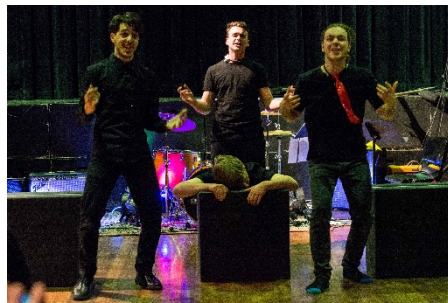




ASQUITH BOYS HIGH SCHOOL

2023

WELCOME BOOK



Exceptional Learning Opportunities for Boys

WELCOME

to ASQUITH BOYS HIGH SCHOOL

Asquith Boys High School is a dynamic, interactive and highly engaging learning environment that provides outstanding learning opportunities for all of our boys. All of the staff at Asquith Boys High School are passionate, and more importantly experts in boys education and creating amazing learning opportunities on a daily basis.

This booklet explains the main features of our school for new students.

It is important for new students and their parents to have the most accurate information about the school of their choice.

Information about our school is also available:

- in the school's prospectus;
- in copies of the ABHS Newsletter (*Backchat in Brief*) which is issued fortnightly;
- in the Annual School Report;
- in our curriculum and assessment handbooks;
- at the monthly P&C meetings; and
- on our website: www.asquithboy-h.schools.nsw.gov.au

I know that you will enjoy reading about our school and in your own time. All of the staff at Asquith Boys High School look forward to contributing towards the continuing success of the school and the education of all the boys in the community into becoming fine young men.

Nothing excites us more at Asquith Boys High School than being entrusted with the responsibility of educating your most precious possession – your son. We look forward to welcoming them into our learning community, and pride ourselves on providing them with the best educational and co-curricular opportunities.

Mr Bryce Grant
Principal

VALUES OF ASQUITH BOYS HIGH SCHOOL

Values

1. Personal best
2. Courtesy and respect
3. Safety
4. Pride in appearance
5. Respect for property
6. Appropriate behaviour in class and out
7. Truth
8. Responsibility
9. Celebration of success

Statement of values

1. Achieve your personal best
2. Act with courtesy and respect
3. Consider everyone's safety
4. Take pride in your appearance
5. Respect everyone's property
6. Allow others to learn without interruption
7. Conduct yourself appropriately in school activities
8. Be truthful
9. Take responsibility for your mistakes
10. Celebrate your success and the success of others

INFORMATION AT A GLANCE

ORIGIN OF OUR NAME	ASQUITH - former Prime Minister of Great Britain
MOTTO	Asquith Boys High School established in 1960 "GROWIN WISDOM"
COLOURS	Green, white and maroon
MISSION	Exceptional Learning Opportunities for Boys
LOCATION OF SCHOOL	Jersey Street, Asquith
POSTAL ADDRESS	PO Box 242 HORNSBY 1630 Phone: 9477 3508 Fax: 9482 2546
EMAIL	asquithboy-h.school@det.nsw.edu.au
WEBSITE	www.asquithboy-h.schools.nsw.gov.au
TEACHING STAFF	50
STUDENTS	Approx. 600
UNIFORM (see also pages 22)	<p>All students: Dark grey belt loop trousers/shorts (no elastic waist, cargo style shorts/trousers are permitted), lace up (black laces only) black leather polishable shoes (not suede, cut below the ankle) with a black sole. If belt is worn it must be black. When ties are worn, top button of collar is to be done up and the shirt is to be tucked in.</p> <p>Juniors: Green shirt with crest. Bottle green fleece or winter jacket with hood and school crest. Grey socks with school colours, must be worn pulled up to the knee. If a cap is worn it must be the school hat or cap. Junior school tie in Winter (Terms 2 and 3).</p> <p>Seniors: White shirt with crest. Maroon pullover with crest. Maroon blazers compulsory for senior students in winter. NOTE: Green Blazer and Prefect tie is compulsory for Prefects and must be worn to and from school all year round. Grey socks with school colours, must be worn pulled up to the knee. Senior school tie in Winter (Terms 2 and 3).</p>
UNIFORM SUPPLIERS	Lowes (Hornsby)
PE/SPORTS UNIFORM (Wednesdays)	The sports uniform consists of bottle green shorts, and/or school tracksuit, ABHS sports polo top, sports shoes, ABHS white sports socks with two green bands.
TECHNOLOGY SUBJECTS	Aprons are supplied in rooms. As per WHS requirements ALL students are required to wear Black Leather Shoes (NO Sports Shoes).
PARENT ORGANISATION	Parents and Citizens Association
STUDENT ORGANISATION	Student Representative Council (SRC) and Prefects
DEPARTMENT OF EDUCATION	Metropolitan North Operational Directorate Hornsby Network Ph: 9986 7000
SCHOOL CONTRIBUTIONS	Total school contribution and subject contributions vary depending on year and number of practical subjects. See Contribution Schedule pages 26 - 29. Contributions are set and reviewed annually by the Finance Committee.
TEACHING PERIODS	Five periods of 64 minutes on Monday, Thursday and Friday. Four periods of 64 minutes and one Literacy & Numeracy lesson of 32 minutes on Tuesday. Two periods of 64 minutes and one Literacy & Numeracy lesson of 32 minutes on Wednesday (Sports Day)
STARTING TIME	8.40 am
RECESS	10.48 - 11.08 am
LUNCH	1.16 – 1.50 pm (earlier on Tuesdays and Wednesdays)
END OF DAY	2.54 pm Monday, Thursday and Friday 2.22pm Tuesdays End of sport approx. 2.20pm Wednesdays

WHO IS WHO IN OUR SCHOOL COMMUNITY

PRINCIPAL

Mr Bryce Grant

DEPUTY PRINCIPAL

Mr Michael Hoereau (Years 7, 9 and 11)

Ms Catherine Holder (Years 8, 10 and 12)

SCHOOL ADMINISTRATIVE MANAGER

Mrs K Ronald

EXECUTIVE

Mr R Bolger – HT Admin/PDHPE

Mr J Kitto – Rel. HT HSIE

Ms T Abovian – HT English

Mr C Philip – HT TAS

Mr S Robertson – HT Science

Ms L Robson – HT CAPA/ Admin

Ms R Karunakar – HT Mathematics

Ms S Deadman – HT Teaching and Engagement

Mr C Broome – HT Welfare

YEAR ADVISERS 2022

Mr M Darwin – Year 7

Mr K Timmins – Year 8

Mr T Melrose – Year 9

Mr R Bonser – Year 10

Ms A Phan – Year 11

Ms A Gowthorp – Year 12

P&C President

Ms Dawn Kilkelly

SCHOOL PERSONNEL

PRINCIPAL

Mr Bryce Grant

DEPUTY PRINCIPAL

Mr Michael Hoareau
Ms Catherine Holder

HEAD TEACHER ADMINISTRATION

Mr R Bolger, Ms L Robson

ADMINISTRATION STAFF

Mrs K Ronald (SAM)
Ms T Booker, Ms M Gibson, Ms M Kuilder,
Ms V Machon, Mrs P Noulton, Mrs D Seifert

CANTEEN

Mrs D Booth (Manager)
Ms E Huett (Assistant)

CAREERS

Mr C Broome (HT WELFARE)

CLEANER - SENIOR

Mrs N Marfleet

COUNSELLOR

Mr G McEwin
Ms L Clarke

CREATIVE ARTS

Ms L Robson (Head Teacher)
Ms C Holder

CURRICULUM COORDINATOR

Mr Michael Hoareau

DRAMA

Ms A Gowthorp (Year 12 Adviser)

ENGLISH

Ms T Abovian (Head Teacher)
Ms C Hills, Ms A Lee,
Mr T Melrose (Year 9 Adviser), Mr S Soliva
Ms R Lee (EAL/D)

GENERAL ASSISTANTS

Mr M Robson, Mr D Laginestra

HSIE

Mr J Kitto (Rel. Head Teacher)
Mr M Campbell, Ms P Christodoulou,
Ms L Foster, Mr C Laing, Mr J Lean, Ms R Parker,
Mr K Timmins (Year 8 Adviser)

LIBRARIAN

Ms A Gowthorp

LOTE

Ms J Lorrae

MATHEMATICS

Ms R Karunakar (Head Teacher)
Mr J French (Prefect Adviser), Mr M Kanny,
Mr B Kemister, Mrs R Laffer, Mr J Smith

MUSIC

Mr M Cabrera, Ms E Hendry

PDHPE

Mr R Bolger (Head Teacher)
Mr G Corbitt (Recreational Sport),
Mr G Crozier, Mr D Jones (Grade Sport),

SCIENCE

Mr S Robertson (Head Teacher)
Mr R Bonser (Year 10 Adviser), Ms C Comacchio,
Ms J McDonald, Ms A Phan (Year 11 Adviser),
Ms E Schwebel
Ms H Johnson (Science Assistant)

SRE – SPECIAL RELIGIOUS EDUCATION

TBA

STUDENT WELFARE OFFICER

Ms S Adams

SUPPORT

Ms S Deadman

LEARNING SUPPORT Staff

Mr L Anderson, Mr G Frelingos, Mr A May,
Ms E Mulvey, Mr P Murphy, Ms M Prudnyk,
Ms E Ross, Ms M Wallace

TAS

Mr C Philip (Head Teacher)
Mr B Allen, Ms K Bird, Mr M Darwin,
Ms N Jackson, Mr C Freeman, Mr M McGowan
Mrs K Booth (Kitchen Assistant)

TEACHING AND ENGAGEMENT

Ms S Deadman (Head Teacher)

GETTING HELP

There are many members of staff who can guide students when they are in difficulty. More information about some of the people and programs listed can be found in the "A to Z" section of this booklet.

THE PRINCIPAL supervises all staff, students and activities and is available to discuss problems with parents and students. Appointments with the Principal should be made through the Reception office via email or by telephone on 9477 3508.

THE DEPUTY PRINCIPALS are concerned with welfare, discipline and daily school organisation. Appointments with a Deputy Principal should be made through the Reception office via telephone on 9477 3508.

HEAD TEACHER ADMINISTRATION is concerned with the daily school organisation and attendance monitoring.

CURRICULUM COORDINATOR is responsible for coordinating the subject selection process and ensuring NESA requirements are met for the RoSA and Higher School Certificate.

HEAD TEACHERS Each subject faculty e.g. English, Mathematics, etc. is under the direct supervision of a Head Teacher (see list on page 3) who organises the work of his/her faculty. For information or help about particular subjects, students or parents may contact the Head Teacher of a particular faculty.

YEAR ADVISERS Each Year is supported by a Year Adviser who is a full-time teacher responsible for looking after the interest of the students in that year. Students and parents are free to seek the help of the Year Adviser, and they should be your first point of contact. Year Advisers are listed on page 3.

HEAD TEACHER – WELFARE is an important person in the well-being structure of Asquith Boys High School. They will coordinate and support all Year Advisers, students and parents with any minor or major welfare related issues.

SCHOOL COUNSELLORS assist students who may be facing behavioural, social or academic difficulties. The school counsellors are based in the school and appointments can be made through Reception.

CAREERS ADVISER is experienced in vocational guidance and assists students in seeking suitable career opportunities. The Careers Adviser is available for interview by appointment.

SPORTS COORDINATORS (One teacher for grade sport and another for recreation sport) will answer all questions or concerns about sport.

SUPPORT TEACHER (LEARNING) is available every day and will help students who are assessed as requiring additional assistance.

ENGLISH AS AN ADDITIONAL LANGUAGE OR DIALECT (EAL/D) TEACHER is available to assist students for whom English is their second language including International students.

TEACHERS are available for help with regard to any difficulty in their particular subjects.

SCHOOL ADMINISTRATION STAFF are available to parents and students for general information and for making arrangements for interviews with particular members of staff. Mrs Karen Ronald is the School Administration Manager and the Administration staff duties include: Attendance, Cash Register, Enrolments and Leavers, Finance, General Assistant, Kitchen Assistant, Library Assistant, Newsletter Publication, Print Room, Reception, School Promotions, School Reports, Science Assistant, Word Processing. Cleaning staff are employed by Spotless Services.

STUDENT WELFARE OFFICER assists individual students requiring additional welfare support.

STUDENT LEARNING SUPPORT STAFF work in the school to support students with learning difficulties and are supervised by the Learning Support Team.

