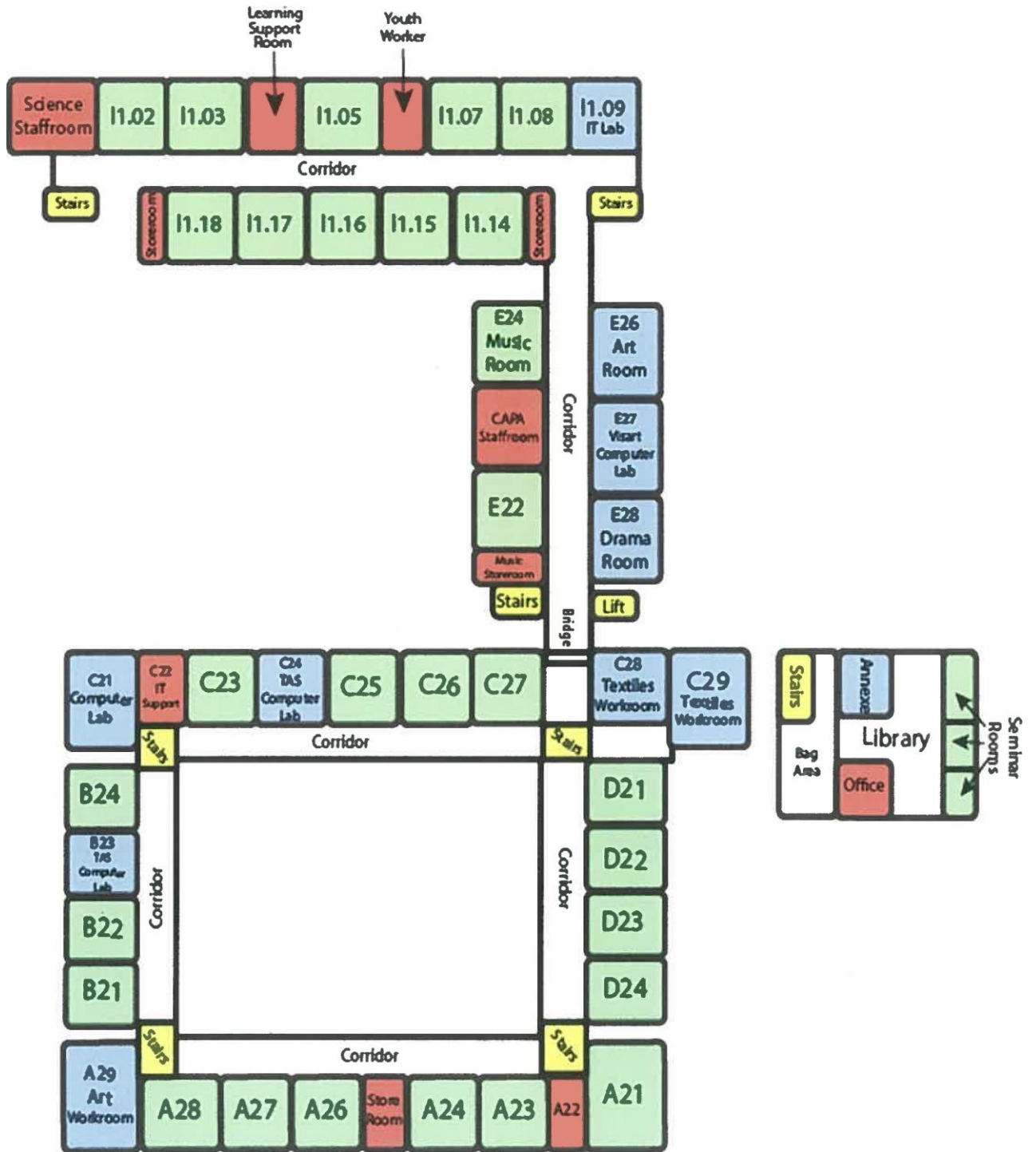
Cheltenham Girls' High School  
Ground Floor

- Classroom
- Specialty Classroom

Student Facilities  
Staff Area



## First Floor



We have drills for emergencies at least twice a year. It is important that you listen to staff instructions and take these seriously so we are all ready for a real event.