

Cheltenham Girls' High School

2021 *School Handbook*



Cheltenham Girls' High School

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Welcome to Cheltenham Girls' High School.

At Cheltenham, we take pride in the educational opportunities provided for our students and we are delighted that you have chosen our school.

The Mission Statement developed by the staff, students and parents of Cheltenham Girls' High is printed on the following pages. It summarises our aspirations for every student and describes the learning environment we aim to foster.

Highlighted in the school motto are three values we uphold in our daily lives. It is hoped that all students, by participating in the life of our school, learn to respect and pursue **truth**, experience the joys of **unity** and understand that **concord** is central to a happy and safe school.

Since its beginnings in 1957, Cheltenham Girls' High School has developed and earned a fine reputation that is highly esteemed by the school community and beyond. The school also appreciates the support and involvement of its community in the governance and life of the school.

So, this message to new students and new parents is not only a welcome, it is also an invitation – an invitation to participate in the life of our school.

I look forward to meeting you soon.

Suellen Lawrence
Principal



CGHS Mission Statement

Cheltenham Girls' High School is committed to providing a variety of quality learning experiences in a caring, cooperative and challenging environment.

We strive to develop self-awareness, esteem and confidence. We promote positive, collaborative relationships built on respect and concern for others.

We encourage creative and critical thinking, and foster personal excellence and satisfaction. We increase life's opportunities and foster lifelong learning.

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Calendar - 2021

Wednesday 27th January:	Staff Development Day 1 – No Students
Thursday 28th January:	Staff Development Day 2 – No Students
Friday 29th January:	Years 11 & 12 return to school 8.35am
Monday 1st February:	Year 8,9 & 10 return to school 8.35am Years 11 & 12 from 9.40am
Tuesday 2nd February:	Year 7 start school 8.35am All other Years attend roll call at 10.45am

For starting times – please refer to our website in the last week before school resumes Cheltenham-h.school@det.nsw.edu.au

Term dates for 2021 - (dates are inclusive):

Term 1:	Wednesday 27 th January (School Development Day) to Thursday 1 st April
Term 2:	Monday 19 th April (School Development Day) to Friday 25 th June
Term 3:	Monday 12 th July (School Development Day) to Friday 17 th September
Term 4:	Monday 5 th October to Thursday 16 th December (17 th December – School Development Day)

**The date for our annual
Presentation Day in 2021 is
Tuesday 30th November
At the Sydney Town Hall.
On this day we welcome parents to join
In celebrating the year at Cheltenham.**

Arrangements for the First Five Days 2021

Date	Time	Students
Wednesday 27th January Day 1		School Development day – Staff Attend – NO STUDENTS ATTEND
Thursday 28th January Day 2		School Development day – Staff Attend – NO STUDENTS ATTEND
Friday 29th January Day 3	8:35am 9:45 – 10:45 10:45 – 11:05 11:05 – 11:25 Periods 3 – 5 3:05pm	Years 11 and 12 assemble in the Hall, introduction of new staff followed by Roll Call and issue of timetables. Students Remain in Roll Call for remainder of period. Timetabled Period 2 classes – Friday Week A Reading Groups Recess Normal classes resume Day concludes
Monday 1st February Day 4	8:35am 9:35 – 9:45 9:45 – 10:45 10:45 – 11:05 11:05 – 11:25 11:25 – 3:05 3:05pm	Year 8,9 and 10 assemble in the Hall, introduction of new staff, then Roll Call. Monday Week B timetable for today. Years 11 and 12 arrive for Roll Call with Years 8, 9 and 10 Period 2 commences – normal classes for 8, 9, 10, 11 and 12 Reading Groups Recess Normal classes Period 3 – 5. Day concludes
Tuesday 2nd February Day 5	8:35am 8:45 – 9:15 9:15 – 9:45 9:45 – 10:20 10:20 – 10:45 10:45 – 11:05 11:05 – 11:25 11:25 – 2:45 3:05pm	Year 10 Peer Support Leaders Assemble in School Hall and report to Mr Li for Roll Call. Prefect to meet and greet new Year 7 students at hall. Year 7 Assembly in Hall Year 7 with Period 1 teacher go to Home Rooms. Distribution of timetables. Peer Support Session – Period 2 Teacher Students move to House Groups for cheers – Period 2 teacher All students to Roll Call – Years 7-12 Recess Lessons 3-5 as per timetable. Normal classes for all years. Year 7 travelling by train are escorted to station. Students can walk home or remain lower quad if waiting for sibling. Day concludes for Years 8-12

First Day for Year 7, 2021

Tuesday 2 nd February	8:35 – 9:15	Year 7 to School Hall for Assembly. Students will be directed to Home Rooms from the Hall.
	9:15 – 9:45	Roll Call in Homerooms with Period 1 teacher, distribution of timetables. (Peer Support Leaders and Homeroom teachers)
	9:45 – 10:20	Peer Support Session #1
	10:20 – 10:55	Students move to House groups for cheers.
	10:55 – 11:05	Year 7 Students attend Roll Call.
	11:05 – 11:25	Recess
	11:25 – 2:45	Normal period 3-5 for Years 7. (Special Orientation program)
	2:45pm	Transport Prefects, Year 7 teachers and Year 7 students leave early for escorted travel to Cheltenham Station. Students not going to station may remain in lower quad to wait for siblings until 3.05pm or make own way home at this earlier time. One Transport Prefect will be at the Beecroft Road crossing.
	3:05pm	Day concludes for rest of school

NOTE: Year 7 will finish at 2:45pm every day for the first two weeks of school, which is from Tuesday 2nd February 2021 to Friday 12th February 2021. After that, Year 7 will finish at 2.50pm one day a week as part of the program to reduce congestion on Cheltenham Station. More details will be provided early in 2021.

Personnel on Staff

The following information about staff is provided to establish and facilitate parent-student-staff contact so that communication channels can be productive, and that issues or problems can be appropriately addressed.

Principal	Mrs Suellen Lawrence
Deputy Principal – Year 7 and 10	Mrs Lisa Wark
Deputy Principal – Year 8 and 11	Mrs Simone Hope
Deputy Principal – Year 9 and 12	Ms Tracey Macmillan

For your reference, the following Head Teachers are the initial point of contact in relation to curriculum, learning and student assessment issues:

English	Mrs Bernadette Virwani
PDHPE	Mr Shaun Smith
History	Ms Suzi Wright
Languages	Mrs Suzanne Glanville
Learning Support	Mr Daniel Cunningham
Mathematics	Mrs Susan Hamper
Science	Mrs Sudha Saligram
Social Sciences	TBC
Technology & Applied Studies	Mrs Leigh Goodhue
Teaching and Learning	Mr Paul Wilson
Teaching and Learning	Ms Angela Inman
Creative and Performing Arts	Mr Grant Hughson

The school has two Head Teacher Secondary Studies. The first is **Mrs Suzanne Glanville** whose role is focussed on enrolment and leave procedures. The other Head Teacher Secondary Studies is **Mrs Kirsty Lovett** who works directly with students in relation to subject selection, examinations and NESA requirements for the Higher School Certificate. The role of the Head Teacher Administration, **Mr Bill Gavathas**, is focussed on staff and daily school organisation

For issues in relation to the general welfare and progress of students, contact the Head Teachers Wellbeing, or the appropriate Year Adviser:

Head Teachers Wellbeing – Ms Camilla Watson / Miss Jennifer Sullivan

Year 7	Ms Nicola Hawton / Ms Abby Giritharan
Year 8	Mr Leo Lim / Mrs Chandra Narsai
Year 9	Mrs Ellise Muggleton / Ms Olivia McAtamney
Year 10	Mrs Henna Latif / Mrs Rebecca Weir
Year 11	Mrs Linda Latty / Mrs Tracy Chung
Year 12	Mrs Kim McManus / Ms Julia Collett / Mrs Christine McEvoy

Other specialist learning support teachers available for parents and students to contact are:

Careers Advisers	- Mrs Julia Lake / Ms Tomacin Spring
Support Teacher/Learning Assistance	- Mr Daniel Cunningham / Mrs Louise Tapner
Student Counsellor/Psychologist	- Mrs Jenny James
School Librarians	- Mrs Rebecca Weir / Mrs Lara Curtis
English as a Second Language	- Mr Vijaya Spain-Taylor / Mr Leo Lim / Mrs Chandra Narsai
Community Liaison Officer	- Ms Helena Choi

Students and parents are invited to contact the school and discuss specific issues with Head Teachers. Students are encouraged to use their classroom teachers as the initial point of contact as soon as difficulties arise in learning, classroom activities, assessment tasks, homework and study.

Students, parents and other members of the community are always welcome to contact the Principal and Deputy Principals about any matter to do with our students, education and our school. Appointments must be made by phoning the school on 9876 4481.



Wellbeing Policy

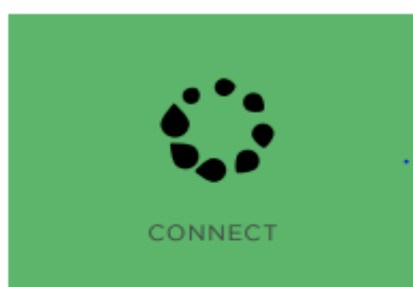
To ensure that 'every student is known, valued and cared for, Cheltenham Girls' High School is committed to providing a wide variety of quality learning experiences in a caring, cooperative and challenging environment.

We strive to develop self-awareness, esteem and confidence. We promote positive, collaborative relationships built on respect and concern for others. We encourage creative and critical thinking, and foster personal excellence and satisfaction.

Wellbeing is the concern of each person in our school community. Wellbeing can be described as the quality of a person's life. Wellbeing needs to be considered in relation to how we feel and function across several areas, including our cognitive, emotional, social, physical and spiritual wellbeing.

We value strong community relationships as well as fostering student leadership. We encourage students to make proactive contributions to social justice programs that will have a positive impact on the lives of others.

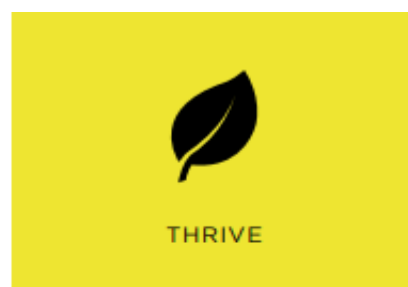
Each of us is expected to contribute to our school through:



Our students will be actively connected to their learning, have positive and respectful relationships and experience a sense of belonging to their school and community.



Our students will be respected, valued, encouraged, supported and empowered to succeed.



Our students will grow and flourish, do well and prosper.

CONNECT: *Our students will be actively connected to their learning, have positive respectful relationships and experience a sense of belonging to their school and community.*

The School's Code of Conduct.

Our schools code of conduct reflects the core rules and values of the Department of Education (Reference number PD/2006/0316/V03, Implementation date 08/05/2006, Last updated 08/09/2020)

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.

Quality Teaching

The core business of the teaching profession is pedagogy. Pedagogy is evident both in the activity that takes place in the classroom and/or other educational settings and the nature and quality of the tasks set by teachers to guide and develop student learning.

SUCCEED: Our students will be respected, valued, encouraged supported and empowered to succeed.

The NSW DoE has developed a framework for quality teaching in order to promote continued reflection of teaching practice by teachers. This will promote improved student outcomes and build on documented evidence of best practice in NSW education.

Teachers can make a difference to students' learning outcomes. High levels of **Intellectual Quality** benefit all students, whether they are high or low achieving, typically identified as educationally disadvantaged, identified as gifted and talented or those with special needs.

A **Quality Learning Environment** focuses on teachers' expectations and students' 'time spent on task' in a strong, supportive environment. This will consistently contribute to a school environment where there are minimal disruptions resulting from student breaches of the core rules, and which positively affects the quality of work that students are able to achieve.

In order to have the most impact on learning to produce quality student outcomes, students must see that 'learning matters' and has **Significance**. They must be able to make links between learning and real-life situations in personal, social and cultural contexts if they are to value learning.

THRIVE: *Ours students will grow flourish, do well and prosper.*

Practices designed to recognise and reinforce student achievement.

At Cheltenham Girls' High School, we celebrate student achievement which has been supported by staff and parents, and continues to be outstanding, diverse, unpredictable and exciting to witness.

The Merit System is administered in the following way;

Categories of Merit

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



Merit Points - awarded in class and by any faculty for any of the above categories

Merit Certificates - awarded each time the student has 3 small Merit Points

Year Advisor Award - achieved by 5 Merit Certificates

Deputy Principal Award - achieved by 3 Year Advisor Awards

Principal Award Gold Badge - two DP awards and application to Principal and completion of 10 hours of community service

To complement the merit system, student achievement is also supported in the following ways;

- Letters of commendation for outstanding achievement or significant improvement each semester.
- Honour Board record in the school Hall.
- Commendations at school assemblies.
- Promotion in the local media and the Annual Presentation Day honour lists at the Sydney Opera House.

Strategies for dealing with unacceptable student conduct

Our discipline policy is based on the following principles.

It is expected that;

- Student conduct in the classroom, in the playground, and while travelling to and from school will support the school's code of conduct;
- Students will have a thorough understanding of their responsibilities and rights including those identified in the *NSW Anti-Discrimination Act*;
- Grievance procedures in relation to all forms of unlawful discrimination, harassment and vilification are understood and followed;
- Any investigation will be based on procedural fairness;
- There is a fair and logical application of consequences for unacceptable conduct.
- Strategies used for dealing with unacceptable behaviour may consider restitution and counselling.

Students out of class

At any time, students must have permission to be out of class. When a student is out of the classroom for any valid reason, such as going to the toilet or visiting the Library, the teacher will record the absence from lesson on Sentral.

Time Out Passes

Students are issued with a Time Out Pass when requested by a student/parent/Health Care Worker for the student to use when they need to self-regulate. The student is then accompanied to the front office, with another student who returns to class, and signed into the Time Out Book. The student may then use the clinic or the Time Out Room in the Library for a period of no more than 20mins. After this time, a decision will be made by a Year Adviser, Deputy or the Head Teacher Wellbeing as to whether the student returns to class or parents are informed and the student goes home with the parent.

The Head Teacher Wellbeing will issue and record all time out passes given each year. They are reviewed annually. The front office will record in a dedicated time out book the times and dates students utilise the time out system.

Restitution

Restitution is an act to make amends.