PREFECTS are Year 11 and 12 students elected to help the students, assist with the smooth running of the school and to give the student body leadership in the development of a good school spirit and being excellent role models for all students. Prefects can help Year 7 students by giving information and assistance.

PEER MEDIATORS are students trained to mediate between students in dispute.

TRANSITION LEADERS are students from Year 10 who are especially trained and allocated to a group of Year 7 students each year. They will assist at the Year 7 camp. Training occurs in Term 4.



ABHS SCHOOL VALUES IN ALL SETTINGS

RESPECT

RESPONSIBILITY

EXCELLENCE

ABHS SCHOOL VALUE MEANINGS

Showing regard for the wishes, feelings and rights of others

Showing organisation, integrity, reliability, trust-worthiness and accountability

Putting in best effort to achieve personal best

Everywhere and Always

Be polite
Consider others
Active Listening
Respect personal boundaries and belongings

Right place, right time
Be safe
Own your actions

Be prepared
Be proud
Personal best

Buildings

Inside voice
Consider others
Hands to yourself
Best manners – please and thankyou
Follow instructions
Line up calmly
Privacy is a right
Keep it clean

Right place, right time
Move/walk safely
Stay left
Be patient, wait your turn
Be in correct line
Inside voice
Plan your purchase, money ready
Smoke free zone
Be hygienic, wash hands
Keep it clean

Feel safe, be safe
Class on time
Fast queues
Healthy choices
Clean facilities
Vape/Smoke free

Learning Environments

Active listening
Best manners
Hats off
Honour traditions

Follow phone policy
Follow instructions
Report damage
Uniform and equipment
On time, all the time
Roll call line, in correct order
Go to the toilet during breaks

Celebrate success
Be informed, know your school
Participate, be involved
Your 100%

On School Grounds

Safe play
Be polite and helpful
Consider others
Care for your school
Play it safe

Stay within supervised areas
Keep it clean
Right place, right time
Return all equipment
Safe play

Active participation
Have fun, be healthy
Feel safe, be safe
Clean environment

In the Community and Public

Active listening
Remain seated
Consider others
Appropriate language

Inside voice
Be in line, be on time
Wait safely

Feel safe, be safe
Get along
Pride wearing ABHS uniform

Extra Curricular

Be polite
Consider others
Active Listening

Right place, right time
Be safe
Own your actions

Be prepared
Be proud
Personal best
Active participation

What To Do and Who To See If You...

... are ill	Report to Reception in the Administration block with a note from your teacher.
... are late	Report to the Print Room and collect a late slip. Bring a note explaining your lateness on the next school day as it counts as partial absence on the roll or explain lateness via Parent Portal.
... need to leave school early	Bring a note from your parent / caregiver, have it signed by the Deputy Principal, and take it to the Print Room and get an Early Leavers slip. Show the slip to the teacher of the class when it is time to leave.
... are out of uniform	Bring a note of explanation from home. Go to the Print Room before assembly. The teacher in charge will give you a uniform slip. Carry it with you. If you do not have a note from home, you still get a slip from the Print Room, but your name is recorded and this will contribute to placement on the NoGo list. During the day, uniform slips can be obtained from the Print Room or Reception.
... arrive at school wet	Report to the Deputy Principal who may either provide you with dry clothing from the clothing pool or arrange for you to go home to get dry clothing.
... wish to change subjects	See Curriculum Coordinator, Mr Hoareau. You must have a letter from your parent/guardian requesting the change of subject.
... wish to drive to school	See the Deputy Principal and collect a driver's permission note which must be signed by your parents and returned to the Deputy Principal. Any passengers also need a permission note.
... are having problems and want to talk about them	See your Year Adviser or make an appointment with Reception to see the School Counsellor.
... have lost some property	Go to the Print Room or Reception.
... have been absent	If parents respond to the SENTRAL Parent Portal notification correctly a note is not required the following day. (If parents only phone the school a note is still required). Notes should have your name and class clearly printed on them, placed in the Absentee Box at the Attendance Desk in the Print Room.
... need to obtain a train or bus pass	Go to the opal card website and apply online. apps.transport.nsw.gov.au/ssts
... lose your timetable	See Reception. A replacement timetable costs 20c.
... are being bullied	See your Year Adviser or the Deputy Principal.
... find that it is raining at recess or lunchtime	Wet weather will be indicated by 3 bells. Wet weather rooms are 5 and 6 (Mathematics), 18 (HSIE), 20 and 24 (English) and Palm Court (Seniors). The Library is open for all students.
... want to talk to the Deputy Principal or Principal	Go to the office out of class time to make an appointment. If your parent or carer wants to make an appointment, they can ring the school office on 9477 3508.
... need to change personal details – address, phone, etc	Go to Reception and collect 'Change of Details' form. Complete and return to reception ASAP. Parents can also email the school. Changes will be added to your orange card, the school data base and with NESA.
... want to pay fees or for an excursion	Money can be paid at Reception/ Cashier before school, recess and lunch, or using the Parent Online Payment (POP) tab on the school website.
... miss the sport bus	Go to 'Non-Sport' room, where you will remain until your dismissal at 3.05pm. You will not be permitted to leave at 2.20pm.
... need First Aid	Report to Reception in the Administration Block. Do not ring a parent, carer or friend to pick you up from school if you are not well; staff will assess your condition and decide on the best course of action.
... lose your ID card	See Mrs Laffer who will arrange another card for you. A charge of \$5 for the new card will apply.



ASQUITH BOYS HIGH SCHOOL CURRICULUM STRUCTURE

YEARS 7 and 8 (Stage 4)	<p style="text-align: center;">Year 7</p> <p>All students study a set range of subjects as required or approved by NESA (New South Wales Education Standards Authority) and the Department of Education. These are: English, Mathematics, Science, History, Geography, Languages, Mandatory Technology, Library, Literacy, Music, PDHPE, Visual Arts, SRE (Special Religious Education) (optional) and Drama. Technical classes have a maximum of 20 students. Some subjects are 'semesterised', partly to reduce the number of teachers and lesson changes faced by each student. There is an enrichment class for higher ability students. Other classes are mixed ability with class composition carefully organised in consultation with Year 6 teachers.</p>				
YEARS 9 and 10 (Stage 5)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th data-bbox="260 548 836 779" style="width: 50%; text-align: center;"> Year 8 </th><th data-bbox="836 548 1458 779" style="width: 50%; text-align: center;"> Year 8 </th></tr> <tr> <td data-bbox="260 779 836 1294" style="width: 50%; vertical-align: top;"> <p style="text-align: center;">Year 9 and 10 CORE</p> <p>All students study English, Mathematics and Science, PDHPE, History and Geography.</p> <p>English, Mathematics, Science, History and Geography classes are graded.</p> </td><td data-bbox="836 779 1458 1294" style="width: 50%; vertical-align: top;"> <p style="text-align: center;">Years 9 and 10 ELECTIVES</p> <p>Students study their electives in a series of semester (6 months) courses. This elective system considers Years 9 and 10 as one group of students.</p> <p>There are courses offered in the following Stage 5 subjects: Elective History, Elective Geography, Commerce, Visual Arts, Music, Drama, Physical Activity and Sports Studies, Food Technology, Language Tasters (French and German), Information and Software Technology, Photographic Digital Media, Timber, Engineering, Building and Construction, VET Manufacturing (Pathways), Metal, Art Metal, Ceramics and Textiles Technology.</p> </td></tr> </table>	Year 8	Year 8	<p style="text-align: center;">Year 9 and 10 CORE</p> <p>All students study English, Mathematics and Science, PDHPE, History and Geography.</p> <p>English, Mathematics, Science, History and Geography classes are graded.</p>	<p style="text-align: center;">Years 9 and 10 ELECTIVES</p> <p>Students study their electives in a series of semester (6 months) courses. This elective system considers Years 9 and 10 as one group of students.</p> <p>There are courses offered in the following Stage 5 subjects: Elective History, Elective Geography, Commerce, Visual Arts, Music, Drama, Physical Activity and Sports Studies, Food Technology, Language Tasters (French and German), Information and Software Technology, Photographic Digital Media, Timber, Engineering, Building and Construction, VET Manufacturing (Pathways), Metal, Art Metal, Ceramics and Textiles Technology.</p>
Year 8	Year 8				
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YEARS 11 and 12 (Stage 6)	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th data-bbox="260 1359 1134 1738" style="width: 70%; text-align: center;"> Year 11 </th><th data-bbox="1134 1359 1458 1980" style="width: 30%; text-align: center;"> Years 11 and 12 </th></tr> <tr> <td data-bbox="260 1738 1134 1980" style="width: 70%; vertical-align: top;"> <p>There are many subjects available for study in Years 11 and 12, English (all courses), Mathematics (all courses), Biology, Chemistry, Investigating Science, Physics, Geography, Economics, Business Studies, History Ancient and Modern, Work Studies, Japanese Beginners, Chinese and Literature, Music 1 and 2, Drama, Visual Arts, Information Processing Technology, PDHPE, Sport, Lifestyle and Recreational Studies (SLR), Design & Technology, Food Technology, Hospitality, Industrial Technology Timber, Engineering Studies and Construction (These may vary slightly each year as determined by student subject choices). Students must study a minimum of 12 units of approved studies in Year 11.</p> </td><td data-bbox="1134 1738 1458 1980" style="width: 30%; vertical-align: top;"> <p>Students must satisfy the Year 11 requirements to proceed into Year 12.</p> <p>TAFE courses are conducted on Tuesday afternoons from 2pm – 6pm.</p> <p>Please note: It is possible that students may have timetable clashes of a school subject(s) and TAFE on Tuesdays in Period 5.</p> </td></tr> </table>	Year 11	Years 11 and 12	<p>There are many subjects available for study in Years 11 and 12, English (all courses), Mathematics (all courses), Biology, Chemistry, Investigating Science, Physics, Geography, Economics, Business Studies, History Ancient and Modern, Work Studies, Japanese Beginners, Chinese and Literature, Music 1 and 2, Drama, Visual Arts, Information Processing Technology, PDHPE, Sport, Lifestyle and Recreational Studies (SLR), Design & Technology, Food Technology, Hospitality, Industrial Technology Timber, Engineering Studies and Construction (These may vary slightly each year as determined by student subject choices). Students must study a minimum of 12 units of approved studies in Year 11.</p>	<p>Students must satisfy the Year 11 requirements to proceed into Year 12.</p> <p>TAFE courses are conducted on Tuesday afternoons from 2pm – 6pm.</p> <p>Please note: It is possible that students may have timetable clashes of a school subject(s) and TAFE on Tuesdays in Period 5.</p>
Year 11	Years 11 and 12				
<p>There are many subjects available for study in Years 11 and 12, English (all courses), Mathematics (all courses), Biology, Chemistry, Investigating Science, Physics, Geography, Economics, Business Studies, History Ancient and Modern, Work Studies, Japanese Beginners, Chinese and Literature, Music 1 and 2, Drama, Visual Arts, Information Processing Technology, PDHPE, Sport, Lifestyle and Recreational Studies (SLR), Design & Technology, Food Technology, Hospitality, Industrial Technology Timber, Engineering Studies and Construction (These may vary slightly each year as determined by student subject choices). Students must study a minimum of 12 units of approved studies in Year 11.</p>	<p>Students must satisfy the Year 11 requirements to proceed into Year 12.</p> <p>TAFE courses are conducted on Tuesday afternoons from 2pm – 6pm.</p> <p>Please note: It is possible that students may have timetable clashes of a school subject(s) and TAFE on Tuesdays in Period 5.</p>				

AN “A” TO “Z” GUIDE

ABHS NEWSLETTER

The ABHS Newsletter, *Backchat in Brief*, is currently produced fortnightly and is published via the SENTRAL Parent Portal and the school website:

www.asquithboy-h.schools.nsw.gov.au.

It is important for parents to read the newsletters as they provide advance notice about many school events and tells of events that have taken place.

ANTI-BULLYING

It is a priority of the school that every student has the right to a safe, secure and happy school environment. Any disputes between students need to be resolved with care and maturity. **The students at our school know that any instance of bullying can result in significant consequences.** All students and staff keep a close, helpful eye on the younger students. Parents should report any concerns, which may include intimidatory behaviour of any kind. All reported instances will be investigated. Relatively minor disputes are handled by trained peer mediation students.