All staff are encouraged to negotiate restitution when dealing with inappropriate behaviour by a student because it empowers the student to take responsibility for her own actions.

A good restitution would have the following characteristics:

- A collaborative problem-solving process.
- The freedom and flexibility to negotiate appropriate consequences including restitution.
- Effort required by the offender to face consequences.
- Consequences which are logical and relevant to the inappropriate behaviour; and
- A plan of action to redress the damage.

Procedural Fairness

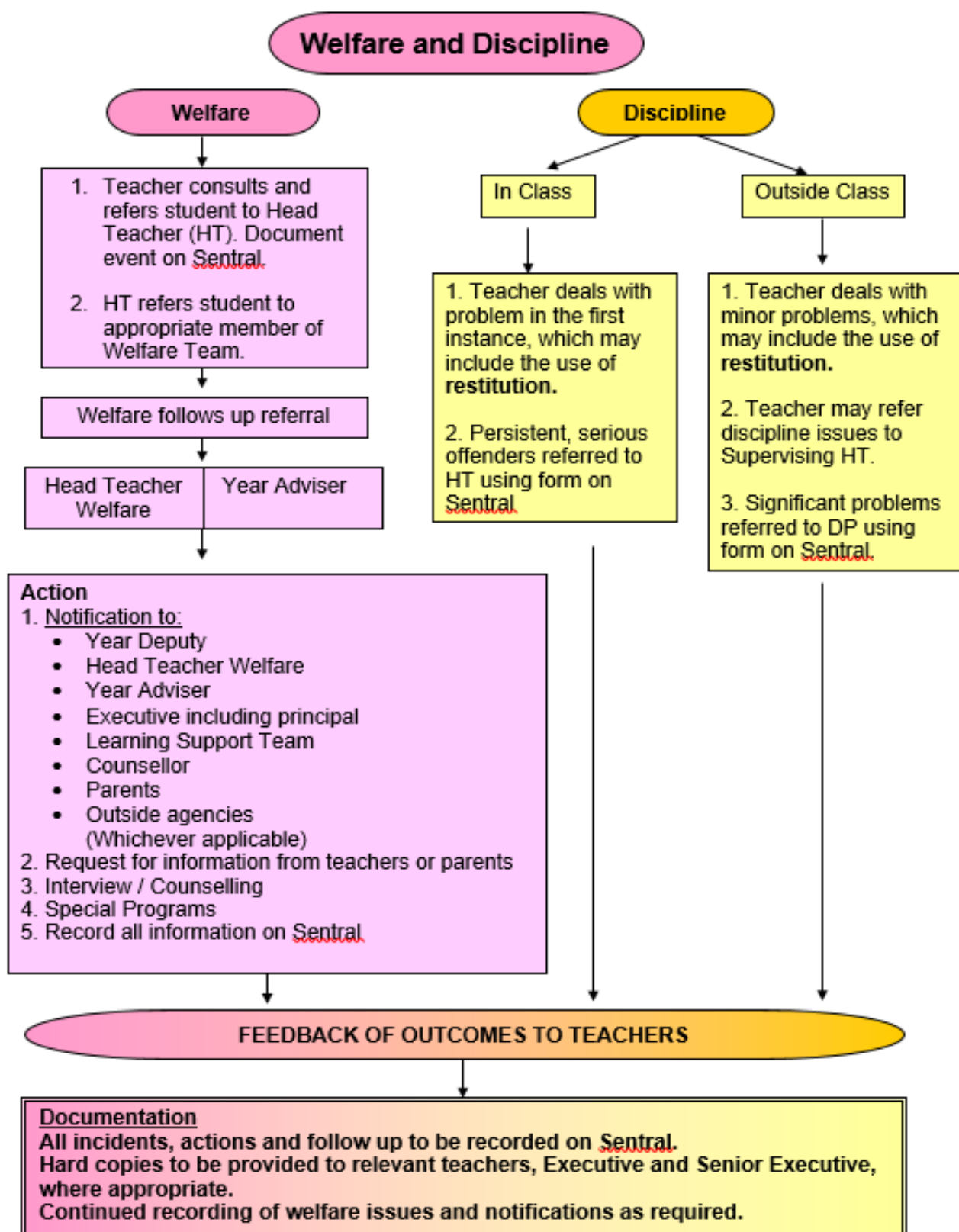
Procedural fairness should always be employed in discussions between teachers and students.

This is especially so when students are facing disciplinary actions that may result in suspension or expulsion. This involves four main aspects:

- The right to know and have any allegations clearly explained to them.
- The right of the person to be heard.
- The right to an impartial decision or outcome.
- The right of a student to choose to have a support person present during this process.

Processes for a Formal Caution, Suspension and Expulsion can be found on the following link:

<https://education.nsw.gov.au/policy-library/policies/student-discipline-in-government-schools-policy>



Therapy Dog

Dogs can provide significant comfort and enjoyment for students and staff when they are feeling anxious or overwhelmed. Therapy dogs can be particularly useful in facilitating a measure distraction and have a calming effect on people.

“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>

Sergeant, Teacup, Thunder and others 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.



Sergeant



Thunder



Teacup

CGHS Attendance Guidelines

Parents or carers 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 have a role in communicating with the school when their daughter is unable or unwilling to attend school. Parents should always apply in advance for permission for their daughter to take leave such as holidays, exchange programs or other forms of leave. Contact can be made with the year advisor by phone or email cheletenham-h.schools@det.nsw.edu.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.

Roll call is at 8:35am every morning of the school week. Roll call teachers mark the roll and submit through the Sentral roll marking system.

When absent

The SASS staff member in charge of attendance will check all rolls have been submitted. If you are away sick or otherwise, your parent/guardian will receive an SMS from the school indicating that you were not at school.

Your parent/guardian will need to reply to that text message informing the school with the reason for your absence. **Reasons for absences need to be specific, as students who are generally unwell or presenting with symptoms of COVID-19 will need to obtain a negative COVID test result before returning to school. This test result must be emailed to the school, or shown to Reception by the student, upon their return.**

If your parent/guardian has NOT received a text message they must double check that their contact details are up to date.

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.

When late to school

If you are late, you will receive a late slip when you sign in.

It is IMPORTANT that the NEXT DAY you return the slip explaining why you were late.

Bring the slip to the front office. This slip needs to be signed by your parent or guardian. If you lose the slip, don't worry, you can bring in a note, or your parent/guardian can text the school informing us of the reason you were late.

When applying for leave

If you know you will be absent for a day, or an extended period of time, it is important that you follow the procedure for applying for leave.

You must submit a letter to the school indicating the dates, destination and reason for leave. For example, an overseas family holiday or representative sporting commitments. This letter will be cited by the principal and you will receive a letter confirming the approval of leave.

PLEASE NOTE: It is important that you allow sufficient time to complete this process. Allow a minimum of one week prior to the commencement of leave. Exceptions can be made in the event of a family emergency; in this case, refer to the procedure listed first.

When needing to leave school early

Early leave requests need to be made in the form of a note that states the reason and time of the early departure and has a parent signature. Students must bring these notes to Mrs Muggleton in the PE staffroom to be sighted before roll call begins. On Mondays, Year 9 and 10 students will also take these notes first to Ms Marangon in the PE staffroom due to sport.

Early leave is not for general appointments but for Specialist appointments and hard to get appointments only. If it reoccurs, the student will be denied the leave. General appointments must be made out of school hours.

Students are required to obtain a pink 'early leave' slip from the Front Office. If they are due to leave the school during a period, they must obtain this slip before class, however, if they are due to leave at the end of a period, they can proceed straight to the Front Office to retrieve this slip before leaving the school.



CGHS Learning Support Policy

Statement of Purpose

Cheltenham is an inclusive learning community that is committed to excellence in girls' education. Learning is based on effective classroom practice in a comprehensive school setting. Supported learning for students with additional learning needs is the concern of every teacher and quality teaching aligned with proactive welfare programs and interventions are pivotal to maximising student potential. The school Learning Support Team (LST) plays a key role through a whole school approach to ensure that the specific learning needs of students experiencing difficulties in learning are met. Parents and the school will work together to ensure that students who experience difficulties with their learning will be provided with appropriate and ongoing support.

At Cheltenham Girls' High School, the following shared principles about supporting learning and teaching will guide the way in which we provide additional support to students as required.

It is our shared responsibility to;

- collaborate with parents to develop supportive measure for students learning
- recognise that students have physical, emotional, academic and social learning needs.
- cater for and support all learning profiles.
- provide opportunities for success through Individual learning plans (IEP, ILP and PLP).
- celebrate successes of students using the merit system.

Confidentiality

It is vital that all students are accorded confidentiality regarding their learning support needs and applications. The Learning Support Team and counsellors provide relevant information to teachers about students learning needs and suggested adjustments and strategies to support students who have been identified as having additional learning needs. Parents can be assured that the school will adhere to the principals of confidentiality of student records as required by the DET.

The Learning Support Team (LST)

The LST is comprised of the Learning and Support Teacher (LaST), the Counsellor, Careers Advisor, School Learning Support Officers (SLSO) and any other teacher who wishes to participate. The LST meets fortnightly to identify referred students with additional learning needs and liaise with teachers, parents and other agencies to determine the appropriate support required. The LST ensures that plans and strategies are implemented and monitored for students with additional learning needs.

The School Learning Support Officer (SLSO)

The SLSO assists the teacher to ensure that students receive the appropriate support in the classroom. The SLSO may work directly or indirectly with students. They provide a useful resource for students to clarify their understanding or receive additional assistance to complete various tasks.

The Counsellor

Students may choose to consult with the counsellor or alternatively they may be referred due to identified welfare needs. Visits to the counsellor are voluntary but can be recommended to students based on welfare needs. The counsellor is available to discuss matters with students that relate to their personal, family and school circumstances.

The consultation process is confidential; however, the counsellor may consider it necessary to provide certain information, usually with the student's approval, which is relevant and important to specific persons in order to support the student's learning needs. This role includes:

- making appointments and consulting with referred or self-referred students
- providing ongoing support to students in collaboration with parents as needed

The Careers Advisor

The careers advisor performs an integral role in the LST in providing advice and support in investigating and securing alternative educational settings to the school and/or work-related opportunities for students with additional learning needs. Students can access the Careers Resource Room and they may make an appointment to discuss careers options and pathways with the Careers Advisor.

The EAL/D Teacher

The English as an Additional Language or Dialect Teacher (EAL/D) has an important role in the determination of student needs, based on their language skills in accordance with the Language Proficiency criteria. The EAL/D teacher provides practical support, which is most often in class, to students who require language assistance in the school setting. Students may also make a time to meet with their EALD teacher if they need additional support.

Disability Provisions

NSW Educational Standards Authority (NESA) recognises that students may need additional practical support measures for the HSC. Disability provisions are granted by NESA to provide students who have disability needs with practical support in the Higher School Certificate examinations.

Students in Year 7 - 11 who believe they need additional support for tasks and examinations may apply for Disability Provisions through the HT Learning Support. An application process requires documentation from parents and medical practitioners.



Students Health in Public schools

Student Health Guidelines

Cheltenham Girls' High School collaborates with parents to support the wellbeing of students. We assist students who have health support needs at school by means that include the provision of first aid (including emergency care), the provision of temporary care when students become unwell at school, the administration of prescribed medications and health care procedures, and the development of individual health care plans if required.

Principals, staff, parents, health professionals and students all have a role to play in the effective support of students' health needs. The school promotes the healthy development of students through:

- school programs and practices that protect and promote health and safety.
- supporting individual students who need help with health issues.
- providing first aid and temporary care of students who become unwell or who have an accident at school.
- Support for students on health issues in a way that does not discriminate against any student.

First Aid

The school has a duty of care to provide first aid and follow up with any student who is sick, injured or unwell. Students are not permitted to call their parents independently of reporting to the front office. Students who report to the office because they feel unwell or are injured or distressed will be provided with first aid from the first aid officer or other office staff. First aid may include a variety of actions from managing minor injuries or sick students to calling parents and/or an ambulance where indicated.

Students may be provided with time in the clinic to allow for recovery, comfort or support. The first aid officer may call the parent to collect their daughter if they feel that the student is too unwell to be placed in the clinic. The clinic is monitored by the first aid officer via a CCTV system that links from the clinic to the office. The Counsellor or Year Adviser is notified when a distressed student has been admitted to the clinic. The first aid officer keeps accurate records of all students, times and conditions while in the clinic.

Generally, students will only be allowed to remain in the clinic for half an hour and no more than 1 period. During this time, if the student recovers and feels well enough, they may return to class. If they fail to improve or worsen, the office will contact the parents to come and collect their child or notify them that an ambulance has been called. Students will not be permitted to use mobile phones while they are in the clinic.

All PDHPE and Sport letters, and permission notes should contain a reminder to parents that the NSW DET does not provide insurance for sporting injuries and accidents. NSW DET does have an ambulance scheme and will pay for student ambulance transport to hospital.

Student Health Care Plans

The school requires parents to provide a current Student Health Care Plan where indicated, which must be updated annually. The wellbeing team distribute Student Health Care Plans for staff to follow and all students including those with severe allergies and anaphylaxis are flagged on Sentral. Copies of Health Care Plans for relevant students are taken on school camps, activities and outings, and distributed to teachers and camp providers as required. Where indicated the school will prepare a risk assessment in consultation with parents, health care providers and professionals to support students with additional health care needs.

An individual health care plan must be developed for any student:

- diagnosed with severe asthma, type 1 diabetes, epilepsy or anaphylaxis; and/or
- diagnosed as being at risk of an emergency; and/or
- who requires the administration of health care procedures; and/or
- diagnosed with asthma, allergies or any other Health Condition.

Administering Medication

Our school will assist with the administration of prescribed medication or health care procedures during school hours where this support cannot reasonably be undertaken by parents or others outside school hours. Parents are required to provide any medications in a labelled sealed bag with the student name and dosage clearly displayed. The non-emergency administration of prescribed medication and health care procedures by staff is performed on a voluntary basis. The school's duty of care does not extend to administering medication and/or health care procedures to students who are able to administer this medication or carry out this procedure themselves.

The First Aid Officers (Mrs Cardelli and Mrs Leabeater) will administer medication where negotiated. Parents will be contacted by the office to request permission to administer paracetamol for minor headaches or period pain.