ASSEMBLIES

Whole school assemblies are held on the quad when required and include a uniform check and roll call.

Year Assemblies are held Tuesday or Wednesday morning during the Literacy/Numeracy period.

Formal assemblies are usually held once a term in the hall as advertised on the school calendar. These assemblies are chaired by captains and prefects and stress student participation and presentations.

ATHLETICS CARNIVAL

This is held each year in Term 2. This is an outcome on the PDHPE report so effort as well as achievement is most important. All the traditional athletics events are programmed, with ample opportunity for students to be actively participating.

ATTENDANCE OF STUDENTS

There ARE rules for minimum attendance, which are strictly implemented by this school. These rules affect the award of the Higher School Certificate.

The school has an automated system to notify parents when their son is absent from school. Notification is through the **SENTRAL Parent Portal**. This will occur by approximately 10.30am each day. Parents are required to respond and state the reason why their son is absent and the expected date of return. The Attendance Officer or a member of the office staff will read the reply to verify its authenticity. If parents respond to this **automated system** correctly, a note is not required the following day.

(If parents only phone the school directly, a note is still required).

After 10am each day, daily information is available to teachers on a printed report. This allows staff to check the attendance of students throughout the day.

Every 6 weeks the school will notify parents of unexplained absences by giving students a letter to take home. **Unexplained absences appear on each semester's report.** The Department requires that absences are explained within 7 days, otherwise they remain unexplained.

If your son/ward is absent for 5 or more days the Principal should be notified by the parent/guardian

Senior students whose work is suffering because they are absent without explanation may be required to show cause why their enrolment at Asquith Boys High School should not be terminated.

BELL TIMES

Monday	Tuesday	Wednesday	Thursday & Friday
• 8.40 (Period 1)	• 8.40 (Period 1)	• 8.40 (Period 1)	• 8.40 (Period 1)
• 9.44 (Period 2)	• 9.44 (Period 2)	• 9.44 (Period 2)	• 9.44 (Period 2)
• 10.48 (Recess)	• 10.48 (Recess)	• 10.48 (Recess)	• 10.48 (Recess)
• 11.08 (Period 3)	• 11.08 (Lit/Num)	• 11.08 (Lit/Num)	• 11.08 (Period 3)
• 12.12 (Period 4)	• 11.40 (Period 4)	• 11.40 (Lunch)	• 12.12 (Period 4)
• 13.16 (Lunch)	• 12.44 (Lunch)	• 12.20 (Sport)	• 13.16 (Lunch)
• 13.50 (Period 5)	• 13.18 (Period 5)	• 14.20 (End of day)	• 13.50 (Period 5)
• 14.54 (End of day)	• 14.22 (End of day)		• 14.54 (End of day)

Variations occur on Formal Assembly days. Bell times are subject to variation from time to time. (Also see *TIMETABLE*)

BICYCLES

Students are permitted to ride bicycles to school as long as they leave them in the bike racks near the administration block. Bikes should be securely locked with a chain and padlock. However, the school cannot provide an absolute guarantee of the security of bikes. **Skateboards and scooters are not allowed** as a method of transport to and from school, and should not be brought to school. **Boys riding bikes must wear helmets.**

BOOK PACKS

These are available for students in Year 7 via an online ordering system with an external company. They include all student books plus stationery (except textbooks).

BREAKFAST CLUB

Breakfast Club runs everyday, from 8.15am outside the school hall. It provides a nutritious start to the day for our boys. It is staffed by teachers and parent volunteers and is provided free of charge. The boys can have toast, fruit and juice.

If you have some time to spare and would like to assist with supervising Breakfast Club please contact the student Welfare Officer, Skye Adams at skye.adams11@det.nsw.edu.au. All boys are welcome to attend Breakfast Club.

BRING YOUR OWN DEVICE (BYOD) PROGRAM

All Students are expected to bring approved computer devices to school to develop computer/research skills and to enhance their learning opportunities, however students in the Enrichment classes must bring their own device.

Technology has become an integral and ever-increasing component of every student's learning. This was highlighted earlier in 2020 with schools moving away from the classroom, to online teaching for an extended period.

Prior to bringing a device to school, students and parents/caregivers are required to sign a User Charter (available on the school website) that sets out how the device can be used at school.

Rights and responsibilities: All students have the right to bring approved devices to school. They have a responsibility to use these devices appropriately and to follow all teacher instructions regarding the use of these devices in class.

CALENDAR

It is very important for parents to keep in touch with all school events. The school calendar is accessible via the school website and it includes school events, P&C meetings and community functions etc.

CANTEEN

The canteen is managed and operated by the school. To operate successfully, the canteen needs the voluntary support of parents and friends of the school. **Parents are encouraged to donate a day's work in the canteen per month.** If you are able to help, please contact the canteen on the school's phone number 9477 3508.

Online ordering is available via [QuickCliq](#). Parents will need to register their son. See details regarding the Canteen Menu and the online ordering process on our website.

CAREERS

The Careers program at our school consists of these major areas:

- a) A number of career related seminar/activities are organised to enable students to make informed decisions about school and post-school options. These include the Western Sydney HSC and Careers Expo Day, Traineeship and Apprenticeship Expos.
- b) Work Experience - all Year 10 students are encouraged to participate in one week of Work Experience with employers of their choice. Assistance in finding placements is available but students are encouraged to arrange their own placements where possible. Insurance cover in case of an accident is provided by the Department of Education. Some students in Years 9, 10 and 11 are able to undertake extra work experience at the discretion of the Principal and careers teacher.
- c) Interviews are available with each Year 12 student to assist with decision making, to provide information about tertiary courses and careers and to assist with job and tertiary course applications. Students from all other years also have access to the career teacher's assistance.
- d) A wide range of opportunities are provided for students to increase their knowledge about careers, careers pathways and vocational training. These include participation in various Stage 5 VET courses, Career and Industry Expos and the School to Work Program. Barista training and practice is provided for selected students with a student run café held on a weekly basis.
- e) Students in Years 11 and 12 are able to undertake courses at TAFE and External providers as part of their HSC. School based Traineeships and Apprenticeships are also available.

CHANGING SUBJECTS

After classes are established students may not be allowed to change electives unless they have parental permission. Any changes must be approved by the Head Teachers of the subjects concerned and will only be possible if there is room in the new class. All changes must be approved by the Curriculum Coordinator before the change can be effected. Failure to follow these procedures may render a student ineligible for the RoSA or HSC.

COMMUNICATIONS TO PARENTS

The ABHS fortnightly Newsletter, *Backchat in Brief*, is a major source of communication to parents. Other forms of communication are in reports (see Reports), calendar (see Calendar), SENTRAL Parent Portal and updates on student progress which can be requested by parents.

Excursion information (see Excursions) is provided via School Bytes system. Information about important events is also displayed on the Noticeboard adjacent to the Peats Ferry Rd entrance to the school and on our website.

COMMUNICATION TO STUDENTS

The main way, in which students find out about coming events, changes to routine etc are as follows:

- year assemblies
- morning assemblies
- sports notices in Block E and the Canteen
- other noticeboards throughout the school grounds

COMPUTERS

Computers have become an integral part of modern life. Schools have the responsibility to provide students with access to a range of computing hardware and software to prepare them for a life using computers and also to assist them with their education.

- All students are invited to bring approved computer devices from home with written approval from parents. Year 7 are expected to bring their own device.
- Interactive white boards are in every in classroom.
- We have a video conferencing system to allow staff and students to communicate with other schools and guest lecturers from around the world.
- We provide 3 general purpose computer labs containing 25 computers each for student use in a range of subject.
- We have special purpose labs for the Computing, TAS and Creative Arts faculties.
- We have mobile trollies with Notebooks in in all faculties.
- All computers at the school contain a wide range of Microsoft and Adobe software.
- ICT is integrated into all curriculum areas. (See also LIBRARY and INTERNET POLICY)

COUNSELLOR

The Counsellor is based in the school. The Counsellor's role is to assist students who may be facing behaviour, social or academic difficulties. The Counsellor also assists staff to develop and implement welfare policies within the school. Parents and students are welcome to contact the Counsellor through Reception.

CROSS COUNTRY

The school's cross-country competition is held in Term 1. Entry is compulsory for ALL Years. High place getters can progress to the zone cross-country and beyond. This is an outcome on the PDHPE report.

CURRICULUM

See page 8 for the outline of the Curriculum at ABHS

DEBATING

We offer boys intra- and inter-school debating. Boys should register their interest with the Debating Coordinator (English), by the third week of Term 1.

Opportunities to develop debating skills will be available through intra- and inter-school debating programs that include debating challenges, workshops and inter-school debates.

Debating is a fun and challenging activity. It provides students with an opportunity to develop valuable public speaking skills as well as a chance to engage with significant social and cultural issues that are present contemporary Australian society.

Registration forms and all enquiries should be directed to the Head Teacher - English.

DETENTION

Students who cannot follow the *ABHS School Values* may be placed on faculty detention or school detention. Arrangements for faculty detention will be advised by the faculty. School detentions are held after school on Tuesday afternoon from 2.20pm until 3.15pm. A student who is placed on detention will be given written notification at least 24 hours in advance of the detention. Students on detention will go to Room 6, where supervision will be provided by a member of staff. Failure to attend detention when it is given will automatically lead to the student being placed in non-sport for the following day and possible further consequences.

DRUG EDUCATION

Drug education is an integral part of the PDHPE program. It includes factual information, attitude clarification and skills development. It addresses the use and abuse of legal and illegal drugs with an emphasis on smoking in Year 7, types of drugs in Year 8, alcohol in Year 9 and risk taking behaviour associated with drug use in Year 10. The course includes strategies for dealing with the peer and media pressure to experiment with drug use and the programs are delivered by teachers trained in drug education. Year 11 students complete the mandatory PDHPE 25-hour Crossroads course, which includes many of the same issues. The school also involves outside speakers and agencies in the drug education program.

DRUGS

Within the broad school context (including travelling to and from school), students are prohibited from:

- smoking tobacco, having in their possession tobacco-related products including lighters, matches etc.
- consuming alcoholic beverages or having such beverages in their possession,
- using illegal drugs, having such drugs in their possession or selling/distributing such drugs,
- using prescribed drugs inappropriately, or selling/distributing prescribed drugs,
- possessing any drug related objects

If any of the above rules are breached the following action will be taken:

- parents/caregivers will be informed,
- disciplinary action will be taken, including suspension/expulsion from school where appropriate
- banned items will be confiscated, or passed on to the police if illegal,
- in the case of illegal drugs the police will be informed.

DUKE OF EDINBURGH

This internationally recognised scheme is a demanding yet invaluable experience for students to undertake, and it fosters resilience, independence, problem-solving skills and leadership. It is founded on four core areas of physical recreation, skill acquisition, community service and adventurous expeditions.

Asquith Boys makes the most of its ideal location by utilising the wonderful resources that are so close to the school for expeditions such as The Great North Walk. We also travel to some other fantastic locations such as The Six Foot Track and Grose Valley in the Blue Mountains.

The Duke of Edinburgh award has been running successfully at Asquith Boys since 2004 and we currently have students registered across Bronze and Silver levels with some students choosing to progress to the more challenging Gold level.

For students who have undertaken the award, their broadened skill set and commitment to community service has increased their employability, particularly with many employers now recognising the value of the program by becoming "Duke of Ed Employers".

EMAIL

The school's email address is:

asquithboy-h.school@det.nsw.edu.au

Parents may contact the school, including sending in notes explaining absences, by email.

EMERGENCY EVACUATION and LOCKDOWN

When the alarm sounds – **continuous bell or whistle**:

1. Stop working and put down your tools
2. Turn off all appliances
3. Close windows if it is safe / if you have time
4. The teacher will direct the students to the nearest safe exit.
5. **WALK** to the door and leave the room
6. **LEAVE ALL BELONGINGS IN THE ROOM** – Do not take your bag or other property with you
7. **WALK** down the corridor to the nearest exit from the building
8. Be alert to the instructions of staff.
9. **ASSEMBLE** at designated evacuation area in your roll class (sitting down if the ground is dry). Signs will be placed on the oval to tell you where to sit.
10. The teacher is to be the last out of the classroom, locking the door behind him/her.