Anaphylaxis/CPR

A majority of staff are trained annually in Anaphylaxis and CPR via online and face to face mode in compliance with DET Health and Safety requirements for schools, and will implement anaphylaxis processes when required. There are staff with anaphylaxis/CPR training present on all excursions, activities and outings. The school requires parents to provide a current Anaphylaxis and/or Allergy and/or Asthma Care Plan where indicated, which must be updated annually. Each student with an anaphylaxis plan is required to provide two (2) Auto Injector's; one in their bag and one for the office. Auto injectors are provided in well-marked boxes in strategic positions around the school to enable fast access if needed as well as in all First Aid Kits that are taken on excursions. Parents are required to replace the Auto Injectors prior to expiration dates. The school First Aid Officer will replace expired school Auto Injectors.

Students who do not have their Auto Injector and /or Ventolin Inhaler will not be permitted to attend camps or excursions.

Parents are expected to:

- co-operate with the school on student health matters.
- inform the school of the health needs of the child at enrolment or when health conditions develop or change.
- liaise with the child's medical practitioner about the implications of any health condition for their schooling and convey advice and information from the medical practitioner to the school.
- Complete an Anaphylaxis and or Allergy and or Asthma Care Plan where advised and provide the appropriate medication such as Ventolin/Serotide or other, and Auto Injectors to be carried by the student on their person every day and at excursions.
- if where required, provide prescribed medication including a spare Auto Injector and 'consumables' for administration by the school in a timely way and as agreed with the principal.
- where relevant, collaborate with the school in planning to support the child's health needs at school including updating information and reviewing plans.

Students are expected to:

- contribute to the provision of a healthy and safe school environment.
- Notify the teacher and or the office when they are feeling unwell or have injured themselves. This is to be done before contacting their parent.
- be aware that office staff will call parents and an ambulance if needed when they report as unwell.
- ensure that medication is taken for the purpose for which it is intended by the person for whom it is intended.
- cooperate with staff in managing their health.
- as relevant to the individual, develop the understandings and skills needed to progressively manage their own health.



CGHS Anti Bullying Guidelines

We are an inclusive school. We respect each other and we do not tolerate any form of bullying, put downs or harassment. We have a 'hands off' policy. Students who experience bullying should know that they will be supported when they seek help. Students who engage in bullying will also be given help and support to stop their negative behaviours. Preventing and responding to bullying behaviour in learning and working environments is a shared responsibility of all school staff, students, parents, caregivers and members of the wider school community.

What Is Bullying?

- Bullying is **intentional, ongoing and repeated behaviour** by individuals or groups that causes distress, fear, hurt or embarrassment. It involves a misuse of power in a relationship and behaviours that cause harm.
- Bullying behaviour can include the following ongoing and repeatedly:
 - Verbal (name calling, teasing, put downs, threats, insults)
 - Physical (hitting, punching, kicking, scratching, tripping or spitting)
 - Social (ignoring, excluding, encouraging others to ignore someone, making inappropriate gestures)
 - Psychological (spreading rumours, hiding or damaging possessions, dirty looks, hurtful SMS or email messages, inappropriate use of camera phones)
 - Cyber-bullying (use of email, Internet, Facebook, MySpace, Instagram, snapchat, anonymous messaging or any other social media forum, SMS, MSN, short messaging services- such as WhatsApp, mobile phone and camera phone or other electronic forms of harassment or stalking)
- Bullying can involve humiliation, domination, intimidation, victimisation and all forms of harassment including those based on sex, race, disability, homosexuality or transgender. Bullying of any form or for any reason can have long-term effects on the victim, those engaging in bullying and on students who witness the bullying.

The School Community

All members of the school community have a duty to contribute to the prevention of bullying.

Students should:

- Read the Wellbeing Brochure which is provided to every student at the beginning of each year.
- Report any incidents of bullying that they witness or in which they are involved.
- Recognise that most bullying takes place when the bystanders are present and that intervention by peers is very effective at stopping the bullying.
- Keep any evidence of bullying, such as emails or text messages.
- Not retaliate if bullied.
- Make a report as soon as possible and discuss any concerns with their Year Adviser and/or any people listed previously.
- Inform their parent/caregiver or trusted teacher if they are being bullied.
- Students will be treated fairly and with respect. Any reported matters should be investigated as soon as practical and managed, as far as possible, without further duress to the student making the report.

Parents/Caregivers

Parents/caregivers should know that they can seek help for their daughter/s for any learning and/or welfare issues by contacting the school. Parents/caregivers can help to raise the school's awareness of bullying that may take place at times when teachers are not in direct supervision e.g. on the way to or from school or when text messages or emails are used, by reporting incidents or bullying immediately.

CGHS Uniform Policy

Rationale

Cheltenham Girls' High School has a distinct and unique uniform that has been proudly worn for more than 60 years. The decision to wear a uniform has been the result of a consultative process with the students, parents and the wider school community. Students are immediately recognisable because of the pink, maroon and blue colours and this is commonly associated with Cheltenham Girls' High School as a school of excellence. 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. Students are provided with a variety of options within the uniform requirement and these are listed below.

Summer Uniform

Tunic Junior: Pink and white stripe tunic with inverted pleats to front, self-piping, 5 buttons to fixed placket in front and back zipper.

Tunic Senior: Pink and white striped tunic with inverted pleats to front, double piping, 5 button front opening and decorative band to back.

Jumper: Maroon V neck with double blue stripe to neckline and cuff.

Jacket: A maroon zip front jacket with side pockets lined with a fleece.

Socks: Blue ankle socks.

Stockings: Sheer grey pantyhose for all formal events and functions. Grey pantyhose is available at school.

Footwear: Black fully enclosed leather shoes with sturdy heels. High heels, ballet slipper type shoes or "Raben" shoes or boots are not acceptable. *Please see footwear information below*

Blazer: Maroon with shirt maker collar and crest to pocket. Made to order from the uniform provider and can be worn by any student in any year group.

NOTE: A summer uniform option of shorts is currently under consultation with the hopes of availability at the end of 2021.

Winter Uniform

Tunic Junior: Maroon sleeveless V neck tunic, blue and white striped long-sleeved shirt and maroon and blue striped tie or tailored blue shirt with maroon piping on collar and cuffs

Tunic Senior: Maroon sleeveless V neck tunic, plain blue long-sleeved shirt and maroon and blue striped tie or tailored blue shirt with maroon piping on collar and cuffs and **maroon tie tag**.

Pants (Optional): maroon long pants with CGHS insignia. Tailored blue shirt with maroon piping on collar and cuffs

Jumper: Maroon V neck with double blue stripe to neckline and cuff.

Jacket: A maroon zip front jacket with side pockets lined with a fleece.

Socks: Blue ankle socks.

Stockings: Black pantyhose for school wear. Sheer grey pantyhose for all formal events and functions. Grey pantyhose is available at school.

Footwear: Black, fully enclosed leather lace up shoes with sturdy heels. High heels, ballet slipper type shoes or "Raben" shoes or boots are not acceptable.

Blazer: Maroon with shirt maker collar and crest to pocket. Made to order from the Uniform provider and can be worn by any student in any year group.

PE Uniform

Shorts: Maroon lightweight silky shorts with blue stripe.

Shirt: Blue shirt with maroon stripe in light weight silky fabric. PE uniform available only from School Clothing Pool.

Track pants: Maroon track pants with pale blue stripe and single zip pocket for winter.

Swimwear: Full piece swimming costume.

Socks: Blue ankle socks.

Footwear: Properly fitted, lace up joggers with firm sole. "Rabens" and slip on shoes are not acceptable.

Hat: Navy blue peak cap with maroon "C" available from clothing pool.

Other items

Winter Scarves: should be maroon or navy blue only.

Ribbons: Plain blue, pink or maroon ribbons or head bands.

Jewellery: Students may wear one small signet ring, one necklace and a simple pair of stud earrings. Jewellery may have to be taken off for some practical classes or when using some machinery. Students are responsible for their own jewellery if taken off for safety reasons in class. Other facial piercings such as eyebrow rings and nose rings are not considered safe or acceptable.

Students with specific cultural religious uniform requirements

Summer Uniform: as above with additional fabric attached to convert sleeves into long sleeves. The summer uniform fabric is available at the clothing pool. Alternatively, a long sleeved pale pink skivvy worn underneath the uniform is acceptable.

Grey tights or long light grey pants are acceptable however grey track pants are not acceptable.

Winter uniform: is as above with grey or black tights or pants. Track pants are not acceptable.

Scarf: All scarves should be maroon in colour. A pale blue or pink band around the brow is acceptable.

Footwear: as per the Summer and Winter uniforms.

PE Uniform: as above and students may wear maroon track pants instead of shorts or black tights under their shorts.

Mufti days

Occasionally the school will hold a "Mufti Day" wear students may wear clothing of their own choice. In general clothing on Mufti Days must be covering and modest. Singlet tops are not acceptable. Students should be responsible for sun protection. Shorts and skirts should be a suitable length, avoiding very short hems. Closed in footwear is required. Students wearing thongs may be sent home to change their footwear.

Students who are unable to wear the full uniform to school must report to the Front office for a Uniform pass before roll call in the morning with a note explaining the reasons for not wearing the full uniform. A slip will be generated for the student to carry with during the day.

Footwear at School

Legislative requirements for NSW schools state that students must wear appropriate footwear to avoid injury. WHS requires that schools assess the risks associated with learning activities both inside and outside the classroom.

Legislation from Chemical Safety in schools

https://detwww.det.nsw.edu.au/assetmanagement/chemicals/section3/m_index.htm

Science

“Substantial footwear appropriate to the practical activity should be worn at all times. Footwear such as thongs, open weave type shoes, or shoes with openings at toes or heels, platform or high-heel shoes should not be worn in areas which present hazardous situations. Where indicated by a risk assessment, the wearing of safety footwear is mandatory.

Footwear with a stout sole and firm leather uppers provides best protection to students and staff in science. Because hot liquid can enter and be retained by footwear, the footwear chosen should be capable of quick removal. Thongs, open type sandals or shoes, canvas type shoes and/or gym boots must not be worn in practical classes where there is the possibility of injury through spillage of hot or corrosive liquids.

If a student whose shoes do not meet footwear safety standards is excluded from participating in a particular aspect of practical work, an alternate activity with the same expected outcome should be provided.”

Visual Arts

“Ensuring that students are wearing appropriate clothing, footwear and any other personal protection equipment required by a risk assessment.”

TAS

“Substantial footwear appropriate to a practical activity should be worn. Footwear such as thongs, open weave type shoes, or shoes with openings at toes or heels, platforms or high-heel shoes should not be worn in areas which present hazardous situations. Where indicated by a risk assessment, the wearing of safety footwear is mandatory. “

Cheltenham Girls’ High School Requirements.

Practical classes include Technology and Applied Studies, Visual Arts, Science, Physical Education and Sport. Each of these subjects require a practical component which may include the use of specific equipment requiring training and personal protective gear, chemicals, paints and activities or games that expose the feet to additional risks.

In keeping with Legislative requirements students are required to wear:

- Personal Protective Equipment - (PPE) is a condition of entry into the workshop and laboratories and was developed by undertaking a risk management exercise.
- Firm, supportive, enclosed, black leather shoes with a low heel and a stout sole.

Light weight non-supportive or non-leather shoes with a very low scoop front that exposes the top of the foot and band with buckle), thongs, ballet and slipper type shoes are not to be worn and students who wear these shoes will not be admitted to practical classes. When participating in sporting events and PDHPD the following footwear is required;

Sport Shoes and shoes for Physical Education.

Lace up joggers must be worn. Slip on shoes, Cons, Vans, Raben or Dunlop shoes are unacceptable. Students who wear incorrect shoes will not be able to participate and may be at risk on failing to satisfy the practical Curriculum requirements for Sport and or Physical Education. Students who are restricted from entry to classroom because of inappropriate footwear will be provided with alternative work that must be completed in lieu of the practical application. Even though they complete the alternative work this may still mean that some students may be at risk of failing to meet the course practical requirements.

Responsibilities within the Policy

Students

Students are encouraged to wear the uniform as prescribed by the school in consultation with the P&C, students and staff. Students should be actively supported in wearing appropriate attire including encouraging them to take pride in their appearance. Students who experience financial difficulties or have difficulty in meeting uniform requirements should be referred to the Head Teacher Wellbeing who will support them to access Clothing Pool and or Student Assistance Scheme.

Students are encouraged to take responsibility for their choice of footwear. Students are expected to comply with the WHS requirements in accordance with the DET policy indicated above.

Students who fail to comply with the footwear requirements will not be admitted to the laboratory or classroom. Provision will be made by the Head Teacher for students to be seated in another room and they will be provided with relevant, meaningful work to complete in lieu of the practical learning experience.

While we encourage students to be responsible for their own footwear, students who repeatedly fail to wear the correct shoes may be at risk of failing to participate in practical applications and therefore fail to meet the course requirements. These students will be referred to the faculty Head Teacher who will consult with their parents to resolve the footwear matter and to enable the student to participate in all practical activities required by the course.

Parents

Parent cooperation in matters of uniform is vital and particularly so with matters related to student safety in practical learning environments. Parents should be aware of what their daughter is wearing to school each day. Parents should encourage their daughter to care for her uniform and to look smart and neat in her appearance.

Parents are encouraged to purchase footwear that meets the safety requirement for practical classes. Parents should discuss these requirements with their daughter before purchasing new school shoes.

Students who fail to comply with the footwear requirements will not be admitted to the laboratory or classroom. Provision will be made for students to be seated in another room and students will be provided with relevant, meaningful work to complete in lieu of the practical learning experience. Parents will be made aware the when their daughter has failed to wear the correct footwear on two occasions that has resulted in her being unable to participate in practical experiences.

Students who have extenuating circumstances such as a foot or leg injury that precludes them from wearing the appropriate footwear must bring a letter from their parent explaining the circumstances, to the Head Teacher Wellbeing before school. The student may not be admitted to practical classes for safety reasons until they are able to wear compliant footwear however, they will attend all other classes and the welfare team will provide support to ensure that the student can move safely around the school corridors

CGHS Sun Protection Policy

At Cheltenham Girls' High School, we aim to provide a safe and supportive environment which encourages and empowers students to take personal responsibility for healthy lifestyle choices.

The school outdoor areas provide a number of shade trees and undercover areas for students to sit during recess and lunch. Seats are provided in the shade in all playground areas. Students are encouraged to wear a hat, sunglasses and sunscreen when outdoors.

Students benefit if they are provided with opportunities to develop the knowledge, skills and understandings relevant to managing their own health. Taking into account what is reasonable and safe in an individual case, Cheltenham Girls' High School supports students to develop independence in managing their own health.

Expectations of Students

- The wearing of a hat, preferably the school hat is compulsory for all outdoor lessons including PDHPE and Sport lessons
- The wearing of hats and sunglasses is strongly recommended whilst travelling to and from school and whilst in outdoor play areas.
- The wearing of sunscreen is strongly recommended for all outdoor lessons including PDHPD, Sport and swimming lessons.
- Sunscreen is available outside the PE change room at all times.





CHELTENHAM GIRLS HIGH SCHOOL

UNIFORM SHOP

Uniform Shop Location

The Uniform Shop is located within our school.

Other Ways to Order:

Simply download an order form, from the School website and bring it to the Uniform Shop.
Your child can pick up their own order.

Online ----Ordering available <http://daylightsportswear.com/cheltenhamgirls>

Payments accepted are Cash / Eftpos / Credit Card

(American Express and Cheques are **NOT** accepted)

Lay-by facility is not available.

December trading will be normal shop hours

Year 7 2021 BY APPOINTMENT ONLY which must be made online:

<https://calendly.com/cheltenhamgirls>

Entry via Beecroft Rd pedestrian gate only to senior common room.

COVID compliance required

Wednesday 16th December 9.00am – 2.00pm

Thursday 17th December 8.00am - 2.00pm

School Holidays Trading Hours January 2021 - BY APPOINTMENT ONLY:

<https://calendly.com/cheltenhamgirls>

Entry via Beecroft Rd pedestrian gate only to senior common room.

COVID compliance required

Thursday 14th Jan. 9 am - 1 pm

Friday 15th Jan. 9 am – 1 pm

Monday 18th Jan. 9 am – 1 pm

Tuesday 19th Jan. 9 am – 1 pm

Wednesday 20th Jan Closed

Thursday 21st Jan. 9 am – 1 pm

Friday 22nd Jan. 9 am – 1 pm

Monday 25th Jan 9 am – 1 pm

Tuesday 26th Jan. Closed (Public Holiday)

Wednesday 27th Jan. 8 am – 1 pm

Thursday 28th Jan. 8 am – 1 pm

Friday 29th Jan. 8am – 1pm



Cheltenham Girls High School UNIFORM SHOP

Price List

ITEM	PRICE
Girls	
Junior/Senior Long Sleeve Blouse	42.00
Senior Blouse (Disc)	35.00
Junior Dress	68.00
Senior Dress	70.00
Junior/Senior Tunic	70.00
Girls Slacks	40.00
School Jacket	72.00
Woollen Jumper	72.00
Sports	
Sports Shorts	32.00
Sports Polo	36.00
Sports Trackpants	42.00
Others	
Backpack	75.00
Socks	5.00
School Tie	20.00
Black Stockings	10.00
Formal Stocking	10.00
School Cap	12.00
Scarf	15.00

Uniform Shop: Contact Uzma During Shop Hours on: 0413 665 192

Email: cheltenhamgirls@daylightcorp.com

Please bring your own bag or Bags available for \$1.00

Uniform Shop Normal Trading Hours During School Term.

Tuesday: 8 am - 1 pm

Thursday: 11 am - 4 pm

Technology and Devices at CGHS

Bring Your Own Device (BYOD)

Cheltenham Girls' High School has implemented a Bring Your Own Device (BYOD) program in accordance with existing *Department of Education* Guidelines.

(<https://education.nsw.gov.au/policy-library/policies/student-bring-your-own-device-policy-byod>)

Further information can also be found in the CGHS ICT Policy located in this handbook.

Introduction to Technology at CGHS

Beginning in Early Term 1, Year 7 and new students will participate in an *Introduction to Technology at CGHS* session. This will run for one period and will cover the following:

- Setting up a new password.
- Learning about where to store important files.
- Where to access free student software.
- How and where to Print.
- Learning about technology services at the school (Sentral Student Portal, Email, ClickView).
- Connecting student BYOD laptops to the School Wi-Fi and *Internet at Edge*.
- Portal.

Free Student Software

Through licensing agreements organised by the *Department of Education*, Students are entitled to a free copy of the following software applications.

- Microsoft Office 365 (Including Word, Excel, PowerPoint and OneDrive).
- Adobe Creative Cloud (Photoshop, Illustrator, InDesign and more).
- Google Apps for Education (Browser based).

More information for each of these applications can be found on the *Technology @ CGHS* section of the school website.

Continued Technical Support

Student technology support is available every school day at either recess or lunch in Room A25.



CGHS Mobile Phone Policy

Mobile Phone Policy

This mobile phone policy seeks to make clear the responsibilities of all students and staff in relation to the use of mobile phones.

Guidelines for Student Use:

Year 7, 8 and 9 students

- Year 7, 8 and 9 students who bring their mobile phone to school must always have their phone on silent mode and in their school bag. If parents need to contact their daughter, they may do so via the front office.
- Year 7, 8 and 9 students are not permitted to place their mobile phone on the table during class time or use their mobile phone at recess and lunch times.

All Students

- Students in 7 – 12 who bring a mobile phone to school do so at their own risk. Liability for loss or damage to a mobile phone is not accepted by the school. If a phone is found to be missing the student should report the matter to the class teacher or Deputy Principal as soon as possible. Whilst every reasonable effort will be made to investigate, recovery is not always possible.
- Students must use mobile phones respectfully especially in relation to good manners and common courtesy. Students must respect fellow students' rights by responsible and appropriate use of their phones.
- Students are not permitted to contact any person via mobile or BYO learning devices during class and between lessons, this includes texting people, contacting parents, other students or people outside the school.
- Mobile phones must not be used to by-pass school procedures in relation to school-parent contact such as the official notification of student illness. Schools are required to provide first aid and appropriate medical attention so all illness must be reported to the front office.
- Teachers have the right to collect student phones at the start of the lesson and return them at the end.
- Mobile phones are not to be used during class time and between lessons unless the student has asked the teacher for permission to use her phone for a learning purpose in the classroom or other area.
- Mobile phones must be turned off and placed inside bags during class time and between lessons to prevent disturbance to teachers and other students' learning.
- Head phones are not to be used during class time and between lessons unless for specific reasons as below or have been approved for wellbeing reasons. Students are expected to engage in the lesson during class time. There are some exceptions, such as when students are required to engage in independent listening in subjects such as languages, music or computing lessons. Student needs to be aware of their surroundings and demonstrate awareness of other people. This is also a safety issue.
- Mobile phones are strictly prohibited in exams rooms and during examinations or disability provisions rooms.
- Mobile phones taken on camps Year 7/9/11 will be surrendered at night time to ensure students have adequate sleep.

- Students may be asked to put their mobile phone away at lunch and recess times. We remind students that while mobile phones are an important part of their lives, it is also very important to participate in conversations and face to face communications with their peers. Recess and lunchtime are ideal times to develop relationships, spend time and do activities and to share with friends. Mobile phones can interfere with these activities and recess and lunchtime are a precious 60mins in total each day which is not a long time to be off the mobile phone and to spend socialising.
- Mobile phones and Smart watches must not be used to record images of students or teachers or to make a recording of students' or teachers' voices or class/school performances unless the recording forms part of an approved classroom/school activity. This is a breach of the core rules.
- Students are encouraged to access the internet via the school's Wi-Fi. Mobile phones usually use 3G or 4G which bypasses the Department of Education internet security. Bypassing this requirement is in breach of the technology agreement all student parents have signed and in breach of the school and Dept. of Education policies. (*Refer to CGHS IT Policy Bring your Own Device point 23*). The school does not consider the mobile phone a learning device so student requests to connect the mobile phone to the school's WIFI system will be declined.
- Students who are using their mobile phone inappropriately or contrary to school rules and are asked by the teacher to put their mobile phone away and refuse to do so, may have their phone confiscated for the lesson or until the end of the day. (*Refer to Legal Issues Bulletin 56*). Students may also be placed on detention for inappropriate mobile phone use.
- Students who engage in cyber bullying and /or harassment using their mobile phone may be reported to the police. (*Refer to Anti Bullying Policy*)



CGHS ICT Policy

Students, parents and guardians must read and understand these guidelines then sign and return the contract agreement on the last page before students will be issued with a user name and password to access the school's network and internet services including Wi-Fi for Bring Your Own Device (BYOD).

Guidelines for ICT

NSW Schools are provided with a high speed, filtered Internet connection (including Wi-Fi) and email account to enable a collaborative learning environment and assist with learning outcomes. It is the purpose of this policy to ensure that the Cheltenham Girls' High School network and Internet services are used for educational purposes only.

Should a student inadvertently access inappropriate materials, she must report the incident to her teacher immediately and agree not to download, identify or share with anyone else the source of this material.

Students and parents must read these pages carefully and sign the contract for Network, Internet and Online Communication Services Access and also Bring Your Own Device. If the conditions within this policy are violated, access to the school's internet services may be denied and the student subject to disciplinary action.

Network, Internet and Online Communication Services Access Responsibilities of students

All students are to take full responsibility for their own actions. The school will not be liable for any wrongful action taken by students accessing its network and Internet services. All students shall assume full liability, legal, financial or otherwise for their actions.

As students can access the Internet from most areas of the school, it is not practical that a teacher will always be present when a student is connected. Each student must therefore agree, as part of this policy, to access the Internet and use its resources with a strong sense of responsibility and with ethical standards. The school takes no responsibility for any information or materials that are accessed through the Internet and saved by students on the network.

The school makes no guarantees, implied or otherwise, regarding the reliability of the data connection or the accuracy for the data retrieved. The school shall NOT be liable for any loss or corruption of data resulting while using its network and/or internet services.

The school reserves the right to examine all data stored in student folders on the network at any time to make sure that all users compliant with these regulations. Students may be monitored at any time while using the school network and Internet services.

Students shall not use the school's network or Internet services to perform any illegal or unethical acts, to gain access to unauthorised systems or data on the network, to make a profit, to distribute illegal and pirated software, download unauthorised music and video, or inappropriate communication, harassment online chatting or gaming.

Finally, all students should keep in mind that when they use the Internet they are entering a global community and any actions taken by them will reflect upon the school system as a whole. As such, all students must behave in an ethical and legal manner.

Conditions of Use

Users of Cheltenham Girls' High School Network and Internet services will abide by the following conditions of use.

1. Personal safety

- A. You will not post personal contact information about yourself or other people. Personal contact information includes your address, telephone number, school address, work address, etc.
- B. You will not agree to meet someone you met online.
- C. You will not engage in online chat forums without the authorisation and supervision of your teacher.
- D. You will not use passwords that are obvious or easily guessed.
- E. You will not allow others to use your personal e-learning account or password.
- F. You will inform your teacher of any messages that you receive that are inappropriate or make you feel uncomfortable.
- G. You will keep passwords confidential, and change them when prompted, or when known by another user.
- H. You will log off at the end of each session to ensure that nobody else can use your personal e-learning account.
- I. You will promptly tell your teacher if you suspect that you have received a computer virus or spam (i.e. unsolicited email).
- J. You will seek advice if another user seeks excessive personal information, asks to be telephoned, offers gifts by email or wants to meet you.

2. Illegal Activities

- A. You will not attempt to gain unauthorised access to Cheltenham Girls' High School network or any other computer system or data on the network, or go beyond your authorised access.
- B. You will not share your login details with other students or attempt to gain access through another person's account or access another person's files.
- C. You will not make deliberate attempts to disrupt the computer system or destroy data by spreading viruses or by any other means. You will not disable settings for virus protection, spam or filter settings.
- D. You will not use the Cheltenham Girls' High School Network to engage in any illegal activity.
- E. You will not damage or disable computers, computer systems or networks of the *NSW Dept of Education*.

3. Inappropriate Conduct

- A. You will ensure that communication through internet and online communication services is related to learning.
- B. You will not use TAFE email or internet accounts at school except as it relates to TAFE learning.

- C. You will abide by the generally accepted rules of network etiquette. You will not use obscene, inflammatory, threatening or disrespectful language.
- D. You will not post information that could cause damage to another individual or a danger of disruption to the school network system.
- E. You will not engage in any personal attacks, including prejudicial or discriminatory attacks.
- F. You will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If you are asked by another person to stop sending messages to them, you must stop.
- G. You will not knowingly or recklessly post false or defamatory information about a person or organisation.
- H. You will not knowingly initiate or forward emails or other messages containing:
 - I. a message that was sent to you in confidence.
 - J. a computer virus or attachment that is capable of damaging recipients' computers.
 - K. chain letters and hoax emails.
 - L. spam, e.g. unsolicited advertising material.
- M. You will not publish:
 - N. unacceptable or unlawful material or remarks, including offensive, abusive or discriminatory comments.
 - O. threatening, bullying or harassing another person or making excessive or unreasonable demands upon another person.
 - P. sexually explicit or sexually suggestive material or correspondence.
 - Q. false or defamatory information about a person or organisation.
- R. You will ensure that personal use is kept to a minimum and internet and online communication services are generally used for genuine curriculum and educational activities. Use of unauthorised programs and intentionally downloading unauthorised software, graphics or music that is not associated with learning, is not permitted.

4. Respect for Privacy

- A. You will not repost a message that was sent to you privately without permission of the person who sent the message.
- B. You will not post private information about another person.
- C. You will maintain privacy and confidentiality by not disclosing or using any information that is contrary to any individual's interests.
- D. You will not publish or disclose the email address of a staff member or student without that person's explicit permission.
- E. You will not reveal personal information including names, addresses, photographs, credit card details and telephone numbers of themselves or others.
- F. You will ensure privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interests.

5. Respecting Resource Limits

- A. You use the system only for education and career development activities.
- B. You will not download large files or send socially unacceptable material via emails.
- C. You will not post chain letters or engage in "spamming". Spamming is sending an annoying or unnecessary message to a large number of people.

6. Intellectual property, Plagiarism and Copyright Infringement

- A. You will not plagiarise works that you might find on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as though they were yours.
- B. You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce a work that is protected by copyright. If a work contains language that specifies appropriate use of that work, you should follow the expressed requirement. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Copyright law can be very confusing. If you are unsure, seek advice from your teacher.