11. The teacher working in the room nearest to the floor warden will collect the warden's class with theirs and escort both to the oval.
12. The floor wardens will check every room and lock any open doors after checking whether there are still any people inside. They will then report that their area is clear to the Principal on the oval.
13. When their roll call class is seated on the oval and the roll marked, each teacher will report to the year advisor responsible for their year group. Year advisers will then report to the Chief Fire Warden who will be wearing an orange vest. When everyone has reported in, the Chief Fire Warden will report to the Principal that the school is clear. The names of any persons missing during roll call (both teachers and students) will be reported to the emergency service personnel in attendance.

LOCKDOWN PROCEDURES

When the alarm rings in 6 short rings followed by a break; this is a LOCKDOWN.

1. The term "lockdown" is used when all staff and students are required to stay inside classrooms and buildings. Windows and doors should be locked.
2. A lockdown will usually occur where there is an intruder in the school, or where a serious incident has occurred outside of the school from which people need to be kept away.
3. If it is impossible to ring the bell, the same pattern will be heard on a whistle or through the megaphone.
4. The cessation of the lockdown will be a short repeat of the bell / whistle / megaphone pattern.

LOCKOUT PROCEDURES

When the alarm rings in 2 short rings followed by a break and the pattern is repeated; this is a LOCKOUT.

1. Follow the instructions as if it is Lockdown
2. Always follow teacher instructions

EAL/D (ENGLISH AS AN ADDITIONAL LANGUAGE OR DIALECT)

Asquith Boys High School offers a full-time teacher to provide tuition and support to students whose home language is a language or dialect other than English (EAL/D). This support is given within their regular classes and as well as during withdrawal lessons. Students are helped to improve their use of English in all areas of the curriculum, not just in the subject area of English. The EAL/D resource room is open from 8am four mornings a week to provide assistance with homework and assessment tasks. Students are also welcome to seek advice during lunchtime.

The school employs an International Students Coordinator to assist the international students.

The EAL/D courses are taught in the school during Year 11 and Year 12.

EXAMINATIONS

Testing is an important part of the assessment of students at Asquith Boys High School. Students in Years 7, 8, and 9 complete tests and examinations in class time for their first and second semester reports. Other aspects of their work, such as practical work are also taken into account in these reports. Students in Year 10 also complete class examinations as well as formal timetabled examinations. Year 11 students sit for their Half Yearly Examinations in Term 2 and their final Year 11 examinations in Term 3. HSC students may undertake mid-course examinations in Term 1, Trial HSC Examinations in August and the HSC examinations in Term 3. A complete assessment policy, detailing rules for assessment tasks, is available for students in Years 10-12.

EXCURSIONS

There are a number of excursions scheduled throughout the year. They may vary from half a day to a week in length. Standard information and permission notes are sent via email using the School Bytes platform. The longer and more costly excursions are clearly marked on the school calendar, enabling students and parents ample time to prepare.

The longer excursions usually include the Year 7 camp and the Year 10 Snow trip. Excursions are an integral part of the school curriculum in a range of subjects.

GAMES CLUB

Games club is held every Monday and Friday at lunch time in Room 1 and is open to all boys. Bring your lunch and come and make some new friends. We have loads of games to play whether you are up for a Chess challenge, Connect Four contest, Guess Who, Twister or Uno the choice is yours. Games Club is run and supervised by the Student Welfare Officer.

GOOGLE CALENDAR

All students will be taught how to access and use Google Calendar (replacing the Student Organiser) for their homework, dates for tests, assessment tasks, examinations and other school activities.

Students can access their Google Calendar by downloading the Google Calendar App which will then link to their Goggle Classroom. Google Calendar can be accessed on all devices.

GYMNASIUM

A gymnasium has been established in E Block and is used for PDHPE classes, PASS and SLR elective classes, training and staff exercise classes. The gymnasium is only available to students in Years 9-12.

HOME SCHOOL LIAISON OFFICER

Students with a specified number of unexplained absences or with an unsatisfactory pattern of attendance may be referred to the Home School Liaison Officer (HSLO). The officer is a full-time officer employed by the Department of Education who makes weekly visits to schools to monitor attendance and to liaise between home and school where necessary.

HOMEWORK

The purpose of homework is to reinforce and consolidate work covered in class and/or to prepare for work which will be taught in future classes. It is also another means of reinforcing the work ethic and self-discipline in our students. Homework must be meaningful, relevant and related to the student's need and level of ability. Homework should not be so extensive as to interfere with the student's family time.

Homework is set for each subject at least once per cycle. Students should spend the following minimum time in the completion of set tasks and study.

- Year 7 - minimum of one hour per night
- Year 8 - minimum of 1½ hours per night
- Year 9 and 10 - minimum of 2 hours per night
- Year 11 and 12 - minimum of 2½ hours per night

In addition to homework, all students are encouraged to spend at least 20 minutes reading.

Recording of homework

Students are expected to develop good habits in homework, home study and in planning their use of time. The Google Calendar App will be an essential part of this process and will be used for the recording of homework.

If homework is not consistently completed, the student's name is placed on the welfare data base and parents notified. The aim of the above process is to ensure consistency of penalties for failure to complete homework.

Parents are sometimes best advised NOT to ask their sons the general question: "Don't you have any homework to do?" Students will often give a host of reasons why they seemingly have no schoolwork to do at home. They will ALWAYS have homework, even if it is a longer-term assignment or revision for a forthcoming test. If you have doubts, contact the class teacher or head teacher for the subject and check what homework is due. If necessary, then remind your son that you are in contact with the school.

HOUSE COMPETITION

The School House competition is where the Houses compete for the "Champion House Cup" which was instituted in 2005. The aim is to encourage participation and school spirit.

The four traditional houses are all named after native trees in keeping with the school's crest and motto "Grow in Wisdom" and are organised alphabetically:

Cooba (Red) A – D
Kurrajong (Green) E – L
Myall (Yellow) M – R
Wandoo (Blue) S – Z

The House competition extends into all areas of the school including participation and achievements in competitions such as Australian Mathematics and Science competitions, Debating, Merits Awards as well as the traditional sporting carnivals.

A 'beach day' is awarded to the Champion House at the end of the year.

INTERNET POLICY

Conditions of use: The Internet is a world-wide entity with a highly diverse user population and students use it at their own risk. **Not all sources on the Internet provide accurate, complete or current information.** Be prepared to question the validity of the information that is found.

Rights and responsibilities: The use of the Internet at school is a **privilege, not a right**, and violation of the following rules will result in disciplinary action and immediate cancellation of the student's school access to the Internet.

- Internet use must be **specifically assignment or subject related**.
- **Games, YouTube and non-academic activities, including personal emails, are not permitted.**

Controversial material: On a global network it is impossible to effectively control the censorship of controversial data. The Department of Education provides a filtering system for our Internet connection and we block any unsuitable sites that we find entering the school. It is the student's responsibility not to initiate access to material that is pornographic, vulgar, unsavoury, obscene or violent, or contains immoral statements, or terrorist information.

General Computer Use

- The computers are provided to assist students in their day to day educational activities. **No other activities are permitted at school.**
- Students must not bring in software to load on the school system or play games on the system.
- Students are permitted to carry work to and from school on USB devices.
- Computers should only be used when students have valid school work to complete and only when **supervised by a teacher**.
- Students must not endeavour to gain access to other accounts and must not attempt to damage, alter or use the system in any way that will inconvenience other users of the system.
- The school performs data backups in case trouble strikes. However, we take no responsibility for student files. **Students should back-up their own important files** by copying files to USB/flash drives or emailing work home.

Failure to comply with these rules may result in a student losing access to their account for a period of time.

Internet Usage:

- All students are automatically granted access to the internet unless parents ask for the student to be excluded.

- Internet access is filtered by the Department of Education and Training. However, all internet filtering has limited success.
- Students must **only use the internet to complete school projects**. This may involve researching topics, downloading useful information and email.
- **General surfing of the net**, playing games and social networking is **not permitted** on the school system.
- **Bullying (cyber bullying) is a serious act and against Departmental policy.**

Failure to comply with these rules may result in a student losing access to the internet for a period of time.

Warning: Although there is anti-virus software on computers, this will not guarantee complete protection from the chances of getting a virus via the Internet. No responsibility is taken for damage to a student's computer. Students using their own device must ensure they have a working and up to date anti-virus software on their device. Students will need to ask the librarian or the supervising class teacher before saving files to USB drives or before printing.

Backups: In some instances the school does backup student's work; however this should never be relied upon. All students are responsible for backing up and securing their own work.

LATE TO SCHOOL, LATE TO CLASS and LEAVING EARLY

Students who are late to school must bring with them a note from home providing a reason for their lateness. Parents will be notified of unexplained lateness through the SENTRAL Parent Portal system (see ATTENDANCE page 9).

Students must report to Print Room if they arrive after the start of the school day. Lateness is recorded as a partial absence. Persistently (unexplained) late students are placed on the NoGo list.

Students should not be late to class unless they have a note from the teacher of the preceding class. Students who have no reason to be late may be detained, as appropriate, by the class teacher. Only in exceptional circumstances are students allowed out of class and then only with permission and a note issued by the relevant classroom teacher.

Students may only leave school early if they present a note from home and are recorded as early leavers. This note must be signed by the Principal or Deputy Principal. Students are not allowed to leave the school grounds during the school day without permission. (See also NoGo Policy) Senior students must arrive at school for Period 1 or 10 minutes before their first timetabled class and may leave at the conclusion of their last class for the day, but no earlier than the end of lunch. They must bring a permission note from a parent before they can take advantage of this privilege. Senior students are not permitted to leave the school in a study period that falls during the school day.

Note: If the privilege of leaving early is abused, it will be withdrawn.

LIBRARY

The Library provides an accessible, supportive environment in which students may read, study or explore digital and non-digital resources.

Opening hours are between 8:15am and 3:15pm daily. All students are able to use the Library and resources during these hours. A wide range of fiction, non-fiction books and study guides are available for borrowing, as are the magazines, journals and graphic novels.

The collection is continually being updated to not only meet the needs of the curriculum, but also to encourage wide reading. Students are encouraged to recommend new books for the Library.

Spaces for collaborative and independent study are provided, as well as access to the school Wi-Fi via personal and library devices. All members of the ABHS community are welcome to visit the library or telephone with any enquiries. The full catalogue can be viewed via the ABHS useful links page on the school web page.

Research and printing assistance can be requested whilst desk computers may be used for independent investigation.

LITERACY AND NUMERACY

Students from Years 7 – 10 are involved in Literacy and Numeracy classes. This program started as an initiative to improve boys' literacy and numeracy skills. Students have booklets and online activities and task to work through that incorporate skills needed to complete a final assessment. The final assessment is marked and reported on in Semester 1 and 2 reports. We encourage all students to give their best by cooperating in this morning program as it is building and consolidating the necessary skills needed in both Literacy and Numeracy.

LOST PROPERTY

All lost or found property enquiries should be made to the front office, print room and with teachers in the staff room in the area in which the property was lost. All efforts are made to trace the owner but if this is not possible a lost property box is located in the print room. Lost property is held for one term only. If the item is labelled it will be returned to the student. We strongly encourage parents to label all their sons uniform items, especially the hooded jacket.

MERIT AWARD SCHEME

The school operates a simple but effective system to recognise student achievement. The Merit Scheme is a way that the teachers can congratulate a student for outstanding schoolwork, attitude or school service by commending the student and acknowledging their effort.

A student can obtain the following awards over the course of the school year: Year Adviser Award, Deputy Principal Award, Principal's Award and Principal's Medallion.

General Merits accumulate and count towards receiving first a Year Adviser Award, then Deputy Principal Award, then Principal's Award and finally a Principal's Medallion. They must firstly obtain all levels of Bronze awards, before progressing on to the Silver and finally Gold awards.

See the table below listing the awards, showing the number of General Merits that must be obtained to reach award level. Rewards are obtained in the following manner over the course of the school year.

Award	Receive	When will I receive the Award?
Bronze	Year Adviser Award (10) Deputy Principal Award (15) Principal's Award (15) Principal's Medallion (15)	Students will be presented with their Year Adviser Award and Deputy Principal Award at Year Adviser Assemblies.
Silver	Year Adviser Award (15) Deputy Principal Award (20) Principal's Award (20) Principal's Medallion (20)	Students will receive their Principal's Award and Principal's Medallions (Bronze and Silver) at Formal Assemblies.
Gold	Year Adviser Award (20) Deputy Principal Award (25) Principal's Award (25) Principal's Medallion (25)	The Gold Principal's Medallion will be presented at Presentation Night.

MOBILE PHONE POLICY

The school acknowledges and accepts that almost every student will have a mobile phone provided to them by their parents for communication, information, entertainment, content, and social interaction.

It has, however, become increasingly concerning for all teachers that mobile phones are a constant source of distraction in classrooms. Since the return from COVID related learning from home, the impact that the mobile phone is having on the learning environment has clearly become an issue at Asquith Boys High School. Staff and student attention is constantly being interrupted and/or taken away from their core business of teaching and learning.

Greater attention and focus on the work being presented in the classroom in every lesson can only have one direct result: a better performing and focused student.

As a direct result of the impact that mobile phones are having on teaching time and the student's ability to focus on the work in the classroom, the following approach has been developed for implementation across Asquith Boys High School.

Classroom Practice

1. Students will be required to turn their phones **'OFF and AWAY'** in their bags, before entering every classroom. Posters to be displayed on the door and classroom wall.
2. All students will be warned, as a class, at the beginning of the lesson to turn their phones **'OFF and AWAY'** in their bags.
3. If a student is seen with their mobile phone during the lesson, they will have their name recorded on Sentral.
4. Reception will call for the student with a **pink coloured** message slip to report directly to Reception, and hand over their mobile phone.
5. Students will be able to collect their mobile phone from Reception at the end of day.
6. Repeated failure to comply with the mobile phone policy will result in further disciplinary interventions.



Parents

1. Parents needing to contact their sons during the day are requested to contact the school directly.
2. Any urgent message received will be forwarded to the student, without delay.
3. Student will have access to their mobile phones at recess and lunchtime unless they have been required to hand it over to Reception during the day.

Any inappropriate or unacceptable use of mobile phones in relation to the school, will be dealt with under the **'Suspensions and Expulsion of School Students – Procedures 2011'**.

Note: Students are reminded that they bring mobile phones to school at their own risk.

MUFTI DAYS

Mufti days are usually organised by the Prefects or the SRC to raise money for charity. The boys are permitted to wear any reasonable items of clothing on the day and are required to pay a gold coin for the privilege. **Singlets and open-toed shoes (thongs) are not permitted.** Singlets are not permitted for reasons of decency and safety. Also banned are shirts with slogans or messages judged by the school to be offensive. It is important for the boys to take a pair of leather shoes to school on mufti days when they have a Technics or Design and Technology subject; this is a safety requirement. Boys who have PE on a mufti day must still bring their PE Uniform to change into. Boys who choose not to participate must wear full school uniform.

MUSIC

MUSIC STUDIO 28

ABHS is lucky enough to have its own separate music studio where individuals and bands can be tutored, rehearse and record. Limited, supervised access is offered for all elective Music students during class time. Access for individuals and bands during early mornings, recess, lunch breaks and after school can be booked through an online management form accessed through the CAPA teachers.

Students who wish to use Studio 28 must complete an online induction related to appropriate use of the space and complete a contract.

STAGE BAND, VOCAL AND COMBINED ENSEMBLES

Students are encouraged to join and actively participate in one of the many extra-curricular Music ensembles offered as part of the ABHS CAPA Faculty. These include a Junior and Senior Stage Band and Rock Band. All ensembles rehearse before school in the ABHS Music Room 32.

In addition to these groups, a Concert Band and Wind Ensemble has also been established in partnership with Asquith Girls High School. Rehearsals for both ensembles are held before school at AGHS.

All ensemble members are expected to attend a three-day Band Camp at the start of the year and regularly represent the school through performances at community fetes, band competitions, music festivals and overnight tours.

Stage, Wind and Concert Band members are expected to work through relevant ensemble repertoire and continue the development of their instrumental skills with qualified tutors, sitting AMEB Music examinations where suitable.

MUSIC TUTORS

Tuition on Guitar and Bass is currently offered during school hours in Music Studio 28 with a duration of 30 or 60 minutes. Lesson rates and payments are managed between tutors, parents and students. Students will have an organised time in which to attend weekly lessons with their tutor. Students are responsible for catching up on all missed classwork and homework tasks from their lesson time.

For enquiries regarding tuition on alternative instruments, please contact Mr Newton in the CAPA Faculty.

MAD (Music and Drama) NIGHT – the Annual Performance Showcase

There is a great deal of anticipation and excitement about the MAD Night Spectacular each year for performers and audience members. All elective Music and Drama students are encouraged to perform or participate in supporting roles to stage this event, as a part of their development in these practical subjects. MAD Night provides an opportunity for students to further their teamwork and organisational skills in staging a significant, whole-school, cultural event.

HSC Drama and Music students also use this evening as an opportunity to showcase their performances in the lead up to their final exams.

MAD Night generally occurs in Term 2 of the school calendar and is coordinated by Ms Gowthorp and Mr Newton. All students, family and friends are invited to attend this exciting showcase of Performing Arts at ABHS.

HSC MUSIC AND DRAMA EVENING

Every year the HSC Drama and Music teachers coordinate their students to present the Annual HSC Drama and Music Evening, which falls at the start of Term 3. It exhibits and showcases the talents and efforts the HSC students have developed over the year. It coincides with the completion of HSC Drama Projects and Performances, and the Music Performances.

It is a great opportunity for family and friends to see how their sons/wards have developed over the year. They can sit in the comfy theatre space that is the Drama room and watch and listen to the Drama and Music performances before they are finalised.

HIGH POTENTIAL AND GIFTED STUDENT WORKSHOPS

This is an opportunity for students to reach their potential in CAPA subjects including Drama, Music and Visual Arts. The CAPA department will be opening their studios and workspaces on a nominated afternoon. The workshops will run from the end of the school day until 4.30 and will be supervised by one or more of our talented teachers to give advice and support. This is an excellent opportunity for HSC students to enter competitions, work on Body of Works, music compositions, scripts, acting and ensembles. The workshops are also open for students in Years 7 to 11 students to practice and complete work.

Information regarding the allocated day will be emailed to parents and carers early 2021.

NOGO POLICY

There are a number of offences for which the full range of social benefits and privileges may be withdrawn from students. This policy is called "NoGo". Full details of the NoGo policy may be found on pages 29 and 30 of this booklet.

A 'NoGo' list is published for staff information each week and a student copy will be posted in the print room, outside the Deputy's office. Students will be added or removed from the list at any time. Students are removed from the list when they make the decision that they want to participate fully in the life of the school. The policy places responsibility on the student to make amends.

It is important to note that truanting NoGo is being disobedient and may incur a formal caution. NoGo days do not disappear if boys are away.

PARENTS AND CITIZENS (P&C) ASSOCIATION

The P&C is the main parent body at the school and raises much needed funds to support school programs and improvements to the grounds of the school. The P&C meets at 7.30pm on the fourth Tuesday of each month. At the meetings a series of talks are given by members of the staff to acquaint parents with various aspects of the school, and by representatives of various education related community organisations.

PERSONAL INTEREST PROJECTS (PIP)

The Personal Interest Project (PIP) Program has been running at Asquith since 2006. The Year 7 PIP is a cross curricular program, which involves the boys in researching, designing, analysing and creating an individual piece of work. The digital, 3D and 2D objects are then displayed in the Library for viewing by parents, teachers and students.

PLAYGROUND AREAS: OUT OF BOUNDS

The map in this booklet clearly indicates the areas of the school which are out-of-bounds. These include the buildings (see more information under 'wet weather'). The oval is used by students only for active recreation. At

times the oval is made out of bounds to allow watering, fertilising or recovery. Students are not allowed to leave the school grounds during the school day.

PRESENTATION DAY

This is generally held in the last week of Term 4. The ceremony is held in the school assembly hall with invited official guests, including representatives from the Government, Hornsby Shire, the Department of Education and Training and local community groups e.g. Lions, Rotary and other interested people who have shown support for our school.

All major academic, special and sporting awards for the year are presented on that night. These awards take the form of books, certificates, vouchers, gift packs and trophies. Presentation night also features student performances. Minor awards are presented at day assemblies throughout the year, prior to the night.

PROHIBITED ITEMS

Under no circumstances are these items to be brought to school:

- Any type of aerosol cans
- Laser pointers/ devices
- Weapon like devices
- Vapes

RACISM

There is no place in any civilised community for the offence and hurt created by racism. The school has an Anti-Racism Contact Officer (ARCO) who will investigate any complaint of racism. Students are assured that any complaint is investigated fairly and with a view to resolving any conflict. Students should see the Deputy Principal if they have any concerns, or report any issues that they experience to the school's ARCO officer.

REPORTS

The school issues three reports on the progress of students each year. The main reports are issued for Semester 1 (Issued last day of Term 2) and Semester 2 (Issued in the last week of Term 4). Interim reports are also issued at the end of Term 1 for all students in Years 7 - 12. This enables parents to be alerted to problems well before a main report is sent home. Each report is self-explanatory and the format of the reports reflects the requirements of the many different subjects taught at Asquith Boys High School.

All reports are emailed to the parents. A printed report can be issued to a student at a cost of \$5 per report.

RESPECT FOR SCHOOL STAFF

Respect for school staff, whether permanent or relief, teaching or non-teaching, is expected. Lack of respect will result in immediate and serious consequences. Staff are there to help students, not to be treated with disrespect.

ROAD SAFETY

Environmental Statement

Asquith Boys High School has approximately 600 students. The school is situated between two major roads, Peats Ferry Road on the western side of the school and Jersey Street on the eastern side.

All students travel along streets with a high volume of traffic, which often travels in excess of the speed limit. The majority of students travel to and from school by train. Others walk or cycle and a few travel by bus.

The students are actively encouraged to enter and leave the school via the entrance on Peats Ferry Rd as it accesses the pedestrian crossing near the school and a pedestrian crossing with lights which is immediately outside Asquith railway station.

Key road safety issues

- Students **must** cross at the Hyacinth Street pedestrian crossing to and from the train station.
 - Students unsafely riding skateboards and scooters before and after school.
 - Students' unsafe behaviours when travelling by train.
- These issues will endeavour to be addressed by the school's road safety program.

Students will demonstrate safe road use by:

- safely crossing **only** at the pedestrian crossings at Hyacinth Street as they walk to and from school to the train station.
- safely crossing only on the green walk sign at the Asquith Railway Station traffic lights
- modelling safe road use and behaviour for younger students
- using the footpaths when walking to and from the railway station to the school.
- using identified pedestrian / cycling entry / exit path(s)
- wearing bicycle helmets when cycling
- walking bicycles within the school grounds and to the pedestrian crossing
- boarding, travelling and alighting from buses and trains safely
- quickly leaving the train station and not hanging around
- observing safe behaviours when travelling on buses on school activities and to/from school
- wearing seatbelts when travelling as car passengers
- being a responsible passenger in a car
- placing bicycles on the bicycle rack adjacent to the administration building. Bicycles must be left in the racks during the day and this area is out of bounds to all students.
- observing the road rules when parking near the school
- following the school procedures for passengers and drivers when using a motor vehicle on any school activity
- observing particular safety precautions on excursions, school activities, excursions and around the school
- **Scooters and skateboards must not be brought to school at any time or for any reason.** They can pose a threat to the safety of the rider and are not needed. This policy forms part of the published ABHS School Values of the school.

ROLLS

Student Rolls are marked each morning at 8.40am in Period 1 classroom. Parents will be notified of student absence as outlined in ATTENDANCE OF STUDENTS (p. 9). Occasionally on Wednesdays students may be required to assemble on the quad for a brief assembly before going to Sport.

Rolls continue to be marked every period throughout the day and discrepancies are checked and parents notified.

SCHOLARSHIPS

Opportunities are offered to encourage and acknowledge students of excellence in general academic subjects, Creative Arts and Stage Band.

ABHS provides opportunities for students to pursue high quality, extended and supported academic and creative and performing arts programs while studying curriculum developed by the Board of Studies.

Six categories of scholarship are offered:

- Year 7 Instrumental Band (2 years)
- Year 9 Instrumental Band (2 years)
- Year 11 Senior Instrumental Band (2 years)
- Visual and Performing Arts for Year 9 RoSA (2 years)
- Visual and Performing Arts for Year 11 HSC (2 years)
- Year 11 Mervyn Brown Senior Academic (2 years).