7. Inappropriate Access to Material

- A. You will not use the Cheltenham Girls' High School Network to access material that is profane or obscene, is illegal, violent or discriminatory in any way towards other people.
- B. If you accidentally access inappropriate information you should tell your teacher immediately. This will protect you from a claim that you have intentionally violated this policy.
- C. Your parents should instruct you if there is additional material that they think would be inappropriate for you to access. Cheltenham Girls' High School fully expects that you will follow your parent's instructions in this matter.
- D. Students will refrain from using the names of any students in any published works unless special permission is obtained from parents or guardians.

8. Respect for equipment

- A. You will not vandalise computer hardware, data of another user, or any part of the school computer network. This includes but is not limited to the uploading or creation of computer viruses.

9. Data

- A. Students are responsible to ensure that they regularly back-up their data to a location other than our server.

Bring Your Own Device

A personally owned device shall include all existing and emerging technology devices that can take photographs; record audio or video; input text; upload and download media; and transmit or receive messages or images. Examples of a personally owned device shall include but is not limited to: mp3 players and iPods; iPads, and other tablet PCs; laptop and netbook computers; personal digital assistants (PDAs), cell phones and smart phones as well as any device with similar capabilities.

- 1. Connecting any device to the school's Wi-Fi can only be done with the knowledge and written approval of the parent/guardian and Cheltenham Girls High School. The signing and returning of the BYOD User Agreement Form on page 5 constitutes such knowledge and approval.
- 2. The student's name should be clearly visible on the back of the device and should not be able to be easily removed.
- 3. Students take full responsibility for their device and keeps it with them at all times. CGHS is not responsible for the security of, or damage to the device.
- 4. Students are responsible for the proper care of their personal device, including any costs of repair, replacement or any modifications needed to use the device at school.

5. Student devices are not covered by NSW Treasury Managed Fund. The student accepts FULL responsibility for the care and use of their own laptop/tablet device. In particular, the school does not accept responsibility for theft or loss of the device or parts/accessories. Families should check the details of their personal insurance coverage for events such as loss/damage. Unless specifically stated Home and Contents insurance does not cover a laptop/tablet device against accidental breakage or theft when outside the home. There is risk associated with bringing a laptop/tablet device to school and it is highly recommended that parents consider electing to purchase a suitable insurance option as part of their Home and Contents package. Devices should be transported in protective cases specifically designed for that device.
6. Under no circumstances are students to leave a device unattended. When devices are not in use the students should leave them in a locked locker. This includes occasions when undertaking extra and co-curricular activities. Students must always take home their devices overnight and never leave them in a locker.
7. Students should always attempt to minimise the total weight of materials transported to and from home. Remember that the laptop/tablet device is valuable and always have it in sight or preferably hold it when travelling.
8. CGHS reserves the right to inspect a student's personal device if there is reason to believe that the student has violated any Department of Education policies, administrative procedures, school rules or has engaged in other misconduct while using their personal device. Violations of any school policies, administrative procedures or school rules involving a student's personally owned device may result in the loss of use of the device in school and/or disciplinary action.
9. The laptop/tablet device will only have access to the school's wireless network. At NO stage will students have direct access to the Cheltenham Girls' High School server. The integrity of the Cheltenham Girls' High School network could be severely compromised by the introduction of viruses and this is a risk that cannot be accepted.
10. Via the wireless network students will have access to the school's learning management systems, the filtered Internet and the *Education NSW* Student Portal.
11. Students must be aware of the appropriateness of communications when using school or personally owned devices. Inappropriate communication is prohibited in any public messages, private messages, and material posted online by students.
12. Students are not permitted to use any electronic device to record audio or video media or take pictures of any student or staff member without their permission. The distribution of any unauthorised media may result in disciplinary action including but not limited to suspension, criminal charges, and expulsion.
13. Students may not utilise any technology to harass, threaten, demean, humiliate, intimidate, embarrass, or annoy their classmates or others in their community. This is unacceptable student behaviour known as cyber bullying and will not be tolerated. Any cyber bullying that is determined to disrupt the safety and/or well-being of the school is subject to disciplinary action.
14. CGHS attempts to provide a safe Internet experience for students by deploying state of the art filtering technology. Students will not be allowed to access external wireless Internet connection such as wireless 3/4G as the school is unable to determine if filtering is in place.

15. When at school, students will use their wireless connection exclusively for educational purposes. Activities such as; downloading files not related to schoolwork, playing computer games or watching movies is not permitted.
16. The use of a laptop/tablet device at particular times in individual lessons is at the discretion and direction of the teacher. There may be times when the activity is intended to be done without computer assistance or when the attention of the student is required elsewhere. At NO stage should students access programs or material from the laptop/tablet device which are not relevant to their current work/learning. In the event of students using their laptop/tablet device inappropriately, the teacher may require the student to close down the computer and continue working via other means.
17. The use of power cords creates a Work, Health and Safety risk and also increases the possibility of damage to the device should a student trip on it. Students are expected to bring their devices to school each day with a fully charged battery. If one battery does not provide the required length of use then a second battery should be purchased. Students will not have provision to charge batteries at school. Batteries are considered a consumable device and will deteriorate over time. If the laptop/tablet device is purchased privately then typically it has a one-year warranty and will most likely require a replacement battery before it reaches three years of use.
18. Students should not attach any school-owned equipment to their mobile devices without the permission of their supervising teacher.

Technical Assistance or Advice

The school can provide limited technical assistance for hardware or software problems that may occur with laptops/tablet devices. The students may see our IT support staff in room A25 during recess or lunchtime. If the problem is beyond the assistance which the school can provide then the student will need to seek help from another party at their own expense. If the laptop/tablet device malfunctions during a lesson, the student is required to continue with his learning promptly in a conventional manner.

1. The student is responsible for ensuring that any software or application required is already installed on their laptop/tablet device. The school can assist student with the download and installation of the free *NSW Dept of Education* supplied software.
2. Where specific software is required for classroom learning and or tasks, the teacher will provide access to the software via desktop computer in one of the computer labs at school.
3. Students are encouraged to perform regular backups of their files. The importance of current work will often determine back up frequency. CGHS is not responsible for any data loss. Under the school's Assessment Policy, loss of data is not a valid excuse for the late submission of a task.
4. Printing of documents from student laptops/tablet devices can only be done through school desktop computers using a personal data-transfer device (USB device) compatible with the school network computers or through the Student Printing Web Portal (Instructions can be found in the Library). Direct connection of the laptop/tablet device to the printer network is not permitted. It is the student's responsibility to have a suitable data-transfer device.

5. The use of a personal laptop computer at school is regarded as a privilege and teachers may wish to view the work being carried out on the computer during class time. Students are required to provide the teacher with access to the laptop to view the school related files when asked. Where there is reasonable suspicion that material contrary to the ethos of the school is being brought to school or accessed during class time on the laptop/tablet device, the school reserves the right to impound the computer and institute a search for such material.

Security

System security is protected through the use of passwords. Failure to adequately protect or update passwords could result in unauthorised access to personal or school files. Each user is required to report any security problems to the CGHS technical support staff in room A25. The problem is not to be demonstrated to other users. To protect the integrity of the system, the following guidelines shall be followed:

1. Users shall not reveal their passwords to another individual.
2. Students who are also enrolled with TAFE or have a TAFE account are not permitted to use TAFE logins at school. Use of TAFE account at school will be considered as breach of the User Agreement and may result in disciplinary action.
3. Users are not to use a computer or network resource that has been logged in under another User's name.
4. Any user identified as a security risk or having a history of problems with other computer systems may be denied access to the network.
5. Users are required to have appropriate Anti-virus software installed on their devices to avoid any spread of virus on the school network. Students are also responsible to update their Anti-virus software on a regular basis.
6. Students should use strong passwords and have suitable privacy controls.

Intellectual Property and Copyright

Students will:

1. Never plagiarise information and will observe appropriate copyright clearance, including acknowledging the author or source of any information used.
2. Ensure that permission is gained before electronically publishing users' works or drawings. Always acknowledge the creator or author of any material published.
3. Ensure any material published on the internet or intranet has the approval of the Principal or their delegate and has appropriate copyright clearance.
4. Never copy, transmit, retransmit or download any material that is protected by copyright, without prior permission of the copyright owner.
5. Ensure that the operating system and all software on their device are legally and appropriately licensed.

Cheltenham Girls High School Technology Standards

1. Students will achieve the fastest internet connection if their device is 5GHz capable.

Help and Assistance

1. If you have any questions or concerns regarding student's access to the school Network, Internet or BYOD please do not hesitate to contact the school on 9876 4481.

Student Supervision Plan

The school's Student Supervision Plan is based on a comprehensive assessment of risk undertaken at various stages of the school year. The plan provides for the care and supervision of students in the half-hour before normal classes begin, in study periods and during recess and lunchtime. It also assists students to travel safely to and from school.

Opening Hours of the School

At Cheltenham, school begins at 8.35am and concludes at 3.05pm unless there is a timetabled class or curriculum enrichment activity outside those hours.

Years 11 and 12 students also operate on a flexible timetable based on curriculum choice. This can involve study periods, attendance at TAFE colleges, and leave passes for early departure.

Before School Supervision

Students are encouraged to arrive no earlier than necessary. It is also impressed upon students that before 8.10am, teacher assistance cannot be assured.

Before 8.20am, students are instructed to move quickly into school and to remain within the quadrangle after going to lockers.

After 8.20am students may move out into the canteen area, the Senior Study (Year 12) or near the tennis courts. However, when the bell rings at 8.35 am all students are required to move promptly to roll call.

If the need arises, students are instructed to immediately alert staff in A Block or to go to the nearest staffroom in any other Block.

Recess and Lunch Supervision

There are five in-bounds areas for students in the grounds. A teacher is assigned to supervise each of these areas during recess and lunch. There are also equivalent wet weather arrangements for areas inside the school buildings.

Head Teachers, on a rostered basis, are assigned a supervisory role to ensure that all five areas are promptly and continuously supervised by staff.

Students are required to follow all directions given by staff on playground duty and to keep the playground areas clean.

Study Periods

Due to the flexible senior school curriculum, students in Years 11 and 12 can be assigned study periods in addition to supervised lessons. For study periods, students are required to move to one of the following areas to undertake their work. These are:

- the library
- the Year 12 Senior study
- study bays in I-block

For safety reasons, unless accompanied by a teacher, **all other areas** including the grounds are out of bounds during study periods.

CGHS Travel and Road Safety

Travel to and from school

The majority of students travel to and from school by train. Other means of transport used are bus, private vehicle, bicycle and foot.

The school promotes dignified, respectful and safe behaviour from students travelling to and from school. Programs and procedures to achieve this are outlined below:

- For Year 7, school finishes at approximately 2.45pm for the first two weeks of Term 1. Class teachers and Transport Prefects then supervise the students walking to Cheltenham railway station to ensure the students learn to travel safely. Students not going to the station may remain in lower quad until 3:05pm or make their own way home at the earlier time.
- Students whose private transport arrangements at the end of the school day do not occur as planned, should go to Reception where a phone is available;
- The provision of thirty elected Transport Prefects who assist the students to travel safely and be aware of appropriate community expectations;
- Presentations at assemblies by the Deputy Principals and the Transport Prefects which are aimed at developing responsible and safe behaviour from each student;
- Communication with parents and students through Sentral which, along with P&C meetings, discuss relevant safety issues including parental responsibilities while delivering and collecting their daughter in The Promenade;
- Liaison with State Rail to assist the safety of students and appropriate behaviour at the railway stations;
- Liaison with the bus companies to support appropriate and safe behaviour.

Road safety around the school

With the NSW State Government recommending parents and carers drive their students to school in place of using public transport, we have seen an increase in congestion around the school. This has placed enormous pressure on schools, NSW Police and Council.

To assist with congestion, the Local Council has put in place the following traffic conditions that ALL parents should be aware of:

1. Installation of a 'No Right Turn' sign in The Promenade at the intersection with Beecroft Road (8:00am – 9:30am, 2:30pm – 4pm, School Days).
2. Extension of existing 'No Parking' zone (42 metres) on The Promenade (8:00am – 9:30am, 2:30pm – 4pm, School Days). Parking will be available at all other times.
3. Installation of a 'No Stopping' zone (18 metres) at the utilities and staff access driveway on The Promenade (Monday to Friday).
4. Standardised times on the existing 'No Stopping' zone on The Promenade (8:00am – 9:30am, 2:30pm – 4pm, School Days).

Please refer to the informative brochures on the following four pages to assist with driving, traffic conditions and road safety around Cheltenham Girls' High School.

SCHOOL ZONE

Road Safety News


Term 3, 2020


How school parents & carers can help their community

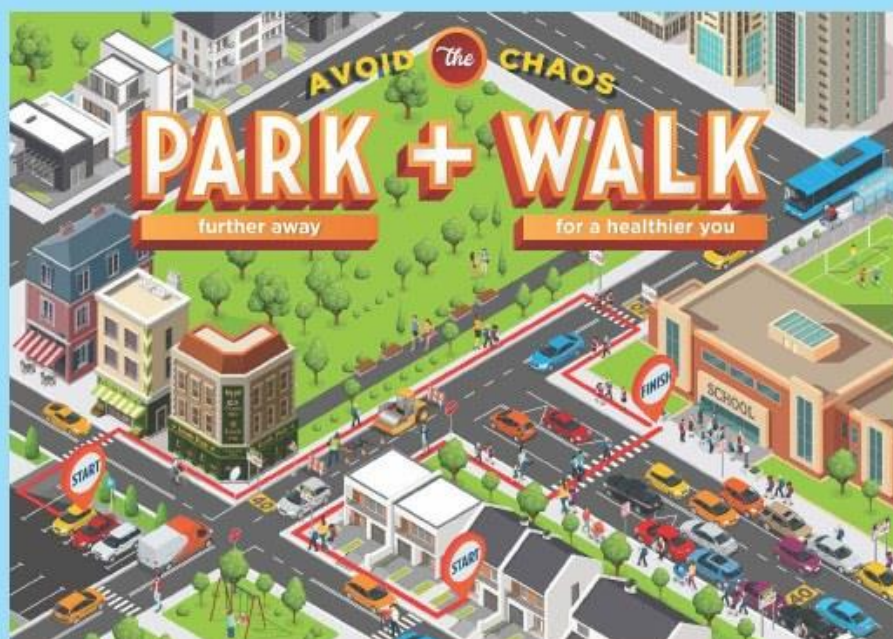
In response to Covid-19, requests from State Government have created an expectation that parents/carers should drive each child directly to and from the school gate. This is unfortunately creating increased congestion issues within the school zones.

With the congestion issues, comes complaints from the surrounding residents and community.

Below are some ideas that schools could suggest to their parents and students that may assist in alleviating some of these traffic issues:

 Walk or cycle to school together while observing social distancing.

 Park and walk - suggest that parents and carers park (legally) several blocks from the school zone and either walk to meet their child or ask their child to walk to them to be picked up.



Model safe and considerate behaviour for your child - they will learn from you!

The current COVID-19 situation has seen an increase in the number of parents and carers choosing to drive their children to and from school, placing enormous pressure on the local traffic environment. Many school communities are experiencing increased traffic congestion due to inappropriate use of school Drop-off and Pick-up zones, particularly with vehicles stopping for too long.

Check out this list of safety tips for drivers using a school Drop-off and Pick-up zone.

- Always drop off or pick up your child from the designated zone and follow the school's procedures.
- Drivers should remain in their vehicles at all times in the Drop-off and Pick-up zone.
- Drivers may stop for a maximum of 2 minutes in the Drop-off and Pick-up zone.
- Ensure children use the Safety Door (the rear footpath side door) to get in and out of the car.
- Ensure the handbrake is applied when the vehicle is stationary.
- Always park legally.
- Avoid dangerous manoeuvres such as U-turns and three-point turns.



TOP TIPS - from a School Crossing Supervisor

A few school crossing tips from Stephen Miller the School Crossing Supervisor at Lane Cove Public.

Always... approach the pedestrian crossing slowly.

Never... run onto, or across the crossing, even if the school crossing supervisor is in the middle of the road.

Always... watch for the School Crossing Supervisor's signal.

Never... cross unless the supervisor has indicated to you that it's safe to do so.

Always... pay attention to the traffic as you cross. Sometimes vehicles may not stop or even suddenly begin to move again.

Never... look down at your phone as you cross.

Always... get off your bike or scooter and push these across the crossing.

Never... bounce balls or play with anything else you could drop.

Always... wait for your parents to arrive at the crossing if you've run on ahead, and then cross altogether.

Never... assume traffic will stop for you, just because you are standing at a pedestrian crossing. Sometimes they just don't.

Always... thank your School Crossing Supervisor – it is a very demanding job keeping everybody safe while also managing busy traffic flow.














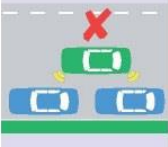





Stephen cares very much about all the children he helps to keep safe. You can really help him by remembering all these simple do's and don'ts.



Parking and traffic rules in school zones

You need to take extra care when driving and parking in school zones. Make sure that you and your child understand the road rules. If you break the traffic rules in a school zone you are putting not only your child but other children at risk. The parking and traffic rules around our schools are there to protect your children. If you break the rules you will be fined. **Please choose safety over convenience.**





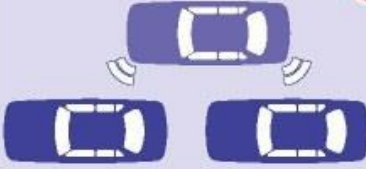



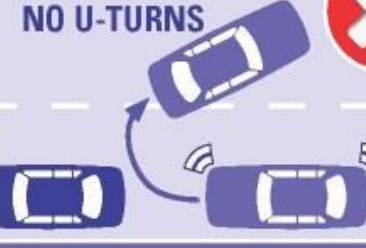

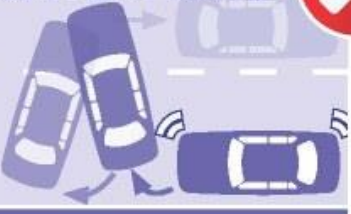

QUICK REFERENCE GUIDE TO IMPORTANT SAFETY TRAFFIC RULES

ZONE	WHAT DOES IT MEAN?	WHY IS IT THERE?	PENALTY	DEMERIT POINTS*
	You cannot stop in a NO STOPPING zone for any reason (including queuing or waiting for a space). 	Keeps clear sight lines between drivers and children / pedestrians.	EXCEEDS \$344 	(School Zone) 2 
	You can stop in a NO PARKING zone for a max. of two minutes to drop off and pick up passengers. If no spaces are available you cannot queue on the road way or in any other zones while waiting for a space. You will need to drive away and park elsewhere, only returning when there is space to pull up. You must stay within 3 metres of your vehicle at all times and cannot leave your vehicle unattended.	Provides a safe place for children / pedestrian set down and pick up.	EXCEEDS \$191 	(School Zone) 2 
	You must not stop or park in a BUS ZONE for any reason (including queuing or waiting for a space) unless you are driving a bus. If times are shown on the sign, you are not allowed to stop during those times.	Provides a safe place for large buses to set down and pick up school children.	EXCEEDS \$344 	(School Zone) 2 
	You must not stop on or within 20 metres before a PEDESTRIAN CROSSING or 10 metres after a crossing unless there is a control sign permitting parking.	So drivers can clearly see pedestrians on the crossing.	EXCEEDS \$457 	(School Zone) 2 
	DOUBLE PARKING You must not stop on the road adjacent to another vehicle at any time even to drop off or pick up passengers.	Double parking blocks visibility and forces other cars to go around you.	EXCEEDS \$344 	(School Zone) 2 
	You must not stop on any FOOTPATH or NATURE STRIP , or even a DRIVEWAY crossing a footpath or nature strip for any reason.	You could easily run over a child or force pedestrians onto the road to get around you.	EXCEEDS \$344 	(School Zone) 2 

Please note: The above information is current as of 1 July 2019.
Penalties set by NSW State Government and reviewed on 1 July each year.



Safety tips for school zones:

EXITING THE CAR 	 Make sure children use the footpath-side door when getting in and out of a car.	APPLY BRAKE 	 Make sure the park brake is applied when the vehicle is stationary.
PARKING 	 NEVER double park.	CROSSING 	 NEVER park across a pedestrian crossing.
NO U-TURNS 	 NEVER undertake a U-turn in close proximity to the school.	NO 3 POINT TURNS 	 NEVER undertake a three-point turn in close proximity to the school.

Safety tips for students:

BUCKLE UP 	 Stay buckled up until the vehicle has stopped.	STORE ITEMS 	 Make sure your school bag and other items are in a safe position.
BE READY 	Be ready to get out of the car with your belongings when the car has stopped and you have unbuckled your seat belt.	EXIT SAFELY 	Always get in and out of the back seat through the safety door - the rear foot path-side door.

Demerit Points:

* The **Demerit Points** Scheme is a national program that allocates penalty points (demerits) for a range of driving offences. A driver who has not committed any offences has 'zero' points. If you commit an offence that carries demerit points, the points are added to your driving record. If you incur the threshold number of demerit points within a three-year period, a licence suspension or refusal is applied. The three-year period is calculated between the dates the offences were committed. It ends on the day your most recent offence was committed.

For further information regarding demerit points please visit: rms.nsw.gov.au/roads/safety-rules/demerits/

Bell Times

School hours: 8.35am. - 3.05pm

<u>Period</u>	Mon	Tues	Wed	Thurs	Fri
Roll Call	8.35 – 8.45	8.35 – 8.45	8.35 – 8.45	8.35 – 8.45	8.35 – 8.45
1	8.45 -9.45	8.45 -9.45	8.45 -9.45	8.45 – 9.45	8.45 -9.45
2	9.45 – 10.45	9.45 – 10.45	9.45 – 10.45	9.45 – 10.05 Reading Group	9.45 – 10.45
Reading Group	10.45 - 11.05	10.45 - 11.05	10.45 - 11.05	10.05 – 11.05 Assembly/ Scripture	10.45 - 11.05
RECESS	11.05 – 11.25	11.05 – 11.25	11.05 – 11.25	11.05 – 11.25	11.05 – 11.25
3	11.25 – 12.25	11.25 – 12.25	11.25 – 12.25	11.25 – 12.25	11.25 – 12.25
4	12.25 -12.45 Lunch 1	12.25 – 1.25	12.25 – 1.25	12.25 – 1.25	12.25 – 1.25
	12.45 -1.05 Lunch 2				
LUNCH 1	1.05 – 2.05	1.25 – 1.45	1.25 – 1.45	1.25 – 1.45	1.25 – 1.45
LUNCH 2		1.45 – 2.05	1.45 – 2.05	1.45 – 2.05	1.45 – 2.05
5	2.05 – 3.05	2.05 – 3.05	2.05 – 3.05	2.05 – 3.05	2.05 – 3.05
			3.15 – 4.15 Faculty/Staff Meeting		

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.

Camps – Year 7 and Year 9

One of the traditions developed over the years at Cheltenham I s participation in a camp. The purpose of this camp is to enable students to develop group cohesion, networking skills and strategies for cooperative and independent learning. Students also learn skills that will enable them to study effectively.

Students at Cheltenham have the opportunity to participate in educational opportunities selected from a wide-ranging curriculum and diverse enrichment activities. A program of sport and aquatic activities is included in the belief that once a pattern of regular exercise is established, academic achievement usually follows.



Year 7 will attend a three-day camp in Term 1 Week 4, Wednesday 17th February to Friday 19th February, 2021. The Outdoor Education Experience at Morisset.

A week-long camp for Year 9 students at Jindabyne has been booked in Term 4 Week 2, Monday 11th October to Friday 15th October, 2021.

Class Groupings

Roll call classes are formed for administrative and welfare purposes. Students are allocated a Roll call group based on their school year and each Roll Call class is separated into Stages e.g. Stage 4 is Year 7 and Year 8.

Academic classes for Years 9 to 12 are formed according to such factors as student achievement, student potential and student needs. The relative importance of each of these criteria will vary between faculties reflecting the professional beliefs of faculty staff and the existence of differentiated courses within some subjects such as Mathematics and Year 11 and 12 English.

Each Year 7 academic class is organised to contain a deliberate mix of abilities including literacy, numeracy, needs, talents and social criteria. It is intended that each class will contain students with a similar collective range and variety of abilities. Each class will have equal standing compared with the others. The same applies to all Year 8 classes except Mathematics.

Year 7 and 8 classes (except Visual Arts, Technology and Applied Studies and Year 8 Mathematics) are identified by nomenclature using the letters of the school name. This is to symbolise the mixed but equal, non-graded composition of each class. The letters are C, H, E, L, T, N, A, M, G (only in Year 8)



Pattern of Study

With the exception of the HSC curriculum, all subjects in high school are now organised within a framework of eight Key Learning Areas (KLAs). We are required to provide experiences in all the KLAs providing at least the indicative hours to each.

The KLAs and specified hours for Years 7–10 are listed below:

English (400)
 Mathematics (400)
 Science (400)
 Human Society and its Environment (400) Technology (200)
 Technology (200)
 Languages Other than English (100)
 Creative Arts (200) – Music (100) Visual Arts (100)
 Personal Development, Health and Physical Education (300)

At Cheltenham we provide two years of compulsory subjects (Years 7–8) although students in Year 8 are given a choice of French, Spanish, Italian or Japanese to study for languages; then two years of compulsory subjects plus three elective subjects for ROSA (Years 9–10); then two years preparing for the HSC (Years 11–12).

The senior curriculum is divided into two sections - Preliminary Courses followed by HSC Courses. The subject pattern for each module is given below. Numbers in parentheses are the number of lessons per 10-day cycle.

Year 7/8

English (7) / (7)
 Mathematics (7) / (7)
 Science (7) / (7)
 History (5) / (0)
 Geography (0) / (5)
 Technology (6) / (5)
 French, Spanish
 Japanese & Italian
 (2) / (0)
 French or Spanish or
 Japanese
 or Italian (0) / (5)
 Visual Arts (3) / (3)
 Music (3) / (2)
 PD/H/PE (5) / (4)

Years 9/10

English (6) / (6)
 Mathematics (6)/(6)
 Science (6) / (6)
 History (3) / (3)
 Geography (3) / (3)
 PD/H/PE (3) / (4)
 3 Electives (5 each)
 Non-elective Music
 (2)/(1), Term 4 only
 Careers (0)/(1),

Years 11/12

Minimum 12 units Preliminary and 10 units HSC.
 English is mandatory. Each 2-unit course within the school is allocated a maximum 7 lessons/cycle.
 Additional courses are available at TAFE, the NSW School of Languages, Saturday School of Community Languages, and other providers.

All students have special religious education/non-scripture (1) and assembly (1). Students in Year 7 and 8 have timetabled sport (3). Students in Years 9 – 10 have timetabled sport (4).

Special Religious Education

Classes operate each alternate Thursday, during Period 2. Christian denominations provided for are: Anglican, Baptist, Catholic, Presbyterian and Uniting. There are also groups for members of the Baha'i, Hindu, Buddhist and Islamic faiths. Students not attending one of these groups undertake supervised private study in an allocated non- scripture class. The other Thursday is a half-school assembly.

Voluntary Students activities of a Religious Nature.

The school permits voluntary students' activities of a religious nature in accordance with DET policy and procedures.

Students who wish to attend REV (Christian prayer group) or the ISLAMIC prayer group or undertake individual prayers, must have written permission form their parents. The policy stipulates that a teacher must be present to supervise these meetings. Permission slips can be obtained from the Head Teacher Wellbeing and must be return to the Head Teacher Wellbeing when signed. These groups are provided with a room to conduct their meeting. Students are not permitted to conduct these activities during class time.



Assessments and Homework

Assessments

Testing and assessment tasks are carried out regularly in all subjects in all Years. Assessment policies for Year 10, Preliminary HSC and Higher School Certificate including criteria for satisfactory completion of courses and illness/misadventure applications, are available for viewing from the schools Assessment Hub webpage (accessible from the student and parent portal) as well as contained in a booklet issued to all students at the beginning of the course in Years 10, 11 and 12. The Assessment Hub will always show the most up-to-date versions relating to assessment schedules. Specific information regarding assessment tasks is issued by the faculty concerned.

Year 7, 8 and 9 receive a calendar of assessment tasks early in Term 1 each year.

Homework, Study and Information Skills

Homework plays an important role in learning. Homework provides an opportunity for students to reinforce their learning, work individually, develop effective study habits and recognise problems to seek teacher assistance.