Applications for scholarships are opened in Term 1 (for Instrumental Band scholarships) and Term 3 (for Visual and Performing Arts and Senior Academic scholarships) for the following year. Students are required to complete an application form and supporting documentation and pay the application fee. A list of successful applicants are then interviewed and required to present a supporting portfolio or audition to demonstrate their suitability for a scholarship.

Limited numbers of scholarships are available and the process is competitive, yet excellent practice for the real world.

SCHOOL CONTRIBUTIONS (SCHOOL FEES)

In order to provide the most up-to-date technology and resources possible for our students, the School relies heavily on the contributions paid by parents. The school sets the General School, School Technology and Library Fund contributions each year.

The funds raised by these contributions assist in providing text and library books, technology software and equipment, sporting equipment, printed classroom information, teaching resources and general school requisites that enhance the educational opportunities provided for our students. In addition the contributions for elective subjects cover some of the costs of providing the materials required for these subjects. Please note that the elective subject contributions for Years 9 to 12 must be paid. The Library Fund contribution is tax deductible.

We receive a small amount each year to assist parents who are unable to pay subject contributions. Please contact the Principal if you require any further information.

ABHS accepts the following methods of payment: cash, Eftpos and the Parents Online Payment System (POP). The POP system enables parents to make their payments online 24 hours a day via the school website using their credit card.

SCHOOL INDUSTRY LINKS

The school has a number of mutually beneficial links with business and employers. The business gains the advantage of excellent public relations with the school community and being able to educate students in their products and choose the best Asquith Boys High School graduates. Our school benefits from this association through excursions, guest speakers and a general broadening of the students' horizons. All links are designed to broaden the existing curricula at our school.

A number of scheduled activities through the year involve links with industry, including work experience, work placement (for some HSC students) and industry visits.

SCHOOL PHOTOGRAPHS

These are taken by an outside photography company in May/June each year. A full day is required and photos taken include both year photos and individual portraits. Optional photos on the day may include: student leaders, selected representative, cultural and sporting teams and the school band.

SENIOR STUDY

It is not compulsory for Year 11 and 12 students to continue playing school sport after the completion of the summer season, that is, from about the fifth or sixth week of Term 1. After that time, senior students who wish to continue playing grade sport may try out and play with a grade sport team. Those students who choose not to play sport are required to remain at school and participate in Senior Study. This is a supervised period of study in the Library where students may choose to complete homework, assignments or undertake some study. The initiative is part of our attempt to maximise the time for study and minimise wasted time.

Recreational sports are not available for senior students – the alternative to Senior Study applies to grade sport only. When working in Senior Study, the day ends at 2.20pm.

SICK STUDENTS

Students who become ill **after they come to school MUST** ask their classroom teacher for a note to go to sick bay. No student will be admitted to the sick bay without a note from the classroom teacher. The school has a member of staff trained in First Aid who will attend to minor illnesses and accidents. Parents are contacted in all cases where it is considered necessary.

Under no circumstances should sick students be sent to school. Students who are sick at school **MUST NOT LEAVE** the school without **FIRST ATTENDING SICK BAY** - school staff will decide whether a student should go home. The school will contact parents if the student needs to leave school because of illness.

Please make sure you have updated your contact details so we are able to contact you if your son is ill.

Please note that the school is unable to administer any medications, including paracetamol.

SKATEBOARDS AND SCOOTERS

For legal and safety reasons the school cannot allow students to ride or bring skateboards or scooters to school. Skateboards and/or scooters brought to school will be confiscated.

SMOKING/VAPING

Smoking and/or vaping is not permitted. Any student who smokes on the way to school, at school or on the way home from school is:

1. required to complete an anti-smoking worksheet;
2. banned from school activities.
3. required to complete an after school detention.

Smoke/ Vape detectors are installed in the student toilets.

SPORT

Sport is a very important aspect of school life at Asquith Boys High School. We look to our new Year 7 students to involve themselves in teams and to help us to maintain the high standard of sport in the school. Asquith Boys High School is one of the few local schools, and the only local comprehensive high school, that participates fully in weekly sport competitions between schools.

Wednesday afternoon is sport afternoon at Asquith Boys High School. Attendance is COMPULSORY – not optional. Students are not to make appointments or accept employment based on the idea that they will be finished sport by **2.20pm**. Dismissal at 2.20pm is a privilege, not a right. Sport, for various reasons, may finish at 3.05pm or later from time to time. Students may be detained until 3.05pm on Wednesday without further parental notice.

Sports uniform

Students are required to wear either the full sport uniform or full school uniform (if not participating in sport). The sports uniform consists of

- Bottle green shorts
- ABHS sport polo shirt
- Sport shoes
- ABHS white sport socks with two green bands (short or long)
- Tracksuit pants may be worn and must be green to match the winter green jacket and tracksuit top and free of any colour or advertisement marking.

Grade sport

Students are given the opportunity to try out for a grade sport for the winter and summer seasons. Acceptance into a grade team is dependent on students being committed to the sport, paying compulsory sport levies and being good ambassadors for the school whilst out in public. Details of venues, travel arrangements and leaving times are given on the sports noticeboard on a weekly basis and posted on the school's website. Details of the locations of all venues used for grade sport can be found in the front of the student organiser.

Recreational sport

Recreational sport is held partially at school (on the basketball courts, volleyball courts, school quad) and at nearby venues. Details will be provided by the sports organiser. There will be a sports assembly at 12.20pm for school-based recreational sport.

Non sport

Students who are unable to do sport because of illness or injury and have supporting documentation to that effect (ie a letter or a medical certificate) attend the non-sport room (Room 6). These students will be permitted to leave at 2.20pm. Students who are placed in non sport because of inappropriate behaviour or because they are on NoGo must remain at school until 3.05pm.

Early leave

Students **are not to make appointments for Wednesday afternoons during sport**. Sport is an important and compulsory part of the curriculum, as per the Departments, Sport and Physical Activity Policy. If a student has to leave sport early, a note must be presented to the Deputy Principal at the beginning of the day.

Carnivals

There are three major carnivals throughout the year – swimming, athletics and cross country. **These carnivals are a compulsory part of school curriculum** and are reported on in Year 7-10 PDHPE. The four sport houses are - Cooba, Kurrajong, Myall and Wandoo and students are organised alphabetically into these houses.

STUDENT ID CARDS

Each student is issued with a card which contains their photograph, school information and date of birth. These cards are to be used for borrowing books from the library and for any other purpose which requires proof of age. If lost please go to Mrs Laffer for a replacement which costs \$5.

STUDENT LEADERSHIP

The following opportunities for student leadership exist at Asquith Boys High School:

Student Representative Council (SRC) - this is a student elected organisation which represents students in areas of school decision-making. Its recommendations are taken to the Principal and where appropriate to the School Council for final decisions. Two students sit on the School Council.

The SRC meets every Monday Lunchtime – If you would like to come or simply turn up at the meeting. Everyone is welcome. The SRC has vital roles in collection for charities and for organising school events.

Transition Leaders - Transition leaders are selected from interested students in Year 9 (for the following Year 10). Training for Transition Leaders takes place in Term 4. Transition Leaders attend the Year 7 camp near the start of the year.

Peer Mediation - peer mediation students are trained each year to help resolve disputes between students. Students may seek mediation or mediation may be recommended by a teacher.

If you are having problems with another student then ask your teacher or year adviser to arrange this for you.

Year 11 Prefects – Students are nominated from Year 10 students in Term 3 and voted on by Years 10, 11 and staff. Their task is particularly to monitor behaviour on transport, set an example and report any incidents. They are issued with a badge and tie and must wear a blazer. All boys are expected to obey a reasonable instruction from a Prefect.

Year 12 Prefects – Students carry their nomination from Year 11 into Year 12. Prefects are to set an example in leadership, citizenship and achievement. They are to assist staff in a range of prescribed areas and are supported by a teacher-in-charge. All Prefects wear a blazer and are issued with a tie and badge. All boys are expected to obey a reasonable instruction from a Prefect.

Captains - School Captain, Vice-Captain and Senior Prefect are nominated from within the Year 12 Prefect body and voted on by Year 12. They are the main formal representatives of the students of the school.

Sports Captains - Sports Captain and Vice-Captain to be nominated from Year 10 Prefects election in Term 3 and voted on by staff. Sports Captain and Vice-Captain are to support the sport teachers in sports organisation and in representing the school in functions within and beyond the school. The Sports Captain and Sports Vice-Captain wear a senior blazer.

House Captains and Vice Captains – Students in each house – Cooba, Kurrajong, Myall and Wandoo – elect a House Captain from Year 11 and a House Vice Captain from Year 10. These boys assist their House Patron in organising teams during sports carnivals, promote the inter-house competition on assemblies and set an example in terms of leadership and sportsmanship.

Prefects: Rules for Nominations

All students wishing to stand for election as a Prefect must be able to show that they have provided service and leadership in the school and/or local community. Preference in accepting nominations will be given to those who are best able to show active involvement in such activities as:

- a member of the student leadership forum
- fundraising for charity and/or the school
- helping other students through such activities as peer support
- out-of-hours school functions such as Open Nights and exhibitions
- representing the school in a way which shows service and commitment

The highest priority will be given to those who have served in an active way on the Student Representative Council.

Prefects: Carrying out Duties

One role of Prefects is to monitor behaviour and safety issues on the way to and from school. They are to intervene wherever possible in such situations and must let the Principal know of any problems on trains or buses. **If they do not do this they may lose their badge of office.** Other students should understand this and be prepared to support the Prefects.

STUDENT PROGRESS/ PARENT TEACHER INTERVIEWS

These are held twice each year, late in Term 1 and early in Term 3. These evenings enable parents and teachers to discuss the progress of students. **Students are encouraged to attend these interviews.** The interviews are held in the hall from late afternoon to 7pm. The format consists of 5-minute interviews, with the appointments arranged by an online booking system. Parents are, of course, invited to contact the appropriate Year Adviser at any time for an update on their son's progress.

STUDENT WELFARE OFFICER

The role of the Student Welfare Officer at Asquith Boys High School is to support students with welfare needs in order for them to successfully connect to school life.

This is achieved by:

- Attending weekly meetings with the Deputy Principal to identify and report on students
- Attending weekly Welfare Team meetings
- Attending meetings with parents and interested parties where necessary
- Notify appropriate staff through Sentral of student plans and programs

- Coordinate the Youth Connections (Mission Australia) program
- Support individual students

STUDY SKILLS PROGRAMS

There are a number of programs operating in the school, starting from the Year 7 Camp through to the final months of Year 12. Students in Years 11 and 12 participate in an ongoing Study Skills programs during Term 1 and 2 Literacy/Numeracy periods, as well as presentations from professional experts, focusing on time management, organisational skills, exam strategies, study plans and motivation.

SUPERVISION OF STUDENTS

1. Travelling to and from school. Parents, caregivers, students, transport providers, police and members of the public have a role to play in ensuring the protection and welfare of students travelling to and from the school. The school has an educative role to promote the welfare and safety of students travelling to and from school. In addition the school will investigate any concerns received about students travelling to and from school and advise the appropriate parents / caregivers / authorities to take action.
2. Supervision at school. The school has a duty of care to take reasonable measures to protect students against risks of injury which reasonably could have been foreseen:

a) before and after school

There are very few students at school before the morning assembly (8.40 am) and after the last scheduled lesson for the day (2.54 pm). The school records indicate negligible risk of injury to students during these times. Accordingly, while many teachers are present and available to students for an hour before or after school the school does not operate rostered supervision of the grounds at these times. Exceptions apply in the case of scheduled school activities.

b) during the school day

Teachers are rostered on duty during recess and lunch on a ratio of 1 teacher for each 100 students in five designated areas of supervision. At these times teachers carry out assigned supervisory duties in such a way that students are, as far as can reasonably be expected, protected from harm.

c) during school activities outside the school grounds

Parents are informed about special arrangements which apply in relation to school activities such as excursions and sporting activities outside the school grounds.

SCHOOL LEARNING SUPPORT OFFICERS (SLSO)

School Learning Support Officers (Teachers' Aides) work with students who are identified as needing help with their learning. They work in the classrooms in a support capacity or with individuals or small groups.