Junior students should not be doing more than 1 – 2 hours of homework per evening. If your daughter is finding the amount or type of homework overwhelming please contact the classroom teacher to discuss strategies to assist your daughter.

The Homework Centre

Provides students with the opportunity to gain some extra one-to-one assistance with classwork, homework, assessments and exam revision. Some students also use this facility just to study by themselves. It is held on Wednesdays (except the first and last weeks of term) in the Library from 3:05-4:30 pm and is staffed by Teachers from different key learning areas that are willing to assist students with any help they require. Students are also able to access the use of computers and the printing facilities.

Teaching/Learning Materials

Textbooks are issued on loan to the students in some subject areas and are secured by a School Resource Bond of \$200, which is refundable when the student leaves the school and all textbooks have been returned. In other areas, to allow students access to a wide range of resources, faculties make use of class sets of many different books. Some faculties also create and publish their own workbooks that are sold to students or paid for from subject materials contributions. The students are responsible for the care and return of all books issued to them on loan, and also of books and other materials borrowed from the school library.



School Payments

School payments are asked for periodically to cover the cost of specific activities. These include excursions, the hire of sport buses and services such as associated costs for students of NSW School of Language and Distance Education and the hire of musical instruments.

The Year 7 families are provided with a Schedule of contributions as part of the Year 7 information pack. Families with students in years 8, 10 and 12 will be invoiced early in the school year. Families with students in Years 9 and 11 will be invoiced around mid- term to allow for any subject changes. Invoices will be delivered via email Contributions can be paid by POP*, cash or cheque. Details about contributions can be found on the school website.

Student Printing – starting in 2021 a Computer printing fee will no longer be on student statements. Printing accounts will be zero and students can purchase \$2, \$5 and \$10 cards from the payment window in the front office to top up student print accounts.

***Parent Online Payment** – Instructions for POP payments can be found on the school website www.cheltenham-h.schools.nsw.edu.au under 'Our School' /'Schooling costs'.

Please be aware – POP payments must be made before 6pm on weekdays and **2 working days prior to the due date**. If a POP payment is not made by 6pm, 2 working days prior to the payment due date – the payment will not be received in time to be processed by the school and the student **WILL NOT** be able to attend the excursion.

Funds received late, will be credited to the student's account. NO refunds will be given.

Please note that contributions may be paid as instalment payments at any time to suit your personal circumstances. If you need help, please do not hesitate to contact your daughter's Year Adviser, the Head Teacher Wellbeing or the Principal. You can be assured of discretion and confidentiality.

The Student Assistance Scheme is available for student's families facing financial difficulties. It can be used to help with Subject Materials Contributions, excursions, books and other school requisites.

School Payment Hours:

Monday to Friday from 8.15am until first bell

Monday to Thursday – Recess

Monday to Friday – First half of lunch



Use of Envelopes:

All payments are to be presented to the payment window or place in the payment box in a school envelope (supplied) or an envelope from home. The student's name and roll class and purpose of payment is to be written clearly on the front and **should contain the correct money**

Receipts:

Receipts will be returned to students through roll call the day after the payment has been made.

Families who do not receive their receipt in a timely manner, should contact the school.

Students are reminded that the school's Code of Conduct applies at all times and therefore students are to be courteous and wait their turn at the payments window.

Funding School Programs

Although the state government provides global and tied grants to the school, a significant portion of the money used to buy teaching resources comes from the voluntary contributions of parents.

Parents are encouraged to support the school financially to ensure that a high-quality enriched education can continue to be provided.

Voluntary Contributions

The voluntary P & C and building contributions made by parents and friends are utilised to directly support teaching and learning. We have been working with the P & C to secure funds to build our new 1100sq metre Multipurpose Centre. This centre is to provide much a needed space where we can hold the whole school, various events and activities. Our current hall is only 400sq metres and it is struggling to hold 3 Year groups let alone parents. As we continue to grow and expand we need to plan and build quality sustainable learning environments for our students. This building is a school funded project and we would value your support and donations.

Parent and Citizens' Association

The Parents and Citizens' Association normally meets at 7.30pm in the staff common room on Monday of weeks 4 and 8 of each term (allowing for public holidays). Currently, meetings are being held over zoom. You will be most welcome as new or continuing members. The date for the first formal meeting will be notified early in the year.

The CGHS P&C Annual Trivia Night will be held in **mid-September** in the School Hall.

The Schedule of 2021 P&C Meetings is below:

Term 1	Term 2	Term 3	Term 4
15th February	10th May	2nd August	25 th October
15th March	7th June	30th August	22nd November

The P&C can be contacted on their email address:

cheltenhamgirlshighschool@pandcaffiliate.org.au

Parent-School Contact

You are welcome to contact staff if you have matters of concern. You will need to make an appointment through Reception if you wish to speak to a member of staff. Staff are also available at parent-teacher interview evenings held at the end of Term 2 and the start of Term 3.

The following outlines our regular means of communication with parents.

Facebook

Cheltenham Girls' High school has a **Facebook page** that can be found at

www.facebook.com/CheltenhamGHS/



While there are a number of Facebook pages claiming to belong to the school. The official Facebook page registered with the DOE is entitled; **Cheltenham Girls' High School**.

On this page you will find school contact numbers, email addresses, events and photographs as well as the Department of Education (DOE) Rules of Engagement. All posts are subject to scrutiny and may be removed and the person posting may be barred if the post is considered to be contrary to the rules of engagement. **CGHS Facebook and Sentral Parent Portal** will provide the most up to date information about the school events and activities.

School Website

The school website address is www.cheltenham-h.schools.nsw.edu.au The website provides a great deal of information about the school for our community including important letters for parents and students, background information of value and interest to parents, P & C information, welfare information and links to Facebook and the Sentral Parent Portal. It is regularly updated.

School Newsletter

Cheltenham Girls' High School uses a Microsoft Office 365 program called SWAY to deliver a school newsletter, called *Yallambee*, 3-4 times per term. When a new newsletter is available parents, students and teachers are notified by email. This email contains the link to *Yallambee*, which is also available on the school's Facebook page and the school website.

Presentation Day

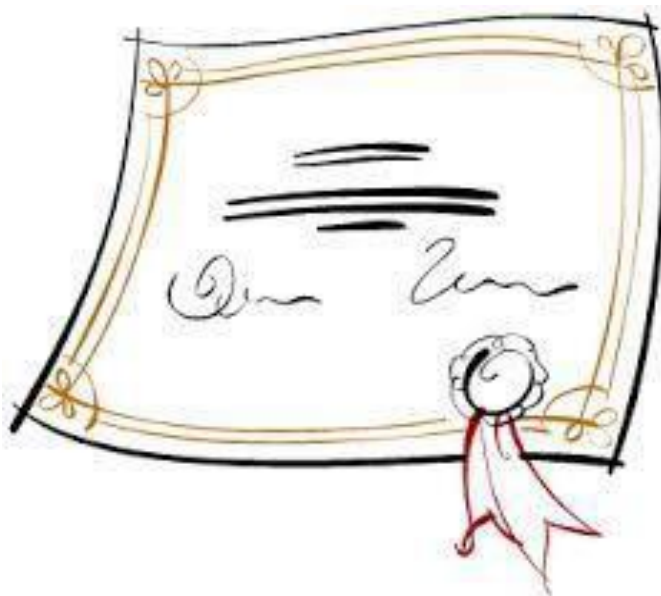
Annual Presentation Day, since 1973, has been held at the Concert Hall of the Sydney Opera House. The date for Presentation Day 2021 is Tuesday 30th November. Due to renovations at the Sydney Opera House, Presentation Day will be held at the Sydney Town Hall in 2021. This is the only event in the entire school year that involves the whole school assembled at the same venue and time. The event is a presentation of students' performance and a celebration of their achievements.

All students in every Year group participate and all the students are required to attend. It is student presence and participation in such a public way on this day that helps to uphold and promote the outstanding reputation and heritage of the school.

Family and friends of the school are warmly invited. All who attend participate in a fabulous ceremony and enjoy an uplifting experience.

Attendance at Presentation Day, Sydney Town Hall

Every student is expected to attend and participate. Applications for leave that impinge on Presentation Day will only be granted in special circumstances. Any request for leave at this time for holidays or overseas travel per se is not considered a special circumstance. Applications for leave that would affect a student's attendance at Presentation Day need to be made in writing and addressed to the Principal as early as possible from Term 3.



Sport and PDHPE

Personal Development, Health & Physical Education (PDHPE)

Some PDHPE lessons are physically active and require PE uniform while others are theory based and conducted in classrooms. If a student is not well enough to participate in PDHPE or Sport, a note must be written by her parent/carer and presented to the PDHPE teacher at the beginning of the lesson or the Head Teacher of Sport on the morning of sport before school begins. If for some medical reason a student is to be exempt from PDHPE or Sport for more than two weeks, a medical certificate is required.

House System

Students are divided alphabetically into six house groups. School carnivals in swimming, athletics and cross-country are organised on a house basis. The houses are:

• Bookoola	"Wise Owl"	Light Blue
• Mirrabooka	"Southern Cross"	Dark Blue
• Coolaroo	"Stars"	Yellow
• Petarli	"The Moon"	White
• Dulkara	"Rainbow"	Red
• Wirreanda	"Tall Trees"	Dark Green

All students will be placed into a sports house upon arrival at the school.

Year 7 & 8 Sport

- All Year 7 and 8 students will be timetabled on three integrated sport lessons per cycle; three single lessons for Year 7, one double and one single lesson for Year 8.
- Students need to be prepared with full PE uniform, including a hat.
- In Term 4, Year 7 & 8 students will participate in a swimming program to complete the mandatory Aquatics area of the PDHPE syllabus. Year 7 will attend a program at Carlile Aquatic Centre, Cherrybrook. The cost of the program is approximately \$100.00. The Year 8 swimming program will be held at Macquarie Aquatic Centre, Macquarie. Information and permission notes will be sent to students. A medical certificate is required if a student cannot participate.
- Students in Year 7 and 8 will also participate in a Sports Skills Day during Term 3, which aims to enhance students' fundamental movement skills and personal fitness.

Year 9 & 10 Sport

- Sport is held on a Monday afternoon during periods 4 and 5 for students in Years 9 and 10
- Sport is a mandatory part of the curriculum for students in Years 7-10 and in NSW Government Schools.
- Dental and medical appointments for students should **not** be made on a sports afternoon. In general, early leave will not be granted on a Monday afternoon. However, should early leave be required students should submit a note to the Head Teacher Secondary Studies in B3 before school and then follow normal procedures for early leave.
- Students will participate in a variety of sports throughout the year. Students will participate in a different sport each term.
- Sports rosters will be placed on the noticeboard outside the change rooms and outside the PDHPE staffroom. Students should check these rosters carefully for sports, travel arrangements, venues and meeting places. They will also be available on Sentral.

- All students must be changed for sport. The sports uniform is a blue and maroon polo shirt, maroon shorts or tracksuit pants, socks, sandshoes and a hat. Rabens, converse and similar shoes are not suitable for sport. Students who are unable to wear their sports uniform, should bring a note explaining the situation to the Head Teacher Sport before school on Mondays and bring a suitable change of clothes. Records will be kept of the occasions when students are not changed. Students who are not changed will not be allowed to participate in sport.
- Students who are unable to participate in sport because of injury or illness must bring a note from home explaining the situation. This must be given to the Head Teacher Sport before school on a Monday morning.
- Students who are unable to participate in sport for an extended period due to injury or illness must obtain a medical certificate and submit it to the Head Teacher Sport and Head Teacher PDHPE.
- Students who are unable to participate in sport will remain at school and attend a non-sport class. They will be given theory work to complete. During this time, students will not be allowed to complete private study, use iPods, phones or laptops.
- Students are to ensure their name is marked off on the sport roll both at the beginning and the end of sport.

Carnivals

- All students attend the Swimming and Athletics Carnivals each year. Our school carnivals are a prominent part of our school sporting culture and attendance is mandatory.
- The Cross Country is compulsory for all students in Year 7 & 8. It is optional for students in other years.

Knockouts

- CHS knockout competitions are open to students in all years in a variety of sports including cricket, touch football, football, tennis, and netball.
- Information and relevant dates will be on the sports noticeboard outside the PDHPE staffroom and in the Daily Notices on Sentral.
- Trials and training sessions will be held at lunchtime or before school.

Annual Sports Assembly

- An annual Sports Assembly is held in Term 3. This is an important event on the school calendar, which acknowledges the various sporting achievements of our students.

Sports Council

- Elected by the whole school at house meetings in Term 3.
- Each house has 2 House Captains (Year 11 students) and 2 Junior Captains (Year 9 students).
- The role of the Sports Council is to promote sport within the school and help with the organisation of sporting events.
- They make weekly announcements at school assemblies.
- They organise a number of additional sporting activities at lunchtimes throughout the year.

Coordinating teacher – Ms Marangon



Student Leadership

Curriculum Enrichment Activities

Each year the school offers a wide variety of activities that enrich the education of the students. There are activities suitable for individuals and groups. They include performance groups, a variety of faculty related activities, competitions, and clubs or groups.

There are many musical groups within the school catering for the varied interests and talents of the students. Such groups offer many opportunities for students to gain valuable performing experience. These include orchestra, stage band, concert band, flute ensemble and junior and senior choir. Arrangements for auditions can be made by contacting the Head Teacher Performing Arts.



In addition to music, students have the opportunity to participate in a wide variety of junior and senior groups and activities such as dance ensembles, drama groups and debating teams Barista training, various KO sports is also available to students.



Students are also able to enter a variety of subject-based competitions, which provide a challenging experience at all levels. They have the opportunity to earn certificates that are a valuable addition to a student's resume.

The times and days of these activities are published in a special booklet cataloguing all activities available. The booklet is updated each year. Specific details are communicated daily on Sentral or on student notice boards.

Student Volunteering

Cheltenham Girl's High School provides a variety of opportunities for students to volunteer, from school and community fundraising, in-house peer support and tutoring programs, to external partnerships with community not-for-profit organisations. The volunteering completed contributes to the school Merit System – Principals Award.



Prefects

Students in Years 10, 11 and 12 and staff in June each year, elect school Prefects from Year 11. The Prefects elect the Captain, Vice-Captain and Senior Prefect.