During tests and exams SLSO's will help students who are given provisions for their exams. These are done according to NESA guidelines. The SLSO's will happily welcome any student at lunch time who may need a bit of help with their class work.

SUSPENSIONS

While the school is able to resolve most discipline issues, there are some occasions for which a suspension is the appropriate action. Suspensions are issued in the most serious cases or in instances where other action taken has not resolved the problem. There are two types of suspensions: short (up to 4 School days) and long (up to 20 School days). Persistent offenders may be expelled from the school. A full copy of the suspension policy is available on request from the school.

SWIMMING CARNIVAL

All students are required to attend the swimming carnival. This is an outcome on the PDHPE report.

The majority of events are 50 meters and those who cannot swim 50 meters can participate in other ways. A large number of students are involved in these events. For the most advanced swimmers we also run more difficult and time consuming longer events. Our very best swimmers are recognised with place ribbons and age champion banners. Representation at zone, regional and state levels is available.

TEXTBOOKS

Textbooks are issued by subject faculties according to the requirements of particular subjects and courses. Some subjects (such as Mathematics) have a set course which is supported by one textbook. In these cases the book is issued to students for the full year. Other subjects are based around a variety of topics, which require a range of textbooks. In these cases, they are used in the classroom and collected at the end of each period. Senior courses usually have designated texts that are issued for the full year.

Textbooks, which are issued, must be returned to the school before a student is permitted to sign out. Textbooks must be covered in plastic. Reasonable wear is acceptable but damaged or defaced books must be paid for. A day is allocated at the end of the year for collection of textbooks.

TIMETABLE

Students are issued with their timetables on the first day of each new school year and revisions are issued as these become necessary. The school operates a two week cyclic timetable. The timetable will show lessons in 'Week A' and 'Week B' of the cycle. The calendar issued at the start of each year will show which weeks are 'A' and 'B' weeks.

TRANSPORT TO SCHOOL

Students living more than 2.9 kilometres from school are generally eligible for train or bus passes. Parents apply online for an OPAL pass.

It is the responsibility of students travelling by public transport to be courteous and well behaved. The school is often judged by the travelling public on what is seen of students on trains and buses. **Instances of poor behaviour are usually reported to the school and in all cases are quickly investigated.**

UNIFORM

Every boy enrolled at Asquith Boys High School must wear correct school uniform. Our school uniform requirements were established in 1989 and subsequently revised. The P&C endorses the school's uniform policy.

There are consequences if boys do not follow the school uniform policy (refer to the school's ABHS School Values).

Normal school uniform days are Monday, Tuesday, Thursday and Friday.

Juniors (summer) Dark grey belt loop trousers/shorts (no elastic waist cargo pants or cargo shorts are permitted), lace up (black laces only) black leather polishable shoes (not suede, cut below ankle) with a black sole, green shirt with crest. Shirts may be worn outside the pants. Ties are only required in Terms 2 and 3. Grey long socks with school colours **must be worn pulled up to the knee**. If a belt is worn it must be black. If a hat is worn it must be the school hat/cap.

Juniors (winter) Dark grey belt loop trousers/shorts (no elastic waist cargo pants or cargo shorts are permitted), lace up (black laces only) black leather polishable shoes (not suede, cut below ankle) with a black sole, green shirt with crest. Ties must be worn, with the top button of collar done up and the shirt must be tucked in. Grey socks with school colours, **must be worn pulled up to the knee**. If a belt is worn it must be black. A green school winter jacket with crest or polar fleece with crest may be worn. If a hat is worn it must be the school hat/cap.

Seniors (summer) Dark grey belt loop trousers/shorts (no elastic waist cargo pants or cargo shorts are permitted), lace up (black laces only) black leather polishable shoes (not suede, cut below ankle) with a black sole, white shirt with crest. Shirts may be worn outside the pants. Grey socks with school colours, **must be worn pulled up to the knee**. If a belt is worn it must be black.

Senior (winter) Maroon blazer, dark grey belt loop trousers/shorts (no elastic waist cargo pants or cargo shorts are permitted), lace up (black laces only) black leather polishable shoes (not suede, cut below ankle) with a black sole, white shirt with crest.

Ties must be worn with the top button of collar done up and the shirt must be tucked in. A maroon pullover with crest may be worn. Grey socks with school colours, must be worn **pulled up to the knee**. If a belt is worn it must be black.

Prefects (summer/winter) Uniform must be worn as above, with a tie and shirts tucked in. The green blazer is compulsory for formal occasions and must be worn to and from school all year round. Ties must also be worn with the top button of collar done up.

Wednesday sports uniform

Students are required to wear either full sports uniform (or full school uniform if not participating in sport). The sports uniform consists of bottle green shorts, ABHS sports polo top, sports shoes, ABHS white sports socks with two green bands.

Green winter jacket with hood and school crest (optional). Tracksuit pants may be worn at cooler times of the year. Tracksuit pants must be green to match the winter green jacket and tracksuit top and free of any colour or advertisement marking.

Please note

- Boys may wear a white "T" shirt under their shirt on normal school days as long as it has **no logos and the sleeves are not visible** below the school shirtsleeves or jumper.
- Rugby or any other form of football tops are not to be worn on sports days. Team jerseys are not to be worn in place of the sports uniform. They are only to be worn when playing sport.
- Any boy who has a variation to uniform on any school day must have a note from a parent/caregiver noting reasons.
- All items of school uniform are available from Lowes Westfield Shopping Centre, Hornsby, **except** for the school cap and hat which are sold at the school Canteen.
- Second-hand uniform items are available from the school print room at reasonable prices.

Mufti days

These days are usually organised by the SRC or Prefects to raise money for charity. If boys choose to participate they must wear clothes that are acceptable to the school (ie. no offensive logos). **Singlets are not to be worn**. Boys who choose not to participate must wear normal school uniform. Leather shoes must be brought for TAS subjects and sports uniform for PE lessons.

VALUABLE ITEMS

Students should not bring valuable personal items to school. Mobile phones, computers and portable music devices are brought at the student's own risk; there is no obligation on the school to investigate the loss or theft of such items.

The school is not obliged to attempt recovery of any valuable item which is brought to school and not secured. The school is not liable for the replacement of any such item which may become lost or is stolen.

All electronic devices must be turned off during class time and school activities.

Money for excursions should be paid as early as possible in the morning before Period 1, at Recess and at Lunch.

VEHICLES, STUDENT

Students may drive vehicles to and from school, or travel in vehicles, only if the school receives written permission from parents. The following conditions apply:

- the driver must have an appropriate licence
- the vehicle must be covered by appropriate insurance
- the vehicle must be registered and roadworthy
- seat belts must be worn by each passenger
- the students, driver and passengers must have the permission of the parents or guardians
- the responsibility for complying with these conditions is that of the parents of the students involved.

Vehicles are not to be driven to excursion venues without the explicit permission of the Principal. Vehicles are also not to be driven to sporting venues at all. Permission must be sought at least four school days before the event to which the student wishes to drive. No student of any age is able to leave the school grounds during the school day without the Principal's permission. The school reserves the right to withdraw a student's privilege to use a vehicle.

Student vehicles are not permitted to use the staff/visitor parking areas on school premises.

VISUAL ARTS EXHIBITION – CAPA SHOWCASE

Every year the Visual Arts teachers and students stage the Annual Visual Arts Exhibition in the School Hall in Term 3, which coincides with the completion of the HSC Bodies of Work. All years from Year 7 to 12 are showcased.

This event exhibits artwork from Visual Arts students from the previous year. As a result, works are showcased from the previous Term 3 and 4 as well as Terms 1 and 2.

Students who have achieved excellent results in Visual Arts, Ceramics, Photography and Digital Media, Drama and Music are nominated by their teachers to receive special awards on the night. Award winners and their family and friends as well as the school, local community, media, dignitaries and past students are all invited to attend a gala opening night on the Thursday night.

The Exhibition Opening Night is a standout on the school calendar, drawing a huge crowd to support excellent achievement, view beautiful works and see and hear fantastic performances from elective Music and Drama students.

WALKATHON

An annual Spring Walkathon is held on the first Friday in September. All students and staff are involved in the Walkathon, which commences at the school and follows a set and fully supervised route to Apple Tree Bay.

The boys obtain sponsorship for the walk. There are incentive prizes for students who raise large amounts of money. The Walkathon is the most significant fund-raising event of the school year. Some of the money raised is donated to a charity chosen by the SRC, and the remainder used for school resources as decided by the SRC in consultation with the Principal. The event involves the whole school community in its planning and implementation and is always an outstanding day.

WEBSITE

The school's website is:

www.asquithboy-h.schools.nsw.gov.au.

There is a considerable amount of information about the school on the website. Most of the information remains on the website for an extensive period of time, as the information does not regularly change. However, there is also a place for important messages concerning school events that warrants consultation from time to time.

WELFARE

Asquith Boys High School has received community acclaim in relation to our well-being and support structures. 'Every student is known, valued and cared for' is our commitment.

WELFARE TEAM

The Welfare Team is made up of the Principal, Deputy Principals, Head Teacher Welfare, Head Teacher Teaching and Engagement, Year Advisers, Learning and Support Teacher (LaST), Counsellor, EAL/D teacher, and other staff who may be needed from time to time to provide specialist advice. The Welfare Team meets weekly to review student progress and, when necessary, will request that parents meet with the team.

Both the Learning and Support and the EAL/D teachers work with class teachers to develop and modify programs to meet the needs of particular students.

WELLBEING

The elements of our student wellbeing policy are described in various parts of this booklet: see ATTENDANCE, EAL/D, GETTING HELP, ABHS SCHOOL VALUES, CERTIFICATES, COUNSELLOR, SUPPORT TEAM, STUDENT WELFARE OFFICER and SICK STUDENTS.

There is a comprehensive wellbeing program in the school that is overseen by the Welfare Team.

WORKSHOP RULES – Mandatory Technology and all Industrial Technology subjects

The following rules are important to ensure your safety and that of other students in the class:

1. Be mindful of the fact that machinery and equipment can be dangerous, so be safety conscious at all times by following all WHS rules.
2. Use appropriate protective equipment such as eye, ear and breathing protection.
3. Wear proper footwear – solid soles and firm leather uppers (no sports shoes, no suede shoes, no joggers etc). Please check the labels on the school shoes to ensure it says leather upper. Vinyl is NOT heat resistant.
4. Never run or play practical jokes in a Technology room.
5. Return tools and equipment to the tool boards and racks when you have finished with them.
6. When working in the D&T kitchen, remember that hygiene and cleanliness are most important. Wash hands before entering the room.
7. Always consider others and their projects.

YEAR ADVISERS

Student Year Advisers are full-time teachers who have the task of looking after a particular year group. The names of the Year Advisers for 2022 are listed on page 3 of this book. They meet with their year group at least once each week, at an assembly, and attend to matters affecting their group of students. These might include excursions for the group, special events, issuing student reports, RoSA and HSC matters etc.

Parents should contact the Year Adviser if they want general information about a student's progress. Parents of new students are especially encouraged to ask for an update on progress in the early months of enrolment.