The prefects' role at Cheltenham is to set the highest standard of conduct and dress; to maintain these standards for all other students; and to represent the school and its goal of excellence in all endeavours. Prefects extend hospitality to visitors, parents and other students at a wide range of school functions.



Each year the prefects hold a major event to raise awareness and funds for a charity of their choice. In addition to this each year the Prefects also host and run activities for The World's Greatest Shave, Valentine's Day and Cheltenham's Got Talent, a Cheltenham talent quiz which showcases the singing, dancing and acting talents of the students in Years 7-12. Auditions are held for this event.

Coordinating teacher: Ms Macmillan

Transport Prefects

Transport Prefects are elected from Year 11 and form a most important team, which supports the safety, welfare and conduct of each student as she travels to and from school. Transport prefects are requested to attend meetings to report problems and discuss solutions. They also make weekly announcements to the student body via school assemblies. They are constantly on duty before and after school, and at Presentation Day.

Coordinating teacher: Mrs Vancuylenburg

Student Representative Council

The SRC is an active body comprising of students from Year 7 through to 11. Each Year 7 class elects its own representative, while Years 8 to 11 elect six representatives from the whole year group. Elections are held in the first semester (late Term 1 or early Term 2).

The SRC is the forum for the exchange of student opinions and participation in the school policy decision-making process. It operates a digital suggestion box that can be used by all students to offer ideas for activities, improvements, and opinions. SRC representatives undertake roles on school committees and represent Cheltenham during in-school events and excursions that foster leadership skills.

The SRC coordinate student leadership workshops, whole-school activities and events across the year to encourage school spirit, support community groups, and fundraise for projects and causes. The main event is the themed Spirit Week in Term 1, with many exciting activities, games, stores, treats, prizes, and the SRC fair. Winter Wonderland and Faculty Face-off are held in Term 3 and 4 respectively. All proceeds raised from SRC events go toward nominated charities.

Coordinating teachers – Mr Lam and Mr De Paoli



Social Justice

Another group that promotes leadership and is inclusive of all students is the Social Justice Group. The Social Justice Group is open to all students from Years 7 – 12 and meets at lunchtimes. The group has a joint aim – that of raising awareness and also fundraising support for those less fortunate than us

Every year students discuss and decide on the issues they will explore and the fundraising agencies they will support. They then plan campaigns that involve educating the wider school community via presentation, involving guest speakers and organising fundraising activities. Over recent years they have run campaigns for Medicines Sans Frontiers, Mahboba's Promise, Share the Dignity, Youth Off the Streets, International Women's Day, Fred Hollows Foundation, Cathy Freeman Foundation, Oasis Youth Network, Close the Gap (Oxfam) and Australia for UNHCR.

Coordinating teacher – Ms Giritharan



Cloud 9

Is a student-directed group that looks at developing the positive wellbeing of all students in our school. Selected students from various year groups meet regularly to discuss everyday challenges that students face. Their aim is to provide students with strategies to cope and deal with daily life pressures.

Throughout 2020 Cloud 9 students have engaged in initiatives which help to build on the wellbeing, sense of wellness and mental health within the school community. Some annual initiatives of focus include Chinese New Year Celebrations, RUOK Day and World Teachers Day. The group strives to meet its commitment to ensuring Cheltenham Girls High School is a safe environment that fosters empathy towards others, promotes anti-bullying and raises awareness of mental health issues.

Coordinating teachers - Mrs McInerney & Mr Gonzalez



Green Team

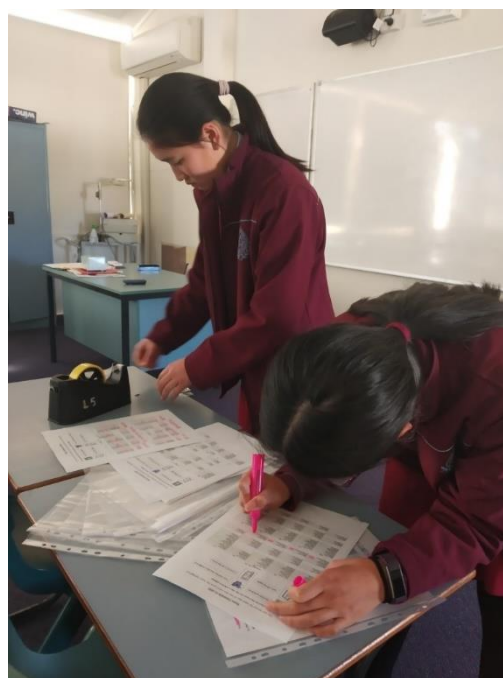
Are you passionate about raising awareness on the issues that affect our environment? Do you want to promote environmentally friendly practices and ideas within our school? Or are you interested in organising fun, creative activities that raises money to donate to environmentally friendly charities?

If you answered 'Yes' to those questions, we think that the Green Team would be a great extra-curricular group for you! Green Team is one of the many leadership groups in our school and we are focused on promoting environmental sustainability. Our subject of matter solely lies in purposeful and productive projects to improve the local environment and community through creative methods and technological advancements to do so.

The Green Team, consisting of students from all stages, meets on a weekly basis on a Friday to commit to environmental sustainability on behalf of the rest of the school. We have organised bake sales, mufti days and many other interactive events in order to achieve this goal, with all money raised going to charities. Our main highlights each year includes taking part in the Clean Up Australia Day, where we organise events relating to waste pollution and go on an engaging trip to clean up a local community. Another highlight includes participating in the Earth Hour which is a symbolic initiative to help reduce our school's energy consumption and carbon footprint. Our main and annual showcase of the year is the Trashion Show, an original and landmark event which emphasises on innovative ways to reuse waste products to create dazzling garments. We also work collaboratively with other leadership and extra-curricular groups to raise money and awareness for a united cause.

If you find any of these initiatives interesting or would just like to try it out, the Green Team encourages you to join our regular meetings on Friday. Hope to see you there!

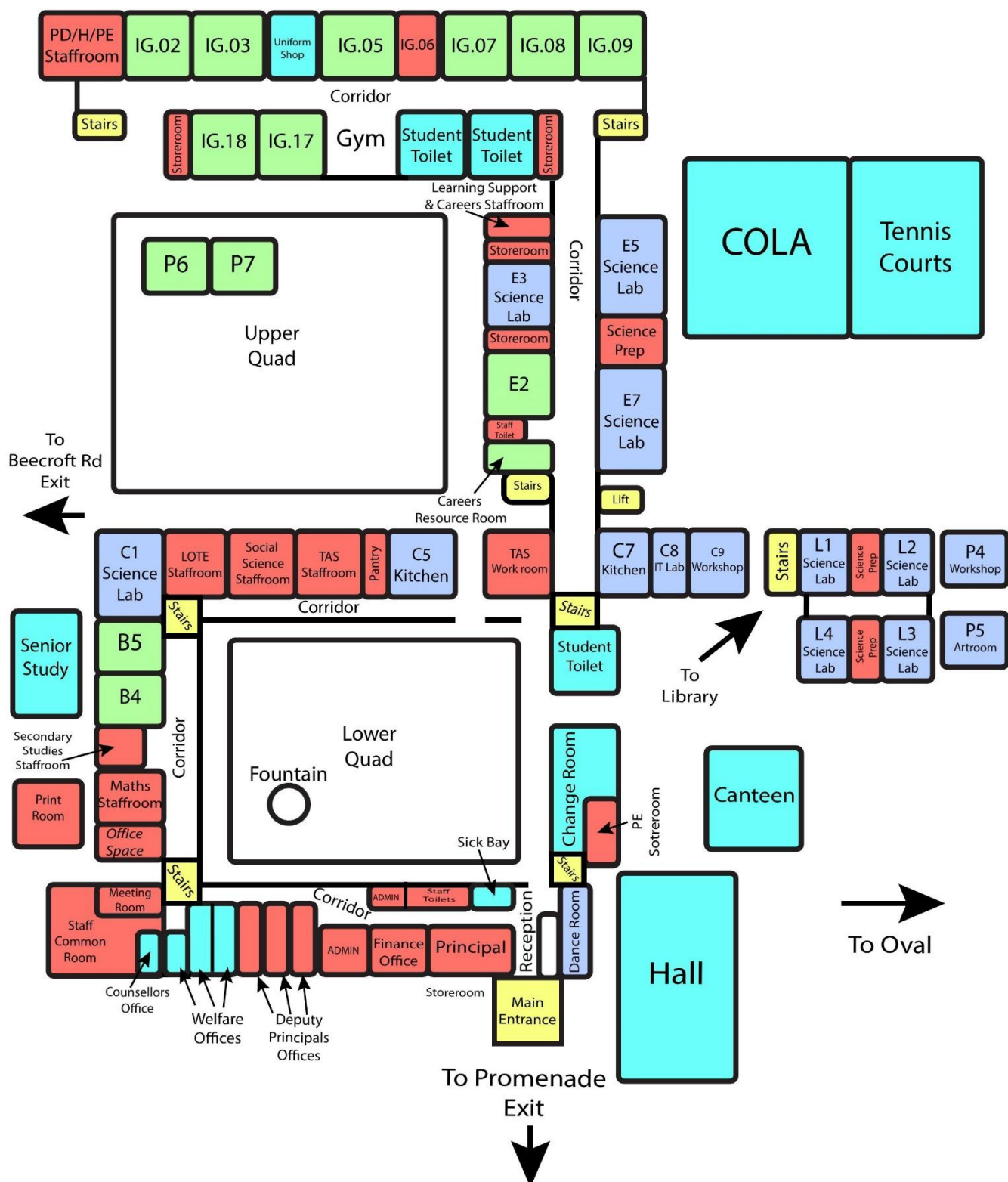
Coordinating teachers – Mr Tsui & Miss Yap





Cheltenham Girls' High School Ground Floor

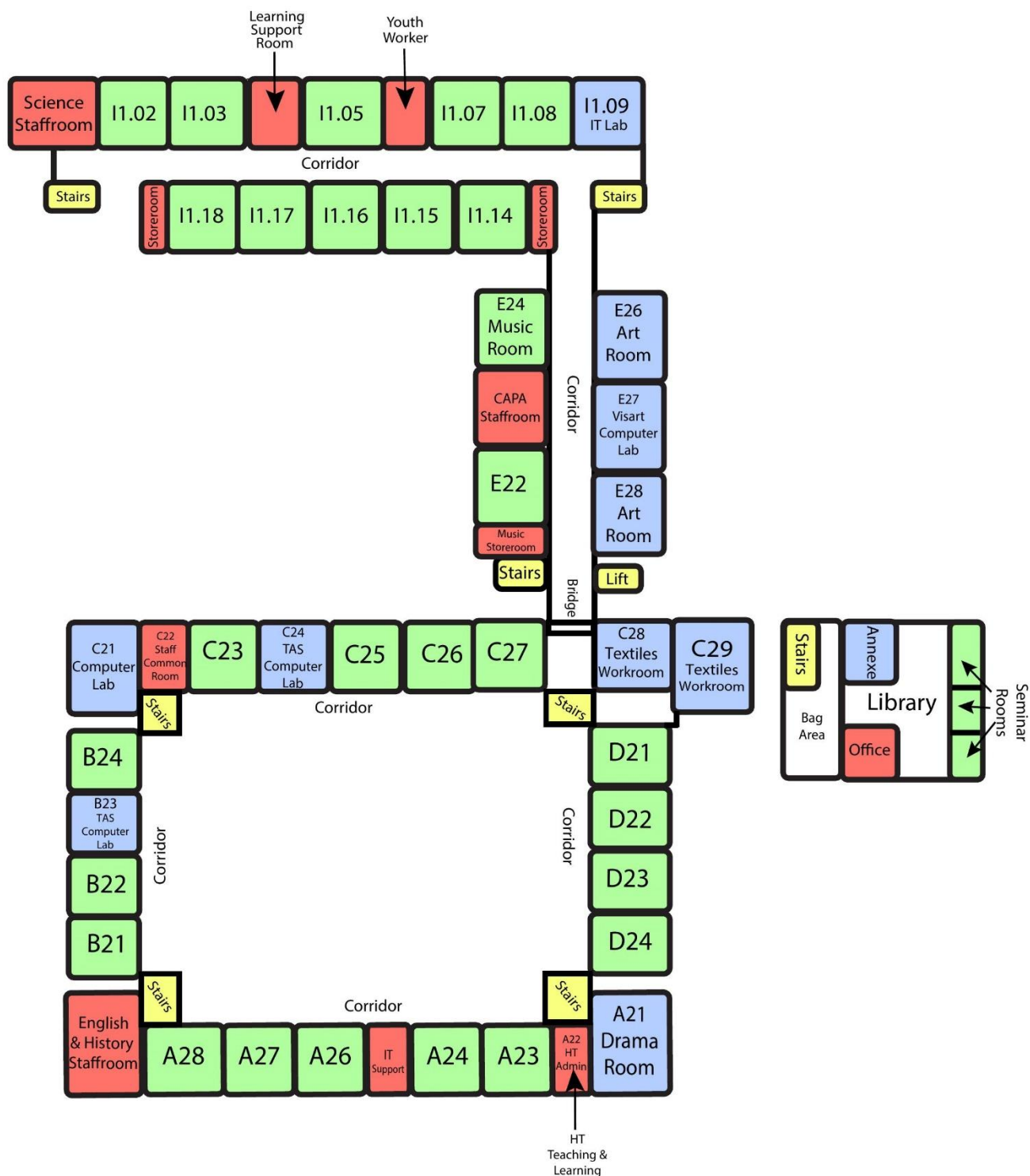
- | | |
|---|--|
| Classroom | Student Facilities |
| Specialty Classroom | Staff Area |





Cheltenham Girls' High School First Floor

- Classroom
- Student Facilities
- Specialty Classroom
- Staff Area



Let us sing to this our high school
Where with minds and bodies free
We may grow in grace and beauty
Straight and true as our tall trees

Chorus

Truth, because we dare to speak it
Unity, to make us strong
Concord, nearer to each other
Brings us nearer so to God

Cheltenham our alma mater
Happy hours of work and play
Knowledge slowly turns to wisdom
Lighting up our high school way

When shall come the time to leave her
Face the world with courage high
We shall bear our motto forward
Turn to life, and proudly cry



We hope you have found the information in this handbook useful.

**Should you have any queries, please contact the school receptionists,
who will refer you to the appropriate member of staff.**