ATTENDANCE AND RELATED REQUIREMENTS FOR

YEAR 11 COURSE STUDENTS - UNTIL BEGINNING OF TERM 4

YEAR 12 HSC COURSE STUDENTS - FROM BEGINNING OF TERM 4

	YEAR 11	YEAR 12
START OF DAY	Begin at 8.40 am on all days	Begin at 8.40 am or sign in 10 minutes their first timetabled lesson.
ROLL MARKING	At daily roll call in Period 1 and at each class	At daily roll call in Period 1 and at each class
END OF DAY	After the final timetabled class for the day but no earlier than the start of lunch.	After the final timetabled class for the day but no earlier than the start of lunch.
NON-TEACHING PERIODS	Senior students have to sign into the Library for their Study periods. Must not leave school grounds at any time without the permission of the Principal.	
RECESS/LUNCH	Must not leave school grounds without the permission of the Principal.	
QUAD ASSEMBLIES	Must attend all assemblies	Must attend all assemblies
SPORT	Compulsory	Compulsory until end of summer competition – then they may choose grade sport or study hall.
CANTEEN ACCESS	Access to canteen during recess and lunch only.	
ATTENDANCE REQUIREMENTS	Must attend school/classes. Students with poor attendance/unsatisfactory performance will be deemed to be unsatisfactory for Year 11 courses or for the HSC, and may be suspended or expelled.	
EXPLAINING ABSENCES	If you receive an SMS it will be important for you to respond, otherwise the system will continue to call you. A number will be provided for your reply. If you respond correctly to this automated system you will not be required to write a note. (If you ONLY phone the school directly a note IS REQUIRED when the student returns to school explaining his absence.)	
COURSE REQUIREMENTS	Students studying a Year 11 course must satisfy all requirements before being: 1. eligible for a Record of Achievement 2. allowed to do the HSC in the same subject	Students studying an HSC Course must satisfy all requirements prior to the award of a Record of Achievement or an HSC
VEHICLES	Students need written permission from a parent/guardian if they wish to drive a vehicle to and from school. Students wishing to travel as a passenger with a student driver must also complete and hand in a permission form. Conditions apply - see Deputy Principal.	
UNIFORM	Approved school uniform must be worn	

Contribution Schedule 2023 Year 7 and Year 8

YEAR 7 \$ 505 + Camp \$ 374 = (\$879)	
General Contribution	110
Library Fund (Tax deductible)	35
Library Resources	30
Student Printing Levy	10
Technology Resources	45
P&C School Resources Fund	55
P&C Garden Levy	45
Mandatory Technology	65
Music	30
Science	30
Creative Arts	50
Y7 Camp	374

YEAR 8 (\$ 495)	
General Contribution	110
Library Fund (Tax deductible)	35
Library Resources	30
Student printing Levy	10
Technology Resources	45
P&C School Resources Fund	55
P& C Garden Levy	45
Mandatory Technology	65
Y8 Elective (i.e. Music, Photomedia, Japanese, Drama, Football Development Squad)	20
Science	30
Creative Arts	50

Contribution Schedule 2023

Year 9 and 10

Year 9		
Key Learning Area	Stage 5 Courses	Cost
General	General Contribution	110
	Student Printing Levy	10
	Library Resources	30
	Technology Resources	45
	DGR – Library Fund (Tax Deductible)	35
	P&C School Resources Fund	55
	P&C Garden Levy	45
Science	Science	30
Human Society and its Environment (HSIE)	Commerce	30
Computing	Information and Software Technology	20
Languages Other Than English	LOTE – Japanese Beginners	30
Creative and Performing Arts (CAPA)	Drama	60
	Music	120
	Visual Arts	100
	Photographic and Digital Media	100
	Ceramics	100
Technical and Applied Studies (TAS)	Industrial Technology – Building & Construction	150
	Industrial Technology – Metal 1	120
	Industrial Technology – Art Metal 1	160
	Industrial Technology – Timber 1	150
	Food Technology	150

Year 10		
Key Learning Area	Stage 5 Courses	Cost
General	General Contribution	110
	Student Printing Levy	10
	Library Resources	30
	Technology Resources	45
	DGR – Library Fund (Tax Deductible)	35
	P&C School Resources Fund	55
	P&C Garden Levy	45
Science	Science	30
Human Society and its Environment (HSIE)	Commerce	30
Computing	Information and Software Technology	20
Languages Other Than English	LOTE – Japanese Beginners	30
Creative and Performing Arts (CAPA)	Drama	60
	Music	60
	Visual Arts	100
	Photographic and Digital Media	100
	Ceramics	100
Technical and Applied Studies (TAS)	Industrial Technology - Building & Construction 1	150
	- Building & Construction 2 (Y10)	150
	Industrial Technology - Metal 1	120
	- Metal 2 (Y10 only)	120
	Industrial Technology - Art Metal 1 & 2 (Y10 only)	160
	Industrial Technology - Timber 1 & Timber 2 (Y10 only)	150
	Food Technology	150

Contribution Schedule 2023

Year 11		
Key Learning Area	Stage 6 Courses	Cost
General	General Contribution	120
	Student Printing Levy	10
	Library Resources	30
	Technology Resources	45
	DGR – Library Fund (Tax Deductible)	35
	P&C School Resources Fund	55
	P&C Garden Levy	45
English	English Standard	20
	English Advanced	20
	English Studies	20
	English Extension Courses	20
	English as an Additional Language / Dialect	20
Human Society and its Environment (HSIE)	Ancient History	20
	Business Studies	20
	Economics	20
	Geography	20
	Legal Studies	20
	Modern History	20
	Work Studies	20
Mathematics	Mathematics Standard	20
	Mathematics Advanced	20
	Mathematics Extension Courses	20
Computing	Information Processes and Technology	20
PDHPE	PDHPE	25
	Sport, Lifestyle & Recreational Studies (First Aid Course \$65 – billed separately in Term 1 – Y11 only)	0
Science	Biology	30
	Chemistry	30
	Investigating Science	30
	Physics	30
Languages Other Than English	Chinese & Literature	25
	Japanese Beginners	35
Creative and Performing Arts (CAPA)	Drama	60
	Music 1 & 2	60
	Visual Arts	100
Technical and Applied Studies (TAS)	Construction (VET)	105
	Design & Technology	80
	Food Technology	130
	Hospitality (VET)	170
	Hospitality Tool kit & Uniform	195
	Industrial Technology – Timber	85

Contribution Schedule 2023

Year 12		
Key Learning Area	Stage 6 Courses	Cost
General	General Contribution	120
	Student Printing Levy	10
	Library Resources	30
	Technology Resources	45
	DGR – Library Fund (Tax Deductible)	35
	P&C School Resources Fund	55
	P&C Garden Levy	45
English	English Standard	20
	English Advanced	20
	English Studies	20
	English Extension Courses	20
	English as an Additional Language / Dialect	20
Human Society and its Environment (HSIE)	Ancient History	20
	Business Studies	20
	Economics	20
	Geography	20
	Legal Studies	20
	Modern History	20
	Work Studies	20
Mathematics	Mathematics Standard	20
	Mathematics Advanced	20
	Mathematics Extension Courses	20
Computing	Information Processes and Technology	20
PDHPE	PDHPE	25
Science	Biology	30
	Chemistry	30
	Investigating Science	30
	Physics	30
Languages Other Than English	Chinese & Literature	25
	Japanese Beginners	35
Creative and Performing Arts (CAPA)	Drama	60
	Music 1 & 2	60
	Visual Arts	100
Technical and Applied Studies (TAS)	Construction (VET)	105
	Design & Technology	80
	Food Technology	130
	Hospitality (VET)	170
	Industrial Technology – Timber	85

NoGo Policy and Procedures

Students who repeatedly show an inability to do the right thing at school are not permitted to participate in sporting or excursion activities. Lateness to school, truancy, uniform default, smoking and bringing the name of the school into disrepute are all offences that may lead to placement on NoGo. When placed on NoGo, all the student's privileges are withdrawn.

Student's Responsibility	Monitoring System and Consequences	Getting Off NoGo
<p>a. Whole or partial day absences (truancy and fractional truancy)</p> <p>Attend all timetabled lessons every day, unless you provide a written note signed and dated by parent/caregiver or another teacher.</p>	<ul style="list-style-type: none"> • Suspected truants are reported by teachers and recorded on First Class by the Head Teacher Administration • Students will escalate up the following level system if they truant with a 10 week period of the previous offence. <p>Full day & Fractional truancy:</p> <ul style="list-style-type: none"> ➤ 1st breach: Parent(s) will be notified by the Head Teacher Admin; Placement on After-School Detention ➤ 2nd breach: Parent(s) will be notified by the Head Teacher Administration, placement on a five day monitoring card and After-School Detention. ➤ 3rd breach: Parent(s) will be notified by the Head Teacher Administration, placement on a ten day monitoring card and NoGo. ➤ 4th breach: Issue of formal caution by the Head Teacher Administration; another ten day monitoring card; and After School-Detention ➤ 5th breach: Two day in-school suspension; Deputy to arrange a parental meeting; placement on NoGo ➤ 6th breach: Possible out of school suspension; Deputy to arrange a parental meeting; placement on NoGo; Possible HSLO referral <p>The minimum period on NoGo will be two weeks.</p> <p>Note: failure to provide a note explaining a part or full-day absence will result in the assumption of truancy.</p>	<ul style="list-style-type: none"> • A student must serve the minimum time on No- Go and attend all timetabled lessons each day while on NoGo. • If a student truants while on NoGo, the NoGo period may be extended by a week each time. • Students must return the tear-off slip on the NoGo letter with the signature of a parent/caregiver
<p>b. Late to school</p> <p>Attend school on time every day. If late, bring a note signed by parent/caregiver explaining the lateness. The reason for your lateness must be acceptable to the school.</p>	<ul style="list-style-type: none"> • Attendance is monitored through the school rolls. • A list of students who are late to school will be printed every two weeks. • Students whose names appear on the list three times will be placed on NoGo. • The minimum period on NoGo will be two weeks. 	<ul style="list-style-type: none"> • A student must serve the minimum time on NoGo and demonstrate a pattern of improvement. • Students will continue on NoGo until a written explanation is provided by a parent/caregiver. • Students must return the tear-off slip on the NoGo letter with the signature of a parent/caregiver
<p>c. Uniform</p> <p>Wear the full school uniform to and from school and throughout each lesson, unless you have a note signed and dated by parent/caregiver to explain.</p>	<ul style="list-style-type: none"> • Students out of uniform without a note from parent/caregiver are to report to the print room before school to have their name recorded. • A list of names is produced every two weeks. • Students who appear on the list three or more times will be placed on NoGo. • The minimum period on NoGo will be two weeks. 	<ul style="list-style-type: none"> • Student must serve the minimum time and be in full uniform while on NoGo. • If out of uniform while on NoGo, the NoGo period may be extended by one week each time • Students must return the tear-off slip on the NoGo letter with the signature of a parent/caregiver.

Student's Responsibility	Monitoring System and Consequences	Getting Off NoGo
<p>d. Smoking</p> <p>Do not smoke in school grounds or while wearing school uniform.</p>	<ul style="list-style-type: none"> • These students are reported to the Deputy Principal who will inform the Head Teacher Administration for the need to place the offenders on the NoGo list immediately. • The minimum period on NoGo will be two weeks. • For the first breach, the student will be required to complete a whole workbook, with a signature of the parent/caregiver. A Formal Caution will also be issued by the Deputy and he will be placed on NoGo. • If there is a second breach, the boy will be suspended and the deputy will arrange a parental meeting. 	<ul style="list-style-type: none"> • Students must serve the minimum time on No- Go. • Further incidents of smoking while on NoGo will result in a suspension. • Students must return the tear-off slip on the NoGo letter with the signature of a parent/caregiver.
<p>e. Bringing the name of the school into disrepute</p> <p>Anything that you do outside the school that may cause a member of the public who witnesses the event to think poorly of the school will fall into this category. Fighting, misbehaviour on public transport, damaging property, being discourteous to a member of the public, swearing in the hearing of a member of the public, crossing the road against the lights, loitering at the railway station or the shops, failure to obey a request to move on and not wearing full school uniform in public are examples of these events.</p>	<ul style="list-style-type: none"> • If you bring the name of the school into disrepute, a record will be made of the event. • On the second occasion, you will be placed on NoGo for a minimum of two weeks. • You should be aware that the School Captain, Vice Captain, Senior Prefect and all prefects can refer incidents of Prefect Coordinator, Principal or Deputy. 	<ul style="list-style-type: none"> • Student must serve the minimum time on NoGo. • Further misbehaviour that brings the name of the school into disrepute while on NoGo may result in the issue of a Formal Caution or a suspension.

Whilst a student is on the NoGo list, he will not be allowed to

- Participate in grade or recreational sport – he is to remain at school in Room 6 until 3.05pm
- Go on any school excursions or camps
- Represent the school in any activity
- Leave the school grounds on any scheduled school activity
- Participate in, or continue in, any school leadership activity
- Leave school on any school day until 3.05pm (seniors) (The student is to report to the Deputy Principal).
- Go home between scheduled examinations (seniors). (The student is to report to the Deputy Principal).
- Attend School Discos.

Parents are notified of placement on NoGo by letter. The letter is sent home via the student; a tear-off slip must be returned on the next school day to the Head Teacher Administration. Placement on NoGo is usually for two weeks; this period may be extended further if a further offence is committed while the student is on NoGo.

Map of Asquith Boys High School

